



**Agenda  
City of Vernon  
Regular City Council Meeting  
Tuesday, June 02, 2020, 09:00 AM  
City Hall, Council Chamber  
4305 Santa Fe Avenue  
Vernon, California**

**Leticia Lopez, Mayor  
Melissa Ybarra, Mayor Pro Tem  
William Davis, Council Member  
Carol Menke, Council Member  
Diana Gonzales, Council Member**

**THIS MEETING WILL BE CONDUCTED PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20**

The public is encouraged to view the meeting at <http://www.cityofvernon.org/webinar> or by calling (415) 655-0060, Access Code 561-884-461#.

You may submit comments to [PublicComment@ci.vernon.ca.us](mailto:PublicComment@ci.vernon.ca.us) with the subject line "June 2, 2020 City Council Meeting Public Comment Item #\_\_." Comments received prior to 8 a.m., Tuesday, June 2, 2020, will be read into the record.

**CALL TO ORDER**

**FLAG SALUTE**

**ROLL CALL**

**APPROVAL OF THE AGENDA**

**PUBLIC COMMENT**

At this time the public is encouraged to address the City Council on any matter that is within the subject matter jurisdiction of the City Council. The public will also be given a chance to comment on matters which are on the posted agenda during City Council deliberation on those specific matters.

**PRESENTATIONS**

**1. Public Works**

[I-710 South Corridor Update by Gateway Cities Council of Governments](#)

Recommendation:

No action required by City Council. This is a presentation only.

## **PUBLIC HEARINGS**

### **2. City Administration**

#### [Citywide Budget and Appropriations Limit \(GANN\) for Fiscal Year 2020/2021](#)

Recommendation:

A) Adopt Resolution No. 2020-13 approving the Citywide budget for Fiscal Year 2020-2021; and

B) Adopt Resolution No. 2020-14 establishing the City's Appropriation Limit for the Fiscal Year 2020-2021.

[1. Resolution No. 2020-13 Budget](#)

[2. Resolution No. 2020-14 GANN](#)

[3. GANN Calculation](#)

[4. Public Hearing Notice](#)

## **CONSENT CALENDAR**

All matters listed on the Consent Calendar are to be approved with one motion. Items may be removed from the Consent Calendar by any member of the Council. Those items removed will be considered immediately after the Consent Calendar.

### **3. City Clerk**

#### [Approval of Minutes](#)

Recommendation:

Approve the May 19, 2020 Regular City Council meeting minutes.

[1. City Council Minutes 5-19-2020](#)

### **4. Finance/Treasury**

#### [Operating Account Warrant Register](#)

Recommendation:

Approve Operating Account Warrant Register No. 46, for the period of May 3 through May 16, 2020, which totals \$2,224,976.13 and consists of ratification of electronic payments totaling \$1,863,522.53 and ratification of the issuance of early checks totaling \$361,453.60.

[1. Operating Account Warrant Register No. 46](#)

### **5. Public Works**

#### [Public Works Monthly Building Report](#)

Recommendation:

Receive and file the April 2020 Building Report.

[1. Public Works Department April 2020 Building Report](#)

**6. City Clerk**[Records Retention Schedule](#)

Recommendation:

Adopt Resolution No. 2020-15 approving the City's Records Retention Schedule, authorizing destruction of certain City records and repealing Resolution No. 2017-53.

[1. Resolution No. 2020-15 Records Retention Schedule](#)**7. Public Utilities**[Change Order No. 1 to Construction Contract with General Pump Company, Inc. for On-Call Well and Booster Pump Repairs](#)

Recommendation:

A) Find that the proposed action is categorically exempt from California Environmental Quality Act (CEQA) review, in accordance with CEQA Guidelines § 15301, because the project consists of the maintenance, repair or minor alteration of existing equipment and involves negligible or no expansion of an existing use; and

B) Approve and authorize the City Administrator to execute Change Order No. 1 to the Construction Contract with General Pump Company, Inc., in substantially the same form as submitted, authorizing renewal of the contract term for a one year period from July 1, 2020 through June 30, 2021, at a cost not-to-exceed \$600,000 for the renewal term for on-call well and booster pump repairs.

[1. Change Order No. 1 to General Pump Inc. Construction Contract](#)**8. Public Works**[Sub-Recipient Agreement for the Purposes of the Proposition 1 Storm Water Agreement – Supplemental Expense](#)

Recommendation:

A. Find that approval of the supplemental expense is exempt under the California Environmental Quality Act (CEQA) because it is an administrative activity that will not result in direct or indirect physical changes in the environment and therefore is not a "project" as defined in CEQA Guidelines section 15378, and to the extent approving the supplemental expense can be deemed a "project," it is part and parcel of the larger project of designing and constructing the infiltration cistern regional project, which has been subject to CEQA review and mitigation; and

B. Approve the supplemental expense for an amount up to \$8,000 for the implementation of the John Anson Ford Park Infiltration Cistern, Phase I (Project) approved by City Council under the Sub-Recipient Agreement between the City of Vernon the cities of Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, Maywood (Sub-Recipients), and the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (GWMA) for the purposes of the Proposition 1 Storm Water Agreement.

**9. Human Resources**[Agreement with Alliant Insurance Services, Inc. for Health Benefits Brokerage and Consulting Services](#)

Recommendation:

Approve and authorize the City Administrator to execute a Services Agreement with Alliant Insurance Services, Inc. (Alliant), in substantially the same form as submitted, for a one-year term in an amount not-to-exceed \$74,000 for the provision of Health Benefits Brokerage and Consulting Services, with an effective date of July 1, 2020.

1. [Services Agreement with Alliant Insurance Services, Inc.](#)

**NEW BUSINESS****10. Human Resources**[Amendment No. 1 to the Side Letter of Agreement with the Vernon Professional Firefighters Association, Local 2312](#)

Recommendation:

Adopt Resolution No. 2020-16 approving Amendment No. 1 to the Side Letter of Agreement by and between the City of Vernon and the Vernon Professional Firefighters Association, Local 2312.

1. [Resolution No. 2020-16 VPFA](#)
2. [VPFA MOU](#)
3. [VPFA Side Letter](#)

**11. Human Resources**[Amendment No. 1 to the Side Letter of Agreement with the Vernon Fire Management Association](#)

Recommendation:

Adopt Resolution No. 2020-17 approving Amendment No. 1 to the Side Letter of Agreement by and between the City of Vernon and the Vernon Fire Management Association.

1. [Resolution No. 2020-17 VFMA](#)
2. [VFMA MOU](#)
3. [VFMA Side Letter](#)

**12. Human Resources**[City's Fringe Benefits Policy and Citywide Classification and Compensation Plan](#)

Recommendation:

A) Adopt Resolution No. 2020-18 adopting Citywide Fringe Benefits Policy and repealing Resolution No. 2020-07; and  
B) Adopt Resolution No. 2020-19 adopting Citywide Classification and Compensation Plan in accordance with Government Code Section 20636(b)(1).

1. [Resolution No. 2020-18 Citywide Fringe Benefits Policy](#)
2. [Resolution No. 2020-19 Citywide Classification and Compensation Plan](#)

**ORAL REPORTS**

City Administrator Reports on Activities and other Announcements.

City Council Reports on Activities (including AB1234), Announcements, or Directives to Staff.

**CLOSED SESSION**

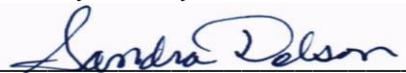
- 13. **City Attorney**  
**THREAT TO PUBLIC SERVICES OR FACILITIES**  
Government Code Section 54957  
Consultation with City Administrator, City Attorney, Police Chief and other related City officials
  
- 14. **City Administration**  
**CONFERENCE WITH LABOR NEGOTIATORS**  
Government Code Section 54957.6  
Agency Designated Representative: Carlos Fandino, City Administrator  
Employee Organizations: Vernon Professional Firefighters Association and Vernon Fire Management Association

**CLOSED SESSION REPORT**

**ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Vernon City Hall, located at 4305 Santa Fe Avenue, Vernon, California, and on the City's website, not less than 72 hours prior to the meeting set forth on this agenda.

Dated this 28<sup>th</sup> day of May, 2020.

By:   
Sandra Dolson, Administrative Secretary

## Guide to City Council Proceedings

**Meetings** of the City Council are held the first and third Tuesday of each month at 9:00 a.m. and are conducted in accordance with Rosenberg's Rules of Order (Vernon Municipal Code Section 2.1-1).

**Copies** of all agenda items and back-up materials are available for review in the City Clerk Department, Vernon City Hall, 4305 Santa Fe Avenue, Vernon, California, and are available for public inspection during regular business hours, Monday through Thursday, 7:00 a.m. to 5:30 p.m. Agenda reports may be reviewed on the City's website at [www.cityofvernon.org](http://www.cityofvernon.org) or copies may be purchased for \$0.10 per page.

**Disability-related services** are available to enable persons with a disability to participate in this meeting, consistent with the Americans with Disabilities Act (ADA). In compliance with ADA, if you need special assistance, please contact the City Clerk department at CityClerk@ci.vernon.ca.us or (323) 583-8811 at least 48 hours prior to the meeting to assure arrangements can be made.

The **Public Comment** portion of the agenda is for members of the public to present items, which are not listed on the agenda but are within the subject matter jurisdiction of the City Council. The City Council cannot take action on any item that is not on the agenda but matters raised under Public Comment may be referred to staff or scheduled on a future agenda. Comments are limited to three minutes per speaker unless a different time limit is announced. Speaker slips are available at the entrance to the Council Chamber.

**Public Hearings** are legally noticed hearings. For hearings involving zoning matters, the applicant and appellant will be given 15 minutes to present their position to the City Council. Time may be set aside for rebuttal. All other testimony shall follow the rules as set for under Public Comment. If you challenge any City action in court, you may be limited to raising only those issues you or someone else raised during the public hearing, or in written correspondence delivered to the City Clerk at or prior to the public hearing.

**Consent Calendar** items may be approved by a single motion. If a Council Member or the public wishes to discuss an item, it may be removed from the calendar for individual consideration. Council Members may indicate a negative or abstaining vote on any individual item by so declaring prior to the vote on the motion to adopt the Consent Calendar. Items excluded from the Consent Calendar will be taken up following action on the Consent Calendar. Public speakers shall follow the guidelines as set forth under Public Comment.

**New Business** items are matters appearing before the Council for the first time for formal action. Those wishing to address the Council on New Business items shall follow the guidelines for Public Comment.

**Closed Session** allows the Council to discuss specific matters pursuant to the Brown Act, Government Code Section 54956.9. Based on the advice of the City Attorney, discussion of these matters in open session would prejudice the position of the City. Following Closed Session, the City Attorney will provide an oral report on any reportable matters discussed and actions taken. At the conclusion of Closed Session, the Council may continue any item listed on the Closed Session agenda to the Open Session agenda for discussion or to take formal action as it deems appropriate.

# City Council Agenda Item Report

Agenda Item No. COV-206-2020

Submitted by: Daniel Wall

Submitting Department: Public Works

Meeting Date: June 2, 2020

## **SUBJECT**

I-710 South Corridor Update by Gateway Cities Council of Governments

## **Recommendation:**

No action required by City Council. This is a presentation only.

## **Background:**

Karen Heit, Transportation Deputy for the for the Gateways Cities Council of Governments, will provide information on the I-710 Corridor Project, including:

- Update on the Final Environmental Documents
- Update on the Clean Trucks Program
- Overview of the Early Action Program; and
- Overview of local hiring considerations

## **Fiscal Impact:**

## **Attachments:**

# City Council Agenda Item Report

Agenda Item No. COV-193-2020

Submitted by: Scott Williams

Submitting Department: City Administration

Meeting Date: June 2, 2020

## **SUBJECT**

Citywide Budget and Appropriations Limit (GANN) for Fiscal Year 2020/2021

## **Recommendation:**

A) Adopt Resolution No. 2020-13 approving the Citywide budget for Fiscal Year 2020-2021; and  
B) Adopt Resolution No. 2020-14 establishing the City's Appropriation Limit for the Fiscal Year 2020-2021.

## **Background:**

At the City Council meetings of April 7, April 21, and May 5, 2020, staff presented the proposed Fiscal Year (FY) 2020-2021 Citywide Budget, including a budget overview encapsulating the City's overall financial position, identifying challenges (e.g. the City's structural deficit), and articulating relevant strategies to address budgetary issues facing Vernon in the short and long term. The presentations included information on the City's fiscal policy, budget process, historical budget comparisons (Citywide and fund specific), and adjustments made in light of the economic effects of the COVID-19 pandemic.

During the April 7, 2020 Council meeting, departments were initially advised to maintain expenditures at the previous fiscal year's levels. General fund revenues were reduced to account for the decrease in expected utility users tax, sales and use tax, business license tax, and building permit fees due to the decrease in economic activity as a result of the current state of emergency.

On April 21, 2020, the Council received a presentation which included the addition of funds for the Westside Development project; adjusting the parcel tax revenues for the CPI increase; and increasing sales and use tax revenues to take into account the effects of the newly approved sales tax measure. At the Council's request, during the May 5, 2020 budget presentation, the budget was revised to include decreasing capital outlays in General Fund and Vernon Public Utilities, decreasing Vernon Public Utility supplies and services, including the proceeds from the bond offering, and reducing expected utility revenues.

As staff continues Citywide succession planning efforts and maintains its commitment to maximizing organizational efficiencies, some positions have been unfunded due to departmental reorganization and outsourcing. The City remains focused on delivering exceptional, professional, quality services to businesses and residents and, therefore, will continually evolve by implementing adjustments to staffing throughout the City to ensure service standards are met. An overall net decrease of approximately \$710,791 due to staffing modifications has been incorporated into the Salaries/Benefits Expenditures in the FY 2020/2021 Budget.

In order to maintain the health and safety of employees and visitors to City Hall, the City has budgeted for additional janitorial services to continuously clean and sanitize the premises. The increase has been incorporated into the budget for an additional \$103,920 in Supplies/Services Expenditures. Adjustments to the City Attorney Department's budget, including the contract for interim City Attorney services will

increase Supplies/Services Expenditures by \$226,000. However, coupled with the reduction in costs associated to personnel, City Attorney's departmental budget decreased by \$484,791 overall. There were two minor changes to General Fund Supplies/Services Expenditures to consolidate costs across departments, which reduced the Supplies/Services Expenditure budget by \$49,180.

The difference in the total monetary impact from the time of the Budget Workshop in May to present equates to an overall decrease in City expenditures in the amount of approximately \$385,370. Resolution No. 2020-13 approves the Citywide FY 2020-2021 Budget (Attachment 1).

California voters approved an initiative on November 6, 1979 that added Article XIII B to the State Constitution, which placed limits on the amount of revenue that can be appropriated by all entities of government. This State Appropriation Limit is often referred to as the Gann Limit, after Paul Gann, the author of the measure placing the limit in the State constitution. In accordance with that legislation, the governing body of each government jurisdiction must, by resolution, establish its annual Appropriation Limit for the coming year at a regularly scheduled meeting or noticed special meeting (Attachment 2).

The original Article XIII B (Proposition 4) and its implementing legislation, Chapter 1205/80, was modified in June 1990 by Proposition 111 and SB 88 (Chapter 60/90). As a result of Proposition 111, the City is required to choose between two annual inflation factors: (1) the growth in California per capita income; or (2) the growth in non-residential assessed valuation due to new construction within the City; and two population factors: (1) the growth in City; or (2) County population.

The City calculated its appropriation limit based on the non-residential assessed valuation due to new construction as its annual inflation factor and the County's population growth as its annual population growth factors for Fiscal Year 2017-2018, 2018-2019, 2019-2020, and 2020-2021 (Attachment 3).

Over the last ten (10) years, and including 2020-2021, the City's appropriations subject to the Appropriation Limit have remained well below the Appropriation Limit. Given the size of this gap, it is unlikely that the City will exceed the Appropriation Limit in the upcoming years without significant changes to the City's tax structure.

Notice of public hearing for consideration of the Fiscal Year 2020/2021 Proposed Citywide Budget and Governmental Appropriation Limit (GANN) published in The Wave on May 18, 2020 (Attachment 4).

### **Fiscal Impact:**

The Fiscal Year 2020-2021 Budget includes \$319,963,521 in revenues and expenditures. The 2020-2021 Governmental Appropriation Limit is \$1,562,357,724, which is well under the limitations imposed pursuant to GANN.

### **Attachments:**

1. [Resolution No. 2020-13 Budget](#)
2. [Resolution No. 2020-14 GANN](#)
3. [GANN Calculation](#)
4. [Public Hearing Notice](#)

RESOLUTION NO. 2020-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON  
APPROVING THE FISCAL YEAR 2020-2021 BUDGET

SECTION 1. Recitals.

- A. On April 7, April 21, and May 5, 2020, staff presented the proposed budget to the City Council.
- B. The proposed budget maintains the proper balance between revenues and expenditures, and establishes thoughtfully considered priorities.
- C. Pursuant to Government Code Section 66002, the City Council held a public hearing on the budget, which included the Capital Improvement Plan.
- D. Approval of the budget is in the public interest.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VERNON AS FOLLOWS:

SECTION 2. The City Council hereby finds and determines that the above recitals are true and correct.

SECTION 3. The City Council hereby approves the budget as set forth in Exhibit A, attached hereto and incorporated by reference, to anticipate the requirements for fiscal year 2020-2021 for the different departments of the City of Vernon.

SECTION 4. The anticipated revenues for the fiscal year 2020-2021 are set forth in Exhibit B, attached hereto and incorporated by reference.

SECTION 5. The City Council hereby finds and determines that certain items provided for in individual department budgets are in the nature of community promotion and education, and the City Council further finds and determines that the same are in the best interests of the City, and necessary for the further development of the City and constitute a reasonable expenditure of public funds.

SECTION 6. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED this 2<sup>nd</sup> day of June, 2020.

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LETICIA LOPEZ, Mayor

ATTEST:

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LISA POPE, City Clerk  
(seal)

APPROVED AS TO FORM:

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ARNOLD M. ALVAREZ-GLASMAN,  
Interim City Attorney



**CITY OF VERNON  
EXPENDITURE BUDGET  
2020-2021**

DEPARTMENT	FY2021 SALARIES	FY2021 BENEFITS	FY2021 SUPPLIES/ SERVICES	FY2021 CAPITAL OUTLAY	FY2021 TOTAL
CITY COUNCIL	\$ 152,217	\$ 67,671	\$ 39,984	\$ -	\$ 259,872
CITY ADMINISTRATION	596,747	259,838	128,371	-	984,956
CITY ATTORNEY	309,480	170,989	653,500	-	1,133,969
CITY CLERK	348,548	155,152	92,500	-	596,200
FINANCE	1,310,506	602,019	1,194,835	-	3,107,360
HUMAN RESOURCES	645,646	3,513,573	403,890	-	4,563,109
COMMUNITY PROMOTION	-	-	500,000	-	500,000
COMMUNITY DEVELOPMENT	-	-	500,000	-	500,000
INFORMATION TECHNOLOGY	701,848	309,639	1,425,474	1,040,000	3,476,961
<b>SUB-TOTAL ADMIN</b>	<b>4,064,992</b>	<b>5,078,881</b>	<b>4,938,554</b>	<b>1,040,000</b>	<b>15,122,427</b>
HEALTH/ENVIRONMENTAL CTRL	769,208	380,367	341,200	-	1,490,775
<b>SUB-TOTAL HEALTH</b>	<b>769,208</b>	<b>380,367</b>	<b>341,200</b>	<b>-</b>	<b>1,490,775</b>
POLICE	7,079,452	4,446,725	442,526	272,200	12,240,903
FIRE	4,310,568	2,818,869	10,319,773	1,780,160	19,229,370
<b>SUB-TOTAL SAFETY</b>	<b>11,390,020</b>	<b>7,265,594</b>	<b>10,762,299</b>	<b>2,052,360</b>	<b>31,470,273</b>
ADMIN-ENGR-PLANNING	1,832,047	919,931	1,660,180	1,730,000	6,142,158
BUILDING DEPARTMENT	592,942	278,025	738,250	-	1,609,217
PUBLIC WORKS	443,059	277,541	5,840	-	726,440
INDUSTRIAL DEVELOPMENT	-	-	51,480	-	51,480
CITY GARAGE	338,590	178,867	274,500	60,000	851,957
CITY WAREHOUSE	323,113	197,223	10,950	95,000	626,286
CITY HOUSING	163,181	94,028	134,200	205,000	596,409
CITY BUILDINGS	395,950	191,492	876,970	1,150,000	2,614,412
<b>SUB-TOTAL COMM SER</b>	<b>4,088,882</b>	<b>2,137,107</b>	<b>3,752,370</b>	<b>3,240,000</b>	<b>13,218,359</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 20,313,102</b>	<b>\$ 14,861,949</b>	<b>\$ 19,794,423</b>	<b>\$ 6,332,360</b>	<b>\$ 61,301,834</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 20,313,102</b>	<b>\$ 14,861,949</b>	<b>\$ 19,794,423</b>	<b>\$ 6,332,360</b>	<b>\$ 61,301,834</b>
RDA OBLIGATION RETIREMENT FUND	-	-	5,911,113	-	5,911,113
<b>UTILITIES</b>					
<u>WATER FUND</u>					
WATER OPERATIONS	1,525,769	734,384	6,681,614	7,376,685	16,318,452
RECYCLED WATER	-	-	-	-	-
<b>SUB-TOTAL WATER</b>	<b>1,525,769</b>	<b>734,384</b>	<b>6,681,614</b>	<b>7,376,685</b>	<b>16,318,452</b>
<u>LIGHT &amp; POWER</u>					
FIELD OPERATIONS	703,244	260,123	512,728	687,000	2,163,095
SYSTEM DISPATCH	1,907,683	713,185	825,214	65,000	3,511,082
STATION A	-	-	808,045	115,000	923,045
TRANS/DISTRIBUTION	-	-	8,127,432	-	8,127,432
BUILDING MAINTENANCE	62,884	44,192	298,000	235,000	640,076
CUSTOMER SERVICE	351,079	184,687	368,800	120,000	1,024,566
ADMINISTRATION	1,214,550	539,607	57,332,116	90,000	59,176,273
ELECTRICAL ENGINEERING	1,154,073	490,849	372,000	9,395,000	11,411,922
RESOURCE MANAGEMENT	685,441	277,248	133,028,656	-	133,991,345
ENERGY MANAGEMENT	39,220	15,005	715,000	-	769,225
<b>SUB-TOTAL L &amp; P</b>	<b>6,118,174</b>	<b>2,524,896</b>	<b>202,387,991</b>	<b>10,707,000</b>	<b>221,738,061</b>
<b>GAS</b>	<b>700,445</b>	<b>310,887</b>	<b>12,680,893</b>	<b>270,000</b>	<b>13,962,225</b>
<b>FIBER-OPTICS</b>	<b>72,238</b>	<b>35,413</b>	<b>324,186</b>	<b>300,000</b>	<b>731,837</b>
<b>TOTAL UTILITIES</b>	<b>8,416,626</b>	<b>3,605,580</b>	<b>222,074,683</b>	<b>18,653,685</b>	<b>252,750,574</b>
<b>GRAND TOTAL</b>	<b>\$ 28,729,728</b>	<b>\$ 18,467,529</b>	<b>\$ 247,780,219</b>	<b>\$ 24,986,045</b>	<b>\$ 319,963,521</b>

**CITY OF VERNON  
ESTIMATED REVENUES  
2020-2021**

Object	FY2021
<b>GOVERNMENTAL FUND TYPES</b>	
<u>GENERAL FUND</u>	
400110 SECURED PROPERTY TAX-CURRENT	\$ 4,440,918
400210 PRIOR YEAR SECURED	\$ (8,831)
400310 REAL PROPERTY TRANSFER TAX	\$ 242,299
400311 BNSF	\$ 624,792
400500 PROPERTY TAX-INTEREST & PENALTIES	\$ 7,728
400610 PROP "A" FUNDS	\$ 4,340
400630 PROP "C" FUNDS	\$ 3,600
400700 HOMEOWNERS' PROPERTY TAX EXEMPTION	\$ 17,221
400820 PUBLIC SAFETY AUGMENTATION FUND	\$ 1,877
400900 PARCEL TAXES - WAREHOUSE	\$ 12,125,874
400950 PARCEL TAXES - SAFETY	\$ 2,195,162
401000 UTILITY USERS TAX	\$ 11,016,000
401200 SALES AND USE TAX	\$ 8,250,000
401205 MEASURE W LOCAL RETURN (STORMWATER)	\$ 940,000
401206 MEASURE R LOCAL RETURN	\$ 2,700
401207 MEASURE M LOCAL RETURN	\$ 3,060
401208 ROAD MAINTENANCE AND REHAB - SB1	\$ 3,459
401209 TDA ARTICLE 3	\$ 5,000
401600 ADMINISTRATIVE FEES - SB2557	\$ (36,252)
401650 STATE FEE - SB1186	\$ 1,100
407500 GAS TAX 2103	\$ 1,783
407510 GAS TAX 2105	\$ 1,163
407600 GAS TAX 2106	\$ 5,487
407700 GAS TAX 2107	\$ 1,527
407800 GAS TAX 2107.5	\$ 1,000
410100 BUSINESS LICENSES	\$ 4,768,500
410210 BUILDING PERMITS	\$ 769,650
410211 FIRE PERMIT FEES	\$ 22,500
410212 ALARM PERMITS	\$ 11,690
410240 PUBLIC HEALTH PERMITS	\$ 325,000
410250 HEALTH PERMIT LATE FEES	\$ 3,000
410260 CUPA PERMIT FEES	\$ 600,000
410265 CUPA PERMIT LATE FEES	\$ 6,000
410270 FILMING PERMITS	\$ 2,500
410271 SPECIAL EVENT PERMIT FEES	\$ 600
410280 CONDITIONAL USE PERMITS	\$ 13,927
410290 ISSUANCE FEE	\$ 19,000
410300 FRANCHISES AND AGREEMENTS	\$ 115,008
410310 SOLID WASTE FRANCHISE FEES	\$ 1,200,000
410320 SOLID WASTE FRANCHISE LATE FEES	\$ 5,000
410400 CLOSURE REVIEW FEES	\$ 2,500
410410 PLAN CHECK REVIEW FEES	\$ 20,000
410416 CUPA PLAN CHECK REVIEW FEES	\$ 5,000
410420 CALARP REVIEW FEES	\$ 5,000
410430 ANNUAL BUSINESS FIRE INSPECTION	\$ 100,000
410460 ANNUAL BUSINESS FIRE RE-INSPECITON	\$ 1,500

**CITY OF VERNON  
ESTIMATED REVENUES  
2020-2021**

Object	FY2021
410470 FIVE YEAR SPRINKLER SYSTEM TESTING	\$ 4,250
410480 FALSE ALARM FEES	\$ 27,500
410490 FIRE EXTINGUISHER TRAINING	\$ 200
420100 VEHICLE CODE FINES	\$ 60,000
420110 OTHER VEHICLE FINES	\$ 20,000
420130 VEHICLE INSPECTION FEE	\$ 4,000
420510 PARKING CITATIONS	\$ 30,000
420515 FRANCHISE TOWING FEES	\$ 15,000
420520 COMMUNITY SERVICES INCOME	\$ 37,000
420525 IMPOUNDED VEHICLE RELEASE FEES	\$ 3,000
420530 DUI VEHICLE RELEASE FEES	\$ 3,000
420535 REPOSSESSED VEHICLE RELEASE FEE	\$ 300
430110 INVESTMENT INCOME	\$ 86,700
431000 RENTS	\$ 528,920
440100 GRANT REVENUE	\$ 1,267,931
441010 COPS - SLESF FUNDS	\$ 100,000
442001 MOTOR VEHICLE IN-LIEU TAX	\$ 8,670
450110 FIRE SERVICE	\$ 20,000
450120 ENGINEERING INSPECTION FEES	\$ 70,000
458000 GENERAL CITY ADMINISTRATIVE SERVICES	\$ 3,738,862
459030 GROUP MEDICAL REVENUE	\$ 228,257
461100 MISCELLANEOUS AND PENALTIES	\$ 53,988
461300 FREE SALES CERTIFICATE FEES	\$ 25,000
466000 P.O.S.T. REIMBURSEMENT	\$ 1,000
466200 PLAN CHECK FEES	\$ 446,330
466220 GREEN BUILDING STANDARDS FEE	\$ 10,262
466230 ANNUAL FEE	\$ 1,000
466600 COPIES AND PUBLICATIONS	\$ 18,425
466700 BACKFLOW CERTIFICATES	\$ 20,000
466900 MISCELLANEOUS	\$ 269,517
467000 STRIKE TEAM REIMBURSEMENT	\$ 50,000
467100 EMS REIMBURSEMENT	\$ 100,000
468400 VARIANCES	\$ 6,597
469300 RESERVE APPLIED	\$ 440,825
499700 CREDIT FOR GARAGE WORK ORDERS	\$ 375,000
600910 OTHER INCOME	\$ 387,920
630055 LIGHT AND POWER IN-LIEU TAX	\$ 4,995,000
<b>TOTAL GENERAL FUND</b>	<b>61,301,834</b>
 <u>FIDUCIARY FUND</u>	
022 RDA/SUCCESSOR AGENCY TAX INCREMENT	\$ 5,911,113
<b>SUB-TOTAL FIDUCIARY FUND</b>	<b>5,911,113</b>
 <b>TOTAL GOVERNMENTAL TYPE FUNDS</b>	 <b>67,212,947</b>

**CITY OF VERNON  
ESTIMATED REVENUES  
2020-2021**

Object	FY2021
<u>PROPRIETARY FUND TYPES</u>	
<u>WATER DEPARTMENT</u>	
020 WATER - REVENUES	\$ 10,556,377
020 WATER - PROCEEDS FROM LONG-TERM DEBT	\$ 7,376,685
020 WATER - RESERVES APPLIED	\$ (1,614,610)
<u>LIGHT AND POWER</u>	
055 LIGHT AND POWER - REVENUES	\$ 218,453,351
055 LIGHT AND POWER - PROCEEDS FROM LONG-TERM DEBT	\$ 9,395,000
055 LIGHT AND POWER - RESERVES APPLIED	\$ (6,110,291)
<u>FIBER-OPTICS</u>	
057 FIBER-OPTICS - REVENUES	\$ 700,000
057 FIBER-OPTICS - RESERVES APPLIED	\$ 31,837
<u>GAS UTILITY</u>	
056 GAS - REVENUES	\$ 14,133,775
056 GAS - RESERVES APPLIED	\$ (171,550)
<b>SUB-TOTAL PROPRIETARY FUNDS</b>	<b>252,750,574</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 319,963,521</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1001 CITY COUNCIL**

	A FY2020 Budget	B FY2020 Forecast	C FY-2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 146,349	\$ -	\$ 152,217	\$ 5,868	\$ (146,349)	\$ 152,217
<b>BENEFITS</b>	61,579	-	67,671	6,092	(61,579)	67,671
<b>SUPPLIES/SERVICES</b>	39,984	-	39,984	-	(39,984)	39,984
<b>TOTAL EXPENSES</b>	<b>\$ 247,912</b>	<b>\$ -</b>	<b>\$ 259,872</b>	<b>\$ 11,960</b>	<b>\$ (247,912)</b>	<b>\$ 259,872</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Councilmembers	4.0	\$ 117,079	\$ 121,773	\$ 4,694
Mayor	1.0	29,270	30,444	\$ 1,174
<b>DEPARTMENT TOTALS</b>	<b>5.0</b>	<b>\$ 146,349</b>	<b>\$ 152,217</b>	<b>\$ 5,868</b>

**CITY OF VERNON**  
**Fund 011 Department 1001 - General Fund City Council Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1001 CITY COUNCIL**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>EXPENSES:</b>							
<b>SALARIES</b>							
501010	Salaries - Regular	146,349	152,217	5,868	(146,349)	152,217	
501012	Salaries - Premium	-	-	-	-	-	
		146,349	152,217	5,868	(146,349)	152,217	
<b>BENEFITS</b>							
502020	Retirement	25,146	27,662	2,516	(25,146)	27,662	
502030	Group Insurance Premiums	34,311	37,802	3,491	(34,311)	37,802	
502060	Medicare	2,122	2,207	85	(2,122)	2,207	
		61,579	67,671	6,092	(61,579)	67,671	
<b>SUPPLIES/SERVICES</b>							
520000	Supplies	1,780	1,780	-	(1,780)	1,780	
596500	Travel	38,204	38,204	-	(38,204)	38,204	
596550	Memberships	-	-	-	-	-	
		39,984	39,984	-	(39,984)	39,984	
<b>TOTAL EXPENSES</b>		<b>\$ 247,912</b>	<b>\$ -</b>	<b>\$ 259,872</b>	<b>\$ 11,960</b>	<b>\$ (247,912)</b>	<b>\$ 259,872</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1001 - CITY COUNCIL**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Description	FY2020 Budget	FY2021 Budget
1 Photography	Professional Photo Session (if a new Council member is elected at the April 2021 election, a professional photo of him/her will be needed for the hallway wall)	\$ 500	\$ 500
2 SILVA'S	Business Cards (if any reorganizational changes occur as a result of the April 2021 election, new business cards may be needed)	400	400
3 STAPLES	General Office/Desk Supplies	150	150
4 Huntington Park Rubber Stamp Company	Desktop Name Plates (if any reorganizational changes occur as a result of the April 2021 election, a new set of name plates may be needed for Council Office)	30	30
5 Vendor Name	City of Vernon Polos	700	700
		<b>\$ 1,780</b>	<b>\$ 1,780</b>

**Account No. 596500 - Travel**

Name	Description	FY2020 Budget	FY2021 Budget
1 League of Cities	Conference/Seminar	12,389	12,389
2 CCCA Annual Legislative Orientation Tour	Legislative Orientation Tour/Fall Seminar/Municipal Seminar	9,604	9,604
3 ICA Seminars/Meetings	Winter Seminar/Summer Seminar	9,980	9,980
4 Miscellaneous Conference Attendance		5,000	5,000
5 Mileage Reimbursement		1,231	1,231
		<b>\$ 38,204</b>	<b>\$ 38,204</b>

**Account No. 596550 - Membership Dues**

Name	Description	FY2020 Budget	FY2021 Budget
1 Eco-Rapid Transit (Orangeline Development Authority)	Annual Membership Dues	-	\$ -
		<b>\$ -</b>	<b>\$ -</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1002 CITY ADMINISTRATION**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 570,062	\$ -	\$ 596,747	\$ 26,685	\$ (570,062)	\$ 596,747
<b>BENEFITS</b>	311,100	-	\$ 259,838	(51,262)	(311,100)	259,838
<b>SUPPLIES/SERVICES</b>	78,871	-	\$ 128,371	49,500	(78,871)	128,371
<b>TOTAL EXPENSES</b>	<b>\$ 960,033</b>	<b>\$ -</b>	<b>\$ 984,956</b>	<b>\$ 24,923</b>	<b>\$ (960,033)</b>	<b>\$ 984,956</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Proposed</b>	<b>Increase (Decrease)</b>
Administrative Analyst	1.0	\$ 98,483	\$ 107,554	\$ 9,071
Administrative Assistant	0.5	22,558	23,463	905
Administrative Assistant, Senior	0.5	27,420	29,945	2,525
City Administrator	1.0	317,618	330,353	12,735
Deputy City Administrator	0.0	-	-	-
Executive Assistant to the City Administrator	1.0	98,483	103,932	5,449
Public Information Officer	0.0	-	-	-
Overtime		1,500	1,500	-
Payout (vacation and sick excess hours)		4,000	-	(4,000)
<b>DEPARTMENT TOTALS</b>	<b>4.0</b>	<b>\$ 570,062</b>	<b>\$ 596,747</b>	<b>\$ 26,685</b>

**CITY OF VERNON**  
**Fund 011 Department 1002 - General Fund - City Administrator Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1002 CITY ADMINISTRATION**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	Comments
<b>EXPENSES:</b>							
<b>SALARIES</b>							
501010	Salaries - Regular	\$ 559,872	\$ 588,625	\$ 28,753	\$ (559,872)	\$ 588,625	
501012	Salaries - Premium	8,690	6,622	(2,068)	(8,690)	6,622	Severance pay
501020	Salaries - O.T.	1,500	1,500	-	(1,500)	1,500	
		570,062	596,747	26,685	(570,062)	596,747	
<b>BENEFITS</b>							
502020	Retirement	174,207	174,207	-	(174,207)	174,207	
502030	Group Insurance Premiums	128,627	76,978	(51,649)	(128,627)	76,978	
502060	Medicare	8,266	8,653	387	(8,266)	8,653	
502070	Unemployment	-	-	-	-	-	
		311,100	259,838	(51,262)	(311,100)	259,838	
<b>SUPPLIES/SERVICES</b>							
520000	Supplies	8,932	3,932	(5,000)	(8,932)	3,932	
550000	Advertisement / Promotion	20,500	-	(20,500)	(20,500)	-	
570000	Vehicle Expense	8,400	8,400	-	(8,400)	8,400	
593200	Professional Services - Legal	-	-	-	-	-	
596200	Professional Services - Other	-	75,000	75,000	-	75,000	
596500	Travel	16,500	16,500	-	(16,500)	16,500	
596550	Memberships	22,439	22,439	-	(22,439)	22,439	
596600	Books & Publications	-	-	-	-	-	
596700	Training	2,100	2,100	-	(2,100)	2,100	
		78,871	128,371	49,500	(78,871)	128,371	
<b>TOTAL EXPENSES</b>		<b>\$ 960,033</b>	<b>\$ 984,956</b>	<b>\$ 24,923</b>	<b>\$ (960,033)</b>	<b>\$ 984,956</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1002 - CITY ADMINISTRATION**  
**2020-2021**

**Account No. 501020 - Overtime**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Executive Assistant to City Administrator	Overtime	500	500
2 Sr Administrative Assistant	Overtime	500	500
3 Administrative Analyst	Overtime	500	500
		<b>\$ 1,500</b>	<b>\$ 1,500</b>

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Warehouse	Bottled Water, Copy Paper, Coffee	945	945
2 Office Depot	General office supplies	1,435	1,435
3 Huntington Park Rubber Stamp	Name Plates	200	200
4 Fed Ex	Mail	102	102
5 Community Outreach Event Supplies/Various Vendors		-	-
6 Holiday Décor/Various Vendors	City Hall Interior/Exterior	6,000	1,000
7 Vendor TBD	Employee Polo Shirts	250	250
		<b>\$ 8,932</b>	<b>\$ 3,932</b>

**Account No. 550000 -  
Advertisement/Promotion**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Vendor TBD	Professional Printing	5,000	-
2 Eastern Group Publications	Posting	-	-
3 Rio Hondo Rotary	Christmas Fundraiser	500	-
4 Miscellaneous Sponsorship/ Event Attendance		15,000	-
		<b>\$ 20,500</b>	<b>\$ -</b>

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City Admin General Use Vehicle	Gas Usage	1,200	1,200
2 City Admin General Use Vehicle	Garage Work Orders	3,000	3,000
3 City Administrator Vehicle	Gas Usage	1,200	1,200
4 City Administrator Vehicle	Garage Work Orders	3,000	3,000
		<b>\$ 8,400</b>	<b>\$ 8,400</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1002 - CITY ADMINISTRATION**  
**2020-2021**

**Account No. 593200 - Legal**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City Administrator	Legal Reimbursement Allowance Per City Administrator Employment Agreement	-	-
		<b>\$ -</b>	<b>\$ -</b>

**Account No. 596200 - Professional Services Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Legislative/Regulatory Advocacy Firm	Firm to consult on legislative matters/issues of importance to Vernon	-	75,000
		<b>\$ -</b>	<b>\$ 75,000</b>

**Account No. 596500 - Travel**

Type	Detailed Description	FY2020 Budget	FY2021 Budget
1 Air, Hotel, Meals, Etc.	Various Seminars/Meetings	5,500	5,500
2 Miscellaneous Conference Attendance		10,000	10,000
3 Mileage Reimbursement		1,000	1,000
		<b>\$ 16,500</b>	<b>\$ 16,500</b>

**Account No. 596700 - Training**

Type	Detailed Description	FY2020 Budget	FY2021 Budget
1 Fred Pryor Seminars	Performance & Skill Development	600	600
2 Workshops/Conferences	Skill Development	1,500	1,500
		<b>\$ 2,100</b>	<b>\$ 2,100</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1002 - CITY ADMINISTRATION**  
**2020-2021**

**Account No. 596550 - Membership Dues**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Gateway Cities Council of Governments	Membership Dues	13,000	13,000
2 California Contract Cities Association	Membership Dues	6,000	6,000
3 League of California Cities - L.A. County Division	Membership Dues	1,000	1,000
4 Independent Contract Cities	Membership Dues	550	550
5 League of CA Cities	Membership Dues	74	74
6 National League of Cities	Membership Dues	300	300
7 Southern California Association of Governments	Membership Dues	115	115
8 ICMA	Membership Dues	1,400	1,400
		<b>\$ 22,439</b>	<b>\$ 22,439</b>

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
		-	-
		<b>\$ -</b>	<b>\$ -</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1003 CITY CLERK**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 363,910	\$ -	\$ 348,548	\$ (15,362)	\$ (363,910)	\$ 348,548
<b>BENEFITS</b>	141,725	-	155,152	13,427	(141,725)	155,152
<b>SUPPLIES/SERVICES</b>	93,000	-	92,500	(500)	(93,000)	92,500
<b>TOTAL EXPENSES</b>	<b>\$ 598,635</b>	<b>\$ -</b>	<b>\$ 596,200</b>	<b>\$ (2,435)</b>	<b>\$ (598,635)</b>	<b>\$ 596,200</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Administrative Secretary	1.0	\$ 64,983	\$ 70,830	\$ 5,847
City Clerk	1.0	206,239	184,494	(21,745)
Deputy City Clerk	0.0	-	-	-
Records Management Assistant	1.0	88,188	91,724	3,536
Overtime		1,500	1,500	-
Payout (vacation and sick excess hours)		3,000	-	-
<b>DEPARTMENT TOTALS</b>	<b>3.0</b>	<b>\$ 363,910</b>	<b>\$ 348,548</b>	<b>\$ (12,362)</b>

**CITY OF VERNON**  
**Fund 011 Department 1003 - General Fund City Clerk Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1003 CITY CLERK**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>EXPENSES:</b>							
<b>SALARIES</b>							
501010	Salaries - Regular	\$ 338,689	\$ 326,419	\$ (12,270)	\$ (338,689)	\$ 326,419	
501012	Salaries - Premiums	23,721	20,629	(3,092)	(23,721)	20,629	
501020	Salaries - O.T.	1,500	1,500	-	(1,500)	1,500	
		<u>363,910</u>	<u>-</u>	<u>348,548</u>	<u>(15,362)</u>	<u>(363,910)</u>	<u>348,548</u>
<b>BENEFITS</b>							
502020	Retirement	102,924	103,348	424	(102,924)	103,348	
502030	Group Insurance Premium	33,524	46,750	13,226	(33,524)	46,750	
502060	Medicare	5,277	5,054	(223)	(5,277)	5,054	
		<u>141,725</u>	<u>-</u>	<u>155,152</u>	<u>13,427</u>	<u>(141,725)</u>	<u>155,152</u>
<b>SUPPLIES/SERVICES</b>							
520000	Supplies	5,000	6,000	1,000	(5,000)	6,000	
550000	Advertisement/Promotion	6,000	6,000	-	(6,000)	6,000	
593200	Professional Services - Legal	10,000	5,000	(5,000)	(10,000)	5,000	
596200	Professional Services - Other	32,000	35,600	3,600	(32,000)	35,600	Includes Record Management Consultant
596300	Election Costs	25,000	25,000	-	(25,000)	25,000	
596550	Memberships	1,300	1,200	(100)	(1,300)	1,200	
596700	Training	13,700	13,700	-	(13,700)	13,700	
		<u>93,000</u>	<u>-</u>	<u>92,500</u>	<u>(500)</u>	<u>(93,000)</u>	<u>92,500</u>
<b>TOTAL EXPENSES</b>	<b>\$ 598,635</b>	<b>\$ -</b>	<b>\$ 596,200</b>	<b>\$ (2,435)</b>	<b>\$ (598,635)</b>	<b>\$ 596,200</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1003 - CITY CLERK**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Huntington Park Rubber Stamp	Name Plates	1,000	1,000
2 Office Depot / FedEx	Office Supplies	4,000	4,000
3 Passport Supplies	Photo paper, equipment		1,000
		<b>\$ 5,000</b>	<b>\$ 6,000</b>

**Account No. 550000 - Advertisement/Promotion**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Los Angeles Wave	Public Notifications	5,000	5,000
2 City Clerk Department Outreach	Elections, Community, etc.	1,000	1,000
		<b>\$ 6,000</b>	<b>\$ 6,000</b>

**Account No. 593200 - Professional Services - Legal**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Colantuono, Highsmith, & Whatley	Elections	10,000	5,000
		<b>\$ 10,000</b>	<b>\$ 5,000</b>

**Account No. 596200 - Professional Services - Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Williams Records Management	Document storage - City wide	18,000	18,000
2 American Legal Publishing	Municipal Code codification updates	12,000	12,000
3 Vernon City Library	Redevelop COVL Plan	1,000	1,000
4 Records Management Program Development	Ongoing Records Management & Annual Rec's Ret. Sched. Updates	1,000	1,000
5 Granicus	Disclosure Docs - online Form 700 filing software		3,600
		<b>\$ 32,000</b>	<b>\$ 35,600</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1003 - CITY CLERK**  
**2020-2021**

**Account No. 596300 - Election Costs**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Los Angeles County Registrar Recorder County Clerk	Election Consultant, Materials, Supplies, & County Services	25,000	25,000
		<b>\$ 25,000</b>	<b>\$ 25,000</b>

**Account No. 596550 - Membership Dues**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 IIMC	Annual Membership Dues	500	500
2 ARMA	Annual Membership Dues	300	300
3 National Notary Association	Annual Membership Dues	100	-
4 CCAC	Annual Membership Dues	400	400
		<b>\$ 1,300</b>	<b>\$ 1,200</b>

**Account No. 596700 - Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 TTC Training	Registration Fees and Travel	1,500	1,500
2 Records Management Training(s)	Registration Fees and Travel	500	500
3 League of CA Cities City Clerk's New Law Conference	Registration Fees and Travel	2,500	2,500
4 CCAC Annual Conference	Registration Fees and Travel	1,500	1,500
5 CCAC Association Meetings throughout CA	Registration Fees and Travel	700	700
6 IIMC Annual Conference 2020	Registration Fees and Travel	2,500	2,500
7 ICMA Trainings and Conference	Registration Fees and Travel	2,500	2,500
8 Other City Clerk Dept. Related Trainings	Registration Fees and Travel	1,000	1,000
9 League of CA Cities Annual Conference	Registration Fees and Travel	1,000	1,000
		<b>\$ 13,700</b>	<b>\$ 13,700</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1004 FINANCE**

	A	B	C	C-A	B-A	C-B
	FY2020 Budget	FY2020 Forecast	FY2021 Budget	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 35,313,267</b>	<b>\$ 37,240,975</b>	<b>\$ 38,260,826</b>	<b>\$ 2,947,559</b>	<b>\$ 1,927,708</b>	<b>\$ 1,019,851</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 1,334,418	\$ 1,316,070	\$ 1,310,506	\$ (23,912)	\$ (18,348)	\$ (5,564)
<b>BENEFITS</b>	562,287	519,721	602,019	39,732	(42,566)	82,298
<b>SUPPLIES/SERVICES</b>	1,458,294	1,449,661	1,194,835	(263,459)	(8,633)	(254,826)
<b>TOTAL EXPENSES</b>	<b>\$ 3,354,999</b>	<b>\$ 3,285,452</b>	<b>\$ 3,107,360</b>	<b>\$ (247,639)</b>	<b>\$ (69,547)</b>	<b>\$ (178,092)</b>

EMPLOYEE TITLE	FTE	FY2020 Salaries Budget	FY2021 Salaries Budget	Increase (Decrease)
Account Clerk	2.0	\$ 108,567	\$ 115,576	\$ 7,009
Accountant, Senior	1.0	93,793	102,432	8,639
Assistant Buyer	1.0	74,990	81,758	6,768
Assistant Finance Director	1.0	194,990	158,906	(36,084)
Business and Account Supervisor	1.0	140,076	145,633	5,557
Business License Clerk	1.0	63,483	51,735	(11,748)
Buyer	1.0	90,827	94,409	3,582
Deputy City Treasurer	1.0	160,419	166,851	6,432
Director of Finance/City Treasurer	1.0	241,811	218,289	(23,522)
Payroll Specialist	1.0	74,990	77,937	2,947
Risk Management Assistant	1.0	63,472	69,180	5,708
Overtime		5,000	5,000	-
Payout (vacation and sick excess hours)		22,000	22,800	800
<b>DEPARTMENT TOTALS</b>	<b>12.0</b>	<b>\$ 1,334,418</b>	<b>\$ 1,310,506</b>	<b>\$ (23,912)</b>

**CITY OF VERNON**  
**Fund 011 Department 1004 - General Fund - Finance Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1004 FINANCE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>REVENUES</b>							
400110 Property Taxes - Current Secured	3,863,645	3,863,645	4,440,917.90	577,273	0	577,273	Moved \$500k from Health
400210 Property Taxes - Prior Years Secured	(8,658)	(8,658)	(8,831)	(173)	-	(173)	
400211 Property Taxes - Prior Year Unsecured	-	-	-	-	-	-	
400310 Property Taxes - Real Transfer Tax	237,548	237,548	242,299	4,751	0	4,751	
400500 Property Taxes - Penalties	7,576	7,576	7,728	152	(0)	152	
400700 Property Taxes - Homeowners' Exemption	16,883	16,883	17,221	338	0	338	
400820 PSAF - Public Safety Augmentation Fund	1,840	1,840	1,877	37	(0)	37	
401000 Utility Users Tax	12,000,000	12,000,000	11,016,000	(984,000)	-	(984,000)	
401200 Sales and Use Tax	7,854,000	7,854,000	8,250,000	396,000	-	396,000	
401600 Administrative Fees - SB2557	(35,541)	(36,833)	(36,252)	(711)	(1,292)	581	
410100 Business Licenses	5,500,000	5,500,000	4,768,500	(731,500)	-	(731,500)	
410212 Alarm Permits	9,500	4,500	9,690	190	(5,000)	5,190	
410300 Franchises and Agreements	-	-	-	-	-	-	
430110 Investment Income	85,000	95,000	86,700	1,700	10,000	(8,300)	
442001 In-Lieu Taxes - State Motor Vehicle	8,500	8,500	8,670	170	-	170	
458000 General City Administrative Service Rev	3,665,551	3,665,551	3,738,862	73,311	-	73,311	
461100 Fines and Penalties	25,000	25,000	25,500	500	-	500	
466900 Miscellaneous Revenues	6,000	1,930,000	256,120	250,120	1,924,000	(1,673,880)	\$250,000 COVID-19 Federal assistance
469300 Reserve Applied	(2,849,552)	(2,849,552)	440,825	3,290,377	-	3,290,377	
630055 In-Lieu Taxes from Fund 055	4,925,975	4,925,975	4,995,000	69,025	0	69,025	
670010 Sale of Capital Asset	-	-	-	-	-	-	
690100 Operating Transfer In	-	-	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>35,313,267</b>	<b>37,240,975</b>	<b>38,260,826</b>	<b>2,947,559</b>	<b>1,927,708</b>	<b>1,019,851</b>	
<b>SALARIES:</b>							
501010 Salaries - Regular	1,249,841	1,112,070	1,235,143	(14,698)	(137,771)	123,073	
501012 Salaries - Premiums	79,577	200,000	70,363	(9,214)	120,423	(129,637)	
501020 Salaries - O.T.	5,000	4,000	5,000	-	(1,000)	1,000	
	<b>1,334,418</b>	<b>1,316,070</b>	<b>1,310,506</b>	<b>(23,912)</b>	<b>(18,348)</b>	<b>(5,564)</b>	

**CITY OF VERNON**  
**Fund 011 Department 1004 - General Fund - Finance Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1004 FINANCE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>BENEFITS:</b>							
502020 Retirement	373,030	337,650	383,760	10,730	(35,380)	46,110	
502030 Insurance Premiums - Medical	169,908	162,722	199,257	29,349	(7,186)	36,535	
502060 FICA Taxes	19,349	19,349	19,002	(347)	-	(347)	
	<b>562,287</b>	<b>519,721</b>	<b>602,019</b>	<b>39,732</b>	<b>(42,566)</b>	<b>82,298</b>	
<b>SUPPLIES/SERVICES:</b>							
502090 Claims Expenditure - SIR Settlements	-	6,467	-	-	6,467	(6,467)	
503035 Insurance Premiums - Property/Crime	994,663	994,663	835,142	(159,521)	0	(159,521)	
520000 Supplies	54,200	54,200	54,200	-	-	-	
530015 Real Estate Taxes	9,500	6,500	6,000	(3,500)	(3,000)	(500)	
530034 Cash (Over)Short	-	(0)	-	-	(0)	0	
550000 Advertisement/Promotion	-	-	-	-	-	-	
592010 Bank Service Fees	45,000	40,000	46,100	1,100	(5,000)	6,100	
593200 Professional Services - Legal	5,000	2,000	5,000	-	(3,000)	3,000	
594200 Professional Services - Administrative	150	150	-	(150)	-	(150)	
595200 Professional Services - Technical	274,557	274,557	196,482	(78,075)	-	(78,075)	
596200 Professional Services - Other	60,679	60,679	31,550	(29,129)	-	(29,129)	
596500 Travel	7,900	4,000	9,300	1,400	(3,900)	5,300	
596550 Membership Dues	2,245	2,245	2,511	266	-	266	
596600 Books & Publications	1,000	1,000	2,550	1,550	-	1,550	
596700 Employee Development & Training	3,400	3,200	6,000	2,600	(200)	2,800	
790100 Operating Transfer Out	-	-	-	-	-	-	
888200 Emergency Preparedness	-	-	-	-	-	-	
	<b>1,458,294</b>	<b>1,449,661</b>	<b>1,194,835</b>	<b>(263,459)</b>	<b>(8,633)</b>	<b>(254,826)</b>	
<b>TOTAL EXPENDITURES</b>	<b>3,354,999</b>	<b>3,285,452</b>	<b>3,107,360</b>	<b>(247,639)</b>	<b>(69,547)</b>	<b>(178,092)</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1004 - FINANCE**  
**2020-2021**

**Account No. 503035 - Insurance Premiums - Property/Crime**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Aon Insurance Services	Excess Liability	227,817	273,381
2	Aon Insurance Services	Public Official Errors & Omissions & Employment Practice Liability	158,388	190,066
3	Aon Insurance Services	Excess Workers Compensation	142,764	171,317
4	Aon Insurance Services	Employee Crime	3,808	4,570
5	Aon Insurance Services	Commercial Property	298,711	-
6	Aon Insurance Services	Residential Property	35,545	42,654
7	Aon Insurance Services	Environmental Impairment Liability	16,893	20,272
8	Aon Insurance Services	Cyber Liability	42,380	50,856
9	Aon Insurance Services	Brokerage Fee	68,355	82,026
			<b>994,663</b>	<b>835,142</b>

**Account No. 520000 - Supplies**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	US Postal Service	Postage	45,000	45,000
2	Staples and Other	Office Supplies	6,000	6,000
3	Pospaper.com	Cash register receipt paper	200	200
4	Staples	Office Supplies	1,500	1,500
5	Proforma Express Graphics	Business forms (envelopes, checks..etc.)	1,500	1,500
			<b>54,200</b>	<b>54,200</b>

**Account No. 530015 - Real Estate Taxes**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	L.A. County Tax Collector	Possessory Interest Tax (Austin Trucking Inc.)	9,500	6,000
			<b>9,500</b>	<b>6,000</b>

**Account No. 592010 - Bank Service Fees**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	East West Bank	Account maintenance fees.	45,000	100
2	OpenEdge	Credit card processing fees.	-	46,000
			<b>45,000</b>	<b>46,100</b>

**Account No. 593200 - Professional Services - Legal**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Orrick, Herrington & Sutcliffe, LLP	Legal Compliance Matters	5,000	5,000
			<b>5,000</b>	<b>5,000</b>

**Account No. 594200 - Professional Services - Administrative**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	No anticipated expenditures this fiscal year.		150	-
			<b>150</b>	<b>-</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1004 - FINANCE**  
**2020-2021**

**Account No. 595200 - Professional Services Technical**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Epic Land Solutions	Infrastructure Asset Valuation Report	100,000	10,000
2	RFP	Audit of City's annual financial report	111,200	150,000
3	Munis Services	UUT Implementation (3-Year contract not to exceed \$45,000)	11,250	15,000
4	TBD	Legal and Tax Services	1,875	2,000
5	HDL Coren & Cone	HDL Business License Database Archive	800	-
6	Aon Risk Solutions	Worker's compensation and general liability actuarial reports	5,950	6,000
7	Bank of New York	Bond Trustee	2,482	2,482
8	Calpers	GASB 68 report and census data file (misc. and safety)	6,000	6,000
9	HDL Coren & Cone	Business License Outsourcing	30,000	-
10	Van Iwaarden	GASB 75 - OPEB Actuarial reports	5,000	5,000
			<b>274,557</b>	<b>196,482</b>

**Account No. 596200 - Professional Services - Other**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Munis Services	Sales Taxes (3-Year contract not to exceed \$22,500)	5,381	7,500
2	Munis Services	Property Taxes (3-Year contract not to exceed \$21,000)	44,273	7,000
3	Munis Services	Property Taxes (setup fee)	-	5,000
4	Caine & Weiner Company	Collection Agency fees	1,940	2,000
5	County of Los Angeles	LAFCO Charges	7,935	8,900
6	Novex Global, Inc.		1,150	1,150
			<b>60,679</b>	<b>31,550</b>

**Account No. 596500 - Travel**

	Type	Detailed Description	FY2020 Budget	FY2021 Budget
1	Conferences/Continuing Education	Seminar/Training Travel/Mileage	6,400	7,200
2	Out-of-State travel	Per diem, airfare, and lodging.	1,500	2,100
			<b>7,900</b>	<b>9,300</b>

**Account No. 596550 - Membership Dues**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	GFOA	Professional Membership Dues	500	600
2	CSMFO	Professional Membership Dues	500	600
3	American Payroll Association	Professional Membership Dues	-	516
4	CAJPA	California Association of Joint Powers Authorities	450	-
5	PARMA	Public Agency Risk Management Association	150	150
6	League of California Cities	Professional Membership Dues	75	75
7	Cal Municipal Treasurers Assoc.	Professional Membership Dues	310	310
8	Two Purchasing Assistants	CAPPO & CMRTA Dues	260	260
			<b>2,245</b>	<b>2,511</b>

**Account No. 596600 - Books & Publications**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	GFOA	Accounting/Financial Statement Publications	250	500
2	GASB	Accounting/Financial Statement Publications	250	300
3	Various Providers	Department reference materials	250	250
4	Accounting and Payroll	Reporting guides and regulations	250	1,500
			<b>1,000</b>	<b>2,550</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1004 - FINANCE**  
**2020-2021**

**Account No. 596700 - Employee Development & Training**

	<u>Type</u>	<u>Detailed Description</u>	<u>FY2020 Budget</u>	<u>FY2021 Budget</u>
1	Various Providers	Continuing Professional Education	1,000	2,000
2	Risk Management Cert	Continuing Professional Education	1,000	2,000
3	Various Providers	Training material/courses estimated	1,000	2,000
4	Two Purchasing Assistants	CAPPO & CMRTA	400	-
			<u>3,400</u>	<u>6,000</u>

**Account No. 888200 - Emergency Preparedness**

	<u>Name</u>	<u>Detailed Description</u>	<u>FY2020 Budget</u>	<u>FY2021 Budget</u>
1	Agility Recovery	OES	-	-
2	TBD	FEMA/EOC Preparedness	-	-
			<u>-</u>	<u>-</u>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1021 COMMUNITY PROMOTION**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENSES:</b>						
SUPPLIES/SERVICES	\$ 174,500		\$ 100,000			
VERNON COMMUNITY FUND	\$ 325,500	\$ -	\$ 400,000	\$ -	\$ (500,000)	\$ 500,000
<b>TOTAL EXPENSES</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ (500,000)</b>	<b>\$ 500,000</b>

**CITY OF VERNON**  
**Fund 011 Department 1021 - General Fund - Community Promotion Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1021 COMMUNITY PROMOTION**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>EXPENSES:</b>							
550000 Advertisement/Promotion	\$ -		\$ -	\$ -	\$ -	\$ -	
596200 Professional Services Other	174,500		100,000	(74,500)	(174,500)	100,000	
790100 Operating Transfer Out	-		-	-	-	-	
797000 Good Neighbor Program	325,500		400,000	74,500	(325,500)	400,000	
	500,000	-	500,000	-	(500,000)	500,000	
<b>TOTAL EXPENSES</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ (500,000)</b>	<b>\$ 500,000</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1021 - COMMUNITY PROMOTION**  
**2020-2021**

**Account No. 550000 - Advertisement/Promotion**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Vernon Promotion	Miscellaneous community enrichment	-	-
		<b>\$ -</b>	<b>\$ -</b>

**Account No. 596200 - Professional Services Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Vendor TBD	Contract Services for administration of Good Neighbor Program/Vernon COMMUNITY Fund Grant Committee	174,500	100,000
		<b>\$ 174,500</b>	<b>\$ 100,000</b>

**Account No. 790100 - Operating Transfer Out**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
2 Community Development Fund	Community Development	-	-
		<b>\$ -</b>	<b>\$ -</b>

**Account No. 797000 - Good Neighbor Program**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Vernon Community Fund	VCF Grant Awards	325,500	400,000
		<b>\$ 325,500</b>	<b>\$ 400,000</b>

**CITY OF VERNON**  
**Budget Summary**  
**2020-2021**

**DEPARTMENT:**  
**022.1022 Successor Agency Fund**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	5,698,006	-	5,911,113	213,107	(5,698,006)	5,911,113
<b>EXPENSES:</b>						
<b>SUPPLIES/SERVICES</b>	5,698,006	-	5,911,113	213,107	(5,698,006)	5,911,113
<b>TOTAL EXPENSES</b>	5,698,006	-	5,911,113	213,107	(5,698,006)	5,911,113

**CITY OF VERNON**  
**Fund 022 Department 1022 - Successor Agency Fund**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**022.1022 Successor Agency Fund**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>REVENUES:</b>							
400110 Property Taxes - Current Secured	-	-	-	-	-	-	
400111 ROPS Distribution	5,698,006	-	5,911,113	213,107	(5,698,006)	5,911,113	Property tax distribution
400410 Property Taxes - Pass Through	-	-	-	-	-	-	
401600 Administrative Fees - SB2557	-	-	-	-	-	-	
610110 Investment Income	-	-	-	-	-	-	
610170 Unrealized (Gain)Loss on Investments	-	-	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>5,698,006</b>	<b>-</b>	<b>5,911,113</b>	<b>213,107</b>	<b>(5,698,006)</b>	<b>5,911,113</b>	
<b>EXPENSES:</b>							
<b>SUPPLIES/SERVICES</b>							
530015 Real Estate Taxes	-	-	-	-	-	-	
592010 Bank Service Fees	-	-	-	-	-	-	
592013 Investment Fees	-	-	-	-	-	-	
593200 Professional Services - Legal	-	-	-	-	-	-	
594200 Professional Services - Administrative	125,000	-	250,000	125,000	(125,000)	250,000	State allowed administrative cost to wind down RDA
760005 Principal on Bonds	2,825,000	-	3,105,000	280,000	(2,825,000)	3,105,000	
760010 Interest on Bonds	2,748,006	-	2,556,113	(191,894)	(2,748,006)	2,556,113	
	5,698,006	-	5,911,113	213,107	(5,698,006)	5,911,113	
<b>TOTAL EXPENSES</b>	<b>5,698,006</b>	<b>-</b>	<b>5,911,113</b>	<b>213,107</b>	<b>(5,698,006)</b>	<b>5,911,113</b>	

**CITY OF VERNON**  
**FUND 026 - SUCCESSOR AGENCY FUND**  
**DEPARTMENT 1022 - REDEVELOPMENT**  
**2020-2021**

**Account No. 592010 - Bank Service Fees**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Bank of New York	Bank Fees	-	-
		-	-

**Account No. 592013 - Investment Fees**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 BLX Group	Continuing Disclosure Reporting	-	-
		-	-

**Account No. 530015 - Real Estate Taxes**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 LA County Assessor's Office	Property Tax	-	-
		-	-

**Account No. 593200 - Professional Services Legal**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Best, Best & Krieger	Legal Fees	-	-
		-	-

**Account No. 594200 - Professional Services Administrative**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City of Vernon, Bank of New York, BLX Group, and Best, Best & Krieger	State allowed administrative cost to wind down RDA	125,000	250,000
		<b>125,000</b>	<b>250,000</b>

**CITY OF VERNON**  
**FUND 026 - SUCCESSOR AGENCY FUND**  
**DEPARTMENT 1022 - REDEVELOPMENT**  
**2020-2021**

**Account No. 760005 - Principal on Bonds**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 2005 Series	Principal	1,575,000	1,720,000
2 2011 Series	Principal	1,250,000	1,385,000
		<b><u>2,825,000</u></b>	<b><u>3,105,000</u></b>

**Account No. 760010 - Interest on Bonds**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 2005 Series	Interest	1,704,381	1,617,888
2 2011 Series	Interest	1,043,625	938,225
		<b><u>2,748,006</u></b>	<b><u>2,556,113</u></b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1023 INDUSTRIAL DEVELOPMENT**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>REVENUES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EXPENSES:</b>						
<b>SALARIES</b>	-	-	-	-	-	-
<b>BENEFITS</b>	-	-	-	-	-	-
<b>SUPPLIES/SERVICES</b>	51,230	-	51,480	250	(51,230)	51,480
<b>TOTAL EXPENSES</b>	<b>\$ 51,230</b>	<b>\$ -</b>	<b>\$ 51,480</b>	<b>\$ 250</b>	<b>\$ (51,230)</b>	<b>\$ 51,480</b>
<b>CAPITAL: EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>		
Director of Industrial Development	-	\$ -	\$ -	\$ -		
Economic Development Manager	-	-	-	-		
Senior Administrative Assistant	-	-	-	-		
Overtime		-	-	-		
Payout (vacation and sick excess hours)		-	-	-		
<b>DEPARTMENT TOTALS</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		



**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1023 - INDUSTRIAL DEVELOPMENT**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Warehouse	Copy Paper	400	400
2 Staples	General Office Supplies	300	300
3 Huntington Park Rubber Stamp	Name Plates	100	100
4 Fed Ex	Mail	200	200
		<b>1,000</b>	<b>1,000</b>

**Account No. 550000 - Advertisement/Promotion**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Vernon Chamber	Installation Luncheon/Economic Forecast/Golf Tourney	25,000	25,000
2 LAEDC	Eddy Awards	4,000	4,000
3 Miscellaneous Sponsorship/Event Attendance		5,000	5,000
4 TBD	Banners/ Brochures/Promotional items	1,000	1,000
		<b>35,000</b>	<b>35,000</b>

**Account No. 596200 - Professional Services - Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Vernon Business & Industry Commission	Meeting Stipends	4,800	4,800
2 Professional Services	Various Firms	-	-
		<b>4,800</b>	<b>4,800</b>

**Account No. 596500 - Travel**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Air, Hotel, Etc.	Various Seminars/Meetings	5,000	5,000
		<b>5,000</b>	<b>5,000</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1023 - INDUSTRIAL DEVELOPMENT**  
**2020-2021**

**Account No. 596550 - Membership Dues**

<u>Name</u>	<u>Detailed Description</u>	<u>FY2020 Budget</u>	<u>FY2021 Budget</u>
1 The Greater Huntington Chamber of Commerce	Membership Dues	-	-
2 LAEDC	Membership Dues	5,000	5,000
		<b>5,000</b>	<b>5,000</b>

**Account No. 596600 - Books & Publications**

<u>Name</u>	<u>Detailed Description</u>	<u>FY2020 Budget</u>	<u>FY2021 Budget</u>
1 Los Angeles Business Journal	Annual Subscription	130	130
2 The Wallstreet Journal	Annual Subscription	-	-
3 The Economist	Annual Subscription	-	-
4 Los Angeles Times	Annual Subscription	300	550
		<b>430</b>	<b>680</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1024 CITY ATTORNEY**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 785,281	\$ -	\$ 309,480	\$ (475,801)	\$ (785,281)	\$ 309,480
<b>BENEFITS</b>	342,808	-	170,989	(171,819)	(342,808)	170,989
<b>SUPPLIES AND SERVICES</b>	427,500	-	653,500	226,000	(427,500)	653,500
<b>TOTAL EXPENSES</b>	<b>\$ 1,555,589</b>	<b>\$ -</b>	<b>\$ 1,133,969</b>	<b>\$ (421,620)</b>	<b>\$ (1,555,589)</b>	<b>\$ 1,133,969</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
City Attorney	-	\$ 307,293	\$ -	\$ (307,293)
Legal Administrative Analyst	1.0	93,793	102,432	8,639
Senior Deputy City Attorney	1.0	380,695	203,348	(177,347)
Overtime		500	500	-
Payout (excess vacation and sick hours)		3,000	3,200	200
<b>DEPARTMENT TOTALS</b>	<b>2.0</b>	<b>\$ 785,281</b>	<b>\$ 309,480</b>	<b>\$ (475,801)</b>

**CITY OF VERNON**  
**Fund 011 Department 1024 - General Fund City Attorney Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1024 CITY ATTORNEY**

		A	B	C	C-A	B-A	C-B	
		FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
		Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
<b>EXPENSES:</b>								
<b>SALARIES</b>								
501010	Salaries - Regular	\$ 763,229	\$ -	\$ 290,705	\$ (472,524)	\$ (763,229)	\$ 290,705	
501012	Salaries - Premiums	21,552	-	18,275	(3,277)	(21,552)	18,275	
501020	Salaries - O.T.	500	-	500	-	(500)	500	
		<u>785,281</u>	<u>-</u>	<u>309,480</u>	<u>(475,801)</u>	<u>(785,281)</u>	<u>309,480</u>	
<b>BENEFITS</b>								
502020	Retirement	264,504	-	134,443	(130,061)	(264,504)	134,443	
502030	Group Insurance Premiums	66,917	-	32,059	(34,858)	(66,917)	32,059	
502060	Medicare	11,387	-	4,487	(6,900)	(11,387)	4,487	
502070	Unemployment	-	-	-	-	-	-	
		<u>342,808</u>	<u>-</u>	<u>170,989</u>	<u>(171,819)</u>	<u>(342,808)</u>	<u>170,989</u>	
<b>SUPPLIES/SERVICES</b>								
510000	Office Supplies	1,000	-	1,000	-	(1,000)	1,000	
520000	Supplies	2,500	-	1,500	(1,000)	(2,500)	1,500	
593200	Professional Services - Legal	400,000	-	638,000	238,000	(400,000)	638,000	Budget includes contingencies
596200	Professional Services - Other	2,000	-	2,000	-	(2,000)	2,000	
596500	Travel	6,000	-	2,000	(4,000)	(6,000)	2,000	
596550	Memberships	3,000	-	1,000	(2,000)	(3,000)	1,000	
596600	Books & Publications	8,000	-	6,000	(2,000)	(8,000)	6,000	
596700	Training	5,000	-	2,000	(3,000)	(5,000)	2,000	
		<u>427,500</u>	<u>-</u>	<u>653,500</u>	<u>226,000</u>	<u>(427,500)</u>	<u>653,500</u>	
<b>TOTAL EXPENSES</b>		<b><u>\$ 1,555,589</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 1,133,969</u></b>	<b><u>\$ 78,645</u></b>	<b><u>\$ (1,555,589)</u></b>	<b><u>\$ 1,133,969</u></b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1024 - CITY ATTORNEY**  
**2020-2021**

**Account No. 510000 - Office Expenses**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
Fed Ex, UPS	Shipping Services	\$ 1,000	\$ 1,000
		<b>\$ 1,000</b>	<b>\$ 1,000</b>

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
Office Depot	General Office Supplies	\$ 2,500	\$ 1,500
		<b>\$ 2,500</b>	<b>\$ 1,500</b>

**Account No. 593200 - Professional Services Legal**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
Interim City Attorney Contract	Retainer & Additional Legal Work	-	330,000
Burhenn & Gest	Various Pending Legal Matters		5,000
Richards Watson & Gershon	Various Pending Legal Matters		2,000
Office of Administrative Hearings ("OAH")	Various Pending Legal Matters		1,000
Stream Kim Hicks Wrage & Alfaro, PC	Various Pending Legal Matters		75,000
Rutan & Tucker, LLP	Various Pending Legal Matters		125,000
Burke Williams & Sorensen, LLP	Various Pending Legal Matters		100,000
		<b>\$ 400,000</b>	<b>\$ 638,000</b>

**Account No. 596200 - Professional Services - Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
Case Anywhere, LLC	Other Professional Services	\$ 500	\$ -
Attorney Filing Services	Other Professional Services	500	1,000
PACER	Other Professional Services	500	500
Other - For Professional Contingencies	Other Professional Services	500	500
		<b>\$ 2,000</b>	<b>\$ 2,000</b>

**Account No. 596500 - Travel**

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1024 - CITY ATTORNEY**  
**2020-2021**

Type	Detailed Description	FY2020 Budget	FY2021 Budget
Conferences and Meetings	Legal Conferences	\$ 6,000	\$ 2,000
		<b>\$ 6,000</b>	<b>\$ 2,000</b>

**Account No. 596550 - Membership Dues**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
California State Bar	Attorneys Memberships	2,000	1,000
Los Angeles County Bar Association	Attorneys Memberships	300	-
Various Legal Memberships	Attorneys Memberships	700	-
		<b>\$ 3,000</b>	<b>\$ 1,000</b>

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
Thomson Reuters (WestLaw)	Legal Subscriptions	\$ 5,000	\$ 3,000
Daily Journal	Legal Journal	-	1,000
Various Legal Publications	Legal Books and Publications	3,000	2,000
		<b>\$ 8,000</b>	<b>\$ 6,000</b>

**Account No. 596700 - Training**

Type	Detailed Description	FY2020 Budget	FY2021 Budget
League of California Cities	Legal Conferences	\$ 2,500	\$ 1,000
City Attorneys Association of Los Angeles County	Legal Conferences	2,500	1,000
		<b>\$ 5,000</b>	<b>\$ 2,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1026 Human Resources**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 228,257</b>	<b>\$ -</b>	<b>\$ 228,257</b>	<b>\$ -</b>	<b>\$ (228,257)</b>	<b>\$ 228,257</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	620,442	-	645,646	25,204	(620,442)	645,646
<b>BENEFITS</b>	2,435,017	-	3,513,573	1,078,556	(2,435,017)	3,513,573
<b>WORKERS COMP/LIABILITY</b>	83,000	-	98,000	15,000	(83,000)	98,000
<b>SUPPLIES/SERVICES</b>	343,440	-	305,890	(37,550)	(343,440)	305,890
<b>TOTAL EXPENSES</b>	<b>\$ 3,481,899</b>	<b>\$ -</b>	<b>\$ 4,563,109</b>	<b>\$ 1,081,210</b>	<b>\$ (3,481,899)</b>	<b>\$ 4,563,109</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Administrative Secretary	1.00	\$ 78,664	\$ 81,758	\$ 3,094
Director of Human Resources	1.00	214,976	223,596	8,620
Human Resources Analyst	1.00	107,369	111,615	4,246
Human Resources Analyst, Senior	1.00	147,005	152,839	5,834
Human Resources Assistant	1.00	52,228	57,038	4,810
Overtime		5,000	5,000	-
Payout (vacation and sick excess hours)		15,200	13,800	(1,400)
<b>DEPARTMENT TOTALS</b>	<b>5.00</b>	<b>\$ 620,442</b>	<b>\$ 645,646</b>	<b>\$ 25,204</b>

**CITY OF VERNON**  
**Fund 011 Department 1026 - General Fund City Council Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1026 Human Resources**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>REVENUES</b>							
459030 Group Medical Revenue	\$ 228,257	\$ -	\$ 228,257	\$ -	\$ (228,257)	\$ 228,257	
600910 Other Income	-	-	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>\$ 228,257</b>	<b>\$ -</b>	<b>\$ 228,257</b>	<b>\$ -</b>	<b>\$ (228,257)</b>	<b>\$ 228,257</b>	
<b>EXPENSES:</b>							
<b>SALARIES</b>							
501010 Salaries - Regular	\$ 577,753	\$ -	\$ 603,635	\$ 25,882	\$ (577,753)	\$ 603,635	
501012 Salaries - Premium	37,689	-	37,011	(678)	(37,689)	37,011	
501020 Salaries - Over Time	5,000	-	5,000	-	(5,000)	5,000	
	620,442	-	645,646	25,204	(620,442)	645,646	
<b>BENEFITS</b>							
502020 Retirement	185,391	-	199,748	14,357	(185,391)	199,748	
502030 Group Insurance Premiums	81,873	-	79,697	(2,176)	(81,873)	79,697	
502031 Retiree Group Insurance Premiums	1,099,437	-	1,293,066	193,629	(1,099,437)	1,293,066	Retiree group plan premium increase
502060 Medicare	8,996	-	9,362	366	(8,996)	9,362	
502096 Postemployment Benefit Contribution	1,059,320	-	1,931,700	872,380	(1,059,320)	1,931,700	Actuarially determined contribution as reported on valuation report dated November 15, 2019.
	2,435,017	-	3,513,573	1,078,556	(2,435,017)	3,513,573	
<b>WORKERS COMP LIABILITY</b>							
500245 Self-Insured Assessment Fees State of CA	30,000	-	40,000	10,000	(30,000)	40,000	Less activity expected in FY2019
502080 Claims Expenditures - Worker's Comp	50,000	-	55,000	5,000	(50,000)	55,000	
502095 Medical Expenditures - Workers Comp	3,000	-	3,000	-	(3,000)	3,000	
	83,000	-	98,000	15,000	(83,000)	98,000	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	42,000	-	15,000	(27,000)	(42,000)	15,000	
550000 Advertisement/Promotion	10,000	-	10,000	-	(10,000)	10,000	
594200 Professional Services - Administration	67,520	-	76,500	8,980	(67,520)	76,500	
596200 Professional Services - Other	29,770	-	15,540	(14,230)	(29,770)	15,540	
596500 Travel	4,800	-	3,800	(1,000)	(4,800)	3,800	
596600 Books and Publications	2,000	-	1,500	(500)	(2,000)	1,500	
596700 Citywide Training/Employee Development	25,100	-	48,600	23,500	(25,100)	48,600	
596800 Tuition/Education Reimbursement Program	40,000	-	40,000	-	(40,000)	40,000	
596900 Employee Recognition Program	41,750	-	42,450	700	(41,750)	42,450	
596905 Recruitments	5,500	-	5,500	-	(5,500)	5,500	
597000 Pre-Employment Physicals and Exams	75,000	-	47,000	(28,000)	(75,000)	47,000	
	343,440	-	305,890	(37,550)	(343,440)	305,890	
<b>TOTAL EXPENSES</b>	<b>\$ 3,481,899</b>	<b>\$ -</b>	<b>\$ 4,563,109</b>	<b>\$ 1,081,210</b>	<b>\$ (3,481,899)</b>	<b>\$ 4,563,109</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1026 - HUMAN RESOURCES**  
**2020-2021**

**Account No. 500245 - Assessment Fees**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Dept. of Industrial Relations	Self-Insurer's Annual Report	30,000	40,000
		<b>\$ 30,000</b>	<b>\$ 40,000</b>

**Account No. 502080- Workers Comp - Claims Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City of Vernon Self-Insured	Medical/Indemnity Claims Expense - Future Medical Costs	50,000	55,000
		<b>\$ 50,000</b>	<b>\$ 55,000</b>

**Account No. 502095 - Medical Expenditure - Workers Comp**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City of Vernon Self-Insured	First Aid - Treat and Release claims	3,000	3,000
		<b>\$ 3,000</b>	<b>\$ 3,000</b>

**Account No. 502030 - Group Insurance Premiums**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Blue Shield/Met Life/MES Vision	Medical/Dental/Vision	80,672	79,589
2 City of Vernon Vision Plan	Vision	1,076	-
3 Mutual Omaha Life	Life	125	108
		<b>\$ 81,873</b>	<b>\$ 79,697</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1026 - HUMAN RESOURCES**  
**2020-2021**

**Account No. 502031 - Retiree/Cobra Group Insurance Premiums**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Anthem/MetLife	Retiree Group Insurance Premiums	1,036,445	1,260,298
22 BS/MetLife/MES Vision	COBRA Insurance Premiums	62,992	32,768
		<b>\$ 1,099,437</b>	<b>\$ 1,293,066</b>

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various Per Procurement Requirement	Annual Chamber of Commerce Posters, Forms, General Office Supplies, Sympathy cards, and Mailing.	42,000	15,000
		<b>\$ 42,000</b>	<b>\$ 15,000</b>

**ACCOUNT NO. 550000 - Advertisement / Promotion**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various Per Procurement Requirement	Various Recruitment Ads	10,000	10,000
		<b>\$ 10,000</b>	<b>\$ 10,000</b>

**Account No. 594200 - Professional Services - Administration**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Athens	Workers Comp Administration Fee	65,000	75,000
2 IGOES & Company	IGOE & Company (FSA Administration)	2,520	1,500
		<b>\$ 67,520</b>	<b>\$ 76,500</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1026 - HUMAN RESOURCES**  
**2020-2021**

**Account No. 596200 - Professional Services - Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 US Drug Test Centers	Random Drug Testing Program and Policy	2,700	2,700
2 Liebert Cassidy	Labor Relations Consortium	3,370	3,540
3 WRIB	Applicant Testing Materials	1,900	2,500
4 Shaw HR Consulting	Job Function Analysis	5,000	5,000
6 DF Design	Graphic Design Services	1,800	1,800
5 Bickmore	Actuarial Valuation	15,000	-
		<b>\$ 29,770</b>	<b>\$ 15,540</b>

**Account No. 596500 - Travel**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CALPELRA Conference	Monterey (Nov. 16-20, 2020)	2,500	2,500
2 PARMA Conference	Indian Wells (Feb. 2-5, 2021)	2,000	-
3 League of CA Cities	Long Beach Convention Center (Oct. 7-9, 2020)		-
4 LCW	San Diego (Feb. 17-19, 2021)		1,000
5 Travel for Local Conferences and Trainings		300	300
		<b>\$ 4,800</b>	<b>\$ 3,800</b>

**Account No. 596600 - Books and Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Thompson Publishing	Annual subscription for FMLA Manuals	500	-
2 Professional Memberships	Memberships - SCPMA HR \$50 ea., or \$25 ea., if members of IPMA-HR, So Ca Labor Relations Council \$150/agency, CALPELRA \$350 ea., IPMA-HR \$397 for 1-3 Staff members.	1,500	1,500
		<b>\$ 2,000</b>	<b>\$ 1,500</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1026 - HUMAN RESOURCES**  
**2020-2021**

**Account No. 596700 - Employee Development & Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various Professional Organizations	Employee Training and Development, HR Staff Trainings (SCPMA-HR, So. CA Labor Relations Council, IPMA - HR, CALPELRA, PARMA, LCW Conference and League of California Cities Conference and HR Training Videos and Manuals	20,000	35,000
2 Coastal Dupont Project # 169001	Safety Training Videos Wellness Program/Promotions	2,600 2,500	2,600 11,000
		<b>\$ 25,100</b>	<b>\$ 48,600</b>

**Account No. 596800 - Tuition/Education Reimbursement Program**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Employee Reimbursements Pursuant to MOU's	Tuition/Education Reimbursement Program	40,000	40,000
		<b>\$ 40,000</b>	<b>\$ 40,000</b>

**Account No. 596900 - Employee Recognition Program**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Miscellaneous Purchases Including Annual Recognition Awards	Employee Recognition Program & Holiday Event	32,000	32,000
2 2020 Employee Appreciation Luncheon		3,800	4,500
3 2020 Kickoff Day		1,500	1,500
4 2020 Halloween Event		3,350	3,350
5 2021 Opening Day Event		1,100	1,100
		<b>\$ 41,750</b>	<b>\$ 42,450</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1026 - HUMAN RESOURCES**  
**2020-2021**

**Account No. 596905 - Recruitments**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Recruitments	Recruitment expenses and related supplies	5,500	5,500
		<b>\$ 5,500</b>	<b>\$ 5,500</b>

**Account No. 597000 - Pre-Employment Physicals and Exams**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Concentra	Pre-Employment Physicals and Exams	75,000	35,000
2 DOT Drug & Alcohol Compliance Random Testing - Third Party Administrator	DOT Random Drug & Alcohol Testing		12,000
		<b>\$ 75,000</b>	<b>\$ 47,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1031 POLICE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 306,300</b>	<b>\$ -</b>	<b>\$ 307,300</b>	<b>\$ 1,000</b>	<b>\$ (306,300)</b>	<b>\$ 307,300</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 6,765,061	\$ -	\$ 7,079,452	\$ 314,391	\$ (6,765,061)	\$ 7,079,452
<b>BENEFITS</b>	4,440,220	-	4,446,725	6,505	(4,440,220)	4,446,725
<b>SUPPLIES/SERVICES</b>	469,426	-	442,526	(24,900)	(464,426)	401,026
<b>TOTAL EXPENSES</b>	<b>\$ 11,674,707</b>	<b>\$ -</b>	<b>\$ 11,968,703</b>	<b>\$ 295,996</b>	<b>\$ (11,669,707)</b>	<b>\$ 11,927,203</b>
<b>CAPITAL:</b>						
<b>REVENUES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>	\$ 120,200	\$ -	\$ 272,200	\$ 40,000	\$ (120,200)	\$ 40,000

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Administrative Secretary	1.00	\$ 77,989	\$ 80,858	\$ 2,869
Civilian Court Officer	1.00	76,780	79,834	3,054
Police Captain	1.00	232,063	239,888	7,825
Police Chief	1.00	275,370	286,372	11,002
Police Community Services Officer	0.50	24,870	27,761	2,891
Police Dispatcher	6.50	509,575	531,245	21,670
Police Dispatcher, Lead	1.00	92,054	95,721	3,667
Police Lieutenant	2.00	355,285	381,889	26,604
Police Officer	32.00	3,298,420	3,498,801	200,381
Police Records Manager	1.00	109,178	113,532	4,354
Police Records Technician	2.00	102,697	111,861	9,164
Police Records Technician, Lead	1.00	64,083	66,629	2,546
Police Sergeant	7.00	1,009,197	1,051,561	42,364
Overtime		363,000	350,000	(13,000)
On-Call		5,000	5,000	-
Payout (excess vacation and sick hours)		169,000	158,000	(11,000)
Shooting Pay		500	500	-
<b>DEPARTMENT TOTALS</b>	<b>57.00</b>	<b>\$ 6,765,061</b>	<b>\$ 7,079,452</b>	<b>\$ 314,391</b>

**CITY OF VERNON**  
**Fund 011 Department 1031 - General Fund Police Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1031 POLICE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>REVENUES</b>							
410212 Alarm Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
410480 False Alarm Fees	15,000	-	15,000	-	(15,000)	15,000	
420100 Vehicle Code Fines	60,000	-	60,000	-	(60,000)	60,000	Annual projection varies based on fees collected by the local court
420110 Other Vehicle Fines	20,000	-	20,000	-	(20,000)	20,000	Annual projection varies based on fees collected by the local court
420120 DUI Emergency Response Cost	-	-	-	-	-	-	Projection based on account history
420130 Vehicle Inspection Fee	4,000	-	4,000	-	(4,000)	4,000	
420510 Parking Citation Fees	30,000	-	30,000	-	(30,000)	30,000	
420515 Franchise Towing Fees	15,000	-	15,000	-	(15,000)	15,000	
420525 Impounded Vehicle Release Fees	3,000	-	3,000	-	(3,000)	3,000	
420530 DUI Vehicle Release Fees	3,000	-	3,000	-	(3,000)	3,000	
420535 Repossessed Vehicle Release Fees	300	-	300	-	(300)	300	
2031 440100 Grant Revenues - Federal	-	-	-	-	-	-	- No UASI or SHSGP Grant funding for FY21
2031 440100 Grant Revenues - Federal (Pass-through)	35,000	-	35,000	-	(35,000)	35,000	Office of Traffic Safety (OTS) Grant
3031 441010 COPS - SLESF Funds (State)	100,000	-	100,000	-	(100,000)	100,000	COPS
441014 Overtime Reimbursement Revenue	-	-	-	-	-	-	Southwest Borders Initiative
441015 Task Force Reimbursement	-	-	-	-	-	-	Reimbursement is credited to 1031 501020 (Salaries - O.T.)
466000 P.O.S.T. Reimbursement	-	-	1,000	1,000	-	1,000	Funding cut by State of California
466600 Copies and Publications	18,000	-	18,000	-	(18,000)	18,000	
466900 Miscellaneous	3,000	-	3,000	-	(3,000)	3,000	
467300 Booking Fee Reimbursement	-	-	-	-	-	-	Funding source discontinued by Court
<b>TOTAL REVENUES</b>	<b>\$ 306,300</b>	<b>\$ -</b>	<b>\$ 307,300</b>	<b>\$ 1,000</b>	<b>\$ (306,300)</b>	<b>\$ 307,300</b>	
<b>EXPENSES:</b>							
<b>SALARIES:</b>							
1031 501010 Salaries - Regular	\$ 5,431,766	\$ -	\$ 5,631,612	\$ 199,846	\$ (5,431,766)	\$ 5,631,612	Includes one (1) vacant police officer position
1031 501012 Salaries - Premiums	836,903	-	958,202	121,299	(836,903)	958,202	FY21 Budget contains Longevity, Bilingual Pay, Uniform Allowance, Corporal Pay, Service Adjustments and POST; Shooting and Court Pay; Anticipated Compensated Absences Payout
1031 501020 Salaries - OT	363,000	-	350,000	(13,000)	(363,000)	350,000	Decrease base on performance
2031 501020 Salaries - OT	-	-	-	-	-	-	
3031 501010 Salaries - Regular	120,095	-	124,632	4,537	(120,095)	124,632	Salaries for one (1) Civilian Court Officer; one (1) Part-Time Dispatcher; one (1) Part-Time Community Service Officer
3031 501012 Salaries - Premiums	13,297	-	15,006	1,709	(13,297)	15,006	Salary Premiums for one (1) Civilian Court Officer
3031 501020 Salaries - OT	-	-	-	-	-	-	
	<b>6,765,061</b>	<b>-</b>	<b>7,079,452</b>	<b>314,391</b>	<b>(6,765,061)</b>	<b>7,079,452</b>	
<b>BENEFITS:</b>							
1031 502020 Retirement	3,197,590	-	3,197,590	-	(3,197,590)	3,197,590	Employer portion of reportable wages (18.568% Misc; 32.578% Safety); PARS removed
1031 502030 Insurance Premiums - Medical	960,204	-	969,813	9,609	(960,204)	969,813	Medical, HSA, Life, and Vision
1031 502060 Medicare	96,159	-	100,627	4,468	(96,159)	100,627	1.45% of total earnings
1031 502070 Unemployment	-	-	-	-	-	-	
1031 502080 Workers' Compensation Claims	116,684	-	116,684	-	(116,684)	116,684	Projected expense per Human Resources based upon past experience
1031 502090 SIR Settlement Claims	-	-	-	-	-	-	Anticipated Settlement Payments
1031 502096 Postemployment Benefit Expense	-	-	-	-	-	-	
2031 502020 Retirement	-	-	-	-	-	-	Part-time employees - grant funded
2031 502030 Insurance Premiums - Medical	-	-	-	-	-	-	Part-time employees - grant funded
2031 502060 Medicare	-	-	-	-	-	-	Part-time employees - grant funded
3031 502020 Retirement	29,110	-	33,459	4,349	(29,110)	33,459	For one (1) Civilian Court Officer and one (1) Part-Time Dispatcher
3031 502030 Insurance Premiums - Medical	38,539	-	26,527	(12,012)	(38,539)	26,527	For one (1) Civilian Court Officer
3031 502060 Medicare	1,934	-	2,025	91	(1,934)	2,025	For one (1) Civilian Court Officer, one (1) Part-Time Dispatcher and one (1) Part-Time Community Service Officer
	<b>4,440,220</b>	<b>-</b>	<b>4,446,725</b>	<b>6,505</b>	<b>(4,440,220)</b>	<b>4,446,725</b>	

**CITY OF VERNON**  
**Fund 011 Department 1031 - General Fund Police Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1031 POLICE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>SUPPLIES/SERVICES:</b>							
1031 503035 Insurance Premiums	-	-	-	-	-	-	
1031 520000 Supplies	41,500	-	41,500	-	(41,500)	-	
3031 520000 Supplies	-	-	-	-	-	-	
1031 520010 Supplies - IT	-	-	-	-	-	-	Inactive account for 1031
1031 520050 Supplies - Community Outreach Consumables	5,000	-	-	(3,000)	-	-	Decreased based on actual expenditures
1031 540000 Uniforms	15,000	-	12,800	(2,200)	(15,000)	12,800	Decreased based on need
1031 550000 Advertisement/Promotion	6,000	-	-	(6,000)	(6,000)	-	
1031 560000 Utilities	6,600	-	6,600	-	(6,600)	6,600	
1031 570000 Vehicle Expense	160,000	-	160,000	-	(160,000)	160,000	
1031 590000 Repair & Maintenance	5,000	-	5,000	-	(5,000)	5,000	
1031 593500 Legal Settlements	-	-	-	-	-	-	
1031 594200 Professional Services - Admin	118,420	-	97,720	(20,700)	(118,420)	97,720	Increased based on increased staffing levels and anticipated increase in arrests
1031 596200 Professional Services - Other	55,280	-	55,280	-	(55,280)	55,280	
1031 596500 Travel	25,000	-	30,000	5,000	(25,000)	30,000	Increased for Staff Development and Succession Planning
1031 596550 Memberships	4,656	-	3,656	(1,000)	(4,656)	3,656	Decreased based on actual expenditures
1031 596600 Books & Publications	1,970	-	1,970	-	(1,970)	1,970	
1031 596700 Training	25,000	-	28,000	3,000	(25,000)	28,000	Increased due to need for CAL OSHA required Fit Testing
	469,426	-	442,526	(24,900)	(464,426)	401,026	
<b>TOTAL EXPENSES</b>	<b>\$ 11,674,707</b>	<b>\$ -</b>	<b>\$ 11,968,703</b>	<b>\$ 295,996</b>	<b>\$ (11,669,707)</b>	<b>\$ 11,927,203</b>	
<b>CAPITAL</b>							
<b>REVENUES</b>							
2031 440100 Grant Revenues - Federal Asset Forfeiture	-	-	-	-	-	-	
3031 440100 Grant Revenues - State Asset Forfeiture	-	-	-	-	-	-	
	-	-	-	-	-	-	
<b>EXPENDITURES</b>							
1031 840000 Automobile	-	-	-	-	-	-	
1031 850000 Non-Automobile	120,200	-	272,200	152,000	(120,200)	272,200	Second payment for the Motorola all-band portable radios lease; Bi-Directional Amplifier and new radios
	120,200	-	272,200	152,000	(120,200)	272,200	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1031 - POLICE**  
**2020-2021**

**Account No. 520000 - Supplies**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	DOOLEY/SDPE	Duty and training ammunition	15,000	15,000
2	STAPLES/OFFICE DEPOT	Office supplies (including items obtained from the City Warehouse)	9,078	9,078
3	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	Office and necessary field supplies	8,752	8,752
4	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	Shooting range supplies (firearms parts, cleaning solvents, targets)	5,100	5,100
5	PEGASUS/SILVA'S PRINTING	Paper-based orders (business cards, envelopes, citations)	2,550	2,550
6	VENDOR TBD	Dry cleaning service for jail and locker room towels	1,020	1,020
			-	-
			<b>\$ 41,500</b>	<b>\$ 41,500</b>

**Account No. 520010 - Supplies - IT**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	APC Batteries, Live Scan Printer Toner, Digital Media	-	-
			\$ -	\$ -

**Account No. 520050 - Supplies - Community Outreach Consumables**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	Food and beverages purchases for community outreach events including National Night Out, Coffee with a Cop, Business Watch, DARE, Patrol checkpoints and staff meetings	5,000	-
			<b>\$ 5,000</b>	<b>\$ -</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1031 - POLICE**  
**2020-2021**

**Account No. 540000 - Uniforms**

	<u>Name</u>	<u>Detailed Description</u>	<u>FY2020 Budget</u>	<u>FY2021 Budget</u>
1	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	Uniforms for newly hired civilian and sworn staff, helmets, nametags, Sam Brown equipment for new sworn personnel , rainwear, batons, handcuffs, badge repair and replacement, patches, bulletproof vests, radio holders, hazardous clothing, replacements for uniforms damaged in the line of duty.	9,200	9,200
2	RESERVE OFFICER	Uniform stipend for one (1) Reserve Police Officer	3,600	3,600
			<b>\$ 15,000</b>	<b>\$ 12,800</b>

**Account No. 550000 - Advertisement/Promotion**

	<u>Name</u>	<u>Detailed Description</u>	<u>FY2020 Budget</u>	<u>FY2021 Budget</u>
1	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	Activities and products related to community outreach, recruitment materials and recognition awards	4,000	-
		DARE program materials	2,000	-
			<b>\$ 6,000</b>	<b>\$ -</b>

**Account No. 560000 - Utilities**

	<u>Name</u>	<u>Detailed Description</u>	<u>FY2020 Budget</u>	<u>FY2021 Budget</u>
1	CITY FIBER OPTICS CHARGE	Adjusted Charge assessed by the Fiber Optics Department (includes Internet)	6,600	6,600
			<b>\$ 6,600</b>	<b>\$ 6,600</b>

**Account No. 570000 - Vehicle Expense**

	<u>Name</u>	<u>Detailed Description</u>	<u>FY2020 Budget</u>	<u>FY2021 Budget</u>
1	CITY FUEL CHARGE BACK	Vehicle fuel from the City of Vernon gas pumps	70,000	70,000
2	CITY GARAGE CHARGE BACK	Vehicle maintenance provided by the City of Vernon, including car washing services	86,000	86,000
3	CITY ISSUED P-CARDS	P-Cards issued for gas purchases for City owned vehicles	4,000	4,000
			<b>\$ 160,000</b>	<b>\$ 160,000</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1031 - POLICE**  
**2020-2021**

**Account No. 590000 - Repairs & Maintenance**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	Repairs for typewriters, weapons, laser guns, patrol unit equipment, office furniture, jail equipment, shooting range maintenance and miscellaneous maintenance materials.	3,000	3,000
2	LIBERTY MANUFACTURING	Shooting range maintenance	2,000	2,000
			<b>\$ 5,000</b>	<b>\$ 5,000</b>

**Account No. 594200 - Professional Services Administration**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	HUNTINGTON PARK PD	Outsourced Jail Booking Fees	65,000	75,000
2	ALL CITY MANAGEMENT	Crossing Guard Services (Adding 3rd Intersection)	36,000	-
3	SO. EAST JUDICIAL DISTRICT	Traffic Violation Ticket Processing Fees	11,000	16,000
4	DATA TICKET, INC	Parking Citation Processing Service	5,000	5,000
5	BURRO CANYON	Firearms Training Park Usage	300	600
6	BANDINI TRUCK TERMINAL	Truck Weighing Service (Commercial Enforcement)	100	100
7	VENDOR TO BE DETERMINED	Medical Waste Removal Service	1,020	1,020
			<b>\$ 118,420</b>	<b>\$ 97,720</b>

**Account No. 596200 - Professional Services Other**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	Background Investigator Services	20,000	20,000
2	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	Independent Internal Affairs Investigation Services	10,000	10,000
3	STACY MEDICAL CENTER	Prisoner Pre-Booking Examinations	14,280	14,280
4	LEXIPOL	Law enforcement policy manual update subscription and training module subscription	11,000	11,000
			<b>\$ 55,280</b>	<b>\$ 55,280</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1031 - POLICE**  
**2020-2021**

**Account No. 596500 - Travel**

	<b>Name</b>	<b>Event Name</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	VARIOUS EMPLOYEES MANDATED TRAINING AND STAFF DEVELOPMENT	Transportation, meals, hotels and other expenses associated with employee training	25,000	30,000
			<b>\$ 25,000</b>	<b>\$ 30,000</b>

**Account No. 596550 - Membership Dues**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	CA. ANNUAL MEMBERSHIP DUES	Various State Assoc. & Agencies	1,070	570
2	LA COUNTY ANNUAL DUES	Various LA County Assoc. & Agencies	1,040	540
3	INTERNATIONAL ANNUAL DUES	Various International Assoc. & Agencies	790	790
4	FEDERAL ANNUAL DUES	Various Federal Assoc. & Agencies	100	100
5	AREA E DISASTER MGMT	Yearly Membership Fee	1,656	1,656
			<b>\$ 4,656</b>	<b>\$ 3,656</b>

**Account No. 596600 - Books & Publications**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	Current Editions: Various Directories, Legal Resources and/or Manuals	1,970	1,970
			<b>\$ 1,970</b>	<b>\$ 1,970</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1031 - POLICE**  
**2020-2021**

**Account No. 596700 - Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 VARIOUS MANDATED TRAINING	<p>OFFICERS &amp; DETECTIVES: Advanced Rifle Course, Arrest &amp; Control, Tactical Communications, Search Warrants, Driver Training, Street Racing, Gang FIT Testing</p> <p>COMMUNICATIONS STAFF: Domestic Violence/Sexual Assault for Dispatchers, Terrorism Awareness, Critical Incident, Stress Management for Dispatchers, CALNENA Conference, Communications Training Officer Update, Customer Service for the Public Safety Professional, Dispatch Update Course, Tactical Dispatch Concepts, Advanced Communications Training for Dispatchers, Cultural Diversity, Assess Suicide Call, Crisis Negotiations, Lifetime Fitness/Dispatch Wellness</p> <p>ADMINISTRATIVE STAFF: Los Angeles County Chiefs Conference, California Police Chiefs Seminar, CAL LEEDS, FBI-LEEDA, Internal Affairs Update, Emergency Management Courses, Suicide Bombing Attacks Response, California Labor Relations, Executive Development Course, Pitchess Motion Review, Asset Forfeiture, Special Events Management Seminar, Advanced Civilian Management Seminar, CLEARS</p>	25,000	28,000
		<b>\$ 25,000</b>	<b>\$ 28,000</b>

**Capital Expenditures**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Equipment - AUTO	One (1) New Patrol Vehicle: Ford Explorer	-	55,000
		-	-
2 Equipment - NON-AUTO	Emergency Equipment Package, In-Car Video	-	30,000
	Motorola Radio Lease - Second Payment	120,200	102,200
	Three (3) Portable Radios APX8000		30,000
	Bi-Directional Amplifier		55,000
		<b>\$ 120,200</b>	<b>\$ 272,200</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1033 Fire**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget (1/2 Yr)	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 393,250</b>	<b>\$ 810,150</b>	<b>\$ 339,575</b>	<b>\$ (53,675)</b>	<b>\$ 416,900</b>	<b>\$ (470,575)</b>
<b>EXPENDITURES:</b>						
<b>SALARIES</b>	\$ 5,326,889	\$ 9,775,688	\$ 4,310,568	\$ (1,016,321)	\$ 4,448,799	\$ (5,465,120)
<b>BENEFITS</b>	3,521,026	6,108,717	2,818,869	(702,157)	2,587,691	(3,289,848)
<b>SUPPLIES/SERVICES</b>	8,447,176	938,700	10,319,773	1,872,597	(7,508,476)	9,381,073
<b>CAPITAL</b>	365,800	330,000	1,780,160	1,414,360	(35,800)	1,450,160
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,660,891</b>	<b>\$ 17,153,105</b>	<b>\$ 19,229,370</b>	<b>\$ 1,568,479</b>	<b>\$ (507,786)</b>	<b>\$ 2,076,265</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Proposed</b>	<b>Salaries Proposed</b>	<b>Increase (Decrease)</b>
Administrative Assistant, Senior	1.00	\$ 32,803	\$ 35,415	\$ 2,612
Assistant Fire Marshal	0.00	47,719	-	(47,719)
Fire Administrative Analyst	1.00	50,474	54,527	4,053
Fire Battalion Chief	1.00	338,463	115,603	(222,860)
Fire Captain	12.00	1,124,692	961,681	(163,011)
Fire Chief	1.00	137,516	129,421	(8,095)
Fire Code Inspector	0.50	-	32,266	32,266
Fire Engineer	12.00	926,308	793,726	(132,582)
Firefighter	14.00	907,748	704,737	(203,011)
Firefighter/Paramedic	9.00	662,097	543,278	(118,819)
Firefighter/Paramedic Coordinator	1.00	63,724	61,914	(1,810)
Overtime		950,000	750,000	(200,000)
Payout (excess vacation and sick hours)		85,345	128,000	42,655
<b>DEPARTMENT TOTALS</b>	<b>52.50</b>	<b>\$ 5,326,889</b>	<b>\$ 4,310,568</b>	<b>\$ (1,016,321)</b>

**CITY OF VERNON**  
**Fund 011 Department 1033 - General Fund Fire Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1033 Fire**

		<b>A</b>	<b>B</b>	<b>C</b>	<b>C-A</b>	<b>B-A</b>	<b>C-B</b>	
		<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>Increase</b>	<b>Increase</b>	<b>Increase</b>	
		<b>Budget</b>	<b>Forecast</b>	<b>Budget (1/2 Yr)</b>	<b>(Decrease)</b>	<b>(Decrease)</b>	<b>(Decrease)</b>	<b>Comments</b>
<b>REVENUES</b>								
	410211	Fire Permit Fees	\$ 27,500	\$ 45,000	\$ 22,500	\$ (5,000)	\$ 17,500	\$ (22,500)
	410212	Alarm Permits	5,000	2,000	2,000	(3,000)	(3,000)	-
	410270	Filming Permits	4,000	5,000	2,500	(1,500)	1,000	(2,500)
	410271	Special Event Permit Fees	500	1,200	600	100	700	(600)
	410430	Annual Business Fire Inspection	70,000	200,000	100,000	30,000	130,000	(100,000)
	410440	Fire Prevention Fees / Building	-	-	-	-	-	-
	410450	Fire Code Construction Permits	-	-	-	-	-	-
	410460	Annual Business Fire Re-Inspection	1,750	1,500	1,500	(250)	(250)	-
	410470	Five Year Sprinkler System Testing	3,750	8,500	4,250	500	4,750	(4,250)
	410480	False Alarm Fees	12,750	25,000	12,500	(250)	12,250	(12,500)
	410490	Fire Extinguishing Training	250	400	200	(50)	150	(200)
	450110	Fire Service (Santa Ana College)	10,000	40,000	20,000	10,000	30,000	(20,000)
	461100	Fines and Penalties	1,250	500	500	(750)	(750)	-
	466200	Plan Check Fees	20,000	45,000	22,500	2,500	25,000	(22,500)
	466600	Copies and Publications	250	50	25	(225)	(200)	(25)
	466900	Miscellaneous Revenues	1,250	1,000	500	(750)	(250)	(500)
	467000	Strike Team Overtime	125,000	191,000	50,000	(75,000)	66,000	(141,000)
	467100	EMS Transport Fees	72,500	200,000	100,000	27,500	127,500	(100,000)
2033	440100	Federal Grant Revenues (Haz Mat/USAR/Assistance Firefighter)	37,500	44,000	-	(37,500)	6,500	(44,000)
<b>TOTAL REVENUES</b>			<b>\$ 393,250</b>	<b>\$ 810,150</b>	<b>\$ 339,575</b>	<b>\$ (53,675)</b>	<b>\$ 416,900</b>	<b>\$ (470,575)</b>
<b>EXPENDITURES:</b>								
<b>SALARIES:</b>								
	501010	Salaries - Regular	\$ 3,632,860	\$ 5,408,193	\$ 2,838,767	\$ (794,093)	\$ 1,775,333	\$ (2,569,426)
	501012	Salaries - Premiums	744,029	2,567,495	721,801	(22,228)	1,823,466	(1,845,694)
	501020	Salaries - O.T. - Salaries	50,000	100,000	100,000	50,000	50,000	-
	501020	Salaries - Minimum Staffing	900,000	1,700,000	650,000	(250,000)	800,000	(1,050,000)
			<b>5,326,889</b>	<b>9,775,688</b>	<b>4,310,568</b>	<b>(1,016,321)</b>	<b>4,448,799</b>	<b>(5,465,120)</b>
<b>BENEFITS:</b>								
	502020	Retirement	2,562,391	4,807,668	2,047,839	(514,552)	2,245,277	(2,759,829)
	502030	Group Insurance	629,781	837,535	446,713	(183,068)	207,754	(390,822)
	502060	Medicare	77,240	151,649	62,503	(14,737)	74,409	(89,146)
	502080	Claims Expenditure - Worker's Comp	241,414	311,865	241,414	-	70,451	(70,451)
	502095	Medical Expense	10,200	-	20,400	10,200	(10,200)	20,400
	502096	Postemployment Benefit Expense	-	-	-	-	-	-
			<b>3,521,026</b>	<b>6,108,717</b>	<b>2,818,869</b>	<b>(702,157)</b>	<b>2,587,691</b>	<b>(3,289,848)</b>
<b>SUPPLIES/SERVICES:</b>								
	503035	Insurance Premiums (Property)	18,221	-	-	(18,221)	(18,221)	-
	510000	Office Expense	750	500	500	(250)	(250)	-
	520000	Supplies	43,125	45,000	42,500	(625)	1,875	(2,500)
3033	520000	Supplies	-	-	-	-	-	-
	540000	Uniforms	18,500	10,000	20,000	1,500	(8,500)	10,000
	550000	Advertisement & Promotion	250	250	250	-	-	-
	560000	Utilities	39,500	90,000	50,000	10,500	50,500	(40,000)
	570000	Vehicle Expense	71,500	200,000	105,000	33,500	128,500	(95,000)
	590000	Repair & Maintenance	25,875	38,000	18,350	(7,525)	12,125	(19,650)

**CITY OF VERNON**  
**Fund 011 Department 1033 - General Fund Fire Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1033 Fire**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>C-A</b>	<b>B-A</b>	<b>C-B</b>	
	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>Increase</b>	<b>Increase</b>	<b>Increase</b>	<b>Comments</b>
	<b>Budget</b>	<b>Forecast</b>	<b>Budget (1/2 Yr)</b>	<b>(Decrease)</b>	<b>(Decrease)</b>	<b>(Decrease)</b>	
590110 Repair & Maintenance - IT	10,750	-	-	(10,750)	(10,750)	-	
594000 Emergency Management Services	89,500	300,000	322,250	232,750	210,500	22,250	
595200 Professional Services - Technical	27,500	35,000	40,000	12,500	7,500	5,000	
596200 Professional Services - Other	8,080,505	200,000	9,700,323	1,619,818	(7,880,505)	9,500,323	
596500 Travel	1,250	-	1,250	-	(1,250)	1,250	
596550 Membership Dues	2,700	2,700	6,600	3,900	-	3,900	
596600 Books & Publications	750	750	750	-	-	-	
596700 Employee Development & Training	16,500	16,500	12,000	(4,500)	-	(4,500)	
	<u>8,447,176</u>	<u>938,700</u>	<u>10,319,773</u>	<u>1,872,597</u>	<u>(7,508,476)</u>	<u>9,381,073</u>	
<b>CAPITAL</b>							
840000 Capital Equipment - Auto	-	-	-	-	-	-	
850000 Capital Equipment - Non Auto	365,800	330,000	1,780,160	1,414,360	(35,800)	1,450,160	
860000 IT Equipment & Software	-	-	-	-	-	-	
900000 Capital Outlays	-	-	-	-	-	-	
	<u>365,800</u>	<u>330,000</u>	<u>1,780,160</u>	<u>1,414,360</u>	<u>(35,800)</u>	<u>1,450,160</u>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,660,891</b>	<b>\$ 17,153,105</b>	<b>\$ 19,229,370</b>	<b>\$ 1,568,479</b>	<b>\$ (507,786)</b>	<b>\$ 2,076,265</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1033 - FIRE**  
**2020-2021**

**Account No. 510000 - Office Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Office Depot, UPS, and FedEx	Office Expense - Misc. office supplies	\$ 750	\$ 500
		<b>\$ 750</b>	<b>\$ 500</b>

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Multiple Vendors - Bidding procedures to be followed	Emergency Supplies & Services	\$ 43,125	\$ 5,000
2 Multiple Vendors - Bidding procedures to be followed	Non-Emergency Supplies & Services	-	15,000
3 Life-Assist	EMS Supplies	-	17,500
4 Home Depot	Building Hardware	-	3,000
5 LB Johnson	Building Hardware	-	250
6 Jetro	Hydration Supplies	-	1,750
		<b>\$ 43,125</b>	<b>\$ 42,500</b>

**Account No. 540000 - Uniforms/PPE**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 AllStar Fire Equipment	Station and PPE Boots	\$ 18,500.00	\$ 5,000.00
2 ECMS, Inc.	Turnout Cleaning & Repair	-	4,000
3 Firefighter Safety	Station and PPE Boots	-	2,000
4 Multiple Vendors - Bidding procedures to be followed	Safety Equipment and Tools	-	1,000
5 AllStar Fire Equipment	Station Uniforms	-	3,000
6 Multiple Vendors - Bidding procedures to be followed	Misc.	-	5,000
		<b>\$ 18,500</b>	<b>\$ 20,000</b>

**Account No. 550000 - Advertisement & Promotion**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Multiple Vendors - Bidding procedures to be followed	Fire Prevention & Supplies	\$ 250	\$ 250
		<b>\$ 250</b>	<b>\$ 250</b>

**Account No. 560000 - Utilities**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Electric Services, So. Cal. Gas Co., California Water Services, Maywood Mutual #3	Special Fire Protection Charge Fire Alarm System;	\$ 39,500	\$ 50,000
		<b>\$ 39,500</b>	<b>\$ 50,000</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1033 - FIRE**  
**2020-2021**

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Fire Apparatus Solutions	Fire Apparatus Maintenance	\$ 71,500	\$ 75,000
2 Interdepartmental City Cost	Vehicle maintenance of Fire Department apparatus & vehicles	-	5,000
3 Dion & Sons and Merrimac Energy Group	Fuel of Fire Department apparatus & vehicles	-	20,000
4 UL, LLC	Annual Ladder Inspection	-	2,000
5 FailSafe	Fire Ground Ladder Testing	-	3,000
		<b>\$ 71,500</b>	<b>\$ 105,000</b>

**Account No. 590000 - Repairs & Maintenance**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Air Exchange	Plymovement Maintenance	\$ 25,875	\$ 2,500
2 Compressed Air Specialty	Air Monitor Maintenance @ Station #76 & 78	-	2,500
3 Dewey Pest Control	Pesticide Services	-	800
4 L.N. Curtis & Sons	SCBA Maintenance Services/Fit Testing	-	2,500
5 Reliable Ice Equipment	Ice Machine Maintenance	-	1,350
6 Calox, Inc.	Oxygen Bottle Refilling Service	-	1,000
7 SUEZ Mobile Water, Inc.	Water Purification Maint. - St. #76,77,78,79	-	-
8 Multiple Vendors - Bidding procedures to be followed	Various Required Repairs and Maintenance	-	4,000
9 South Coast A.Q.M.D	Annual Operation Fees	-	2,200
10 Exercise Equipment	Exercise Machine Maintenance	-	1,500
		<b>\$ 25,875</b>	<b>\$ 18,350</b>

**Account No. 590110 - Repairs & Maintenance IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Digital EMS	e-Patient Care Report	\$ 10,750.00	\$ -
2 PSTrax	Turnout Maintenance Tracking Software	-	-
3 Emergency Reporting	Data Management Software	-	-
		<b>\$ 10,750</b>	<b>\$ -</b>

**Account No. 594000 - Emergency Management Services**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Bearcom	Radio, TV, Electronic ID Maintenance	\$ 11,000	\$ 11,000
2 City of Glendale	Dispatch Service	60,000	-
3 Multiple Vendors - Bidding procedures to be followed	Various Professional Services Needed	5,000	5,000
4 Verizon	MDC Broadband coverage	1,290	3,750
5 BearCom	Maintenance of Civil Defense Generators & Sirens, Etc., Radio repair not covered by Maint. Agreement	-	5,000
6 Foothill Communications	Portable Radio Preventative Maint. & Repair	-	6,000
7 Bearcom	Portable Radio Batteries	-	1,500
8 LA County	Dispatch Service	-	290,000
9 WestNet	First-In Alerting System by LA County	5,690	-
10 Motorola	Remote Speaker Mics for LA County	6,520	-
		<b>\$ 89,500</b>	<b>\$ 322,250</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1033 - FIRE**  
**2020-2021**

**Account No. 595200 - Professional Services Technical**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 JSB Fire Protection, LLC	Fire system plan check services	\$ 27,500	\$ 40,000
		<b>\$ 27,500</b>	<b>\$ 40,000</b>

**Account No. 596200 - Professional Services - Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Caine & Weiner	Medical Transport Reimbursement		\$ 1,500.00
2 Physio Control	Technical Service Report		3,352
3 Richard Guess MD	Paramedic Advisor		3,500
4 Whitman Enterprises	Transport Billing Percentage		15,000
5 Empire Optical	Prescription Safety Eyewear Program		1,000
6 Amerigas Propane	Propane Storage Tanks Lease		-
7 A-Throne	Portable Restroom at Station 76		1,000
8 Multiple Vendors - Bidding procedures to be followed	Haz Mat equipment maint/repair, Calibration for HM monitors		3,750
9 Lifecom	RKI Eagle Monitor calibration		1,500
10 MJW Technical Services	Calibration of Radiological Dosimeters		2,500
11 AP-Triton	GEMT Contract Services		7,500
12 State of California	QAF		17,000
13 LN Curtis & Sons	SCBA Cylinder Valve Repair and Labor		8,000
14 LN Curtis & Sons	SCBA Hydrostatic Testing		9,000
15 Los Angeles County	Fire Personnel Contracted Services	16,100,000	7,450,000
16 Los Angeles County	Fire Battalion Chief Services		10,000
17 Los Angeles County	LAFCO Review		49,000
18 Los Angeles County	Fire Equipment Conversion Cost		160,000
19 Los Angeles County	Medical Equipment Conversion Cost		12,000
20 Los Angeles County	Fitness Conversion Cost		21,000
21 Los Angeles County	Communications Conversion Cost		81,170
22 Los Angeles County	Personal Protective Equipment & Uniforms Conversion Cost		375,000
23 Los Angeles County	Apparatus and Vehicles Conversion Cost		449,313
25 Los Angeles County	Training Conversion Cost		1,018,238
		<b>\$ 16,100,000</b>	<b>\$ 9,700,323</b>

**Account No. 596500 - Travel**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Bear Paw, League of Cities, FDIC	Various Conferences and Seminars	\$ 1,250	\$ 1,250
		<b>\$ 1,250</b>	<b>\$ 1,250</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1033 - FIRE**  
**2020-2021**

**Account No. 596550 - Membership Dues**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 NFPA, Calif. Fire Chief Assoc. & Various	Membership & Dues	\$ 2,700	\$ 1,500
2 LA Area Fire Chief Assoc. & Area E Fire Chief	Membership & Dues	-	1,300
3 International Assoc. of Fire Chiefs	Membership & Dues	-	300
4 Area E Disaster Management	Los Angeles County (JPA) Dues	-	3,500
		<b>\$ 2,700</b>	<b>\$ 6,600</b>

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various Vendors - Bidding procedures to be followed	Misc. Books & Publications	\$ 750	\$ 750
		<b>\$ 750</b>	<b>\$ 750</b>

**Account No. 596700 - Employee Development & Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Target Solutions	Online Risk Management Training	\$ 16,500	\$ 3,000
2 Various Vendors	EMT, CPR, Paramedic Certification	-	5,000
3 Various Vendors	External Training Courses	-	2,000
4 Various Vendors	Haz Mat Training	-	2,000
		<b>\$ 16,500</b>	<b>\$ 12,000</b>

**Account No. 850000 - Capital Equipment - Non Auto**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Pierce Manufacturing, Inc.	Two (2) Fire Engines (Leased)	\$ 159,000	\$ 737,352
2 Pierce Manufacturing, Inc.	New Tractor Drawn Aerial (Lease \$165k Yr)	165,000	1,042,808
3 Misc		41,800	-
		<b>\$ 365,800</b>	<b>\$ 1,780,160</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1040 Public Works Administration**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 14,609,528</b>	<b>\$ -</b>	<b>\$ 14,959,528</b>	<b>\$ 350,000</b>	<b>\$ (14,609,528)</b>	<b>\$ 14,959,528</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 446,080	\$ -	\$ 443,059	\$ (3,021)	\$ (446,080)	\$ 443,059
<b>BENEFITS</b>	242,850	-	277,541	34,691	(242,850)	277,541
<b>SUPPLIES/SERVICES</b>	5,840	-	5,840	-	(5,600)	5,600
<b>TOTAL EXPENSES</b>	<b>\$ 694,770</b>	<b>\$ -</b>	<b>\$ 726,440</b>	<b>\$ 31,670</b>	<b>\$ (694,530)</b>	<b>\$ 726,200</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries</b>	<b>Salaries</b>	<b>Increase (Decrease)</b>
Administrative Analyst	1.00	\$ 96,213	\$ 84,271	\$ (11,942)
Administrative Assistant, Senior	2.00	120,982	114,212	(6,770)
Director of Public Works	1.00	221,884	239,576	17,692
Overtime		5,000	5,000	-
Payout (vacation and sick excess hours)		2,001	-	(2,001)
Stand-by			-	-
<b>DEPARTMENT TOTALS</b>	<b>4.00</b>	<b>\$ 446,080</b>	<b>\$ 443,059</b>	<b>\$ (3,021)</b>

**CITY OF VERNON**  
**Fund 011 Department 1040 - General Fund Public Works Administration Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1040 Public Works Administration**

		A	B	C	C-A	B-A	C-B	
		FY2019	FY2020	FY2021	Increase	Increase	Increase	
		Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	Comments
<b>REVENUES:</b>								
400311	BNSF In-Lieu Parcel Taxes	\$ 624,792	\$ -	\$ 624,792	\$ -	\$ (624,792)	\$ 624,792	
400900	Parcel Taxes - Warehouse	11,825,874	-	12,125,874	300,000	(11,825,874)	12,125,874	
400950	Parcel Taxes - Safety	2,145,162	-	2,195,162	50,000	(2,145,162)	2,195,162	
420520	Community Service Revenues	-	-	-	-	-	-	
431000	Rents	-	-	-	-	-	-	None expected this year
3040	440100 Cal Recycle Container and Oil Grants	10,000	-	10,000	-	(10,000)	10,000	
	466600 Copies and Publications	400	-	400	-	(400)	400	
	466800 Calendar Donation Revenues	-	-	-	-	-	-	
	466900 Miscellaneous Revenues	3,300	-	3,300	-	(3,300)	3,300	50th Street lot rent
<b>TOTAL REVENUES</b>		<b>\$ 14,609,528</b>	<b>\$ -</b>	<b>\$ 14,959,528</b>	<b>\$ 350,000</b>	<b>\$ (14,609,528)</b>	<b>\$ 14,959,528</b>	
<b>EXPENSES:</b>								
<b>SALARIES</b>								
501010	Salaries - Regular	\$ 426,769	\$ -	\$ 433,259	\$ 6,490	\$ (426,769)	\$ 433,259	
501012	Salaries - Premiums	14,311	-	4,800	(9,511)	(14,311)	4,800	
501020	Salaries - O.T.	5,000	-	5,000	-	(5,000)	5,000	
		446,080	-	443,059	(3,021)	(446,080)	443,059	
<b>BENEFITS</b>								
502020	Retirement	191,732	-	200,820	9,088	(191,732)	200,820	
502030	Group Insurance Premiums	44,650	-	70,297	25,647	(44,650)	70,297	
502060	Medicare	6,468	-	6,424	(44)	(6,468)	6,424	
		242,850	-	277,541	34,691	(242,850)	277,541	
<b>SUPPLIES/SERVICES</b>								
520000	Supplies	1,000	-	1,000	-	(1,000)	1,000	
540000	Uniforms	240	-	240	-	-	-	
550000	Advertisement/Promotion	1,000	-	1,000	-	(1,000)	1,000	
596500	Travel	1,200	-	1,200	-	(1,200)	1,200	
596600	Books & Publications	300	-	300	-	(300)	300	
596700	Training	2,100	-	2,100	-	(2,100)	2,100	
		5,840	-	5,840	-	(5,600)	5,600	
<b>TOTAL EXPENSES</b>		<b>\$ 694,770</b>	<b>\$ -</b>	<b>\$ 726,440</b>	<b>\$ 31,670</b>	<b>\$ (694,530)</b>	<b>\$ 726,200</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1040 - PUBLIC WORKS ADMINISTRATION**  
**2020-2021**

**Account No. 520000 - Supplies**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	OFFICE DEPOT BUSINESS SOLUTIONS	Office Supplies	\$ 800	\$ 800
2	UPS	Office Supplies	200	200
			<b>\$ 1,000</b>	<b>\$ 1,000</b>

**Account No. 540000 - Uniforms**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	SPECIALTY APPAREL	Departmental Uniform Shirts	\$ 240	\$ 240
			<b>\$ 240</b>	<b>\$ 240</b>

**Account No. 550000 - Advertisement / Promotion**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	PROFESSIONAL PUBLICATIONS	Publishing of notices, information material, and legal documents	\$ 500	\$ 500
2	PLANET BIDS	Web Based Publishings for Municipalities	500	500
			<b>\$ 1,000</b>	<b>\$ 1,000</b>

**Account No. 595200 - Professional Services - Technical**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
			\$ -	\$ -
			<b>\$ -</b>	<b>\$ -</b>

**Account No. 596200 - Professional Services Other**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
			\$ -	\$ -
			<b>\$ -</b>	<b>\$ -</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1040 - PUBLIC WORKS ADMINISTRATION**  
**2020-2021**

**Account No. 596500 - Travel**

Type	Detailed Description	FY2020 Budget	FY2021 Budget
1 VARIOUS	Meetings and Conferences	\$ 1,200	\$ 1,200
		<b>\$ 1,200</b>	<b>\$ 1,200</b>

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CEQA	Various Publications Updates	\$ 300	\$ 300
		<b>\$ 300</b>	<b>\$ 300</b>

**Account No. 596700 - Training**

Type	Detailed Description	FY2020 Budget	FY2021 Budget
1 LEAGUE OF CALIFORNIA CITIES	Annual Conference	\$ 600	\$ 600
2 LEAGUE OF CALIFORNIA CITIES	Public Works Officers Institute	1,500	1,500
		<b>\$ 2,100</b>	<b>\$ 2,100</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1041 BUILDING REGULATIONS AND PLANNING**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 1,466,000</b>	<b>\$ -</b>	<b>\$ 1,209,450</b>	<b>\$ (256,550)</b>	<b>\$ (1,466,000)</b>	<b>\$ 1,209,450</b>
<b>EXPENDITURES:</b>						
<b>SALARIES</b>	\$ 654,764	\$ -	\$ 592,942	\$ (61,822)	\$ (654,764)	\$ 592,942
<b>BENEFITS</b>	288,209	-	278,025	(10,184)	(288,209)	278,025
<b>SUPPLIES/SERVICES</b>	273,250	-	738,250	465,000	(273,250)	738,250
<b>CAPITAL</b>	250,000	-	-	(250,000)	(250,000)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,466,223</b>	<b>\$ -</b>	<b>\$ 1,609,217</b>	<b>\$ 142,994</b>	<b>\$ (1,466,223)</b>	<b>\$ 1,609,217</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries</b>	<b>Salaries</b>	<b>Increase (Decrease)</b>
Assistant Planner	1.00	\$ 87,608	\$ 90,185	\$ 2,577
Building and Planning Manager	-	139,934	-	(139,934)
Building Inspector, Senior	1.00	127,005	130,765	3,760
Electrical Inspector, Senior	1.00	112,453	115,820	3,367
Permit Technician	2.00	68,811	125,152	56,341
Plumbing and Mechanical Inspector, Senior	1.00	113,953	117,320	3,367
Overtime		2,000	2,000	-
Payout (vacation and sick excess hours)		3,000	11,700	8,700
<b>DEPARTMENT TOTALS</b>	<b>6.00</b>	<b>\$ 654,764</b>	<b>\$ 592,942</b>	<b>\$ (61,822)</b>

**CITY OF VERNON**  
**Fund 011 Department 1041 - Building Regulations Fund Public Works Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1041 BUILDING REGULATIONS AND PLANNING**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
<b>REVENUES</b>							
401650	State Fee - SB1186	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ (1,100)	\$ 1,100
410210	Building Permit Fees	1,026,200	-	769,650	(256,550)	(1,026,200)	769,650
410280	Conditional Use Permits	13,927	-	13,927	-	(13,927)	13,927
461100	Fines and Penalties	27,488	-	27,488	-	(27,488)	27,488
466200	Plan Check Fees	373,830	-	373,830	-	(373,830)	373,830
466220	Green Building Standards Fee	10,262	-	10,262	-	(10,262)	10,262
466900	Miscellaneous Revenues	6,597	-	6,597	-	(6,597)	6,597
468400	Variances	6,597	-	6,597	-	(6,597)	6,597
<b>TOTAL REVENUES</b>		<b>1,466,000</b>	<b>-</b>	<b>1,209,450</b>	<b>(256,550)</b>	<b>(1,466,000)</b>	<b>1,209,450</b>
<b>EXPENDITURES:</b>							
<b>SALARIES</b>							
501010	Salaries - Regular	\$ 599,120	\$ -	\$ 527,283	\$ (71,837)	\$ (599,120)	\$ 527,283
501012	Salaries - Premiums	53,644	-	63,659	10,015	(53,644)	63,659
501020	Salaries - O.T.	2,000	-	2,000	-	(2,000)	2,000
		654,764	-	592,942	(61,822)	(654,764)	592,942
<b>BENEFITS</b>							
502020	Retirement	181,876	-	173,039	(8,837)	(181,876)	173,039
502030	Group Insurance Premiums	96,838	-	96,388	(450)	(96,838)	96,388
502060	Medicare	9,494	-	8,598	(896)	(9,494)	8,598
		288,209	-	278,025	(10,184)	(288,209)	278,025
<b>SUPPLIES/SERVICES</b>							
520000	Supplies	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ (4,000)	\$ 4,000
540000	Uniforms	400	-	400	-	(400)	400
550000	Advertisement/Promotion	2,500	-	2,500	-	(2,500)	2,500

**CITY OF VERNON**  
**Fund 011 Department 1041 - Building Regulations Fund Public Works Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1041 BUILDING REGULATIONS AND PLANNING**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>C-A</b>	<b>B-A</b>	<b>C-B</b>	
	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>Increase</b>	<b>Increase</b>	<b>Increase</b>	
	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>	<b>(Decrease)</b>	<b>Comments</b>
570000 Vehicle Expense	5,500	-	5,500	-	(5,500)	5,500	
593200 Professional Services - Legal	-	-	-	-	-	-	
595200 Professional Services - Technical	246,000	-	711,000	465,000	(246,000)	711,000	
596500 Travel	2,000	-	2,000	-	(2,000)	2,000	
596550 Memberships	850	-	850	-	(850)	850	
596600 Books & Publications	4,000	-	4,000	-	(4,000)	4,000	
596700 Training	8,000	-	8,000	-	(8,000)	8,000	
	<b>273,250</b>	<b>-</b>	<b>738,250</b>	<b>465,000</b>	<b>(273,250)</b>	<b>738,250</b>	
<b>CAPITAL</b>							
ELECTRONIC PLAN REIEW AND PERMITTING	\$ 250,000	\$ -	\$ -	\$ (250,000)	\$ (250,000)	\$ -	
	250,000	-	-	(250,000)	(250,000)	-	
<b>TOTAL EXPENDITURES</b>	<b>1,466,223</b>	<b>-</b>	<b>1,609,217</b>	<b>142,994</b>	<b>(1,466,223)</b>	<b>1,609,217</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1041 - BUILDING REGULATIONS AND PLANNING**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 VARIOUS VENDORS FOLLOWING PROCUMENT POLICIES	Office Supplies	\$ 200	\$ 200
2 UPS	Office Supplies	1,500	1,500
3 OFFICE DEPOT BUSINESS SOLUTIONS	Office Supplies	1,000	1,000
4 SILVA'S PRINTING NETWORK	Office Supplies	600	600
5 PLANBAGS.COM	Office Supplies	500	500
6 WAREHOUSE INVENTORY CONSUMPTION	Office Supplies	200	200
		-	-
		<b>\$ 4,000</b>	<b>\$ 4,000</b>

**Account No. 540000 - Uniforms**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 SPECIALTY APPAREL	Departmental Uniform Shirts	\$ 400	\$ 400
		<b>\$ 400</b>	<b>\$ 400</b>

**Account No. 550000 - Advertisement/Promotion**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 PROFESSIONAL PUBLICATIONS	Publishing of required notices	\$ 2,500	\$ 2,500
		<b>\$ 2,500</b>	<b>\$ 2,500</b>

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 FUEL FROM CITY PUMPS	Gas Usage	\$ 3,000	\$ 3,000
2 CITY GARAGE VEHICLE REPAIRS	Garage Work Orders	2,400	2,400
3 XPRESS WASH, INC.	Washing city vehicles	100	100
		<b>\$ 5,500</b>	<b>\$ 5,500</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1041 - BUILDING REGULATIONS AND PLANNING**  
**2020-2021**

**Account No. 593200 - Professional Services - Legal**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 NONE BUDGETED THIS YEAR	Legal services	\$ -	\$ -
		<u>\$ -</u>	<u>\$ -</u>

**Account No. 595200 - Professional Services Technical**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 REQUEST FOR PROPOSAL PENDING	Natural Hazards Mitigation Plan	\$ 25,000	\$ 25,000
2 CONSULTANT TBD	On-Call Structural Plan Check & Inspection & CaSP Services	125,000	125,000
3 DEPARTMENT OF CONSERVATION	Strong Motion Instrumentation Plans & Seismic Haz. Mapping	15,000	15,000
4 JAS PACIFIC CONSULTING	On-Call Plan Check & Inspection Services	-	-
5 TBD	Housing Element Update	25,000	40,000
6 TBD	File Scanning	50,000	150,000
7 INTERWEST CONSULTING GROUP	On-Call Plan Check and Inspection Services	-	-
8 TBD	Code Enforcement	-	-
9 TBD	West Side Specific Plan		350,000
10 CALIFORNIA BUILDING STANDARDS	Revolving Fund	5,000	5,000
11 LOS ANGELES COUNTY ASSESSOR	Maps	1,000	1,000
		<u>\$ 246,000</u>	<u>\$ 711,000</u>

**Account No. 596500 - Travel**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CALBO WORKSHOP	Mileage and parking for staff to attend workshop	\$ 2,000	\$ 2,000
		<u>\$ 2,000</u>	<u>\$ 2,000</u>

**Account No. 596550 - Membership Dues**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CALBO	Membership Dues	\$ 250	\$ 250
2 IAPMO	Membership Dues	155	155
3 IAEI	Membership Dues	125	125
4 ICC	Membership Dues	320	320
		<u>\$ 850</u>	<u>\$ 850</u>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1041 - BUILDING REGULATIONS AND PLANNING**  
**2020-2021**

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 VARIOUS VENDORS FOLLOWING PROCUMENT POLICIES	Code Books	\$ 4,000	\$ 4,000
		<b>\$ 4,000</b>	<b>\$ 4,000</b>

**Account No. 596700 - Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CALBO	Training	\$ 4,000	\$ 4,000
2 VARIOUS SERVICE PROVIDERS	Required staff training/seminars	4,000	4,000
		<b>\$ 8,000</b>	<b>\$ 8,000</b>

**Capital Expenditures**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 ELECTRONIC PLAN REIEW AND PERMITTING	Hardware, software, customization and migration	\$ 250,000	\$ -
		<b>\$ 250,000</b>	<b>\$ -</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1043 STREET OPERATIONS**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 713,047</b>	<b>\$ -</b>	<b>\$ 1,453,047</b>	<b>\$ 740,000</b>	<b>\$ (713,047)</b>	<b>\$ 1,453,047</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 1,909,563	\$ -	\$ 1,832,047	\$ (77,516)	\$ (1,909,563)	\$ 1,832,047
<b>BENEFITS</b>	921,941	-	919,931	(2,010)	(921,941)	919,931
<b>SUPPLIES/SERVICES</b>	2,326,780	-	1,660,180	(666,600)	(2,326,780)	1,660,180
<b>TOTAL EXPENSES</b>	<b>\$ 5,158,284</b>	<b>\$ -</b>	<b>\$ 4,412,158</b>	<b>\$ (746,126)</b>	<b>\$ (5,158,284)</b>	<b>\$ 4,412,158</b>
<b>CAPITAL:</b>						
<b>REVENUES</b>	2,694,531	-	1,197,931	(396,600)	(1,594,531)	1,197,931
<b>EXPENDITURES</b>	3,680,000	-	1,730,000	(1,950,000)	(3,680,000)	1,730,000

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries</b>	<b>Salaries</b>	<b>Increase (Decrease)</b>
Assistant Engineer	-	\$ 82,017	\$ -	\$ (82,017)
Engineering Aide	1.00	-	98,010	98,010
Project Engineer	3.00	366,529	386,033	19,504
Public Works Inspector	1.00	-	72,797	72,797
Public Works Superintendent	1.00	57,662	118,578	60,916
Stormwater and Special Project Analys	1.00	133,270	137,218	3,948
Street Maintenance Supervisor	1.00	121,038	124,619	3,581
Street Maintenance Worker	7.00	409,595	412,028	2,433
Street Maintenance Worker, Lead	1.00	96,318	104,932	8,614
Street Maintenance Worker, Senior	4.00	394,285	320,232	(74,053)
Warehouse Worker	-	28,866	-	(28,866)
Warehouse Worker, Senior	-	149,927	-	(149,927)
Overtime		50,000	50,000	-
Payout (vacation and sick excess hours)		16,056	3,600	(12,456)
Stand-by		4,000	4,000	-
<b>DEPARTMENT TOTALS</b>	<b>20.00</b>	<b>\$ 1,909,563</b>	<b>\$ 1,832,047</b>	<b>\$ (77,516)</b>



**CITY OF VERNON**  
**Fund 011 Department 1043 - General Fund Street Operations Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1043 STREET OPERATIONS**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
	921,941	-	919,931	(2,010)	(921,941)	919,931	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	\$ 108,000	\$ -	\$ 108,000	\$ -	\$ (108,000)	\$ 108,000	
540000 Uniforms	4,500	-	4,500	-	(4,500)	4,500	
550000 Advertisement/Promotion	3,000	-	3,000	-	(3,000)	3,000	
560000 Utilities	46,760	-	46,760	-	(46,760)	46,760	
570000 Vehicle Expense	150,000	-	150,000	-	(150,000)	150,000	
590000 Repair & Maintenance	1,202,920	-	952,920	(250,000)	(1,202,920)	952,920	
593200 Professional Services - Legal	10,000	-	10,000	-	(10,000)	10,000	
595200 Professional Services - Technical	15,000	-	5,000	(10,000)	(15,000)	5,000	
596200 Professional Services - Other	201,500	-	191,500	(10,000)	(201,500)	191,500	
3043 596200 Professional Services - Other	546,600	-	150,000	(396,600)	(546,600)	150,000	
596500 Travel	2,500	-	2,500	-	(2,500)	2,500	
596550 Membership Dues	15,000	-	15,000	-	(15,000)	15,000	
596600 Books & Publications	1,000	-	1,000	-	(1,000)	1,000	
596700 Training	20,000	-	20,000	-	(20,000)	20,000	
	2,326,780	-	1,660,180	(666,600)	(2,326,780)	1,660,180	
<b>TOTAL EXPENSES</b>	<b>5,158,284</b>	<b>-</b>	<b>4,412,158</b>	<b>(746,126)</b>	<b>(5,158,284)</b>	<b>4,412,158</b>	
<b>CAPITAL</b>							
<b>REVENUES</b>							
2043 440100 Grant Revenues - Federal	\$ 1,047,931	\$ -	\$ 1,047,931	\$ -	\$ (1,047,931)	\$ 1,047,931	
Measure W Stormwater Return	1,100,000	-	-	-	-	-	
3043 440100 Grant Revenues - State	546,600	-	150,000	(396,600)	(546,600)	150,000	
	2,694,531	-	1,197,931	(396,600)	(1,594,531)	1,197,931	
<b>EXPENDITURES</b>							
840000 Automobile	\$ 376,000	\$ -	\$ 90,000	(286,000)	(376,000)	90,000	
850000 Non-Automobile	60,000	-	-	(60,000)	(60,000)	-	
1043 900000 Capital Outlays	1,840,000	-	640,000	(1,200,000)	(1,840,000)	640,000	
2043 900000 Capital Outlays - Federal Funding	1,000,000	-	1,000,000	-	(1,000,000)	1,000,000	
3043 900000 Capital Outlays - State Funding	404,000	-	-	(404,000)	(404,000)	-	
	3,680,000	-	1,730,000	(1,950,000)	(3,680,000)	1,730,000	

**CITY OF VERNON  
FUND 011 - GENERAL FUND  
DEPARTMENT 1043 - STREET OPERATIONS  
2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CITY WAREHOUSE	Inventory Consumption	\$ 50,000	\$ 50,000
2 PACIFIC PRODUCTS & SERVICES	Materials and Supplies	14,000	14,000
3 JCL BARRICADE COMPANY	Materials and Supplies	7,800	7,800
4 HAWKINS TRAFFIC SAFETY SUPPLY	Materials and Supplies	6,300	6,300
5 VULCAN MATERIALS COMPANY	Materials and Supplies	5,300	5,300
6 HOME DEPOT CREDIT SERVICES	Materials and Supplies	5,300	5,300
7 ZUMAR INDUSTRIES	Materials and Supplies	3,000	3,000
8 VARIOUS VENDORS BASED ON PROCUREMENT REQUIREMENT	Materials and Supplies	5,300	5,300
9 CATALINA PACIFIC CONCRETE	Materials and Supplies	3,000	3,000
10 HANSON AGGREGATES	Materials and Supplies	2,000	2,000
11 A-THRONE COMPANY, INC.	Materials and Supplies	2,000	2,000
12 GRAINGER COMPANY	Materials and Supplies	2,000	2,000
13 CONTECH	Materials and Supplies	2,000	2,000
		<b>\$ 108,000</b>	<b>\$ 108,000</b>

**Account No. 540000 - Uniforms**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 SPECIALTY APPAREL	Uniforms	\$ 4,500	\$ 4,500
		<b>\$ 4,500</b>	<b>\$ 4,500</b>

**Account No. 550000 -  
Advertisement/Promotion**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 PROFESSIONAL PUBLICATIONS	Publishing of Notices	\$ 750	\$ 750
2 NPDES	Stormwater Education	250	250
3 PLANET BIDS	Web Based Publishings for Municipalities	2,000	2,000
		<b>\$ 3,000</b>	<b>\$ 3,000</b>

**Account No. 560000 - Utilities**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 VPU	Interfund Utilities	\$ 41,000	\$ 41,000
2 THE GAS COMPANY	Natural Gas Service	3,000	3,000
3 FIBER OPTICS	Interfund Utilities	1,560	1,560
4 SOUTHERN CALIFORNIA EDISON	Street and Traffic Signal Service	1,200	1,200
		<b>\$ 46,760</b>	<b>\$ 46,760</b>

**CITY OF VERNON  
FUND 011 - GENERAL FUND  
DEPARTMENT 1043 - STREET OPERATIONS  
2020-2021**

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CITY GARAGE	Work Orders	\$ 110,000	\$ 110,000
2 CITY PROVIDED FUEL	Gas Usage	39,700	39,700
3 XPRESS WASH, INC.	Washing city vehicles	300	300
		<b>\$ 150,000</b>	<b>\$ 150,000</b>

**Account No. 590000 - Repairs & Maintenance**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 WEBCO LB, LLC.	Street Sweeping	\$ 126,000	\$ 126,000
2 SIEMENS INDUSTRY	Traffic Signal Repair & Maintenance	110,000	110,000
3 TBD	Annual Street Striping	50,000	50,000
4 RON'S MAINTENANCE	Catch Basin Cleaning	50,000	50,000
5 West Coast Arborist	Tree Trimming	100,000	100,000
6 VARIOUS VENDORS BASED ON PROCUREMENT REQUIREMENT	Estimated Other Repairs & Maintenance	9,000	9,000
7 VARIOUS VENDORS BASED ON PROCUREMENT REQUIREMENT	Sewer Cleaning and Emergency Repairs	10,000	10,000
8 CITY OF L.A. DEPT. OF TRANSP.	Traffic Signal Maintenance	8,000	8,000
9 TBD	Sewer System Master Plan/Flow/ Video Inspection	250,000	
10 SURVEY MONUMENTS	Surveys	2,000	2,000
11 COUNTY OF LOS ANGELES	Traffic Signal Maintenance	5,000	5,000
12 VARIOUS VENDORS BASED ON PROCUREMENT REQUIREMENT	Survey Equipment Maintenance	1,000	1,000
13 VARIOUS VENDORS BASED ON PROCUREMENT REQUIREMENT	Emergency Sewers & Public Works Repairs	100,000	100,000
14 UNION PACIFIC RR CO	Public at Grade Crossing 25th Street DOT747602G (100% Reimbursable per agreement with Marquez Produce)	381,920	381,920
		<b>\$ 1,202,920</b>	<b>\$ 952,920</b>

**Account No. 593200 - Professional Services - Legal**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 VARIOUS VENDORS BASED ON PROCUREMENT REQUIREMENT	Legal Services for NPDES Matters	\$ 10,000	\$ 10,000
		<b>\$ 10,000</b>	<b>\$ 10,000</b>

**CITY OF VERNON  
FUND 011 - GENERAL FUND  
DEPARTMENT 1043 - STREET OPERATIONS  
2020-2021**

**Account No. 595200 - Professional  
Services Technical**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	GATEWAY WATER MANAGEMENT AUTHORITY	Matching funds (50%) of Phase I for John Anson Ford Park	\$ 57,000	\$ 57,000
2	GATEWAY WATER MANAGEMENT AUTHORITY	Watershed Management Program Plan Implementation Studies	40,000	40,000
3	COUNTY OF LOS ANGELES	Public works road fund	15,000	15,000
4	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	Estimated consulting services costs	4,000	125,000
5	CROSSROADS	Data entry for traffic incidents	1,000	1,000
6	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	ADA evaluation and transition plan (Carry over to 20- 21)	200,000	200,000
7	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	Citywide traffic speed counts	5,000	-
8	GATEWAY WATER MANAGEMENT AUTHORITY	Municipal NPDES Permit On-Call Services (ROWD)	10,000	10,000
9	GATEWAY CITIES COUNCIL OF GOV	Atlantic Boulevard Master Plan	5,000	5,000
10	TBD	Design and Construction Survey	15,000	5,000
11	TBD	Construcion Management	15,000	15,000
12	TBD	Speed Study Survey	5,000	-
			<b>\$ 372,000</b>	<b>\$ 473,000</b>

**Account No. 596200 - Professional  
Services Other**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	GATEWAY WATER MANAGEMENT AUTHORITY	Coordinated Integrated Monitoring Plan	\$ 60,000	\$ 60,000
2	GATEWAY CITIES	I710 EIR/EIS Report, TMDL Coordination Plan	15,000	15,000
3	EAGLE AERIAL SOLUTIONS	Aerial photo prints	15,000	15,000
4	HAUL-AWAY RUBBISH CO., INC.	Solid waste collection/hauling	25,000	25,000
5	UNITED PUMPING SERVICES, INC.	Emergency Environmental Spill Cleanup Services	10,000	10,000
6	COALITION FOR PRACTICAL REGULATION (NPDES)	Professional services	5,000	5,000
7	SWRCB	System permitting fees	7,000	7,000
8	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	Bacteria TMDL monitoring	3,000	3,000
9	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	Metals TMDL monitoring	1,500	1,500
10	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	Harbor Toxics TMDL monitoring	1,000	1,000
11	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	Traffic Engineering Services	25,000	25,000
12	TBD	Contribution to legislation - zinc	3,000	3,000
13	SOUTH COAST A.Q.M.D.	Emission & registration fees	1,000	1,000
14	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	Grant Applications	10,000	-
15	TBD	Homeless Encampment Program	20,000	20,000
			<b>\$ 201,500</b>	<b>\$ 191,500</b>

**CITY OF VERNON  
FUND 011 - GENERAL FUND  
DEPARTMENT 1043 - STREET OPERATIONS  
2020-2021**

**Account No. 596200 - Professional Services Other - Grant Funded 3043**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	California High Speed Rail Project**	\$ 300,000	\$ 150,000
2	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	I-710 Study**	22,800	
3	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	Tree Boxes	-	-
4	CalRecycle	Used Tire Asphalt	13,000	
5	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	SCAG Bus Route Feasibility Study**	-	-
6	VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	LA River Active Transportation Access Plan**	210,800	-
			<b>\$ 546,600</b>	<b>\$ 150,000</b>

**Account No. 596500 - Travel**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	VARIOUS DEPARTMENT EMPLOYEES	Staff training	\$ 2,500	\$ 2,500
			<b>\$ 2,500</b>	<b>\$ 2,500</b>

**Account No. 596550 - Membership Dues**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	CASQA	Memberships	\$ 500	\$ 500
2	VELOCITY EHS	Annual Subscription	1,500	1,500
3	MUNICIPAL MANAGEMENT ASSOC.	Memberships	500	500
4	GATEWAY WATER MANAGEMENT AUTHORITY	Annual Membership Dues	15,000	15,000
			<b>\$ 17,500</b>	<b>\$ 17,500</b>

**Account No. 596600 - Books & Publications**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	VARIOUS PROFESSIONAL PUBLICATIONS	Publications	\$ 1,000	\$ 1,000
			<b>\$ 1,000</b>	<b>\$ 1,000</b>

**CITY OF VERNON  
FUND 011 - GENERAL FUND  
DEPARTMENT 1043 - STREET OPERATIONS  
2020-2021**

**Account No. 596700 - Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 VARIOUS CONSULTANTS BASED ON PROCUREMENT REQUIREMENT	Training (i.e. confined space, trench shoring, pavement design, traffic control, stormwater, etc.)	\$ 20,000	\$ 20,000
		<b>\$ 20,000</b>	<b>\$ 20,000</b>

**Capital Expenditures**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Equipment	1 SUV for Superintendent	\$ -	\$ 40,000
2 Equipment	1 F-150 Dual Cab	-	-
3 Equipment	1 F-550 Dump Truck Low Body w/ Bed	80,000	-
4 Equipment	Second Grafitti Truck	250,000	-
5 Equipment	1 F-150 Dual Cab and Equipment	-	-
6 Equipment	1 Dual Axle Trailer	-	-
7 Equipment	1 Equipment Caterpillar Work Hammer	-	-
8 Equipment	Bobcat Skid steer and accessories	-	-
9 Equipment	2 F-250 pickup trucks	-	50,000
10 Equipment	1 CNG Street Sweeper	-	-
11 Equipment	1 Caterpillar 420 F2 Backhoe/Loader	-	-
12 Equipment	2 progammable message boards	30,000	-
13 Equipment	Light tower	10,000	-
14 Equipment	Replace sprayers for graffiti truck	6,000	-
15 Project	Downey Road Resurfacing (LA River to Fruitland) - Phase I & II	-	-
16 Project	Sierra Pine Avenue Paving	525,000	-
17 Project	53rd, 54th, 55th, 57th, & Hampton Paving	450,000	-
18 Project	Miscellaneous Grinding and paving	-	-
19 Project	Sidewalk repairs and disabled accessibility ramps at various City locations	150,000	-
20	ADA Implementation	-	-
21 Project	Miscellaneous Rubberized Slurry Seal	250,000	250,000
22 Project	Catch Basin Inserts	-	-
23 Project	Miscellaneous Citywide Crack Seal Repair	-	250,000
24 Project	LA River Flap Gates - Design	50,000	50,000
25 Project	LA River Flap Gates - Construction	-	-
26 Project	Sewer System Assesment and repairs	150,000	-
27 Project	Sewer Manhole Repairs	25,000	25,000
28 Project	Soto LID/Street Improvements (N/o Bandini to Limit)	-	-
29 Project	Traffic Signal Improvements (Soto @ Vernon)	80,000	-
30 Project	Traffic Signal Improvements (Soto @ Leonis)	80,000	-
31 Project	Traffic Signal Improvements (Soto @ Fruitland)	80,000	-
32	Traffic Signal improvements	-	-
33 Equipment	Signs Replacement Program - Section 6	35,000	-
34	Sign Shop equipment and materials	-	40,000
35 Equipment	Warning Devices	25,000	25,000
36 Project *	Atlantic Blvd Bridge Widening over LA River - Design and Right of Way	1,000,000	1,000,000
37 Project **	California High Speed Rail Project**	125,000	-
		<b>\$ 3,401,000</b>	<b>\$ 1,730,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1046 CITY GARAGE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ (375,000)</b>	<b>\$ 375,000</b>
<b>EXPENDITURES:</b>						
<b>SALARIES</b>	\$ 378,818	\$ -	\$ 338,590	\$ (40,228)	\$ (378,818)	\$ 338,590
<b>BENEFITS</b>	169,580	-	178,867	9,287	(169,580)	178,867
<b>SUPPLIES/SERVICES</b>	274,500	-	274,500	-	(274,500)	274,500
<b>CAPITAL</b>	45,000	-	60,000	15,000	(45,000)	60,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 867,898</b>	<b>\$ -</b>	<b>\$ 851,957</b>	<b>\$ (15,941)</b>	<b>\$ (867,898)</b>	<b>\$ 851,957</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Fleet Supervisor	1.00	\$ 111,342	\$ 99,745	\$ (11,597)
Mechanic	1.00	-	59,890	59,890
Mechanic, Senior	2.00	250,998	175,955	(75,043)
Public Works Superintendent	-	5,766	-	(5,766)
Overtime		3,000	3,000	-
Payout (vacation and sick excess hours)		7,712	-	(7,712)
Stand-by		-	-	-
<b>DEPARTMENT TOTALS</b>	<b>4.00</b>	<b>\$ 378,818</b>	<b>\$ 338,590</b>	<b>\$ (40,228)</b>

**CITY OF VERNON**  
**Fund 011 Department 1046 - General Fund City Garage Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1046 CITY GARAGE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>REVENUES:</b>							
499700 Credit for Garage Work Orders	\$ 375,000	\$ -	\$ 375,000	\$ -	\$ (375,000)	\$ 375,000	
<b>TOTAL REVENUES</b>	<b>375,000</b>	<b>-</b>	<b>375,000</b>	<b>-</b>	<b>(375,000)</b>	<b>375,000</b>	
<b>EXPENDITURES:</b>							
<b>SALARIES</b>							
501010 Salaries - Regular	\$ 343,939	\$ -	\$ 308,891	\$ (35,048)	\$ (343,939)	\$ 308,891	
501012 Salaries - Premiums	31,879	-	26,699	(5,180)	(31,879)	26,699	
501020 Salaries - O.T.	3,000	-	3,000	-	(3,000)	3,000	
	378,818	-	338,590	(40,228)	(378,818)	338,590	
<b>BENEFITS</b>							
502020 Retirement	\$ 61,706	\$ -	\$ 100,704	\$ 38,998	\$ (61,706)	\$ 100,704	
502030 Group Insurance Premiums	102,381	-	73,253	(29,128)	(102,381)	73,253	
502060 Medicare	5,493	-	4,910	(583)	(5,493)	4,910	
	169,580	-	178,867	9,287	(169,580)	178,867	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ (200,000)	\$ 200,000	
540000 Uniforms	1,500	-	1,500	-	(1,500)	1,500	
570000 Vehicle Expense	6,000	-	6,000	-	(6,000)	6,000	
590000 Repairs & Maintenance	64,000	-	64,000	-	(64,000)	64,000	
596600 Books & Publications	500	-	500	-	(500)	500	
596700 Training	2,500	-	2,500	-	(2,500)	2,500	
	274,500	-	274,500	-	(274,500)	274,500	
<b>CAPITAL</b>							
850000 Non-Automobile	\$ 45,000	\$ -	\$ 60,000	\$ 15,000	\$ (45,000)	\$ 60,000	
	45,000	-	60,000	15,000	(45,000)	60,000	
<b>TOTAL EXPENDITURES</b>	<b>867,898</b>	<b>-</b>	<b>851,957</b>	<b>(15,941)</b>	<b>(867,898)</b>	<b>851,957</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1046 - CITY GARAGE**  
**2020-2021**

**Account No. 520000 - Supplies**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	NAPA AUTO PARTS	auto parts/supplies	\$ 27,000	\$ 27,000
2	LOPEZ & LOPEZ TIRE SERVICE	auto parts/supplies	20,000	20,000
3	CAMINO REAL CHEVROLET	auto parts/supplies	8,000	8,000
4	BATTERY SYSTEMS	auto parts/supplies	15,000	15,000
5	DANIELS TIRE SERVICE	auto parts/supplies	10,400	10,400
6	CALIFORNIA FRAME & AXLE	auto parts/supplies	15,000	15,000
7	CENTRAL FORD	auto parts/supplies	20,000	20,000
8	HAAKER EQUIPMENT COMPANY	auto parts/supplies	10,000	10,000
9	GARVEY EQUIPMENT COMPANY	auto parts/supplies	8,000	8,000
10	DAPPER TIRE COMPANY	auto parts/supplies	11,500	11,500
11	SUPER FORD LINCOLN MERCURY	auto parts/supplies	-	-
12	THE LIGHTHOUSE	auto parts/supplies	10,000	10,000
13	DION & SONS, INC.,	auto parts/supplies	3,600	3,600
14	JERRY'S AUTO BODY, INC.	auto parts/supplies	9,000	9,000
15	H & H WHOLESALE PARTS	auto parts/supplies	5,000	5,000
16	MCMASTER CARR SUPPLY COMPANY	auto parts/supplies	3,000	3,000
17	ALL OTHER SUPPLIERS	auto parts/supplies	10,000	10,000
18	SPEEDO ELECTRIC COMPANY	auto parts/supplies	10,700	10,700
19	WAREHOUSE INVENTORY CONSUMPTION	auto parts/supplies	1,300	1,300
20	AFC HYDRAULIC SEALS & REPAIR	auto parts/supplies	2,500	2,500
			<b>\$ 200,000</b>	<b>\$ 200,000</b>

**Account No. 540000 - Uniforms**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	TBD	Uniforms	\$ 1,500	\$ 1,500
			<b>\$ 1,500</b>	<b>\$ 1,500</b>

**Account No. 570000 - Vehicle Expense**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	CITY GARAGE	Work Orders	\$ 4,500	\$ 4,500
2	CITY FUEL PUMPS	Gas Usage	1,250	1,250
3	HUNTINGTON PARK CAR WASH	Washing city vehicles	250	250
			<b>\$ 6,000</b>	<b>\$ 6,000</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1046 - CITY GARAGE**  
**2020-2021**

**Account No. 590000 - Repairs & Maintenance**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	AFC HYDRAULIC SEALS & REPAIR	Repairs and maintenance	\$ 3,200	\$ 3,200
2	CENTRAL FORD	Repairs and maintenance	8,000	8,000
3	DIESEL EMISSIONS DIRECT	Repairs and maintenance	8,400	8,400
4	HAAKER EQUIPMENT COMPANY	Repairs and maintenance	10,000	10,000
5	CAMINO REAL CHEVROLET	Repairs and maintenance	7,500	7,500
6	JERRY'S AUTO BODY INC	Repairs and maintenance	5,400	5,400
7	INDEPENDENT BRAKE	Repairs and maintenance	-	-
8	MORGAN COMPANY	Repairs and maintenance	1,000	1,000
9	PACIFIC COMMERCIAL TRUCK BODY	Repairs and maintenance	3,500	3,500
10	PREFERRED AERIAL & CRANE	Repairs and maintenance	4,500	4,500
11	RVD EMISSIONS	Repairs and maintenance	1,200	1,200
12	LYNN'S AUTO AIR, INC.	Repairs and maintenance	2,300	2,300
13	ALL OTHER SUPPLIERS	Repairs and maintenance	9,000	9,000
14	VENDOR TO BE DETERMINED BASED ON PURCHASING POLICY	Street Sweeper maintenance	-	-
			<b>\$ 64,000</b>	<b>\$ 64,000</b>

**Account No. 596600 - Books & Publications**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	VARIOUS PROFESSIONAL PUBLICATIONS	Publications	\$ 500	\$ 500
			<b>\$ 500</b>	<b>\$ 500</b>

**Account No. 596700 - Training**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	DEPARTMENT PERSONNEL TRAINING	Training	\$ 2,500	\$ 2,500
			<b>\$ 2,500</b>	<b>\$ 2,500</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1046 - CITY GARAGE**  
**2020-2021**

**Capital**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Floor	Non-slip floor	\$ 30,000	\$ -
2	Scanner Module	Update Module	-	5,000
3	Fuel Pumps and Awning	Replacing 30 year old pumps	-	-
4	Lighting	New Lighting through out	-	-
5	Heaters	Garage heater	-	25,000
6	Fueling System	Gas Boy System	15,000	-
7	Garage Doors	Door Operators	-	30,000
8	Service Truck	2500 Series w/ boxes etc.	-	-
			<b>\$ 45,000</b>	<b>\$ 60,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1047 CITY WAREHOUSE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENDITURES:</b>						
<b>SALARIES</b>	\$ 157,490	\$ -	\$ 323,113	\$ 165,623	\$ (157,490)	\$ 323,113
<b>BENEFITS</b>	82,921	-	197,223	114,302	(82,921)	197,223
<b>SUPPLIES/SERVICES</b>	10,950	-	10,950	-	(10,950)	10,950
<b>CAPITAL</b>	70,000	-	95,000	25,000	(70,000)	95,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 321,361</b>	<b>\$ -</b>	<b>\$ 626,286</b>	<b>\$ 304,925</b>	<b>\$ (321,361)</b>	<b>\$ 626,286</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries</b>	<b>Salaries</b>	<b>Increase (Decrease)</b>
Facilities Maintenance Supervisor	0.10	\$ 9,945	\$ 10,243	298
Public Works Superintendent	-	5,766	-	(5,766)
Warehouse Worker	2.00	-	154,322	154,322
Warehouse Worker, Lead	1.00	95,205	98,010	2,805
Warehouse Worker, Senior	1.00	41,236	57,038	15,802
Overtime		2,500	2,500	-
Payout (vacation and sick excess hours)		2,838	1,000	(1,838)
Stand-by		-	-	-
<b>DEPARTMENT TOTALS</b>	<b>4.10</b>	<b>\$ 157,490</b>	<b>\$ 323,113</b>	<b>\$ 165,623</b>

**CITY OF VERNON**  
**Fund 011 Department 1047 - General Fund City Warehouse Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1047 CITY WAREHOUSE**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
<b>EXPENDITURES:</b>							
<b>SALARIES</b>							
501010 Salaries - Regular	\$ 127,277	\$ -	\$ 273,308	\$ 146,031	\$ (127,277)	\$ 273,308	
501012 Salaries - Premiums	27,713	-	47,305	19,592	(27,713)	47,305	
501020 Salaries - Overtime	2,500	-	2,500	-	(2,500)	2,500	
	<u>157,490</u>	<u>-</u>	<u>323,113</u>	<u>165,623</u>	<u>(157,490)</u>	<u>323,113</u>	
<b>BENEFITS</b>							
502020 Retirement	\$ 38,615	\$ -	\$ 95,065	\$ 56,450	\$ (38,615)	\$ 95,065	
502030 Group Insurance Premiums	42,022	-	97,473	55,451	(42,022)	97,473	
502060 Medicare	2,284	-	4,685	2,401	(2,284)	4,685	
	<u>82,921</u>	<u>-</u>	<u>197,223</u>	<u>114,302</u>	<u>(82,921)</u>	<u>197,223</u>	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ (2,000)	\$ 2,000	
540000 Uniforms	1,000	-	1,000	-	(1,000)	1,000	
570000 Vehicle Expense	7,000	-	7,000	-	(7,000)	7,000	
596600 Books & Publications	200	-	200	-	(200)	200	
596700 Training	750	-	750	-	(750)	750	
	<u>10,950</u>	<u>-</u>	<u>10,950</u>	<u>-</u>	<u>(10,950)</u>	<u>10,950</u>	
<b>CAPITAL</b>							
850000 Non-Auto	\$ 70,000	\$ -	\$ 95,000	\$ 25,000	\$ (70,000)	\$ 95,000	
	<u>70,000</u>	<u>-</u>	<u>95,000</u>	<u>25,000</u>	<u>(70,000)</u>	<u>95,000</u>	
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 321,361</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 626,286</u></b>	<b><u>\$ 304,925</u></b>	<b><u>\$ (321,361)</u></b>	<b><u>\$ 626,286</u></b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1047 - CITY WAREHOUSE**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 VARIOUS VENDORS BASED ON PROCUREMENT REQUIREMENT	Supplies	\$ 2,000	\$ 2,000
		<b>\$ 2,000</b>	<b>\$ 2,000</b>

**Account No. 540000 - Uniforms**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 TBD	Uniforms	\$ 1,000	\$ 1,000
		<b>\$ 1,000</b>	<b>\$ 1,000</b>

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CITY GARAGE	Work Orders	\$ 5,400	\$ 5,400
2 CITY FUEL PUMPS	Gas Usage	1,500	1,500
3 HUNTINGTON PARK CAR WASH	Washing city vehicles	100	100
		<b>\$ 7,000</b>	<b>\$ 7,000</b>

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 VARIOUS PROFESSIONAL PUBLICATIONS	Publications	\$ 200	\$ 200
		<b>\$ 200</b>	<b>\$ 200</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1047 - CITY WAREHOUSE**  
**2020-2021**

**Account No. 596700 - Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CITY DEPARTMENT PERSONNEL	Training	\$ 750	\$ 750
		<b>\$ 750</b>	<b>\$ 750</b>

**Capital Expenditures**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Cages	Equipment	\$ 50,000	\$ 75,000
2 Barcode Self Service System	Equipment	20,000	20,000
		<b>\$ 70,000</b>	<b>\$ 95,000</b>

**CITY OF VERNON  
Budget Summary  
2019-2020**

**DEPARTMENT:  
011.1048 CITY HOUSING**

	<b>A FY2020 Budget</b>	<b>B FY2020 Forecast</b>	<b>C FY2021 Budget</b>	<b>C-A Increase (Decrease)</b>	<b>B-A Increase (Decrease)</b>	<b>C-B Increase (Decrease)</b>
<b>REVENUES</b>	<b>291,020</b>	<b>-</b>	<b>291,020</b>	<b>-</b>	<b>(291,020)</b>	<b>291,020</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 177,657	\$ -	\$ 163,181	\$ (14,476)	\$ (177,657)	\$ 163,181
<b>BENEFITS</b>	93,979	-	94,028	49	(93,979)	94,028
<b>SUPPLIES/SERVICES</b>	134,200	-	134,200	-	(134,200)	134,200
<b>TOTAL EXPENSES</b>	<b>\$ 405,836</b>	<b>\$ -</b>	<b>\$ 391,409</b>	<b>\$ (14,427)</b>	<b>\$ (405,836)</b>	<b>\$ 391,409</b>
<b>CAPITAL</b>	<b>\$ 370,000</b>	<b>\$ -</b>	<b>\$ 205,000</b>	<b>\$ (165,000)</b>	<b>\$ (370,000)</b>	<b>\$ 205,000</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries</b>	<b>Salaries</b>	<b>Increase (Decrease)</b>
Facilities Maintenance Supervisor	0.25	\$ 24,862	\$ 25,608	\$ 746
Facilities Maintenance Worker	1.50	98,887	105,045	6,158
Facilities Maintenance Worker, Lead	0.15	15,677	16,953	1,276
Facilities Maintenance Worker, Senior	0.15	13,666	14,075	409
Public Works Superintendent	-	23,065	-	(23,065)
Overtime		1,500	1,500	-
Payout (vacation and sick excess hours)		-	-	-
Stand-by		-	-	-
<b>DEPARTMENT TOTALS</b>	<b>2.05</b>	<b>\$ 177,657</b>	<b>\$ 163,181</b>	<b>\$ (14,476)</b>

**CITY OF VERNON**  
**Fund 011 Department 1048 - General Fund City Housing Department**  
**Budget Detail**  
**2019-2020**

**DEPARTMENT:**  
**011.1048 CITY HOUSING**

	A	B	C	C-A	B-A	C-B	
	FY2020 Budget	FY2020 Forecast	FY2021 Budget	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)	Comments
<b>REVENUES:</b>							
431000 Rents	290,520	-	290,520	-	(290,520)	290,520	
461100 Fines and Penalties	500	-	500	-	(500)	500	
466900 Miscellaneous Revenues	-	-	-	-	-	-	
670010 Sale of Capital Asset	-	-	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>291,020</b>	<b>-</b>	<b>291,020</b>	<b>-</b>	<b>(291,020)</b>	<b>291,020</b>	
<b>EXPENSES:</b>							
<b>SALARIES</b>							
501010 Salaries - Regular	169,127	-	154,341	(14,786)	(169,127)	154,341	
501012 Salaries - Premiums	7,030	-	7,340	310	(7,030)	7,340	
501020 Salaries - O.T.	1,500	-	1,500	-	(1,500)	1,500	
	<b>177,657</b>	<b>-</b>	<b>163,181</b>	<b>(14,476)</b>	<b>(177,657)</b>	<b>163,181</b>	
<b>BENEFITS</b>							
502020 Retirement	41,925	-	48,478	6,553	(41,925)	48,478	
502030 Group Insurance Premiums	49,478	-	43,184	(6,294)	(49,478)	43,184	
502060 Medicare	2,576	-	2,366	(210)	(2,576)	2,366	
	<b>93,979</b>	<b>-</b>	<b>94,028</b>	<b>49</b>	<b>(93,979)</b>	<b>94,028</b>	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	27,000	-	27,000	-	(27,000)	27,000	
530015 Real Estate Taxes	11,000	-	11,000	-	(11,000)	11,000	
550000 Advertisement/Promotion	2,000	-	2,000	-	(2,000)	2,000	
560000 Utilities	10,800	-	10,800	-	(10,800)	10,800	
570000 Vehicle Expense	2,400	-	2,400	-	(2,400)	2,400	
590000 Repair & Maintenance	50,600	-	50,600	-	(50,600)	50,600	
596200 Professional Services - Other	30,400	-	30,400	-	(30,400)	30,400	
	<b>134,200</b>	<b>-</b>	<b>134,200</b>	<b>-</b>	<b>(134,200)</b>	<b>134,200</b>	
<b>TOTAL EXPENSES</b>	<b>405,836</b>	<b>-</b>	<b>391,409</b>	<b>(14,427)</b>	<b>(405,836)</b>	<b>391,409</b>	
<b>CAPITAL</b>							
469300 Capital Reserve	-	-	-	-	-	-	
900000 Capital Outlay	370,000	-	205,000	(165,000)	(370,000)	205,000	
<b>TOTAL CAPITAL</b>	<b>370,000</b>	<b>-</b>	<b>205,000</b>	<b>(165,000)</b>	<b>(370,000)</b>	<b>205,000</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1048 - CITY HOUSING**  
**2019-2020**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 HOME DEPOT CREDIT SERVICES	General Supplies	15,000	15,000
2 ALL OTHER SUPPLIERS	Miscellaneous Supplies	10,250	10,250
3 CURRENT WHOLESALE CORP	General Supplies	750	750
4 PLUMBING & INDUSTRIAL SUPPLY CORP	General Supplies	500	500
5 CITY WAREHOUSE	Inventory Consumption	500	500
		<b>27,000</b>	<b>27,000</b>

**Account No. 530015 - Real Estate Taxes**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 LOS ANGELES COUNTY TAX	2 properties in Huntington Park	-	-
2 LOS ANGELES COUNTY TAX	Possessory Interest Taxes	11,000	11,000
		<b>11,000</b>	<b>11,000</b>

**Account No. 550000  
Advertisement/Promotion**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 PROFESSIONAL PUBLICATIONS	Quarterly rental notifications	1,000	1,000
2 PLANET BIDS	Publishings for Municipalities	1,000	1,000
		<b>2,000</b>	<b>2,000</b>

**Account No. 560000 - Utilities**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 UTILITIES - INTERNAL FUND	Utilities	5,300	5,300
2 COUNTY SANITATION DISTRICTS	Sewer Utilities	4,450	4,450
3 THE GAS COMPANY	Utilities	900	900
4 SOUTHERN CALIFORNIA EDISON	Utilities	150	150
		<b>10,800</b>	<b>10,800</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1048 - CITY HOUSING**  
**2019-2020**

**Account No. 570000 - Vehicle  
Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CITY FUEL PUMPS	Gas Usage	1,200	1,200
2 CITY GARAGE	Garage Work Orders	1,200	1,200
		<b>2,400</b>	<b>2,400</b>

**Account No. 590000 - Repairs &  
Maintenance**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 DEWEY PEST CONTROL	Maintenance	3,600	3,600
2 CITY WAREHOUSE	Inventory Consumption	1,000	1,000
3 VARIOUS VENDORS PER CITY PROCUREMENT REQUIREMENTS	Repairs & Maintenance	46,000	46,000
		<b>50,600</b>	<b>50,600</b>

**Account No. 596200 - Professional  
Services Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 STIPENDS FOR COMMISSIONERS	Professional services	2,400	2,400
2 MARIPOSA LANDSCAPING	Landscape Architectural Services	7,000	7,000
3 HAUL-AWAY RUBBISH	Professional services	1,000	1,000
5 RUTAN & TUCKER	Legal services	10,000	10,000
6 VARIOUS CONSULTANTS PER CITY PROCUREMENT REQUIREMENTS	Building Condition Assessment	10,000	10,000
		<b>30,400</b>	<b>30,400</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1048 - CITY HOUSING**  
**2019-2020**

**Account No. 900000 - Capital Expenditures**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Remodel	Remodeling one home	150,000	100,000
PROJECT TO BE BID	Concrete Work at Furlong	150,000	
2 VARIOUS CONSULTANTS PER CITY PROCUREMENT REQUIREMENTS	City Housing (Various Improvements)	50,000	50,000
TBD	Paint stairs and balcony of 50th St. apartments	20,000	
3 Pickup Truck	3/4 ton extended cab w/ boxes and racks		-
4 Water Softener	Softener for the 50th street apartments		55,000
		<b>370,000</b>	<b>205,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1049 CITY BUILDINGS**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>REVENUES:</b>	\$ 238,400	\$ -	\$ 238,400	\$ -	\$ (238,400)	\$ 238,400
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 416,338	\$ -	\$ 395,950	\$ (20,388)	\$ (416,338)	\$ 395,950
<b>BENEFITS</b>	192,360	-	191,492	(868)	(192,360)	191,492
<b>SUPPLIES/SERVICES</b>	773,050	-	876,970	103,920	(773,050)	876,970
<b>TOTAL EXPENSES</b>	<b>\$ 1,381,748</b>	<b>\$ -</b>	<b>\$ 1,464,412</b>	<b>\$ 82,664</b>	<b>\$ (1,381,748)</b>	<b>\$ 1,464,412</b>
<b>CAPITAL</b>	<b>689,000</b>	<b>-</b>	<b>1,150,000</b>	<b>461,000</b>	<b>(689,000)</b>	<b>1,150,000</b>
<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries</b>	<b>Salaries</b>	<b>Increase (Decrease)</b>		
Facilities Maintenance Supervisor	0.65	\$ 64,642	\$ 66,581	\$ 1,939		
Facilities Maintenance Worker	1.50	98,887	105,045	6,158		
Facilities Maintenance Worker, Lead	0.85	88,839	96,065	7,226		
Facilities Maintenance Worker, Senio	0.85	77,441	79,759	2,318		
Public Works Superintendent	-	23,065	-	(23,065)		
Warehouse Worker, Senior	-	12,371	-	(12,371)		
Overtime		15,000	15,000	-		
Payout (vacation and sick excess hours)		2,593	-	(2,593)		
Stand-by		33,500	33,500	-		
<b>DEPARTMENT TOTALS</b>	<b>3.85</b>	<b>\$ 416,338</b>	<b>\$ 395,950</b>	<b>\$ (20,388)</b>		

**CITY OF VERNON**  
**Fund 011 Department 1049 - General Fund City Buildings Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1049 CITY BUILDINGS**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
<b>REVENUES:</b>							
431000 Rents	238,400	-	238,400	-	(238,400)	238,400	Moved from 1004 - Union Ice & Austin Trucking.
	<u>238,400</u>	<u>-</u>	<u>238,400</u>	<u>-</u>	<u>(238,400)</u>	<u>238,400</u>	
<b>EXPENSES:</b>							
<b>SALARIES</b>							
501010 Salaries - Regular	328,224	-	310,758	(17,466)	(328,224)	310,758	
501012 Salaries - Premiums	73,114	-	70,192	(2,922)	(73,114)	70,192	
501020 Salaries - Overtime	15,000	-	15,000	-	(15,000)	15,000	
	<u>416,338</u>	<u>-</u>	<u>395,950</u>	<u>(20,388)</u>	<u>(416,338)</u>	<u>395,950</u>	
<b>BENEFITS</b>							
502020 Retirement	84,673	-	103,422	18,749	(84,673)	103,422	
502030 Group Insurance Premiums	101,650	-	82,329	(19,321)	(101,650)	82,329	
502060 Medicare	6,037	-	5,741	(296)	(6,037)	5,741	
	<u>192,360</u>	<u>-</u>	<u>191,492</u>	<u>(868)</u>	<u>(192,360)</u>	<u>191,492</u>	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	134,500	-	134,500	-	(134,500)	134,500	
540000 Uniforms	1,500	-	1,500	-	(1,500)	1,500	
560000 Utilities	325,000	-	325,000	-	(325,000)	325,000	
570000 Vehicle Expense	19,000	-	19,000	-	(19,000)	19,000	
590000 Repair & Maintenance	270,750	-	374,670	103,920	(270,750)	374,670	
596200 Professional Services - Other	20,000	-	20,000	-	(20,000)	20,000	
596600 Books & Publications	300	-	300	-	(300)	300	
596700 Training	2,000	-	2,000	-	(2,000)	2,000	
	<u>773,050</u>	<u>-</u>	<u>876,970</u>	<u>103,920</u>	<u>(773,050)</u>	<u>876,970</u>	
<b>TOTAL EXPENSES</b>	<b><u>1,381,748</u></b>	<b><u>-</u></b>	<b><u>1,464,412</u></b>	<b><u>82,664</u></b>	<b><u>(1,381,748)</u></b>	<b><u>1,464,412</u></b>	
<b>CAPITAL</b>							
900000 Capital Outlays	689,000	-	1,150,000	461,000	(689,000)	1,150,000	
	<u>689,000</u>	<u>-</u>	<u>1,150,000</u>	<u>461,000</u>	<u>(689,000)</u>	<u>1,150,000</u>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1049 - CITY BUILDINGS**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CITY WAREHOUSE	Inventory Consumption	25,000	25,000
2 ALL OTHER SUPPLIERS	Supplies	29,800	29,800
3 QUENCH	Supplies	10,000	10,000
4 HOME DEPOT	Supplies	20,000	20,000
5 PLUMBING & INDUSTRIAL SUPPLY	Supplies	13,000	13,000
6 CURRENT WHOLESALE ELECTRIC	Supplies	16,000	16,000
7 AAA ELECTRIC MOTOR SALES	Supplies	7,000	7,000
8 REFRIGERATION SUPPLIES DIST.	Supplies	3,000	3,000
9 GRAINGER CO.	Supplies	5,000	5,000
10 ICE MACHINE SALES & SERVICE CO.	Supplies	3,000	3,000
11 ORANGE COAST PETROLEUM	Supplies	1,500	1,500
12 L.B. JOHNSON HARD CO.	Supplies	1,200	1,200
		<b>134,500</b>	<b>134,500</b>

**Account No. 540000 - Uniforms**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 SPECIALTY APPAREL	Uniforms	1,500	1,500
		<b>1,500</b>	<b>1,500</b>

**Account No. 560000 - Utilities**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 VPU	Interdepartmental Utilities	312,000	312,000
2 THE GAS COMPANY	Utilities	13,000	13,000
		<b>325,000</b>	<b>325,000</b>

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CITY GARAGE	Garage Work Orders	14,500	14,500
2 CITY FUEL PUMPS	Gas Usage	4,500	4,500
		<b>19,000</b>	<b>19,000</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1049 - CITY BUILDINGS**  
**2020-2021**

**Account No. 590000 - Repairs & Maintenance**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 PRIORITY	Janitorial services	115,000	218,920
2 EMERGENCY REPAIRS	Repairs and maintenance	45,000	45,000
3 MARIPOSA LANDSCAPING	Grounds maintenance service	40,000	40,000
4 PROFESSIONAL HEATING & AIR	Repairs and maintenance	35,000	35,000
5 ALL OTHER VENDORS	Repairs and maintenance	9,000	9,000
6 FLEMING ENVIRONMENTAL, INC.,	Repairs and maintenance	10,000	10,000
7 SIMPLEX-GRINNELL	Repairs and maintenance	6,000	6,000
8 FACILITIES PROTECTION SYSTEMS	Repairs and maintenance	4,000	4,000
9 DEWEY PEST CONTROL	Pest control	2,750	2,750
10 CHEM PRO LAB INC.	Repairs and maintenance	1,000	1,000
11 THYSSENKRUPP ELEVATOR	Repairs and maintenance	1,000	1,000
12 SCOTT CAMPBELL CO.	Repairs and maintenance	1,000	1,000
13 WON DOOR CORPORATION	Repairs and maintenance	1,000	1,000
		<b>270,750</b>	<b>374,670</b>

**Account No. 596200 - Professional Services Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 TO BE BID	Other professional services as required	8,500	8,500
2 HAUL-AWAY RUBBISH CO., INC.	Solid waste hauling	8,000	8,000
3 SOUTH COAST A.Q.M.D.	Registration & emission fees	2,000	2,000
4 EXPRESS OIL CO.	Removal of Used Oil, Fuel, Antifreeze & Waste	1,500	1,500
		<b>20,000</b>	<b>20,000</b>

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 PROFESSIONAL PUBLICATIONS	Publications and books	300	300
		<b>300</b>	<b>300</b>

**Account No. 596700 - Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 CITY DEPARTMENT PERSONNEL	Training	2,000	2,000
		<b>2,000</b>	<b>2,000</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1049 - CITY BUILDINGS**  
**2020-2021**

**Account No. 900000 - Capital Outlay**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Project	Fire St 76 single occupant restrooms	-	-
2 Project	Fire St 76 B/C Dorm Rescue Window	-	-
3 Project	Fire St 76 Concrete Floor	-	-
4 Project	Fire St 76 Duct Cleaning	-	-
5 Project	Fire St 76 Landscaping	-	-
6 Project	Fire St 78 single occupant restrooms	-	-
7 Project	Fire St 78 Panel Replacement/Extractor	-	-
8 Project	Fire St 78 Captains bathroom	-	-
9 Project	Fire St 79 Asphalt Replacement	-	-
10 Project	Fire St 79 Fence Replacement	-	-
11 Project	Fire St 79 Equipment Shed	-	-
12 Project	Misc Fire Station Upgrades for Transfer	-	\$1,150,000
13 Conference Room 2	Remodel including new furniture	-	-
14 Lobby, Hallway - Finance/City Clerk	Remodel including new furniture	-	-
15 Public Works Office Remodel	Conference Room/ Furniture / Cubicles	-	-
16 Public Works Yard	Break Room Aircondirin replacement	-	-
17 New EOC	Small Garage in City Yard	-	-
18 OE Clark	Abatement / Repairs	-	-
19 Project	City Hall Energy Management System	150,000	-
20 Project	PW Garage Restrooms	10,000	-
21 Project	City Hall AC unit	175,000	-
22 Project	City Hall - Switch Gear Replacement	80,000	-
23 Project	PD Basement and 1st floor Carpet	60,000	-
24 Project	City Hall - deck seal/repair parking structure	100,000	-
25 Project	Ventilation System in Locker Room	-	-
26 Project	City Hall Duct Cleaning	-	-
27 Project	City Hall - East Roof General Maintenance	-	-
28 Project	Warehouse Ventilation System	-	-
29 Project	PW, Fire and Health - Recarpetting	74,000	-
30 Project	New Boiler - City Hall East Wing	-	-
31 Project	Repair City Yard Roof Offices and Garage	-	-
32 Project	Roofing of 2323 Vernon (Petrelli)	-	-
33 Project	City Hall Chiller	-	-
34 Equipment - Auto	Small Street Sweeper	40,000	-
35 Equipment - Auto	1 F-150 Crew Cab w/ Single Tool Box	-	-
36 Equipment - Auto	1 F-250 Utility Body w/ Ladder Rack Oxford White	-	-
		<u>689,000</u>	<u>1,150,000</u>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
057.1057 FIBER OPTICS**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 673,084</b>	<b>\$ -</b>	<b>\$ 731,837</b>	<b>\$ (283,220)</b>	<b>\$ (673,084)</b>	<b>\$ 700,000</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 68,097	\$ -	\$ 72,238	\$ 87,889	\$ (68,097)	\$ 72,238
<b>BENEFITS</b>	30,801	-	35,413	4,612	(30,801)	35,413
<b>SUPPLIES/SERVICES</b>	324,186	-	324,186	-	(324,186)	324,186
<b>TOTAL EXPENSES</b>	<b>\$ 423,084</b>	<b>\$ -</b>	<b>\$ 431,837</b>	<b>\$ 92,501</b>	<b>\$ (423,084)</b>	<b>\$ 431,837</b>
<b>CAPITAL</b>	250,000	-	300,000	50,000	(250,000)	300,000

EMPLOYEE TITLE	FTE	Salaries Budget	Salaries Budget	Increase (Decrease)
Computer Aided Drafting Technician	-	\$ 14,038	\$ -	\$ (14,038)
Electric Engineering Technician	0.20	-	16,052	16,052
Utilities Engineering Manager	0.30	53,059	55,186	2,127
Overtime		1,000	1,000	-
Payout (vacation and sick excess hours)		-	-	-
Stand-by		-	-	-
<b>DEPARTMENT TOTALS</b>	<b>0.50</b>	<b>\$ 68,097</b>	<b>\$ 72,238</b>	<b>\$ 4,141</b>

**CITY OF VERNON**  
**Fund 057 Department 1057 - Fiber Optic Fund Fiber Optics Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**057.1057 FIBER OPTICS**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>REVENUES</b>							
450050 Internet Access Services	645,000	-	400,000	(245,000)	(645,000)	400,000	
450051 Dark Fiber Revenue	215,000	-	95,000	(120,000)	(215,000)	95,000	
450060 Internet Access Services - Gov't Rate	43,400	-	25,000	(18,400)	(43,400)	25,000	Internal internet services
450061 Dark Fiber Revenue - Gov't Rate	59,820	-	80,000	20,180	(59,820)	80,000	Inter Dark Fiber services
Miscellaneous Revenues	20,000	-	100,000	80,000	(20,000)	100,000	Customer connection aid in construction and SCADA water work
466900							
469300 Reserve Applied	(310,136)	-	31,837		310,136		
<b>TOTAL REVENUES</b>	<b>673,084</b>	<b>-</b>	<b>731,837</b>	<b>(283,220)</b>	<b>(673,084)</b>	<b>700,000</b>	
<b>SALARIES</b>							
Salaries - Regular	67,057	-	71,238	86,672	(67,057)	71,238	Initial Budget cost of living and merit increase has not been proposed. Staff allocation (Manager from 20 to 30%)
501010							
Salaries - Premiums	40	-	-	-	(40)	-	Union change in standby pay rotation through crew, USOP, vacation & sick excess payout.
501012							
501020 Salaries - O.T.	1,000	-	1,000	1,217	(1,000)	1,000	Weekend service turn ups and equipment replacement on off
<b>TOTAL SALARIES</b>	<b>68,097</b>	<b>-</b>	<b>72,238</b>	<b>87,889</b>	<b>(68,097)</b>	<b>72,238</b>	
<b>BENEFITS</b>							
502020 Retirement	19,203	-	22,354	3,151	(19,203)	22,354	
502030 Insurance Premiums - Medical	10,611	-	12,012	1,401	(10,611)	12,012	
502060 FICA Taxes	987	-	1,047	60	(987)	1,047	
<b>TOTAL BENEFITS</b>	<b>30,801</b>	<b>-</b>	<b>35,413</b>	<b>4,612</b>	<b>(30,801)</b>	<b>35,413</b>	
<b>SUPPLIES/SERVICES</b>							
Transport Services - Telecommunication	135,000	-	135,000	-	(135,000)	135,000	Additional charges for technical support will not be invoiced for this year.
500173							
Supplies	36,500	-	36,500	-	(36,500)	36,500	Existing inventory has been used and depleted, orders will be placed prior to end of fiscal year
520000							
520010 Supplies - IT	9,000	-	9,000	-	(9,000)	9,000	
530030 Bad Debt Expense	1,000	-	1,000	-	(1,000)	1,000	
550000 Advertisement/Promotion	5,000	-	5,000	-	(5,000)	5,000	
570000 Vehicle Expense	500	-	500	-	(500)	500	Pool car
590000 Repairs & Maintenance	1,500	-	1,500	-	(1,500)	1,500	
Professional Services - Other	119,000	-	119,000	-	(119,000)	119,000	Technical support has not been released to Fujitsu for invoicing
596200							
596500 Travel	3,000	-	3,000	-	(3,000)	3,000	
596550 Membership Dues	5,500	-	5,500	-	(5,500)	5,500	
596600 Books & Publications	-	-	-	-	-	-	

**CITY OF VERNON**  
**Fund 057 Department 1057 - Fiber Optic Fund Fiber Optics Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**057.1057 FIBER OPTICS**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	Comments
596700 Employee Development & Training	7,000	-	7,000	-	(7,000)	7,000	Required staff training for new equipment/technology.
596706 VPU Credit Program	1,186	-	1,186	-	(1,186)	1,186	Passage of Measure R.
<b>TOTAL SUPPLIES/SERVICE</b>	<b>324,186</b>	<b>-</b>	<b>324,186</b>	<b>-</b>	<b>(324,186)</b>	<b>324,186</b>	
<b>TOTAL EXPENDITURES</b>	<b>423,084</b>	<b>-</b>	<b>431,837</b>	<b>92,501</b>	<b>(423,084)</b>	<b>431,837</b>	
<b>CAPITAL</b>							
860000 IT Equipment & Software	20,000	-	20,000	-	(20,000)	20,000	
900000 Capital Outlay	230,000	-	280,000	50,000	(230,000)	280,000	Scheduled capital work
<b>TOTAL CAPITAL</b>	<b>250,000</b>	<b>-</b>	<b>300,000</b>	<b>50,000</b>	<b>(250,000)</b>	<b>300,000</b>	

**CITY OF VERNON**  
**FUND 057 - FIBER OPTICS**  
**DEPARTMENT 1057 - FIBER OPTICS**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 500173 - Transportation Services Telecommunication**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Level 3/Centurylink	Transportation charges	75,000	75,000
2 Broadband	Transportation charges	60,000	60,000
		<b>135,000</b>	<b>135,000</b>

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Home Depot	Miscellaneous parts for construction	1,500	1,500
2 CSC	Splice enclosures, patch panels	20,000	20,000
3 Graybar & CDW	Fiber cables, patch cords	15,000	15,000
		<b>36,500</b>	<b>36,500</b>

**Account No. 520010 - Supplies - IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 To be bid - Procurement Process	New network monitoring workstation - tablet	2,000	2,000
2 Fiber Mac	Fiber Network Management Software	5,000	5,000
3 GIS Management		2,000	2,000
		<b>9,000</b>	<b>9,000</b>

**Account No. 530030 - Bad Debt Expenses**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 As required by Financial Audit Report	Bad Debt Collection	1,000	1,000
		<b>1,000</b>	<b>1,000</b>

**Account No. 550000 - Advertisement & Promotion**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 To be bid - Procurement Process	Advertising and promotional materials such as flyers and mail inserts	5,000	5,000
		<b>5,000</b>	<b>5,000</b>

**CITY OF VERNON**  
**FUND 057 - FIBER OPTICS**  
**DEPARTMENT 1057 - FIBER OPTICS**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Vehicle Truck 1044	Operating Expenses	500	500
		<u>500</u>	<u>500</u>

**Account No. 590000 - Repairs & Maintenance**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City Hall & Fire Sta.	UPS Systems repairs and maintenance	1,500	1,500
		<u>1,500</u>	<u>1,500</u>

**Account No. 596200 - Professional Services Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 NOC	System Network Operations	115,000	125,000
2 Emergency Restorations and Maintenance	Annual Maintenance Contract	35,000	40,000
3 ISP	Consultant Services	5,000	10,000
5 FUJITSU	ISP Server Farm Maintenance Services	5,000	10,000
		<u>160,000</u>	<u>185,000</u>

**Account No. 596500 - Travel**

Name	Location	FY2020 Budget	FY2021 Budget
1 City Employee	Visiting Fujitsu central office in Texas	3,000	3,000
		<u>3,000</u>	<u>3,000</u>

**Account No. 596550 - Membership Dues**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Telecom	Annual membership dues	500	500
2 American Registry of Internet Numbering (ARIN)	Annual membership dues	5,000	5,000
		<u>5,500</u>	<u>5,500</u>

**CITY OF VERNON  
 FUND 057 - FIBER OPTICS  
 DEPARTMENT 1057 - FIBER OPTICS  
 SUPPLIES & SERVICES  
 2020-2021**

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 ITU, McGraw Hill, etc	Subscription Dues	-	-
		-	-

**Account No. 596700 - Training**

Type	Event Name	FY2020 Budget	FY2021 Budget
1 Network Training	Fujitsu Network	3,000	3,000
2 ISP Training	ISP Services	3,000	3,000
3 Compliance	Regulatory	1,000	1,000
		<b>7,000</b>	<b>7,000</b>

**CITY OF VERNON**  
**FUND 057 - FIBER OPTICS**  
**DEPARTMENT 1057 - FIBER OPTICS**  
**Capital**  
**2020-2021**

**DEPARTMENT:**  
**057.1057 FIBER OPTICS**

	<b>Account No.</b>	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	860000	Smartnet	Warranties on Software and Firmware purchased through Cisco	20,000	20,000
				<b>\$ 20,000</b>	<b>\$ 20,000</b>
1	900000	Contract Services	Customer Connection to Internet Via Fiber Optic Extensions	50,000	100,000
2	900000	CPE	CPE for Customer Sites	20,000	40,000
3	900000	ISP	ISP Cisco Core Switch Hardware Replacement	75,000	5,000
4	900000	Backbone Expansion	Fiber Optic Backbone Expansions for City Use	100,000	100,000
5	900000	WIFI Network	WIFI Deployment Network Elements	30,000	5,000
6	900000	Contract Services	Internet Service Provider System Enhancement	5,000	30,000
				<b>\$ 280,000</b>	<b>\$ 280,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1060 HEALTH**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 2,949,000</b>	<b>\$ 2,884,000</b>	<b>\$ 2,441,500</b>	<b>\$ (507,500)</b>	<b>\$ (65,000)</b>	<b>\$ (442,500)</b>
<b>SALARIES</b>	\$ 540,226	\$ 540,226	\$ 769,208	\$ 228,982	\$ (940)	\$ 229,922
<b>BENEFITS</b>	255,017	255,017	380,367	125,350	-	125,350
<b>SUPPLIES/SERVICES</b>	612,094	486,180	341,200	(270,894)	(125,914)	(144,980)
<b>CAPITAL</b>	11,000	-	-	(11,000)	(11,000)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,418,337</b>	<b>\$ 1,281,423</b>	<b>\$ 1,490,775</b>	<b>\$ 72,437</b>	<b>\$ (137,854)</b>	<b>\$ 210,292</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Proposed</b>	<b>Salaries Proposed</b>	<b>Increase (Decrease)</b>
Director of Health and Environmental Control	1.00	\$ 219,776	\$ 239,576	\$ 19,800
Environmental Health Intern (3)	0.30	9,000	9,000	-
Environmental Health Program Administrator	1.00	143,376	156,139	12,763
Environmental Health Specialist	3.00	110,235	245,781	135,546
Environmental Health Technician	2.00	54,839	115,712	60,873
Payout (vacation and sick excess hours)		2,000.00	2,000	
Overtime		1,000.00	1,000	
<b>DEPARTMENT TOTALS</b>	<b>7.30</b>	<b>\$ 540,226</b>	<b>\$ 769,208</b>	<b>\$ 228,982</b>

**CITY OF VERNON**  
**Fund 011 Department 1060 - General Fund Health Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1060 HEALTH**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
<b>REVENUES:</b>							
401205 Stormwater- Measure W-SCWP	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	Remainder in Dept. 1043
410100 Business License Fees	500,000	500,000	-	(500,000)	-	(500,000)	Moved to Finance Dept.
410240 Public Health Permit Fees	1,100,000	325,000	325,000	(775,000)	(775,000)	-	Separated CUPA permits
410250 Public Health Permit Late Fees	12,000	-	3,000	(9,000)	(12,000)	3,000	
410260 CUPA Permit Fees	-	775,000	600,000	600,000	775,000	(175,000)	
410265 CUPA Permit Late Fees	-	-	6,000	6,000	-	6,000	
410310 Solid Waste Franchise Fees	1,200,000	1,200,000	1,200,000	-	-	-	
410320 Solid Waste Franchise Late Fees	12,000	-	5,000	(7,000)	(12,000)	5,000	
410400 CUPA Closure Review Fees	5,000	2,000	2,500	(2,500)	(3,000)	500	
410410 Health Plan Check Review Fees	100,000	20,000	20,000	(80,000)	(80,000)	-	
410416 CUPA Plan Check Review Fees	-	5,000	5,000	5,000	5,000	-	Separated CUPA plan check
410420 CalARP Review Fees	-	7,000	5,000	5,000	7,000	(2,000)	
3060 440100 Grant Revenues	20,000	25,000	25,000	5,000	5,000	-	
461100 Fines and Penalties	-	-	-	-	-	-	
461300 Free Sales Certificate Fees	-	25,000	25,000	25,000	25,000	-	
466700 Backflow Prevention Device Fees	-	-	20,000	20,000	-	20,000	
466800 Donation Revenues	-	-	-	-	-	-	
466900 Miscellaneous Revenues	-	-	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>\$ 2,949,000</b>	<b>\$ 2,884,000</b>	<b>\$ 2,441,500</b>	<b>\$ (507,500)</b>	<b>\$ (65,000)</b>	<b>\$ (442,500)</b>	
<b>SALARIES:</b>							
501010 Salaries - Regular	\$ 527,626	\$ 527,686	\$ 755,108	\$ 227,482	\$ 60	\$ 227,422	
501012 Salaries - Premiums	11,600	11,600	13,100	1,500	-	1,500	
501020 Salaries - O.T.	1,000	-	1,000	-	(1,000)	1,000	
	540,226	539,286	769,208	228,982	(940)	229,922	
<b>BENEFITS:</b>							
502020 Retirement	148,519	148,519	224,135	75,616	-	75,616	
502030 Insurance Premiums - Medical	92,665	92,665	139,078	46,413	-	46,413	
502060 FICA Taxes	7,833	7,833	11,154	3,321	-	3,321	
502070 Unemployment	6,000	6,000	6,000	-	-	-	
502080 Claims Expenditure - Worker's Comp	-	-	-	-	-	-	
	255,017	255,017	380,367	125,350	-	125,350	
<b>SUPPLIES/SERVICES:</b>							
503035 Insurance Premiums - Property/Crime	44,680	44,680	-	(44,680)	-	(44,680)	
520000 Supplies	12,760	10,000	21,000	8,240	(2,760)	11,000	
560000 Utilities	11,730	10,000	10,000	(1,730)	(1,730)	-	
570000 Vehicle Expense	3,000	5,000	5,000	2,000	2,000	-	
590000 Repairs & Maintenance	1,224	-	500	(724)	(1,224)	500	
595200 Professional Services -Technical	493,700	400,000	278,700	(215,000)	(93,700)	(121,300)	
596500 Travel	20,000	5,000	10,000	(10,000)	(15,000)	5,000	
596550 Membership Dues	11,500	11,500	5,000	(6,500)	-	(6,500)	
596600 Books & Publications	1,000	-	1,000	-	(1,000)	1,000	
596700 Employee Development & Training	12,500	-	10,000	(2,500)	(12,500)	10,000	
	612,094	486,180	341,200	(270,894)	(125,914)	(144,980)	
<b>CAPITAL</b>							
900000 Capital Outlay	11,000	-	-	(11,000)	(11,000)	-	
	11,000	-	-	(11,000)	(11,000)	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,418,337</b>	<b>\$ 1,280,483</b>	<b>\$ 1,490,775</b>	<b>\$ 72,437</b>	<b>\$ (137,854)</b>	<b>\$ 210,292</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1060 - HEALTH**  
**2020-2021**

**Account No. 503035 - Insurance Premiums**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 AON Risk Insurance Services	Commercial Property & Environmental Pollution Site	44,680	-
		<b>44,680</b>	<b>-</b>

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various Suppliers Per Procurement Requirement	Department Supplies, Water Analysis, Printing, Business Cards, Health Permit Forms, Stationery, Office Supplies, Mailing Services and Reproduction Services. Laboratory Fees, Office Supplies, Laboratory Supplies, Field Supplies, Hazardous Waste Fees.	12,760	10,000
2 To Be Determined	Equipment	-	11,000
		<b>12,760</b>	<b>21,000</b>

**Account No. 560000 - Utilities**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City of Vernon Interdepartment	Utilities	11,730	11,730
		<b>11,730</b>	<b>11,730</b>

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City Fuel Pump and Repairs	Vehicle Expenses, Vehicle Fuel, Maintenance and Car Wash	3,000	5,000
2 Vehicle Replacement		-	-
		<b>3,000</b>	<b>5,000</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1060 - HEALTH**  
**2020-2021**

**Account No. 590000 - Repairs & Maintenance**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various Service Providers Per Procurement Requirement	Computer Equipment Repair, Office Maintenance, Servicing of Laboratory Equipment, Battery Replacement	1,224	500
		<b>1,224</b>	<b>500</b>

**Account No. 595200 - Professional Services - Technical**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
AristaTek, Inc.	Software for HAZMAT and CBRNE Professionals	-	3,500
DTSC	Volunatry Clean Up Agreement	-	100,000
Daily Journal Corporation	RMP Publication Services	-	1,200
GLACVCD	Vector Control Services	-	20,000
IEA	Environmental Outreach and Education Services	-	50,000
PIC	Volunatry Clean Up Agreement Sub Contract	-	30,000
SEAACA	Animal Control Services	-	24,000
Tetra Tech	Voluntary Clean Up Agreement Sub Contract	-	20,000
Syncta	Backflow Device Testing Data Management	-	10,000
Other	Potential Matters	-	20,000
		-	-
		<b>-</b>	<b>278,700</b>

**Account No. 596500 - Travel**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various Employees	Trainings, Conferences, Meetings	20,000	10,000
		<b>20,000</b>	<b>10,000</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1060 - HEALTH**  
**2020-2021**

**Account No. 596550 - Membership Dues**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Departmental Employees	Various Memberships and Dues (SWANA, Air & Waste, Recycling Market Dev. Zone, California Product Stewardship Council, and Other)	11,500	11,500
		<b>11,500</b>	<b>11,500</b>

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various Professional Publications	Professional Publications and Subscriptions	1,000	1,000
		<b>1,000</b>	<b>1,000</b>

**Account No. 596700 - Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
Departmental Employees	Professional and Technical Training	12,500	10,000
		<b>12,500</b>	<b>10,000</b>

**Account No. 440100 - State Grant Funded Cal Recycle**

Type	Detailed Description	FY2020 Budget	FY2021 Budget
Household Hazardous Waste Grant	Use Oil Grant Program	5,000	5,000
		<b>5,000</b>	<b>5,000</b>

**Account No. 440100 - State Grant Funded Cal Recycle**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
Local Enforcement Agency Grants	Beverage Bottle Recycling	5,000	5,000
		<b>5,000</b>	<b>5,000</b>

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1060 - HEALTH**  
**2020-2021**

<b>Account No. 440100 - State Grant Funded</b>		<b>Cal Recycle</b>	
<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
Local Enforcement Agency Grants	Solid Waste Program	15,532	15,532
		<b>15,532</b>	<b>15,532</b>

<b>Account No. 900000 - Capital Outlay</b>		<b>Regular</b>	
<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1 To Be Determined	Equipment	11,000	-
		<b>11,000</b>	<b>-</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.1070 COMMUNITY DEVELOPMENT**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENSES:</b>						
<b>SUPPLIES/SERVICES</b>	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ (500,000)	\$ 500,000
<b>TOTAL EXPENSES</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ (500,000)</b>	<b>\$ 500,000</b>

**CITY OF VERNON**  
**Fund 011 Department 1070 - General Fund - Community Development Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.1070 COMMUNITY DEVELOPMENT**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>EXPENSES:</b>							
<b>SUPPLIES/SERVICES</b>							
797000 Community Development	\$ 350,000	\$ -	\$ 217,081	\$ (132,919)	\$ (350,000)	\$ 217,081	
550000 Advertisement/Promotion	50,000	-	93,400	43,400	(50,000)	93,400	
596200 Professional Services Other	100,000	-	189,519	89,519	(100,000)	189,519	
	500,000	-	500,000	-	(500,000)	500,000	
<b>TOTAL EXPENSES</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ (500,000)</b>	<b>\$ 500,000</b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 1070 - COMMUNITY DEVELOPMENT**  
**2020-2021**

<b>Account No. 797000 - Community Development</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Community Development Projects	Aligned with community interests	\$ 350,000	\$ -
2	Lease/Rent for Community Space(s)	For hosting programs in City		\$ 6,000
3	Vernon Elementary School Partnership	Periodic donations		\$ 2,000
4	Resident Programs	Periodic donations/programs to promote wellness (e.g. home water filters, energy saving light bulbs, air purifiers)		\$ 5,000
5	Promotional Opportunities	Contract to increase promotional opportunities for the City		\$ 204,081
			<b>\$ 350,000</b>	<b>\$ 217,081</b>

<b>Account No. 550000 - Advertisement/Promotion</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Vernon Community Outreach	City hosted events for the community (e.g. seasonal outreach, town hall meetings, business community engagement)	\$ 25,000	\$ 37,500
2	VARIOUS VENDORS - FOLLOWING PURCHASING REQUIREMENT	Food and beverages purchases for community outreach events including National Night Out, Coffee with a Cop, Business Watch, DARE, Patrol checkpoints and staff meetings. Activities and products related to community outreach, recruitment materials and recognition awards		\$ 8,000
3	Professional Printing/Marketing Materials	Promotional Materials/Collateral		\$ 2,000
4	Miscellaneous Sponsorship/ Event Attendance			\$ 15,000
5	Community Partner Sponsorships	Miscellaneous sponsorships/support for organizations in Southeast region	\$ 25,000	\$ 25,000
6	Rio Hondo Rotary Partnership	Holiday Fundraiser		\$ 500
7	Pink Patch Project	PD promotion/outreach for Breast Cancer Awareness		\$ 5,400
			<b>\$ 50,000</b>	<b>\$ 93,400</b>

<b>Account No. 596200 - Professional Services Other</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	YMCA	Contracted Services for the provision of social/educational programs in Vernon and YMCA memberships for Vernon residents	\$ 100,000	\$ 153,519
2	ALL CITY MANAGEMENT	Crossing Guard Services (Adding 3rd Intersection)		\$ 36,000
			<b>\$ 100,000</b>	<b>\$ 189,519</b>

**CITY OF VERNON**  
**Budget Summary**  
**2020-2021**

**DEPARTMENT:**  
**020.1084 WATER**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>REVENUES</b>	<b>\$ 18,047,462</b>	<b>\$ -</b>	<b>\$ 8,941,767</b>	<b>\$ (9,105,695)</b>	<b>\$ (18,047,462)</b>	<b>\$ 8,941,767</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 1,511,156	\$ -	\$ 1,525,769	\$ 14,613	\$ (1,511,156)	\$ 1,525,769
<b>BENEFITS</b>	694,320	-	734,384	40,064	(694,320)	734,384
<b>SUPPLIES/SERVICES</b>	6,989,986	-	6,681,614	(308,372)	(6,989,986)	6,681,614
<b>TOTAL EXPENSES</b>	<b>\$ 9,195,462</b>	<b>\$ -</b>	<b>\$ 8,941,767</b>	<b>\$ (253,695)</b>	<b>\$ (9,195,462)</b>	<b>\$ 8,941,767</b>
<b>CAPITAL</b>						
<b>REVENUES</b>	-	-	7,376,685	7,376,685	-	7,376,685
<b>EXPENDITURES</b>	8,852,000	-	7,376,685	(1,475,315)	(8,852,000)	7,376,685
<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries</b>	<b>Salaries</b>	<b>Increase (Decrease)</b>		
Assistant Civil Engineer - Public Utilities	2.00	\$ 176,301	\$ 192,363	\$ 16,062		
Electric Operations Supervisor	0.05	30,248	8,760	(21,488)		
Electric Operator (5)	0.30	52,540	39,280	(13,260)		
Meter Reader	1.00	65,183	71,030	5,847		
Meter Reader, Lead	1.00	89,888	93,424	3,536		
Utilities Dispatcher (5)	0.75	107,650	114,977	7,327		
Utilities Dispatcher, Senior	0.15	-	18,706	18,706		
Utilities Operations Manager	0.15	25,266	27,593	2,327		
Water Foreman	-	125,589	-	(125,589)		
Water Maintenance Worker	4.00	280,761	291,986	11,225		
Water Maintenance Worker, Lead	1.00	-	80,258	80,258		
Water Maintenance Worker, Senior	4.00	347,523	369,772	22,249		
Water Superintendent	1.00	119,707	130,732	11,025		
Overtime		63,000	63,000	-		
Payout (vacation and sick excess hours)		12,500	8,888	(3,612)		
Stand-by		15,000	15,000	-		
<b>DEPARTMENT TOTALS</b>	<b>15.40</b>	<b>\$ 1,511,156</b>	<b>\$ 1,525,769</b>	<b>\$ 14,613</b>		

**CITY OF VERNON**  
**Fund 020 Department 1084 - Water Fund Water Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**020.1084 WATER**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>REVENUES</b>							
431000 Rents	-	-	225,000	225,000	-	225,000	
450040 Water Sales	8,341,994	-	9,528,177	1,186,183	(8,341,994)	9,528,177	
Water - Recycled	180,000	-	510,000	330,000	(180,000)	510,000	1085 merged with 1084.
450110 Fire Service	44,000	-	51,600	7,600	(44,000)	51,600	Forecast
450121 Construction Revenue	5,000	-	239,000	234,000	(5,000)	239,000	Forecast
450122 Installation Charge	1,500	-	2,600	1,100	(1,500)	2,600	Forecast
450330 Damaged Property	750	-	-	(750)	(750)	-	Forecast
466600 Copies and Publications	-	-	-	-	-	-	
600105 Proceeds From Long-Term Debt	1,500,000	-	-	(1,500,000)	(1,500,000)	-	Revenue bond issuance for capital outlay
610110 Investment Income	-	-	-	-	-	-	
469300 Reserve Applied	7,974,218	-	(1,614,610)	(9,588,828)	(7,974,218)	(1,614,610)	Bond Proceeds applied
<b>TOTAL REVENUES</b>	<b>18,047,462</b>	<b>-</b>	<b>8,941,767</b>	<b>(9,105,695)</b>	<b>(18,047,462)</b>	<b>8,941,767</b>	
<b>EXPENSES:</b>							
<b>SALARIES</b>							
501010 Salaries - Regular	1,329,099	-	1,361,687	32,588	(1,329,099)	1,361,687	
501012 Salaries - Premiums	119,057	-	101,082	(17,975)	(119,057)	101,082	
501020 Salaries - O.T.	63,000	-	63,000	-	(63,000)	63,000	
	1,511,156	-	1,525,769	14,613	(1,511,156)	1,525,769	
<b>BENEFITS</b>							
502020 Retirement	429,985	-	455,416	25,431	(429,985)	455,416	
502030 Insurance Premiums - Medical	242,423	-	256,844	14,421	(242,423)	256,844	
502060 FICA Taxes	21,912	-	22,124	212	(21,912)	22,124	
502080 Claims Expenditure - Worker's Comp	-	-	-	-	-	-	
	694,320	-	734,384	40,064	(694,320)	734,384	
<b>SUPPLIES/SERVICES</b>							
500110 Pumped Water	2,259,000	-	2,619,700	360,700	(2,259,000)	2,619,700	
Purchased Water	1,700,000	-	1,315,000	(385,000)	(1,700,000)	1,315,000	Increase in purchased water use due to aging facilities. Additional increase due to recycled rate increase (rate increase currently being disputed).
500130							
500140 Water Treatment	69,060	-	36,414	(32,646)	(69,060)	36,414	
520000 Supplies	186,825	-	196,166	9,341	(186,825)	196,166	1085 merged with 1084.
530030 Bad Debt Expense	40,800	-	41,616	816	(40,800)	41,616	Forecast per audited financial report
540000 Uniforms	10,000	-	10,200	200	(10,000)	10,200	Increase due to actuals
550000 Advertisement/Promotion	6,400	-	5,700	(700)	(6,400)	5,700	
560000 Utilities	1,312,000	-	1,338,240	26,240	(1,312,000)	1,338,240	
570000 Vehicle Expense	99,400	-	101,388	1,988	(99,400)	101,388	
590000 Repairs & Maintenance	62,488	-	62,737	249	(62,488)	62,737	Reallocation to another account number

**CITY OF VERNON**  
**Fund 020 Department 1084 - Water Fund Water Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**020.1084 WATER**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
593200 Professional Services - Legal	25,000	-	25,500	500	(25,000)	25,500	Reduction due to actuals
Professional Services - Technical	144,000	-	271,900	127,900	(144,000)	271,900	Increase in design needs due to aging facilities
595200							
596200 Professional Services - Other	11,424	-	11,750	326	(11,424)	11,750	Reduction due to reallocation
596500 Travel	7,500	-	7,500	-	(7,500)	7,500	
596550 Membership Dues	16,354	-	23,573	7,219	(16,354)	23,573	
596600 Books & Publications	1,000	-	1,000	-	(1,000)	1,000	
596700 Employee Development & Training	15,000	-	15,000	-	(15,000)	15,000	Reduction due to actuals
596706 VPU Credit Program	437,235	-	-	(437,235)	(437,235)	-	Passage of Measure R
599800 General City Administrative Service Exp	586,500	-	598,230	11,730	(586,500)	598,230	1085 merged with 1084.
	6,989,986	-	6,681,614	(308,372)	(6,989,986)	6,681,614	
<b>TOTAL EXPENSES</b>	<b>9,195,462</b>	<b>-</b>	<b>8,941,767</b>	<b>(253,695)</b>	<b>(9,195,462)</b>	<b>8,941,767</b>	
<b>CAPITAL</b>							
<b>REVENUES</b>							
3084 440100 Grant Revenues	-	-	-	-	-	-	
1084 600105 Bond Proceeds	-	-	7,376,685	7,376,685	-	7,376,685	
	-	-	<b>7,376,685</b>	<b>7,376,685</b>	-	<b>7,376,685</b>	
<b>CAPITAL</b>							
<b>EXPENDITURES</b>							
1084 840000 Capital Equipment - Auto	595,000	-	60,000	(535,000)	(595,000)	60,000	Balance Budget
1084 850000 Capital Equipment - Nonauto	-	-	-	-	-	-	Balance Budget
3084 900000 Capital Outlay - State Funding	-	-	-	-	-	-	Time constraint in use of grant funds
1084 900000 Capital Outlay	8,257,000	-	7,316,685	(940,315)	(8,257,000)	7,316,685	Balance Budget
	<b>8,852,000</b>	<b>-</b>	<b>7,376,685</b>	<b>(1,475,315)</b>	<b>(8,852,000)</b>	<b>7,376,685</b>	

**CITY OF VERNON**  
**FUND 020 - WATER FUND**  
**DEPARTMENT 1084 - WATER**  
**2020-2021**

**Account No. 500110 - Pumped Water**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	WATER REPLENISHMENT DISTRICT (WRD)	Replenishment assessment	2,244,000	2,605,000
2	CENTRAL BASIN WATERMASTER - ADMIN BODY	Watermaster Service	7,500	7,200
3	CENTRAL BASIN WATERMASTER - WATER RIGHTS PANEL	Watermaster Service	7,500	7,500
			<b>2,259,000</b>	<b>2,619,700</b>

**Account No. 500130 - Purchased Water**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	CENTRAL BASIN MUNICIPAL WATER DISTRICT (CBMWD) - POTABLE	Water purchase	1,000,000	800,000
2	CENTRAL BASIN MUNICIPAL WATER DISTRICT (CBMWD) - RECYCLED	Water purchase	500,000	515,000
3	CBMWD DISPUTED RECYCLED RATE INCREASE	Escrow account	200,000	-
			<b>1,700,000</b>	<b>1,315,000</b>

**Account No. 500140 - Water Treatment**

OPERATIONS

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	SODIUM HYPOCHLORITE	Water Treatment - Chlorine	35,700	36,414
2	CENTRAL BASIN WATER ASSOCIATION	Lab testing/Title 22	18,360	-
3	ANALYTICAL LAB	Water sampling Weekly	15,000	-
			<b>69,060</b>	<b>36,414</b>

**Account No. 520000 - Supplies**

OPERATIONS

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	CITY WAREHOUSE	Inventory consumption	63,000	66,150
2	CATALINA PACIFIC CONCRETE	Concrete	25,125	26,381
3	ROBERTSON CONCRETE	Concrete	5,250	5,513
4	VULCAN MATERIALS COMPANY	Asphalt used in construction	21,000	22,050
5	HANSON AGGREGATE	Gravel Sand and Rock	4,200	4,410
6	D'ANGELO COMPANY	Water Parts and Hardware	10,500	11,025
7	HD SUPPLIES WATERWORKS	Water Parts and Hardware	4,725	4,961
8	HOME DEPOT CREDIT SERVICES	Supplies used in daily operations and construction	8,400	8,820
9	LB JOHNSON HARDWARE	Building Materials and Hardware	5,250	5,513
10	WHITE CAP CONSTRUCTION	Building Materials and Hardware	4,200	4,410
11	PLUMBING AND INDUSTRIAL	Plumbing Hardware and Supplies	13,650	14,333
12	McMASTER-CARR SUPPLIES CO.	Building Materials, Hardware and Electrical Supplies	3,150	3,308
13	CURRENT WHOLESALE ELECTRIC	Electrical Supplies	15,750	16,538
14	WALTER'S WHOLWSALE ELECTRIC	Electrical Supplies	2,100	2,205
15	STAPES, OFFICEMAX, HOMEDEPOT, ETC.	General Supplies	525	551
			<b>186,825</b>	<b>196,166</b>

**Account No. 530030 - Bad Debt Expense**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Required Budgeted Expense	Bad Debt Expense - Per audited Financial Report	40,800	41,616
			<b>40,800</b>	<b>41,616</b>

**CITY OF VERNON**  
**FUND 020 - WATER FUND**  
**DEPARTMENT 1084 - WATER**  
**2020-2021**

<b>Account No. 540000 - Uniforms</b>				
OPERATIONS				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	To be bid	Uniforms	10,000	10,200
			<b>10,000</b>	<b>10,200</b>

<b>Account No. 550000 - Advertisement/Promotion</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	CONSUMER CONFIDENCE REPORT	CCR graphics, printing, and ,mailing	2,000	600
2	PLANET BIDS	Web-based bidding platform	3,000	3,100
3	NEWSPAPER PUBLICATIONS	Notices Inviting Bids	1,400	2,000
			<b>6,400</b>	<b>5,700</b>

<b>Account No. 560000 - Utilities</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	L&P	Interdepartmental Utilities	1,300,000	1,326,000
2	FIBER OPTICS	Interdepartmental Utilities	10,000	10,200
3	THE GAS COMPANY	Utilities	2,000	2,040
			<b>1,312,000</b>	<b>1,338,240</b>

<b>Account No. 570000 - Vehicle Expense</b>				
OPERATIONS				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	CITY GARAGE	Garage Work Orders	75,000	76,500
2	CITY FUELING STATION	Gas Usage	23,900	24,378
3	Car Wash Services to be bid	Washing city vehicles	500	510
			<b>99,400</b>	<b>101,388</b>

<b>Account No. 590000 - Repairs &amp; Maintenance</b>				
OPERATIONS				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	CRAIG WELDING	Welding Services	3,150	3,308
2	DALE'S TRANSPORT	Trucking Wash	525	551
3	ECONOMY RENTALS	Equipment and Tools	788	827
4	UNITED RENTAL NORTHWEST	Equipment and Tools	525	551
5	ON-CALL MOTOR REPAIR	Motor repair services	50,000	50,000
6	ON-CALL PUMP REPAIR & MAINT RFP TBD	Pump repair services	-	-
7	PUMP CHECK	Efficiency Testing	7,500	7,500
			<b>62,488</b>	<b>62,737</b>

<b>Account No. 593200 - Professional Services Legal</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	UNFORESEEN LEGAL SERVICES	Water Fund Specialized Legal Services	25,000	25,500
			<b>25,000</b>	<b>25,500</b>

**CITY OF VERNON**  
**FUND 020 - WATER FUND**  
**DEPARTMENT 1084 - WATER**  
**2020-2021**

**Account No. 595200 - Professional Services - Technical**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	3-Yr Contract with RCS	Hydrological Services	125,000	125,000
2	3rd Party Verification	Meter etc.	5,000	5,000
3	IGService	Water Rate Study Update	14,000	-
4	Health Department	Cross-Connection Survey - to be bid		100,000
5	CENTRAL BASIN WATER ASSOCIATION	Lab testing/Title 22		26,900
6	ANALYTICAL LAB	Water sampling Weekly		15,000
			<b>144,000</b>	<b>271,900</b>

**Account No. 596200 - Professional Services Other**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	SWRCB DIVISION OF DRINKING WATER	Water system fees	5,100	7,500
2	SWRCB DEPARTMENT OF WATER RESOURCES	System Permitting Fees	2,550	-
3	SCAQMD	Emission & Registration Fees	2,142	2,200
4	UNDERGROUND SERVICE ALERT	Dig alerts	1,530	2,000
5	BNSF RAILWAY COMPANY	Rental lease	102	50
			<b>11,424</b>	<b>11,750</b>

**Account No. 596500 - Travel**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	City Employees	Mileage, airfare, food, parking, lodging	7,500	7,500
			<b>7,500</b>	<b>7,500</b>

**Account No. 596550 - Membership Dues**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Southeast Water Coalition (Downey)	Membership	5,100	10,000
2	Central Basin Water Association	Membership	8,500	4,000
3	California Municipal Utilities Association	Membership	1,581	1,613
4	AWWA California Nevada Section	Membership	714	135
5	Gateway Management Authority (GWMA)	Membership	459	7,500
6	American Water Works Association	Membership	459	325
			<b>16,813</b>	<b>23,573</b>

**Account No. 596600 - Books & Publications**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	PUBLICATIONS - AWWA, NGWA	Training manuals, dvds, and books	1,000	1,000
			<b>1,000</b>	<b>1,000</b>

**Account No. 596700 - Training**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	AWWA, Fred Pryor, State Water Board Certifications, and other water training organizations	Training Classes, Workshops, Seminars, Conferences, and Certifications	15,000	15,000
			<b>15,000</b>	<b>15,000</b>

**CITY OF VERNON**  
**FUND 020 - WATER FUND**  
**DEPARTMENT 1084 - WATER**  
**2020-2021**

**Account No. 596706 - VPU Credit Program**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	City of Vernon	Measure R Credit	437,235	-
			<b>437,235</b>	<b>-</b>

**Account No. 599800 - Overhead Allocation**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	City of Vernon	Overhead Allocation	586,500	598,230
			<b>586,500</b>	<b>598,230</b>

**Account No. 840000 - Capital Equipment and Vehicles**

OPERATIONS

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	VEHICLE	Light Utility Vehicle Meter Readers	30,000	-
2	VEHICLE	Construction Truck	120,000	-
3	VEHICLE	Boom Truck	260,000	-
4	PAX MIXER	Pax Mixer for 10 mill Gallon Reservoir	70,000	-
5	RCS UNIT	Auto Chlorination 10 mil Gallon Reservoir	35,000	-
6	VEHICLE	Dump Truck	80,000	-
7	VEHICLE	Ford F-250 Utility Truck	-	60,000
8	VEHICLE	Administration Vehicle	-	-
			<b>595,000</b>	<b>60,000</b>

**Account No.900000 - Capital Outlay**

	Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	PROJECT	Well 11 Pump and Motor	145,657	-
2	PROJECT	Emergency Generator on Well 11	-	-
3	PROJECT	Well 15 Rehabilitation	-	-
4	PROJECT	Well 17 Rehabilitation	350,000	250,000
5	PROJECT	Well 22 Drilling and Casing	2,050,000	-
6	PROJECT	New Wells Drilling & Casing Construction Management	100,000	-
7	PROJECT	New Wells Wellhead Engineering	80,000	135,000
8	PROJECT	Operations Analysis and MasterPlan	142,000	131,685
9	PROJECT	Reservoir condition assessments (6-1MG)	14,900	-
10	PROJECT	Upgrades for Reservoir 1 (automation)	50,708	-
11	PROJECT	PAX Mixers for Reservoir 1 (10 MG)	76,258	-
12	PROJECT	Automatic Chlorination for Reservoir 1 (10 MG)	35,000	-
13	PROJECT	Well 5 Destruction	-	50,000
14	PROJECT	Emergency Generator on Well 15	-	-
15	PROJECT	Well 22 Wellhead Equipment	-	1,800,000
16	PROJECT	Emergency Generator on Well 22	-	300,000
17	PROJECT	Elevated Tank Upgrades (automation)	-	150,000
18	PROJECT	Well 20 Rehabilitation	-	500,000
19	PROJECT	Emergency Generator on Well 20	-	300,000
20	PROJECT	Reservoir Demolition at Well 20	-	-
21	PROJECT	PP1, PP2, PP3 Engineering Design	-	300,000
22	PROJECT	Design & Construction Repairs for Reservoirs at PP3	-	1,000,000
23	PROJECT	PP2 Reservoir Supply Redundancy	-	100,000
24	PROJECT	PP1 Pump and Motor Rehabilitation	-	-
25	PROJECT	Emergency Generator on Pumping Plant 1	-	-
26	PROJECT	PP3 Pump and Motor Rehabilitation	-	-
27	PROJECT	PP2 Pump and Motor Rehabilitation	-	-
28	PROJECT	Design & Construction Repairs for Reservoirs at PP2	-	-
29	PROJECT	Loading Dock Demolition at OE Clark	-	-
30	PROJECT	Well 23 Drilling and Casing	-	-
31	PROJECT	Well 23 Wellhead Equipment	-	-

**CITY OF VERNON**  
**FUND 020 - WATER FUND**  
**DEPARTMENT 1084 - WATER**  
**2020-2021**

<b>Account No.900000 - Capital Outlay</b>		Cont'd from previous page		
32	PROJECT	Emergency Generator on Well 23	-	-
33	PROJECT	AMI Program	100,000	100,000
34	PROJECT	Electrical Upgrades	500,000	500,000
35	PROJECT	SCADA	250,000	100,000
36	PROJECT	Main Replacement Program	-	1,000,000
37	PROJECT	Packers/Exchange and Downey Rd Pipeline Extension	-	-
38	PROJECT	Pump House 2 Refurbishment	-	-
39	PROJECT	Fence Replacement PP2 & Well 19	-	-
40	PROJECT	On-Callall Pump repair services	600,000	600,000
			<b>4,494,523</b>	<b>7,316,685</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
056.5600 GAS UTILITY**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	\$ 14,638,215	\$ -	\$ 13,962,225	\$ 52,650	\$ (5,654,125)	\$ 6,287,216
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 577,531	\$ -	\$ 700,445	\$ 122,914	\$ (577,531)	\$ 700,445
<b>BENEFITS</b>	242,417	-	310,887	68,470	(242,417)	310,887
<b>SUPPLIES/SERVICES</b>	12,693,267	-	12,680,893	568,066	(12,693,267)	12,680,893
<b>TOTAL EXPENSES</b>	\$ 13,513,215	\$ -	\$ 13,692,225	\$ 759,450	\$ (13,513,215)	\$ 13,692,225
<b>CAPITAL</b>	1,125,000	-	270,000	(855,000)	(1,125,000)	270,000

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Gas Systems Specialist	3.00	\$ 253,284	\$ 365,997	\$ 112,713
Gas Systems Superintendent	1.00	168,440	175,194	6,754
Gas Systems Technician	1.00	105,107	109,254	4,147
	-	-	-	-
Overtime		5,000	5,000	-
Payout (vacation and sick excess hours)		700	-	(700)
Stand-by		45,000	45,000	-
<b>DEPARTMENT TOTALS</b>	<b>5.00</b>	<b>\$ 577,531</b>	<b>\$ 700,445</b>	<b>\$ 122,914</b>

**CITY OF VERNON**  
**Fund 056 Department 5600 - Gas Utility Fund Gas Utility Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**056.5600 GAS UTILITY**

		A	B	C	C-A	B-A	C-B	
		FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
		Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
<b>REVENUES</b>								
450022	Transportation Charges - Retail	2,659,438	-	2,762,678	103,241	(2,659,438)	2,762,678	
450024	Commodity Admin Fee	60,984	-	64,763	3,779	(60,984)	64,763	
450026	Natural Gas Sales - COV Retail	8,427,000	-	7,846,559	(580,441)			Same as expense 500160
450101	Monthly Customer Charge	73,000	-	82,000	9,000	(73,000)	82,000	
450105	Customer Connection Charge	300,000	-	300,000	-	(300,000)	300,000	
5610-450030	ARB Freely Allocated Allowance Sales	-	-	-	-	-	-	
5610-450032	CA Greenhouse Gas Surcharge	1,809,600	-	2,180,763	371,163	(1,809,600)	2,180,763	Surcharge Revenue from customers
5610-450034	ARB Cap and Trade Emissions Sales	751,104	-	897,012	145,908	(751,104)	897,012	Sales of ARB holding acct allowances
469300	Reserve Applied	557,090	-	(171,550)				
600910	Other Income	-	-	-	-	-	-	
610110	Investment Income	-	-	-	-	-	-	
<b>TOTAL REVENUES</b>		<b>14,638,215</b>	<b>-</b>	<b>13,962,225</b>	<b>52,650</b>	<b>(5,654,125)</b>	<b>6,287,216</b>	
<b>SALARIES</b>								
501010	Salaries - Regular	498,315	-	620,730	122,415	(498,315)	620,730	
501012	Salaries - Premiums	74,216	-	74,715	499	(74,216)	74,715	
501020	Salaries - O.T.	5,000	-	5,000	-	(5,000)	5,000	
<b>TOTAL SALARIES</b>		<b>577,531</b>	<b>-</b>	<b>700,445</b>	<b>122,914</b>	<b>(577,531)</b>	<b>700,445</b>	
<b>BENEFITS</b>								
502020	Retirement	150,697	-	193,455	42,758	(150,697)	193,455	
502030	Insurance Premiums - Medical	83,346	-	107,276	23,930	(83,346)	107,276	
	FICA Taxes	8,374	-	10,156	1,782	(8,374)	10,156	Medicare tax was calculated using gross wages.
502060		-	-	-	-	-	-	
502080	Claims Expenditure - Worker's Comp	-	-	-	-	-	-	
<b>TOTAL BENEFITS</b>		<b>242,417</b>	<b>-</b>	<b>310,887</b>	<b>68,470</b>	<b>(242,417)</b>	<b>310,887</b>	
<b>SUPPLIES/SERVICES</b>								
500160	Natural Gas Expense - Physical Purchases	8,427,000	-	7,846,559		(8,427,000)	7,846,559	
500167	Natural Gas Expense - PrePay	-	-	-				
500230	Generation Expense	40,000	-	60,000	20,000	(40,000)	60,000	"AB 32 Cost of Implementation Fee"
5610-596702	Greenhouse Gas Admin/Rebates	751,104	-	897,012	145,908	(751,104)	897,012	To be implemented FY16
5610-596710	Greenhouse Gas to Air Resources Board	1,557,344	-	1,926,000	368,656	(1,557,344)	1,926,000	Specifically for Emissions Credits
520000	Supplies	90,000	-	206,000	116,000	(90,000)	206,000	equipment needed for new dept. truck #1015
530030	Bad Debt Expense	-	-	-	-	-	-	
540000	Uniforms	7,383	-	-	(7,383)	(7,383)	-	Employee uniform and rain gear
550022	Natural Gas Transportation Costs	640,493	-	453,338	(187,155)	(640,493)	453,338	
560000	Utilities	-	-	-	-	-	-	
	Utilities - IT	11,938	-	12,938	1,000	(11,938)	12,938	Minimax units for dialing in for meter readouts
560010		-	-	-	-	-	-	Transferred IT Budget General Fund
570000	Vehicle Expense	25,000	-	20,000	(5,000)	(25,000)	20,000	
	Repairs & Maintenance	168,000	-	63,000	(105,000)	(168,000)	63,000	Reg station work and pressure monitoring for COV Dist/Trans lines
590000		-	-	-	-	-	-	
593200	Professional Services - Legal	15,000	-	15,000	-	(15,000)	15,000	

**CITY OF VERNON**  
**Fund 056 Department 5600 - Gas Utility Fund Gas Utility Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**056.5600 GAS UTILITY**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
595200 Professional Services - Technical	268,500	-	518,500	250,000	(268,500)	518,500	AM Ortega gas services
596200 Professional Services - Other	176,500	-	141,540	(34,960)	(176,500)	141,540	
596500 Travel	-	-	-	-	-	-	
596550 Membership Dues	-	-	-	-	-	-	
596600 Books & Publications	15,000	-	10,000	(5,000)	(15,000)	10,000	Public awareness
596700 Employee Development & Training	99,000	-	110,000	11,000	(99,000)	110,000	
596706 VPU Credit Program	401,006	-	401,006	-	(401,006)	401,006	Passage of Measure R
790100 Operating Transfer Out	-	-	-	-	-	-	
<b>TOTAL SUPPLIES/SERVICES</b>	<b>12,693,267</b>	<b>-</b>	<b>12,680,893</b>	<b>568,066</b>	<b>(12,693,267)</b>	<b>12,680,893</b>	
<b>TOTAL EXPENDITURES</b>	<b>13,513,215</b>	<b>-</b>	<b>13,692,225</b>	<b>759,450</b>	<b>(13,513,215)</b>	<b>13,692,225</b>	
<b>CAPITAL</b>							
900000 Capital Outlays	1,125,000	-	270,000	(855,000)	(1,125,000)	270,000	Customer connection, Transmission pipeline inspection, tools equipment requirement.
<b>TOTAL CAPITAL</b>	<b>1,125,000</b>	<b>-</b>	<b>270,000</b>	<b>(855,000)</b>	<b>(1,125,000)</b>	<b>270,000</b>	

**CITY OF VERNON**  
**FUND 056 - GAS**  
**DEPARTMENT 5600 - GAS**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 500230 - Generation Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 AQMD	CA Air Resources Board Annual Fee	40,000	60,000
		<b>40,000</b>	<b>60,000</b>

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 American Safety Services	Safety Equipment for Street Application	3,000	5,000
2 Home Depot	Necessary tools for warehouse	15,000	15,000
3 City Garage	Various Supplies	1,000	1,000
4 Various Supply Vendors	Service and meter installation supplies, including concrete, regulators, valves, pipes	35,000	125,000
5 TBD	Street Traffic Control Safety	-	10,000
6 TBD	Steel Plates/trench and shoring	-	50,000
		<b>90,000</b>	<b>206,000</b>

**Account No. 540000 - Uniforms**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 to be bid	Flame Resistant Uniform	3,500	-
2 to be bid	Flame Resistant Rain Gear	3,133	-
3 Teamsters & Shoeteria	Safety Toe Work Boot	750	-
		<b>7,383</b>	<b>-</b>

**CITY OF VERNON**  
**FUND 056 - GAS**  
**DEPARTMENT 5600 - GAS**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 560010 - Utilities IT**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	AT&T	Minimax units: # of customers x \$20/mo x 12 mo/yr	6,000	6,000
2	Verizon Wireless	Telecommunication Charges	1,529	1,529
3	AT&T CalNet2	Telecommunication Charges	4,409	4,409
4	COV IT	Network Cabinet	-	1,000
			<b>11,938</b>	<b>12,938</b>

**Account No. 570000 - Vehicle Expense**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	City Vehicle	Vehicle gas usage & maintenance service Safety upgrades to vehicles (light bar, fire ext.)	17,000	20,000
			<b>17,000</b>	<b>20,000</b>

**Account No. 590000 - Repair & Maintenance**

	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	TBD	Distribution Valve Project	15,000	15,000
2	Advanced Batteries Systems	General Supplies	3,000	3,000
3	to be bid	Reg Station SCADA upgrade	50,000	5,000
4	to be bid	Gas pressure monitoring alarm maintenance	20,000	-
5	to be bid	Railroad/Transmission Markers	15,000	-
6	To be bid if necessary	Gas pressure monitoring alarm for Distribution and trans line Comple	15,000	-
7	To be bid if necessary	General Building new Carpeting	15,000	20,000
8	TBD	Painting Steel Service (CP)Farmer John	20,000	20,000
9	To be bid if necessary	General Building new AC	15,000	-
10	Home Depot	General Supplies	-	-
11	Craig Welding & Supplies	General Supplies	-	-
			<b>168,000</b>	<b>63,000</b>

**CITY OF VERNON**  
**FUND 056 - GAS**  
**DEPARTMENT 5600 - GAS**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 593200 - Professional Services Legal**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Legal	Gas Fund Legal Services	15,000	15,000
		<b>15,000</b>	<b>15,000</b>

**Account No. 595200 - Professional Services Technical**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Corrpro	Corrpro for Cathodic Protection Annual Survey & calibration for rectifier	15,000	5,000
2 To be bid	Natural Gas Construction & Repair Support (RFP Process)	150,000	300,000
3 To be bid	GIS Service (license & device) for USA Dig Alert	10,000	10,000
4 Energy World Net	OQ Platform	3,500	3,500
5 MCS	New rectifiers for each regulator station	20,000	20,000
6 To be bid	Financial Services & Business Development	50,000	150,000
7 Bob Tyner	PHMSA Support and Expertise	20,000	30,000
8 To be bid	Transmission Pipeline Assessment (in-Line Instruments/Pigging)	-	-
		<b>268,500</b>	<b>518,500</b>

**Account No. 596200 - Professional Services Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 TBD	Janitorial Services	18,000	18,000
2 To be bid	Cost of Service Study and Rate Design	140,000	65,040
3 TBD	Engineering services to produce Detailed Plans for Major System Modifications	-	40,000
4 Dewey Pest Control	Pest and Rodent	2,500	2,500
5 Security Network Inc.	Security System Services OE Clark	1,000	1,000
6 Brad Bean or TBD	System Modeling	15,000	15,000
		<b>176,500</b>	<b>141,540</b>

**CITY OF VERNON**  
**FUND 056 - GAS**  
**DEPARTMENT 5600 - GAS**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 TBD	Public Awareness Publication - Newspaper Periodicals	5,000	5,000
2 To be bid	Customer Outreach Promotional Materials	10,000	5,000
		<b>15,000</b>	<b>10,000</b>

**Account No. 596700 - Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 TBD	Simulation Training Facility and Equipment	20,000	45,000
2 FLIR	IR Camera Training	6,000	-
3 CAD	Training	8,000	-
4 TBD	Training /Certifications / Operator Qualification	55,000	60,000
5	Industry Conferences		5,000
		<b>89,000</b>	<b>110,000</b>

**Account No. 596706 - VPU Credit Program**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Measure R	VPU Credit Program	401,006	401,006
		<b>401,006</b>	<b>401,006</b>

**Account No. 790100 - Operating Transfer Out**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1		-	-
		-	-

**CITY OF VERNON**  
**FUND 056 - GAS**  
**DEPARTMENT 5600 - GAS**  
**CAPITAL**  
**2020-2021**

**Account No. 900000 - Capital Outlays**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	TBD Customer Connection Costs (Assumes 10 customers costing \$26,000 each to connect)	260,000	<b>240,000</b>
2	TBD Loop over 26th Street Bridge	600,000	-
3	TBD Alter transmission line for clock test/hydro test (if required)		
4	TBD New Regulator Station (s/w)		
5	TBD Crew Cab Full Size Construction Truck	125,000	-
6	TBD Regulator Stations Protective Ballard's (Bandini)	80,000	
7	TBD Minimax Metering Instruments	60,000	<b>30,000</b>
		<b>1,125,000</b>	<b>270,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
055.7100 CUSTOMER SERVICE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>REVENUES</b>	<b>\$ 184,183,827</b>	<b>\$ -</b>	<b>\$ 182,445,209</b>	<b>\$ (1,738,618)</b>	<b>\$ (184,183,827)</b>	<b>\$ 182,445,209</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 256,716	\$ -	\$ 351,079	\$ 94,363	\$ (256,716)	\$ 351,079
<b>BENEFITS</b>	132,024	-	184,687	52,663	(132,024)	184,687
<b>SUPPLIES/SERVICES</b>	8,848,257	-	368,800	(8,479,457)	(8,848,257)	353,800
<b>TOTAL EXPENSES</b>	<b>\$ 9,236,997</b>	<b>\$ -</b>	<b>\$ 904,566</b>	<b>\$ (8,332,431)</b>	<b>\$ (9,236,997)</b>	<b>\$ 889,566</b>
<b>CAPITAL</b>	\$ 110,000	\$ -	\$ 120,000	\$ 10,000	\$ (110,000)	\$ 120,000

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Business & Account Supervisor	0.75	\$ 107,736	\$ 117,659	\$ 9,923
Utilities Customer Service Representative	2.00	142,980	145,127	2,147
Customer Service Representative, Senior	1.00	-	69,330	69,330
Overtime		2,000	2,000	-
Payout (vacation and sick excess hours)		4,000	16,963	12,963
Stand-by		-	-	-
<b>DEPARTMENT TOTALS</b>	<b>3.75</b>	<b>\$ 256,716</b>	<b>\$ 351,079</b>	<b>\$ 94,363</b>

**CITY OF VERNON**  
**Fund 055 Department 7100 - L&P Fund Customer Service Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.7100 CUSTOMER SERVICE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>REVENUES:</b>			0.147%				
441001 AB1890 Revenues	4,950,625	-	4,880,798	(69,827)	(4,950,625)	4,880,798	
450010 Sale of Electricity	174,910,565	-	175,168,254	257,689	(174,910,565)	175,168,254	
450012 Discount of Sales	(1,204,430)	-	(3,912,188)	(2,707,758)	1,204,430	(3,912,188)	
450016 Fuel Cost Adjustment (ECA)	3,898,254	-	2,531,410	(1,366,844)	(3,898,254)	2,531,410	
450017 Fuel Cost Adjustment Credit	-	-	-	-	-	-	
450031 RPS Pass-through	1,303,849	-	3,451,972	2,148,123	(1,303,849)	3,451,972	
450080 Temporary Power	-	-	-	-	-	-	
450301 Special Charges	103,863	-	103,863	-	(103,863)	103,863	
600910 Other Income	221,101	-	221,101	-	(221,101)	221,101	
<b>TOTAL REVENUES</b>	<b>184,183,827</b>	<b>-</b>	<b>182,445,209</b>	<b>(1,738,618)</b>	<b>(184,183,827)</b>	<b>182,445,209</b>	
<b>SALARIES</b>							
501010 Salaries - Regular	223,094	-	302,738	79,644	(223,094)	302,738	
501012 Salaries - Premiums	31,622	-	46,341	14,719	(31,622)	46,341	
501020 Salaries - O.T.	2,000	-	2,000	-	(2,000)	2,000	
<b>TOTAL SALARIES</b>	<b>256,716</b>	<b>-</b>	<b>351,079</b>	<b>94,363</b>	<b>(256,716)</b>	<b>351,079</b>	
<b>BENEFITS</b>							
502020 Retirement	71,798	-	99,069	27,271	(71,798)	99,069	
502030 Insurance Premiums - Medical	56,504	-	80,527	24,023	(56,504)	80,527	
502060 FICA Taxes	3,722	-	5,091	1,369	(3,722)	5,091	
502080 Claims Expenditure - Worker's Comp	-	-	-	-	-	-	
<b>TOTAL BENEFITS</b>	<b>132,024</b>	<b>-</b>	<b>184,687</b>	<b>52,663</b>	<b>(132,024)</b>	<b>184,687</b>	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	8,000	-	10,000	2,000	(8,000)	10,000	
530030 Bad Debt Expense	100,000	-	100,000	-	(100,000)	100,000	
560000 Utilities	800	-	800	-	(800)	800	
590110 Repair & Maintenance - IT	89,200	-	100,000	10,800	(89,200)	100,000	
595200 Professional Services - IT	180,000	-	135,000	(45,000)	(180,000)	135,000	
596500 Travel	5,000	-	8,000	3,000	(5,000)	8,000	
596700 Training	9,000	-	15,000	6,000	(9,000)	-	
596706 VPU Credit Program	8,456,257	-	-	(8,456,257)	(8,456,257)	-	
<b>TOTAL SUPPLIES/SERVICES</b>	<b>8,848,257</b>	<b>-</b>	<b>368,800</b>	<b>(8,479,457)</b>	<b>(8,848,257)</b>	<b>353,800</b>	

**CITY OF VERNON**  
**Fund 055 Department 7100 - L&P Fund Customer Service Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.7100 CUSTOMER SERVICE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>TOTAL EXPENDITURES</b>	9,236,997	-	904,566	(8,332,431)	(9,236,997)	889,566	
<b>CAPITAL</b>							
860000 IT Equipment & Software	110,000	-	120,000	10,000	(110,000)	120,000	
900000 Capital Outlays	-	-	-	-	-	-	
<b>TOTAL CAPITAL</b>	110,000	-	120,000	10,000	(110,000)	120,000	

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 7100 - CUSTOMER SERVICE**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Staples, Office Depot, etc.	Office supplies and utility bills stock: This would include all various types of Envelopes for utility billing (Regular, Final, Special, Non-Window, Windows, Self-Address) Postage & Ink	8,000	10,000
		<b>\$ 8,000</b>	<b>\$ 10,000</b>

**Account No. 530030 - Bad Debt Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Per Financial Audit Requirements	Write-off on uncollectible accounts This include Electric, Water & Gas Services accounts that have unpaid their utility account either by filing for Bankruptcy, skip town or unable to pay their bills	100,000	100,000
		<b>\$ 100,000</b>	<b>\$ 100,000</b>

**Account No. 560000 - Utilities**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
Verizon	3 phones-Sprint/Nextel (Anthony, Victor & Cust.Svc) @\$20.00 per mo per line.\$60.00 x 12 =\$720 <b>Cellphone service budget transferred to IT Department 011.9019</b>	800	800
		<b>\$ 800</b>	<b>\$ 800</b>

**Account No. 590110 - Repairs & Maintenance IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Pitney Bowes	Maintenance Agreement for Pitney Bowes (Mailing Stuffer):Service fee Increase Added 10% increase from last year since we haven't received new invoice yet	4,200	15,000
2 Advanced Utilities	CIS Infinity Annual Support-cost of Serv increase	50,000	50,000
3 Itron	Mv90xi Annual Support	20,000	20,000
4 Itron	MVRS/FCS Annual Support	15,000	15,000
		<b>\$ 89,200</b>	<b>\$ 100,000</b>

**Account No. 595200 - Professional Services Technical**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Itron Mv90xi	Maintenance & Support software for time of use programs(big consumers of power) Software n Maint. & Support software for regular electric, water & gas meters programs & handheld	20,000	5,000
2 Itron MVRS	devices	20,000	20,000
3 Advanced Utilities	Online billing CIS	110,000	110,000
4 Temporary Employment/Staff	Temporary Staff/Maternity Leave (6 mos)	30,000	-
		<b>\$ 180,000</b>	<b>\$ 135,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 7100 - CUSTOMER SERVICE**  
**SUPPLIES & SERVICES**  
**2020-2021**

<b>Account No. 596500 - Travel</b>				
	<b>Type</b>	<b>Name</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Training Travel	lodging, transportation, meals	5,000	8,000
			<b>\$ 5,000</b>	<b>\$ 8,000</b>

<b>Account No. 596700 - Training</b>				
	<b>Type</b>	<b>Name</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	MV90 Software	MV90 training software	3,000	5,000
2	MVRS Software	MVRS training software	1,000	5,000
3	Customer Service Training	registration, webinars, scppa training, APPA, Fred Pryor, various training	5,000	5,000
			<b>\$ 9,000</b>	<b>\$ 15,000</b>

<b>Account No. 596706 - VPU Credit Program</b>				
	<b>Type</b>	<b>Name</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Measure R	VPU Credit Program	8,456,257	-
			<b>\$ 8,456,257</b>	<b>\$ -</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 7100 - CUSTOMER SERVICE**  
**REVENUES**  
**2020-2021**

<b>Account No. 441001 - AB1890 Revenues</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	AB 1890 Rev.	AB 1890 Revenue Projection	5,256,265	\$4,880,798
			<b>\$ 5,256,265</b>	<b>\$ 4,880,798</b>

<b>Account No. 450010 - Sale of Electricity</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Sales of Electricity	Sales of Electricity Revenue Projection	174,910,565	175,168,254
			<b>\$ 174,910,565</b>	<b>\$ 175,168,254</b>

<b>Account No. 450012 - Discount of Sales</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Discount of Sales	Defaulting to FY2014 Trend for the remaining charges Which comprises of TOU-I 41%, Voltage Discount 52%, ED Discounts-6%, Added Facilities less than 1%	(1,204,430)	(3,912,188)
			<b>\$ (1,204,430)</b>	<b>\$ (3,912,188)</b>

<b>Account No. 450031 - RPS Pass-Through</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Green House Gas Implementation	Net Pass-through amount of RPS implementation and AB32 (GHG) implementation cost.	1,303,849	3,451,972
			<b>\$ 1,303,849</b>	<b>\$ 3,451,972</b>

<b>Account No. 450016 - Energy Cost Adjustment</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Energy Cost Adjustment (ECA)	The Energy Cost Adjustment (ECA) is based on cost of fuel, gas used for generation at MGS and embedded cost in purchased energy.	3,898,254	2,531,410
			<b>\$ 3,898,254</b>	<b>\$ 2,531,410</b>

<b>Account No. 450301 - Special Charges</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Special Charges	Defaulting to FY2014 Trend for the remaining charges-Rev. from computerized Late & Notice of Call Fees	103,863	103,863
			<b>\$ 103,863</b>	<b>\$ 103,863</b>

<b>Account No. 600910 - Other Income</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Other Income	Defaulting to FY2014 Trend for the remaining charges-Consist of Ch. 11 or 7, collections,	221,101	221,101
			<b>\$ 221,101</b>	<b>\$ 221,101</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 7100 - CUSTOMER SERVICE**  
**CAPITAL**  
**2020-2021**

**Account No. 860000 - IT Equipment & Software**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Mv90 Software	Metering software needs to be updated-Software needs to be updated to a newer versionKey accts	-	-
2 New Billing Sys.	Actively looking into new billing system City-wide with COV Finance	100,000	110,000
3 Dell	Utility Billing Server Upgrade	10,000	10,000
		<b>\$ 110,000</b>	<b>\$ 120,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
055.7200 ENERGY MANAGEMENT**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ (46,410)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,410</b>	<b>\$ 46,410</b>	<b>\$ -</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 35,912	\$ -	\$ 39,220	\$ 3,308	\$ (35,912)	\$ 39,220
<b>BENEFITS</b>	13,624	-	15,005	1,381	(13,624)	15,005
<b>SUPPLIES/SERVICES</b>	1,100,000	-	715,000	(385,000)	(1,100,000)	715,000
<b>TOTAL EXPENSES</b>	<b>\$ 1,149,536</b>	<b>\$ -</b>	<b>\$ 769,225</b>	<b>\$ (380,311)</b>	<b>\$ (1,149,536)</b>	<b>\$ 769,225</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Business & Account Supervisor	0.25	\$ 35,912	\$ 39,220	\$ 3,308
Overtime		-	-	-
Payout (vacation and sick excess hours)		-	-	-
Stand-by		-	-	-
<b>DEPARTMENT TOTALS</b>	<b>0.25</b>	<b>\$ 35,912</b>	<b>\$ 39,220</b>	<b>\$ 3,308</b>

**CITY OF VERNON**  
**Fund 055 Department 7200 - L&P Fund Energy Management Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.7200 ENERGY MANAGEMENT**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>REVENUES:</b>							
450035 Solar Rebate	(46,410)	-	-	46,410	46,410	-	
	<b>(46,410)</b>	-	-	<b>46,410</b>	<b>46,410</b>	-	
<b>SALARIES</b>							
501010 Salaries - Regular	29,927	-	32,683	2,756	(29,927)	32,683	
501012 Salaries - Premiums	5,985	-	6,537	552	(5,985)	6,537	
<b>TOTAL SALARIES</b>	<b>35,912</b>	-	<b>39,220</b>	<b>3,308</b>	<b>(35,912)</b>	<b>39,220</b>	
<b>BENEFITS</b>							
502020 Retirement	10,284	-	11,617	1,333	(10,284)	11,617	
502030 Insurance Premiums - Medical	2,819	-	2,819	-	(2,819)	2,819	
502060 FICA Taxes	521	-	569	48	(521)	569	
<b>TOTAL BENEFITS</b>	<b>13,624</b>	-	<b>15,005</b>	<b>1,381</b>	<b>(13,624)</b>	<b>15,005</b>	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	-	-	15,000	15,000	-	15,000	
596200 Professional Services - Other	100,000	-	100,000	-	(100,000)	100,000	
596500 Travel	-	-	-	-	-	-	
596701 Solar / Photovoltaic Rebate	-	-	-	-	-	-	
596702 Public Benefit Program Rebate	1,000,000	-	600,000	(400,000)	(1,000,000)	600,000	
<b>TOTAL SUPPLIES/SERVICES</b>	<b>1,100,000</b>	-	<b>715,000</b>	<b>(385,000)</b>	<b>(1,100,000)</b>	<b>715,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,149,536</b>	<b>\$ -</b>	<b>769,225</b>	<b>(380,311)</b>	<b>(1,149,536)</b>	<b>769,225</b>	

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 7200 - ENERGY MANAGEMENT**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various	Customer Marketing Outreach Supplies	-	15,000
		<b>\$ -</b>	<b>\$ 15,000</b>

**Account No. 596200 - Professional Services Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Energy Audits	Vendor for Energy audits-Supports Public Benefits Programs-Res.#7511 Assembly Bill (AB1890) Requires COV to offer energy audits free of charge per request by customer Having most interest for the fiscal year	100,000	100,000
		<b>\$ 100,000</b>	<b>\$ 100,000</b>

**Account No. 596500 - Travel**

Type	Name	FY2020 Budget	FY2021 Budget
		-	-
		<b>\$ -</b>	<b>\$ -</b>

**Account No. 596701 - Solar / Photovoltaic Rebate**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
		-	-
		<b>\$ -</b>	<b>\$ -</b>

**Account No. 596702 - Public Benefit Program Rebate**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Customer Incentives	This offers customers rebates for replacement for lighting, motors & energy efficient equipment. This program is very popular with customers and the demand is very high This supports COV Public Benefits Programs AB1890 Res.#7511- Will be adding EV Charger program	1,000,000	600,000
		<b>\$ 1,000,000</b>	<b>\$ 600,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 7200 - ENERGY MANAGEMENT**  
**REVENUES**  
**2020-2021**

Account No. 450035 - Solar Rebate			
Name	Detailed Description	FY2020 Budget	FY2021 Budget
Solar Rebate	Solar Rebate 357KW X 1.98W / 60 months 357,000 watts X 1.95 W = \$696,150/60 months	\$ (46,410)	\$ (46,410)

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
055.8000 FIELD OPERATIONS**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 692,033	\$ -	\$ 703,244	\$ 11,211	\$ (692,033)	\$ 703,244
<b>BENEFITS</b>	245,899	-	260,123	14,224	(245,899)	260,123
<b>SUPPLIES/SERVICES</b>	510,228	-	512,728	2,500	(510,228)	512,728
<b>TOTAL EXPENSES</b>	<b>\$ 1,448,160</b>	<b>\$ -</b>	<b>\$ 1,476,095</b>	<b>\$ 27,935</b>	<b>\$ (1,448,160)</b>	<b>\$ 1,476,095</b>
<b>CAPITAL</b>	536,000	-	687,000	151,000	(536,000)	687,000

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Proposed</b>	<b>Salaries Proposed</b>	<b>Increase (Decrease)</b>
Electric Operations Supervisor	0.95	\$ 160,018	\$ 166,434	\$ 6,416
Electrical Test Technician, Senior	1.00	132,177	137,469	5,292
Metering Technician	1.00	121,407	126,207	4,800
Metering Technician, Senior	1.00	151,031	157,079	6,048
Overtime		31,200	31,200	-
Payout (vacation and sick excess hours)		35,200	23,855	(11,345)
Utilities System Operation Premium (USOP)		1,000	1,000	-
Stand-by		60,000	60,000	-
<b>DEPARTMENT TOTALS</b>	<b>3.95</b>	<b>\$ 692,033</b>	<b>\$ 703,244</b>	<b>\$ 11,211</b>

**CITY OF VERNON**  
**Fund 055 Department 8000 - L&P Fund Field Operations Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.8000 FIELD OPERATIONS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>C-A</b>	<b>B-A</b>	<b>C-B</b>	
	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>Increase</b>	<b>Increase</b>	<b>Increase</b>	<b>Comments</b>
	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>	<b>(Decrease)</b>	
<b>SALARIES</b>							
501010 Salaries - Regular	517,790	-	538,552	20,762	(517,790)	538,552	
Salaries - Premiums	143,043	-	133,492	(9,551)	(143,043)	133,492	Union change in standby pay rotation through crew, USOP, vacation & sick excess payout.
501012							
501020 Salaries - O.T.	31,200	-	31,200	-	(31,200)	31,200	AMI metering upgrade
<b>TOTAL SALARIES</b>	<b>692,033</b>	<b>-</b>	<b>703,244</b>	<b>11,211</b>	<b>(692,033)</b>	<b>703,244</b>	
<b>BENEFITS</b>							
502020 Retirement	161,522	-	173,753	12,231	(161,522)	173,753	
502030 Insurance Premiums - Medical	74,343	-	76,173	1,830	(74,343)	76,173	
502060 FICA Taxes	10,034	-	10,197	163	(10,034)	10,197	
<b>TOTAL BENEFITS</b>	<b>245,899</b>	<b>-</b>	<b>260,123</b>	<b>14,224</b>	<b>(245,899)</b>	<b>260,123</b>	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	10,331	-	10,331	-	(10,331)	10,331	
540000 Uniforms	11,000	-	11,000	-	(11,000)	11,000	Compliance Arc Flash Hazard Potential - Safety, Flame Resistant PPE - Metering Rule changes
560000 Utilities	51,397	-	51,397	-	(51,397)	51,397	Metering Communication & City Supplied Fiber
560010 Utilities - IT	10,000	-	10,000	-	(10,000)	10,000	Transferred from IT Budget general Fund
570000 Vehicle Expense	20,000	-	20,000	-	(20,000)	20,000	
590000 Repair & Maintenance	290,000	-	290,000	-	(290,000)	290,000	With aging infrastructure, need to perform more proactive maintenance and testing.
590010 Repair & Maintenance IT	20,000	-	20,000	-	(20,000)	20,000	Certification and Support
596200 Professional Services - Other	60,000	-	60,000	-	(60,000)	60,000	Potential new services VPU can render (EV, Smart Metering, Renewables)
596500 Travel	-	-	-	-	-	-	
596700 Training	37,500	-	40,000	2,500	(37,500)	40,000	Staff development, changing regulation & technology, training, safety and succession planning
<b>TOTAL SUPPLIES/SERVICES</b>	<b>510,228</b>	<b>-</b>	<b>512,728</b>	<b>2,500</b>	<b>(510,228)</b>	<b>512,728</b>	
<b>TOTAL EXPENDITURES</b>	<b>1,448,160</b>	<b>-</b>	<b>1,476,095</b>	<b>27,935</b>	<b>(1,448,160)</b>	<b>1,476,095</b>	
<b>CAPITAL</b>							
860000 IT Equipment & Software	-	-	-	-	-	-	
900000 Capital Outlays	536,000	-	687,000	151,000	(536,000)	687,000	Replacement of aging/deteriorating equipment. Move to automation in metering. Repair of unsafe electric switchgear
<b>TOTAL CAPITAL</b>	<b>536,000</b>	<b>-</b>	<b>687,000</b>	<b>151,000</b>	<b>(536,000)</b>	<b>687,000</b>	

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8000 - FIELD OPERATIONS**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City Warehouse Supplies	Janitorial Supplies - floor wax, coffee, napkins, toilet paper, soap, ect.	1,061	1,061
2 Staples, Office Depot	Misc. department and office supplies (training binders, dividers, writing utensils, notepads, etc.)	9,270	9,270
		<b>\$ 10,331</b>	<b>\$ 10,331</b>

**Account No. 540000 - Uniforms**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Metering Group - Employee Uniforms - To be bid	Flame Restistant Protective Gear, Safety Boots and Vernon Public Utilities Standard Issue	5,000	8,000
2 Substation Group - Employee Uniforms - To be bid	Flame Restistant Protective Gear, Safety Boots and Vernon Public Utilities Standard Issue	4,000	2,000
3 Electric Ops Supervisor - Employee Uniforms - To be bid	Flame Restistant Protective Gear, Safety Boots and Vernon Public Utilities Standard Issue	2,000	1,000
<b>(Increase per person to comply with Eng Arc Flash Hazard Potential Study)</b>			
		<b>11,000</b>	<b>11,000</b>

**Account No. 560000 - Utilities**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Trilliant	Time of Use (TOU) meter connection charges.	22,660	22,660
2 Interdepartmental Billing	Fiber Optics	28,737	28,737
		<b>\$ 51,397</b>	<b>\$ 51,397</b>

**Account No. 560000 - Utilities IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Verizon Wireless	Telecommunication Charges	10,000	10,000
		-	-
		<b>\$ 10,000</b>	<b>\$ 10,000</b>

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City Garage	Substation, Metering & Supervisory Vehicle Maintenance, Fuel & Equipment	20,000	20,000
		<b>20,000</b>	<b>20,000</b>

**Account No. 590000 - Repairs & Maintenance**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Technical calibration, technical analysis, certification and safety gear suppliers		
2	Technical Safety Vendors		
3	Competitive Bid Substation Equipment Vendors		
4	Competitive Bid Test Equipment Vendors		
5	Competitive Bid Metering Equipment Vendors		
6	Weidmann		
7	Battery Bank Battery Replacement		
		30,000	30,000
		20,000	20,000
		110,000	110,000
		25,000	25,000
		50,000	50,000
		15,000	15,000
		40,000	40,000
		<b>290,000</b>	<b>290,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8000 - FIELD OPERATIONS**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 590010 - Repairs & Maintenance IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Applied Metering	Yearly Rig Certification	5,000	5,000
2 Vendor Support	Substation/Metering Systems Support	13,000	13,000
3 Stancill	Stancill Recording Maintenance	2,000	2,000
		<b>\$ 20,000</b>	<b>\$ 20,000</b>

**Account No. 596200 - Professional Services Other**

Type	Event Name	FY2020 Budget	FY2021 Budget
1 To Be Bid	DER Consulting	25,000	20,000
2 To Be Bid	Smart Meter Consulting	15,000	20,000
3 ESCI	OSHA safety consultant	20,000	20,000
		<b>\$ 60,000</b>	<b>\$ 60,000</b>

**Account No. 596700 - Training**

Type	Event Name	FY2020 Budget	FY2021 Budget
1 Sweitzer Engineering Laboratory, Infrared Certification	Substation Technicians	15,000	10,000
3 EUSERC, Distributed Generation & Solar, AMI, DER	Metering Technicians	15,000	15,000
3 Hazwoper, OSHA Safety, Utilities Operations Trainee Development	Electric Operations Supervisor & Staff	7,500	15,000
		<b>\$ 37,500</b>	<b>\$ 40,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8000 - FIELD OPERATIONS**  
**CAPITAL**  
**2020-2021**

**Account No. 900000 - Capital Outlays**

	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Time of Use Revenue Meter Upgrade 2G to 4G (security issues & no future support for 2G, ability to disconnect single phase meters remotely and can transmit gas & water meter signal for remote reads)	150,000	200,000
2	Spare 66kV circuit breaker parts - Must have spare parts in case of failure.	20,000	100,000
3	Spare Capacitors and fuses - Experienced capacitor issues due to failure and avian interruptions	10,000	25,000
4	Substation Vehicle	50,000	-
5	Substation Yard Replacement Lights - Safety issues and weather breaking down fasteners	-	-
6	SF6 Gas Leak Detection IR Camera (to proactively detect leaks (Aliso Canyon)	-	-
7	Substation Replacement Vehicle (L1012 is 18 years old & PD surplus)	-	-
8	Substation grounding improvements & rock replacement (Safety per ground grid study)	-	-
9	AED	6,000	12,000
10	Replace deteriorating chain link fence Soto Yard South, Leonis Sub North and South plus entry gate, Ybarra Sub	100,000	100,000
11	Switchgear / motors/ electrical components at well sites	200,000	250,000
		<b>\$ 536,000</b>	<b>\$ 687,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
055.8100 SYSTEM DISPATCH**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 1,888,740	\$ -	\$ 1,907,683	\$ 18,943	\$ (1,888,740)	\$ 1,907,683
<b>BENEFITS</b>	695,700	-	713,185	17,485	(695,700)	713,185
<b>SUPPLIES/SERVICES</b>	797,803	-	825,214	27,411	(797,803)	825,214
<b>TOTAL EXPENSES</b>	<b>\$ 3,382,243</b>	<b>\$ -</b>	<b>\$ 3,446,082</b>	<b>\$ 63,839</b>	<b>\$ (3,382,243)</b>	<b>\$ 3,446,082</b>
<b>CAPITAL</b>	340,000	-	65,000	(275,000)	(340,000)	65,000

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Electric Operations Supervisor	-	\$ 123,679	\$ -	\$ (123,679)
Electric Operator (5)	3.70	557,282	450,124	(107,158)
Utilities Dispatcher (5)	4.25	610,015	651,537	41,522
Utilities Dispatcher, Senior	0.85	-	106,001	106,001
Utilities Operations Manager	0.85	143,174	156,360	13,186
Utilities Operations Trainee (3)	2.00	69,990	149,833	79,843
Overtime		250,000	250,000	-
Payout (vacation and sick excess hours)		38,100	27,828	(10,272)
Utilities System Operation Premium (USOP 5% P:		1,000	1,000	-
Stand-by		95,500	115,000	19,500
<b>DEPARTMENT TOTALS</b>	<b>11.65</b>	<b>\$ 1,888,740</b>	<b>\$ 1,907,683</b>	<b>\$ 18,943</b>

**CITY OF VERNON**  
**Fund 055 Department 8100 - L&P Fund System Dispatch Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.8100 SYSTEM DISPATCH**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
<b>SALARIES</b>							
501010 Salaries - Regular	1,435,497	-	1,462,586	27,089	(1,435,497)	1,462,586	
Salaries - Premiums	203,243	-	195,097	(8,146)	(203,243)	195,097	Union change in standby pay rotation through crew, USOP, vacation & sick excess payout.
501012 Salaries - O.T.	250,000	-	250,000	-	(250,000)	250,000	Includes built in rotating shift OT for 24/7 coverage, staff safety training, emergency response and time off coverage. Based on FY variance projection & includes new hires. (Utilities Ops Mgr not filled currently)
501020							
<b>TOTAL SALARIES</b>	<b>1,888,740</b>	<b>-</b>	<b>1,907,683</b>	<b>18,943</b>	<b>(1,888,740)</b>	<b>1,907,683</b>	
<b>BENEFITS</b>							
502020 Retirement	430,285	-	451,015	20,730	(430,285)	451,015	
502030 Insurance Premiums - Medical	238,028	-	234,509	(3,519)	(238,028)	234,509	
502060 FICA Taxes	27,387	-	27,661	274	(27,387)	27,661	
<b>TOTAL BENEFITS</b>	<b>695,700</b>	<b>-</b>	<b>713,185</b>	<b>17,485</b>	<b>(695,700)</b>	<b>713,185</b>	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	22,278	-	22,279	1	(22,278)	22,279	Replace Office Equipment utilized 24/7
520010 Supplies - IT	20,085	-	19,995	(90)	(20,085)	19,995	Use by VPU
540000 Uniforms	24,720	-	24,720	-	(24,720)	24,720	Required PPE per engineering Arc Flash report Staff safety priority. Additional personell including Utilities Dispatcher, Electric Operator and Electric Operations Supervisor
560000 Utilities	21,218	-	21,218	-	(21,218)	21,218	
560010 Utilities - IT	-	-	-	-	-	-	
570000 Vehicle Expense	57,742	-	57,742	(0)	(57,742)	57,742	All vehicles will require new VPU logo
590000 Repairs & Maintenance	-	-	-	-	-	-	
590020 Station Maintenance	30,900	-	30,900	-	(30,900)	30,900	Supplies& Equipment for new and reassigned vehicles
590110 Repairs & Maintenance IT	2,060	-	2,060	-	(2,060)	2,060	Transferred from IT Budget General Fund
595200 Professional Services - Technical	25,000	-	25,000	-	(25,000)	25,000	Increased regulation & rapidly changing technology
596200 Professional Services - Other	497,000	-	515,000	18,000	(497,000)	515,000	Security Guard Services & Inadequate Restroom facilities in original building.
596500 Travel	-	-	-	-	-	-	
596550 Memberships	1,800	-	1,800	-	(1,800)	1,800	

**CITY OF VERNON**  
**Fund 055 Department 8100 - L&P Fund System Dispatch Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.8100 SYSTEM DISPATCH**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
596700 Training	95,000	-	104,500	9,500	(95,000)	104,500	Increased safety regulation, workforce development, succession planning, additional staff, implementation of SCADA simulator for on site training due to shift work
<b>TOTAL SUPPLIES/SERVICES</b>	<b>797,803</b>	<b>-</b>	<b>825,214</b>	<b>27,411</b>	<b>(797,803)</b>	<b>825,214</b>	
<b>TOTAL EXPENDITURES</b>	<b>3,382,243</b>	<b>-</b>	<b>3,446,082</b>	<b>63,839</b>	<b>(3,382,243)</b>	<b>3,446,082</b>	
<b>CAPITAL</b>							
860000 Capital Outlay IT	-	-	-	-	-	-	- IT department budgeting this line item.
900000 Capital Outlays	340,000	-	65,000	(275,000)	(340,000)	65,000	
<b>TOTAL CAPITAL</b>	<b>340,000</b>	<b>-</b>	<b>65,000</b>	<b>(275,000)</b>	<b>(340,000)</b>	<b>65,000</b>	

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8100 - SYSTEM DISPATCH**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Staples, Office Max	Misc. department and office supplies (training binders, dividers, writing utensils, notepads, pocket, calculators, electrical tags, PUD forms, time stamps and other miscellaneous items of this nature.	7,426	7,426
2 City Warehouse, Home Depot	Janitorial Supplies - floor wax, coffee, napkins, toilet paper, soap, etc..	8,487	8,487
LB Johnson, City Warehouse,			
3 McMaster Carr	Control Room Supplies used 24 hrs per day 365 days per year	6,365	6,365
		<b>\$ 22,278</b>	<b>\$ 22,279</b>

**Account No. 520010 - Supplies IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Fry's Electronic	Miscellaneous computer items (Fry's Electric) Connectors; cables; electrical components Turbines; scada cards; Scada RTU connectors; PLC connectors; batteries; low voltage wire; low voltage adaptors; laptop batteries for field pc; radio components for electrical radio system; monitors; turbine crt's; specialized ink or printers for turbines and scada; security camera accessories.	20,085	19,995
		-	-
		-	-
		<b>\$ 20,085</b>	<b>\$ 19,995</b>

**Account No. 540000 - Uniforms**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Competitive Bid uniform suppliers	Flame Resistant Uniforms, VPU Standard Issue, PPE	21,630	21,630
2 IBEW & Shoeteria	Safety Toe Boot	3,090	3,090
	Additional personell including Utilities Dispatcher, Electric Operator and Electric Operations Supervisor		
		<b>\$ 24,720</b>	<b>\$ 24,720</b>

**Account No. 560000 - Utilities**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
AT&T, Sprint, Verizon	Control Center Communication Services	21,218	21,218
		<b>\$ 21,218</b>	<b>\$ 21,218</b>

**Account No. 570000 - Vehicle Expenses**

Vehicle	Detailed Description	FY2020 Budget	FY2021 Budget
1 Electric Operations Fleet	Service, Parts, Equipment & Fuel	57,742	57,742
	Safety equipment, reassignment and new branding		
		<b>\$ 57,742</b>	<b>\$ 57,742</b>

**Account No. 590110 - Repairs & Maintenance IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Stencil Solutions	Stencil Recording Maintenance	2,060	2,060
		<b>\$ 2,060</b>	<b>\$ 2,060</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8100 - SYSTEM DISPATCH**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 590020 - Station Maintenance**

	Detailed Description	FY2020 Budget	FY2021 Budget
1	Home Depot, Auto Supply Dealers Replacement tools and supplies for standby truck, flashlight, safety equipment, gloves	20,085	20,085
2	Equipment Manufacturers, Eagle Maintenance, Certification and Calibration of equipment	10,815	10,815
		<b>\$ 30,900</b>	<b>\$ 30,900</b>

**Account No. 595200 - Professional Services Technical**

	Detailed Description	FY2020 Budget	FY2021 Budget
1	To be bid 3rd party assessment of regulatory compliance & technical issues	25,000	25,000
		<b>\$ 25,000</b>	<b>\$ 25,000</b>

**Account No. 596200 - Professional Services Other**

	Detailed Description	FY2020 Budget	FY2021 Budget
1	Security Services TBD Professional Security Services (assessment, plan, monitoring/reporting)	485,000	500,000
2	A-throne Restroom Rental for Station A, Soto Yard Security Guards	12,000	15,000
		-	-
		<b>\$ 497,000</b>	<b>\$ 515,000</b>

**Account No. 596550 - Memberships**

	Detailed Description	FY2020 Budget	FY2021 Budget
1	APPA Industry Annual Dues & Safety/ Subscriptions	1,800	1,800
		<b>\$ 1,800</b>	<b>\$ 1,800</b>

**Account No. 596700 - Training**

	Event Name	FY2020 Budget	FY2021 Budget
1	TEEX, Anders, H20Know, APPA, EUCI, SCPPA, COV, OSHA, ESCI, Northwest Technical, Operational & Safety Training SCADA Simulator Software, Computer Hardware & Associate Engineering & Networking & Training Facility for high voltage electric staff. Including logistics involved with rotating shift coverage and staffing	95,000	104,500
		<b>\$ 95,000</b>	<b>\$ 104,500</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8100 - SYSTEM DISPATCH**  
**CAPITAL**  
**2016-2017**

**DEPARTMENT:**  
**055.8100 SYSTEM DISPATCH**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
	Spill & Traffic control response trailer materials (barricades, stop sign)	-	-
1 TBD		25,000	30,000
2 TBD	Electric Operator Vehicle Crew Truck	-	-
3 TBD	Ergonomic Control Center Console Replacement	250,000	-
4 To be bid	Remoting Racking System	65,000	35,000
		<b>\$ 340,000</b>	<b>\$ 65,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
055.8200 GENERATION STATION A**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>BENEFITS</b>	-	-	-	-	-	-
<b>SUPPLIES/SERVICES</b>	635,045	-	808,045	173,000	(635,045)	808,045
<b>TOTAL EXPENSES</b>	<b>\$ 635,045</b>	<b>\$ -</b>	<b>\$ 808,045</b>	<b>\$ 173,000</b>	<b>\$ (635,045)</b>	<b>\$ 808,045</b>
<b>CAPITAL</b>	60,000	-	115,000	55,000	(60,000)	115,000

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Account Clerk, Senior	-	\$ -	\$ -	\$ -
Assistant General Manager of Public Utilities	-	-	-	-
Electric Operations Supervisor	-	-	-	-
Electrical Test Technician, Senior	-	-	-	-
Overtime		-	-	-
Payout (vacation and sick excess hours)		-	-	-
Utilities System Operation Premium (USOP)		-	-	-
Stand-by		-	-	-
<b>DEPARTMENT TOTALS</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF VERNON**  
**Fund 055 Department 8200 - L&P Fund Generation Station A Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.8200 GENERATION STATION A**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	Comments
<b>SALARIES</b>							
501010	-	-	-	-	-	-	Position in 8200 currently not filled
501012	-	-	-	-	-	-	
501020	-	-	-	-	-	-	
<b>TOTAL SALARIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>BENEFITS</b>							
502020	-	-	-	-	-	-	
502030	-	-	-	-	-	-	
502060	-	-	-	-	-	-	
502080	-	-	-	-	-	-	
<b>TOTAL BENEFITS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>SUPPLIES/SERVICES</b>							
500230							CH2MHILL, AQMD, for regulatory emission fees. Additional analysis needed for HG SCAQMD BARCT
	67,500	-	91,500	24,000	(67,500)	91,500	
520000	1,545	-	1,545	-	(1,545)	1,545	Office equipment and supplies
540000	-	-	-	-	-	-	Compliance due to ARC Flash Hazard
560010	16,000	-	20,000	4,000	(16,000)	20,000	
570000	-	-	-	-	-	-	
590000	25,000	-	100,000	75,000	(25,000)	100,000	Annual Preventative Maintenance
596200	525,000	-	595,000	70,000	(525,000)	595,000	This account can have a large variable. Equipment failures hard to predict. As vendor/equip costs increase, budget must reflect
							Only parts exist for Hgonzales units in Aberdeen Scotland with Rolls/Wood. Units are running daily versus only 10-30 hours per year in past. Increase due to automation needs for efficiency & black start testing on units. Attempting to put 3 year emergency repair contract in place based on historical cost.
<b>TOTAL SUPPLIES/SEVICES</b>	<b>635,045</b>	<b>-</b>	<b>808,045</b>	<b>173,000</b>	<b>(635,045)</b>	<b>808,045</b>	
<b>TOTAL EXPENDITURES</b>	<b>635,045</b>	<b>-</b>	<b>808,045</b>	<b>173,000</b>	<b>(635,045)</b>	<b>808,045</b>	
<b>CAPITAL</b>							
900000	60,000	-	115,000	55,000	(60,000)	115,000	Turbine replacement parts for as needed basis. Very limited supply
<b>TOTAL CAPITAL</b>	<b>60,000</b>	<b>-</b>	<b>115,000</b>	<b>55,000</b>	<b>(60,000)</b>	<b>115,000</b>	

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8200 - GENERATION STATION A**  
**SUPPLIES & SERVICES**  
**2020-2021**

<b>Account No. 500230 - Generation Expense</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	AQMD	AQMD PERMITS & FEES	11,000	15,000
2	Regulatory	Environmental Compliance PERMIT & FEES	11,000	11,000
3	Jacobs	Environmental Reporting, Compliance, Consulting	30,000	50,000
4	CARB	California Air Resources Board for managing AB32 programs.	11,000	11,000
5	LAC Sanitation Waste Water Charge	Station A	4,500	4,500
			<b>\$ 67,500</b>	<b>\$ 91,500</b>

<b>Account No. 520000 - Supplies</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Office depot, staples, etc	Misc. department and office supplies (printer paper binders, dividers, writing utensils)	1,545	1,545
			<b>\$ 1,545</b>	<b>\$ 1,545</b>

<b>Account No. 540000 - Uniforms</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
			-	-
			-	-
			<b>\$ -</b>	<b>\$ -</b>

<b>Account No. 560010 - Utilities IT</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Verizon Wireless	Utility Meters (Trilliant Lines)	16,000	20,000
			<b>\$ 16,000</b>	<b>\$ 20,000</b>

<b>Account No. 570000 - Vehicle Expense</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Plant Truck		-	-
			<b>\$ -</b>	<b>\$ -</b>

<b>Account No. 590000 - Repairs &amp; Maintenance</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	TBD	Station Repairs (Plant & Aux Equipment)	25,000	100,000
			<b>\$ 25,000</b>	<b>\$ 100,000</b>

<b>Account No. 596200 - Professional Services Other</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Northwest	Turbine Maintenance, Controls & Automation Work	225,000	225,000
2	DC Systems	Service Contract Mechanical (HGonzales) & Blackstart	65,000	75,000
3	To Be Bid	HGonzales On-call Repair Contract	150,000	225,000
4	Calibration/metering Services	(HGonzales Gas Skid Meter)	5,000	5,000
5	Blanket Air Conditioning Services	HGonzales Air Conditioner Service Contract	5,000	5,000
6	TBD (Redhawk) Blanket Fire Suppression	HGonzales Fire System Service Contract	5,000	10,000
7	Black Start Project	Black Start Test Load Bank & Other Services & Equipment	70,000	50,000
			<b>\$ 525,000</b>	<b>\$ 595,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8200 - GENERATION STATION A**  
**CAPITAL**  
**2020-2021**

**Account No. 900000 - Capital Outlays**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 TBD	Turbine replacement parts for as needed basis Parts Very Scarce & ship from Aberdeen Scotland or Rolls Wood Group Houston or other units & need TCSD replacement cards per turbine controls upgrade	60,000	115,000
		<b>\$ 60,000</b>	<b>\$ 115,000</b>





**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8300 - ELECTRICAL TRANSMISSION & DISTRIBUTION**  
**SUPPLIES & SERVICES**  
**2020-2021**

<b>Account No. 520000 - Supplies</b>				
<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	
1	Quill, Staples, Arrowhead, Burlington, Orkin, CDW	City Yard daily supplies and services	10,300	10,300
2	DigAlert, Tablet, Platform	Underground Service Alert	10,000	10,000
			<b>\$ 20,300</b>	<b>\$ 20,300</b>

<b>Account No. 560000 - Utilities</b>				
<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	
1	AT&T	Phone service for Petrelli Building Fax for Dig Alert Service	7,140	7,140
			<b>\$ 7,140</b>	<b>\$ 7,140</b>

<b>Account No. 570000 - Vehicle Expense</b>				
<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	
1	City Yard, Fueling Stations	Vehicle Fuel	77,000	80,000
			<b>\$ 77,000</b>	<b>\$ 80,000</b>

<b>Account No. 590000 - Repair &amp; Maintenance</b>				
<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	
1	Petrelli	Maintenance and repairs for various field equipment (2 Troubleman crews)	642,524	727,272
2	Petrelli	ON/OFF Orders, repairs for service drops, customer panels, field equipment for electric service	642,524	727,272
3	Petrelli	Maintenance mechanic for leased truck service	642,524	727,272
4	Petrelli	Inspections: GO 095 and 128 inspection. Underground vaults and customer facilities	642,524	727,272
5	Petrelli	Yearly labor for Warehouse, restocking, equipment outlay, and Eden Support	642,524	727,272
6	Petrelli	Yearly On call hours for Petrelli crews (Stand-by pay) for emergency call outs.	642,524	727,272
7	Petrelli	General Manager, Foreman, admin support teams for various projects and supervision	642,524	727,272
8	Petrelli	(2) Secretary for yearly support for billing, purchasing, invoicing, and work order management	642,524	727,272
9	Petrelli	General crew for repairs to facilities, substation equipment, offices and General services	642,524	727,272
10	Lifecom	Lifecom: Service and calibration for test set, boot meter infer red scope and misc. equip.	642,524	727,272
11	Weidmann	Weidmann Electrical technology: Transformer repairs to small KVA transformers.	642,524	727,272
			<b>\$ 7,067,764</b>	<b>\$ 7,999,992</b>

<b>Account No. 596200 - Professional Services - Others</b>				
<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	
1	Environmental Disposal	Oil & Hazardous waste removal	10,000	20,000
			<b>\$ 10,000</b>	<b>\$ 20,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8300 - ELECTRICAL TRANSMISSION & DISTRIBUTION**  
**REVENUES**  
**2020-2021**

<b>Account No. 450330 - Damaged Property</b>			
	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Reimbursement for electric system infrastructure damages caused by third parties. Including car-hit-pole damages.	150,000	150,000
		<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Account No. 461900 - District Service Change or Miscellaneous</b>			
	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1	Reimbursement for capital work performed for line extensions requested by customers. This includes billable construction requests for pole relocations for new drive-ways or street widening.	800,000	800,000
		<b>\$ 800,000</b>	<b>\$ 800,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
055.8400 BUILDING MAINTENANCE**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ -	\$ -	\$ 62,884	-	-	\$ 62,884
<b>BENEFITS</b>	-	-	44,192	14,910	(225,000)	44,192
<b>SUPPLIES/SERVICES</b>	283,090	-	298,000	14,910	(283,090)	298,000
<b>TOTAL EXPENSES</b>	<b>283,090</b>	<b>-</b>	<b>405,076</b>	<b>14,910</b>	<b>(283,090)</b>	<b>298,000</b>
<b>CAPITAL</b>	255,000	-	235,000	(20,000)	(255,000)	235,000

EMPLOYEE TITLE	FTE	Salaries Budget	Salaries Budget	Increase (Decrease)
Utility Maintenance Worker	1.00	\$ -	\$ 62,884	\$ 62,884
Overtime		-	-	-
Payout (vacation and sick excess hours)		-	-	-
Stand-by		-	-	-
<b>DEPARTMENT TOTALS</b>	<b>1.00</b>	<b>\$ -</b>	<b>\$ 62,884</b>	<b>\$ 62,884</b>

**CITY OF VERNON**  
**Fund 055 Department 8400 - L&P Fund Building Maintenance Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.8400 BUILDING MAINTENANCE**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	Comments
<b>EXPENSES:</b>							
<b>SALARIES</b>							
501010 Salaries - Regular	-	-	62,884	62,884	-	62,884	
501012 Salaries - Premiums	-	-	-	-	-	-	Union change in standby pay rotation through crew,
501020 Salaries - O.T.	-	-	-	-	-	-	Includes built in rotating shift OT for 24/7 coverage, staff
<b>TOTAL SALARIES</b>	<b>-</b>	<b>-</b>	<b>62,884</b>	<b>62,884</b>	<b>-</b>	<b>62,884</b>	
<b>BENEFITS</b>							
502020 Retirement	-	-	19,256	19,256	-	19,256	
502030 Insurance Premiums - Medical	-	-	24,024	24,024	-	24,024	
502060 FICA Taxes	-	-	912	912	-	912	
<b>TOTAL BENEFITS</b>	<b>-</b>	<b>-</b>	<b>44,192</b>	<b>44,192</b>	<b>-</b>	<b>44,192</b>	
<b>SUPPLIES/SERVICES</b>							
520000 Supplies	4,000	-	4,000	-	(4,000)	4,000	
540000 Uniforms	-	-	2,000	2,000	-	2,000	
570000 Vehicle Expense	3,090	-	7,000	3,910	(3,090)	7,000	
590000 Repair & Maintenance	225,000	-	225,000	-	(225,000)	225,000	Insurance Company Recommendations in order to
596200 Professional Services - Other	51,000	-	60,000	9,000	(51,000)	60,000	Yearly increase in contract cost
<b>TOTAL SUPPLIES/SERVICES</b>	<b>283,090</b>	<b>-</b>	<b>298,000</b>	<b>14,910</b>	<b>(283,090)</b>	<b>298,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>283,090</b>	<b>-</b>	<b>298,000</b>	<b>14,910</b>	<b>(283,090)</b>	<b>298,000</b>	
<b>CAPITAL</b>							
900000 Capital Outlays	255,000	-	235,000	(20,000)	(255,000)	235,000	Building constructed in 1930's will require additional
<b>TOTAL CAPITAL</b>	<b>255,000</b>	<b>-</b>	<b>235,000</b>	<b>(20,000)</b>	<b>(255,000)</b>	<b>235,000</b>	

**CITY OF VERNON  
FUND 055 - LIGHT & POWER  
DEPARTMENT 8400 - BUILDING MAINTENANCE  
SUPPLIES & SERVICES  
2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Home Depot, Staples, Office Max, City Warehouse	Janitorial Supplies - floor wax, coffee, napkins, toilet paper, soap, etc.. Misc. department and office supplies (training binders, dividers, writing utensils, notepads, etc..)	4,000	4,000
		<b>\$ 4,000</b>	<b>\$ 4,000</b>

**Account No. 540000 - Uniforms**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
Uniform Supplier/PPE	PPE/FR Gear/Safety Boots/VPU Standard Issue		2,000
		<b>\$ -</b>	<b>\$ 2,000</b>

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Forklift/Cart	Forklift Fuel and Service L182 / Electric Cart Service L411	3,090	3,500
2 Vehicle Expense	Vehicle Fuel and Maintenance	-	3,500
		<b>\$ 3,090</b>	<b>\$ 7,000</b>

**Account No. 590000 - Repair & Maintenance**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 To be bid	Facilities maintenance items <b>(UPS Routine Maintenance included)</b>	50,000	50,000
2 To be bid	Plant Safety Equipment Replacement/Maintenance items (Based on Starr Loss Prevention & Risk Assessment recommendation)	50,000	50,000
3 To be bid	Elevator Major Overhaul	100,000	100,000
4 To be bid	Bay Door Motor and Repair	25,000	25,000
		<b>\$ 225,000</b>	<b>\$ 225,000</b>

**Account No. 596200 - Professional Services Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Western Allied	Building Air Conditioner Service Contract	10,000	15,000
2 Thyssen	Elevator Maintenance Service Contract	5,000	7,000
3 KoneCrane	Crane Maintenance Service Contract	5,000	7,000
4 Competitive Bid	Trash Removal Service Contract	10,000	10,000
5 Competitive Bid	Janitorial Service (Common Area Services)	11,000	11,000
6 Competitive Bid	Backflow Device Testing	500	500
7 Dewey Pest Control	Pest and Rodent	4,500	5,500
8 Advanced Electronics	Electronic Door Lock Service Contract	5,000	4,000
		<b>\$ 51,000</b>	<b>\$ 60,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 8400 - BUILDING MAINTENANCE**  
**CAPITAL**  
**2020-2021**

**Account No. 900000 - Capital Outlays**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 To be bid	Replace Cracked Windows & Tint South Facing @ Station A & Leonis	-	-
2 To be bid	Engine Room Air Banks & Associated Piping	25,000	25,000
3 To be bid	Install Bollard System to protect VS LS Sub from TC & Sabotage	-	-
4 To be bid	Elevator Replacement	-	50,000
5 To be bid	Roofing, Air Conditioning and Safety Improvements including OE Clark	100,000	100,000
6 To be bid	Upgrade Remodel Restroom facility from 1930's Station A	50,000	25,000
7 COV IT	Dept. Emergency Operations Center/Backup Control Room	-	5,000
8 To be bid	Electrical Backup Control Room (ACC Switch) (Lenois Substation)	80,000	30,000
		-	-
		<b>\$ 255,000</b>	<b>\$ 235,000</b>

**CITY OF VERNON**  
**Budget Summary**  
**2020-2021**

**DEPARTMENT:**  
**055.9000 ADMINISTRATION**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	\$ 28,517,808	\$ -	\$ (5,060,291)	\$ (15,418,288)	\$ (10,357,997)	\$ (5,060,291)
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 1,017,052	\$ -	\$ 1,214,550	\$ 197,498	\$ (1,017,052)	\$ 1,214,550
<b>BENEFITS</b>	441,981	-	539,607	97,626	(441,981)	539,607
<b>SUPPLIES/SERVICES</b>	58,450,677	-	57,332,116	(1,118,562)	(58,450,677)	57,332,116
<b>TOTAL EXPENSES</b>	\$ 59,909,710	\$ -	\$ 59,086,273	\$ (823,438)	\$ (59,909,710)	\$ 59,086,273
<b>CAPITAL</b>	360,000	-	90,000	(270,000)	(360,000)	90,000

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Proposed</b>	<b>Salaries Proposed</b>	<b>Increase (Decrease)</b>
Account Clerk, Senior	2.00	\$ 134,973	\$ 129,834	\$ (5,139)
Administrative Analyst	1.00	98,483	102,433	3,950
Assistant General Manager of Public Utilities	1.00	225,725	246,515	20,790
General Manager of Public Utilities	1.00	253,662	304,440	50,778
Utilities Compliance Administrator	2.00	291,009	317,811	26,802
Utilities Compliance Analyst	1.00	-	102,432	102,432
Overtime		2,000	2,000	-
Payout (vacation and sick excess hours)		11,200	9,085	(2,115)
Stand-by		-	-	-
<b>DEPARTMENT TOTALS</b>	<b>8.00</b>	<b>\$ 1,017,052</b>	<b>\$ 1,214,550</b>	<b>\$ 197,498</b>

**CITY OF VERNON**  
**Fund 055 Department 9000 - VPU Fund Administration Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.9000 ADMINISTRATION**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
<b>REVENUES:</b>							
9200 450027 Natural Gas Sales - Prepaid/COV Retail	-	-	-	-	-	-	056.5600.500167 - moved to 9200
9200 450028 Natural Gas Sales - Prepaid/SMUD Wholes	-	-	-	-	-	-	056.5600.500168 - moved to 9200
466900 Miscellaneous Revenues	-	-	-	-	-	-	
469300 Reserve Applied	9,307,997	-	(6,110,291)	(15,418,288)	(9,307,997)	(6,110,291)	
600105 Proceeds From Long-Term Debt	-	-	-	-	-	-	
600910 Other Income	50,000	-	50,000	-	(50,000)	50,000	Sell of NOX credit.
610110 Investment Income	1,000,000	-	1,000,000	-	(1,000,000)	1,000,000	
610170 Unrealized (Gain)Loss on Investments	-	-	-	-	-	-	
690100 Operating Transfer In	-	-	-	-	-	-	Transfer-in from Gas Fund
<b>TOTAL REVENUES</b>	<b>\$ 10,357,997</b>	<b>\$ -</b>	<b>\$ (5,060,291)</b>	<b>(15,418,288)</b>	<b>(10,357,997)</b>	<b>(5,060,291)</b>	
<b>SALARIES</b>							
501010 Salaries - Regular	\$ 980,447	\$ -	\$ 1,183,460	203,013	(980,447)	1,183,460	
501012 Salaries - Premiums	34,605	-	29,090	(5,515)	(34,605)	29,090	
501020 Salaries - O.T.	2,000	-	2,000	-	(2,000)	2,000	
<b>TOTAL SALARIES</b>	<b>1,017,052</b>	<b>-</b>	<b>1,214,550</b>	<b>197,498</b>	<b>(1,017,052)</b>	<b>1,214,550</b>	
<b>BENEFITS</b>							
502020 Retirement	286,099	-	356,651	70,552	(286,099)	356,651	
502030 Insurance Premiums - Medical	141,135	-	165,345	24,210	(141,135)	165,345	
502060 FICA Taxes	14,747	-	17,611	2,864	(14,747)	17,611	Medicare tax was calculated using gross wages.
<b>TOTAL BENEFITS</b>	<b>441,981</b>	<b>-</b>	<b>539,607</b>	<b>97,626</b>	<b>(441,981)</b>	<b>539,607</b>	
<b>SUPPLIES/SERVICES</b>							
503035 Insurance Premiums - Property/Crime	335,000	-	402,000	67,000	(335,000)	402,000	Based on Property Insurance Analysis & consistent with the 5 year projection
520000 Supplies	20,787	-	22,287	1,500	(20,787)	22,287	Emergency meals and water
520010 Supplies - IT	50,000	-	50,000	-	(50,000)	50,000	Transferred from IT Budget General Fund
530010 In-Lieu Taxes	4,925,975	-	4,995,000	69,025	(4,925,975)	4,995,000	3% of Retail sales paid as franchise tax to General Fund. Resource Department Analysis
530015 Real Estate Taxes	-	-	-	-	-	-	2/3 Property tax on Kern county Wind Farm
530030 Bad Debt Expense	-	-	-	-	-	-	
540000 Uniforms	10,000	-	10,000	-	(10,000)	10,000	
550000 Advertisement/Promotion	85,000	-	35,000	(50,000)	(85,000)	35,000	Rebranding & promote APPA RP3 Diamond Award
560000 Utilities	448,821	-	448,821	-	(448,821)	448,821	Annual street light electrical expense. Consistent with 5 year projection
560010 Utilities - IT	14,208	-	14,208	-	(14,208)	14,208	Transferred from IT Budget General Fund
570000 Vehicle Expense	10,000	-	10,000	-	(10,000)	10,000	L1047 - Chevrolet Trailblazer,1008 - Chevy Tahoe, 176 Dodge Charger
590000 Repairs & Maintenance	10,000	-	20,000	10,000	(10,000)	20,000	
590110 Repairs & Maintenance - IT	-	-	-	-	-	-	Typewriter annual service

**CITY OF VERNON**  
**Fund 055 Department 9000 - VPU Fund Administration Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.9000 ADMINISTRATION**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
592010 Bank Service Fees	30,000	-	30,000	-	(30,000)	30,000	Bank of New York admin and wire processing fees.
592013 Investment Fees	101,000	-	101,000	-	(101,000)	101,000	Future Investment Management Services by Morgan Stanley Escrow, PFM & Grant Thornton, LLP - 2015A Bond Issuance closed on July 2015.
593200 Professional Services - Legal	190,000	-	50,000	(140,000)	(190,000)	50,000	Kahn Soares, Spiegel, Lewis Brisbois and Orrick legal services. Removed Nielsen Merksamer Parrinello services.
595200 Professional Services - Technical	1,830,000	-	1,890,000	60,000	(1,830,000)	1,890,000	Macias Gini & O'Connell's & Standard/Poors Services
596200 Professional Services - Other	1,600,000	-	1,055,000	(545,000)	(1,600,000)	1,055,000	Port Canaveral, CH2MHILL, Common Area, RMG services and NERC Compliance, SCPPA
596500 Travel	54,600	-	54,600	-	(54,600)	54,600	NERC/WECC Conference and CUG/CIPUG, CPUC, CUEA, SCPPA, CEC, SMUA, APPA, SCAQMD, COTP
596550 Membership Dues	161,994	-	167,150	5,156	(161,994)	167,150	California Municipal Association & Climate Registry, APPA, ICE, CUEA, APPA, RMG
596600 Books & Publications	27,920	-	27,920	-	(27,920)	27,920	Various publication subscription: APPA, Eastern Group Publications, Thomson Routers
596700 Employee Development & Training	154,000	-	80,000	(74,000)	(154,000)	80,000	Nerc Compliance, Performance Fred Pryor, SCAPPA, APPA, WECC.
599800 General City Administrative Service Exp	3,079,051	-	3,140,632	61,581	(3,079,051)	3,140,632	Transfer to general fund. Resource Department Analysis
760005 Bond Principal Retirement	25,815,000	-	29,520,000	3,705,000	(25,815,000)	29,520,000	2008, 2009, Series A
760010 Bond Interest Paid	19,497,322	-	15,208,498	(4,288,824)	(19,497,322)	15,208,498	2008, 2009 and 2012 A , B Series
790100 Operating Transfer Out	-	-	-	-	-	-	Without Measure Q
<b>TOTAL SUPPLIES/SERVICES</b>	<b>58,450,677</b>	<b>-</b>	<b>57,332,116</b>	<b>(1,118,562)</b>	<b>(58,450,677)</b>	<b>57,332,116</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 59,909,710</b>	<b>\$ -</b>	<b>\$ 59,086,273</b>	<b>(823,438)</b>	<b>(59,909,710)</b>	<b>59,086,273</b>	
<b>CAPITAL</b>							
860000 IT Equipment & Software	-	-	-	-	-	-	Budget Transferred to IT Department 011.9019
900000 Capital Outlay	360,000	-	90,000	(270,000)	(360,000)	90,000	City Retained Land Project in Kern County
<b>TOTAL CAPITAL</b>	<b>360,000</b>	<b>-</b>	<b>90,000</b>	<b>(270,000)</b>	<b>(360,000)</b>	<b>90,000</b>	

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9000 - ADMINISTRATION**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Office depot, Staples, Homedepot, etc	10,000	10,000
2	Fedex, etc	1,000	1,000
3	To be bid	2,987	2,987
4	To be bid	300	300
5	To be bid	3,000	3,000
6	To be bid	2,000	2,000
7	Office depot, home depot, etc	1,000	2,000
8	Silva Printing	500	1,000
		<b>\$ 20,787</b>	<b>\$ 22,287</b>

**Account No. 520010 - Supplies IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	IT Software and Hardware	50,000	50,000
		<b>\$ 50,000</b>	<b>\$ 50,000</b>

**Account No. 530010 - In-Lieu Taxes**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Franchise Taxes	4,925,975	4,995,000
		<b>\$ 4,925,975</b>	<b>\$ 4,995,000</b>

**Account No. 503035 - Insurance Premiums (Property)**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Property Insurance	335,000	335,000
		<b>\$ 335,000</b>	<b>\$ 335,000</b>

**Account No. 530015 - Real Estate Taxes**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Property Taxes	-	-
		<b>\$ -</b>	<b>\$ -</b>

**Account No. 540000 - Uniforms**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	To be bid	10,000	10,000
		<b>\$ 10,000</b>	<b>\$ 10,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9000 - ADMINISTRATION**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 550000 - Advertisement & Promotions**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 To be bid	Branding and promoting APPA RP3 Diamond Award	50,000	20,000
2 To be bid	Marketing materials: legislative/community outreach	2,000	2,000
3 To be bid	Website	20,000	-
4 Various	Job Recruitment	3,000	3,000
5 Vernon Facility Tours	SCPPA, Governmental Affairs, Compliance, Historical	10,000	10,000
		<b>\$ 85,000</b>	<b>\$ 35,000</b>

**Account No. 560000 - Utilities**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Annual Street Light Electrical Expense	448,821	448,821
		<b>\$ 448,821</b>	<b>\$ 448,821</b>

**Account No. 560000 - Utilities IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Verizon Wireless	Telecommunication Charges	7,244	7,244
2 AT&T CalNet2	Telecommunication Charges	4,152	4,152
3 AT&T Wireless	Telecommunication Charges	2,812	2,812
		<b>\$ 14,208</b>	<b>\$ 14,208</b>

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City Vehicles	City Hall Pool Vehicles Repair, Maintenance, & Fuel	10,000	10,000
		<b>\$ 10,000</b>	<b>\$ 10,000</b>

**Account No. 590000 - Repair & Maintenance**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 To be bid	Misc. Repairs & Maintenance	1,000	20,000
		<b>\$ 1,000</b>	<b>\$ 20,000</b>

**Account No. 590110 - Repair & Maintenance IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
		-	-
		<b>\$ -</b>	<b>\$ -</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9000 - ADMINISTRATION**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 592013 - Investment Fess**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Morgan Stanley Escrow & Custody Escrow, Grant Thornton, LLP	1,000	1,000
2	PFM	100,000	100,000
		<b>\$ 101,000</b>	<b>\$ 101,000</b>

**Account No. 592010 - Bank Service Fees**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	THE BANK OF NEW YORK MELLON, TRUST COMPANY	30,000	30,000
		<b>\$ 30,000</b>	<b>\$ 30,000</b>

**Account No. 593200 - Professional Service Legal**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Spiegel & McDiarmid, LLP	40,000	-
2	Legal Services	50,000	50,000
3	Kahn Soares & Conway, LLP	-	-
4	Lewis Brisbois Bisgaard	50,000	-
5	Orrick, Herrington & Sutcliffe	50,000	-
6	Special Counsel	-	-
		<b>\$ 190,000</b>	<b>\$ 50,000</b>

**Account No. 595200 - Professional Service Technical**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	PFM	25,000	-
2	BLX Group LLC	15,000	-
2	Macias Gini & O'Connell	20,000	40,000
3	Standard & Poor'	20,000	-
4	BLX Group LLC	200,000	200,000
5	Morgan Lewis	1,550,000	1,500,000
6	To be bid		150,000
		<b>\$ 1,830,000</b>	<b>\$ 1,890,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9000 - ADMINISTRATION**  
**SUPPLIES & SERVICES**  
**2020-2021**

<b>Account No. 596200 - Professional Service Other</b>			
<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1 TBD	Consulting Services for strategic and business plan development	130,000	-
2 Jacobs	Consultant services for regulatory and environmental compliance matters.	1,000,000	380,000
3 SCPPA	Palo Verde Project	40,000	40,000
4 RMG	Consulting services to perform credit review of specific trading counterparties	15,000	15,000
5 Santa Fe Building Maintenance	Janitorial Services	25,000	25,000
6 Everbridge	Customer Notification Safey Mobile App	5,000	5,000
7 To be bid	Third Party Compliance Consultant / verifier	10,000	10,000
8 HPI Seminar	Human Performance Improvement Expert	-	5,000
9 Interns	Internship Opportunities	-	-
10 To be bid	Security Services all facilities	-	200,000
11 To be bid	Compliance Management Software & Process Documentation	100,000	100,000
12 To be bid	Legislative Support/ Research/ Technical Writing	25,000	25,000
13 TBD	Technical Generation Expertise & Jawbone / Litigation Matters	250,000	200,000
14 TBD	Enterprise Risk Management Program and Mitigation Plan		50,000
		<b>\$ 1,600,000</b>	<b>\$ 1,055,000</b>

<b>Account No. 596500 - Travel</b>			
<b>Type</b>	<b>Event Name</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1 APPA	APPA	10,000	10,000
2 CMUA	CMUA	5,000	5,000
3 League of Cities	League of Cities	1,000	1,000
5 SCAQMD	SCAQMD	1,000	1,000
4 CEC	CEC	2,000	2,000
5 COTP	COTP	1,000	1,000
6 OSHA	OSHA	2,000	2,000
7 SCPPA	SCPPA	5,000	5,000
8 CUEA	CUEA	3,000	3,000
9 CPUC	CPUC	3,000	3,000
10 Performance (Fixed Pryor)	Performance (Fixed Pryor)	1,600	1,600
11 Human Performance	Human Performance	10,000	10,000
12 Regulatory Compliance	Regulatory Compliance	10,000	10,000
		<b>\$ 54,600</b>	<b>\$ 54,600</b>

<b>Account No. 596550 - Memberships</b>			
<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
1 CMUA	California Municipal Utilities Association - Membership Dues plus 5% annual increases	66,544	70,000
2 RMG	RMG Financial Consulting, Inc. Annual Membership dues	750	750
3 APPA	APPA Annual Dues	37,000	37,000
4 CUEA	Annual Invoice (Mutual Aid)	800	800
5 TBD	Regulatory standards & aging infrastructure & Workflow	22,000	22,000
6 AWWA	Membership	1,000	1,000
7 BizFed	Legislative Resource	5,000	6,000
8 APPA	Deed Program - Research and Development	8,900	8,900
9 ACWA	Water legislative and regulatory issues	15,000	15,000
10 Planet Bids	Competitive Bidding Platform	5,000	5,000
11 Western Energy Institute	Shared membership through SCPPA	615	700
		<b>\$ 162,609</b>	<b>\$ 167,150</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9000 - ADMINISTRATION**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Incisivemedia	1,000	1,000
2	News Data Corporation	2,500	2,500
3	Eastern Group Publications	2,500	2,500
4	The Economist	250	250
5	The Wall Street Journal	250	250
6	Thomson Reuters/Barclays	500	500
7	AWWA	5,000	5,000
8	IEEE/ANSI Standards	1,000	1,000
9	APPA and other industry publication:	11,000	11,000
10	CapitolTrack	2,500	2,500
11	California Energy Markets	1,420	1,420
		<b>\$ 27,920</b>	<b>\$ 27,920</b>

**Account No. 596700 - Employee Development & Training**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	NERC/WECC	10,000	-
2	Fred Pryor	10,000	10,000
3	PMP	20,000	-
4	SCPPA	30,000	20,000
5	APPA/AWWA	12,000	20,000
6	NERC	-	-
7	Industry Training Organization	10,000	10,000
8	Osha, State and Federal Agencies	50,000	10,000
9	Enterprise Risk Management	5,000	5,000
10	Internal Training & Development	7,000	5,000
		<b>\$ 154,000</b>	<b>\$ 80,000</b>

**Account No. 599800 - General City Administrative Service Exp**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	City of Vernon	3,079,051	3,140,632
		<b>\$ 3,079,051</b>	<b>\$ 3,140,632</b>

**Account No. 760005 - Principal on Bonds**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	All Bonds	25,815,000	29,520,000
		<b>\$ 25,815,000</b>	<b>\$ 29,520,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9000 - ADMINISTRATION**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 760010 - Interest on Bonds**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 All Bonds	Interest Payments	19,497,322	\$ 15,208,498
		<u>\$ 19,497,322</u>	<u>\$ 15,208,498</u>

**Account No. 790100 - Operating Transfer Out**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Transfer	Reimbursement transfer for General Government Services (Excludes Legal Services), Risk Management Services, Fire Services, Police Services, Public Work Services, Health Services.	-	-
		<u>\$ -</u>	<u>\$ -</u>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9000 - ADMINISTRATION**  
**REVENUES**  
**2020-2021**

**Account No. 610110 - Investment Income**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various	Income on various VG&E cash balances	1,000,000	1,000,000
2	No Swap interest payments	-	-
		<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>

**Account No. 600910 - Other Income**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 TBD	Sell of NOX credit	50,000	50,000
		<b>\$ 50,000</b>	<b>\$ 50,000</b>

**Account No. 610170 - Unrealized Gain (Loss) on Investments**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various	Income on various	-	-
		<b>\$ -</b>	<b>\$ -</b>

**Account No. 450027 - Natural Gas Sales - Prepaid/COV Retail**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Revenues from 056.5600.500167 - moved to 9200	-	-
		<b>\$ -</b>	<b>\$ -</b>

**Account No. 450028 - Natural Gas Sales - Prepaid/SMUD Wholesale**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Revenues from 056.5600.500168 - moved to 9200	-	-
		<b>\$ -</b>	<b>\$ -</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9000 - ADMINISTRATION**  
**REVENUES**  
**2020-2021**

**Account No. 466900 - Miscellaneous Revenue**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Various	Miscellaneous revenue	3,500	3,500
		<u>\$ 3,500</u>	<u>\$ 3,500</u>

**Account No. 690100 - Operating Transfer In**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Gas Dept.	Transfer-in from Gas Fund - from 056.5600.790100	-	-
		<u>\$ -</u>	<u>\$ -</u>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9000 - ADMINISTRATION**  
**CAPITAL**  
**2020-2021**

**DEPARTMENT:**  
**055.9000 ADMINISTRATION**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 TBD	Maintenance Service to all MET towers	-	-
2 Jawbone Property R&D	Consultant - additional \$250,000 to be paid out of Public Benefits for R&D	250,000	-
3 Strategic Planning Consulting Services	Project Management	10,000	-
4 Simon Wind	Meteorological Studies	35,000	35,000
5 Wireless Innovation	Modem minutes to all MET towers	25,000	15,000
6 Property Taxes	Kern County Wind Farm Property	40,000	40,000
		<b>\$ 360,000</b>	<b>\$ 90,000</b>

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
011.9019 INFORMATION TECHNOLOGY**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>EXPENDITURES:</b>						
<b>SALARIES</b>	\$ 607,879	\$ -	\$ 701,848	\$ 93,969	\$ (607,879)	\$ 701,848
<b>BENEFITS</b>	236,904	-	309,639	72,735	(236,904)	309,639
<b>SUPPLIES/SERVICES</b>	1,261,225	-	1,425,475	164,250	(1,261,225)	1,425,475
<b>CAPITAL</b>	312,000	-	1,040,000	728,000	(312,000)	1,040,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,418,008</b>	<b>\$ -</b>	<b>\$ 3,476,961</b>	<b>\$ 1,058,954</b>	<b>\$(2,418,008)</b>	<b>\$ 3,476,961</b>

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Information Technology Analyst	1.00	\$ 89,327	\$ 92,909	\$ 3,582
Information Technology Analyst, Senior	2.00	234,270	249,310	15,040
Information Technology Manager	1.00	176,862	183,954	7,092
Information Technology Technician	1.00	-	69,330	69,330
Programmer/Analyst	-	-	-	-
Administrative Assistant, Senior	0.50	27,420	29,945	2,525
Overtime		30,000	30,000	-
Payout (vacation and sick excess hours)		10,000	6,400	(3,600)
Stand-by		40,000	40,000	-
<b>DEPARTMENT TOTALS</b>	<b>5.50</b>	<b>\$ 607,879</b>	<b>\$ 701,848</b>	<b>\$ 93,969</b>

**CITY OF VERNON**  
**Fund 011 Department 9019 - General Fund Information Technology Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**011.9019 INFORMATION TECHNOLOGY**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)	Comments
<b>SALARIES</b>							
501010 Salaries - Regular	504,048	-	604,816	100,768	(504,048)	604,816	
501012 Salaries - Premium	73,831	-	67,032	(6,799)	(73,831)	67,032	
501020 Salaries - O.T.	30,000	-	30,000	-	(30,000)	30,000	
	<u>607,879</u>	<u>-</u>	<u>701,848</u>	<u>93,969</u>	<u>(607,879)</u>	<u>701,848</u>	
<b>BENEFITS</b>							
502020 Retirement	151,168	-	187,185	36,017	(151,168)	187,185	
502030 Group Insurance Premiums	76,922	-	112,277	35,355	(76,922)	112,277	
502060 Medicare	8,814	-	10,177	1,363	(8,814)	10,177	
	<u>236,904</u>	<u>-</u>	<u>309,639</u>	<u>72,735</u>	<u>(236,904)</u>	<u>309,639</u>	
<b>SUPPLIES/SERVICES:</b>							
520000 Supplies	3,000	-	3,000	-	(3,000)	3,000	
520010 Supplies - IT	159,000	-	159,000	-	(159,000)	159,000	
560010 Utilities - IT	188,159	-	188,159	-	(188,159)	188,159	
570000 Vehicle Expense	3,500	-	3,500	-	(3,500)	3,500	
590110 Repair & Maintenance - IT	770,566	-	839,816	69,250	(770,566)	839,816	Emergency services provided
595200 Professional Services - Technical	-	-	-	-	-	-	
595210 Professional Services - IT	100,000	-	195,000	95,000	(100,000)	195,000	Contingencies budgeted
596500 Travel	13,500	-	13,500	-	(13,500)	13,500	
596600 Books & Publications	2,000	-	2,000	-	(2,000)	2,000	
596700 Training	21,500	-	21,500	-	(21,500)	21,500	
	<u>1,261,225</u>	<u>-</u>	<u>1,425,475</u>	<u>164,250</u>	<u>(1,261,225)</u>	<u>1,425,475</u>	
<b>CAPITAL</b>							
860000 IT Equipment & Software	312,000	-	1,040,000	728,000	(312,000)	1,040,000	
	<u>312,000</u>	<u>-</u>	<u>1,040,000</u>	<u>728,000</u>	<u>(312,000)</u>	<u>1,040,000</u>	
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 2,418,008</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 3,476,961</u></b>	<b><u>\$ 1,058,954</u></b>	<b><u>\$ (2,418,008)</u></b>	<b><u>\$ 3,476,961</u></b>	

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 9019 - INFORMATION TECHNOLOGY**  
**2020-2021**

**Account No. 520000 - Supplies**

			<b>FY2020</b>	<b>FY2021</b>
<b>Sponsoring Department</b>	<b>Name</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
1 IT(9019)	Staples	Office Supplies	\$ 3,000	\$ 3,000
			<b>\$ 3,000</b>	<b>\$ 3,000</b>

**Account No. 520010 - Supplies IT**

			<b>FY2019</b>	<b>FY2020</b>
<b>Sponsoring Department</b>	<b>Name</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
1 IT(9019)	General Data	Toners, printer maintenance kits, other printing supplies	\$ -	\$ -
2 IT(9019)	Insight	Miscellaneous software (Adobe, Visio, FileMaker Pro)	30,000	30,000
3 IT(9019)	Dell	Monitors	10,000	10,000
4 IT(9019)	Canon	Scanners	15,000	15,000
5 IT(9019)	VMWare	VMWare Licenses	15,000	15,000
6 IT(9019)	Dell	Computer Replacements	15,000	15,000
7 IT(9019)	CDW	Backup tapes (100x40)	10,000	10,000
8 IT(9019)	HP	Printers replacement	10,000	10,000
9 IT(9019)	CDW	Networking equipment (routers, switches, cables, connectors, etc)	10,000	10,000
10 IT(9019)	CDW	UPS replacements	2,500	2,500
11 IT(9019)	Mitel	Mitel - Business phones accessories & replacement parts	5,000	5,000
12 IT(9019)	CDW	Cell phones accessories (chargers, cases, adapters, phone parts replacements)	4,000	4,000
13 City Attorney(1005)	CDW	Computer/Monitors/Scanner for City Attorney	-	-
14 Police(1031)	CDW	Hard Drives Replacements	2,500	2,500
15 IT(9019)	CDW	Hard Drives Replacements	10,000	10,000
16 IT(9019)	Crosspoint	Mitel IP Phone Licences	10,000	10,000
17 IT(9019)	TBD	Mitel IP Phones	10,000	10,000
			<b>\$ 159,000</b>	<b>\$ 159,000</b>

**Account No. 560010 - Utilities IT**

			<b>FY2019</b>	<b>FY2020</b>
<b>Sponsoring Department</b>	<b>Name</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
1 Finance(1004)	VerizonWireless	Telecommunication Charges	\$ 1,296	\$ 1,296
2 IT(9019)	VerizonWireless	Telecommunication Line Additions	10,000	10,000
3 HR(1026)	VerizonWireless	Telecommunication Charges	2,229	2,229
4 City Attorney(1005)	VerizonWireless	Telecommunication Charges	3,587	3,587
5 IT(9019)	VerizonWireless	Telecommunication Charges	6,420	6,420
6 CS(1040)	VerizonWireless	Telecommunication Charges	19,037	19,037
7 Fire(1033)	VerizonWireless	Telecommunication Charges	22,614	22,614
8 Health(1060)	VerizonWireless	Telecommunication Charges	3,560	3,560
9 City Admin(1002)	VerizonWireless	Telecommunication Charges	5,527	5,527
10 Police(1031)	VerizonWireless	Telecommunication Charges	8,909	8,909
11 Police(1031)	VerizonWireless	Police Patrol Car Modems	10,022	10,022
12 IT(9019)	Iron Mountain	Iron Mountain (backup tapes remote storage services)	7,200	7,200
13 Finance(1004)	AT&T CalNet3	Telecommunication Charges	229	229
14 IT(9019)	AT&T CalNet3	Telecommunication Charges	14,391	14,391
15 CS(1040)	AT&T CalNet3	Telecommunication Charges	229	229
16 Fire(1033)	AT&T CalNet3	Telecommunication Charges	30,672	30,672
17 Health(1060)	AT&T CalNet3	Telecommunication Charges	249	249
18 Police(1031)	AT&T CalNet3	Telecommunication Charges	11,864	11,864
19 Police(1031)	AT&T	Telecommunication Charges	2,458	2,458
20 Police(1031)	Sprint	Telecommunication Charges	420	420
21 IT(9019)	GoDaddy.com	Web hosting; security certificates for City web sites & SSL vpn appliance	650	650
22 City Clerk(1003)	VerizonWireless	Telecommunication Charges	596	596

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 9019 - INFORMATION TECHNOLOGY**  
**2020-2021**

<b>Account No. 560010 - Utilities IT</b>			<b>Continued from previous page</b>		
23	IT(9019)	AT Conference	Phone Conferencing Service	2,000	2,000
24	IT(9019)	AT&T CalNet3	Backup Internet Line	24,000	24,000
25	Fire(1033)	VerizonWireless- Verizon BroadBand for 10 Ipads	For New IPADS	-	-
26	Fire(1033)	VerizonWireless- New BroadBand	VerizonWireless- New BroadBand	-	-
				<b>\$ 188,159</b>	<b>\$ 188,159</b>

<b>Account No. 570000 - Vehicle Expense</b>					
	<b>Sponsoring Department</b>	<b>Name</b>	<b>Description</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>
1	IT(9019)	Vehicle Repair	Repairs	\$ 2,500	\$ 2,500
2	IT(9019)	Fuel + Community Services	IT Vehicle Expenses	1,000	1,000
				<b>\$ 3,500</b>	<b>\$ 3,500</b>

<b>Account No. 590110 - Repairs &amp; Maintenance IT</b>					
	<b>Sponsoring Department</b>	<b>Name</b>	<b>Description</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>
1	IT(9019)	Tyler Technologies	EDEN System support	\$ 90,000	\$ 90,000
2	IT(9019)	Microsoft Enterprise Agreement	Microsoft Licenses	\$ 75,000	\$ 75,000
3	Police(1031)	TriTech (formerly VisionAIR)	Public Safety Suite (CAD, RMS, FBR)	66,000	66,000
4	IT(9019)	ECS Imaging	Laserfiche system support	47,000	47,000
5	IT(9019)	Crosspoint	Mitel - business phone system support by Crosspoint	22,000	22,000
6	IT(9019)	GIS System Support	Nobel Systems	21,000	21,000
7	IT(9019)	Everbridge Notiifcations	Notifications Services	18,000	18,000
8	Health(1060)	Accela Software	EnvisionConnect (annual contract, fiscal year)	20,000	20,000
9	IT(9019)	Xerox Financial Services, LLC	Managed Print Services	121,000	121,000
10	IT(9019)	Universal Laser	Printers repair & maintenance for all City printers/faxes	-	-
11	IT(9019)	CalTech	Copiers repairs	-	-
12	IT(9019)	HP + Dell	Hardware support for all City servers	15,000	15,000
13	Police(1031)	GeoSpatial Technologies, Inc.	GST CrimeMap	6,000	6,000
14	IT(9019)	Zscaler	Web Secutiry	17,000	17,000
15	Police(1031)	West Government Services	CLEAR Website Access for Detectives	9,300	9,300
16	IT(9019)	Lucity	Lucity Work Orders System Support	15,000	15,000
17	Police(1031)	Stancil Corporation	Digital Recorders and Reproducers	2,000	2,000
18	IT(9019)	HP	VMWare Support for 2 servers	10,000	10,000
19	IT(9019)	McAfee	MXLogic maintenance fee (spam filtering for City email)	5,116	5,116
20	IT(9019)	Symantec	Symantec Backup Exec (backup software support)	10,000	10,000
21	Police(1031)	Advanced Electronics	Card/Door Access and Closed Circuit TV (Civil Defense)	6,000	6,000
22	CS(1040)	AutoCAD	AutoCAD Annual Support	5,500	5,500
23	IT(9019)	TrendMicro	vShield Anti-Virus	5,500	5,500
24	Fire(1033)	Angel City Data	FileMaker Pro System Support	10,000	10,000
25	IT(9019)	Sonicwall	SonicWall firewalls (Pro + TZ190 for SCADA), content filtering, SSL VPN support	3,000	3,000
26	IT(9019)	Veritas	Veritas Enterprise Vault support (City's email archiving system)	5,000	5,000
27	IT(9019)	TrendMicro	TrendMicro End Point (antivirus support & upgrades)	4,500	4,500
28	LP-CustServ(7100)	Itron	MVRS annual support		
29	Police(1031)	WebiPLEX	Electronic Subpoena Management Software*	4,100	4,100
30	Police(1031)	Network Innovation Associates	EOC Satellite Service (Civil Defense)	3,600	3,600
31	Police(1031)	Insight Public Sector	Symantec Mail/Spam Security	3,600	3,600
32	LP-CustServ(7100)	Pitney Bowes	Mailing Machine Support		
33	Police(1031)	Insight Public Sector	Symantec Backup Exec	5,000	5,000

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 9019 - INFORMATION TECHNOLOGY**  
**2020-2021**

<b>Account No. 590110 - Repairs &amp; Maintenance IT</b>			<b>Continued from previous page</b>		
34	Police(1031)	NetMotion Wireless	Mobility XE Server and 29 Device Licenses	2,000	2,000
35	IT(9019)	Cybernetics	SAN/Virtual Tapes Devices	10,000	10,000
36	Police(1031)	Power Design	UPS and Ferrups/Radio Towers (> Civil Defense)	2,000	2,000
37	IT(9019)	Quantum	Backup tape library support	1,500	1,500
38	IT(9019)	Vmware	Vmware View Support	2,000	2,000
39	IT(9019)	Onepoint Human Factor	Time Management System Support	2,600	2,600
40	Police(1031)	Kronos	TeleStaff System Support	7,500	7,500
41	Fire(1033)	Kronos	TeleStaff System Support	8,500	8,500
42	Police(1031)	Hewlett-Packard	PDNAS Network Support	1,200	1,200
43	IT(9019)	Zoho Corp	Asset Manager Software Support	1,000	1,000
44	Police(1031)	MDE, Inc.	ADORE Training Software Maintenance/Upgrades	2,500	2,500
45	IT(9019)	ScriptLogic	Privileged Authority Support	750	750
46	Police(1031)	Managed Video Support	Panasonic Arbitrators (Motorcycle Videocameras)	600	600
47	Police(1031)	Training Innovations, Inc.	TMS (Training) Software Support	800	800
48	IT(9019)	CDW	Cable Management for Server Room	500	500
49	IT(9019)	Exclaimer	Mail Utilities Suite - Email Disclaimer	200	200
50	Police(1031)	Versatile Information Prod, Inc	Puma Software Maintenance	3,500	3,500
51	IT(9019)	SLA Corp	ESChat Maintenance	-	-
52	IT(9019)	Zoho Corp	Desktop Central	2,000	2,000
53	IT(9019)	Canon	Ecopy Software Maintenance	4,000	4,000
54	IT(9019)	TBA	Cyber Security Audit	20,000	20,000
55	Police(1031)	2fa Dual Authentication	Security	700	700
56	Police(1031)	Oversized Machines	Plotter Repair	1,500	1,500
57	HR(1026)	NeoGOV	GovJob.com/App Tracking/Onboarding/Emp Eval Module/Biddle	25,000	25,000
58	IT(9019)	TrendMicro Appliance	Security Appliance	16,000	16,000
59	IT(9019)	Kronos	Work Force Ready	14,000	14,000
60	IT(9019)	Knowbe4	Cyber Security Awareness Training	5,000	5,000
61	IT(9019)	Disaster Rev Services	Disaster Recovery Services	5,000	5,000
62	Police(1031)	TriTech (formerly VisionAIR)	IQ Analytics	5,000	5,000
63	CS(1040)	PlanetBids	Bidding Software		7,000
64	Police(1031)	BearCom	Door System		10,000
65	Health(1060)	Snappi	Health Mobile App		5,000
66	City Clerk(1003)	GovQA	PRA Application		5,000
67	CS(1040)	Parcel Data	Parcel Data File		2,000
68	Police(1031)	CrimeMap(Motorola)	CrimeMap(Motorola)		750
69	City Clerk(1003)	Granicus	Agenda Mangement		19,000
70	HR(1026)	Neogov	Text Feature		500
71	Police(1031)	TBD	Computer Upgrade for Police Units		20,000
				<b>\$ 770,566</b>	<b>\$ 839,816</b>

**Account No. 565210 - Professional Services IT**

<b>Sponsoring Department</b>	<b>Name</b>	<b>Description</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>
1 IT(9019)	Eden / Laserfiche / Utility Billing/Vmware/Microsoft Report Services	System Customizations	80,000	80,000
2 IT(9019)	SecureWorks	Managed Security Services	20,000	20,000
3 City Clerk(1003)	TBD	Website Redesign	-	70,000
4 IT(9019)	GIS	Integration with City Hall Systems(Lucity, Etap, Milsoft)		25,000
			<b>\$ 100,000</b>	<b>\$ 195,000</b>

**Account No. 596500 - Travel**

<b>Sponsoring Department</b>	<b>Name</b>	<b>Description</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>
1 IT(9019)	EDEN User Conference	Travel Expenses	\$ 6,000	\$ 6,000
2 IT(9019)	Mitel Training	Travel Expenses	-	-
3 IT(9019)	Tritech Conference	Travel Expenses	1,500	1,500
4 IT(9019)	Advanced Utility Conference	Travel Expenses	1,500	1,500

**CITY OF VERNON**  
**FUND 011 - GENERAL FUND**  
**DEPARTMENT 9019 - INFORMATION TECHNOLOGY**  
**2020-2021**

<b>Account No. 596500 - Travel</b>			<b>Continued from previous page</b>		
5	IT(9019)	MISAC Annual	Travel Expenses	3,000	3,000
6	IT(9019)	VMWare Annual Conference	Travel Expenses	1,500	1,500
				<b>\$ 13,500</b>	<b>\$ 13,500</b>

<b>Account No. 596600 - Books &amp; Publications</b>					
<b>Sponsoring Department</b>		<b>Name</b>	<b>Description</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>
1	IT(9019)	TBD	IT related books and training materials	\$ 2,000	\$ 2,000
				<b>\$ 2,000</b>	<b>\$ 2,000</b>

<b>Account No. 596700 - Training</b>					
<b>Sponsoring Department</b>		<b>Name</b>	<b>Description</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>
1	IT(9019)	TBD	Technical Training	\$ 19,000	\$ 19,000
2	IT(9019)	PluralSight	Technical Training	\$ 2,500	\$ 2,500
				<b>\$ 21,500</b>	<b>\$ 21,500</b>

<b>Account No. 860000 - IT Equipment &amp; Software</b>					
<b>Sponsoring Department</b>		<b>Name</b>	<b>Description</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>
1	IT(9019)			<b>\$ 287,000</b>	<b>\$ 1,040,000</b>

**CITY OF VERNON**  
**Light and Power**  
**Account No. 860000 - IT Equipment & Software**  
**2020-2021**

Account No. 860000 - Capital Outlays							
Equipment	Sponsoring Department	Vendor	Detailed Description	Vendor Type	FY2020 Budget	FY2021 Budget	
Software	IT(9019)	Insight	Microsoft Enterprise Agreement (3 years)	Market	-	-	
Equipment	IT(9019)	Dell	Servers	Market	-	-	
Software	Finance(1004)	Tyler Technologies	Eden Utility Billing System	Sole Source	-	-	
Software	HR(1026)	TBD	Scantron Software	Market	-	-	
Software	Health(1060)	TBD	Field Laptops	Market	17,000	-	
Software	CS(1040)	Lucity	Lucity GIS Integration	Sole Source	-	-	
Software	Fire(1033)	Angel City	Updating Fire Inspection Software	Sole Source	10,000	-	
Equipment	Fire(1033)	TBD	4 iPads for Fire	Market	-	-	
Software	Fire(1033)	TBD	PSTrax Software	Market	-	-	
Software	Fire(1033)	TBD	Video Software for Fire	Market	-	-	
Equipment	Fire(1033)	TBD	Rugg MDCs	Market	-	-	
Equipment	City Clerk(1003)	TBD	Worm Appliance for Document Compliance	Market	30,000	-	
Equipment	Fire(1033)	TBD	15 Tough Books and Docks	Market	100,000	-	
Software	Police(1031)	TBD	Informs NIBRS Software for Compliance	Market	130,000	130,000	
Software	Health(1060)	TBD	New Health Permitting System	Market	-	-	
Software	CS-BuildRegulations(1041)	Energov	Hardware, software, customization and migration	Market	-	900,000	
Software	HR(1026)	TBD	New ScanTron System	Market	-	10,000	
					<b>287,000</b>	<b>1,040,000</b>	

**CITY OF VERNON  
Budget Summary  
2020-2021**

**DEPARTMENT:  
055.9100 ENGINEERING**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	\$ 1,350,000	\$ -	\$ 1,350,000	\$ -	\$ (1,350,000)	\$ 1,350,000
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 1,114,091	\$ -	\$ 1,154,073	\$ 39,982	\$ (1,114,091)	\$ 1,154,073
<b>BENEFITS</b>	439,050	-	490,849	51,799	(439,050)	490,849
<b>SUPPLIES/SERVICES</b>	344,000	-	372,000	28,000	(344,000)	372,000
<b>TOTAL EXPENSES</b>	\$ 1,897,141	\$ -	\$ 2,016,922	\$ 119,781	\$ (1,897,141)	\$ 2,016,922
<b>CAPITAL</b>	9,675,000	-	9,395,000	(280,000)	(9,675,000)	9,395,000
Bond Proceeds			9,395,000			

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Administrative Assistant, Senior	1.00	\$ 66,657	\$ 69,330	\$ 2,673
Associate Electrical Engineer	1.50	288,338	187,160	(101,178)
Computer Aided Drafting Technician	-	56,152	-	(56,152)
Electric Engineering Technician	0.80	-	64,207	64,207
Electrical Engineer	3.00	321,237	464,834	143,597
Utilities Engineering Manager	0.70	123,803	128,767	4,964
Utilities Project Coordinator	1.00	145,704	151,539	5,835
Overtime		8,000	8,000	-
Payout (vacation and sick excess hours)		43,500	19,536	(23,964)
Stand-by		60,700	60,700	-
<b>DEPARTMENT TOTALS</b>	<b>8.00</b>	<b>\$ 1,114,091</b>	<b>\$ 1,154,073</b>	<b>\$ 39,982</b>

**CITY OF VERNON**  
**Fund 055 Department 9100 - L&P Fund Electrical Engineering**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.9100 ENGINEERING**

		A	B	C	C-A	B-A	C-B	
		FY2020 Budget	FY2020 Forecast	FY2021 Budget	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)	Comments
<b>REVENUES:</b>								
464000	Joint Pole Revenue	350,000	-	350,000	-	(350,000)	350,000	
450121	Construction Revenue	1,000,000	-	1,000,000	-	(1,000,000)	1,000,000	Rplanet Earth - Added Facilities Charges (To be received)
469300	Reserve Applied	-	-	-	-	-	-	Rplanet Earth - Added Facilities Charges (Already received)
<b>TOTAL REVENUES</b>		<b>1,350,000</b>	<b>-</b>	<b>1,350,000</b>	<b>-</b>	<b>(1,350,000)</b>	<b>1,350,000</b>	
<b>SALARIES</b>								
501010	Salaries - Regular	975,550	-	1,038,438	62,888	(975,550)	1,038,438	Allocation to Dept 8100.
	Salaries - Premiums	130,541	-	107,635	(22,906)	(130,541)	107,635	Union change in standby pay rotation through crew, USOP, vacation & sick excess payout.
501012	Salaries - O.T.	8,000	-	8,000	-	(8,000)	8,000	FY2016 Budget based on most recent 26 pay.
501020								
<b>TOTAL SALARIES</b>		<b>1,114,091</b>	<b>-</b>	<b>1,154,073</b>	<b>39,982</b>	<b>(1,114,091)</b>	<b>1,154,073</b>	
<b>BENEFITS</b>								
502020	Retirement	286,637	-	321,157	34,520	(286,637)	321,157	
502030	Insurance Premiums - Medical	136,259	-	152,958	16,699	(136,259)	152,958	
502060	FICA Taxes	16,154	-	16,734	580	(16,154)	16,734	
<b>TOTAL BENEFITS</b>		<b>439,050</b>	<b>-</b>	<b>490,849</b>	<b>51,799</b>	<b>(439,050)</b>	<b>490,849</b>	
<b>SUPPLIES/SERVICES</b>								
520000	Supplies	18,000	-	18,000	-	(18,000)	18,000	
520010	Supplies - IT	-	-	-	-	-	-	
540000	Uniforms	5,000	-	12,000	7,000	(5,000)	12,000	
560000	Utilities	500	-	500	-	(500)	500	
570000	Vehicle Expense	7,000	-	10,000	3,000	(7,000)	10,000	
590000	Repairs & Maintenance	-	-	-	-	-	-	
590110	Repair & Maintenance - IT	237,500	-	255,500	18,000	(237,500)	255,500	Software and liscencing for addiitonal equipment purchased
596200	Professional Services - Other	15,000	-	15,000	-	(15,000)	15,000	
596500	Travel	12,000	-	12,000	-	(12,000)	12,000	
596550	Memberships	2,000	-	2,000	-	(2,000)	2,000	

**CITY OF VERNON**  
**Fund 055 Department 9100 - L&P Fund Electrical Engineering**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.9100 ENGINEERING**

	A	B	C	C-A	B-A	C-B	
	FY2020	FY2020	FY2021	Increase	Increase	Increase	Comments
	Budget	Forecast	Budget	(Decrease)	(Decrease)	(Decrease)	
596600 Books & Publications	2,000	-	2,000	-	(2,000)	2,000	
596700 Training	45,000	-	45,000	-	(45,000)	45,000	Various software and utility practices
<b>TOTAL SUPPLIES/SERVICE</b>	<b>344,000</b>	<b>-</b>	<b>372,000</b>	<b>28,000</b>	<b>(344,000)</b>	<b>372,000</b>	
<b>TOTAL EXPENSES</b>	<b>1,897,141</b>	<b>-</b>	<b>2,016,922</b>	<b>119,781</b>	<b>(1,897,141)</b>	<b>2,016,922</b>	
<b>CAPITAL</b>							
<b>REVENUES</b>							
Grant Revenues							
Bond Proceeds			9,395,000				
<b>CAPITAL</b>							
860000 IT Equipment & Software	-	-	-	-	-	-	
900000 Capital Outlays	9,675,000	-	9,395,000	(280,000)	(9,675,000)	9,395,000	Scheduled capital projects
<b>TOTAL CAPITAL</b>	<b>9,675,000</b>	<b>-</b>	<b>9,395,000</b>	<b>(280,000)</b>	<b>(9,675,000)</b>	<b>9,395,000</b>	

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9100 - ELECTRICAL ENGINEERING**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 520000 - Supplies**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Staples Business Solutions	General offices supplies	2,000	2,000
2 Duron Business Forms	Perforated laser sheets forms	1,000	1,000
3 Graybar	General Supplies	2,000	2,000
4 Home Depot	General Supplies	3,000	3,000
5 ARC	General Supplies	3,000	3,000
6 Royal Wholesale	General Supplies	2,000	2,000
7 Walters Technology	General Supplies	3,000	3,000
8 Current Wholesale	General Supplies	2,000	2,000
		<b>\$ 18,000</b>	<b>\$ 18,000</b>

**Account No. 540000 - Uniforms**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Shoeteria	Steel toe shoes and boots for engineers	1,050	2,000
2 PPE	FR Gear for Field Inspection	5,000	10,000
		<b>\$ 6,050</b>	<b>\$ 12,000</b>

**Account No. 560000 - Utilities**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Engineering Division use of City utilities	500	500
		<b>\$ 500</b>	<b>\$ 500</b>

**Account No. 570000 - Vehicle Expense**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 City Vehicles	Engineering Pool and Utilities Engineering Manager Vehicle Maintenance and Fuel	7,000	10,000
		<b>\$ 7,000</b>	<b>\$ 10,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9100 - ELECTRICAL ENGINEERING**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 590110 - Repair & Maintenance IT**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Survalent Technology SCADA annual maintenance service	50,000	50,000
2	Digital Map Products CITY GIS map data services	75,000	75,000
3	Operation Technology ETAP upgrade & maintenance services	15,000	15,000
4	Xerox Xerox Corporation maintenance services	10,000	10,000
5	Milsoft Milsoft firmware maintenance	1,000	5,000
6	ETAP ETAP Support	25,000	25,000
7	CAISO Rig Maint/Support Rig		20,000
8	AutoCAD AutoCAD Annual Support	5,500	5,500
9	GIS - Updates, note pads Updates to GIS and purchase of field note pads	50,000	50,000
		<b>\$ 231,500</b>	<b>\$ 255,500</b>

**Account No. 596200 - Professional Services Other**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	SCJP Southern California Joint Pole services	15,000	15,000
		<b>\$ 15,000</b>	<b>\$ 15,000</b>

**Account No. 596500 - Travel**

Type	Event Name	FY2020 Budget	FY2021 Budget
1	City Employee Various travel expenses related to utility meetings EUSERC, G.O.95, IEEE, Joint Pole Committee	12,000	12,000
		<b>\$ 12,000</b>	<b>\$ 12,000</b>

**Account No. 596550 - Memberships**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	IEEE, EUSERC, GO 95, P.E., etc. Membership dues	2,000	2,000
		<b>\$ 2,000</b>	<b>\$ 2,000</b>

**CITY OF VERNON  
 FUND 055 - LIGHT & POWER  
 DEPARTMENT 9100 - ELECTRICAL ENGINEERING  
 SUPPLIES & SERVICES  
 2020-2021**

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 ANSI, IEEE and Technical Specs.	Engineering and technical articles and standards	2,000	2,000
		<b>\$ 2,000</b>	<b>\$ 2,000</b>

**Account No. 596700 - Training**

Type	Event Name	FY2020 Budget	FY2021 Budget
1 SCPPA, Fred Pryor, SCADA, e	City Employee training: Engineering, SCADA, Safety, system protection, and employee development	45,000	45,000
		<b>\$ 45,000</b>	<b>\$ 45,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9100 - ELECTRICAL ENGINEERING**  
**REVENUES**  
**2020-2021**

Account No. 464000 - Joint Pole Revenue			
Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 Joint Pole Association	Fees collected for attachments made to Vernon owned poles by ATT, LADWP, SCE and other communication companies	350,000	350,000
2 Lease Agreements	Pole Attachment Lease Agreements	-	-
		<b>\$ 350,000</b>	<b>\$ 350,000</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9100 - ELECTRICAL ENGINEERING**  
**CAPITAL**  
**2020-2021**

**Account No. 900000 - Capital Outlays**

Name	FY2020 Budget	FY2021 Budget
1 Engineering Support Contract Svcs (Leonis Transformer bank Replacement)	150,000	150,000
2 Leonis Substation Transformer Upgrades		
Bank No. 3 Conversion	-	-
Bank No. 4 Replacement	-	750,000
Bank No. 5 Replacement	1,300,000	750,000
Bank # 2 Replacement	1,000,000	-
Bank No. 1 Replacement	-	1,500,000
3 Engineering Support Contract Services (Vernon Aux Bank #6 & 7)	300,000	-
4 Vernon 66/7KV Bank #2 Replacement/Oil Containment	50,000	-
5 Vernon Substation Improvements, Aux 6&7 Replacement, UPS 1 & 2	50,000	1,100,000
6 Vernon Substation Relay replacement and Arc Flash Improvements	200,000	100,000
7 Relay replacement and Arc Flash Improvements at Ybarra Substation	100,000	20,000
8 Engineering Support Contract Services (New West substation)	200,000	-
9 Construction of a new West Side Substation	-	-
10 Construction of a new BNSF Substation	-	-
11 7 to 16 KV Voltage Conversion	1,500,000	500,000
12 54th Street 7KV rebuilt/Soto Street UG Improvements	700,000	-
13 Hi Voltage Cable Replacement - Vernon Substation Getaways	500,000	750,000
14 New electric system extensions and new customer connections	400,000	600,000
15 Department portion of 16 KV Consumer Substation Upgrades/R.P.E.	100,000	100,000
16 Street paving for Public Works due to V&G underground construction in the public right-of-way.	150,000	150,000
17 Distribution Capacitor Banks and Controls/Smart Grid/Reclosers	300,000	200,000
18 Underground Distribution Switch Replacement	100,000	100,000
19 SCADA and Communications System Network Management	100,000	500,000
20 Dist. System Improvements related to Frontage Improvements	200,000	200,000
21 Street Lighting - HPS Conversion to L.E.D.	200,000	200,000
22 Equipment purchases (transformers, switches)	500,000	500,000
23 Water Department Projects well sites and pumping stations	250,000	250,000
24 Deteriated Wood Pole Replacement	800,000	800,000
25 Leonis Substation Relay replacement and improvements	100,000	100,000
26 Leonis Substation Augmentation of 66 KV Relays	25,000	25,000
27 Vernon Substation Sync Check System	200,000	25,000
28 Vernon Substation and Ybarra Substation Digital Fault Recorders	200,000	25,000
<b>TOTAL</b>	<b>9,675,000</b>	<b>9,395,000</b>

**CITY OF VERNON**  
**Budget Summary**  
**2020-2021**

**DEPARTMENT:**  
**055.9200 RESOURCE PLANNING**

	A FY2020 Budget	B FY2020 Forecast	C FY2021 Budget	C-A Increase (Decrease)	B-A Increase (Decrease)	C-B Increase (Decrease)
<b>TOTAL REVENUES</b>	<b>\$ 33,719,362</b>	<b>\$ -</b>	<b>\$ 32,658,143</b>	<b>\$ (1,061,219)</b>	<b>\$ (33,719,362)</b>	<b>\$ 32,658,143</b>
<b>EXPENSES:</b>						
<b>SALARIES</b>	\$ 1,050,237	\$ -	\$ 685,441	\$ (364,796)	\$ (1,050,237)	\$ 685,441
<b>BENEFITS</b>	408,596	-	277,248	(131,348)	(408,596)	277,248
<b>SUPPLIES/SERVICES</b>	131,495,816	-	133,028,656	1,532,840	(131,495,816)	133,028,656
<b>TOTAL EXPENSES</b>	<b>\$ 132,954,649</b>	<b>\$ -</b>	<b>\$ 133,991,345</b>	<b>\$ 1,036,696</b>	<b>\$ (132,954,649)</b>	<b>\$ 133,991,345</b>
<b>CAPITAL</b>	-	-	-	-	-	-

<b>EMPLOYEE TITLE</b>	<b>FTE</b>	<b>Salaries Budget</b>	<b>Salaries Budget</b>	<b>Increase (Decrease)</b>
Associate Resource Scheduler	1.00	\$ 240,914	\$ 132,232	\$ (108,682)
Intergrated Resource Manager	-	257,972	-	(257,972)
Principal Resource Scheduler / Trader	2.00	307,259	349,779	42,520
Resource Planner	-	125,692	-	(125,692)
Settlement Analyst [0000]	1.00	-	102,432	102,432
Overtime		8,500	8,500	-
Payout (vacation and sick excess hours)		39,900	22,498	(17,402)
Stand-by		70,000	70,000	-
<b>DEPARTMENT TOTALS</b>	<b>4.00</b>	<b>\$ 1,050,237</b>	<b>\$ 685,441</b>	<b>\$ (364,796)</b>

**CITY OF VERNON**  
**Fund 055 Department 9200 - L&P Fund Resource Planning Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.9200 RESOURCE PLANNING**

	A	B	C	C-A	B-A	C-B	
	FY2020 Budget	FY2020 Forecast	FY2021 Budget	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)	Explanation
<b>REVENUES:</b>							
450011 Sale of Resource Adequacy capacity - Wholesale	3,137,694	-	4,841,583	1,703,889	(3,137,694)	4,841,583	The City has excess local resources adequacy capacity from
450015 RA Capacity Sales	-	-	-	-	-	-	
450022 Transportation Revenue- COV Retail	426,888	-	582,863	155,975	(426,888)	582,863	Transportation provided to Gas Fund.
450026 Natural Gas Sales - COV Retail	8,427,093	-	7,846,559	(580,534)	(8,427,093)	7,846,559	Market gas sold to Gas Fund, reflects lower gas prices from
450027 Natural Gas Sales - Prepaid/COV Retail	-	-	-	-	-	-	
450028 Natural Gas Sales - Prepaid/SMUD Wholesale	11,636,245	-	8,390,076	(3,246,169)	(11,636,245)	8,390,076	Reflects lower market prices from last year and contract
450030 ARB Allocated Allowance	5,997,775	-	6,358,033	360,258	(5,997,775)	6,358,033	ARB allocates free GHG allowances to load serving entities such as the City of Vernon to minimize the rate impact of
450031 Renewables Transactions	-	-	-	-	-	-	In order to align the accounting with the actual cash flow, this amount is netted with the cost of renewable energy purchases.
450340 Transmission Revenue	2,593,667	-	3,139,029	545,362	(2,593,667)	3,139,029	The City's Transmission Revenue Requirement is a pass-through of its transmission service contract costs with SCE and LADWP. The Budget reflects increased Transmission Revenue Requirement due to an increase in SCE's transmission service cost.
500162 Biomethane Option Agreement Settlement	1,500,000	-	1,500,000	-	(1,500,000)	1,500,000	The City and its biomethane suppliers entered into an Biomethane Option Agreement pursuant to which the suppliers sell the biomethane into the transportation market where its more profitable at this time and the City purchases cheaper renewable energy from the market. On a quarterly basis, the parties settle the results of the transactions and share the benefits resulting from the transactions. The budget reflects lower revenues received from settlement of the Biomethane Option Agreements due to the tightening of the market between the fuel and RINs prices.
<b>TOTAL REVENUES</b>	<b>33,719,362</b>	<b>-</b>	<b>32,658,143</b>	<b>(1,061,219)</b>	<b>(33,719,362)</b>	<b>32,658,143</b>	
<b>SALARIES</b>							
Salaries - Regular	865,391		529,616	(335,775)	(865,391)	529,616	Initial Budget cost of living and merit increase has been proposed. Staff reallocation
501010 Salaries - Premiums	176,346		147,325	(29,021)	(176,346)	147,325	Union change in standby pay rotation through crew, USOP, vacation & sick excess payout.
501012 Salaries - O.T.	8,500		8,500	-	(8,500)	8,500	FY2016 Budget based on most recent 26 pay.
<b>TOTAL SALARIES</b>	<b>1,050,237</b>	<b>-</b>	<b>685,441</b>	<b>(364,796)</b>	<b>(1,050,237)</b>	<b>685,441</b>	
<b>BENEFITS</b>							
502020 Retirement	266,793		174,083	(92,710)	(266,793)	174,083	Retirement contribution for Robin Tolmasoff included
502030 Insurance Premiums - Medical	126,575		93,226	(33,349)	(126,575)	93,226	
502060 FICA Taxes	15,228		9,939	(5,289)	(15,228)	9,939	
<b>TOTAL BENEFITS</b>	<b>408,596</b>	<b>-</b>	<b>277,248</b>	<b>(131,348)</b>	<b>(408,596)</b>	<b>277,248</b>	

**CITY OF VERNON**  
**Fund 055 Department 9200 - L&P Fund Resource Planning Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.9200 RESOURCE PLANNING**

		A	B	C	C-A	B-A	C-B	
		FY2020 Budget	FY2020 Forecast	FY2021 Budget	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)	Explanation
<b>SUPPLIES/SERVICES</b>								
500150	Energy	26,854,302		24,562,699	(2,291,603)	(26,854,302)	24,562,699	decreased cost of energy reflects various factors such as: decreased CAISO charges related to energy transactions due to market prices decrease for electricity and natural gas, increased PPTA payment to MGS owner due to annual price escalation, additional energy purchases due to expected load increase by Matheson and a small load increase projection for all other customers.
500154	Renewable Energy	6,811,206		9,040,612	2,229,406	(6,811,206)	9,040,612	The main difference in this year budget is the netting of revenues received from the CAISO for renewable energy scheduled into the tCAISO with the cost of renewable energy cost. Pursuant to the California RPS regulation, the annual compliance requirement increases every year. The City procures long-term and short term renewable energy contracts to comply with the requirement. The budget reflects the cost of three long-term renewable contracts that became effective starting January 2017 and the cost of additional short-term purchases to meet the cost of increased RPS compliance target. In addition, the City and its biomethane suppliers entered into an Biomethane Option Agreement pursuant to which the suppliers sell the biomethane into the transportation market where its more profitable at this time and the City purchases cheaper renewable energy from the market. The budget reflects the cost of renewable energy to replace the biomethane the City is not receiving at this time and the additional compliance requirement for the year. .
500160	Natural Gas Expense	28,668,116		26,237,607	(2,430,509)	(28,668,116)	26,237,607	decreased cost of natural gas reflects lower natural gas prices the market is currently trading for the upcoming year compared to the prior year.
500162	Biomethane Fuel	(2,500,000)		-	2,500,000	2,500,000	-	The City and its biomethane suppliers entered into an Biomethane Option Agreement pursuant to which the suppliers sell the biomethane into the transportation market where its more profitable at this time and the City purchases cheaper renewable energy from the market. The City plans to exercise the Biomethane Option Agreement for the upcoming year. The budget reflects no delivery of biomethane in the upcoming year. The renewable energy budget reflects additional purchases to replace the biomethane fuel that will not be delivered in the upcoming years.

**CITY OF VERNON**  
**Fund 055 Department 9200 - L&P Fund Resource Planning Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.9200 RESOURCE PLANNING**

		A	B	C	C-A	B-A	C-B	
		FY2020 Budget	FY2020 Forecast	FY2021 Budget	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)	Explanation
500163	Greenhouse Gas Cost	3,990,418		4,269,393	278,975	(3,990,418)	4,269,393	In order to comply with the California Global Warming Solutions Act of 2006 (AB 32) requirements for electricity generated from fossil fuels and un-specified energy imported into California from out-of-State, the City purchases greenhouse gas credits for MGS and for imported power. The budget for the upcoming reflects staffs expectation of lower generation from MGS and a decrease in imported power needs. However, due to approximately 7% annual increase in the cost of GHG credit prices, the budget is slightly higher than the prior year.
500170	Transmission - Firm	17,014,674		16,630,193	(384,481)	(17,014,674)	16,630,193	SCE transmission service rates have decreased while the CAISO transmission access charge have increased from the prior year. The Budget reflects the SCE charges and increased transmission access charge by the CAISO.
500180	Capacity	46,820,978		47,884,660	1,063,681	(46,820,978)	47,884,660	Decreased budget reflects lower capacity cost due to the termination of the Hoover Contract for Difference (CFD) between the City and Bcent effective September 30, 2017.
500190	Ancillary Services	758,298		745,878	(12,420)	(758,298)	745,878	California's push for higher RPS requirement have lead to a surplus of generation, mostly from solar and wing, during certain hours of the day. As a result, the cost of ancillary services has been increasing as more and more flexible resources are needed to standby to replace intermittent resources such as solar and wind. The budget reflects higher ancillary service requirement due to increased load (primarily Matheson) and higher prices for ancillary service due to the surplus renewables energy generation.
500210	Grid Management Charges	746,389		806,826	60,437	(746,389)	806,826	
500240	Ferc Filing Charges	74,763		141,821	67,058	(74,763)	141,821	
500260	Dispatching Inter	17,100		7,108	(9,992)	(17,100)	7,108	
520000	Supplies	4,410		4,200	(210)	(4,410)	4,200	
550000	Advertisement & Promotion	1,000		1,000	-	(1,000)	1,000	
550022	Natural Gas Transportation Costs	1,605,468		1,949,148	343,681	(1,605,468)	1,949,148	Souther California Gas Company gas transportation rate is higher than the previous year.
560010	Utilities - IT	-		10,000	10,000	-	10,000	
590000	Repair & Maintenance	10,848		10,848	-	(10,848)	10,848	
590110	Repair & Maintenance IT	-		-	-	-	-	Budgeting for IT supplies and services is moved to IT department
593200	Professional Services - Legal	150,000		350,000	200,000	(150,000)	350,000	
595200	Professional Services - Technical				-	-	-	

**CITY OF VERNON**  
**Fund 055 Department 9200 - L&P Fund Resource Planning Department**  
**Budget Detail**  
**2020-2021**

**DEPARTMENT:**  
**055.9200 RESOURCE PLANNING**

		A	B	C	C-A	B-A	C-B	
		FY2020 Budget	FY2020 Forecast	FY2021 Budget	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)	Explanation
596200	Professional Services - Other	443,850		352,666	(91,184)	(443,850)	352,666	Budget decreased due to a delay of additional software services for on-going IRP administration. It also reflects annual escalatio to the Settlecore services for energy settlement and reporting software services.
596500	Travel	9,996		9,996	-	(9,996)	9,996	
596550	Membership Dues	2,000		2,000	-	(2,000)	2,000	
596600	Books & Publications	2,004		2,004	-	(2,004)	2,004	
596700	Training	9,996		9,996	-	(9,996)	9,996	
596706	Electric Rebate Program	-		-	-	-	-	
<b>TOTAL SUPPLIES/SERVICES</b>		<b>131,495,816</b>	<b>-</b>	<b>133,028,656</b>	<b>1,532,840</b>	<b>(131,495,816)</b>	<b>133,028,656</b>	
<b>TOTAL EXPENDITURES</b>		<b>132,954,649</b>	<b>-</b>	<b>133,991,345</b>	<b>1,036,696</b>	<b>(132,954,649)</b>	<b>133,991,345</b>	
<b>CAPITAL</b>								
900000	Capital Outlays	-	-	-	-	-	-	
<b>TOTAL CAPITAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9200 - RESOURCE PLANNING**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 500150 - Energy**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1 MGS	MGS Energy Payment (PPTA)	\$3,742,917	\$3,356,115
2 Palo Verde	Palo Verde variable cost component	879,445	918,810
3 Hoover	Hoover Energy Cost- CES Credit	334,360	250,891
4 MGS Heat Rate Bonus	MGS Heat Rate Bonus	300,000	360,000
5	<b>WSPP FIRM ENERGY PURCHASES</b>		
6 WSPP Purchase	Market Purchase / Balance of Load	19,077,412	17,071,904
7 WSPP Purchase	Market Purchase / Variable	-	
8 CAISO	ISO MISC Charges	2,520,168	2,604,979
		<u>\$26,854,302</u>	<u>24,562,699</u>

**Account No. 500154 - Renewable Energy Credit**

Name	Detailed Description	FY2020 Amount	FY2021 Budget
1 WSPP Purchase	Renewable Energy credit	-	-
2 Renewable Contracts /WSPP Purchase	Renewable Energy less CAISO Credits	6,811,206	9,040,612
		<u>6,811,206</u>	<u>9,040,612</u>

**Account No. 500160 - Natural Gas Expense**

Name	Detailed Description	FY2020 Amount	FY2021 Budget
1 Malburg Generating Station, Gas Retail	Gas purchases for MGS and H. Gonzales Turbine, Gas Retail	\$20,241,023	18,391,048
2 Retail Gas	Gas purchases for Gas Retail	8,427,093	7,846,559
		<u>28,668,116</u>	<u>26,237,607</u>

**Account No. 500162 - Biomethane Fuel**

Name	Detailed Description	FY2020 Amount	FY2021 Amount
1 Element Markets/ Clean Energy	Biomethane Fuel	(2,500,000)	-
		<u>(2,500,000)</u>	<u>-</u>

**Account No. 500163 - Greenhouse Gas Cost**

Name	Detailed Description	FY2020 Amount	FY2021 Budget
1 MGS / Imported Energy	Greenhouse Gas Cost	3,990,418	4,269,393
		<u>3,990,418</u>	<u>4,269,393</u>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9200 - RESOURCE PLANNING**  
**SUPPLIES & SERVICES**  
**2020-2021**

<b>Account No. 500170 - Transmission Firm</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Amount</b>	<b>FY2021 Budget</b>
1	CAISO	Transmission Access Charge	13,885,932	13,885,932
2	SCE	Mead-Laguna Bell	1,798,742	1,516,320
3	SCE	Victorville-Lugo-Vernon	759,132	641,520
4	SCE	Laguna-Bell Interconnection	296,028	296,028
5	LADWP	Adelanto to Midpoint VV-Lugo	262,440	265,064
		SCE Added Facilities Charge (MGS RTU, Tri-Gas) -Interconection		10,200
6	Cal-PX	Cal-Px wind-up cost	12,400	\$15,128.64
			<b>17,014,674</b>	<b>16,630,193</b>

<b>Account No. 500180 - Capacity</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Amount</b>	<b>FY2021 Budget</b>
1	MGS	MGS Capacity Payment (PPTA)	43,158,720	44,331,537
2	Hoover	Hoover Capacity Cost-CES Credit	334,360	369,122
3	Hoover			
4	Hoover	Hoover -Uprating Credit Payment- CFD	-	
5	Palo Verde	Palo Verde Capacity (minimum cost)	3,227,898	3,084,000
6	SCPPA	SCPPA - Project stabilization Fund	100,000	100,000
			<b>46,820,978</b>	<b>47,884,660</b>

<b>Account No. 500190 - Ancillary Services</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Amount</b>	<b>FY2021 Budget</b>
1	CAISO	Spinning Reserve, non-spinning reserve, regulation up, regulation down, replacement reserve	758,298	745,878
			<b>758,298</b>	<b>745,878</b>

<b>Account No. 500210 - Grid Management Charges</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Amount</b>	<b>FY2021 Budget</b>
1	CAISO	CAISO GRID MANAGEMENT CHARGE	746,389	806,826
			<b>746,389</b>	<b>806,826</b>

<b>Account No. 500240 - Ferc Filing Charges</b>				
	<b>Name</b>	<b>Detailed Description</b>	<b>FY2020 Amount</b>	<b>FY2021 Budget</b>
1	CAISO	ISO - FERC FEES		
2	CAISO	ISO - NERC/WECC FEES	74,763	141,821
			<b>74,763</b>	<b>141,821</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9200 - RESOURCE PLANNING**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 500260 - Dispatching Inter**

	Name	Detailed Description	FY2020 Amount	FY2021 Budget
1	DWP	Scheduling & Dispatching Fee -DWP and SCE Interconnections	17,100	7,108
			<u>17,100</u>	<u>7,108</u>

**Account No. 520000 - Supplies**

	Name	Detailed Description	FY2020 Amount	FY2021 Budget
1	Staples	Department Supplies and Services General purchases from staples for pens, pencils, binders, paper clips, writing pads, markers, etc.	4,410	4,200
			<u>4,410</u>	<u>4,200</u>

**Account No. 550000 - Advertisement & Promotion**

	Name	Detailed Description	FY2020 Amount	FY2021 Budget
1	Vernon Sun Newspaper or Other	Advertisement (Rates, TRBAA, etc..)	1,000	1,000
			<u>1,000</u>	<u>1,000</u>

**Account No. 560010 - Utilities IT**

	Name	Detailed Description	FY2020 Amount	FY2021 Budget
1	AT&T One Net	Telecommunication Charges	-	5,000
2	AT&T Business	Telecommunication Charges	-	5,000
			<u>-</u>	<u>10,000</u>

**Account No. 550022 - Natural Gas Transportation Cost**

	Name	Detailed Description	FY2020 Amount	FY2021 Budget
1	SoCal Gas Company	Gas Transportation, MGS, and Gas Transportation, H. Gonzales Units, Ret	1,605,468	1,949,148
			<u>1,605,468</u>	<u>1,949,148</u>

**Account No. 593200- Legal**

	Name	Detailed Description	FY2020 Amount	FY2021 Budget
1	Specialized Legal Services	Legal Services	150,000	350,000
			<u>150,000</u>	<u>350,000</u>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9200 - RESOURCE PLANNING**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 590000 - Repair & Maintenance**

		Detailed Description	FY2020 Amount	FY2021 Budget
1	City of Vernon	City allocated cost	10,848	10,848
			<b>10,848</b>	<b>10,848</b>

**Account No. 590110 - Repair & Maintenance IT**

		Detailed Description	FY2020 Amount	FY2021 Budget
1	Stancil	Stancil Recording Maintenance <b>(Moved to 055.9200.596200)</b>	-	-
2	Settlecore	Settlecore Service Software <b>(Moved to 055.9200.596200)</b>	-	-
			-	-

**Account No. 595200 - Professional Services Technical**

	Name	Detailed Description	FY2020 Amount	FY2021 Budget
1	To be bid	Cost of Service and Rate Design		
2	To be bid	IRP Services		
			-	-

**Account No. 596200 - Professional Services Other**

	Name	Detailed Description	FY2020 Amount	FY2021 Budget
1	ICE	ICE	15,300	15,453
2	Bloomberg	Bloomberg (Resource & Finance terminal)	24,972	25,726
3	NGI	NGI	8,000	8,160
4	Open Access	Open Access Technology	9,862	10,137
5	Settlecore	Settlement service software	122,500	126,710
6	Stancil	recording device service	4,800	4,896
7	to be bid	IRP Valuation Software	100,000	
8	SCPPA Charges	Various SCPPA Service	158,416	161,584
			<b>443,850</b>	<b>352,666</b>

**Account No. 596500 - Travel**

	Type	Event Name	FY2020 Amount	FY2021 Budget
1	CEC/CAISO/SCPPA	CEC Workshops, ISO, SCPPA, CMUA, Hoover	9,996	9,996
			<b>9,996</b>	<b>9,996</b>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9200 - RESOURCE PLANNING**  
**SUPPLIES & SERVICES**  
**2020-2021**

**Account No. 596550 - Membership Dues**

Name	Detailed Description	FY2020 Amount	FY2021 Budget
1 Various	Membership Dues	2,000	2,000
		<u>2,000</u>	<u>2,000</u>

**Account No. 596600 - Books & Publications**

Name	Detailed Description	FY2020 Amount	FY2021 Budget
1 NGL Service, technical books	Books and Publications	2,004	2,004
		<u>2,004</u>	<u>2,004</u>

**Account No. 596700 - Training**

Type	Detailed Description	FY2020 Amount	FY2021 Budget
1 CAISO/SCPPA	Training (Gas and Power Trading, ISO Market design)	9,996	9,996
		<u>9,996</u>	<u>9,996</u>

**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9200 - RESOURCE PLANNING**  
**REVENUES**  
**2020-2021**

**Account No. 450011 - Sale of Electricity Wholesale**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Resource Adequacy Capac Wholesale sales of excess local resource adequacy capacity	1,020,000	3,000,000
	Ancillary Services Wholesale sales	1,720,237	1,245,011
	Congestion Revenues Congestion Revenue Right (CRR Settlements)	397,457	596,572
		<u>3,137,694</u>	<u>4,841,583</u>

**Account No. 450031 - RPS Pass-Through**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
CAISO	Revenues for renewable energy scheduled into the CAISO grid	-	-
		<u>-</u>	<u>-</u>

**Account No. 450340 - Transmission Revenue**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	CAISO Transmission Revenue Requirement	2,593,667	\$3,139,029
		<u>2,593,667</u>	<u>3,139,029</u>

**Account No. 450030 - ARB Allocated Allowance**

Name	Detailed Description	FY2020 Budget	FY2021 Budget
1	Air Resource Board ARB from the sale of freely allocated allowances	5,997,775	\$6,358,033
		<u>5,997,775</u>	<u>6,358,033</u>

**Account No.500162 Biomethane Option Agreement Settlement**

	Element Markets /Clean En Biomethane option agreement settlement	<u>1,500,000</u>	<u>1,500,000</u>
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**CITY OF VERNON**  
**FUND 055 - LIGHT & POWER**  
**DEPARTMENT 9200 - RESOURCE PLANNING**  
**REVENUES**  
**2020-2021**

**Account No. 450022 - Transportation Revenue - COV Retail**

Detailed Description		FY2020 Budget	FY2021 Budget
COV Gas Retail	Transportation Revenue - COV Retail	426,888	582,863
		<u>426,888</u>	<u>582,863</u>

**Account No. 450026 - Natural Gas Sales -COV Retail**

Detailed Description		FY2020 Budget	FY2021 Budget
COV Gas Retail	Natural Gas Sales - COV Retail	8,427,093	7,846,559
		<u>8,427,093</u>	<u>7,846,559</u>

**Account No. 450027 - Natural Gas Sales - Prepaid/COV Retail**

Detailed Description		FY2020 Budget	FY2021 Budget
COV Gas Retail	Natural Gas Sales - Prepaid/COV Retail	-	-
		<u>-</u>	<u>-</u>

**Account No. 450028 - Prepaid/SMUD Wholesale**

Detailed Description		FY2020 Budget	FY2021 Budget
SMUD	Prepaid/SMUD Wholesale	11,636,245	8,390,076
		<u>11,636,245</u>	<u>8,390,076</u>

**CITY OF VERNON  
GENERAL FUND FY 2020-21  
BUDGET SUMMARY**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Revenue	62,462,694	60,611,009	(1,851,685)	-2.96%
Other (grants)	-	250,000	250,000	
Total Available Resources	62,462,694	60,861,009	(1,601,685)	
Expenditures	<u>59,613,142</u>	<u>61,301,834</u>	<u>1,688,692</u>	2.83%
Revenues in excess (under)	2,849,552	(440,825)	(3,290,377)	

**REVENUE**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Property Taxes	4,743,626	5,289,751	546,125	11.51%
Parcel Taxes	13,971,036	14,321,034	349,998	2.51%
Sales and Use	7,854,000	8,250,000	396,000	5.04%
Utility Users Tax	12,000,000	11,016,000	(984,000)	-8.20%
Business License Tax	6,000,000	4,768,500	(1,231,500)	-20.53%
Other Taxes	115,008	115,008	-	0.00%
License and Permits	2,322,627	1,831,367	(491,260)	-21.15%
Other Government Revenue	4,349,250	3,706,820	(642,430)	-14.77%
Charges for Service	1,286,499	1,348,724	62,225	4.84%
Fines & Forfeitures	200,038	199,788	(250)	-0.12%
Investment Income	85,000	86,700	1,700	2.00%
Other Revenue	944,084	943,455	(629)	-0.07%
In-lieu Tax	4,925,975	4,995,000	69,025	1.40%
Overhead allocation	3,665,551	3,738,862	73,311	2.00%
Federal/State Assistance	-	250,000	250,000	0.00%
Reserve Applied	(2,849,552)	440,825	3,290,377	-115.47%
<b>Total Revenue</b>	<b>59,613,142</b>	<b>61,301,834</b>	<b>1,688,692</b>	<b>2.83%</b>

**EXPENDITURES**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Salaries & Benefits	35,485,257	35,175,051	(310,206)	-0.87%
Maintenance and Operations	18,214,885	19,794,423	1,579,538	8.67%
Capital Projects & Equipment	5,913,000	6,332,360	419,360	7.09%
<b>Total Expenditures</b>	<b>59,613,142</b>	<b>61,301,834</b>	<b>1,688,692</b>	<b>2.83%</b>

**SALARIES & BENEFITS**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Salaries	21,201,227	20,313,102	(888,125)	-4.19%
PERS	8,181,829	7,964,965	(216,864)	-2.65%
Fringe	6,102,201	6,896,984	794,783	13.02%
<b>Total Salaries &amp; Benefits</b>	<b>35,485,257</b>	<b>35,175,051</b>	<b>(310,206)</b>	<b>-0.87%</b>

**CITY OF VERNON  
WATER FUND FY 2020-21  
BUDGET SUMMARY**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Revenue	10,073,244	17,933,062	7,859,818	78.03%
Transfers In	-	-	-	
<b>Total Available Resources</b>	<b>10,073,244</b>	<b>17,933,062</b>	<b>7,859,818</b>	
<b>Expenditures</b>	<b>18,047,462</b>	<b>16,318,452</b>	<b>(1,729,010)</b>	<b>-9.58%</b>
Revenues in excess (under)	(7,974,218)	1,614,610	9,588,828	

**REVENUE**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Charges for Service	8,573,244	10,556,377	1,983,133	23.13%
Proceeds from Long-Term Debt	1,500,000	7,376,685	5,876,685	391.78%
Reserves Applied	-	(1,614,610)	(1,614,610)	0.00%
<b>Total Revenue</b>	<b>10,073,244</b>	<b>16,318,452</b>	<b>6,245,208</b>	<b>62.00%</b>

**EXPENDITURES**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Salaries & Benefits	2,205,476	2,260,153	54,677	2.48%
Maintenance and Operations	7,589,986	6,681,614	(908,372)	-11.97%
Capital Projects & Equipment	8,252,000	7,376,685	(875,315)	-10.61%
<b>Total Expenditures</b>	<b>18,047,462</b>	<b>16,318,452</b>	<b>(1,729,010)</b>	<b>-9.58%</b>

**SALARIES & BENEFITS**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Salaries	1,511,156	1,525,769	14,613	0.97%
PERS	429,985	455,416	25,431	5.91%
Fringe	264,335	278,968	14,633	5.54%
<b>Total Salaries &amp; Benefits</b>	<b>2,205,476</b>	<b>2,260,153</b>	<b>54,677</b>	<b>2.48%</b>

**CITY OF VERNON  
ELECTRIC FUND FY 2020-21  
BUDGET SUMMARY**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Revenue	222,206,778	227,848,352	5,641,574	2.54%
Transfers In	-	-	-	
Total Available Resources	<u>222,206,778</u>	<u>227,848,352</u>	<u>5,641,574</u>	
Expenditures	<u>231,514,775</u>	<u>221,738,061</u>	<u>(9,776,714)</u>	-4.22%
Revenues in excess (under)	(9,307,997)	6,110,291	15,418,288	

**REVENUE**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Charges for Service	221,206,778	217,453,352	(3,753,426)	-1.70%
Proceeds from Long-Term Debt	-	9,395,000	9,395,000	0.00%
Investment Income	1,000,000	1,000,000	-	0.00%
Reserves Applied	-	(6,110,291)	(6,110,291)	0.00%
<b>Total Revenue</b>	<b><u>222,206,778</u></b>	<b><u>221,738,061</u></b>	<b><u>(468,717)</u></b>	<b><u>-0.21%</u></b>

**EXPENDITURES**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Salaries & Benefits	8,431,654	8,643,070	211,416	2.51%
Maintenance and Operations	212,147,121	202,387,991	(9,759,130)	-4.60%
Capital Projects & Equipment	10,936,000	10,707,000	(229,000)	-2.09%
<b>Total Expenditures</b>	<b><u>231,514,775</u></b>	<b><u>221,738,061</u></b>	<b><u>(9,776,714)</u></b>	<b><u>-4.22%</u></b>

**SALARIES & BENEFITS**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Salaries	6,054,781	6,118,174	63,393	1.05%
PERS	1,513,418	1,606,601	93,183	6.16%
Fringe	863,455	918,295	54,840	6.35%
<b>Total Salaries &amp; Benefits</b>	<b><u>8,431,654</u></b>	<b><u>8,643,070</u></b>	<b><u>211,416</u></b>	<b><u>2.51%</u></b>

**CITY OF VERNON  
GAS FUND FY 2020-21  
BUDGET SUMMARY**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Revenue	14,081,125	14,133,775	52,650	0.37%
Transfers In	-	-	-	
Total Available Resources	14,081,125	14,133,775	52,650	
Expenditures	14,638,215	13,962,225	(675,990)	-4.62%
Revenues in excess (under)	(557,090)	171,550	728,640	

**REVENUE**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Charges for Service	14,081,125	14,133,775	52,650	0.37%
Reserves Applied	-	(171,550)	(171,550)	0.00%
<b>Total Revenue</b>	<b>14,081,125</b>	<b>13,962,225</b>	<b>(118,900)</b>	<b>-0.84%</b>

**EXPENDITURES**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Salaries & Benefits	819,948	1,011,332	191,384	23.34%
Maintenance and Operations	12,693,267	12,680,893	(12,375)	-0.10%
Capital Projects & Equipment	1,125,000	270,000	(855,000)	-76.00%
<b>Total Expenditures</b>	<b>14,638,215</b>	<b>13,962,225</b>	<b>(675,991)</b>	<b>-4.62%</b>

**SALARIES & BENEFITS**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Salaries	577,531	700,445	122,914	21.28%
PERS	150,697	193,455	42,758	28.37%
Fringe	91,720	117,432	25,712	28.03%
<b>Total Salaries &amp; Benefits</b>	<b>819,948</b>	<b>1,011,332</b>	<b>191,384</b>	<b>23.34%</b>

**CITY OF VERNON  
FIBER OPTIC FUND FY 2020-21  
BUDGET SUMMARY**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Revenue	983,220	700,000	(283,220)	-28.81%
Transfers In	-	-	-	
Total Available Resources	<u>983,220</u>	<u>700,000</u>	<u>(283,220)</u>	
Expenditures	<u>673,084</u>	<u>731,837</u>	<u>58,753</u>	8.73%
Revenues in excess (under)	310,136	(31,837)	(341,973)	

**REVENUE**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Charges for Service	983,220	700,000	(283,220)	-28.81%
Reserves Applied	-	31,837	31,837	0.00%
<b>Total Revenue</b>	<b><u>983,220</u></b>	<b><u>731,837</u></b>	<b><u>(251,383)</u></b>	<b><u>-25.57%</u></b>

**EXPENDITURES**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Salaries & Benefits	98,898	107,651	8,753	8.85%
Maintenance and Operations	324,186	324,186	-	0.00%
Capital Projects & Equipment	250,000	300,000	50,000	20.00%
<b>Total Expenditures</b>	<b><u>673,084</u></b>	<b><u>731,837</u></b>	<b><u>58,753</u></b>	<b><u>8.73%</u></b>

**SALARIES & BENEFITS**

	<u>19-20</u>	<u>20-21</u>	<u>Difference</u>	<u>% change</u>
Salaries	68,097	72,238	4,141	6.08%
PERS	19,203	22,354	3,151	16.41%
Fringe	11,598	13,059	1,461	12.60%
<b>Total Salaries &amp; Benefits</b>	<b><u>98,898</u></b>	<b><u>107,651</u></b>	<b><u>8,753</u></b>	<b><u>8.85%</u></b>



**CITY OF VERNON  
EXPENDITURE BUDGET  
2020-2021**

DEPARTMENT	FY2021 SALARIES	FY2021 BENEFITS	FY2021 SUPPLIES/ SERVICES	FY2021 CAPITAL OUTLAY	FY2021 TOTAL
CITY COUNCIL	\$ 152,217	\$ 67,671	\$ 39,984	\$ -	\$ 259,872
CITY ADMINISTRATION	596,747	259,838	128,371	-	984,956
CITY ATTORNEY	309,480	170,989	653,500	-	1,133,969
CITY CLERK	348,548	155,152	92,500	-	596,200
FINANCE	1,310,506	602,019	1,194,835	-	3,107,360
HUMAN RESOURCES	645,646	3,513,573	403,890	-	4,563,109
COMMUNITY PROMOTION	-	-	500,000	-	500,000
COMMUNITY DEVELOPMENT	-	-	500,000	-	500,000
INFORMATION TECHNOLOGY	701,848	309,639	1,425,474	1,040,000	3,476,961
<b>SUB-TOTAL ADMIN</b>	<b>4,064,992</b>	<b>5,078,881</b>	<b>4,938,554</b>	<b>1,040,000</b>	<b>15,122,427</b>
HEALTH/ENVIRONMENTAL CTRL	769,208	380,367	341,200	-	1,490,775
<b>SUB-TOTAL HEALTH</b>	<b>769,208</b>	<b>380,367</b>	<b>341,200</b>	<b>-</b>	<b>1,490,775</b>
POLICE	7,079,452	4,446,725	442,526	272,200	12,240,903
FIRE	4,310,568	2,818,869	10,319,773	1,780,160	19,229,370
<b>SUB-TOTAL SAFETY</b>	<b>11,390,020</b>	<b>7,265,594</b>	<b>10,762,299</b>	<b>2,052,360</b>	<b>31,470,273</b>
ADMIN-ENGR-PLANNING	1,832,047	919,931	1,660,180	1,730,000	6,142,158
BUILDING DEPARTMENT	592,942	278,025	738,250	-	1,609,217
PUBLIC WORKS	443,059	277,541	5,840	-	726,440
INDUSTRIAL DEVELOPMENT	-	-	51,480	-	51,480
CITY GARAGE	338,590	178,867	274,500	60,000	851,957
CITY WAREHOUSE	323,113	197,223	10,950	95,000	626,286
CITY HOUSING	163,181	94,028	134,200	205,000	596,409
CITY BUILDINGS	395,950	191,492	876,970	1,150,000	2,614,412
<b>SUB-TOTAL COMM SER</b>	<b>4,088,882</b>	<b>2,137,107</b>	<b>3,752,370</b>	<b>3,240,000</b>	<b>13,218,359</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 20,313,102</b>	<b>\$ 14,861,949</b>	<b>\$ 19,794,423</b>	<b>\$ 6,332,360</b>	<b>\$ 61,301,834</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 20,313,102</b>	<b>\$ 14,861,949</b>	<b>\$ 19,794,423</b>	<b>\$ 6,332,360</b>	<b>\$ 61,301,834</b>
RDA OBLIGATION RETIREMENT FUND	-	-	5,911,113	-	5,911,113
<b>UTILITIES</b>					
<u>WATER FUND</u>					
WATER OPERATIONS	1,525,769	734,384	6,681,614	7,376,685	16,318,452
RECYCLED WATER	-	-	-	-	-
<b>SUB-TOTAL WATER</b>	<b>1,525,769</b>	<b>734,384</b>	<b>6,681,614</b>	<b>7,376,685</b>	<b>16,318,452</b>
<u>LIGHT &amp; POWER</u>					
FIELD OPERATIONS	703,244	260,123	512,728	687,000	2,163,095
SYSTEM DISPATCH	1,907,683	713,185	825,214	65,000	3,511,082
STATION A	-	-	808,045	115,000	923,045
TRANS/DISTRIBUTION	-	-	8,127,432	-	8,127,432
BUILDING MAINTENANCE	62,884	44,192	298,000	235,000	640,076
CUSTOMER SERVICE	351,079	184,687	368,800	120,000	1,024,566
ADMINISTRATION	1,214,550	539,607	57,332,116	90,000	59,176,273
ELECTRICAL ENGINEERING	1,154,073	490,849	372,000	9,395,000	11,411,922
RESOURCE MANAGEMENT	685,441	277,248	133,028,656	-	133,991,345
ENERGY MANAGEMENT	39,220	15,005	715,000	-	769,225
<b>SUB-TOTAL L &amp; P</b>	<b>6,118,174</b>	<b>2,524,896</b>	<b>202,387,991</b>	<b>10,707,000</b>	<b>221,738,061</b>
<b>GAS</b>	<b>700,445</b>	<b>310,887</b>	<b>12,680,893</b>	<b>270,000</b>	<b>13,962,225</b>
<b>FIBER-OPTICS</b>	<b>72,238</b>	<b>35,413</b>	<b>324,186</b>	<b>300,000</b>	<b>731,837</b>
<b>TOTAL UTILITIES</b>	<b>8,416,626</b>	<b>3,605,580</b>	<b>222,074,683</b>	<b>18,653,685</b>	<b>252,750,574</b>
<b>GRAND TOTAL</b>	<b>\$ 28,729,728</b>	<b>\$ 18,467,529</b>	<b>\$ 247,780,219</b>	<b>\$ 24,986,045</b>	<b>\$ 319,963,521</b>

**CITY OF VERNON  
ESTIMATED REVENUES  
2020-2021**

Object	FY2021
<b>GOVERNMENTAL FUND TYPES</b>	
<u>GENERAL FUND</u>	
400110 SECURED PROPERTY TAX-CURRENT	\$ 4,440,918
400210 PRIOR YEAR SECURED	\$ (8,831)
400310 REAL PROPERTY TRANSFER TAX	\$ 242,299
400311 BNSF	\$ 624,792
400500 PROPERTY TAX-INTEREST & PENALTIES	\$ 7,728
400610 PROP "A" FUNDS	\$ 4,340
400630 PROP "C" FUNDS	\$ 3,600
400700 HOMEOWNERS' PROPERTY TAX EXEMPTION	\$ 17,221
400820 PUBLIC SAFETY AUGMENTATION FUND	\$ 1,877
400900 PARCEL TAXES - WAREHOUSE	\$ 12,125,874
400950 PARCEL TAXES - SAFETY	\$ 2,195,162
401000 UTILITY USERS TAX	\$ 11,016,000
401200 SALES AND USE TAX	\$ 8,250,000
401205 MEASURE W LOCAL RETURN (STORMWATER)	\$ 940,000
401206 MEASURE R LOCAL RETURN	\$ 2,700
401207 MEASURE M LOCAL RETURN	\$ 3,060
401208 ROAD MAINTENANCE AND REHAB - SB1	\$ 3,459
401209 TDA ARTICLE 3	\$ 5,000
401600 ADMINISTRATIVE FEES - SB2557	\$ (36,252)
401650 STATE FEE - SB1186	\$ 1,100
407500 GAS TAX 2103	\$ 1,783
407510 GAS TAX 2105	\$ 1,163
407600 GAS TAX 2106	\$ 5,487
407700 GAS TAX 2107	\$ 1,527
407800 GAS TAX 2107.5	\$ 1,000
410100 BUSINESS LICENSES	\$ 4,768,500
410210 BUILDING PERMITS	\$ 769,650
410211 FIRE PERMIT FEES	\$ 22,500
410212 ALARM PERMITS	\$ 11,690
410240 PUBLIC HEALTH PERMITS	\$ 325,000
410250 HEALTH PERMIT LATE FEES	\$ 3,000
410260 CUPA PERMIT FEES	\$ 600,000
410265 CUPA PERMIT LATE FEES	\$ 6,000
410270 FILMING PERMITS	\$ 2,500
410271 SPECIAL EVENT PERMIT FEES	\$ 600
410280 CONDITIONAL USE PERMITS	\$ 13,927
410290 ISSUANCE FEE	\$ 19,000
410300 FRANCHISES AND AGREEMENTS	\$ 115,008
410310 SOLID WASTE FRANCHISE FEES	\$ 1,200,000
410320 SOLID WASTE FRANCHISE LATE FEES	\$ 5,000
410400 CLOSURE REVIEW FEES	\$ 2,500
410410 PLAN CHECK REVIEW FEES	\$ 20,000
410416 CUPA PLAN CHECK REVIEW FEES	\$ 5,000
410420 CALARP REVIEW FEES	\$ 5,000
410430 ANNUAL BUSINESS FIRE INSPECTION	\$ 100,000
410460 ANNUAL BUSINESS FIRE RE-INSPECITON	\$ 1,500

**CITY OF VERNON  
ESTIMATED REVENUES  
2020-2021**

Object	FY2021
410470 FIVE YEAR SPRINKLER SYSTEM TESTING	\$ 4,250
410480 FALSE ALARM FEES	\$ 27,500
410490 FIRE EXTINGUISHER TRAINING	\$ 200
420100 VEHICLE CODE FINES	\$ 60,000
420110 OTHER VEHICLE FINES	\$ 20,000
420130 VEHICLE INSPECTION FEE	\$ 4,000
420510 PARKING CITATIONS	\$ 30,000
420515 FRANCHISE TOWING FEES	\$ 15,000
420520 COMMUNITY SERVICES INCOME	\$ 37,000
420525 IMPOUNDED VEHICLE RELEASE FEES	\$ 3,000
420530 DUI VEHICLE RELEASE FEES	\$ 3,000
420535 REPOSSESSED VEHICLE RELEASE FEE	\$ 300
430110 INVESTMENT INCOME	\$ 86,700
431000 RENTS	\$ 528,920
440100 GRANT REVENUE	\$ 1,267,931
441010 COPS - SLESF FUNDS	\$ 100,000
442001 MOTOR VEHICLE IN-LIEU TAX	\$ 8,670
450110 FIRE SERVICE	\$ 20,000
450120 ENGINEERING INSPECTION FEES	\$ 70,000
458000 GENERAL CITY ADMINISTRATIVE SERVICES	\$ 3,738,862
459030 GROUP MEDICAL REVENUE	\$ 228,257
461100 MISCELLANEOUS AND PENALTIES	\$ 53,988
461300 FREE SALES CERTIFICATE FEES	\$ 25,000
466000 P.O.S.T. REIMBURSEMENT	\$ 1,000
466200 PLAN CHECK FEES	\$ 446,330
466220 GREEN BUILDING STANDARDS FEE	\$ 10,262
466230 ANNUAL FEE	\$ 1,000
466600 COPIES AND PUBLICATIONS	\$ 18,425
466700 BACKFLOW CERTIFICATES	\$ 20,000
466900 MISCELLANEOUS	\$ 269,517
467000 STRIKE TEAM REIMBURSEMENT	\$ 50,000
467100 EMS REIMBURSEMENT	\$ 100,000
468400 VARIANCES	\$ 6,597
469300 RESERVE APPLIED	\$ 440,825
499700 CREDIT FOR GARAGE WORK ORDERS	\$ 375,000
600910 OTHER INCOME	\$ 387,920
630055 LIGHT AND POWER IN-LIEU TAX	\$ 4,995,000
<b>TOTAL GENERAL FUND</b>	<b>61,301,834</b>
 <u>FIDUCIARY FUND</u>	
022 RDA/SUCCESSOR AGENCY TAX INCREMENT	\$ 5,911,113
<b>SUB-TOTAL FIDUCIARY FUND</b>	<b>5,911,113</b>
 <b>TOTAL GOVERNMENTAL TYPE FUNDS</b>	 <b>67,212,947</b>

**CITY OF VERNON  
ESTIMATED REVENUES  
2020-2021**

Object	FY2021
<u>PROPRIETARY FUND TYPES</u>	
<u>WATER DEPARTMENT</u>	
020 WATER - REVENUES	\$ 10,556,377
020 WATER - PROCEEDS FROM LONG-TERM DEBT	\$ 7,376,685
020 WATER - RESERVES APPLIED	\$ (1,614,610)
<u>LIGHT AND POWER</u>	
055 LIGHT AND POWER - REVENUES	\$ 218,453,351
055 LIGHT AND POWER - PROCEEDS FROM LONG-TERM DEBT	\$ 9,395,000
055 LIGHT AND POWER - RESERVES APPLIED	\$ (6,110,291)
<u>FIBER-OPTICS</u>	
057 FIBER-OPTICS - REVENUES	\$ 700,000
057 FIBER-OPTICS - RESERVES APPLIED	\$ 31,837
<u>GAS UTILITY</u>	
056 GAS - REVENUES	\$ 14,133,775
056 GAS - RESERVES APPLIED	\$ (171,550)
<b>SUB-TOTAL PROPRIETARY FUNDS</b>	<b>252,750,574</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 319,963,521</b>

RESOLUTION NO. 2020-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON  
ADOPTING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2020-2021,  
PURSUANT TO GOVERNMENT CODE SECTION 7910

SECTION 1. Recitals.

- A. Government Code Section 7910 (GANN initiative) requires the governing body of each local jurisdiction to establish, by resolution, an appropriation limit for each fiscal year.
- B. On November 6, 1979, California voters approved the Gann Limit, requiring each government jurisdiction to establish its annual appropriate limit for the coming year.
- C. On June 5, 1990, the voters of the State of California passed Proposition 111, which allows the City to use either growth in California per capita income or growth in non-residential assessed valuation due to new construction within the City as the annual inflation factor; and either the growth in City or County population for the population factor.
- D. The City calculated its appropriation limit based on the non-residential assessed valuation due to new construction as its annual inflation factor and the County's population growth as its annual population growth factors for Fiscal Year 2017-2018, 2018-2019, 2019-2020, and 2020-2021.
- E. The documentation used in the determination of the appropriation limit has been made available for inspection by the public fifteen (15) days prior to the hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VERNON AS FOLLOWS:

SECTION 2. The City Council of the City of Vernon hereby finds and determines that the above recitals are true and correct.

SECTION 3. The City Council hereby establishes \$1,562,357,724 as the amount of the appropriation limit for fiscal year 2020-2021, in accordance with the provisions of Government Code Section 7910.

The computation for fiscal year 2020-2021 is as follows:

2020-2021 APPROPRIATION LIMIT CALCULATION		
2019-2020 Appropriation Limit		\$1,217,370,695
Increase in Nonresidential Construction	28.48%	
Los Angeles County population change	-0.11%	
	1.2848 x 0.9989=	
		\$1,562,357,724

SECTION 4. The City Council approved the Fiscal Year 2020-2021 Budget by adoption of a resolution, which did not exceed the appropriation limit for Fiscal Year 2020-2021.

SECTION 5. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED this 2<sup>nd</sup> day of June, 2020.

---

LETICIA LOPEZ, Mayor

ATTEST:

---

LISA POPE, City Clerk  
(seal)

APPROVED AS TO FORM:

---

ARNOLD ALVAREZ-GLASMAN,  
Interim City Attorney



May 2020

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

**Please Note:** The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER  
Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

**2020-21:**

Per Capita Cost of Living Change = 3.73 percent  
 Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio:  $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21:  $1.0373 \times 1.0022 = 1.0396$

Fiscal Year 2020-21

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019**

County City	Percent Change 2019-2020	--- Population Minus Exclusions ---		Total Population
		1-1-19	1-1-20	1-1-2020
Los Angeles				
Agoura Hills	-0.27	20,622	20,566	20,566
Alhambra	0.00	86,793	86,792	86,792
Arcadia	-0.09	57,262	57,212	57,212
Artesia	-0.27	16,448	16,404	16,490
Avalon	-0.25	3,939	3,929	3,929
Azusa	0.24	49,537	49,658	49,658
Baldwin Park	-0.08	76,311	76,252	76,252
Bell	0.06	36,510	36,531	36,531
Bellflower	-0.16	78,239	78,110	78,110
Bell Gardens	-0.31	42,579	42,449	42,449
Beverly Hills	-0.45	33,926	33,775	33,775
Bradbury	-0.38	1,056	1,052	1,052
Burbank	0.35	105,496	105,861	105,861
Calabasas	0.03	24,185	24,193	24,193
Carson	-0.05	93,153	93,108	93,108
Cerritos	0.00	49,995	49,994	49,994
Claremont	-0.18	35,872	35,807	35,807
Commerce	-0.47	12,929	12,868	12,868
Compton	-0.18	98,206	98,032	98,032
Covina	0.33	48,683	48,846	48,846
Cudahy	-0.23	24,227	24,172	24,172
Culver City	0.54	39,493	39,705	39,705
Diamond Bar	-0.23	57,308	57,177	57,177
Downey	-0.29	113,863	113,529	113,529
Duarte	-0.04	21,681	21,673	21,673
El Monte	0.10	116,563	116,675	116,675
El Segundo	-0.21	16,812	16,777	16,777
Gardena	0.07	60,892	60,937	60,937
Glendale	0.22	204,883	205,331	205,331
Glendora	0.44	51,840	52,067	52,067
Hawaiian Gardens	-0.25	14,685	14,649	14,649
Hawthorne	-0.19	87,071	86,903	86,903
Hermosa Beach	-0.14	19,641	19,614	19,614
Hidden Hills	0.32	1,862	1,868	1,868
Huntington Park	-0.21	59,642	59,515	59,515
Industry	0.00	427	427	427
Inglewood	-0.33	112,345	111,971	111,971
Irwindale	-0.62	1,443	1,434	1,434

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2020-21

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019**

<b>County City</b>	<b>Percent Change</b>	<b>--- Population Minus Exclusions ---</b>		<b>Total Population</b>
	<b>2019-2020</b>	<b>1-1-19</b>	<b>1-1-20</b>	<b>1-1-2020</b>
La Canada Flintridge	-0.18	20,497	20,461	20,461
La Habra Heights	-0.16	5,470	5,461	5,461
Lakewood	-0.31	80,168	79,919	79,919
La Mirada	-0.27	49,007	48,877	48,877
Lancaster	0.10	157,174	157,338	161,699
La Puente	0.09	40,532	40,568	40,568
La Verne	0.03	33,289	33,300	33,300
Lawndale	-0.24	32,879	32,799	32,799
Lomita	-0.32	20,614	20,549	20,549
Long Beach	-0.12	472,730	472,140	472,217
Los Angeles	-0.06	4,010,280	4,007,960	4,010,684
Lynwood	-0.39	71,549	71,269	71,269
Malibu	-0.54	11,784	11,720	11,720
Manhattan Beach	-0.48	35,419	35,250	35,250
Maywood	-0.30	27,988	27,904	27,904
Monrovia	-0.06	37,956	37,935	37,935
Montebello	-0.31	63,742	63,544	63,544
Monterey Park	-0.34	60,943	60,734	60,734
Norwalk	-0.21	105,087	104,862	105,717
Palmdale	-0.24	157,117	156,737	156,737
Palos Verdes Estates	-0.30	13,230	13,190	13,190
Paramount	-0.19	55,569	55,461	55,461
Pasadena	0.11	144,686	144,842	144,842
Pico Rivera	-0.03	63,390	63,374	63,374
Pomona	0.09	154,675	154,817	154,817
Rancho Palos Verdes	-0.26	41,821	41,714	41,731
Redondo Beach	-0.24	67,154	66,994	66,994
Rolling Hills	-0.32	1,880	1,874	1,874
Rolling Hills Estates	0.39	8,035	8,066	8,066
Rosemead	0.30	54,198	54,363	54,363
San Dimas	-0.28	34,042	33,945	33,945
San Fernando	1.65	24,798	25,207	25,207
San Gabriel	-0.22	40,194	40,104	40,104
San Marino	-0.14	13,106	13,087	13,087
Santa Clarita	0.10	221,703	221,932	221,932
Santa Fe Springs	-0.29	18,303	18,250	18,295
Santa Monica	-0.13	92,480	92,357	92,357
Sierra Madre	-0.25	10,843	10,816	10,816
Signal Hill	-0.27	11,744	11,712	11,712
South El Monte	1.98	20,792	21,204	21,204

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2020-21

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019**

<b>County City</b>	<b>Percent Change</b>	<b>--- Population Minus Exclusions ---</b>		<b>Total Population</b>
	<b>2019-2020</b>	<b>1-1-19</b>	<b>1-1-20</b>	<b>1-1-2020</b>
South Gate	-0.21	97,211	97,003	97,003
South Pasadena	-0.26	25,524	25,458	25,458
Temple City	0.14	36,098	36,150	36,150
Torrance	-0.26	145,922	145,546	145,546
Vernon	-0.34	298	297	297
Walnut	-0.16	29,977	29,929	29,929
West Covina	-0.30	106,313	105,999	105,999
West Hollywood	-0.36	36,335	36,203	36,203
Westlake Village	-0.18	8,227	8,212	8,212
Whittier	-0.31	87,073	86,801	86,801
Unincorporated	-0.50	1,038,938	1,033,771	1,034,689
<b>County Total</b>	<b>-0.11</b>	10,175,203	10,163,868	10,172,951

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2020-21

**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2019 to January 1, 2020**

<b>County</b>	<b>Percent Change</b> <b>2019-20</b>	<b>--- Population Minus Exclusions ---</b>	
		<b>1-1-19</b>	<b>1-1-20</b>
<b>Los Angeles</b>			
Incorporated	-0.07	9,136,265	9,130,097
<b>County Total</b>	<b>-0.11</b>	10,175,203	10,163,868
<b>Madera</b>			
Incorporated	0.34	77,618	77,881
County Total	0.17	152,164	152,417
<b>Marin</b>			
Incorporated	-0.60	193,050	191,884
County Total	-0.60	257,901	256,353
<b>Mariposa</b>			
Incorporated	0.00	0	0
County Total	0.04	17,979	17,986
<b>Mendocino</b>			
Incorporated	-0.16	29,058	29,011
County Total	-0.49	88,218	87,785
<b>Merced</b>			
Incorporated	1.64	184,863	187,894
County Total	1.04	279,499	282,405
<b>Modoc</b>			
Incorporated	-0.81	2,849	2,826
County Total	-0.54	9,556	9,504
<b>Mono</b>			
Incorporated	-0.36	7,887	7,859
County Total	-0.40	13,385	13,332
<b>Monterey</b>			
Incorporated	-0.36	319,258	318,115
County Total	-0.31	425,654	424,349

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



JEFFREY PRANG  
Assessor

**OFFICE OF THE ASSESSOR  
COUNTY OF LOS ANGELES**

500 WEST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012 2770  
assessor.lacounty.gov  
1(888) 807 2111



*Valuing People  
and Property*

May 7, 2020

**Mr. Scott Williams  
Finance Director  
City of Vernon  
4305 Santa Fe Avenue  
Vernon, CA 90058**

Dear Mr. Williams:

Your agency, the City of Vernon, in order to effect an adjustment of its Gann Limit, has requested that the Assessor's Office supply the percentage change in total assessed valuation for the city over that of the preceding year, due to nonresidential new construction.

For the City of Vernon, the 2019-2020 net change in nonresidential new construction, applicable to the 2020-2021 budget, is 28.48%.

If we can be of further service, please call Kevin Quon at (213) 893-6838.

Sincerely,

**Kevin Quon  
Appraiser  
Statistical Support**

Enclosures

COUNTY OF LOS ANGELES - OFFICE OF THE ASSESSOR

Proposition 111 Analysis

Non-Residential New Construction (SE City Report) Current - 7/7/19		New Construction	Lesser Maintenance	Other Construction	Total New Construction
Commercial -	Authorizations	\$65,968,607	\$2,595,048	\$0	\$68,563,655
Industrial	Current	\$13,376,158	\$5,272,029	(\$98,209)	\$18,549,978
Other	Authorizations	\$0	\$0	\$0	\$0
	Current	(\$509,832)	\$0	\$0	(\$509,832)
Total New Construction		\$78,834,933	\$7,867,077	(\$98,209)	\$86,603,801
Add Fixtures (SV16 Report) Current - 6/30/19				\$651,865,730	
Less Fixtures (SV16 Report) Prior - 7/19/18				\$540,494,830	
Net Fixtures Adjustment					\$111,370,900
Net Increase in New Non-Res Construction from Prior Year					\$197,974,701
City Total (SV 16 Report)		Secured RE & PP Exemptions	Unsecured PP Exemption	Net Assessed Values	Total Assessed Values
Current Year - 6/30/19		\$225,108	\$0	\$6,013,785,956	\$6,014,011,064
Prior Year - 7/19/18		\$4,023,223	\$0	\$5,314,852,565	\$5,318,875,788
Net Increase in Local Assessment Roll From Prior Year					\$695,135,276
Percentage Increase Allowable = New Non-Res Growth / Total Roll Growth X 100			=		28.48%
Percentage Increase Allowable (without Fixtures)					12.46%

YEAR 2019-2020

AGENCY City of Vernon

AGENCY NO. 276.00

## ALTERNATIVE ADJUSTMENT FACTORS

Under Proposition 111, there are two options available for each of the major adjustment factors. The values of these factors for the purpose of calculating the Gann Limit are as follows:

		<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
<u>Price Factors:</u>				
(A)	Percent growth in State per Capita Personal Income: (Source: California Department of Finance)	3.67%	3.85%	3.73%
	<b>Price Factor A</b>	<b>1.037</b>	<b>1.039</b>	<b>1.037</b>
(B)	Percent change in Assessed Valuation in new non-residential construction (Source: Los Angeles County Assessor's Office)	2.52	23.52	28.48
	<b>Price Factor B</b>	<b>1.0252</b>	<b>1.2352</b>	<b>1.2848</b>
<u>Population Factors:</u>				
(C)	Percentage growth in County Population (Source: California Department of Finance)	0.51	-0.01	-0.11
	<b>Population Factor C</b>	<b>1.0051</b>	<b>0.9999</b>	<b>0.9989</b>
(D)	Percent growth in City Population (Source: California Department of Finance)	0.00	0.00	-0.34
	<b>Population Factor D</b>	<b>1.0000</b>	<b>1.0000</b>	<b>0.9966</b>
<u>Annual Adjustment Factors:</u>				
Based upon the actual data, the four alternative adjustment factors are as follows:				
	<b>A x C</b>	<b>1.041987</b>	<b>1.038396</b>	<b>1.036159</b>
	<b>A x D</b>	<b>1.036700</b>	<b>1.038500</b>	<b>1.033773</b>
	<b>B x C</b>	<b>1.030429</b>	<b>1.235076</b>	<b>1.283387</b>
	<b>B x D</b>	<b>1.025200</b>	<b>1.235200</b>	<b>1.280432</b>



## NOTICE OF CITY COUNCIL PUBLIC HEARING

The City Council of the City of Vernon will conduct a public hearing, which you may attend, at Vernon City Hall, City Council Chamber, 4305 Santa Fe Avenue, Vernon, CA 90058, on **Tuesday, June 2, 2020, at 9:00 a.m.** (or as soon thereafter as the matter can be heard), to:

### **Consider Adoption of Fiscal Year 2020/2021 Proposed City Wide Budget and Governmental Appropriation Limit (Gann Limits)**

All relevant documents will be available for public review on the City's website once the agenda for the meeting is posted or from the City Clerk at [CityClerk@ci.vernon.ca.us](mailto:CityClerk@ci.vernon.ca.us) or 323-583-8811, ext. 546.

Please send your comments or questions to:

Scott Williams, Finance Director  
City of Vernon  
4305 Santa Fe Avenue, Vernon, CA 90058  
(323) 583-8811 Ext. 849 Email: [swilliams@ci.vernon.ca.us](mailto:swilliams@ci.vernon.ca.us)

**PROPOSED CEQA FINDING:** Staff will recommend that the Vernon City Council determine that the adoption of the Fiscal Year 2020/2021 Proposed City Wide Budget and the adoption of the FY 2020/2021 Gann Governmental Appropriation Limit will not have a significant effect on the environment and that each are exempt from the California Environmental Quality Act (CEQA). Adoption of the budget and/or the appropriation limit is aligned with the creation of a government funding mechanism or other government fiscal activity that does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment and is therefore not a "project" as defined under Section 15378(b)(4). Further, even if adoption of either were considered a "project," it would be exempt from CEQA review in accordance with Section 15061(b)(3), the general rule that CEQA only applies to projects that may have a significant effect on the environment.

If you challenge the adoption/approval of the Fiscal Year 2020/2021 Proposed City Wide Budget and/or the Gann Governmental Appropriation Limit or any provision thereof in court, you may be limited to raising only those issues you or someone else raised at the hearing described in this notice or in written correspondence delivered to the City of Vernon at, or prior to, the meeting.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in the meeting, please contact the Office of the City Clerk at (323) 583-8811 ext. 546.

The hearing may be continued, adjourned, or cancelled and rescheduled to a stated time and place without further notice of a public hearing.

Dated: May 14, 2020

  
\_\_\_\_\_  
Lisa Pope, City Clerk

Publish: May 18, 2020

# City Council Agenda Item Report

Agenda Item No. COV-196-2020  
Submitted by: Sandra Dolson  
Submitting Department: City Clerk  
Meeting Date: June 2, 2020

## **SUBJECT**

Approval of Minutes

## **Recommendation:**

Approve the May 19, 2020 Regular City Council meeting minutes.

## **Background:**

Staff has prepared the draft minutes and hereby submits the minutes for approval.

## **Fiscal Impact:**

There is no fiscal impact associated with this report.

## **Attachments:**

1. [City Council Minutes 5-19-2020](#)

**MINUTES  
VERNON CITY COUNCIL  
REGULAR MEETING  
TUESDAY, MAY 19, 2020  
COUNCIL CHAMBER, 4305 SANTA FE AVENUE**

**CALL TO ORDER**

Mayor Lopez called the meeting to order at 9:03 a.m.

**FLAG SALUTE**

City Administrator Fandino led the Flag Salute.

**ROLL CALL**

PRESENT: Leticia Lopez, Mayor (via remote access)  
Melissa Ybarra, Mayor Pro Tem  
William Davis, Council Member  
Carol Menke, Council Member  
Diana Gonzales, Council Member

**STAFF PRESENT:**

Carlos Fandino, City Administrator  
Arnold Alvarez-Glasman, Interim City Attorney  
Lisa Pope, City Clerk  
Scott Williams, Finance Director  
Jim Enriquez, Interim Fire Chief  
Abraham Alemu, Public Utilities General Manager  
Fredrick Agyin, Health and Environmental Control Director  
Michael Earl, Human Resources Director  
Anthony Miranda, Police Chief  
Dan Wall, Public Works Director

**APPROVAL OF THE AGENDA**

**MOTION**

Mayor Pro Tem Ybarra moved and Council Member Davis seconded a motion to approve the agenda. The question was called and the motion carried unanimously.

**PUBLIC COMMENT**

None.

## **PUBLIC HEARING**

### **1. Finance/Treasury General Fee Schedule for Fiscal Year 2020-2021**

Recommendation:

- A. Find the approval of the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Guidelines section 15273 and Public Resources Code Section 21080(b)(8), because CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public entities for the purpose of meeting operating expenses and financial needs; and
- B. Adopt a resolution approving and adopting a General Fee Schedule for the Fiscal Year 2020-2021.

Finance Director Williams presented the staff report.

In response to Council questions, Health and Environmental Control Director Agyin explained the increase in trash hauler and expedited fees.

Mayor Lopez opened the Public Hearing.

There being no speakers, Mayor Lopez closed the Public Hearing.

## **MOTION**

Mayor Pro Tem Ybarra moved and Council Member Davis seconded a motion to: A. Find the approval of the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Guidelines section 15273 and Public Resources Code Section 21080(b)(8), because CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public entities for the purpose of meeting operating expenses and financial needs; and B. Defer action on the General Fee Schedule for the Fiscal Year 2020-2021 and directed staff to review fees in January 2021. The question was called and the motion carried unanimously.

## **CONSENT CALENDAR**

### **MOTION**

Council Member Davis moved and Mayor Pro Tem Ybarra seconded a motion to approve the Consent Calendar. The question was called and the motion carried unanimously.

The Consent Calendar consisted of the following items:

### **2. Approval of the Minutes**

Recommendation:

Approve the May 5, 2020 Regular City Council meeting minutes.

### **3. Operating Account Warrant Register**

Recommendation:

Approve Operating Account Warrant Register No. 45, for the period of April 19 through May 2, 2020, which totals \$9,677,280.62 and consists of ratification of electronic payments totaling \$9,266,721.47 and ratification of the issuance of early checks totaling \$410,559.15.

**4. City Payroll Warrant Register**

Recommendation:

Approve City Payroll Warrant Register No. 767, for the period of April 1 through April 30, 2020, which totals \$2,968,610.04 and consists of ratification of direct deposits, checks and taxes totaling \$1,933,925.29 and ratification of checks and electronic fund transfers (EFT) for payroll related disbursements totaling \$1,034,684.75 paid through operating bank account.

**5. Fire Department Activity Report**

Recommendation:

Receive and file the March 2020 Report.

**6. Police Department Activity Report**

Recommendation:

Receive and file the March 2020 Report.

**7. Council Appointments to Outside Agencies**

Recommendation:

A) Find that approval of the proposed action is exempt from California Environmental Quality Act (CEQA) review because it is an administrative activity that will not result in any direct or indirect changes in the environment and is therefore not a “project” as defined by CEQA Guidelines section 15378;

B) Appoint delegates and alternates to outside agencies as follows:

a. California Contract Cities Association - Council Member Davis, delegate; and Mayor Pro Tem Ybarra, alternate;

b. Central Basin Water Association - Council Member Menke, delegate; and Council Member Davis and Vernon Public Utilities representative, alternate;

c. City Selection Committee - Mayor Lopez, delegate; and the remainder of the Council as alternate;

d. County Sanitation District #1 - Mayor Lopez, delegate; and Council Member Davis, alternate;

e. County Sanitation District #2 - Mayor Lopez, delegate; and Council Member Davis, alternate;

f. County Sanitation District #23 - Entire Council;

g. Gateway Cities Council of Governments - Council Member Davis, delegate; and Mayor Pro Tem Ybarra, alternate;

h. Independent Cities Association - Council Member Davis, delegate; and Council Member Menke, alternate;

i. Independent Cities Finance Authority - Mayor Lopez, delegate; and Council Member Gonzales, alternate;

j. Southern California Association of Governments - Council Member Menke, delegate; and Council Member Davis, alternate;

k. Southeast Water Coalition - Mayor Pro Tem Ybarra, delegate, and Mayor Lopez, alternate; and

l. Vernon Solid Waste Hearing Panel - Mayor Lopez, Mayor Pro Tem Ybarra and Council Member Menke; and

C) Adopt a resolution repealing Resolution No. 2019-13 related to City Council outside agency appointments.

**8. Purchase Contract with Priority Building Services, LLC for COVID-19 Related Janitorial Services**

Recommendation:

A. Find that approval of the proposed action is exempt from California Environmental Quality Act (CEQA) review, because it is an administrative activity that will not result in direct or indirect physical changes in the environment, and therefore is not a “project” as defined by CEQA Guidelines, Section 15378; and

B. Authorize the issuance of a purchase contract to Priority Building Services, LLC, for COVID-19 related janitorial services, in the form of porters, at a total not-to-exceed cost of 103,920 for one year (\$8,660/month), effective May 18, 2020.

**NEW BUSINESS**

Mayor Lopez reordered the agenda to hear Item 10 prior to Item 9.

**10. Services Agreement with the Consolidated Fire Protection District of Los Angeles County for Fire Protection, Paramedic and Incidental Services**

Recommendation:

A. Find that the adoption of the proposed resolution is exempt from California Environmental Quality Act (“CEQA”) review, because it is an administrative action that will not result in direct or indirect physical changes in the environment and, therefore, does not constitute a “project” as defined by CEQA Guidelines section 15378;

B. Adopt a joint resolution of the Board of Supervisors of the County of Los Angeles, as the governing body of the Consolidated Fire Protection District of Los Angeles County ("LA County Fire") approving and accepting that there will be no exchange of property tax revenues resulting from the City of Vernon's annexation to LA County Fire; and

C. Adopt a resolution approving and authorizing the execution of a final services agreement with LA County Fire for the provision of fire protection, paramedic, and incidental services in the City of Vernon with a target conversion date of November 1, 2020.

City Administrator Fandino presented the staff report.

In response to Council questions, Los Angeles County Fire Chief Osby and Chief of Staff Aguirre discussed transportation of patients. Chief Enriquez explained ambulance service fees and response times. Human Resources Director Earl explained the transfer of sick leave for Vernon Firefighters. City Administrator Fandino discussed maintenance of facilities following transfer to LA County.

**MOTION**

Council Member Menke moved and Council Member Gonzales seconded a motion to: A. Find that the adoption of the proposed resolution is exempt from California Environmental Quality Act (“CEQA”) review, because it is an administrative action that will not result in direct or indirect physical changes in the environment and, therefore, does not constitute a “project” as defined by CEQA Guidelines section 15378; B. Adopt a joint resolution of the Board of Supervisors of the County of Los Angeles, as the governing body of the

Consolidated Fire Protection District of Los Angeles County ("LA County Fire") approving and accepting that there will be no exchange of property tax revenues resulting from the City of Vernon's annexation to LA County Fire; and C. Adopt a resolution approving and authorizing the execution of a final services agreement with LA County Fire for the provision of fire protection, paramedic, and incidental services in the City of Vernon with a target conversion date of November 1, 2020. The question was called and the motion carried unanimously.

**9. Mixed-Use Specific Plan and Program Environmental Impact Report (EIR) Preparation Request for Proposal**

Recommendation:

- A. Find that the proposed action is exempt under the California Environmental Quality Act ("CEQA") review, because it is a continuing administrative activity that will not result in any direct or indirect physical changes in the environment, and therefore does not constitute a "project" as defined by CEQA Guidelines section 15378. As indicated in the Staff Report, one goal of the proposed action is to solicit proposals for the development of a Program Environmental Impact Report (PEIR) for potential project(s), and any required environmental impact analysis will be conducted at the appropriate project phase; and
- B. Approve and authorize advertisement of the Mixed-Use Specific Plan and Program EIR Preparation Request for Proposal (RFP).

Public Works Director Wall and City Administrator Fandino presented the staff report.

**MOTION**

Council Member Menke moved and Council Member Gonzales seconded a motion to: A. Find that the proposed action is exempt under the California Environmental Quality Act ("CEQA") review, because it is a continuing administrative activity that will not result in any direct or indirect physical changes in the environment, and therefore does not constitute a "project" as defined by CEQA Guidelines section 15378. As indicated in the Staff Report, one goal of the proposed action is to solicit proposals for the development of a Program Environmental Impact Report (PEIR) for potential project(s), and any required environmental impact analysis will be conducted at the appropriate project phase; and B. Approve and authorize advertisement of the Mixed-Use Specific Plan and Program EIR Preparation Request for Proposal (RFP). The question was called and the motion carried unanimously.

**11. Vernon Resident COVID-19 Stimulus Grant Program**

Recommendation:

- A. Find that the approval of the proposed action is exempt under the California Environmental Quality Act (CEQA) review, because it is an administrative activity that will not result in direct or indirect physical changes in the environment and, therefore, does not constitute a "project" as defined by CEQA Guidelines section 15378; and
- B. Approve implementation of the Vernon Resident COVID-19 Stimulus Grant Program, in substantially the same form as submitted, with the objective of offering financial relief to Vernon residents experiencing hardship related to the COVID-19 crisis.

Administrative Analyst Figueroa presented the staff report.

City Clerk Pope read the letter from Marisa Olguin, Vernon Chamber of Commerce.

The Council discussed the proposed program including requirements, application process, amount and form of grants, and exclusion of City Council from the program.

#### **MOTION**

Mayor Pro Tem Ybarra moved and Council Member Gonzales seconded a motion to: A. Find that the approval of the proposed action is exempt under the California Environmental Quality Act (CEQA) review, because it is an administrative activity that will not result in direct or indirect physical changes in the environment and, therefore, does not constitute a "project" as defined by CEQA Guidelines section 15378; and B. Approve implementation of the Vernon Resident COVID-19 Stimulus Grant Program, providing \$1000 to each household (and sublessee), except the household of City Council Members, in either groceries (Food for Less gift card) or rent paid directly to landlord. The question was called and the motion carried unanimously.

#### **12. Amendment No. 1 to Grant Agreement with AltaMed Health Services Corporation for COVID-19 Screening/Testing**

Recommendation:

A. Find that approval of the proposed action is exempt under the California Environmental Quality Act (CEQA) review, because it is an administrative activity that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a "project" as defined by CEQA Guidelines section 15378; and  
B. Approve and authorize the City Administrator to execute Amendment No. 1 to the Grant Agreement between the City of Vernon and AltaMed Health Services Corporation (AltaMed) in substantially the same form as submitted, granting an additional amount of \$125,000 to support AltaMed's COVID-19 screening/testing services in the Southeast Los Angeles Area.

City Administrator Fandino and Health and Environmental Control Director Agyin presented the staff report.

Jennie Carreon, Assistant Vice President Civic Engagement, AltaMed, explained the program and services provided to residents and Federal and County funding to health centers.

#### **MOTION**

Mayor Pro Tem Ybarra moved and Council Member Davis seconded a motion to: A. Find that approval of the proposed action is exempt under the California Environmental Quality Act (CEQA) review, because it is an administrative activity that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a "project" as defined by CEQA Guidelines section 15378; and B. Approve and authorize the City Administrator to execute Amendment No. 1 to the Grant Agreement between the City of Vernon and AltaMed Health Services Corporation (AltaMed) in substantially the same form as submitted, granting an additional amount of \$125,000 to support AltaMed's COVID-19 screening/testing services in the Southeast Los Angeles Area. The question was called and the motion carried 4-1, Council Member Menke dissenting.

**13. Services Agreement with S&S Labor Force Inc., dba JRM for Unarmed Security Guard Services**

Recommendation:

A. Find that approval of the proposed action is exempt from California Environmental Quality Act (CEQA) review, because it is an administrative activity that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a “project” as defined by CEQA Guidelines §15378; and

B. Approve and authorize the City Administrator to execute a Services Agreement with S&S Labor Force Inc., dba JRM for unarmed security guard services, in substantially the same form as submitted, for a total amount not-to-exceed \$1,809,000 over the three-year term of the agreement, effective May 20, 2020.

Public Utilities General Manager Alemu presented the staff report.

**MOTION**

Mayor Pro Tem Ybarra moved and Council Member Gonzales seconded a motion to: A. Find that approval of the proposed action is exempt from California Environmental Quality Act (CEQA) review, because it is an administrative activity that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a “project” as defined by CEQA Guidelines §15378; and B. Approve and authorize the City Administrator to execute a Services Agreement with S&S Labor Force Inc., dba JRM for unarmed security guard services, in substantially the same form as submitted, for a total amount not-to-exceed \$1,809,000 over the three-year term of the agreement, effective May 20, 2020. The question was called and the motion carried unanimously.

**ORAL REPORTS**

**City Administrator Reports on Activities and other Announcements**

City Administrator Fandino provided an update on recent Police Department, Fire Department and Vernon Public Utilities activities; City Hall open to the public; and update on the YMCA services; and May 21, 2020 Meal Distribution event.

Mayor Pro Tem Ybarra stated she was working with staff on how to distribute meals to residents. Council Member Menke expressed disappointment with her name being on the flyer for the event, without her prior approval.

**City Council Reports on Activities, Announcements, or Directives to Staff**

In response to Council Member Menke, Interim City Attorney Alvarez-Glasman provided an overview of the decision in the case of *Petrovich Development Co. LLC v. City of Sacramento*.

**RECESS**

Mayor Lopez recessed the meeting to Closed Session at 11:41 a.m.

**CLOSED SESSION**

**14. CONFERENCE WITH LABOR NEGOTIATORS**

Government Code Section 54957.6

Agency Designated Representative: Carlos Fandino, City Administrator

Employee Organizations: Vernon Professional Firefighters Association, and Vernon Fire Management Association

**RECONVENE**

At 11:50 a.m., Mayor Lopez adjourned Closed Session and reconvened the regular meeting.

**CLOSED SESSION REPORT**

Interim City Attorney Alvarez-Glasman reported that the Council met in Closed Session, discussed the item listed on the agenda and no reportable action was taken.

**ADJOURNMENT**

Mayor Lopez adjourned the meeting at 11:50 a.m.

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LETICIA LOPEZ, Mayor

ATTEST:

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LISA POPE, City Clerk  
(seal)

# City Council Agenda Item Report

Agenda Item No. COV-198-2020

Submitted by: John Lau

Submitting Department: Finance/Treasury

Meeting Date: June 2, 2020

## **SUBJECT**

Operating Account Warrant Register

### **Recommendation:**

Approve Operating Account Warrant Register No. 46, for the period of May 3 through May 16, 2020, which totals \$2,224,976.13 and consists of ratification of electronic payments totaling \$1,863,522.53 and ratification of the issuance of early checks totaling \$361,453.60.

### **Background:**

Section 2.13 of the Vernon Municipal Code indicates the City Treasurer, or an authorized designee, shall prepare warrants covering claims or demands against the City which are to be presented to City Council for its audit and approval. Pursuant to the aforementioned code section, the City Treasurer has prepared Operating Account Warrant Register No. 46 covering claims and demands presented during the period of May 3 through May 16, 2020, drawn, or to be drawn, from East West Bank for City Council approval.

### **Fiscal Impact:**

The fiscal impact of approving Operating Account Warrant Register No. 46, totals \$2,224,976.13. The Finance Department has determined that sufficient funds to pay such claims/demands, are available in the respective accounts referenced on Operating Account Warrant Register No. 46.

### **Attachments:**

1. [Operating Account Warrant Register No. 46](#)



**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

I hereby certify that claims and/or demands included in above listed warrant register have been audited for accuracy and availability of funds for payments and that said claims and/or demands are accurate and that the funds are available for payments thereof.

\_\_\_\_\_  
Scott Williams  
Director of Finance / City Treasurer

Date: 5/20/2020

This is to certify that the claims or demands covered by the above listed warrants have been audited by the City Council of the City of Vernon and that all of said warrants are approved for payments except Warrant Numbers:

\_\_\_\_\_  
\_\_\_\_\_

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
002412 - CALIFORNIA ISO	055.9200.500150	\$ 98,979.89	Initial Charges 04/20	202004283145412				
				295				
	055.9200.500151	\$ 0.04	Initial Charges 04/20	202004283145412				
				295				
	055.9200.500210	\$ 14,397.58	Initial Charges 04/20	202004283145412				
				295				
	055.9200.500170	\$ -3,036.90	Initial Charges 04/20	202004283145412				
				295				
	055.9200.500190	\$ -2,226.87	Initial Charges 04/20	202004283145412				
				295				
	055.9200.500150	\$ -11,290.20	Recalculation Charges 04/20	202004283145412				
				295				
	055.9200.500190	\$ -320.59	Recalculation Charges 04/20	202004283145412				
				295				
	055.9200.500210	\$ -181.73	Recalculation Charges 04/20	202004283145412				
				295				
	055.9200.500151	\$ 0.02	Recalculation Charges 04/20	202004283145412				
				295				
	055.9200.500170	\$ 162.14	Recalculation Charges 04/20	202004283145412				
				295				
						05/04/2020	9711	\$ 96,483.38
006518 - CARASOFT TECHNOLOGY CORPORATI	011.9019.595210	\$ 5,219.51	Network Security Services	IN753010				
						05/05/2020	9712	\$ 5,219.51

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
001206 - DELL MARKETING LP	020.1084.900000	\$ 8,316.00	2 YR AGSS BNDL NSA 2650~	10382630255	011.0014314	05/05/2020	9713	\$ 20,050.02
	020.1084.900000	\$ 10,716.00	SonicWall NSA 2650 TotalSecure~	10382630255	011.0014314			
	020.1084.900000	\$ 1,018.02	Sales Tax 9.5%	10382630255				
000129 - DLT SOLUTIONS, LLC	011.9019.596700	\$ 1,737.00	Business Professional~	SI475643	011.0014338	05/05/2020	9714	\$ 1,737.00
004438 - FLEMING ENVIRONMENTAL, INC	011.1049.590000	\$ 524.70	UST Compliance Services	15916		05/05/2020	9715	\$ 1,174.70
	011.1049.590000	\$ 650.00	UST Compliance Services	15956				
001079 - SIEMENS MOBILITY, INC	011.1043.590000	\$ 3,239.00	Traffic Signal Maintenance	5610218556		05/05/2020	9716	\$ 9,094.32
	011.1043.590000	\$ 1,749.02	Traffic Signal Maintenance	5620028882				
	011.1043.590000	\$ 4,106.30	Traffic Signal Maintenance	5620029806				
006236 - SUEZ WTS SERVICES USA, INC	011.1033.590000	\$ 59.68	Water Purification Services	900356231		05/05/2020	9717	\$ 179.04
	011.1033.590000	\$ 119.36	Water Purification Services	900356312				
005182 - ANTHEM BLUE CROSS	011.1026.502031	\$ 14,469.23	Medical Retirees~	114842842		05/07/2020	9718	\$ 14,469.23

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**ELECTRONIC**

<b>VENDOR NAME AND NUMBER</b>	<b>ACCOUNT NUMBER</b>	<b>INVOICE AMOUNT</b>	<b>DESCRIPTION</b>	<b>INVOICE</b>	<b>P.O.#</b>	<b>PAYMENT DATE</b>	<b>PAYMENT NUMBER</b>	<b>PAYMENT AMOUNT</b>
005108 - JEMMOTT ROLLINS GROUP, INC	011.1021.797000	\$ 13,750.00	Professional Services~	APR20		05/07/2020	9721	\$ 13,750.00
000400 - ANA QUINONES	011.1048.530015	\$ 256.54	Reimb. Possessory Interest Tax~	043020		05/07/2020	9722	\$ 256.54

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**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
002412 - CALIFORNIA ISO	055.9200.500150	\$ 89,416.85	Initial Charges 04/20	202005053145490				
				528				
	055.9200.500170	\$ 1,111,673.36	Initial Charges 04/20	202005053145490				
				528				
	055.9200.500180	\$ 154.64	Initial Charges 04/20	202005053145490				
				528				
	055.9200.500210	\$ 9,635.31	Initial Charges 04/20	202005053145490				
				528				
	055.9200.500240	\$ 6,874.55	Initial Charges 04/20	202005053145490				
				528				
	055.9200.500151	\$ -40.17	Initial Charges 04/20	202005053145490				
				528				
	055.9200.500190	\$ -5,355.76	Initial Charges 04/20	202005053145490				
				528				
	055.9200.500150	\$ 65,784.20	Initial Charges 05/20	202005053145490				
				528				
	055.9200.500170	\$ 30,598.57	Initial Charges 05/20	202005053145490				
				528				
	055.9200.500190	\$ 206.90	Initial Charges 05/20	202005053145490				
				528				
	055.9200.500210	\$ 4,246.46	Initial Charges 05/20	202005053145490				
				528				
	055.9200.500150	\$ -1,707.60	Recalculation Charges 07/17	202005053145490				
				528				
	055.9200.500190	\$ -674.79	Recalculation Charges 07/17	202005053145490				
				528				
	055.9200.500150	\$ -7,319.11	Recalculation Charges 04/20	202005053145490				
				528				

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**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
002412 - CALIFORNIA ISO	055.9200.500170	\$ -2,042.61	Recalculation Charges 04/20	202005053145490				
	055.9200.500190	\$ -525.20	Recalculation Charges 04/20	528 202005053145490				
	055.9200.500210	\$ -183.67	Recalculation Charges 04/20	528 202005053145490				
	055.9200.500151	\$ 206.50	Recalculation Charges 04/20	528 202005053145490				
						05/11/2020	9726	\$ 1,300,948.43
003934 - AON RISK INSURANCE SERVICES WE	011.1004.595200	\$ 5,950.00	Actuarial Services	8200000278116				
						05/12/2020	9727	\$ 5,950.00
005506 - BEST BEST & KRIEGER, LLP	011.1024.593200	\$ 130.00	Re: General Municipal Matters	873147				
	011.1024.593200	\$ 495.02	Re: General Municipal Matters	873895				
	011.1024.593200	\$ 156.00	Re: Telecommunications	873896				
						05/12/2020	9728	\$ 781.02
000947 - DAILY JOURNAL CORPORATION	011.1003.550000	\$ 95.00	Publication Services	B3361684				
	011.1003.550000	\$ 90.00	Publication Services	B3361686				
	011.1003.550000	\$ 95.00	Publication Services	B3361690				
						05/12/2020	9729	\$ 280.00
000195 - ITRON, INC	055.8000.900000	\$ 22,902.00	Hardware & Software Service	550472				
						05/12/2020	9730	\$ 22,902.00

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<b>VENDOR NAME AND NUMBER</b>	<b>ACCOUNT NUMBER</b>	<b>INVOICE AMOUNT</b>	<b>DESCRIPTION</b>	<b>INVOICE</b>	<b>P.O.#</b>	<b>PAYMENT DATE</b>	<b>PAYMENT NUMBER</b>	<b>PAYMENT AMOUNT</b>
002459 - PORT CANAVERAL PWR CONSULTANTS	055.9000.596200	\$ 13,000.00	Consulting & Support Services	VERNPVHAPRIL2020		05/12/2020	9731	\$ 13,000.00
005433 - RUTAN & TUCKER, LLP	011.1024.593200	\$ 1,578.95	Re: Torres / Ong Litigation	865080		05/12/2020	9732	\$ 1,578.95
002517 - SO CAL PUBLIC POWER AUTHORITY	055.9200.500154	\$ 303,727.00	Astoria 2 Solar Project	ATSP0520		05/12/2020	9733	\$ 303,727.00
003584 - WILLIAMS DATA MANAGEMENT	011.1003.596200	\$ 1,314.52	Storage Services	506707		05/12/2020	9734	\$ 1,314.52
006523 - VITAL MEDICAL SERVICES, LLC	011.1026.596200	\$ 29,880.00	COVID-19 Employee Testing	2730		05/11/2020	9735	\$ 29,880.00

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VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
001481 - VERIZON WIRELESS	055.9000.560010	\$ 628.53	Period: 02/20	030720_MULTIPLE				
	055.8000.560010	\$ 1,350.41	Period: 02/20	030720_MULTIPLE				
	055.8200.560010	\$ 2,520.05	Period: 02/20	030720_MULTIPLE				
	056.5600.560010	\$ 223.52	Period: 02/20	030720_MULTIPLE				
	011.9019.560010	\$ 217.62	Period: 02/20	030720_MULTIPLE(				
				2)				
	011.9019.560010	\$ 147.27	Period: 02/20	030720_MULTIPLE(				
				2)				
	011.9019.560010	\$ 299.45	Period: 02/20	030720_MULTIPLE(				
				2)				
	011.9019.560010	\$ 609.79	Period: 02/20	030720_MULTIPLE(				
				2)				
	011.9019.560010	\$ 1,383.26	Period: 02/20	030720_MULTIPLE(				
				2)				
	011.9019.560010	\$ 1,691.21	Period: 02/20	030720_MULTIPLE(				
				2)				
	011.9019.560010	\$ 354.95	Period: 02/20	030720_MULTIPLE(				
				2)				
	011.9019.560010	\$ 438.34	Period: 02/20	030720_MULTIPLE(				
				2)				
	011.9019.560010	\$ 706.26	Period: 02/20	030720_MULTIPLE(				
				2)				
	011.9019.560010	\$ 217.46	Period: 03/20	040720_MULTIPLE				
	011.9019.560010	\$ 247.40	Period: 03/20	040720_MULTIPLE				
	011.9019.560010	\$ 113.75	Period: 03/20	040720_MULTIPLE				
	011.9019.560010	\$ 1,604.41	Period: 03/20	040720_MULTIPLE				

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VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
001481 - VERIZON WIRELESS	011.9019.560010	\$ 1,814.86	Period: 03/20	040720_MULTIPLE				
	011.9019.560010	\$ 1,950.33	Period: 03/20	040720_MULTIPLE				
	011.9019.560010	\$ 476.25	Period: 03/20	040720_MULTIPLE				
	011.9019.560010	\$ 643.22	Period: 03/20	040720_MULTIPLE				
	011.9019.560010	\$ 731.06	Period: 03/20	040720_MULTIPLE				
						05/04/2020	9736	\$ 18,369.40
001552 - HOME DEPOT CREDIT SERVICES	055.8400.590000	\$ 966.51	Small Tools, Plumbing, & Hardware	022820_MULTIPLE	055.0002748			
	011.1033.520000	\$ 75.36	Small Tools, Plumbing, & Hardware	031920_MULTIPLE	011.0013950			
						05/08/2020	9737	\$ 1,041.87
001617 - UPS	011.1033.520000	\$ 17.51	Period: 03/20	933312120				
	011.1041.520000	\$ 31.00	Period: 03/20	933312120				
	011.1041.520000	\$ 31.00	Period: 04/20	933312160				
	011.1033.520000	\$ 33.92	Period: 04/20	933312160				
	011.1041.520000	\$ 31.00	Period: 04/20	933312170				
	011.1041.520000	\$ 31.00	Period: 05/20	933312180(2)				
						05/11/2020	9741	\$ 175.43
001635 - EMPLOYMENT DEVELOPMENT DEPT	011.1026.502070	\$ 850.00	Unemployment Insurance Benefit Charge	L0731555552				
						05/14/2020	9742	\$ 850.00

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VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
000059 - SO CAL EDISON	011.1043.560000	\$ 43.07	Period: 04/20	042920				
	011.1042.560000	\$ 267.10	Period: 04/20	050220				
						05/15/2020	9743	\$ 310.17
<b>TOTAL ELECTRONIC</b>								<b>\$ 1,863,522.53</b>

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**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
000005 - A THRONE CO, INC	011.1033.596200	\$ 122.43	Portable Restrooms	633483		05/05/2020	605452	\$ 122.43
004723 - AIR EXCHANGE, INC	011.1033.590000	\$ 222.75	Plymovent Maintenance	91601935		05/05/2020	605453	\$ 222.75
001948 - AT&T	055.9200.560010	\$ 291.78	Period: 04/19/20 - 05/18/20	3117405326		05/05/2020	605454	\$ 291.78
002889 - AT&T MOBILITY	011.9019.560010	\$ 46.63	Period: 03/09/20 - 04/08/20	832176480X04162 020		05/05/2020	605455	\$ 46.63

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VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
003037 - SECRETARY FOR ENV. PROTECTION	011.240010	\$ 1,000.00	1st Qtr FY 19/20 Surcharge Transmittal	043020				
	011.240020	\$ 18,130.00	1st Qtr FY 19/20 Surcharge Transmittal	043020				
	011.240021	\$ 7,560.00	1st Qtr FY 19/20 Surcharge Transmittal	043020				
	011.240022	\$ 962.00	1st Qtr FY 19/20 Surcharge Transmittal	043020				
	011.240010	\$ 80.00	2nd Qtr FY 19/20 Surcharge Transmittal	043020(2)				
	011.240020	\$ 490.00	2nd Qtr FY 19/20 Surcharge Transmittal	043020(2)				
	011.240021	\$ 1,890.00	2nd Qtr FY 19/20 Surcharge Transmittal	043020(2)				
	011.240022	\$ 52.00	2nd Qtr FY 19/20 Surcharge Transmittal	043020(2)				
	011.240010	\$ 80.00	3rd Qtr FY 19/20 Surcharge Transmittal	043020(3)				
	011.240020	\$ 686.00	3rd Qtr FY 19/20 Surcharge Transmittal	043020(3)				
	011.240021	\$ 270.00	3rd Qtr FY 19/20 Surcharge Transmittal	043020(3)				
	011.240022	\$ 104.00	3rd Qtr FY 19/20 Surcharge Transmittal	043020(3)				
							05/05/2020	605456
002110 - CALTROL, INC	056.5600.900000	\$ 769.50	NPS 3/4 1805-2~	CS99100437	056.0000600			
	056.5600.900000	\$ 1,060.20	Fisher Pilot 161 Series~	CS99100437	056.0000600			
	056.5600.900000	\$ 11.39	Freight	CS99100437	056.0000600			
	056.5600.900000	\$ 174.90	Sales Tax 9.5%	CS99100437				
						05/05/2020	605457	\$ 2,015.99
001917 - CENTRAL BASIN WATER ASSOCIATION	020.1084.500140	\$ 12,791.74	Title 22 Monitoring	3200005				
						05/05/2020	605458	\$ 12,791.74

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005490 - CINTAS CORPORATION	020.1084.540000	\$ 140.11	Uniforms	4045017352				
	055.8000.540000	\$ 41.10	Uniforms	4045017352				
	055.8100.540000	\$ 139.79	Uniforms	4045017352				
	056.5600.540000	\$ 52.64	Uniforms	4045017352				
	020.1084.540000	\$ 139.10	Uniforms	4046294903				
	055.8000.540000	\$ 41.10	Uniforms	4046294903				
	055.8100.540000	\$ 52.63	Uniforms	4046294903				
	056.5600.540000	\$ 176.34	Uniforms	4046294903				
	020.1084.540000	\$ 139.09	Uniforms	4046906843				
	055.8000.540000	\$ 41.11	Uniforms	4046906843				
	055.8100.540000	\$ 52.63	Uniforms	4046906843				
	056.5600.540000	\$ 145.99	Uniforms	4046906843				
						05/05/2020	605459	\$ 1,161.63
001473 - CITY OF DOWNEY	011.1060.595200	\$ 3,181.76	Animal Control Services~	234299				
						05/05/2020	605460	\$ 3,181.76
003511 - CITY OF LAKEWOOD	020.1084.593200	\$ 24.78	Proportional Amount~	4925				
						05/05/2020	605461	\$ 24.78
000331 - COMMERCIAL DOOR OF LOS ANGELES	011.1049.590000	\$ 774.25	Front Gate Maintenance	18616				
						05/05/2020	605462	\$ 774.25

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VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
001336 - CURRENT WHOLESALE ELECTRIC SUP	011.1049.520000	\$ 477.00	Conduit 1EMT	262675				
	011.1049.520000	\$ 49.80	Comp Coupling 663SRT	262675				
	011.1049.520000	\$ 23.90	Comp Connect 653SRT	262675				
	011.1049.520000	\$ 105.00	Channel Strap PS10001EG	262675				
	011.1049.520000	\$ 566.67	Black Wire - 500 feet 6 THHN 5TR	262675				
	011.1049.520000	\$ 283.34	Blue Wire - 500 feet 6 THHN 5TR	262675				
	011.1049.520000	\$ 283.34	White Wire - 500 feet 6 THHN 5TR	262675				
	011.1049.520000	\$ 51.56	Conduit body LB100A	262675				
	011.1049.520000	\$ 10.98	Roof Jack RJ100	262675				
	011.1049.520000	\$ 39.88	Test Lead Set TL222	262675				
	011.1049.520000	\$ 58.69	Alligator Clip AC220	262675				
	011.1049.520000	\$ 362.19	Load Center 3BR1224B100	262675				
	011.1049.520000	\$ 651.75	Pipe Pier PP50H4	262675				
	011.1049.520000	\$ 750.00	100a 3p 480v Breaker EH3-B100	262675				
	011.1049.520000	\$ 450.00	Hardware Kit HW CDP	262675				
	011.1049.520000	\$ 395.59	Sales Tax 9.5%	262675				
						05/05/2020	605463	\$ 4,559.69

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002566 - DEWEY PEST CONTROL	011.1048.596200	\$ 60.00	Pest Control Services	13371422				
	011.1048.596200	\$ 100.00	Pest Control Services	13371427				
	011.1048.596200	\$ 95.00	Pest Control Services	13371428				
	011.1048.596200	\$ 135.00	Pest Control Services	13371429				
	011.1048.596200	\$ 75.00	Pest Control Services	13371430				
	011.1049.590000	\$ 62.00	Pest Control Services	13371431				
	011.1049.590000	\$ 67.00	Pest Control Services	13371432				
	011.1049.590000	\$ 42.00	Pest Control Services	13371433				
						05/05/2020	605464	\$ 636.00
005782 - BACKDRAFT OPCO, LLC	011.1033.596550	\$ 225.00	Historical Data Access Subscription	INV202014230		05/05/2020	605465	\$ 225.00
006799 - FIVE FOUR GROUP, LLC	055.7200.596702	\$ 10,398.60	Customer Incentive Program	042320		05/05/2020	605466	\$ 10,398.60
003489 - FLORENCE FILTER CORPORATION	011.120010	\$ 218.40	(1631-980) 24" x 24" x 1" MERV10 Pleat	114128IN	011.0014283			
	011.120010	\$ 610.00	(1631-998) 24" x 24" x 22" Merv13 8P	114128IN	011.0014283			
	011.120010	\$ 95.10	Freight	114128IN	011.0014283			
	011.120010	\$ 78.70	Sales Tax 9.5%	114128IN				
						05/05/2020	605467	\$ 1,002.20
005825 - FRONTIER	011.9019.560010	\$ 55.01	Period: 04/16/20 - 05/15/20	041620		05/05/2020	605468	\$ 55.01

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005350 - HAUL AWAY RUBBISH SERVICE CO,	011.1048.596200	\$ 67.50	Disposal & Recycling Services	03X02926				
	011.1049.596200	\$ 213.00	Disposal & Recycling Services	03X02927				
	011.1043.596200	\$ 1,495.80	Disposal & Recycling Services	03X02934				
						05/05/2020	605469	\$ 1,776.30
003065 - HDL COREN & CONE	011.1004.596200	\$ 1,250.00	Contract Services Property Tax~	27832IN				
						05/05/2020	605470	\$ 1,250.00
006358 - INDUSTRIAL ENVIRONMENTAL ASSOC	011.1060.595200	\$ 2,283.00	Compliance Outreach Training &	5				
						05/05/2020	605471	\$ 2,283.00
004143 - INTERWEST CONSULTING GROUP, IN	011.1041.595200	\$ 2,155.50	Building & Safety Plan Review	57849				
	011.1041.595200	\$ 250.00	Building & Safety Plan Review	59025				
						05/05/2020	605472	\$ 2,405.50
006567 - LACHER, DONALD	011.1031.596200	\$ 1,200.00	Background Investigation	2020VPD002				
						05/05/2020	605473	\$ 1,200.00
000839 - MEASUREMENT CONTROL SYSTEMS, I	056.5600.590000	\$ 1,423.20	Meter Calibration	212659				
	056.5600.590000	\$ 3,273.84	Meter Calibration	212660				
	056.5600.590000	\$ 785.89	Meter Troubleshooting	213641				
						05/05/2020	605474	\$ 5,482.93

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005516 - MEMORIALCARE MEDICAL GROUP	011.1026.502031	\$ 554.85	Medical Services / B. Malkenhorst	012620		05/05/2020	605475	\$ 554.85
005516 - MEMORIALCARE MEDICAL GROUP	011.1026.502031	\$ 10.00	Medical Services / B. Malkenhorst	021420		05/05/2020	605476	\$ 10.00
006613 - NCM CARWASH	011.1046.590000	\$ 84.00	Police Department Car Wash Services ~	1008	011.0013898			
	011.1046.590000	\$ 94.50	Police Department car wash services. ~	1009	011.0013898	05/05/2020	605477	\$ 178.50
001421 - NET MOTION WIRELESS, INC.	011.9019.590110	\$ 2,198.11	Mobility Premium Software Maintenance *	10051183	011.0014290	05/05/2020	605478	\$ 2,198.11
006083 - NU IMAGE INTERIOR DESIGN	011.1048.590000	\$ 3,698.00	B36 - Base Cabinet Espresso ~	2974	011.0014342			
	011.1048.590000	\$ 369.80	Sales Tax 10.00	2974				
	011.1048.590000	\$ 568.00	B36 - Base Cabinet Espresso ~	2975	011.0014342			
	011.1048.590000	\$ 56.80	Sales Tax 10.00	2975		05/05/2020	605479	\$ 4,692.60
006586 - OCCUPATIONAL HEALTH CENTERS OF	011.1026.597000	\$ 93.50	Medical Services	67619557				
	011.1026.597000	\$ 63.00	Medical Services	67673680				
	011.1026.597000	\$ 93.50	Medical Services	67734784		05/05/2020	605480	\$ 250.00

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001943 - PLUMBING & INDUSTRIAL SUPPLY	011.1049.520000	\$ 80.87	Plumbing Supplies & Building Hardware~	S1232097001	011.0013894			
	011.1048.520000	\$ 4.86	Plumbing Supplies & Building Hardware~	S1232146001	011.0013894			
	011.1048.520000	\$ 5.66	Plumbing Supplies & Building Hardware~	S1232254001	011.0013894			
						05/05/2020	605481	\$ 91.39
006612 - QUALIFIED MOBILE, INC	011.1046.590000	\$ 340.00	Car Wash Services	269562				
	011.1046.590000	\$ 357.00	Car Wash Services	269808				
						05/05/2020	605482	\$ 697.00
006727 - RITZ SAFETY, LLC	055.8100.540000	\$ 158.67	Stock #102179~	33602	055.0002778			
	055.8100.540000	\$ 209.33	Stock #102182~	33602	055.0002778			
	055.8100.540000	\$ 1,080.00	Stock #102908~	33602	055.0002778			
	055.8100.540000	\$ 210.00	Stock #102908~	33602	055.0002778			
	055.8100.540000	\$ 210.00	Stock #102908~	33602	055.0002778			
	055.8100.540000	\$ 720.00	Stock #102908~	33602	055.0002778			
	055.8100.540000	\$ 540.00	Stock #102908~	33602	055.0002778			
	055.8100.540000	\$ 360.00	Stock #102908~	33602	055.0002778			
	055.8100.540000	\$ 1,800.00	Stock #10908~	33602	055.0002778			
	055.8100.540000	\$ 502.36	Sales Tax 9.5%	33602				
						05/05/2020	605483	\$ 5,790.36
006671 - SCHEINES DENTAL CORPORATION	011.1026.502031	\$ 160.00	Medical Services / V. Malkenhorst	030420				
						05/05/2020	605484	\$ 160.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
006711 - SOUTHERN COMPUTER WAREHOUSE, I	011.9019.520010	\$ 719.84	HP LaserJet 550-sheet Paper Tray ~	IN000624815	011.0014273			
	011.9019.520010	\$ 68.38	Sales Tax 9.5%	IN000624815				
						05/05/2020	605485	\$ 788.22
000380 - STACY MEDICAL CENTER	011.1026.597000	\$ 1,504.23	Medical Services	1028037428				
						05/05/2020	605486	\$ 1,504.23
006132 - THYSSENKRUPP ELEVATOR CORPORAT	011.1049.590000	\$ 639.51	Elevator Service & Maintenance~	3005011792				
	011.1049.590000	\$ 639.51	Elevator Service & Maintenance~	3005184930				
						05/05/2020	605487	\$ 1,279.02
006587 - UCLA MEDICAL GROUP	011.1026.502031	\$ 20.00	Medical Services / B. Malkenhorst	032320				
						05/05/2020	605488	\$ 20.00
006415 - UNION PACIFIC RAILROAD COMPANY	011.1043.590000	\$ 13,255.68	Flashing Lights & Gates Installation	90095154				
						05/05/2020	605489	\$ 13,255.68
006798 - US ECOLOGY VERNON, INC	055.7200.596702	\$ 40,039.80	Customer Incentive Program	042320				
						05/05/2020	605490	\$ 40,039.80
001481 - VERIZON WIRELESS	011.9019.560010	\$ 819.69	Period: 03/11/20 - 04/10/20	9852239856				
						05/05/2020	605491	\$ 819.69

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
004798 - WORTHINGTON DIRECT HOLDINGS, L	011.120010	\$ 2,344.00	(2700-050) Green 32 Gallon Metal Trash	INV351663VER100	011.0014281			
	011.120010	\$ 920.00	(2700-060) RT-32 Black Plastic Lid 32	INV351663VER100	011.0014281			
	011.120010	\$ 612.00	(2700-055) PL-32 Black Plastic Liner 32	INV351663VER100	011.0014281			
	011.120010	\$ 729.00	Freight	INV351663VER100	011.0014281			
	011.120010	\$ 368.22	Sales Tax 9.5%	INV351663VER100				
						05/05/2020	605492	\$ 4,973.22
005530 - A TO Z CYLINDERS	011.1033.590000	\$ 2,700.00	Hydrostatic Test with visual inspection	1668	011.0014332			
	011.1033.590000	\$ 2,760.00	Honeywell kit (915127)	1668	011.0014332			
	011.1033.590000	\$ 3,240.00	Labor to rebuild valve with ultrasonic	1668	011.0014332			
	011.1033.590000	\$ 255.30	Sales Tax	1668				
						05/12/2020	605493	\$ 8,955.30
005654 - AMBIENT ENVIRONMENTAL, INC	011.1043.900000	\$ 1,500.00	HAZMAT Clearance Testing	9774				
						05/12/2020	605494	\$ 1,500.00
004448 - BATTERY SYSTEMS, INC	011.1046.520000	\$ 308.96	Vehicle Batteries, Alternators &	5483189	011.0013870			
	011.1046.520000	\$ 80.89	Vehicle Batteries, Alternators &	5491894	011.0013870			
						05/12/2020	605495	\$ 389.85
006249 - BEST DRILLING AND PUMP, INC	020.1084.900000	\$ 53,962.85	Well No. 17 Rehabilitation Project~	050520				
						05/12/2020	605496	\$ 53,962.85

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
005078 - BURKE, WILLIAMS & SORENSEN, LL	011.1024.593200	\$ 93.00	Re: Garcia-Martinez v. City of Vernon	253534				
	011.1024.593200	\$ 464.15	Re: Lopez, Reina v. City of Vernon	253549		05/12/2020	605497	\$ 557.15
000778 - CALIFORNIA WATER SERVICE CO	011.1043.560000	\$ 38.84	Period: 04/20	042320		05/12/2020	605498	\$ 38.84
000256 - CALPORTLAND COMPANY	011.1043.520000	\$ 2,507.54	Concrete	94553058		05/12/2020	605499	\$ 2,507.54
000331 - COMMERCIAL DOOR OF LOS ANGELES	011.1049.590000	\$ 650.02	Overhead Doors Maintenance	18672				
	011.1049.590000	\$ 390.00	Overhead Doors Maintenance	18677		05/12/2020	605500	\$ 1,040.02
005229 - EHS INTERNATIONAL, INC	055.9000.596700	\$ 950.00	Virtual Training Courses	318496				
	055.9000.596700	\$ 949.00	Virtual Training Courses	318497		05/12/2020	605501	\$ 1,899.00
004730 - EXTREME SAFETY, INC	020.1084.590000	\$ 255.00	Calibration Services	92461		05/12/2020	605502	\$ 255.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT	
003122 - J&H AUTO BODY	011.1046.520000	\$ 3,015.10	parts	16320	011.0014231				
	011.1046.520000	\$ 230.40	paint and material	16320	011.0014231				
	011.1046.590000	\$ 208.00	frame	16320	011.0014231				
	011.1046.590000	\$ 100.80	sublet mechanical	16320	011.0014231				
	011.1046.590000	\$ 629.20	body shop labor	16320	011.0014231				
	011.1046.590000	\$ 316.80	paint labor	16320	011.0014231				
	011.1046.520000	\$ 332.66	Sales Tax 10.25	16320					
	011.1046.520000	\$ 1,738.50	parts	16343	011.0014234				
	011.1046.520000	\$ 144.00	paint	16343	011.0014234				
	011.1046.590000	\$ 360.00	misc ac recharge	16343	011.0014234				
	011.1046.590000	\$ 198.00	paint labor	16343	011.0014234				
	011.1046.590000	\$ 343.20	body shop labor	16343	011.0014234				
	011.1046.520000	\$ 192.96	Sales Tax 10.25	16343					
							05/12/2020	605504	\$ 7,809.62
005340 - LA POOL GUYS	011.1049.590000	\$ 210.00	Pool Maintenance	4907		05/12/2020	605505	\$ 210.00	
000804 - LB JOHNSON HARDWARE CO #1	011.1046.520000	\$ 100.70	Plumbing & Building Hardware~	107549	011.0013893				
	011.1046.520000	\$ 123.68	Plumbing & Building Hardware~	107550	011.0013893				
	011.1046.520000	\$ -100.70	Plumbing & Building Hardware~	107551	011.0013893				
	011.1049.520000	\$ 39.38	Plumbing & Building Hardware~	107581	011.0013893				
						05/12/2020	605506	\$ 163.06	

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
003908 - LOPEZ & LOPEZ TIRE SERVICE	011.1046.520000	\$ 198.85	Tires, Accessories & Repairs~	23617	011.0013875	05/12/2020	605507	\$ 213.85
	011.1046.590000	\$ 15.00	Tires, Accessories & Repairs~	23751	011.0013875			
006422 - MARIPOSA LANDSCAPES, INC	011.1049.590000	\$ 3,582.00	Landscape Maintenance	88780		05/12/2020	605508	\$ 3,582.00
003231 - MARX BROS FIRE EXTINGUISHER CO	011.1049.590000	\$ 3,533.37	Fire Extinguisher Service	P62775		05/12/2020	605509	\$ 3,533.37
000304 - MCAVOY & MARKHAM ENGINEERING A	055.8000.900000	\$ 1,896.00	Item ERW-1300-402~	16215	055.0002783	05/12/2020	605510	\$ 13,303.01
	055.8000.900000	\$ 25.04	Freight	16215				
	055.8000.900000	\$ 180.12	Sales Tax 9.5%	16215				
	055.8000.900000	\$ 8,850.00	Item RPT-6000-125~	162151	055.0002783			
	055.8000.900000	\$ 240.00	Item CBA-0393-002~	162151	055.0002783			
	055.8000.900000	\$ 240.00	Item KIT-0048-001~	162151	055.0002783			
	055.8000.900000	\$ 900.00	Item KIT-0050-001~	162151	055.0002783			
	055.8000.900000	\$ 971.85	Sales Tax 9.5%	162151				

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
000309 - NAPA AUTO PARTS	011.1046.520000	\$ 273.75	Auto Parts & Accessories~	24799	011.0013876	05/12/2020	605511	\$ 312.63
	011.1046.520000	\$ 273.75	Auto Parts & Accessories~	25109	011.0013876			
	011.1046.520000	\$ 74.45	Auto Parts & Accessories~	25786	011.0013876			
	011.1046.520000	\$ -120.45	Credit~	25861	011.0013876			
	011.1046.520000	\$ 84.88	Auto Parts & Accessories~	25887	011.0013876			
	011.1046.520000	\$ -273.75	Credit~	25896	011.0013876			
005504 - NTS MIKEDON, LLC	011.120010	\$ 3,250.00	(0730-200) Perma Patch 60lbs. Bags	920513	011.0014341	05/12/2020	605512	\$ 3,668.26
	011.120010	\$ 100.00	Freight	920513	011.0014341			
	011.120010	\$ 318.26	Sales Tax 9.5%	920513				
005272 - NET TRANSCRIPTS, INC	011.1031.596200	\$ 260.69	Transcription Services	31844IN		05/12/2020	605513	\$ 260.69
005934 - O'REILLY AUTO PARTS	011.1046.520000	\$ 26.48	Auto Parts & Accessories~	3049268221	011.0013877	05/12/2020	605514	\$ 358.01
	011.1046.520000	\$ 37.01	Auto Parts & Accessories~	3049268939	011.0013877			
	011.1046.520000	\$ 129.28	Auto Parts & Accessories~	3049269790	011.0013877			
	011.1046.520000	\$ 61.24	Auto Parts & Accessories~	3049270537	011.0013877			
	011.1046.520000	\$ 58.45	Auto Parts & Accessories~	3049270707	011.0013877			
	011.1046.520000	\$ 45.55	Auto Parts & Accessories~	3049271619	011.0013877			

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
003332 - P&F DISTRIBUTORS	056.5600.590000	\$ 164.26	Pipe & Fittings~	136774IN	056.0000568	05/12/2020	605515	\$ 11,212.26
	056.5600.900000	\$ 7,200.00	Pipe Gas, 6" x 40	136775IN	056.0000602			
	056.5600.900000	\$ 1,200.00	Poly Valve Gas~	136775IN	056.0000602			
	056.5600.900000	\$ 1,850.00	Freight	136775IN	056.0000602			
	056.5600.900000	\$ 798.00	Sales Tax 9.5%	136775IN				
006787 - PACIFIC ADVANCED CIVIL ENGINEE	020.1084.900000	\$ 50,355.00	Design Services	3966		05/12/2020	605516	\$ 50,355.00
006493 - PLANETBIDS, INC	011.9019.520010	\$ 6,051.25	PB System Vendor & Bid Management~	520157		05/12/2020	605517	\$ 6,051.25
006612 - QUALIFIED MOBILE, INC	011.1046.590000	\$ 357.00	Car Wash Services	270062		05/12/2020	605518	\$ 357.00
003149 - RICHARD C. SLADE & ASSOCIATES	020.1084.900000	\$ 16,349.95	Groundwater Services	5528		05/12/2020	605519	\$ 16,349.95
001158 - SOUTH COAST AQMD	020.1084.596200	\$ 842.04	Annual Renewal Fees~	3614939		05/12/2020	605520	\$ 978.44
	020.1084.596200	\$ 136.40	Emissions Fees~	3617725				
000380 - STACY MEDICAL CENTER	011.1031.594200	\$ 400.00	Medical Services	521137518		05/12/2020	605521	\$ 400.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 46  
JUNE 2, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
000191 - STATE STREET LAUNDRY	011.1031.520000	\$ 15.30	Laundry Services~	11933	011.0013958	05/12/2020	605522	\$ 51.30
	011.1031.520000	\$ 9.90	Laundry Services~	11934	011.0013958			
	011.1031.520000	\$ 9.00	Laundry Services~	11935	011.0013958			
	011.1031.520000	\$ 9.90	Laundry Services~	11936	011.0013958			
	011.1031.520000	\$ 7.20	Laundry Services~	11937	011.0013958			
000141 - THOMSON REUTERS - WEST	011.1024.596600	\$ 413.71	West Information Charges	842248838		05/12/2020	605523	\$ 413.71
005699 - WEBCO LB, LLC	011.1043.590000	\$ 10,250.00	Street Sweeping Services 04/20	LB5304		05/12/2020	605524	\$ 10,250.00
<b>TOTAL EARLY CHECKS</b>								<b>\$ 361,453.60</b>

CITY OF VERNON  
 OPERATING ACCOUNT  
 WARRANT REGISTER NO. 46  
 JUNE 2, 2020

**RECAP BY FUND**

<u>FUND</u>	<u>ELECTRONIC TOTAL</u>	<u>EARLY CHECK TOTAL</u>	<u>WARRANT TOTAL</u>	<u>GRAND TOTALS</u>
011 - GENERAL	\$ 100,722.68	\$ 135,140.48	\$ 0.00	\$ 235,863.16
020 - WATER	20,050.02	135,136.06	0.00	155,186.08
055 - LIGHT & POWER	1,742,526.31	72,090.91	0.00	1,814,617.22
056 - NATURAL GAS	223.52	19,086.15	0.00	19,309.67
<b>GRAND TOTAL</b>	<b>\$ 1,863,522.53</b>	<b>\$ 361,453.60</b>	<b>\$ 0.00</b>	<b>\$ 2,224,976.13</b>

TOTAL CHECKS TO BE PRINTED 0

# City Council Agenda Item Report

Agenda Item No. COV-181-2020  
Submitted by: Cynthia Cano  
Submitting Department: Public Works  
Meeting Date: June 2, 2020

## **SUBJECT**

Public Works Monthly Building Report

## **Recommendation:**

Receive and file the April 2020 Building Report.

## **Background:**

The attached building report consists of total issued permits, major projects, demolition permits, new building permits and certificate of occupancy status reports for the month of April 2020. There was a significant decrease in the number of building permits and the value of permitted construction in April 2020 compared to April 2019. While construction is an essential activity, it appears that this decrease in construction is Covid-19 related. Building Division revenues for April 2020 were 83.5% lower than revenues in April 2019. \$23,092 was collected in April 2020 versus \$ 139,917 collected in April 2019.

## **Fiscal Impact:**

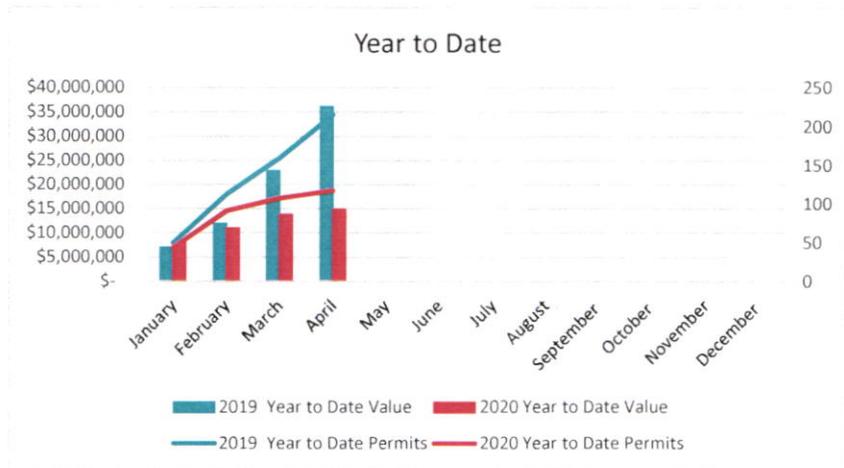
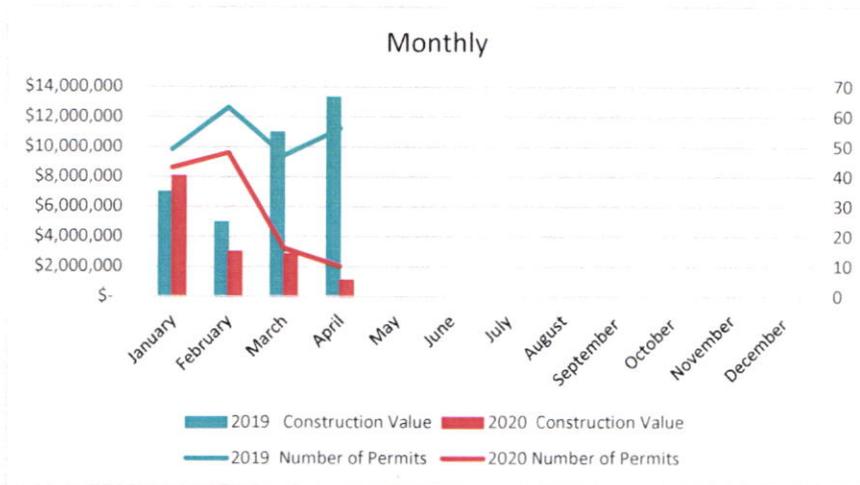
There is no fiscal impact associated with this report.

## **Attachments:**

1. [Public Works Department April 2020 Building Report](#)

**City of Vernon  
Building Division  
Monthly Report Summary**

	2019				2020				Year to Date	
	Construction Value	Number of Permits	Year to Date Value	Year to Date Permits	Construction Value	Number of Permits	Year to Date Value	Year to Date Permits	Permit Difference	Valuation Difference
January	\$ 6,968,160	49	\$ 6,968,160	49	\$ 8,046,145	43	\$ 8,046,145	43	-12%	15%
February	\$ 4,923,135	63	\$ 11,891,295	112	\$ 2,979,923	48	\$ 11,026,068	91	-19%	-7%
March	\$ 10,949,664	47	\$ 22,840,960	159	\$ 2,808,127	16	\$ 13,834,195	107	-33%	-39%
April	\$ 13,285,075	56	\$ 36,126,035	215	\$ 1,100,252	10	\$ 14,934,447	117	-46%	-59%
May										
June										
July										
August										
September										
October										
November										
December										





City of Vernon  
Building Department  
Monthly Report from 4/1/2020 to 4/30/2020

Type	Value	# of Permits
Electrical	\$260,710.00	3
Industrial - Remodel	\$2,417.00	1
Mechanical	\$486,410.00	2
Miscellaneous	\$340,000.00	2
Plumbing	\$3,215.00	1
Roof	\$7,500.00	1
April 2020 TOTALS PERMITS:	<u>\$1,100,252.00</u>	<u>10</u>
PREVIOUS MONTHS TOTAL	\$13,834,195.00	107
YEAR TO DATE TOTAL	<u>\$14,934,447.00</u>	<u>117</u>
April 2019 TOTALS PERMITS:	\$13,285,075.00	56
PREVIOUS MONTHS TOTAL	\$22,840,959.64	159
PRIOR YEAR TO DATE TOTAL	<u>\$36,126,034.64</u>	<u>215</u>

Daniel Wall

Director of Public Works Department



City of Vernon  
Building Department  
New Buildings Report - April 2020

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None

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Daniel Wall  
Director Public Works Department



City of Vernon  
Building Department  
Demolition Report - April 2020

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None

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Daniel Wall  
Director of Public Works Department



City of Vernon  
Building Department  
Major Projects from 4/1/2020 to 4/30/2020  
Valuations > 20,000

Permit No.	Project Address	Tenant	Description	Job Value
<b>Electrical</b>				
B-2019-3776	3876 SANTA FE AVE APN 6302018017	Kiawash	Electrical - upgrade service	30000
B-2020-4038	3883 SOTO ST APN 6302020059		Install (3) new conveyor lines	230000
<b>2</b>	<b>Record(s)</b>			<b>\$260,000.00</b>
<b>Mechanical</b>				
B-2020-3950	2825 54TH ST APN 6310009010		Install (2) packaged refrigeration condensing units and (10) evaporator coils	480255
<b>1</b>	<b>Record(s)</b>			<b>\$480,255.00</b>
<b>Miscellaneous</b>				
B-2020-4007	5353 DOWNEY RD APN 6310002029		Replacement fo roof and exterior concrete walls at northwest corner of the building. Retrofit of the building concrete wall anchors to the roof diaphragm/framing.	250000
B-2019-3700	3275 VERNON AVE APN 6303005023	Coast Packing	(5) new storage tanks phase 2 of tank farm expansion	90000
<b>2</b>	<b>Record(s)</b>			<b>\$340,000.00</b>
<b>5</b>	<b>Permit(s)</b>		<b>Total</b>	<b>\$1,080,255.00</b>

A handwritten signature in black ink that reads "Daniel Wall".

Daniel Wall

Director of Public Works Department



City of Vernon  
Building Department  
Status of Certificates of Occupancy Requests  
Month of April 2020

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Request for Inspection	77
Approved	8
Pending	371
Temporary Occupancies	12

A handwritten signature in black ink that reads "Daniel Wall".

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Daniel Wall  
Director of Public Works

**City of Vernon  
Certificate of Occupancy  
Applications Date From 4/1/2020 to 4/30/2020**

<b>Issued</b>	<b>Permit No.</b>	<b>Project Address</b>	<b>Tenant</b>	<b>Description</b>	<b>Fees Paid</b>	<b>Square Feet</b>
	C-2020-1469	4578 49TH ST APN 6304017004	Nuconic Packaging, LLC dba Easy Pak, LLC	Warehouse good plastic	885.00	26653
	C-2020-1470	3305 VERNON AVE APN 6303006071	Everytable, PBC Inc.	Food processing	885.00	19370
	C-2020-1471	5525 SOTO ST APN 6309026019	Germ Less, Inc.	Warehousing and distr. hand sanitizers	885.00	35000
	C-2020-1472	4510 SEVILLE AVE APN 6308001045	Valmar International Produce Growers LLC	Warehouse and distr produce	885.00	12136
	C-2020-1473	4382 BANDINI BLVD APN 6304001021	R and B Import Corp.	Warehouse general merchandise	0.00	9100
	C-2020-1474	2528 ALAMEDA ST APN 6302009045	Pizza Place 123	Pizza, pasta and salads	385.00	1400
	C-2020-1475	2538 ALAMEDA ST APN 6302009045	Margaritas's Tacos & Grill	Fast food mexican	385.00	1450
<b>Total for Certificate of Occupancy:</b>					<b>4,310.00</b>	<b>105,109.00</b>
<b>7 Permits(s)</b>					<b>Total Fees Paid</b>	<b>4,310.00</b>

**City of Vernon  
Certificate of Occupancy  
Issued Date From 4/1/2020 to 4/30/2020**

<b>Issued</b>	<b>Permit No.</b>	<b>Project Address</b>	<b>Tenant</b>	<b>Description</b>	<b>Fees Paid</b>	<b>Square Feet</b>
4/2/2020	C-2020-1456	6099 MALBURG WAY APN 6310027042	Hawthorne Distribution	Warehousing and distribution of dry foods	885.00	14095
4/30/2020	C-2019-1302	2833 LEONIS BLVD. APN 6303022004	Self-Reliant Employment Support Services	Office use	385.00	600
4/30/2020	C-2019-1398	4875 PACIFIC BLVD APN 6308009024	Romero's Engineering Inc. DBA American Turnkey Fabricators	Machine shop	885.00	15794
4/30/2020	C-2019-1371	2833 LEONIS BLVD. APN 6303022004	KKGM Inc.	Office use	385.00	1620
4/30/2020	C-2017-0614	4900 CORONA AVE APN 6304016007	NITTO KNIT INC.	Knitting of fabric	689.00	26045
4/30/2020	C-2018-1121	4170 BANDINI BLVD APN 6304003001	Mercury Plastics, Inc. dba Poly Pak Packaging	Manufacturing and warehousing of plastic products	385.00	20000
4/30/2020	C-2018-1028	4697 48TH ST APN 6304019024	Naraura Inc.	Warehousing and distribution of general merchandise	885.00	6000
4/30/2020	C-2020-1451	3201 BANDINI BLVD APN 6303001008	Everest Trading Corp.	Warehousing and distribution of bags	1,046.00	60300
<b>Total for Certificate of Occupancy:</b>					<b>5,545.00</b>	<b>144,454.00</b>
<b>8 Permits(s)</b>					<b>Total Fees Paid</b>	<b>5,545.00</b>

# City Council Agenda Item Report

Agenda Item No. COV-172-2020

Submitted by: Lisa Pope

Submitting Department: City Clerk

Meeting Date: June 2, 2020

## **SUBJECT**

Records Retention Schedule

## **Recommendation:**

Adopt Resolution No. 2020-15 approving the City's Records Retention Schedule, authorizing destruction of certain City records and repealing Resolution No. 2017-53.

## **Background:**

The City's Records Management Program applies efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City. Resolution No. 2017-53, approved and adopted the most recent Records Retention Schedule. In order to ensure compliance with all laws and standard business practices for California cities and to retain consistency in records management throughout the City, biennial review of the retention schedules is necessary.

The City retained the services of Gladwell Governmental Services, Inc. to assist in the records retention schedule review and update. The new schedules were written interactively with representatives from each department to incorporate current practices and provide clear, specific records descriptions and appropriate retention periods.

The proposed resolution establishes the City's retention schedule; provides routine destruction of records; and authorizes minor updates without further Council action. The resolution rescinds the prior resolutions related to the City's retention schedule.

## **Fiscal Impact:**

There is no fiscal impact associated with this report; however, savings in storage and labor will be realized.

## **Attachments:**

- [1. Resolution No. 2020-15 Records Retention Schedule](#)

RESOLUTION NO. 2020-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON APPROVING AND ADOPTING A RECORDS RETENTION SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS, AND REPEALING RESOLUTION NO. 2017-53

SECTION 1. Recitals.

- A. The maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Vernon.
- B. Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed.
- C. On October 24, 2017, the City Council adopted Resolution No. 2017-53 approving and adopting an updated Records Retention Schedule, authorizing destruction of certain City records, and repealing all resolutions in conflict therewith.
- D. Staff has reviewed and revised the Records Retention Schedule and presents proposed schedules to Council for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VERNON AS FOLLOWS:

SECTION 2. The City Council of the City of Vernon hereby finds and determines that the above recitals are true and correct.

SECTION 3. The records of the City of Vernon, as set forth in the Records Retention Schedule, attached as Exhibit A, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Vernon, as established in the City's Records Destruction Procedure/Policy.

SECTION 4. With the consent of the City Clerk, City Administrator, and City Attorney, minor updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council. Minor updates may include changes in Department or Division names, improvements in descriptions, changes in comments, deleting records series that are no longer applicable, and/or what is scanned. Any changes in the Total Retention and/or adding new records series must be presented to the City Council of the City of Vernon prior to taking effect.

SECTION 5. All resolutions or parts of resolutions, specifically Resolution No. 2017-53, not consistent with or in conflict with this resolution are hereby repealed.

SECTION 6. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED this 2<sup>nd</sup> day of June, 2020.

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LETICIA LOPEZ, Mayor

ATTEST:

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LISA POPE, City Clerk  
(seal)

APPROVED AS TO FORM:

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ARNOLD ALVAREZ-GLASMAN,  
Interim City Attorney

## HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

### **STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS**

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

### **BENEFITS**

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

### **AUTHORIZATION TO DESTROY RECORDS:**

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

## RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

**Records Description:** The record series (a group of like records).

**Transitory Records** not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**  
**Active:** How long the file remains in the immediate office area (*guideline*)  
**Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)  
**Total Retention:** The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:  
Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

**Scan / Import** (*guideline*):  
“S” indicates the record should be scanned into the document imaging system;  
“I” indicates the record should be electronically imported into the document imaging system;  
“M” indicates the record should be microfilmed

**Destroy Paper after Imaged & QC’d:** “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed) **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

**Legend for legal citations** (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

GC§34090 is a base minimum retention; the “Total Retention” column is what has been adopted by the City Council.

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>CITY WIDE (Used by All Departments)</b>										
Finance	CW-001	Accounts Payable, Invoices, Petty Cash, Travel Reimbursement, Warrant Requests, etc.  <b>ALL backup is forwarded to Finance</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-002	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
City Clerk	CW-003	Agenda Packets / Staff Reports: <b>City Council</b>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Complete Master Agenda Packets are retained by the Office of the City Clerk permanently; GC §34090.7
City Clerk	CW-004	<b>Agreements &amp; Contracts - ALL (after 2020). 2019 &amp; prior with City Clerk's Attestation</b>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Starting in 2020, send ALL original contracts to the City Clerk. 2019 and prior, the City Clerk retained the originals of any agreement or contract that the City Clerk attests to; GC §34090.7

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-005	Agreements & Contracts - <b>WITHOUT City Clerk's Attestation (Prior to 2020)</b> Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work), etc.)	Completion + 10 years		Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-006	Agreements & Contracts: <b>ADMINISTRATIVE FILES (with Grant Funding)</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer		Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090, GC § 8546.7

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-007	Agreements & Contracts: <b>ADMINISTRATIVE FILES</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion + 10 years		Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-008	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Finance	CW-009	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
	CW-010	Bids: See Agreements & Contracts								
Staffing Dept.	CW-011	Boards, Commissions, & Committees: <b>City Council Subcommittees</b>  (Composed solely of less than a quorum of the City Council)	2 years		2 years			Mag, Ppr		All recommendations are presented to the City Council; GC §34090 et seq.
	CW-012	Boards, Commissions, & Committees: <b>External Organizations</b>  (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records
Staffing Dept.	CW-013	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>AGENDAS, AGENDA PACKETS.</b>	Minimum 2 years		Minimum 2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Staffing Dept.	CW-014	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	10 years		10 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>VIDEO RECORDINGS</b> of Meetings / Audio Tapes	10 years		10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Staffing Dept.	CW-016	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>MINUTES &amp; BYLAWS</b>	P		P		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090
Finance	CW-017	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance	CW-018	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Attorney	CW-019	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead (Responding) Dept.	CW-020	Complaints / Concerns from Citizens	Minimum 2 years		Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§911.2, 34090
Human Resources	CW-021	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			GC §34090.7
	CW-022	Contracts: See Agreements								
Lead Dept.	CW-023	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Dept. that <b>Authors</b> Document or Receives the City's Original Document	CW-024	Correspondence - <b>ROUTINE (Content relates in a substantive way to the conduct of the public's business)</b>  (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Dept. that <b>Authors</b> Document or Receives the City's Original Document	CW-025	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b></p> <p>(e.g. calendars, checklists, e-mail or social media posting, instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required		Mag, Ppr			<p>Electronic and paper records are categorized, filed and retained based upon the <b>CONTENT</b> of the record. Records where either the <b>Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference</b> are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period, If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p>

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CW-026	Deeds, Easements, Final Orders of Condemnations, Liens, Recorded Documents, Rights of Ways (All)	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Send all originals to the City Clerk; GC §34090.7
Lead Dept.	CW-027	Deposit Accounts / Trust Accounts / Refundable Deposits	Close + 5 years		Close + 5 years			Mag, Ppr		Department preference; meets auditing standards; GC §34090
Lead Dept.	CW-028	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated			Mag Ppr		Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Lead Dept.	CW-029	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-030	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-031	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-032	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES Claims <b>(SUCCESSFUL)</b> Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>			Mag, Ppr		Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090 GC § 8546.7
Human Resources	CW-033	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition		Mag, Ppr		Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Attorney	CW-034	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required <b>(Upon Settlement)</b>		Copies - When No Longer Required <b>(Upon Settlement)</b>	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administrates pre-litigation claims; GC §§34090.7, 34090.6
Lead Dept.	CW-035	Leave Slips / Time Off Requests	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the Regular Course of Business GC §34090
Lead Dept.	CW-036	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CW-037	Minutes - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
City Clerk	CW-038	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-039	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-040	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CW-041	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-042	OSHA Inspections or Citations	5 years		5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Human Resources	CW-043	Personnel Files <b>(Department-level Files)</b> Except for Fire & Police Department	Send to Human Resources Upon Separation or Transfer		Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-044	Personnel Files <b>(Supervisor's Notes)</b>	Shred After Incorporation into Performance Evaluation or Documented Discipline		Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-045	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-045.1	Proclamations, Commendations, Certificates / Recognitions	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CW-046	Public Records Requests (ALL)	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk; GC §34090.7
Lead Dept.	CW-047	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-048	Purchase Orders / Requisitions	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	Department preference; GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-049	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-050	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.333; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
City Clerk	CW-051	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-053	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>YOUR Department</b>	Minimum 2 years		Minimum 2 years			Mag, Ppr		Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-054	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>OTHER Departments</b>	When Superseded		When Superseded			Mag, Ppr		Copies; GC §34090.7
	CW-055	Reference or Working Files: See Correspondence								
Lead Dept.	CW-056	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P			Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-057	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years			Mag, Ppr		Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	CW-058	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)		Mag, Mfr, OD, Ppr	S	No Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-059	Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
Lead Dept.	CW-060	Surveys / Questionnaires (that the City issues).  If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years			Mag, Ppr			GC §34090
Finance / Payroll	CW-061	Time Cards / Time Sheets / Time Off Request Forms / Payroll Certifications / Leave Requests / Payroll Exception Forms	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Lead Dept.	CW-062	Training - ALL <b>COURSE RECORDS</b>  (Attendance Rosters, Outlines and Materials; includes Ethics & Safety Training & Tailgates, Sexual Harassment Prevention Training)	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive  Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b); 53237.2(b)
Lead Dept.	CW-063	Video Recordings - <b>City Operations / Building Security</b>	1 year		1 year			Mag		Records "regular and ongoing operations"; GC §34090.6
Lead Dept.	CW-064	Video Recordings - <b>Parking Lots, Public Areas</b>	When No Longer Required		When No Longer Required			Mag		Does not record "regular and ongoing operations"; GC §34090.6

**RECORDS RETENTION SCHEDULE: CITY ADMINISTRATOR**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>CITY ADMINISTRATOR</b>										
City Adminis.	CADM-002	City Council Correspondence	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
City Adminis.	CADM-003	Grand Jury Reports and Responses (Regarding City Operations)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference (the Grand Jury keeps their reports 5 years); GC §34090
City Clerk	CADM-004	Independent Reform Monitor Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Included in City Council Agenda Packets; GC §34090.7
City Adminis.	CADM-006	Projects, Programs, Economic Development, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
City Adminis.	CADM-007	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.
Finance	CADM-008	Travel / Conferences	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Invoices are maintained by Finance; GC §34090.7

**RECORDS RETENTION SCHEDULE: CITY ATTORNEY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>CITY ATTORNEY</b>										
City Attorney	CA-001	Advice Files / Department Files	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>			Mag, Ppr		Department Preference; GC §34090
City Attorney	CA-001.1	Attorney Invoice backup / detail (confidential)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
City Attorney	CA-002	Bankruptcies - <b>NOT</b> pursued	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not retained in the ordinary course of business; GC §34090
City Attorney	CA-003	Bankruptcies - <b>Where a claim is filed</b>	10 years		10 years			Mag, Ppr		Department Preference (negative information remains on credit ratings for 7 years); GC §34090
City Attorney	CA-004	City Attorney Opinions and Opinion Index	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	CA-005	Claim for Damages - Over \$2,501	Minimum <b>Final Resolution + 5 years</b>		Minimum <b>Final Resolution + 5 years</b>	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§34090, 34090.6; PC §832.5(b)

**RECORDS RETENTION SCHEDULE: CITY ATTORNEY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Attorney	CA-006	Closed Session Materials	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>			Mag, Ppr		Department Preference; GC §34090
City Attorney	CA-007	Litigation Files / Lawsuits / Court Case Files - Real Property or Historically Significant	Minimum <b>Final Resolution + 5 years</b>	P	P	Yes: Until Settlement		Mag, Ppr		Department preference; CCP §§ 337 et seq.; GC §§34090, 34090.6; PC §832.5(b)
City Attorney	CA-008	Litigation Files / Lawsuits / Court Case Files - <b>NOT</b> Real Property or Historically Significant	Minimum <b>Final Resolution + 5 years</b>		Minimum <b>Final Resolution + 5 years</b>	Yes: Until Settlement		Mag, Ppr		Department preference; CCP §§ 337 et seq.; GC §§34090, 34090.6; PC §832.5(b)
City Clerk	CA-009	Settlement Agreements / Final Court Settlements	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Send all final settlement agreements and court settlements to City Clerk; GC §34090
City Attorney	CA-010	Summons	2 years		2 years			Mag, Ppr		GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
<b>CITY CLERK</b>											
City Clerk	CC-001	<b>Agenda Packets:</b> City Council, Active and Inactive Decision Making Bodies	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-003	<p>Agreements &amp; Contracts <b>(INFRASTRUCTURE - ALL Settlement Agreements, MOUs, etc.</b></p> <p>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work), Notice of Completion</p> <p>Examples of Infrastructure: Architects, buildings, bridges, covenants / CC&amp;Rs, golf course redesign / construction, development, park improvements, property restrictions, reservoirs, settlement, sewers, sidewalks, street &amp; alley improvements, utilities, water.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Starting in 2020, ALL original contracts are sent to the City Clerk. 2019 and prior, the City Clerk retained the originals of any agreement or contract that the City Clerk attested to only. Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)	

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
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(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-004	<p>Agreements &amp; Contracts <b>(NON-INFRASTRUCTURE ALL)</b></p> <p>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work) Notice of Completion</p> <p>Examples of Non-Infrastructure: Consultants, Franchises, Landscape Maintenance, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Human Resources, Professional Services</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Starting in 2020, ALL original contracts are sent to the City Clerk. 2019 and prior, the City Clerk retained the originals of any agreement or contract that the City Clerk attested to only. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	CC-004.1	Board & Commission Applications (Successful and Unsuccessful)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-005	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		2 years		Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-006	Budgets - Adopted / Final (approved via resolution)	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; GC §34090 et seq.
City Clerk	CC-007	City Council, Board & Commission Historical List of Members	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-008	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ALL</b>	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-008.1	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ALL ELECTRONICALLY-FILED</b>	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes:	Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
City Clerk	CC-008.2	Economic Interest Filings (FPPC Form 602 / 635) - Lobbyist Authorization / Reporting	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	2 CCR 18615(d), GC §81009(e)&(g)
City Clerk	CC-009	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-010	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)

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City Clerk	CC-011	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	GC §81009(e)
City Clerk	CC-014	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18702.5; GC §34090; GC §81009(e)
City Clerk	CC-015	FPPC Referral Letters	Minimum Term of Office + 2 years		Minimum Term of Office + 2 years		Mag, Ppr			Department preference; GC §34090
<b>ELECTIONS - CONSOLIDATED</b>										
City Clerk OR Utility / Customer Service	CC-016	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings		2 years	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-017	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-018	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-019	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(f)&(g)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-020	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		7 years			Mag, Ppr		Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-021	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years		Term of Office + 4 years			Mag, Ppr		CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-022	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Election + 4 years			Mag, Ppr		CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-023	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	2 years		2 years			Mag, Ppr		GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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City Clerk	CC-024	Elections - <b>HISTORICAL</b> (Sample ballot, copies of resolutions with the final results; Certificate of Election)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-025	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-025.1	Elections - Petitions (Initiative, Recall or Referendum) - <b>IF Insufficient, and IF Proponents Examine Petition</b>	1 year		1 year		Ppr			EC §§17200(b)(3), 17400
<b>ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)</b>										
City Clerk	CC-026	Applications to View Voter Registration Information		5 years	5 years		Ppr			EC 2188(f)
City Clerk	CC-028	Ballots, Ballot Security Envelopes - After Election		6 mo.	6 mo.		Ppr			EC §17302
City Clerk	CC-029	Ballots, Ballot Security Envelopes - After Recount		6 mo.	6 mo.		Ppr			EC §17306

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
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City Clerk	CC-030	Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr		If uncontested, EC §17304
City Clerk	CC-031	Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr		EC 17302, 17306
City Clerk	CC-032	Precinct Officer Appointments		6 mo.	6 mo.		Ppr		EC §17503
City Clerk	CC-033	Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr		EC §17300
City Clerk	CC-034	Tally Sheets, Logic & Accuracy Test Certifications		6 mo.	6 mo.		Ppr		EC §17304
City Clerk	CC-035	Vote-by-Mail Applications, Roster of Absentee Applications		6 mo.	6 mo.		Ppr		EC §17505
City Clerk	CC-036	Vote-by-Mail Identification Envelopes		6 mo.	6 mo.		Ppr		EC §17302
City Clerk	CC-037	Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr		EC §17304
City Clerk	CC-038	Voter Index Original		5 years	5 years		Ppr		EC §17001
<b>(End of Elections Section)</b>									
City Clerk	CC-039	Ethics Training Certificates	5 years		5 years		Mag, Ppr		GC §53235.2(b)
City Clerk	CC-039.1	Film Permits (Issued by Film LA)	Minimum 2 years		Minimum 2 years		Mag, Ppr		Department Preference; GC § 34090 et seq.

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
City Clerk	CC-040	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P			Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-041	Housing Lottery / Interest Forms (Public Works conducts Lottery)	2 years		2 years			Mag, Ppr			GC §34090
City Clerk	CC-042	<b>Minutes:</b> City Council, Active and Inactive Decision Making Bodies	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-043	Municipal Code <b>Administration</b> , Distribution, etc.	When No Longer Required		When No Longer Required			Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-044	<b>Notices:</b> City Council, Active and Inactive Decision Making Bodies	2 years		2 years			Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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City Clerk	CC-045	Oath of Office: City Council, Boards & Commission Members	Term of Office + 4 years		Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; PC 801.5, 803(c); GC §34090
City Clerk	CC-046	Ordinances	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-047	Public Records Requests / Request for Records / Subpoenas (Records / Duces Tecum) Excludes Police	2 years		2 years		Mag, Ppr			Department preference; GC §34090
City Clerk	CC-048	Real Property: Deeds, Easements, Liens, Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
City Clerk	CC-049	Recordings - <b>AUDIO &amp; VIDEO RECORDINGS</b> of Meetings / Audio Tapes - City Council, Active and Inactive Decision Making Bodies	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; Video tapes of meetings are required for 90 days; GC §34090.6; GC §54953.5(b)
City Clerk	CC-050	Records Destruction Authorization Forms	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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City Clerk	CC-051	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090 et. seq.
City Clerk	CC-053	Resolutions: City Council, Active and Inactive Decision Making Bodies	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-053.1	Secretary of State Statement of Facts	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-054	Subpoenas for Personal Appearance (City Hall Employees, Fire Employees) Excludes Police	2 years		2 years		Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

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<b>ACCOUNTING</b>											
Finance / Accounting	FIN-001	1099's / 1096's	2 years	3 years	5 years			Mag, Ppr		Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436	
Finance / Accounting	FIN-002	Accounts Payable / Invoices and Backup  (Includes Invoices, Travel Expense Reimbursements, Check Request, etc. Excludes backup for Attorney invoices)	2 years	3 years	5 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
City Clerk	FIN-003	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	(Copies - the original is maintained by the City Clerk in the Agenda Packet); GC §34090.7
Finance / Accounting	FIN-004	Audit Work Papers	2 years	3 years	5 years			Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Accounting	FIN-005	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years			Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1

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Public Works / Development Services	FIN-006	Bonds (Performance Bonds, Subdivision Bonds, Letters of Credit)	Release of Bond / Letter of Credit		Release of Bond / Letter of Credit			Mag, Ppr		Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Finance / Accounting	FIN-007	Bonds (Revenue) Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
City Clerk	FIN-008	Budgets - Adopted / Final (approved via resolution)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	City Clerk maintains originals; GC §34090.7
Finance / Accounting	FIN-009	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance / Accounting	FIN-010	Checks / Warrants (Issued by the City, Cashed / Paid)	7 years		7 years		Mag, Ppr			Department preference; this is the length of time commercial banks retain images of the checks; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Accounting	FIN-011	Escheat (Unclaimed money / uncashed checks)	5 years		5 years			Mag, Ppr		Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / Accounting	FIN-012	FEMA Reimbursement / OES Reimbursements	1 year	9 years	10 years			Mag, Ppr		Department Preference; GC §34090
Finance / Accounting	FIN-013	Financial Services <b>Database</b>	Indefinite (Minimum 10 years)		Indefinite (Minimum 10 years)	Yes		Mag		Data Fields / Records are interrelated; FERC requires 10 years for GLs, Subsidiary Ledgers and Journal Vouchers; 18 CFR 125.2 & 125.3; GC §34090
Finance / Accounting	FIN-014	Fixed Asset List / Fixed Asset Evaluation Study / Depreciation Schedules	2 years	P	P			Mag, Ppr		Department Preference (bond auditing purposes; IRS regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Accounting	FIN-015	Investments / Arbitrage Report / Swaps / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Finance / Accounting	FIN-016	Journal Entries / Journal Vouchers	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	No	Required because of electricity regulations; 18 CFR 125 et seq.; GC §34090, CCP § 337
Finance / Accounting	FIN-017	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. ( <b>MONTHLY OR PERIODIC</b> )	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / Accounting	FIN-018	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Accounting	FIN-019	Transportation Audits / PERS Audit, etc.	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
Finance / Accounting	FIN-020	Treasurer's Reports & Backup	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Finance / Accounting	FIN-021	W-9s	Minimum 5 years		Minimum 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
<b>BUSINESS LICENSE &amp; REVENUE</b>										
Finance / Business License & Revenue	FIN-022	Accounts Receivable - <b>Miscellaneous</b> - Backup for Damage to Public Property, Invoices to Outside Entities, Rent Billings, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-022.1	Alarm Permits	Expiration + 2 years		Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
City Attorney	FIN-023	Bankruptcies	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
Finance / Business License & Revenue	FIN-024	Business License & Permit <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Business License & Revenue	FIN-025	Business License <b>Applications</b> and <b>Changes</b>	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Finance / Business License & Revenue	FIN-026	Business License <b>Renewals</b>	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Finance / Business License & Revenue	FIN-027	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	1 year	4 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Lead Dept.	FIN-028	Collections / Collection Agency Case Files & Statements / Delinquent Accounts	5 years		5 years		Mag, Ppr			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Business License & Revenue	FIN-029	Returned Checks / NSF Checks	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / Business License & Revenue	FIN-029.1	Utility User Tax Remittance	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
<b>PAYROLL</b>										
Finance / Payroll	FIN-033	Auto Pay Authorization Forms / Direct Deposit Authorizations	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090
Finance / Payroll	FIN-034	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Finance / Payroll	FIN-035	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years			Mag, Ppr		Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FIN-036	Deferred Compensation (457) Reports, Registers	2 years	3 years	5 years			Mag, Ppr		Department preference; GC §34090
Finance / Payroll	FIN-037	Employment Verifications	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not retained in the Regular Course of Business GC §34090
Finance / Payroll	FIN-038	Payroll Benefit Files / Administration Forms (W-4s, Changes, Employee, Computer Loan Receipts and Payments, Vacation pay-off requests, etc.)	Separation + 5 years		Separation + 5 years	Yes		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; IRS Regulation for W-4s is four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1; GC §34090
Finance / Payroll	FIN-039	Payroll Journals / Payroll Registers / Pay Day Registers	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

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			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Finance / Payroll	FIN-040	Time Cards / Time Sheets / Time Off Request Forms / Payroll Certifications / Leave Requests / Payroll Exception Forms	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	FIN-041	W-2's	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
<b>PURCHASING</b>										
Finance / Purchasing	FIN-042	Asset Disposal / Sale / Auction / Surplus	5 years		5 years		Mag, Ppr			Department preference (meets municipal government auditing standards); GC §34090
Finance / Purchasing	FIN-043	Credit Applications	2 years		2 years		Mag, Ppr			Department preference (meets municipal government auditing standards); GC §34090
Finance / Purchasing	FIN-044	Purchase Orders / Purchase Contracts	5 years		5 years		Mag, Ppr			Department preference (meets municipal government auditing standards); GC §34090

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
Finance / Purchasing	FIN-045	Vehicle Titles - Copy of Release of Liability	2 years		2 years			Mag, Ppr			DMV records retained for convenience
Finance / Purchasing	FIN-046	Vehicle Titles (Pink Slips) - All Vehicles	Sale or Disposal		Sale or Disposal			Mag, Ppr			Department Preference; GC §34090
<b>RISK MANAGEMENT</b>											
Finance / Risk Manag.	FIN-046.1	Claim for Damages - Up to \$2,500 / Damage to City Property	Final Resolution + 5 years		Final Resolution + 5 years		Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 944.2, 945.6, 34090, 34090.6; PC §832.5(b)
Finance / Risk Manag.	FIN-046.2	Insurance Certificate Renewals for Vendor Agreements & Contracts / Certificate of Liability Insurance	11 years		11 years			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Covers E&O Statute of Limitations and latent defects; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Finance / Risk Manag.	FIN-047	Insurance Policies (City-owned policies)	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Risk Manag.	FIN-048	JPA / JPIA Reports / General Liability Claim Runs	5 years		5 years			Ppr			Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE - FIRE**

Office of Record	Records Series #	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>FIRE ADMINISTRATION</b>										
Fire / Admin.	FR-001	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	Superseded and Approved		Superseded and Approved	Yes	Mag, Mfr, OD, Ppr	S/I	No	GC §34090
Fire / Admin.	FR-002	EOC Activations & Drills	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
Fire / Admin.	FR-003	Fire Sprinkler Inspections and/or Certifications (includes Title 19 certifications)	Minimum 10 years		Minimum 10 years		Mag, Ppr			Department Preference; GC §34090
Fire / Admin.	FR-004	Monthly Statistical Reports / Run Statistics	When No Longer Required		When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-005	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-006	Ride-A-Long Waivers	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-007	Special Events / Ops Plan	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
Fire / Admin.	FR-008	Strike Team Reimbursement (OES / FEMA)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE - FIRE**

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<b>EMERGENCY MEDICAL SERVICES</b>										
Fire / EMS	FR-009	Controlled Substance Logs, Inventories / Ambulance Inventory Logs	3 years		3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04
Fire / EMS and Admin.	FR-010	Emergency Medical <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data is interrelated; GC §34090
Fire / EMS	FR-011	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090
Fire / EMS	FR-012	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	24 CFR 164.530(j)

**RECORDS RETENTION SCHEDULE - FIRE**

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
Fire / Admin. & EMS	FR-013	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation) / Consent Form with Assignment of Benefits: <b>ADULTS AND JUVENILES</b>	20 years		20 years			Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98(e) 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3

**RECORDS RETENTION SCHEDULE - FIRE**

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
<b>FIRE MARSHAL / FIRE PREVENTION</b>											
Fire / Fire Prevention Admin. / Public Works	FR-014	Annual Fire Inspection Notices / Citations / Notice of Violations (Approvals, Inspections, Fires, Modification / Alternative Methods or Materials)  Fire Permit(Construction Permits), and Occupancy inspections are maintained in Public Works Address Files	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; California Fire Code requires 5 years or Life of the Structure or Activity, for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090
Fire / Fire Marshal Admin.	FR-016	Fire Investigations - <b>Arson &amp; Capital Crimes Only</b>	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Marshal Admin.	FR-017	Fire Investigations - <b>OTHER Than Arson &amp; Capital Crimes</b>	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>			Mag, Ppr			Department preference; GC §34090 et seq.
Fire / Fire Prevention Admin.	FR-018	Public Information / Education (when produced internally)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Ppr			Department Preference; GC §34090
Fire / Fire Prevention Admin.	FR-019	Weed Abatement / Vegetation Abatement	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition					Destroy Paper after Imaged & QC'd	Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<b>OPERATIONS / SUPPRESSION</b>									
Fire / Ops	FR-020	Apparatus, Equipment & Vehicle Records & Testing	Surplus + 2 years		Surplus + 2 years		Mag, Ppr		Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §34090
Fire / Ops	FR-021	Daily Log Books	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Ppr		GC §34090
Fire / Ops	FR-023	Employee <b>Training</b> File (by employee)  Individual Training Certificates, Continuing Education for Paramedics	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S	Department preference; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)
Fire / Ops	FR-024	Fire Hydrant Valve Exercises / Notice of Deficiency	Minimum 10 years		Minimum 10 years		Mag, Ppr		Department Preference; GC §34090
Fire / Admin. & Ops	FR-025	Fire Incident <b>RMS Database</b>	Indefinite		Indefinite	Yes	Mag, Ppr		Data is interrelated; GC §34090 et seq.
Fire / Ops	FR-033	Fire Incident Reports	3 years		3 years		Mag, Ppr		GC §34090

**RECORDS RETENTION SCHEDULE - FIRE**

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Fire / Ops	FR-026	Fire Training Center - Waivers of Liability	2 years		2 years			Mag, Ppr		GC §34090
Fire / Ops	FR-027	ISO Insurance Ratings	15 years		15 years			Mag, Ppr		Department Preference (rated every 10 years); GC §34090
Fire / Ops	FR-028	Pre-plan Sheets	When Superseded		When Superseded	Yes: Before Event		Mag, Ppr		Preliminary drafts; GC §34090 et seq.
Fire / Admin. & Ops	FR-029	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC § 34090 et seq.
Fire / Ops	FR-030	Training <b>Database</b> / Log (Target Solutions)	Indefinite		Indefinite			Mag, Ppr		Data is interrelated; GC §34090 et seq.
Fire / Ops	FR-031	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks (Fire Vehicles Only)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Ppr		GC §34090

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<b>HEALTH &amp; ENVIRONMENTAL CONTROL (CUPA - Certified Unified Program Agency)</b>										
Health & Environmental Control	H&EC-001.1	Address Files: Inspections & Permits	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Health & Environmental Control	H&EC-001	Aboveground Storage Tanks Inspections, Integrity Testing, Maintenance, Repairs	20 years		20 years		Mag, Ppr			Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Health & Environmental Control	H&EC-004	Animal Control Notices to Comply, Warning Letters / Notices / Citation Books	2 years		2 years		Mag, Ppr			GC §34090
Health & Environmental Control	H&EC-005	Animal Licenses / Dog Licenses	2 years		2 years		Ppr			GC §34090
Health & Environmental Control	H&EC-006	Backflow: Water System Backflows / Cross- Connection	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Department preference; Meets California Department of Health requirements (3 years); GC §34090; 17 CCR 7605(f)
Health & Environmental Control	H&EC-008	CalARP (California Accidental Release Prevention) Risk Management Reviews, Comments	When No Longer Required		When No Longer Required		Mag, Ppr			City is not lead agency; given back to facility; Facility Owner re-certifies every 5 years.

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Health & Environmental Control	H&EC-009	Retail Food Facilities: Catering Truck Permits, Inspections, Citations, Violations	2 years		2 years		Mag, Ppr			GC §34090
Health & Environmental Control	H&EC-012	Free Sale Letters / Food Shipping Certificates	2 years		2 years		Mag, Ppr			GC §34090
Health & Environmental Control	H&EC-015	Hazardous Waste Manifests / Certificates of Disposal (In Address Files)	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Health & Environmental Control	H&EC-016	Jail Inspections (Temporary Holding Facility)	2 years		2 years		Mag, Ppr			GC §34090
Health & Environmental Control	H&EC-016.1	Liens and Releases	P		P		Mag, Ppr			GC §34090(a)
Health & Environmental Control	H&EC-013	Monitoring Well Permits / Groundwater Quality / Infiltration	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; GC §34090 et. seq.
Finance / Accounting	H&EC-017	Permitted Uses / Health Permit Inspection <b>Database (Envision)</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Health & Environmental Control	H&EC-018	Permitted Uses <b>Billing / Invoices &amp; Reconciliations</b> (Food, Garment, Hazardous Materials, Underground Storage Tanks, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Department Preference (meets municipal government records); GC §34090

**RECORDS RETENTION SCHEDULE: HEALTH & ENVIRONMENTAL CONTROL**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Health & Environmental Control	H&EC-019	Permitted Uses / Occupancy Inspections: Hazardous Materials / USTs (Salmon)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Department Preference; CUPA Inspections are required for 5 years; 27 CCR 15185 & 15280; GC §34090
Health & Environmental Control	H&EC-020	Permitted Uses / Occupancy Inspections: Food Processing Occupancies (Green)	Change of Occupant + 2 years		Change of Occupant + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Department Preference; GC §34090
Health & Environmental Control	H&EC-021	Permitted Uses / Occupancy Inspections: Garment Assembly Occupancies (Gold)	Change of Occupant + 2 years		Change of Occupant + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Department Preference; GC §34090
Health & Environmental Control	H&EC-022	Permitted Uses / Occupancy Inspections: Light Use Occupancies - No Permits Required (White)	Change of Occupant + 2 years		Change of Occupant + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Department Preference; GC §34090
Health & Environmental Control	H&EC-023	Permitted Uses / Occupancy Inspections: Solid Waste / Recycling	Change of Occupant + 2 years		Change of Occupant + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Department Preference; GC §34090
Health & Environmental Control	H&EC-024	Pest Control / Pesticide Use Reports	2 years		2 years		Mag, Ppr			Department Preference (agricultural pesticide records are required for 2 years); 3 CCR 6623, 40 CFR 171.11 et seq.; GC §34090
Health & Environmental Control	H&EC-025	Remediation Cases / Studies and Reports, Contamination Data, Permits for Soil Boring, Site Safety Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Department Preference; GC §34090

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
Health & Environmental Control	H&EC-026	Solid Waste Franchise Hauler Permits / Recycling Permits / Truck Inspections	Expiration + 2 years		Expiration + 2 years			Mag, Ppr		Department Preference; GC §34090	
Health & Environmental Control	H&EC-026.1	Solid Waste Franchise Payments	10 years		10 years			Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Department Preference (exceeds municipal government auditing standards; GC §34090)
Health & Environmental Control	H&EC-027	Solid Waste Tonnage Reports / AB 939 Compliance	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Department Preference; GC §34090
Health & Environmental Control	H&EC-028	Stormwater Illicit Discharges	Minimum 5 years		Minimum 5 years			Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Health & Environmental Control	H&EC-030	Underground Storage Tanks UST Monitoring, Inspections	7 years		7 years			Mag, Ppr			Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)

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Health & Environmental Control	H&EC-031	Underground Storage Tanks (City-Owned and/or Privately Owned) Locations, Soil Remediation, Monitoring Well Records	P		P			Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

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<b>HUMAN RESOURCES</b>										
Human Resources	HR-001	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	5 years		5 years			Mag, Ppr		Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Human Resources	HR-002	Background File <b>(SUCCESSFUL)</b> Except for Police Dept.	Separation + 6 years		Separation + 6 years			Mag, Ppr		Department preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113; 8 CCR §11040.7(7)(C)
Human Resources	HR-003	Background File <b>(UNSUCCESSFUL)</b> Except for Police Dept.	3 yeas		3 years			Mag, Ppr		Department preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113, 8 CCR §11040.7(7)(C)

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Human Resources	HR-004	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Minimum 3 years			Mag, Ppr		Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-005	Compensation Surveys & Studies	Minimum 3 years		Minimum 3 years			Mag, Ppr		Department preference; PERS requires 5 years for Compensation Earnable (usually compensation is adopted via Resolution of the City Council); Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, 2 CCR 270.5; GC §§12946, 34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

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Human Resources	HR-006	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Final Disposition + 3 years			Mag, Ppr		All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 34090
Human Resources	HR-007	DMV Pull Notices (All, Including Fire & PD)	When Superseded, or Upon Separation		When Superseded, or Upon Separation			Mag, Ppr		Department Preference; GC §34090
Human Resources	HR-008	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years			Mag Ppr		Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71

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Human Resources	HR-009	Tuition Reimbursement Determination Memorandas (Employee is in Good Standing)	Employee in Good Standing + 5 years		Employee in Good Standing + 5 years			Mag, Ppr		Department Preference; Meets Municipal Government Auditing Standards; Statute of Limitations is 4 years; CCP §337 et. seq., GC §34090
Human Resources	HR-010	Grievance Files	Separation + 6 years		Separation + 6 years			Mag, Ppr		Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
Human Resources	HR-011	I-9s	Separation + 3 years		Separation + 3 years			Mag Ppr		Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 - 3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

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Human Resources	HR-011.1	Investigator Contracts	Completion + 5 years		Completion + 5 years			Mag Ppr		Department preference; CCP §337 et. seq., GC §34090
Human Resources	HR-012	Job Descriptions / Classification Specifications	Minimum Superseded + 3 years		Minimum Superseded + 3 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	HR-013	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	3 years		3 years			Mag, Ppr		Department Preference; GC §34090

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Human Resources	HR-014	OSHA Logs & Citations - Osha Log 200, 300, 301, 301A, etc	5 years		5 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Human Resources	HR-015	Personnel Files - <b>Employee File</b>  Includes Application, Evaluations, Policies, Oaths of Office, PAFs (Personnel Action Forms), Harassment Prevention Training Certificates, etc.	Separation + 6 years		Separation + 6 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113; LC §1198.5; GC §53237.2(b)

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

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Human Resources	HR-016	Personnel Files - <b>Medical File</b> (all employees, including retiree files)  Pre-employment Health Clearances, ADA Accommodations, Respirator Fit Tests, etc.	Separation + 6 years	24 years, or Termination of Benefits + 5 years, whichever is longer	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Human Resources	HR-016.1	Public Self-Insurer's Annual Report	5 years		5 years		Mag Ppr			Meets auditing standards; GC §34090
Human Resources	HR-017	Recruitment and Testing File  (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Hiring Decision + 3 years		Hiring Decision + 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq. 2 CCR 11013(c); GC §§12946, 34090
Human Resources	HR-017.1	Recruitment Database (NeoGov)	5 years		5 years		Mag, Ppr			Department preference; Per NeoGov Policy; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 34090

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Human Resources	HR-017.2	Safety Committee Meetings	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090
Human Resources	HR-018	Studies & Surveys - Informal - Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Human Resources	HR-019	Workers Compensation Claim Runs / Monthly Reports	5 years		5 years		Mag Ppr			Meets auditing standards; GC §34090
Human Resources	HR-020	Workers Compensation Claims (Includes all Accident, -or Injury Reports from Employees)	Separation + 10 years	20 years, or Termination of Benefits + 5 years, whichever is longer	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

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<b>INFORMATION TECHNOLOGY</b>										
Information Technology	IT-001	Backups - <b>DAILY</b> (Monday - Sunday)	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
Information Technology	IT-002	Backups - <b>WEEKLY</b>		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Information Technology	IT-002.1	Enterprise System Catalogue (listing of software posted on line)	When Superseded		When Superseded		Ppr			GC §34090
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	WORM / DVD-r / CD-r / Blue Ray-R or other <b>unalterable media</b> that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..

**RECORDS RETENTION SCHEDULE: POLICE**

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<b>POLICE ADMINISTRATION</b>									
Police / Admin	PD-001.1	Animal Control: Bite Reports / Rabies Control Records	3 years		3 years		Mag, Ppr		Department Preference; GC §34090 et seq.
Police / Admin	PD-001.2	False Alarm Reports & Billing	Minimum 5 years		Minimum 5 years		Mag		Department preference; Meets municipal government auditing requirements; GC §34090 et seq.
Police / Admin	PD-001.3	Subpoenas - provided by DA in DocuPeak (Personal Appearance or Duces Tecum)	Minimum 2 years		Minimum 2 years		Mag, Ppr		GC §34090
<b>CAD / DISPATCH</b>									
Police / Commun.	PD-001	Audio Recordings or Tapes - <b>(CAD/RMS)</b> Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	Minimum 180 days		Minimum 180 days		Mag		Department Preference (consortium standard); Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
<b>DETECTIVE BUREAU</b>									
Police / Detectives	PD-002	Investigation Files and Arrest Files	Transfer to Records		Transfer to Records		Mag, Ppr		Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
<b>PATROL</b>									
Police / Patrol	PD-003	Canine (Police Service Dogs) Program Files / Training Files: <b>Animal Files</b>	Separation + 3 years		Separation + 3 years		Mag, Ppr		3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.

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Police / Patrol	PD-004	Canine (Police Service Dogs) <b>Program Files:</b> Action Reports, Monthly Reports	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Patrol	PD-005	Extra Patrol requests	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Patrol	PD-038	Field Investigation Cards (FI's) After Entry into RMS	2 years		2 years		Mag, Ppr			Department preference (Preliminary Drafts entered into RMS database); GC§ 34090 et seq.
Police / Patrol	PD-006	PAS Device Calibration Logs	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Patrol	PD-007	Ride-A-Long Waivers	2 years		2 years		Mag			Department preference; GC §34090 et seq.
Police / Patrol	PD-008	Scheduling / Telestaff <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Patrol	PD-009	Traffic Control: Radar Calibration Records	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-010	Watch Commander Logs	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
<b>PROFESSIONAL STANDARDS UNIT</b>										
Police / PSU	PD-011	Department Policies & Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.

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Police / PSU	PD-012	Internal Affairs Investigations - Individual Officers / Complaints Against Officers  (May include criminal acts, moral turpitude, complaints generated from a civilian)	Final Disposition + 5 years		Final Disposition + 5 years			Mag, Ppr		State requires for at least 5 years for Civilian complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; PC 801.5, 803(c), 832.5 EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Police / PSU	PD-013	Internal Pursuit Critiques	10 years		10 years			Mag, Ppr		Department preference; GC §34090 et seq.
Police / PSU	PD-014	Press Releases	2 years		2 years			Mag, Ppr		GC §34090
Police / PSU	PD-015	Range Qualifications	5 years		5 years			Mag, Ppr		Department preference; GC §34090 et seq.
Police / PSU	PD-016	Use of Force Review	Incident + 5 years		Incident + 5 years			Mag, Ppr		Department preference; GC §§12946, 34090
<b>PROPERTY &amp; EVIDENCE</b>										
Police / Property & Evidence	PD-017	Crime Report Photos	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Department Preference; GC §34090
Police / Property & Evidence	PD-018	Gun and Narcotics Destruction Log (Documents related to)	10 years		10 years			Mag, Ppr		Department Preference; GC §34090
Police / Property & Evidence	PD-019	Lost & Found Property (Documents related to)	2 years		2 years			Mag, Ppr		GC §34090

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Police / Property & Evidence	PD-020	Property & Evidence Logs	10 years		10 years			Mag, Ppr		GC §34090
Police / Property & Evidence	PD-021	Property Auctions	2 years		2 years			Mag, Ppr		GC §34090
<b>RECORDS</b>										
Police / Records	PD-022	Administrative Reviews: Citations / Notice to Appear - ALL (Parking, Marijuana / Cannabis, Moving)	3 years		3 years			Mag, Ppr		Department Preference; GC §34090 et seq.
Police / Records	PD-023	Case Log Books / Proof of cases filed prior to 1999	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Police / Records	PD-024	Citations / Notice to Appear - ALL (Parking, Marijuana / Cannabis, Moving)	3 years		3 years			Mag, Ppr		Department Preference; GC §34090 et seq.
Police / Records	PD-025	CRIME REPORTS / INCIDENT REPORTS:  <b>ALL FELONIES &amp; MISDEMEANORS, Except Those Specifically Mentioned in the Schedule</b>  e.g., Burglaries, Domestic Violence, Traffic Collision, 5150, Detention Reports, etc.	Minimum 10 years		Minimum 10 years	Yes		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years  Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Police / Records	PD-026	CRIME REPORTS / INCIDENT REPORTS: <b>Factually Innocent Petition Accepted Records</b> Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-027	CRIME REPORTS / INCIDENT REPORTS: <b>Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms</b>	Firearm Found or Recovered		Firearm Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	PC§ 11108.2(b); GC§ 34090
Police / Records	PD-028	CRIME REPORTS / INCIDENT REPORTS: <b>IF IMAGED, Capital Crimes / Homicides / Major Crimes / Serious Felonies / Sex Crimes / Child Abuse / Fatafs / Felony DNA</b> (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290, WIC 707(b)), PC 803(h)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; others have no limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.; 11170(a); WIC 707(b)

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Police / Records	PD-029	CRIME REPORTS / INCIDENT REPORTS: <b>Juvenile Child Abuse or Severe Neglect</b>	Date of Incident + 10 years, If No Subsequent Reports		Date of Incident + 10 years, If No Subsequent Reports	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	PC §§11169(i); 11170(a); GC §34090
Police / Records	PD-030	CRIME REPORTS / INCIDENT REPORTS: <b>Misdemeanor or Infraction - Adult Marijuana / Cannabis</b> - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms, serious felonies, or synthetic cannabis	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	("Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-031	CRIME REPORTS / INCIDENT REPORTS: <b>Misdemeanor or Infraction - Juvenile Marijuana / Cannabis</b> - H&S §11357 - Except those with outstanding stolen property, including firearms, or lost firearms, serious felonies, or synthetic cannabis	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090

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Police / Records	PD-032	CRIME REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §11357(de) - <b>Juvenile on School Grounds during School Hours</b> (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(de)
Police / Records	PD-033	CRIME REPORTS / INCIDENT REPORTS: <b>Missing Persons (Returned)</b>	Until CLETS Entry No Longer Exists - <b>Minimum 2 years</b>		Until CLETS Entry No Longer Exists - <b>Minimum 2 years</b>	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	Department Preference; GC §34090
Police / Records	PD-034	CRIME REPORTS / INCIDENT REPORTS: <b>Sealed Adult, Juvenile and Ward Cases</b> - Except those with Except Child Abuse or Severe Neglect, (Substantiated), outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records	PD-035	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS) / DOJ Reports	2 years		2 years		Mag, Ppr			Filed on line with the State; GC §34090
Police / Records	PD-036	Due Diligence Reports (for warrants)	2 years		2 years		Mag, Ppr			GC §34090

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Police / Records	PD-036.1	Logs: CR Log, Front Counter Log, Tow Yard Confirmation, Records Checks for Backgrounds	2 years		2 years			Mag, Ppr		GC §34090
Police / Records	PD-039	NCIC Validation	2 years		2 years			Mag, Ppr		GC §34090
Police / Records	PD-040	Officer Recordings: Mobile Audio Video (MAV) Recordings - <b>that are NOT evidence</b> , includes "hip recorders"	1 year		1 year			Mag		Those segments of videos that are determined to be evidence are retained as evidence; Lexipol requires 1 year; GC §34090.6 et seq.
Police / Records	PD-041	Pitchess Motions Notifications	2 years		2 years			Mag, Ppr		GC §34090
Police / Records	PD-042	Police <b>RMS Database</b>	Indefinite		Indefinite	Yes		Mag		Data Fields / Records are interrelated; GC §34090
Police / Records	PD-043	Registrants: Arson - <b>Adults</b>	5 years	P, or Death of Registrant	P, or Death of Registrant			Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-044	Registrants: Arson - <b>Juveniles</b> released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7

**RECORDS RETENTION SCHEDULE: POLICE**

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Police / Records	PD-045	Registrants: Narcotic	5 years		5 years			Mag, Ppr		Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records	PD-046	Registrants: Sex Offenders - <b>Adults</b>	P, or Death of Registrant		P, or Death of Registrant			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Records	PD-047	Registrants: Sex Offenders - <b>Juveniles</b>	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I 781
Police / Records	PD-048	Repossession Notices	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not retained in the ordinary course of business; GC §34090
Police / Records	PD-049	Restraining Orders	Expiration of the Order		Expiration of the Order			Mag, Ppr		Court records
Police / Records	PD-051	Subpoenas (Records)	10 years		10 years			Mag, Ppr		Department preference (Stored in Crime Report File); GC §34090
Police / Records	PD-054	Warrants (Recalled or Served)	2 years		2 years			Mag		Department preference;; GC §34090 et seq.
<b>TEMPORARY HOLDING FACILITY</b>										
Police / Jail	PD-055	Daily Inspection Log, Juvenile Log	2 years		2 years			Mag, Ppr		GC §34090

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Police / Jail	PD-056	Monthly Counts, Official Counts	2 years		2 years		Mag, Ppr		GC §34090
Police / Jail	PD-057	Video Recordings (Temporary Holding Facility)	1 year		1 year		Mag		GC §34090.6(a)
<b>TRAINING</b>									
Police / Training	PD-058	Background File / Recruitment File - Police Employees, Volunteers, & Police Interns <b>(SUCCESSFUL)</b>	Separation + 5 years		Separation + 5 years		Mag, Ppr		City preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113; 8 CCR §11040.7(7)(C)
Police / Training	PD-059	Background File / Recruitment File - Police Employees, Volunteers, & Police Interns <b>(UNSUCCESSFUL)</b>	3 years		3 years		Mag, Ppr		Department preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113; 8 CCR §11040.7(7)(C)
Police / Training	PD-060	Personnel Files - Police Department Employees / Training Files (By Employee)	Separation + 5 years		Separation + 5 years	Before Separation	Mag, Ppr		City preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
Police / Training	PD-061	Personnel Training Evaluations / Daily Observation Reports	When No Longer Required		When No Longer Required		Mag, Ppr		Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Training	PD-062	Respirator Fit Tests & Qualifications - Police Personnel	Send to Human Resources		Send to Human Resources	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year 34090.7
Police / Training	PD-063	Training File	Separation + 5 years		Separation + 5 years	Before Separation	Mag, Ppr		City preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113

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<b>BUILDING &amp; SAFETY</b>											
Public Works / Building & Safety	BL-001	Address Assignments	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Building & Safety	BL-002	Address Files / <b>Building Permits</b>	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090, H&S §19850
Public Works / Building & Safety	BL-003	Building Permit <b>Database</b>	Indefinite		Indefinite	Yes (all)		Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Public Works / Building & Safety	BL-004	Building Plans - <b>Cancelled or Withdrawn</b>	Upon Expiration, Cancellation or Withdrawal		Upon Expiration, Cancellation or Withdrawal			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Public Works / Building & Safety	BL-005	Building Plans - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS</b> Includes Grading Plans, Environmental Assessments / Phase 1 Environmental Assessments, Development SWPPP (Stormwater Pollution Prevention Plan, v	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S§19850, GC §34090

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Public Works / Building & Safety	BL-006	Building Plans - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b> Includes Grading Plans, Environmental Assessments / Phase 1 Environmental Assessments, Development SWPPP (Stormwater Pollution Prevention Plan, Groundwater Quality / Infiltration	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Site Plans Only for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Public Works / Building & Safety	BL-007	Certificate of Occupancy (CofO)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Building & Safety	BL-008	Certificate of Occupancy (CofO) - <b>TEMPORARY</b>	Expiration + 2 years		Expiration + 2 years	Yes (until expired)	Mag, Ppr			Department Preference; GC §34090
Public Works / Building & Safety	BL-009	<b>Construction Notices / Inspection Notices</b> (correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion		Until Cleared or Project Completion		Mag, Ppr			The finalled permit is the final / official record; Preliminary Drafts; GC §34090
Public Works / Building & Safety	BL-010	Electrical Service Inspection / Meter Release	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090
Public Works / Building & Safety	BL-011	Industrial Wastewater - Approval Letters, Flow Calculations, Correspondence, County Permits	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Public Works / Building & Safety	BL-012	<b>Reports:</b> Building Activity	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary Drafts (the database is the original); GC §34090
Public Works / Building & Safety	BL-013	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department preference; GC §34090
Public Works / Building & Safety	BL-014	Uniform Building Codes / California Building Codes	Minimum While Ordinance is in Force		Minimum While Ordinance is in Force			Mag, Ppr		GC §50022.6

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<b>CODE ENFORCEMENT</b>										
Public Works / Code Enforcement	CE-001	2-year Vacancy Notices	P		P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Code Enforcement	CE-002	Administrative Citation Hearings / Hardship Waivers	Resolution + 2 years		Resolution + 2-years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Code Enforcement	CE-003	Code Enforcement / Abatement Case Files / Administrative Citations / Compliance Orders / Vehicle Abatement (Includes appeals and Code Enforcement Complaint Letters)  <b>Excludes Liens</b> (Send to City Clerk)	Minimum Resolution + 2 years		Minimum Resolution + 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); GC §34090
Public Works / Code Enforcement	CE-004	Code Enforcement <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

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<b>DEVELOPMENT SERVICES</b>										
Public Works / Development Services	DS-001	Assessment Rolls / Lighting and Landscape Districts / Parcel Tax Rolls / Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	5 years		5 years			Mag, Ppr		Department preference; Meets auditing standards; GC §34090 et seq.
Public Works / Development Services	DS-002	Parcel Tax <b>Assessments</b> (Public Safety Tax)	5 years		5 years	Yes: Until Completion		Mag, Ppr		Department preference (meets municipal government auditing standards); GC § 34090
Public Works / Development Services	DS-003	Parcel Tax <b>Exemption Applications &amp; Correspondence</b> (Public Safety Tax)	Expiration of Exemption + 5 years		Expiration of Exemption + 5 years	Yes: Until Completion		Mag, Ppr		Department preference (meets municipal government auditing standards); GC § 34090
Public Works / Development Services	DS-004	Private Land Development Projects / Job Files: <b>Administration File</b>  Construction Inspections, Correspondence, Photos, Private Lab Verifications, Testing Lab Final Reports, etc.  <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed		Mag, Ppr		Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

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Public Works / Development Services	DS-005	Private Land Development Projects / Job Files: <b>Permanent Files</b>  Drainage, Grading Plans, Rights of Way, Soil Reports, Stormwater, etc.  Dedications, Easements, Abandonments / Vacations (City Clerk is OFR)  <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090

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<b>ENGINEERING</b>											
Public Works / Engineering	ENG-001.1	Aboveground Storage Tanks (City-Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing	20 years		20 years			Mag, Ppr		Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090	
Public Works / Engineering	ENG-001	Aerial Maps (Analog / Historical)	P		P			Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Public Works / Engineering	ENG-002	Benchmarks / Center Line Ties	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-003	Bridge Inventory Surveys	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Public Works / Engineering	ENG-004	Capital Improvement Projects (CIP): <b>Maintenance Projects (All Records)</b>  Examples of Maintenance Projects: Painting, Pavement Overlays, Repairs, Ramps, Re-Roof, Sidewalk Repairs, Slurry Seals, etc.	Upon Completion	5 years or After Funding Agency Audit, if required, whichever is longer	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is not applicable; Statute of Limitations: Contracts & Spec's=4 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	ENG-005	Capital Improvement Projects (CIP): <b>Administration File / NOT Scanned - Where Engineering is the Lead Department</b>  Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Public Works / Engineering	ENG-006	Capital Improvement Projects (CIP): <b>Permanent File / Scanned Records - Where Engineering is the Lead Department</b>  Specifications / RFP & Addenda, copy of Agreement or Contract, Successful Proposal, copy of Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, copy of Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
City Clerk	ENG-009	City Property / Grant Deeds / License Agreements	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (copies); GC §34090.7
Public Works / Engineering	ENG-010	Construction Inspection <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
City Clerk	ENG-012	Covenants & Agreements	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090.7

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Public Works / Engineering	ENG-014	Design & Construction Standards - Authored by the City	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-015	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering	ENG-016	Encroachment Permits / Excavation Permits: <b>Temporary</b> (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.)  Includes Insurance Certificates	Final / Completion + 2 years		Final / Completion + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC	GC § 34090
Public Works / Engineering	ENG-017	Encroachments - <b>Permanent / Backup for License Agreements</b> for Permanent structures in the City's Right of Way (City Clerk keeps final License Agreements)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-018	Engineering Permits <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

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Public Works / Engineering	ENG-019	Engineering Reviews (Easements, Covenants, Lot Line Adjustments, Lot Mergers, etc.)	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-020	Engineering Studies / Surveys - Preliminary Studies / Project Assessments	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-021	Geotechnical and Soil Reports; Hydrology Reports (Authored on behalf of the City)	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-023	Master Plans: Bikeway, Park, Pavement, Sewer, Traffic, Transportation, etc.	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	ENG-024	Railroads (Historical Information)	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-026	Street Sweeping Contract Reports (NPDES Reporting)	5 years		5 years			Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Engineering	ENG-028	Traffic Counts	5 years		5 years			Mag Ppr			Department preference; GC §34090
Public Works / Engineering	ENG-029	Traffic Requests (Red Curbs, Crosswalks, Stop Signs, etc.)	2 years		2 years			Mag Ppr			Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS / ENGINEERING**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Public Works / Engineering	ENG-030	Traffic Speed Surveys	10 years		10 years			Mag Ppr		Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Lead Dept.	ENG-031	Underground Service Alerts (USA's)	3 years		3 years			Mag, Ppr		Required for 3 years; GC §§4216.2(f) & 4216.3(d), 34090
Public Works / Engineering	ENG-032	Underground Storage Tanks - USTs (City Owned) <b>Design, Installation, Repairs, Lining, Upgrades</b>	Life of the Tank		Life of the Tank			Mag, Mfr, OD, Ppr	S Yes: After 1 year	23 CCR 2712(b), H&S §25284.2(i)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<b>FLEET MAINTENANCE / GARAGE</b>										
Public Works / Fleet Maint. / Garage	FL-001	Garage Inspections	2 years		2 years			Mag, Ppr		GC §34090
Public Works / Fleet Maint. / Garage	FL-002	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years			Ppr		GC §34090; 13 CCR 1234(3)
Public Works / Fleet Maint. / Garage	FL-003	Used Oil Disposal	3 years		3 years			Mag, Ppr		22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Fleet Maint. / Garage	FL-004	Vehicle & Equipment History Files, AQMD Certifications, Maintenance, Registrations, Safety Certifications, etc.	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years			Mag, Ppr		Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS - HOUSING**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>HOUSING</b>										
Public Works / Housing	HOU-001.1	City-Owned Property - <b>Lottery Drawing Results</b>	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Housing	HOU-001	City-Owned Property - <b>Successful</b> Lease Tenants (Application, Credit Reports, etc.)	Expiration of Lease + 5 years		Expiration of Lease + 5 years		Mag, Ppr			Department preference (meets municipal government auditing standards); GC §34090
Public Works / Housing	HOU-002	City-Owned Property - <b>Unsuccessful</b> Lease Tenants (Application, Credit Reports, etc.)	2 years		2 years		Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS / MAINTENANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>MAINTENANCE</b>										
Lead Dept.	MNT-001	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Public Works / Maint.	MNT-002	Facility Inspections	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	MNT-004	Generator Operation Logs & Inspections - <b>ALL</b>	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Maint.	MNT-005	Graffiti Removal Consent	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Lead Dept.	MNT-006	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Public Works / Maint.	MNT-007	Stormwater: Operation & Maintenance (Catch Basins, Field, General Cleaning, Open Channels, Slots, Stormwater Treatment Measures and Trash Cleaning)	Expiration + 3 years		Expiration + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 4§§122.21, 122.41, 122.44; GC §34090
Division Providing Service / Work	MNT-008	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Division Providing Service / Work	MNT-009	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>  (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	MNT-010	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS - PLANNING**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
<b>PLANNING</b>											
Public Works / Planning	PL-001	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		When No Longer Required			Mag, Ppr			(Non-Records)
Public Works / Planning	PL-002	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Public Works / Planning	PL-003	Census, Demographics	When No Longer Required		When No Longer Required			Mag, Ppr			(Non-Records - Census Bureau is OFR)
Public Works / Planning	PL-004	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) <b>Inside City boundaries</b>	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Public Works / Planning	PL-005	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) <b>Outside City boundaries</b>	When No Longer Required		When No Longer Required			Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Public Works / Planning	PL-006	General Plan, Elements and Amendments	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS - PLANNING**

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Public Works / Planning	PL-007	Historic Preservation Survey, Evaluations and Designations	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Planning	PL-008	Master Plans, Specific Plans, Land Use Plans, Land Use Maps, Zoning Maps, etc.	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Planning	PL-009	Materials Boards	When No Longer Required		When No Longer Required			Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Public Works / Planning	PL-010	Planning Applications <b>Database</b>	Indefinite		Indefinite	Yes (all)		Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS - PLANNING**

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Public Works / Planning	PL-011	<p><b>Planning Project Files - Approved Permanent Entitlements (Application &amp; Supporting Documents)</b></p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans &amp; Maps) (Other originals kept by City Clerk)</p> <p>Examples: Conditional Use Permits (CUPs), Correspondence, Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.</p>	3 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Public Works / Planning	PL-012	Redevelopment Projects & Redevelopment Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Planning	PL-013	Special Studies	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS - PLANNING**

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Public Works / Planning	PL-014	<b>Temporary Entitlements / Temporary Permits</b> (Approved & Unapproved): Fireworks Permits, etc.	Minimum 2 years		Minimum 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §§34090
Public Works / Planning	PL-015	Zoning Letters	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Public Works / Planning	PL-016	Zoning Maps / Land Use Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090.7
Public Works / Planning	PL-017	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<b>UTILITIES / SOLID WASTE</b>										
Public Works / Solid Waste	SOLID-001	Solid Waste Liens / Garbage Liens & Releases	10 years	P	P		Mag, Ppr			GC §34090 et seq.
Public Works / Solid Waste	SOLID-002	Solid Waste Reduction / AB 939 Compliance / Tonnage Reports	10 years		10 years		Mag, Ppr			Department preference; GC §34090 et seq.

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<b>WASTEWATER / SEWER</b>										
Public Works / Waste Water	WW-001	Capital Improvement Projects (CIP): <b>Administration File / NOT Scanned - Wastewater Projects</b>  Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Public Works / Waste Water	WW-002	Capital Improvement Projects (CIP): <b>Permanent File / Scanned Records - Wastewater Projects</b>  Specifications / RFP & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Public Works / Waste Water	WW-003	CCTV / Video Inspections	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	WW-004	Confined Space Entries	2 years		2 years		Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Public Works / Waste Water	WW-005	FOG (Fats, Oil & Grease) / Source Control / Pretreatment Annual / Semi-Annual Reports	3 years		3 years		Mag, Ppr			Department preference; NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090
Public Works / Waste Water	WW-007	Generator Operation Logs & Inspections - <b>ALL</b>	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Waste Water	WW-008	Sanitary Spills and Overflows (SSOs)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Waste Water	WW-010	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Division Providing Service / Work	WW-011	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Division Providing Service / Work	WW-012	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>  (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	WW-013	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES / GAS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>GAS</b>										
Utilities / Gas	GAS-001	<p>Capital Improvement Projects (CIP): <b>Administration File / NOT Scanned - Gas Projects</b></p> <p>Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs &amp; Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.</p>	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			<p>Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors &amp; Omissions is 10 years; Statute of Limitations: Contracts &amp; Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090</p>

**RECORDS RETENTION SCHEDULE: UTILITIES / GAS**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities / Gas	GAS-002	Capital Improvement Projects (CIP): <b>Permanent File / Scanned Records - Gas Projects</b>  Specifications / RFP & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Lead Dept.	GAS-003	Confined Space Entries (Gas Only)	2 years		2 years		Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
City Clerk	GAS-005	Easements	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference (copies); GC §34090.7
Utilities / Gas	GAS-006	Employee Certifications (Gas Operator Qualifications & Tests, Employee Fusion Certifications)	Separation + 5 years		Separation + 5 years	Before Separation	Mag, Ppr			City preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113

**RECORDS RETENTION SCHEDULE: UTILITIES / GAS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities / Gas	GAS-007	Environmental / Electrical Equipment Disposal - Hazardous Material	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §34090 et seq.
Utilities / Gas	GAS-008	Equipment Records (Manuals, Tests, Inspections, Studies, Reports)	Disposal of Equipment + 2 years		Disposal of Equipment + 2 years		Mag, Ppr			Department Preference; CCP §337 et. Seq., GC §34090
Utilities / Gas	GAS-009	Facility Histories / Infrastructure Design	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Gas	GAS-010	Gas Drawings / As-Builts / Record Drawings	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference (Engineering has originals); GC §34090.7
Utilities / Gas	GAS-011	Gas Emergency Operating Plan	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Gas	GAS-012	Gas Load Forecasts, Imbalances	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>		Mag, Ppr			Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES / GAS**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
Utilities / Gas	GAS-014	Gas Operating, Inspection & Maintenance Plans & Installation Procedures  (DIMP-Distribution Integrity Management Plan, Public Awareness Program, Natural Gas System Operator Qualification Plan, Gas Integrity Management Program)	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Gas	GAS-015	Gas Pipelines - Cathodic Protection	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Gas	GAS-016	Gas Pipelines - Integrity Management Program	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Gas	GAS-017	Gas Pipelines - Pipeline Patrol	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Public Works / Engineering	GAS-018	Gas Projects - Installation, Transmission, Distribution	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference (Engineering has originals); GC §34090.7
Utilities / Gas	GAS-019	Gas Regulator Station Calibration, Retest & Reset	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES / GAS**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
Public Works / Engineering	GAS-020	Gas System Design, Regulator System Charts	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference (Engineering has originals); GC §34090.7
Utilities / Gas	GAS-021	Gas System Reports (Distribution, Integrity Management, Leakage, & Transmission)	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Gas	GAS-022	Gas Vaults - Inspections and Maintenance	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Gas	GAS-023	Pipeline Maintenance / Valve Maintenance / Inspections / Gas Odorization Tests	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Electricity & Gas	GAS-025	Regulatory Agency <b>Audits:</b> CEC,CFTC, CPUC, EPA, FERC, NERC, NPDES, WECC, etc.	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Electricity & Gas	GAS-026	Regulatory Agency <b>Compliance Reports &amp; Confirmations:</b> CEC,CFTC, CPUC, EPA, FERC, NERC, NPDES, WECC, etc.	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Electricity & Gas	GAS-027	Regulatory Agency <b>Correspondence:</b> CEC,CFTC, CPUC, EPA, FERC, NERC, NPDES, WECC, etc..	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES / GAS**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities / Electricity & Gas	GAS-028	Regulatory Agency <b>Inspections:</b> CEC,CFTC, CPUC, EPA, FERC, NERC, NPDES, WECC, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Electricity & Gas	GAS-029	Regulatory Agency <b>Licenses:</b> CEC,CFTC, CPUC, EPA, FERC, NERC, NPDES, WECC, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Gas	GAS-030	Southern California Gas Agreement Administration / Intrastate Transmission Service Agreements / Firm Access Rights (FAR)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference (City Clerk has originals of all agreements); GC §34090 et seq.
Utilities / Gas	GAS-031	Southern California Gas Franchise Statements	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference (meets municipal government auditing standards); GC §34090 et seq.
Utilities / Gas	GAS-032	Underground Service Alerts (USA's) - Gas Only	10 years		10 years		Mag, Ppr			Department preference; Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090
Division Providing Service / Work	GAS-033	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES / GAS**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Division Providing Service / Work	GAS-034	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>  (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	GAS-035	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES - CUSTOMER SERVICE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>CUSTOMER SERVICE / UTILITY BILLING (ELECTRICITY, FIBER OPTICS, GAS, WASTE WATER, WATER)</b>										
Utilities / Customer Service	CS-001	Accounts Receivable - <b>Customer Services / Utility Billing</b>	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Utilities / Customer Service	CS-002	Adjustments / Abnormal Read Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
City Clerk OR Utility / Customer Service	CS-002.1	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings		2 years	2 years		Ppr			GC §53753(e)(2)
City Attorney	CS-003	Bankruptcies	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
Lead Dept.	CS-004	Billing Registers, Payment Registers, Adjustment Registers	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The Business License & Permit Database is the original; reports are considered drafts or copies); GC §34090
Lead Dept.	CS-005	Collections / Collection Agency Case Files & Statements / Delinquent Accounts	7 years		7 years		Mag, Ppr			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Utilities / Customer Service	CS-006	Conservation Programs / Rebates / Incentives	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>		Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: UTILITIES - CUSTOMER SERVICE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities / Customer Service	CS-007	Customer Service / Utility Billing Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Utilities / Customer Service	CS-008	Development Service Files / Review & Comment	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department preference; GC §34090
Utilities / Customer Service	CS-009	Hydrant Meters - Rentals / Temporary (Pools, Construction)	End of Rental + 2 years		End of Rental + 2 years		Ppr			Department preference; GC §34090
Utilities / Customer Service	CS-010	Lock Box Reports / Payment Detail Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Utilities / Customer Service OR Utilities / Electricity?	CS-011	Reports to DOE (Department of Energy)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Utilities / Customer Service	CS-011.1	Residential Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Utilities / Customer Service	CS-011.2	Residential Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Utilities / Customer Service	CS-011.3	Residential Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908

**RECORDS RETENTION SCHEDULE: UTILITIES - CUSTOMER SERVICE**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
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Utilities / Customer Service	CS-011.4	Residential Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Expiration or Completion of Payment Plan			Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Utilities / Customer Service	CS-011.5	Residential Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded - Minimum 2 years		When Superseded; Minimum 2 years			Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Utilities / Customer Service	CS-011.6	Residential Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years			Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
Lead Dept.	CS-012	Returned Checks / NSF Checks	5 years		5 years			Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Utilities / Customer Service	CS-013	Service Address Files (Application, Credit Report, Inspections, Water Liability Forms, Requests for Power Load Data, Control Cards, Work Orders, etc.)	Close of Account in Good Standing + 2 years		Close of Account in Good Standing + 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Utilities / Customer Service	CS-014	Stubs / Payment Coupons (returned with payment)	When No Longer Required		When No Longer Required			Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Utilities / Customer Service	CS-015	Turn Ons and Turn Offs	When No Longer Required		When No Longer Required			Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Utilities / Customer Service	CS-016	Utility Adjustment Slips / Meter Mis-reads, Credits / Debits to Accounts	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: UTILITIES - ELECTRICITY**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>ELECTRICITY</b>										
Utilities / Electricity	EL-001	AQMD Fuel Reports	5 years		5 years			Mag, Ppr		40 CFR 70.6; GC §34090
Lead Dept.	EL-002	AQMD Permits (Generators, etc.)	Expiration + 5 years		Expiration + 5 years			Mag, Ppr		40 CFR 70.6; GC §34090
Utilities / Electricity	EL-003	Bulk Power Log Sheets (prior to 2007) / Purchasing / Suppliers (Evaluations, Financial Data. Reports or Studies)	10 years		10 years			Mag, Ppr		Department Preference; GC §34090
Utilities / Electricity	EL-004	Capital Improvement Projects (CIP): <b>Administration File / NOT Scanned (Electricity)</b>  Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, Stormwater compliance, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer		Yes: Until Completed	Mag, Ppr		Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: UTILITIES - ELECTRICITY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities / Electricity	EL-005	Capital Improvement Projects (CIP): <b>Permanent File / Scanned Records (Electricity)</b>  Specifications / RFP & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Lead Dept.	EL-006	Confined Space Entries / Hot Work Permits / Lock Out / Tag Out / Energy Control Procedures (ECP) / Air Monitoring Calibrations	5 years		5 years		Ppr			Department preference; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Utilities / Electricity	EL-009	Control Center Operator / Dispatcher Check Listing	5 years		5 years		Mag, Ppr			Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: UTILITIES - ELECTRICITY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities / Electricity	EL-045	Control Center Switching Order Logs / System Logs / Manual Entry Logs / Load Changes	10 years		10 years		Mag, Ppr			Department Preference (Load records are required for 3 years); 18 CFR 125.2, 125.3; GC §34090
Utilities / Electricity	EL-007	Cooling Tower Activity Sheets and Reports	2 years		2 years		Mag, Ppr			GC §34090
Utilities / Electricity	EL-007.1	Daily Purchasing	10 years		10 years		Ppr			18 CFR 125.2 & 125.3; GC §34090
Utilities / Electricity	EL-008	Crane Maintenance Reports (Fixed / Stationary)	5 years		5 years		Ppr			8 CCR 344.80 & 81; GC §34090
Utilities / Electricity	EL-010	Department of Energy (DOE) Licenses and Regulatory Correspondence	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Electricity	EL-011	Department of Energy (DOE) Reports	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	EL-012	Easements	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference (copies); GC §34090.7
Utilities / Electricity	EL-013	Electric Utility Service Equipment Requirements Committee (EUSERC) - All Records	When No Longer Required		When No Longer Required		Mag, OD			Not City Records
Utilities / Electricity	EL-014	Electricity Drawings / As-Builts / Record Drawings	Disposal of Equipment + 2 years		Disposal of Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; 18 CFR 125.2 & 125.3; GC §34090

## RECORDS RETENTION SCHEDULE: UTILITIES - ELECTRICITY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
Utilities / Electricity	EL-015	Equipment Records (Manuals, Tests, Inspections, Studies, Reports)	Disposal of Equipment + 2 years		Disposal of Equipment + 2 years			Mag, Ppr		Department Preference; 18 CFR 125.2 & 125.3; CCP §337 et. Seq., GC §34090	
Utilities / Electricity	EL-016	Facility Histories / Infrastructure Design	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Electricity	EL-016.1	Fuel Records (reported to AQMD)	5 years		5 years			Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Utilities / Electricity	EL-017	Generation Reliability Reports / Run Logs / Generation Reports / Generator Operation Logs & Inspections / Power Production Operating Data Logs / Diaries	10 years		10 years			Mag, Ppr			18 CFR 125.2 & 125.3; AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Utilities / Electricity	EL-021	Joint Pole Agreements	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Electricity	EL-022	Joint Pole Committee Industry Committee - All Records	When No Longer Required		When No Longer Required			Mag, Ppr			Not City Records
Utilities / Electricity	EL-023	Joint Pole Invoices / Accounts Receivable	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference (meets municipal government auditing requirements); GC §34090

## RECORDS RETENTION SCHEDULE: UTILITIES - ELECTRICITY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
Utilities / Electricity	EL-024	Joint Pole Locations, History, Maintenance (Card Files)	Replacement of the Pole		Replacement of the Pole			Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Electricity	EL-025	Load Records, Load Curves, Temperature Logs, Water Logs	10 years		10 years			Mag, Ppr			Department Preference (required for 3 years); 18 CFR 125.2, 125.3; GC §34090
Utilities / Electricity	EL-025.1	Power Outage Reports - Preliminary Report produced by the Control Center	5 years		5 years			Mag, Ppr			Department Preference (Engineering produces Final Report); GC §34090
Utilities / Electricity	EL-026	Power Outage Reports - Final Report produced by Engineering	10 years		10 years			Mag, Ppr			Department Preference; GC §34090
Utilities / Electricity	EL-027	Power Outage Database / Interruption of Service Database	Indefinite		Indefinite			Mag, Ppr			Data is interrelated; GC §34090
Utilities / Electricity	EL-029	Power Trading / Power Scheduling (Check Out Worksheets)	Completion + 3 years	2 years	Completion + 5 years			Mag, Ppr			Department Preference (auditing standards are 5 years); GC §34090
Utilities / Electricity	EL-030	Power Trading / Power Scheduling (Confirmations, Invoices)	3 years	4 years	5 years			Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: UTILITIES - ELECTRICITY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities / Electricity	EL-031	Power Trading / Power Scheduling (Generation Worksheets)	3 years	4 years	5 years		Mag, Ppr			Department Preference; GC §34090
Utilities / Electricity	EL-033	Power Trading / Power Scheduling (Voice Recordings)	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
Utilities / Electricity & Gas	EL-034	Regulatory Agency <b>Audits:</b> CEC,CFTC, CPUC, EPA, FERC, NERC, NPDES, WECC, etc.	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Utilities / Electricity & Gas	EL-035	Regulatory Agency <b>Compliance Reports &amp; Confirmations:</b> CEC,CFTC, CPUC, EPA, FERC, NERC, NPDES, WECC, etc.	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Utilities / Electricity & Gas	EL-036	Regulatory Agency <b>Correspondence:</b> CEC,CFTC, CPUC, EPA, FERC, NERC, NPDES, WECC, etc..	Minimum 10 years		Minimum 10 years		Mag, Ppr			Department Preference; GC §34090
Utilities / Electricity & Gas	EL-037	Regulatory Agency <b>Inspections:</b> CEC,CFTC, CPUC, EPA, FERC, NERC, NPDES, WECC, etc.	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES - ELECTRICITY**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities / Electricity & Gas	EL-038	Regulatory Agency Licenses: CEC,CFTC, CPUC, EPA, FERC, NERC, NPDES, WECC, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference; GC §34090
Utilities / Electricity	EL-039	Sampling / Circular & Strip Charts	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
Utilities / Electricity	EL-040	SCADA Database (Electricity) (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Utilities / Electricity	EL-041	SCADA Printouts / Reports / Log Books / Logs Sheets	5 years		5 years		Mag, Ppr			Preliminary drafts; GC §34090
Utilities / Electricity	EL-042	Stormwater Monitoring / NPDES Monitoring and Inspection (from Former Electricity Generation Plant)	5 years		5 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Utilities / Electricity	EL-043	Stormwater: NPDES Annual Reports (from Former Electricity Generation Plant)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Utilities / Electricity	EL-044	Stormwater: NPDES Permits (from Former Electricity Generation Plant)	Expiration + 5 years		Expiration + 5 years	Yes: Until Expiration	Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.

## RECORDS RETENTION SCHEDULE: UTILITIES - ELECTRICITY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities / Electricity	EL-046	Turbine Activity Reports	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Lead Dept.	EL-046.1	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090
Division Providing Service / Work	EL-047	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	EL-048	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b> (Paper drafts)	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES - ELECTRICITY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
Division Providing Service / Work	EL-049	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  Includes Job Briefing, Operating Checklist, Safety Checklist  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference for OSHA compliance; CCP §§338 et seq., 340 et seq., 342, GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>FIBER OPTICS</b>										
Utilities / Fiber Optics	FO-001	Capital Improvement Projects (CIP): <b>Administration File / NOT Scanned - Fiber Optics Projects</b>  Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES - FIBER OPTICS**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities / Fiber Optics	FO-002	Capital Improvement Projects (CIP): <b>Permanent File / Scanned Records - Fiber Optics Projects</b>  Specifications / RFP & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Utilities / Fiber Optics	FO-004	Fiber Optic Customers (Internet & Dark Fiber)	Close + 5 years		Close + 5 years		Mag, Ppr			Department Preference (meets auditing standards); GC §34090
Utilities / Fiber Optics	FO-005	Fiber Optic Drawings / As-Built / Record Drawings	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference (Engineering has originals); GC §34090.7
Utilities / Fiber Optics	FO-006	Fiber Optic Pipelines / Projects - Installation, Transmission, Distribution	P		P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department Preference (Engineering has originals); GC §34090.7
Utilities / Fiber Optics	FO-007	Fiber Optic Plans	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Department Preference; GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
<b>UTILITIES- STORMWATER / NPDES</b>										
Utilities / Stormwater	STORM-001.1	Development SWPPP (Stormwater Pollution Prevention Plan) / <b>Construction Monitoring</b>	Finalled + 3 years		Finalled + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 et. seq.
Utilities / Stormwater	STORM-001.2	Environmental Assessments / Phase 1 Environmental Assessments	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; GC §34090 et. seq.
Utilities / Stormwater	STORM-001.4	Stormwater Monitoring / NPDES Monitoring and Inspection (by Address)	Minimum 5 years		Minimum 5 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Utilities / Stormwater	STORM-001.4	Stormwater: Business Inspections (by Address)	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); 40 CFR §§122.21, 122.41, 122.44; GC §34090
Utilities / Stormwater	STORM-001	Stormwater: MS4 Monitoring	Expiration + 5 years		Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES - STORMWATER**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
Utilities / Stormwater	STORM-002	Stormwater: MS4 <b>Permits</b>	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Utilities / Stormwater	STORM-003	Stormwater: NPDES <b>Annual Reports</b> (Includes Well Site Discharges)	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Utilities / Stormwater	STORM-004	Stormwater: NPDES <b>Permits</b> (Includes Well Site Discharges)	Expiration + 5 years		Expiration + 5 years	Yes: Until Expiration		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Utilities / Stormwater	STORM-005	Stormwater: TMDL Plan (Total Maximum Daily Load) TMDL Monitoring Plan	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES - WATER**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>									
<b>WATER DISTRIBUTION (POTABLE WATER)</b>									
Utilities Water Dist.	WTR-001	<p>Capital Improvement Projects (CIP): <b>Administration File / NOT Scanned - Water Projects</b></p> <p>Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs &amp; Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.</p>	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr		<p>Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors &amp; Omissions is 10 years; Statute of Limitations: Contracts &amp; Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090</p>

**RECORDS RETENTION SCHEDULE: UTILITIES - WATER**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities Water Dist.	WTR-002	Capital Improvement Projects (CIP): <b>Permanent File / Scanned Records - Water Projects</b>  Specifications / RFP & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes (after QC)	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Utilities Water Dist.	WTR-003	Chains of Custody / Water Analysis / Reports & Sampling: <b>Bacteriological and Organics</b>	5 years		5 years		Mag, Ppr			40 CFR 141.33(a)
Utilities Water Dist.	WTR-004	Chains of Custody / Water Analysis / Reports & Sampling: <b>Chemical</b> (Includes Chlorine Residuals)	10 years		10 years		Mag, Ppr			State and Federal laws require 10 years; 40 CFR 141.33(a); 22 CCR §64470

**RECORDS RETENTION SCHEDULE: UTILITIES - WATER**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Records Center, OD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities Water Dist.	WTR-005	Chains of Custody / Water Analysis / Reports & Sampling: <b>Lead &amp; Copper</b>	12 years		12 years			Mag, Ppr		Required for 12 years or 2 compliance cycles; ); 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Lead Dept.	WTR-006	Confined Space Entries	2 years		2 years			Ppr		8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Utilities Water Dist.	WTR-007	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		5 years			Mag, Ppr		5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Public Works / Engineering	WTR-008	Development Review Comments	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §34090.7
Utilities Water Dist.	WTR-009	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Utilities Water Dist.	WTR-010	Fire Hydrant Flow / Pressure Tests (Development or Maintenance) - <b>Database</b>	Indefinite		Indefinite			Mag, Ppr		Department Preference (data is interrelated); GC §34090
Utilities Water Dist.	WTR-011	Fire Hydrant Flow / Pressure Tests (Development or Maintenance) - <b>Paper</b>	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference (valves are exercised every year); GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Utilities Water Dist.	WTR-012	Log Book (Pump Houses)	7 years		7 years		Mag Ppr		Department Preference; GC §34090	
Utilities Water Dist. Or HEALTH?	WTR-013	NPDES Monitoring Reports (Well Site Discharges)	3 years		3 years		Mag, Ppr		Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41	
Utilities Water Dist. Or HEALTH?	WTR-014	NPDES Permits (Well Site Discharges)	Expiration + 3 years		Expiration + 3 years	Yes: Until Expiration	Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.	
Utilities Water Dist.	WTR-015	Operating Permit (Wells)	Expiration + 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	Department preference; GC §34090
Utilities Water Dist.	WTR-016	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Utilities Water Dist.	WTR-017	Reservoir Maintenance	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §34090
Utilities Water Dist.	WTR-018	SCADA Database (Water) (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Lead Dept.	WTR-019	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES - WATER**

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(OFR)										
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	WTR-020	Urban Water Management Plans (UWMP)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference (copies) GC §34090.7
Utilities Water Dist.	WTR-021	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		P		Mag			Department preference; GC §34090
Utilities Water Dist.	WTR-022	Vulnerability Assessment / Emergency Response Plan / Risk & Resilience Assessment / Hazard Mitigation Plan	When Superseded - <b>Minimum 2 years</b>		When Superseded - <b>Minimum 2 years</b>		Mag, Ppr			Confidential; 42 USC 300i-2(c); GC §34090
Utilities Water Dist.	WTR-023	Water Production Reads / Reports (to State DHS & DWR)	5 years		5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Utilities Water Dist.	WTR-024	Water Quality Reports / Consumer Confidence Reports	12 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes (after QC)	Department preference; State law and federal laws require 10 years; 40 CFR 141.33(a); 22 CCR §64470
City Clerk	WTR-025	Water Supply Agreements	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to City Clerk; GC §34090.7
Utilities Water Dist.	WTR-027	Well Records (includes Destroyed or Abandoned Wells)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES - WATER**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
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(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Division Providing Service / Work	WTR-028	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §34090
Division Providing Service / Work	WTR-029	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b> (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	WTR-030	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

# City Council Agenda Item Report

Agenda Item No. COV-176-2020  
Submitted by: Mark Aumentado  
Submitting Department: Public Utilities  
Meeting Date: June 2, 2020

## **SUBJECT**

Change Order No. 1 to Construction Contract with General Pump Company, Inc. for On-Call Well and Booster Pump Repairs

## **Recommendation:**

- A) Find that the proposed action is categorically exempt from California Environmental Quality Act (CEQA) review, in accordance with CEQA Guidelines § 15301, because the project consists of the maintenance, repair or minor alteration of existing equipment and involves negligible or no expansion of an existing use; and
- B) Approve and authorize the City Administrator to execute Change Order No. 1 to the Construction Contract with General Pump Company, Inc., in substantially the same form as submitted, authorizing renewal of the contract term for a one year period from July 1, 2020 through June 30, 2021, at a cost not-to-exceed \$600,000 for the renewal term for on-call well and booster pump repairs.

## **Background:**

The City of Vernon owns and operates nine production water wells, eight storage tanks, and fourteen booster pumps located across three booster plants. Annually, these facilities are used to pump and provide approximately 6,900 acre feet of ground water to customers throughout the City. The City is also able to purchase water from Central Basing Municipal Water District (CBMWD). The Water Division is working to reduce the City's reliance on imported water. Historically, imported water has been significantly more expensive than pumping groundwater. Additionally, the City owns four sump pumps that prevent flooding for the underpasses at Downey Road and Washington Boulevard; the sump pumps are currently operated and maintained by the Water Division.

Unfortunately, due to facility age and deferred maintenance, many facilities are deteriorating and are in need of repair. Repair and rehabilitation of these facilities will aid the Water Division in serving the community with pumped groundwater that is significantly less expensive than importing water into the City through the connection with the CBMWD.

On June 4, 2019, City Council approved a Construction Contract with General Pump Company, Inc. (GPC) for On-Call Well and Booster Pump Repairs. The contract went into effect on July 1, 2019, for an initial one-year term with the option to extend the contract for up to two additional one-year terms.

As repairs and rehabilitation are performed on an on-call and as-needed basis, an exact scope of work is challenging to predict. The Notice Inviting Bids (NIB) for the project included a line item list of specific tasks developed to ensure consistent and competitive prices. For work not captured by the line items, staff requested work proposals which, if possible, were broken down into material costs and hourly rates of labor and equipment consistent with the rates provided in the NIB. During the initial one-year term, GPC successfully performed tasks to repair numerous City facilities. Namely, GPC was integral in assisting staff with tools to properly assess the current conditions of Wells 15 and 21 to prepare for future work. Additionally, GPC played a major role in the repair of Booster Pump 2-1, Booster Pump 2-2, Well

11, and Well 16. Currently, GPC is performing a major rehabilitation for Well 15 which includes modifications to the well pedestal and equipment. Staff plans to utilize GPC on this contract for the rehabilitation of Well 15 and various repairs to Well 21, which are projects listed in the Water Division Capital Improvement Plan to be funded with bond proceeds.

Staff determined that the renewal of the term of the agreement for an additional year is necessary to facilitate needed work and repairs on various facilities. If the extension is approved, Vernon Public Utilities (VPU) will evaluate the need for the second extension and determine an appropriate budget on or before June 30, 2021. The second contract extension and associated funds will be presented to the City Council for approval at an appropriate time.

The Change Order has been reviewed and approved by the City Attorney's Office.

**Fiscal Impact:**

As previously approved on June 4, 2019, this Construction Contract had a term of one year with an option to extend up to two additional one-year terms. Presently, staff wishes to move forward and extend the contract for another one-year term for a not-to-exceed amount of \$600,000 through the proposed Change Order No. 1. Although the contract includes an option to extend the Construction Contract for up to two additional one-year terms, any Contract extensions and additional funds will be requested and brought to City Council for approval as necessary prior to execution. If this Change Order is approved, the contract will have one remaining year to extend and staff will re-evaluate the need for the final one-year extension at an appropriate time. A significant amount of the contract amount will be funded from bond proceeds.

The initial one-year term was approved for a not-to-exceed amount \$600,000. As of April 2020, staff has utilized \$149,586.95 and estimates to close the fiscal year with four additional invoices. The total will not exceed \$600,000. The cost of this work is included in the proposed budget for Fiscal Year 2020-2021.

**Attachments:**

1. [Change Order No. 1 to General Pump Inc. Construction Contract](#)

**CITY OF VERNON  
PUBLIC UTILITIES DEPARTMENT**

CONTRACT CHANGE ORDER NO.  1  SUPPLEMENT NO.      SHEET  1  OF  1  SHEETS

PROJECT:  On-Call Well and Booster Pump Repairs  Contract No.  LP-0464   
 FEDERAL PROJECT No.   EDEN Project No.    
 REQUESTED BY:  City of Vernon  Supplemental No.    
 TO:  General Pump Company, Inc.  CONTRACTOR

You are hereby directed to make the herein described changes to the plans and specifications or do the following described work not previously included in the plans and specifications of this contract. Except as specifically modified herein, all terms and conditions of the original contract remain in full force and effect, and apply to the additional work as if said work was originally included in the contract.

**This Change Order No. 1 provides for:**

1. **Renewal of the Contract term for an additional one-year period from July 1, 2020 through June 30, 2021.**
2. **Increase of Contractor's total amount not to exceed by an additional \$600,000.00 to be utilized for On-Call Well and Booster Pump Repairs for the period of July 1, 2020 through June 30, 2021.**

Contract Amount (Base Bid)	.....	\$	600,000.00
Amount of This Change Order	.....	\$	600,000.00
Amount of Previous Change Orders	.....	\$	0.00
Total Change Orders	.....	\$	600,000.00
Modified Contract Amount	.....	\$	1,200,000.00

By reason of this change order the time of completion will be adjusted as follows: **One (1) Calendar Year**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
**Carlos Fandino, City Administrator**

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
**Lisa Pope, City Clerk**

We, the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all labor, equipment and materials, including overhead, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Accepted Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

# City Council Agenda Item Report

Agenda Item No. COV-185-2020  
Submitted by: Claudia Arellano  
Submitting Department: Public Works  
Meeting Date: June 2, 2020

## **SUBJECT**

Sub-Recipient Agreement for the Purposes of the Proposition 1 Storm Water Agreement – Supplemental Expense

## **Recommendation:**

- A. Find that approval of the supplemental expense is exempt under the California Environmental Quality Act (CEQA) because it is an administrative activity that will not result in direct or indirect physical changes in the environment and therefore is not a “project” as defined in CEQA Guidelines section 15378, and to the extent approving the supplemental expense can be deemed a “project,” it is part and parcel of the larger project of designing and constructing the infiltration cistern regional project, which has been subject to CEQA review and mitigation; and
- B. Approve the supplemental expense for an amount up to \$8,000 for the implementation of the John Anson Ford Park Infiltration Cistern, Phase I (Project) approved by City Council under the Sub-Recipient Agreement between the City of Vernon the cities of Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, Maywood (Sub-Recipients), and the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (GWMA) for the purposes of the Proposition 1 Storm Water Agreement.

## **Background:**

On March 6, 2018, the City Council of the City of Vernon approved a Sub-Recipient Agreement between the Sub-Recipients and GWMA to provide for administrative support for the design, construction, maintenance and payment of the cost of the project in compliance with the State Grant Agreement and for payment of the grant match. The City of Vernon’s share of the grant match is \$212,743.82.

During the CEQA mitigation process of the project, the City of Bell Gardens discovered the loss of two baseball fields during construction. The City of Bell Gardens reached out to several neighboring cities for use of their baseball fields to no avail. With no other recourse at that time, the City of Bell Gardens had to retrofit one baseball field at Veterans Park which is also located in Bell Gardens to accommodate the baseball leagues.

GWMA obtained three quotes for the Veterans Park baseball field retrofit. The lowest bid was \$40,000. The City of Bell Gardens requested that the Sub-Recipients share in the cost for the retrofit. The City of Vernon’s proportionate share for the retrofit is expected to be \$7,732.36 and no more than \$8,000. Since the cost of the baseball field retrofit was unknown at the time, it was therefore not included in the matching funds budget of the Sub-Recipient Agreement between the Sub-Recipients and GWMA in 2018. This type of unforeseen cost is covered in the Sub-Recipient Agreement under Section 1.11 Cost Overruns, “... To the extent that overrun costs are unforeseen and outside of Bell Gardens' control and not covered by Grant and local match funds, Bell Gardens shall complete the Project to the extent required under the terms of the Grant Agreement. In such case, the Sub-recipients shall contribute funds sufficient to cover such cost overruns in accordance with each Sub-recipients' Percentage Share...”

While the project is located in the City of Bell Gardens, it will benefit each of the Sub-Recipients as it will facilitate compliance with the Watershed Management Program Plan as required under the National Pollutant Discharge Elimination System Permit for Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles County, except those discharges originating from the City of Long Beach MS4.

**Fiscal Impact:**

The City of Vernon's proportional share of the supplemental expense to retrofit a baseball field for the implementation of the project is expected to be \$7,732.36 and no more than \$8,000. This expense is not specifically budgeted, however, there are funds available in the Public Works budget. Moreover, the cost of the retrofit may be expensed towards the Measure W revenues.

**Attachments:**

# City Council Agenda Item Report

Agenda Item No. COV-178-2020

Submitted by: Michael Earl

Submitting Department: Human Resources

Meeting Date: June 2, 2020

## **SUBJECT**

Agreement with Alliant Insurance Services, Inc. for Health Benefits Brokerage and Consulting Services

## **Recommendation:**

Approve and authorize the City Administrator to execute a Services Agreement with Alliant Insurance Services, Inc. (Alliant), in substantially the same form as submitted, for a one-year term in an amount not-to-exceed \$74,000 for the provision of Health Benefits Brokerage and Consulting Services, with an effective date of July 1, 2020.

## **Background:**

The City uses the services of a professional health benefits insurance broker to assist the City in the acquisition, implementation, maintenance, communication, and improvement of employee and retiree health and welfare benefits.

In accordance with the Vernon Municipal Code (VMC) and in order to select an appropriate firm to provide the aforementioned services, a Request for Proposals (RFP) was issued to employee benefit brokerage firms and posted on the City's website.

Seven responses from qualified benefits consulting firms were received in response to the RFP. Following an initial review of the proposals, four firms were invited to participate in an interview and to make presentations regarding their proposed services. A selection panel consisting of six City staff members from a cross section of management, supervisory, analytical, and human resources staff reviewed the proposals and participated in the interviews and presentations. Three of the four firms invited to the interviews attended and participated in the process. Each of the three final firms provided very competitive proposals; however, Alliant consistently ranked the highest by the review committee. Additionally, Alliant has been extremely successful in assisting the City in obtaining competitive rates across all lines of employee benefits provided.

Alliant is a recognized leader in the public agency arena, with over 100 public entity clients, including representing over 300 cities. They are California's largest public agency consultant and benefits broker. Nationally, they are represented by a staff of nearly 3,000 employees and rank as the 8th largest insurance brokerage firm in the United States. Their experience in leveraging their size and expertise in the insurance market has helped their public sector clients, including the City of Vernon, realize cost reductions with long-term stability.

It is recommended that City Council approve and authorize the City Administrator to execute the proposed services agreement with Alliant for Health Benefits Brokerage and Consulting Services. The proposed agreement has been reviewed and approved by the City Attorney's Office.

## **Fiscal Impact:**

The total not-to-exceed value of the proposed agreement with Alliant is \$74,000 for a one-year term. This amount is not paid to the vendor directly, but is built into the rates for benefits and is paid to Alliant as commissions. Sufficient funds are included in the FY 2020/2021 Human Resources proposed budget to cover the cost for services.

**Attachments:**

1. [Services Agreement with Alliant Insurance Services, Inc.](#)

SERVICES AGREEMENT BETWEEN THE CITY OF VERNON AND ALLIANT INSURANCE SERVICES, INC., FOR HEALTH BENEFITS BROKERAGE AND CONSULTING SERVICES

COVER PAGE

Contractor:	Alliant Insurance Services, Inc.
Responsible Principal of Contractor:	Michael Menzia, Executive Vice President
Notice Information - Contractor:	Alliant Insurance Services, Inc. 333 S. Hope Street, Suite 3750 Los Angeles, CA 90071 Attention: Michael Menzia, Executive Vice President Phone: (818) 606-9315 Email: mmenzia@alliant.com
Notice Information - City:	City of Vernon 4305 Santa Fe Avenue Vernon, CA 90058 Attention: Michael Earl, Director of Human Resources Telephone: (323) 583-8811 ext. 239 Email: mearl@ci.vernon.ca.us
Commencement Date:	July 1, 2020
Termination Date:	June 30, 2021
Consideration:	Total not to exceed \$74,000.00 (includes all applicable sales tax); and more particularly described in Exhibit C
Records Retention Period	Three (3) years, pursuant to Section 11.20

SERVICES AGREEMENT BETWEEN THE CITY OF VERNON AND ALLIANT INSURANCE SERVICES, INC., FOR HEALTH BENEFITS BROKERAGE AND CONSULTING SERVICES

This Contract is made between the City of Vernon ("City"), a California charter City and California municipal corporation ("City"), and Alliant Insurance Services, Inc., a California corporation ("Contractor").

The City and Contractor agree as follows:

1.0 EMPLOYMENT OF CONTRACTOR. City agrees to engage Contractor to perform the services as hereinafter set forth as authorized by the City Council on June 2, 2020.

2.0 SCOPE OF SERVICES.

2.1 Contractor shall perform all work necessary to complete the services set forth in the Request for Proposals issued on or about November 9, 2017, Exhibit "A", and Contractor's proposal to the City ("Proposal") dated November 29, 2017, Exhibit "B", both of which are attached to and incorporated into this Contract, by reference.

2.2 All services shall be performed to the satisfaction of City.

2.3 All services shall be performed in a competent, professional, and satisfactory manner in accordance with the prevailing industry standards for such services.

3.0 PERSONNEL.

3.1 Contractor represents that it employs, or will employ, at its own expense, all personnel required to perform the services under this Contract.

3.2 Contractor shall not subcontract any services to be performed by it under this Contract without prior written approval of City.

3.3 All of the services required hereunder will be performed by Contractor or by City-approved subcontractors. Contractor, and all personnel engaged in the work, shall be fully qualified and authorized or permitted under State and local law to perform such services and shall be subject to approval by the City.

4.0 TERM. The term of this Contract shall commence on July 1, 2020, and it shall continue through June 30, 2021, unless terminated at an earlier date pursuant to the provisions thereof.

5.0 COMPENSATION AND FEES.

5.1 Contractor has established rates for the City of Vernon which are comparable to and do not exceed the best rates offered to other governmental entities in and around Los Angeles County for the same services. For satisfactory and timely performance of the services the City will pay Contractor a total of \$74,000 annually.

5.2 Contractor shall, at its sole cost and expense, furnish all necessary and incidental labor, material, supplies, facilities, equipment, and transportation which may be required for furnishing services pursuant to this Contract. Materials shall be of the highest quality. The above Contract fee shall include all staff time and all clerical, administrative, overhead, insurance, reproduction, telephone, air travel, auto rental, subsistence, and all related costs and expenses.

5.3 City shall reimburse Contractor only for those costs or expenses specifically approved in this Agreement, or specifically approved in writing in advance by City. Unless otherwise approved, such costs shall be limited and include nothing more than the following costs incurred by Contractor:

5.3.1 The actual costs of subcontractors for performance of any of the services that Contractor agrees to render pursuant to this Agreement, which have been approved in advance by City and awarded in accordance with this Agreement.

5.3.2 Approved reproduction charges.

5.3.3 Actual costs and/or other costs and/or payments specifically authorized in advance in writing and incurred by Contractor in the performance of this Agreement.

5.4 Contractor shall not receive any compensation for extra work performed without the prior written authorization of City. As used herein, "extra work" means any work that is determined by City to be necessary for the proper completion of the Project, but which is not included within the Scope of Services and which the parties did not reasonably anticipate would be necessary at the time of execution of this Agreement.

5.5 Licenses, Permits, Fees, and Assessments. Contractor shall obtain, at Contractor's sole cost and expense, such licenses, permits, and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and which arise from or are necessary for the performance of the Services by this Agreement.

6.0 PAYMENT

6.1 Period: July 1, 2020 – December 31, 2020

Payment to the Contractor, is in the form of commissions which are built into the rates. Once a premium payment has been made by the City, the insurance carrier will issue a commission payment to the Contractor.

6.2 Period: January 1, 2021 – June 30, 2021

Payment to the Contractor will be on a fee basis. The annual fee will be \$74,000 and will be invoiced on a quarterly basis. The City will pay the Contractor the amount invoiced within thirty (30) days after the City approves the invoice.

6.3 Payment for both periods shall be payment in full for all services, authorized costs, and authorized extra work covered by this agreement.

7.0 CITY'S RESPONSIBILITY. City shall cooperate with Contractor as may be reasonably necessary for Contractor to perform its services; and will give any required decisions as promptly as practicable so as to avoid unreasonable delay in the progress of Contractor's services.

8.0 COORDINATION OF SERVICES. Contractor agrees to work closely with City

staff in the performance of Services and shall be available to City's staff, consultants, and other staff at all reasonable times.

9.0 INDEMNITY. Contractor agrees to indemnify City, its officers, elected officials, employees and agents against, and will hold and save each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "claims or liabilities"), including but not limited to professional negligence, that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of work, operations or activities of Contractor, its agents, employees, subcontractors, or invitees, provided for herein, or arising from the negligent acts or omissions or willful misconduct of Contractor hereunder, or arising from Contractor's negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, except to the extent such claims or liabilities arise from the gross negligence or willful misconduct of City, its officers, elected officials, agents or employees.

10.0 INSURANCE. Contractor shall, at its own expense, procure and maintain policies of insurance of the types and in the amounts set forth below, for the duration of the Contract, including any extensions thereto.

10.1 Automobile Liability with minimum limits of at least \$1,000,000 combined single limit, including owned, hired, and non-owned liability coverage.

- (i) Contractor agrees to subrogate automobile liability resulting from performance under this agreement by agreeing to defend, indemnify and hold harmless, the City, and its respective employees, agents, and City Council from and against all claims, liabilities, suits, losses, damages, injuries and expenses, including all costs and reasonable attorney's fees ("Claims"), which are attributable to any act or omission by the City under the performance of the services.
- (ii) The policy shall state that they afford primary coverage.
- (iii) Policy included in this clause shall be endorsed to state that coverage shall not be cancelled except after thirty (30) days' prior written notice to City.

10.2 General Liability with minimum limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate written on an Insurance Services Office (ISO) Comprehensive General Liability "occurrence" form or its equivalent for coverage on an occurrence basis.

Premises/Operations and Personal Injury coverage is required. The City of Vernon, its directors, commissioners, officers, employees, agents, and volunteers must be endorsed on the policy as additional insureds as respects liability arising out of the Contractor's performance of this Contract.

- (i) If Contractor employs other contractors as part of the services rendered, Contractor's Protective Coverage is required. Contractor may include all subcontractors as insureds under its own policy or shall furnish separate insurance for each subcontractor, meeting the requirements set forth herein.
- (ii) Contractor agrees to subrogate General Liability resulting from performance under this agreement by agreeing to defend, indemnify and hold harmless, the City, and its respective employees, agents, and City Council from and against all claims, liabilities, suits, losses, damages, injuries and expenses, including all costs and reasonable attorney's fees ("Claims"), which are attributable to any act or omission by the City under the performance of the services.
- (iii) The policy shall state that they afford primary coverage.
- (iv) Policy included in this clause shall be endorsed to state that coverage shall not be cancelled except after thirty (30) days' prior written notice to City.

10.3 Professional Errors and Omissions coverage in a sum of at least \$1,000,000, where such risk is applicable. Contractor shall maintain such coverage for at least one (1) year after the termination of this Agreement.

10.4 Contractor shall comply with the applicable sections of the California Labor Code concerning workers' compensation for injuries on the job. In addition, Contractor shall require each subcontractor to similarly maintain workers' compensation insurance in accordance with the laws for California for all of the subcontractor's employees. Compliance is accomplished in one of the following manners:

- (i) Provide copy of permissive self-insurance certificate approved by the State of California; or
- (ii) Secure and maintain in force a policy of workers' compensation insurance with statutory limits and Employer's Liability Insurance with a minimal limit of \$1,000,000 per accident. The policy shall be endorsed to waive all rights of subrogation against City, its directors, commissioners, officers, employees, and volunteers for losses arising from performance of this Contract; or
- (iii) Provide a "waiver" form certifying that no employees subject to the Labor Code's Workers' Compensation provision will be used in performance of this Contract.
- (iv) Policy included in this clause shall be endorsed to state that coverage shall not be cancelled except after thirty (30) days' prior written notice to City.

10.5 Insurance shall be placed with insurers with a Best's rating of no less than A-VIII.

10.6 Prior to commencement of performance, Contractor shall furnish City with a certificate of insurance for each policy. Each certificate is to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate(s) must be in a form approved by City.

10.7 Failure to maintain required insurance at all times shall constitute a default and material breach. In such event, Contractor shall immediately notify City and cease all performance under this Contract until further directed by the City. In the absence of satisfactory insurance coverage, City may, at its option immediately terminate this Contract and seek all damages and costs incurred from the Contract resulting from said breach;

11.0 GENERAL TERMS AND CONDITIONS.

11.1 INDEPENDENT CONTRACTOR.

11.1.1 It is understood that in the performance of the services herein provided for, Contractor shall be, and is, an independent contractor, and is not an agent, officer or employee of City and shall furnish such services in its own manner and method except as required by this Contract, or any applicable statute, rule, or regulation. Further, Contractor has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons employed by Contractor in the performance of the services hereunder. City assumes no liability for Contractor's actions and performance, nor assumes responsibility for taxes, bonds, payments, or other commitments, implied or explicit, by or for Contractor. Contractor shall be solely responsible for, and shall indemnify, defend and save City harmless from all matters relating to the payment of its employees, subcontractors and independent contractors, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

11.1.2 Contractor acknowledges that Contractor and any subcontractors, agents or employees employed by Contractor shall not, under any circumstances, be considered employees of the City, and that they shall not be entitled to any of the benefits or rights afforded employees of City, including, but not limited to, sick leave, vacation leave, holiday pay, Public Employees Retirement System benefits, or health, life, dental, long-term disability or workers' compensation insurance benefits.

11.2 CONTRACTOR NOT AGENT. Except as the City may authorize in writing, Contractor and its subcontractors shall have no authority, express or implied, to act on behalf of or bind the City in any capacity whatsoever as agents or otherwise.

11.3 OWNERSHIP OF WORK. All documents and materials furnished by the City to Contractor shall remain the property of the City and shall be returned to the City upon termination of this Agreement. All reports, drawings, plans, specifications, computer tapes, floppy disks and printouts, studies, memoranda, computation sheets, and other documents prepared by Contractor in furtherance of the work shall be the sole property of City and shall be delivered to City whenever requested at no additional cost to the City. Contractor shall keep such documents and materials on file and available for audit by the City for at least three (3) years after completion or earlier termination of this Contract. Contractor may make duplicate copies of such materials and documents for its own files or for such other purposes as may be authorized in writing by the City.

11.4 CORRECTION OF WORK. Contractor shall promptly correct any defective, inaccurate or incomplete tasks, deliverables, goods, services and other work, without additional cost to the City. The performance or acceptance of services furnished by Contractor shall not relieve the Contractor from the obligation to correct subsequently discovered defects, inaccuracy, or incompleteness.

11.5 RESPONSIBILITY FOR ERRORS. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the City, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Contractor occurs, then Contractor shall, at no cost to City, provide all necessary design drawings, estimates and other Contractor professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

11.6 WAIVER. The City's waiver of any term, condition, breach, or default of this Contract shall not be considered to be a waiver of any other term, condition, default or breach, nor of a subsequent breach of the one waived. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought.

11.7 SUCCESSORS. This Contract shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective heirs, successors, and/or assigns.

11.8 NO ASSIGNMENT. Contractor shall not assign or transfer this Contract or any rights hereunder without the prior written consent of the City and approval by the City Attorney, which may be withheld in the City's sole discretion. Any unauthorized assignment or transfer shall be null and void and shall constitute a material breach by the Contractor of its obligations under this Contract. No assignment shall release the original parties from their obligations or otherwise constitute a novation.

11.9 COMPLIANCE WITH LAWS. Contractor shall comply with all Federal, State, County and City laws, ordinances, rules and regulations, which are, as amended from time to time, incorporated herein and applicable to the performance hereof, including but without limitation, the Vernon Living Wage Ordinance. Violation of any law material to performance of this Contract shall entitle the City to terminate the Contract and otherwise pursue its remedies. Further, if the Contractor performs any work knowing it to be contrary to such laws, rules, and regulations Contractor shall be solely responsible for all costs arising therefrom.

11.10 ATTORNEY'S FEES. If any action at law or in equity is brought to enforce or interpret the terms of this Contract, 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.

11.11 INTERPRETATION.

11.11.1 Applicable Law. This Contract shall be deemed a contract and shall be governed by and construed in accordance with the laws of the State of California. Contractor agrees that the State and Federal courts which sit in the State of California shall have exclusive jurisdiction over all controversies and disputes arising hereunder, and submits to the jurisdiction thereof.

11.11.2 Entire Agreement. This Contract, including any exhibits attached hereto, constitutes the entire agreement and understanding between the parties regarding its subject matter and supersedes all prior or contemporaneous negotiations, representations, understandings, correspondence, documentation, and agreements (written or oral).

11.11.3 Written Amendment. This Contract may only be changed by written amendment signed by Contractor and the City Administrator or other authorized representative of the City, subject to any requisite authorization by the City Council. Any oral representations or modifications concerning this Contract shall be of no force or effect.

11.11.4 Severability. If any provision in this Contract is held by any court of competent jurisdiction to be invalid, illegal, void, or unenforceable, such portion shall be deemed severed from this Contract, and the remaining provisions shall nevertheless continue in full force and effect as fully as though such invalid, illegal, or unenforceable portion had never been part of this Contract.

11.11.5 Order of Precedence. In case of conflict between the terms of this Contract and the terms contained in any document attached as an Exhibit or otherwise incorporated by reference, the terms of this Contract shall strictly prevail. The terms of the City's Request for Proposals shall control over the Contractor's Proposal.

11.11.6 Duplicate Originals. There shall be two (2) fully signed copies of this Contract, each of which shall be deemed an original.

11.11.7 Construction. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if

drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

11.12 TIME OF ESSENCE. Time is strictly of the essence of this contract and each and every covenant, term, and provision hereof.

11.13 AUTHORITY OF CONTRACTOR. The Contractor hereby represents and warrants to the City that the Contractor has the right, power, legal capacity, and authority to enter into and perform its obligations under this Contract, and its execution of this Contract has been duly authorized.

11.14 ARBITRATION OF DISPUTES. Any dispute for under \$25,000 arising out of or relating to the negotiation, construction, performance, non-performance, breach, or any other aspect of this Contract, shall be settled by binding arbitration in accordance with the Commercial Rules of the American Arbitration Association at Los Angeles, California and judgment upon the award rendered by the Arbitrators may be entered in any court having jurisdiction thereof. The City does not waive its right to object to the timeliness or sufficiency of any claim filed or required to be filed against the City and reserves the right to conduct full discovery.

11.15 NOTICES. Any notice or demand to be given by one party to the other must be given in writing and by personal delivery or prepaid first-class, registered or certified mail, addressed as follows. Notice simply to the City of Vernon or any other City department is not adequate notice.  
If to the City:

City of Vernon  
Attention: Michael Earl, Director of Human Resources  
4305 Santa Fe Avenue  
Vernon, CA 90058

If to the Contractor:

Alliant Insurance Services, Inc  
Attention: Michael Menzia, Executive Vice President  
333 S Hope Street, Suite 3750  
Los Angeles, CA 90071

Any such notice shall be deemed to have been given upon delivery, if personally delivered, or, if mailed, upon receipt, or upon expiration of three (3) business days from the date of posting, whichever is earlier. Either party may change the address at which it desires to receive notice upon giving written notice of such request to the other party.

11.16 NO THIRD PARTY RIGHTS. This Agreement is entered into for the sole benefit of City and Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right or remedy in, under, or to this Agreement.

11.17 TERMINATION FOR CONVENIENCE (Without Cause). City may terminate this Contract in whole or in part at any time, for any cause or without cause, upon fifteen (15) calendar days' written notice to Contractor. If the Contract is thus terminated by City for reasons other than Contractor's failure to perform its obligations, City shall pay Contractor a prorated amount based on the services satisfactorily completed and accepted prior to the effective date of termination. Such payment shall be Contractor's exclusive remedy for termination without cause.

11.18 DEFAULT. In the event either party materially defaults in its obligations hereunder, the other party may declare a default and terminate this Contract by written notice to the defaulting party. The notice shall specify the basis for the default. The Contract shall terminate unless such default is cured before the effective date of termination stated in such notice, which date shall be no sooner than ten (10) days after the date of the notice. In case of default by Contractor, the City reserves the right to procure the goods or services from other sources and to hold the Contractor responsible for any excess costs occasioned to the City thereby. Contractor shall not be held accountable for additional costs incurred due to delay or default as a result of Force Majeure. Contractor must notify the City immediately upon knowing

that non-performance or delay will apply to this Contract as a result of Force Majeure. At that time Contractor is to submit in writing a Recovery Plan for this Contract. If the Recovery Plan is not acceptable to the City or not received within 10 days of the necessary notification of Force Majeure default, then the city may cancel this order in its entirety at no cost to the City, owing only for goods and services completed to that point.

11.19 TERMINATION FOR CAUSE. Termination for cause shall relieve the terminating party of further liability or responsibility under this Contract, including the payment of money, except for payment for services satisfactorily and timely performed prior to the service of the notice of termination, and except for reimbursement of (1) any payments made by the City for service not subsequently performed in a timely and satisfactory manner, and (2) costs incurred by the City in obtaining substitute performance. If this Agreement is terminated as provided herein, City may require, at no additional cost to City, that Contractor provide all finished or unfinished documents, data, and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

11.19.1 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

11.20 MAINTENANCE AND INSPECTION OF RECORDS.

The City, or its authorized auditors or representatives, shall have access to and the right to audit and reproduce any of the Contractor's records to the extent the City deems necessary to insure it is receiving all money to which it is entitled under the Contract and/or is paying only the amounts to which Contractor is properly entitled under the Contract or for other purposes relating to the Contract.

The Contractor shall maintain and preserve all such records for a period of at least three (3) years after termination of the Contract.

The Contractor shall maintain all such records in the City of Vernon. If not, the Contractor shall, upon request, promptly deliver the records to the City of Vernon or reimburse the City for all reasonable and extra costs incurred in conducting the audit at a location other than the City of Vernon, including, but not limited to, such additional (out of the City) expenses for personnel, salaries, private auditors, travel, lodging, meals, and overhead.

11.21 CONFLICT. Contractor hereby represents, warrants, and certifies that no member, officer, or employee of the Contractor is a director, officer, or employee of the City of Vernon, or a member of any of its boards, commissions, or committees, except to the extent permitted by law.

11.22 HEADINGS. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

11.23 ENFORCEMENT OF WAGE AND HOUR LAWS. Eight hours labor constitutes a legal day's work. The Contractor, or subcontractor, if any, shall forfeit twenty-five dollars (\$25) for each worker employed in the execution of this Agreement by the respective Contractor or subcontractor for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Sections 1810 through 1815 of the California Labor Code as a penalty paid to the City; provided, however, work performed by employees of contractors in excess of 8 hours per day, and 40 hours during any one week, shall be permitted upon compensation for all hours worked in excess of 8 hours per day at not less than 1½ times the basic rate of pay.

11.24 LIVING WAGES Contractor, and any Subcontractor(s), shall comply with the City's Living Wage Ordinance. The current Living Wage Standards are set forth in Exhibit "D". Upon the City's request, certified payroll records shall promptly be provided to the City. -

11.25 EQUAL EMPLOYMENT OPPORTUNITY PRACTICES. Contractor certifies and represents that, during the performance of this Contract, it and any other parties with whom it may subcontract shall adhere to equal employment opportunity practices to assure that applicants, employees and recipients of service are treated equally and are not discriminated against because of their race, religion, color, national origin, ancestry, disability, sex, age, medical condition, sexual orientation or marital status. Contractor further certifies that it will not maintain any segregated facilities. Contractor further agrees to comply with The Equal Employment Opportunity Practices provisions as set forth in Exhibit "E".

[Signatures Begin on Next Page].

IN WITNESS WHEREOF, the Parties have signed this Agreement as of the Commencement Date stated on the cover page.

City of Vernon, a California charter City and California municipal corporation

Alliant Insurance Services, Inc, a Delaware corporation

By: \_\_\_\_\_  
Carlos R Fandino, Jr., City Administrator

By: \_\_\_\_\_

Name: Michael Menzia

Title: Executive Vice President

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
Lisa Pope, City Clerk

Name: Patricia Moore

Title: First Vice President

APPROVED AS TO FORM:

\_\_\_\_\_  
Arnold M. Alvarez-Glasman, Interim City Attorney

EXHIBIT A  
REQUEST FOR PROPOSALS

**City of Vernon  
Request for Proposals (RFP)**

**Health Benefits Brokerage and  
Consulting Services**



**City of Vernon  
Human Resources Department  
4305 Santa Fe Avenue, Vernon, CA 90058  
Phone: (323) 583-8811**

## 1. INTRODUCTION AND PROJECT

The City of Vernon is requesting proposals from qualified licensed Employee Benefits Brokerage and Consulting firms to provide health benefits consulting services in the areas of plan design, administration of contracts, and plan renewal, including but not limited to medical, dental, vision, life and accidental death & dismemberment, long-term disability, Employee Assistance Program (EAP), Section 125 flexible benefit plan (FSA), Health Savings Account (HSA), and supplemental and ancillary plans.

The City will select one firm based on demonstrated competence and a cost effective approach to design, conduct, and assist in the administration of the City's health benefit program.

## 2. BACKGROUND

The City of Vernon was founded in 1905, is approximately 5.2 square miles in size and is located approximately 5 miles southeast of downtown Los Angeles California. Over its long history, Vernon has been developed as an industrial community. At the turn of the 20<sup>th</sup> century the lands that make up Vernon were comprised largely of farmlands. The presence of three major rail lines in the area led influential business and property owners to encourage the railroad companies to run spur lines onto the farmlands. These rail extensions enabled the creation of an "exclusively industrial" city. By the 1920's, Vernon was attracting large stockyards and meatpacking facilities. In the 1930's, Vernon became the location of choice for many heavy industrial plants. As economic conditions changed over the decades, these large scale industrial operations have relocated out of Southern California and Vernon has attracted smaller, lighter industrial facilities. The City's business friendly environment, low cost utilities and key location for trucking and rail transport continue to position Vernon as an ideal location for industrial uses.

**City Government:** The City Council consists of five members, elected at-large, who serve five-year staggered terms. The City Council annually appoints a Mayor and a Mayor Pro Tem from its own membership to serve one-year terms.

**Labor Force:** Vernon has approximately 280 employees, and its departments include a Fire Department, Police Department, Finance Department, Public Works Department, Public Utilities Department and Health and Environmental Control Department. Present bargaining units recognized include the Vernon Police Officers Benefit Association, Vernon Police Management Association, Vernon Firemen's Association, the Vernon Fire Management Association, International Brotherhood of Electrical Workers Local 47, and Teamsters Local 911.

## 3. ISSUES OR PROBLEMS TO BE ADDRESSED

The City of Vernon is seeking a Health Benefits Brokerage and Consulting Services firm to participate in the analysis of the City's health programs and advise on employee and retiree benefit plans.

#### **4. SCOPE OF SERVICES REQUIRED**

The City of Vernon is seeking the services of a highly qualified licensed insurance Brokerage and Consulting firm that is well versed in the employee benefits market, experienced in advising in comparable public agencies and works well with various levels of staff and management. The City is particularly interested in a firm that can offer creative, innovative approaches, with a proven track record, that allows the City to maintain quality benefit programs and contain or reduce costs.

The selected firm will perform a full range of benefit program services related to acquisition, implementation, maintenance, communication and improvement of the City's employee and retiree health insurance benefits. The selected firm shall provide services, including, but not limited to, the following:

1. Assist in the development of long-range goals and strategies, including making recommendations and projections of potential savings;
2. Procure group insurance coverage for medical, dental, vision, life and accidental death & dismemberment, long-term disability, Employee Assistance Program (EAP), Section 125 flexible benefit plan (FSA), Health Savings Account (HSA), and supplemental and ancillary plans;
3. Solicit competitive bids from benefit plan vendor markets that specialize in group benefit plans and evaluate bids and bidders, including claims procedures, experience and history, service, financial policies, and stability and identify the most beneficial and cost-effective package that meets the City's needs;
4. Representation in all negotiations with insurance providers on issues related to premiums, services, benefit level, plan design, special terms and conditions.
5. Analyze existing coverage and identify or develop cost-saving alternative benefit strategies and plans;
6. Provide quarterly claims experience reports;
7. Provide information and recommendations on a variety of subjects including but not limited to, employee benefit issues, trends, proposed and new State and/or Federal legislation (i.e. COBRA, HIPPA, ACA, Medicare, and IRS Rules and regulations);
8. Be available to provide assistance to staff, employees, and retirees with issues involving billing, claims, eligibility problems, disputes, interpretation of related contracts and services, changes and general troubleshooting;
9. Advise on a continuing basis and in a timely manner of any and all significant matters and developments regarding the progress of carrier service issues;
10. Attend periodic meetings with City staff, employees and/or retirees to facilitate and assist in the management of the City's employee benefit plans;

## City of Vernon Health Benefits Brokerage and Consulting Services Request for Proposals

11. Be available to attend the City's annual Health and Wellness Fair and open enrollment employee informational meetings, coordinate and participate open enrollment meetings as reasonably requested, and assist with the development of open enrollment materials;
12. Provide legal opinions pertaining to the City's employee/retiree benefit plans and programs including analysis and application of all relevant laws, statutes, and regulations;
13. Review and analyze all benefit plan provider agreements for compliance with all applicable federal and state laws, statutes, and regulations;
14. Participate in the development, negotiation and implementation with health benefit providers and administrators on matters such as, but not limited to, premium rates, service, benefit levels plan design, special terms and conditions, etc. and negotiate changes and additions in contracts;
15. Provide assistance, technically and creatively, in the on-going development and preparation of various employee communication materials;
16. Assist the Human Resources Department in the preparation and/or review and updating of benefit plan documents and benefit summary plan descriptions for all plans;
17. Assist in developing and evaluating employee needs and satisfaction surveys;
18. Submit annual reports detailing compensation and/or commissions received from contracted carries of the City;
19. Coordinate the flow of information between staff and contracted carriers;
20. Manage plan transitions as necessary;
21. Be available to assist staff with obtaining health benefits program materials;
22. Be available to provide various types of reports as needed;
23. Be available to provide information on new products as requested;
24. Provide an annual review and summary of employee/retiree benefits including analysis of the quality provided, cost effectiveness, competitiveness and recommendations.

### **5. QUALIFICATIONS & CRITERIA**

- A. **Qualifications:** The City of Vernon will select one firm for all of the outlined Scope of Service on the basis of qualifications, experience, and cost. The following are the minimum qualifications to be used to evaluate responses to this Request for

## City of Vernon Health Benefits Brokerage and Consulting Services Request for Proposals

### Proposals:

1. The proposer must be a licensed insurance brokerage and consulting firm and have advanced knowledge of the laws and practices relating to employee benefits consulting within a municipal government setting. These include some articulated knowledge of the laws governing each of the service areas for which the proposer wishes to be considered.
  2. The proposer has a demonstrated track record of success in handling all aspects of employee benefits consulting in the service area being proposed and at least five (5) years providing these services to public entities in a unionized environment in the State of California.
  3. The proposer shall provide three references, preferably from governmental entities, for relevant work performed in the past five years. When possible, include references from cities of a similar size and character to Vernon. If the proposer does not have three governmental entity references, references from private entities may be provided.
  4. The proposer can demonstrate understanding of the assignment and knowledge of the skills necessary to service in the role of Benefits Consultant/Broker.
- B. **Selection Criteria:** The City will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. All proposals received will be reviewed and evaluated by a committee of qualified personnel. The name, information, or experience of the individual members will not be made available to any proposer. The Evaluation Committee will first review and screen all proposals submitted, except for the cost proposals, according to the minimum qualifications set forth above. The following criteria will be used in reviewing and comparing the proposals and in determining the highest scoring bid:
1. 40% Qualifications, background and prior experience of the firm in the Service Area(s) being proposed, experience of key staff assigned to oversee services provided to Vernon, evaluation of size and scope of similar work performed and success on that work.
  2. 30% Cost and fees to the City for handling matters. Cost is not the sole determining factor but will be taken into consideration. Proposer must offer services at a rate comparable to the rate proposer offers to other governmental entities for similar work. Offering a higher rate to the City than the comparable rate is grounds for disqualification of the Proposer. If rates differ for different types or levels of service, or for different Service Areas, the Proposer should so state.
  3. 10% Responsiveness to the RFP, and quality and responsiveness of the proposal.
  4. 20% References including past performance of proposer.

## 6. **FORMAT AND DELIVERY OF RESPONSE**

## City of Vernon Health Benefits Brokerage and Consulting Services Request for Proposals

Respondents are asked to submit one (1) unbound original, ten (10) hard copies and one (1) electronic copy (via email to [krueda@ci.vernon.ca.us](mailto:krueda@ci.vernon.ca.us)) of their proposals in sufficient detail to allow for a thorough evaluation and comparative analysis. The proposal should include, at a minimum, the following information in sectionalized format addressing all phases of the work in the RFP.

A. **Format:** Limit your proposal to 20 typed 8.5" X 11" pages, or fewer, on white bond paper of at least 20-pound weight single sided (excluding cover letter and attachments. You may attach a firm brochure if you wish, but it must be as a separate attachment and independent from the required elements noted above.

1. Use a conventional typeface with a minimum font size of 12 points. Use a 1" margin on all borders.
2. Organize your submittal in the order described above.
3. Prominently label the package: "Health Benefits Brokerage and Consulting Services" and include the name of the primary contact for the respondent.

Deliver the response to:

City of Vernon

Attention: Michael A. Earl, Director of Human Resources

4305 Santa Fe Avenue

Vernon, CA 90058

4. Responses are due on or **before 5:00 p.m. on November 30, 2017**. Late response will not be accepted.
5. If you have any questions about this RFP, please contact Karina Rueda, Human Resources Analyst, at (323) 583-8811, ext. 325. Please note that any questions asked and any response provided by Vernon will be sent to every person who will be submitting a proposal, to the extent the City is aware of them.

B. **Cover Letter:** All proposals shall include a cover letter which states that the proposal shall remain valid for a period of not less than ninety (90) days from the date of submittal. If the proposal contemplates the use of sub-contractors, the sub-contractors shall be identified in the cover letter. If the proposal is submitted by a business entity, the cover letter shall be signed by an officer authorized to contractually bind the business entity. With respect to the business entity, the cover letter shall also include: the identification of the business entity, including the name, address and telephone number of the business entity; and the name, title, address and telephone number of a contact person during the proposal evaluation period.

C. **Introduction:** Present an introduction of the proposal and your understanding of the assignment and significant steps, methods and procedures to be employed by the proposer to ensure quality deliverables that can be delivered within the required time frames and your identified budget.

## City of Vernon Health Benefits Brokerage and Consulting Services Request for Proposals

- D. **General Scope of Work:** Briefly summarize the scope of work as the proposer perceives or envisions it for each Service Area proposed.
- E. **Work Plan:** Present concepts for conducting the work plan and interrelationship of all projects. Define the scope of each task including the depth and scope of analysis or research proposed.
- F. **Fees and costs:** Although an important aspect of consideration, the financial cost estimate will not be the sole justification for consideration. Negotiations may or may not be conducted with the proposer; therefore, the proposal submitted should contain the proposer's most favorable terms and conditions, since selection and award may be made without discussion with any firm.

Proposer shall submit costs in one or both of the following forms:

1. Straight commission basis - Please provide estimated commissions for Medical, Dental, Vision, Life and AD&D, LTD, EAP and FSA insurance carriers.
2. Separate annual consulting fee basis

Indicate how commission arrangements will be handled. The City prefers commission arrangements be handled directly with contracted insurance carriers. If proposer expects to be compensated by some other method or beyond the commission structure, please outline your fees.

All prices should reflect "not to exceed" amounts per item. Proposer must offer services at a rate comparable to the rate proposer offers to other governmental entities for similar work. Offering a higher rate to the City than the comparable rate is grounds for disqualification of the Proposer.

**G. Ability of the Proposer to Perform:** Provide a detailed description of the proposer and his/her/its qualifications, including names, titles, detailed professional resumes and past experience in similar work efforts/products of key personnel who will be working on the assignment. Provide a list of specific related work projects that have been completed by the proposer which are directly related to the assignment described in this RFP. Note the specific individuals who completed such project(s). Identify role and responsibility of each member of the project team. Include the amount of time key personnel will be involved in the respective portions of the assignment. Respondents are encouraged to supply relevant examples of their professional product. Provide a list of references.

The selected firm shall not subcontract any work under the RFP nor assign any work without the prior written consent of the City.

- H. **Affidavit of Non-Collusion.** Proposer must submit a completed and signed, "Affidavit of Non-Collusion." (Copy attached as Exhibit A).

### 7. **ADDENDA, CHANGES, AND AMENDMENTS TO THIS SOLICITATION**

At any time prior to the due date for responses, the City may make changes, amendments, and addenda to this solicitation, including changing the date due to allow respondents time to address such changes. Addenda, changes, and amendments, if made, will be posted on the City's website ([www.cityofvernon.org](http://www.cityofvernon.org)), which is deemed adequate notice. A proposer may make a request to the City's project coordinator to be placed on a list of persons to receive notice of any such addenda, changes, or amendments. The preferred manner of communications is via e-mail due to its timeliness.

**8. CONDITIONS FOR RESPONSES TO RFP**

The following conditions apply to this RFP process:

- A. Nothing contained in this RFP shall create any contractual relationship between the respondent and the City.
- B. This RFP does not obligate the City to establish a list of service providers qualified as prime contractors, or award a contract to any respondent. The City reserves the right to amend or cancel this RFP without prior notice, at any time, at its sole discretion.
- C. The City shall not be liable for any expenses incurred by any individual or organization in connection with this RFP.
- D. No conversations or agreements with any officer, agent, or employee of the City shall affect or modify any terms of this RFP. Oral communications or any written/e-mail materials provided by any person other than designated contact staff of City shall not be considered binding.
- E. The City reserves the right, in its sole discretion, to accept or reject any or all Proposals without prior notice and to waive any minor irregularities or defects in a Proposal. The City reserves the right to seek clarification on a Proposal with any source.
- F. The dates, times, and sequence of events related to this RFP shall ultimately be determined by the City. The schedule shown above is subject to change, at the sole discretion of the City, although the City will attempt to follow it and, if it must be altered, will attempt to provide reasonable notice of the changes.
- G. Respondents shall not issue any news release pertaining to this RFP, or the City without prior written approval of the City.
- H. All submitted proposals and information included therein or attached thereto shall become public record upon delivery to the City.

**9. RIGHT BY THE CITY TO WITHDRAW THIS REQUEST**

The City may, at its sole discretion and for any reason whatsoever, withdraw this solicitation at any time.

**10. LIVING WAGE ORDINANCE**

The selected consultant shall pay qualifying employees a wage of not less than \$10.30 per hour with health benefits, or \$11.55 per hour without health benefits. The consultant shall also provide qualifying employees at least twelve days off per year for sick leave, vacation or personnel necessity, and an additional ten days a year of uncompensated time for sick leave. There shall be a prohibition on an employer retaliation against an employee's complaining to the City with regard to the employer's compliance with the living wage ordinance. Contractor, and any Subcontractor(s), shall comply with the City's Living Wage Ordinance. The current Living Wage Standards are set forth in Exhibit "D" of the standard form contract, attached hereto as Exhibit B. Upon the City's request, certified payroll records shall promptly be provided to the City.

**11. STANDARD TERMS AND CONDITIONS**

Prior to the award of any work hereunder, City and proposer shall enter into the written contract for services attached hereto as Exhibit B. Proposers responding to this RFP are strongly advised to review all the terms and conditions of the Contract. The term of the Contract shall not exceed three (3) years.

EXHIBIT A  
AFFIDAVIT OF NON-COLLUSION



EXHIBIT B  
STANDARD FORM CONTRACT

SERVICES AGREEMENT BETWEEN THE CITY OF VERNON AND [CONTRACTOR'S NAME] FOR HEALTH BENEFITS BROKERAGE AND CONSULTING SERVICES

COVER PAGE

Contractor: [insert name of contractor]

Responsible Principal of Contractor: [insert name, title]

Notice Information - Contractor: [insert name of contractor]  
[insert street address]  
[insert city, state, zip code]  
Attention: [insert name, title]  
Phone: [insert phone number]  
Facsimile: [insert fax number]

Notice Information - City: City of Vernon  
4305 Santa Fe Avenue  
Vernon, CA 90058  
Attention: [insert department head]  
[insert department head title]  
Telephone: (323) 583-8811 ext. [insert]  
Facsimile: [insert fax number]

Commencement Date: [insert commencement date]

Termination Date: [insert termination date]

Consideration: Total not to exceed \$[insert amount]  
(includes all applicable sales tax); and more particularly described in Exhibit C

Records Retention Period Three (3) years, pursuant to Section 10.20

SERVICES AGREEMENT BETWEEN THE CITY OF VERNON AND [CONTRACTOR'S NAME] FOR HEALTH BENEFITS BROKERAGE AND CONSULTING SERVICES

This Contract is made between the City of Vernon ("City"), a California charter City and California municipal corporation ("City"), and [Contractor's Name], a [State incorporated in] corporation ("Contractor").

The City and Contractor agree as follows:

1.0 EMPLOYMENT OF CONTRACTOR. City agrees to engage Contractor to perform the services as hereinafter set forth as authorized by the City Council on \_\_\_\_\_, \_\_\_\_\_.

2.0 SCOPE OF SERVICES.

2.1 Contractor shall perform all work necessary to complete the services set forth in the Request for Proposals dated \_\_\_\_\_, Exhibit "A", and Contractor's proposal to the City ("Proposal") dated \_\_\_\_\_, Exhibit "B", both of which are attached to and incorporated into this Contract, by reference.

2.2 All services shall be performed to the satisfaction of City.

2.3 All services shall be performed in a competent, professional, and satisfactory manner in accordance with the prevailing industry standards for such services.

3.0 PERSONNEL.

3.1 Contractor represents that it employs, or will employ, at its own expense, all personnel required to perform the services under this Contract.

3.2 Contractor shall not subcontract any services to be performed by it under this Contract without prior written approval of City.

3.3 All of the services required hereunder will be performed by Contractor or by City-approved subcontractors. Contractor, and all personnel engaged in the work, shall be fully qualified and authorized or permitted under State and local law to perform such services and shall be subject to approval by the City.

4.0 TERM. The term of this Contract shall commence on **[start date]** and it shall continue until **[state date which may not be more than three years from the commencement date]**, unless terminated at an earlier date pursuant to the provisions thereof.

5.0 COMPENSATION AND FEES.

5.1 Contractor has established rates for the City of Vernon which are comparable to and do not exceed the best rates offered to other governmental entities in and around Los Angeles County for the same services. For satisfactory and timely performance of the services, the City will pay Contractor in accordance with the payment schedule set forth in Exhibit "C" attached hereto and incorporated herein by reference.

5.2 Contractor's grand total compensation for the entire term of this Contract, including change orders, shall not exceed [state amount] without the prior authorization of the City Council and written amendment of this Contract.

5.3 Contractor shall, at its sole cost and expense, furnish all necessary and incidental labor, material, supplies, facilities, equipment, and transportation which may be required for furnishing services pursuant to this Contract. Materials shall be of the highest quality. The above Contract fee shall include all staff time and all clerical, administrative, overhead, insurance, reproduction, telephone, air travel, auto rental, subsistence, and all related costs and expenses.

5.4 City shall reimburse Contractor only for those costs or expenses specifically approved in this Agreement, or specifically approved in writing in advance by City. Unless otherwise approved, such costs shall be limited and include nothing more than the following costs incurred by Contractor:

5.4.1 The actual costs of subcontractors for performance of any of the services that Contractor agrees to render pursuant to this Agreement, which have been approved in advance by City and awarded in accordance with this Agreement.

5.4.2 Approved reproduction charges.

5.4.3 Actual costs and/or other costs and/or payments specifically authorized in advance in writing and incurred by Contractor in the performance of this Agreement.

5.5 Contractor shall not receive any compensation for extra work performed without the prior written authorization of City. As used herein, "extra work" means any work that is determined by City to be necessary for the proper completion of the Project, but which is not included within the Scope of Services and which the parties did not reasonably anticipate would be necessary at the time of execution of this Agreement. Compensation for any authorized extra work shall be paid in accordance with the payment schedule as set forth in Exhibit "C," if the extra work has been approved by the City.

5.6 Licenses, Permits, Fees, and Assessments. Contractor shall obtain, at Contractor's sole cost and expense, such licenses, permits, and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and which arise from or are necessary for the performance of the Services by this Agreement.

## 6.0 PAYMENT.

6.1 As scheduled services are completed, Contractor shall submit to the City an invoice for the services completed, authorized expenses, and authorized extra work actually performed or incurred according to said schedule.

6.2 Each such invoice shall state the basis for the amount invoiced, including a detailed description of the services completed, the number of hours spent, reimbursable expenses incurred and any extra work performed.

6.3 Contractor shall also submit a progress report with each invoice that describes in reasonable detail the services and the extra work, if any, performed in the immediately preceding calendar month.

6.4 Contractor understands and agrees that invoices which lack sufficient detail to measure performance will be returned and not processed for payment.

6.5 City will pay Contractor the amount invoiced within thirty (30) days after the City approves the invoice.

6.6 Payment of such invoices shall be payment in full for all services, authorized costs, and authorized extra work covered by that invoice.

7.0 CHANGE ORDERS. There is no change order authority provided in this Contract.

8.0 CITY'S RESPONSIBILITY. City shall cooperate with Contractor as may be reasonably necessary for Contractor to perform its services; and will give any required decisions as promptly as practicable so as to avoid unreasonable delay in the progress of Contractor's services.

9.0 COORDINATION OF SERVICES. Contractor agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants, and other staff at all reasonable times.

9.1 INDEMNITY. Contractor agrees to indemnify City, its officers, elected officials, employees and agents against, and will hold and save each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "claims or liabilities"), including but not limited to professional negligence, that may be asserted or claimed by any person, firm or entity arising out of or in connection with the work, operations or activities of Contractor, its agents, employees, subcontractors, or invitees, provided for herein, or arising from the acts or omissions of Contractor hereunder, or arising from Contractor's performance of or failure to perform any term, provision, covenant or condition of this Agreement, except to the extent such claims or liabilities arise from the gross negligence or willful misconduct of City, its officers, elected officials, agents or employees.

9.2 INSURANCE. Contractor shall, at its own expense, procure and maintain policies

of insurance of the types and in the amounts set forth below, for the duration of the Contract, including any extensions thereto. The policies shall state that they afford primary coverage.

9.2.1 Automobile Liability with minimum limits of at least \$1,000,000, including owned, hired, and non-owned liability coverage if written on a Commercial automobile liability form.

9.2.2 General Liability with minimum limits of at least \$1,000,000 per occurrence with a combined aggregate of \$2,000,000 written on an Insurance Services Office (ISO) Comprehensive General Liability "occurrence" form or its equivalent for coverage on an occurrence basis. Premises/Operations and Personal Injury coverage is required. The City of Vernon, its directors, commissioners, officers, employees, agents and volunteers must be endorsed on the policy as additional insureds as respects liability arising out of the Contractor's performance of this Contract.

9.2.3 If Contractor employs other contractors as part of the services rendered, Contractor's Protective Coverage is required. Contractor may include all subcontractors as insureds under its own policy or shall furnish separate insurance for each subcontractor, meeting the requirements set forth herein.

9.2.4 Professional Errors and Omissions coverage of at least \$2,000,000.

9.2.5 Contractor shall comply with the applicable sections of the California Labor Code concerning workers' compensation for injuries on the job. Compliance is accomplished in one of the following manners:

- (i) Provide copy of permissive self-insurance certificate approved by the State of California; or
- (ii) Secure and maintain in force a policy of workers' compensation insurance with statutory limits and Employer's Liability Insurance with a minimal limit of \$1,000,000 per accident. The policy shall be endorsed to waive all rights of subrogation against City, its directors, commissioners, officers, employees, and volunteers for losses arising from performance of this

Contract; or

- (iii) Provide a "waiver" form certifying that no employees subject to the Labor Code's Workers' Compensation provision will be used in performance of this Contract.

9.2.6 Each insurance policy included in this clause shall be endorsed to state that coverage shall not be cancelled except after thirty (30) days' prior written notice to City.

9.2.7 Insurance shall be placed with insurers with a Best's rating of at least A-VIII.

9.2.8 Prior to commencement of performance, Contractor shall furnish City with a certificate of insurance for each policy. Each certificate is to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate(s) must be in a form approved by City. City may require complete, certified copies of any or all policies at any time.

9.2.9 Failure to maintain required insurance at all times shall constitute a default and material breach. In such event, Contractor shall immediately notify City and cease all performance under this Contract until further directed by the City. In the absence of satisfactory insurance coverage, City may, at its option: (a) procure insurance with collection rights for premiums, attorney's fees and costs against Contractor by way of set-off or recoupment from sums due Contractor, at City's option; (b) immediately terminate this Contract; or (c) self-insure the risk, with all damages and costs incurred, by judgment, settlement or otherwise, including attorney's fees and costs, being collectible from Contractor, by way of set-off or recoupment from any sums due Contractor.

## 10.0 GENERAL TERMS AND CONDITIONS.

### 10.1 INDEPENDENT CONTRACTOR.

10.1.1 It is understood that in the performance of the services herein provided for, Contractor shall be, and is, an independent contractor, and is not an agent, officer or employee of City and shall furnish such services in its own manner and method except as required by this Contract, or any applicable statute, rule, or regulation. Further, Contractor has

and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons employed by Contractor in the performance of the services hereunder. City assumes no liability for Contractor's actions and performance, nor assumes responsibility for taxes, bonds, payments, or other commitments, implied or explicit, by or for Contractor. Contractor shall be solely responsible for, and shall indemnify, defend and save City harmless from all matters relating to the payment of its employees, subcontractors and independent contractors, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

10.1.2 Contractor acknowledges that Contractor and any subcontractors, agents or employees employed by Contractor shall not, under any circumstances, be considered employees of the City, and that they shall not be entitled to any of the benefits or rights afforded employees of City, including, but not limited to, sick leave, vacation leave, holiday pay, Public Employees Retirement System benefits, or health, life, dental, long-term disability or workers' compensation insurance benefits.

10.2 CONTRACTOR NOT AGENT. Except as the City may authorize in writing, Contractor and its subcontractors shall have no authority, express or implied, to act on behalf of or bind the City in any capacity whatsoever as agents or otherwise.

10.3 OWNERSHIP OF WORK. All documents and materials furnished by the City to Contractor shall remain the property of the City and shall be returned to the City upon termination of this Agreement. All reports, drawings, plans, specifications, computer tapes, floppy disks and printouts, studies, memoranda, computation sheets, and other documents prepared by Contractor in furtherance of the work shall be the sole property of City and shall be delivered to City whenever requested at no additional cost to the City. Contractor shall keep such documents and materials on file and available for audit by the City for at least three (3) years after completion or earlier termination of this Contract. Contractor may make duplicate copies of such materials and documents for its own files or for such other purposes as may be authorized in writing by the City.

10.4 CORRECTION OF WORK. Contractor shall promptly correct any defective, inaccurate or incomplete tasks, deliverables, goods, services and other work, without additional cost to the City. The performance or acceptance of services furnished by Contractor shall not relieve the Contractor from the obligation to correct subsequently discovered defects, inaccuracy, or incompleteness.

10.5 RESPONSIBILITY FOR ERRORS. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the City, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Contractor occurs, then Contractor shall, at no cost to City, provide all necessary design drawings, estimates and other Contractor professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

10.6 WAIVER. The City's waiver of any term, condition, breach, or default of this Contract shall not be considered to be a waiver of any other term, condition, default or breach, nor of a subsequent breach of the one waived. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought.

10.7 SUCCESSORS. This Contract shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective heirs, successors, and/or assigns.

10.8 NO ASSIGNMENT. Contractor shall not assign or transfer this Contract or any rights hereunder without the prior written consent of the City and approval by the City Attorney, which may be withheld in the City's sole discretion. Any unauthorized assignment or transfer shall be null and void and shall constitute a material breach by the Contractor of its

obligations under this Contract. No assignment shall release the original parties from their obligations or otherwise constitute a novation.

10.9 COMPLIANCE WITH LAWS. Contractor shall comply with all Federal, State, County and City laws, ordinances, rules and regulations, which are, as amended from time to time, incorporated herein and applicable to the performance hereof, including but without limitation, the Vernon Living Wage Ordinance. Violation of any law material to performance of this Contract shall entitle the City to terminate the Contract and otherwise pursue its remedies. Further, if the Contractor performs any work knowing it to be contrary to such laws, rules, and regulations Contractor shall be solely responsible for all costs arising therefrom.

10.10 ATTORNEY'S FEES. If any action at law or in equity is brought to enforce or interpret the terms of this Contract, 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.

10.11 INTERPRETATION.

10.11.1 Applicable Law. This Contract shall be deemed a contract and shall be governed by and construed in accordance with the laws of the State of California. Contractor agrees that the State and Federal courts which sit in the State of California shall have exclusive jurisdiction over all controversies and disputes arising hereunder, and submits to the jurisdiction thereof.

10.11.2 Entire Agreement. This Contract, including any exhibits attached hereto, constitutes the entire agreement and understanding between the parties regarding its subject matter and supersedes all prior or contemporaneous negotiations, representations, understandings, correspondence, documentation, and agreements (written or oral).

10.11.3 Written Amendment. This Contract may only be changed by written amendment signed by Contractor and the City Administrator or other authorized representative of the City, subject to any requisite authorization by the City Council. Any oral

representations or modifications concerning this Contract shall be of no force or effect.

10.11.4 Severability. If any provision in this Contract is held by any court of competent jurisdiction to be invalid, illegal, void, or unenforceable, such portion shall be deemed severed from this Contract, and the remaining provisions shall nevertheless continue in full force and effect as fully as though such invalid, illegal, or unenforceable portion had never been part of this Contract.

10.11.5 Order of Precedence. In case of conflict between the terms of this Contract and the terms contained in any document attached as an Exhibit or otherwise incorporated by reference, the terms of this Contract shall strictly prevail. The terms of the City's Request for Proposals shall control over the Contractor's Proposal.

10.11.8 Duplicate Originals. There shall be two (2) fully signed copies of this Contract, each of which shall be deemed an original.

10.11.9 Construction. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

10.12 TIME OF ESSENCE. Time is strictly of the essence of this contract and each and every covenant, term, and provision hereof.

10.13 AUTHORITY OF CONTRACTOR. The Contractor hereby represents and warrants to the City that the Contractor has the right, power, legal capacity, and authority to enter into and perform its obligations under this Contract, and its execution of this Contract has been duly authorized.

10.14 ARBITRATION OF DISPUTES. Any dispute for under \$25,000 arising out of or relating to the negotiation, construction, performance, non-performance, breach, or any other aspect of this Contract, shall be settled by binding arbitration in accordance with the Commercial Rules of the American Arbitration Association at Los Angeles, California

and judgment upon the award rendered by the Arbitrators may be entered in any court having jurisdiction thereof. The City does not waive its right to object to the timeliness or sufficiency of any claim filed or required to be filed against the City and reserves the right to conduct full discovery.

10.15 NOTICES. Any notice or demand to be given by one party to the other must be given in writing and by personal delivery or prepaid first-class, registered or certified mail, addressed as follows. Notice simply to the City of Vernon or any other City department is not adequate notice.

If to the City:

City of Vernon  
Michael A. Earl, Director of Human Resources  
4305 Santa Fe Avenue  
Vernon, CA 90058

If to the Contractor:

Any such notice shall be deemed to have been given upon delivery, if personally delivered, or, if mailed, upon receipt, or upon expiration of three (3) business days from the date of posting, whichever is earlier. Either party may change the address at which it desires to receive notice upon giving written notice of such request to the other party.

10.16 NO THIRD PARTY RIGHTS. This Agreement is entered into for the sole benefit of City and Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right or remedy in, under, or to this Agreement.

10.17 TERMINATION FOR CONVENIENCE (Without Cause). City may terminate this Contract in whole or in part at any time, for any cause or without cause, upon fifteen (15) calendar days' written notice to Contractor. If the Contract is thus terminated by City for reasons other than Contractor's failure to perform its obligations, City shall pay Contractor a

prorated amount based on the services satisfactorily completed and accepted prior to the effective date of termination. Such payment shall be Contractor's exclusive remedy for termination without cause.

10.18 DEFAULT. In the event either party materially defaults in its obligations hereunder, the other party may declare a default and terminate this Contract by written notice to the defaulting party. The notice shall specify the basis for the default. The Contract shall terminate unless such default is cured before the effective date of termination stated in such notice, which date shall be no sooner than ten (10) days after the date of the notice. In case of default by Contractor, the City reserves the right to procure the goods or services from other sources and to hold the Contractor responsible for any excess costs occasioned to the City thereby. Contractor shall not be held accountable for additional costs incurred due to delay or default as a result of Force Majeure. Contractor must notify the City immediately upon knowing that non-performance or delay will apply to this Contract as a result of Force Majeure. At that time Contractor is to submit in writing a Recovery Plan for this Contract. If the Recovery Plan is not acceptable to the City or not received within 10 days of the necessary notification of Force Majeure default, then the city may cancel this order in its entirety at no cost to the City, owing only for goods and services completed to that point.

10.19 TERMINATION FOR CAUSE. Termination for cause shall relieve the terminating party of further liability or responsibility under this Contract, including the payment of money, except for payment for services satisfactorily and timely performed prior to the service of the notice of termination, and except for reimbursement of (1) any payments made by the City for service not subsequently performed in a timely and satisfactory manner, and (2) costs incurred by the City in obtaining substitute performance. If this Agreement is terminated as provided herein, City may require, at no additional cost to City, that Contractor provide all finished or unfinished documents, data, and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor

shall be required to provide such document and other information within fifteen (15) days of the request.

10.19.1 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

10.20 MAINTENANCE AND INSPECTION OF RECORDS.

The City, or its authorized auditors or representatives, shall have access to and the right to audit and reproduce any of the Contractor's records to the extent the City deems necessary to insure it is receiving all money to which it is entitled under the Contract and/or is paying only the amounts to which Contractor is properly entitled under the Contract or for other purposes relating to the Contract.

The Contractor shall maintain and preserve all such records for a period of at least three (3) years after termination of the Contract.

The Contractor shall maintain all such records in the City of Vernon. If not, the Contractor shall, upon request, promptly deliver the records to the City of Vernon or reimburse the City for all reasonable and extra costs incurred in conducting the audit at a location other than the City of Vernon, including, but not limited to, such additional (out of the City) expenses for personnel, salaries, private auditors, travel, lodging, meals, and overhead.

10.21 CONFLICT. Contractor hereby represents, warrants, and certifies that no member, officer, or employee of the Contractor is a director, officer, or employee of the City of Vernon, or a member of any of its boards, commissions, or committees, except to the extent permitted by law.

10.22 HEADINGS. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

10.23 ENFORCEMENT OF WAGE AND HOUR LAWS. Eight hours labor constitutes a legal day's work. The Contractor, or subcontractor, if any, shall forfeit twenty-five dollars (\$25) for each worker employed in the execution of this Agreement by the respective Contractor or subcontractor for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Sections 1810 through 1815 of the California Labor Code as a penalty paid to the City; provided, however, work performed by employees of contractors in excess of 8 hours per day, and 40 hours during any one week, shall be permitted upon compensation for all hours worked in excess of 8 hours per day at not less than 1½ times the basic rate of pay.

10.24 LIVING WAGES. Contractor, and any Subcontractor(s), shall comply with the City's Living Wage Ordinance. The current Living Wage Standards are set forth in Exhibit "D". Upon the City's request, certified payroll records shall promptly be provided to the City.

10.25 EQUAL EMPLOYMENT OPPORTUNITY PRACTICES. Contractor certifies and represents that, during the performance of this Contract, it and any other parties with whom it may subcontract shall adhere to equal employment opportunity practices to assure that applicants, employees and recipients of service are treated equally and are not discriminated against because of their race, religion, color, national origin, ancestry, disability, sex, age, medical condition, sexual orientation or marital status. Contractor further certifies that it will not maintain any segregated facilities. Contractor further agrees to comply with The Equal Employment Opportunity Practices provisions as set forth in Exhibit "E".

[Signatures Begin on Next Page].

IN WITNESS WHEREOF, the Parties have signed this Agreement as of the Commencement Date stated on the cover page.

City of Vernon, a California charter City and California municipal corporation

[CONTRACTOR'S NAME, a [State incorporated in] corporation

By: \_\_\_\_\_  
[Insert Name and Title]

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
Maria E. Ayala, City Clerk

Name: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Hema Patel, City Attorney

EXHIBIT A  
REQUEST FOR PROPOSALS

EXHIBIT B  
PROPOSAL

EXHIBIT C  
SCHEDULE

## EXHIBIT D

### LIVING WAGE PROVISIONS

#### **Minimum Living Wages:**

A requirement that Employers pay qualifying employees a wage of no less than \$10.30 per hour with health benefits, or \$11.55 per hour without health benefits.

#### **Paid and Unpaid Days Off:**

Employers provide qualifying employees at least twelve compensated days off per year for sick leave, vacation, or personal necessity, and an additional ten days a year of uncompensated time for sick leave.

#### **No Retaliation:**

A prohibition on employer retaliation against employees complaining to the City with regard to the employer's compliance with the living wage ordinance. Employees may bring an action in Superior Court against an employer for back pay, treble damages for willful violations, and attorney's fees, or to compel City officials to terminate the service contract of violating employers.

EXHIBIT E  
EQUAL EMPLOYMENT OPPORTUNITY  
PRACTICES PROVISIONS

- A. Contractor certifies and represents that, during the performance of this Agreement, the contractor and each subcontractor shall adhere to equal opportunity employment practices to assure that applicants and employees are treated equally and are not discriminated against because of their race, religious creed, color, national origin, ancestry, handicap, sex, or age. Contractor further certifies that it will not maintain any segregated facilities.
- B. Contractor agrees that it shall, in all solicitations or advertisements for applicants for employment placed by or on behalf of Contractor, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, religious creed, color, national origin, ancestry, handicap, sex or age.
- C. Contractor agrees that it shall, if requested to do so by the City, certify that it has not, in the performance of this Agreement, discriminated against applicants or employees because of their membership in a protected class.
- D. Contractor agrees to provide the City with access to, and, if requested to do so by City, through its awarding authority, provide copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under state or federal law.
- E. Nothing contained in this Agreement shall be construed in any manner as to require or permit any act which is prohibited by law.

EXHIBIT B  
PROPOSAL



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**Alliant Employee Benefits**

**Health Benefits Brokerage and Consulting  
Services**

City of Vernon

COPY

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November 29, 2017

## Cover Letter

11/29/2017

City of Vernon  
Attn: Michael A. Earl, Director of Human Resources  
4305 Santa Fe Avenue  
Vernon, CA 90058

Dear Michael:

Thank you for providing Alliant the opportunity to respond to the Request for Proposal. We are excited about the prospect of continuing to work with the City in the capacity of Employee Benefit Broker/Consultant and believe that our depth of resources will provide your staff with a level of support that goes well beyond the traditional Benefit Consultant's role.

### **Proven Track Record**

Alliant Insurance Services, Inc. (Alliant) ranks among the largest commercial insurance brokerage and consulting firms in the United States and has a long history dating back to 1925. We provide a full spectrum of employee benefit consulting, insurance brokerage services and risk management services to over 27,000 employers nationwide. Since our founding, our consulting practice has experienced unparalleled growth without compromising our identity.

We take a proactive, strategic approach in working with our clients. This allows us to identify trends, both industry-wide and within your individual programs, and provide you with the tools to successfully navigate through the ever changing healthcare environment. We ensure you we are educated and well equipped to anticipate change rather than react or be left with little choice.

### **Public Sector Expertise**

At Alliant, we have a proven track record of working with more public agencies than any other consultant in California. We work with a number of Joint Powers Authorities (JPA's) throughout the country to develop exclusive pooled purchasing benefit programs that are designed specifically for public agencies and their unique characteristics. These programs, e.g. SISC, leverage volume to provide cost savings and greater long term stability through risk sharing. Our strategy is to provide an independent consulting approach and present both available program solutions as well as options that are available in the market. A few examples of a public sector programs include: life insurance, disability, medical, dental, vision, EAP, and stop loss programs.

### **Dedicated Service Team**

If selected, the City will continue to be assigned to one of our most experienced dedicated service teams comprised of professionals with a diverse background and proven performance track record. The attached proposal clearly outlines your Alliant team of resources, as well as the area of expertise of each team member. Each member has extensive experience working with various benefit plan options.

At Alliant, we strive to provide a level of consulting and service support that exceeds your expectations, which we believe has been proven during our partnership with the City over the past 5 years. In the end, our goal is to maintain our existing relationship with you and your staff and continue a successful, long-term partnership.

We attest that all of the information submitted with the proposal is true and correct. We appreciate the opportunity to respond to this RFP and are confident we will exceed your expectations and requirements. If you have any questions, please feel free to contact us at the address below.

The proposal shall remain valid for a period of not less than ninety (90) days from the date of submittal.

Sincerely,



Pat Moore, First Vice President  
Alliant Employee Benefits  
333 S. Hope Street, Suite 3750  
Los Angeles, CA 90071  
(818) 606-9315  
[pamoore@alliant.com](mailto:pamoore@alliant.com)

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## Exhibits

1. CA Public Entity Partial Client Listing
2. Sample Annual Work Plan
3. Sample Benchmarking Report
4. CampaignBuilder Catalog (Themes and Taglines)
5. Sample CampaignBuilder Employee Benefits Overview Booklet
6. Sample CampaignBuilder Postcard
7. Sample CampaignBuilder Poster
8. Sample CampaignBuilder Email
9. Ben-IQ FAQ & Poster
10. Compliance Materials
11. Health & Productivity Wellness Newsletter
12. Attachment A – Affidavit of Non-Collusion

Important Note: This PDF is designed to be interactive on your computer. You may click on any page number or page title on the above Table of Contents to get automatically redirected. We have also added bookmarks to each section and Exhibit utilizing Adobe PDF’s Bookmarks feature. Clicking on the section/Exhibit title on the Bookmarks Navigation pane will automatically redirect you to the appropriate page.

## Confidentiality and Disclosure Notices

### **Confidentiality**

The information contained in this proposal, including the Exhibits, is the confidential and proprietary information of Alliant Insurance Services, Inc. (Alliant) and is protected by trade secret and other applicable laws. The recipient of this proposal agrees that this information will only be used in connection with the review and consideration of this proposal and may not be copied or shared with any other person or entity other than the recipient. If the recipient is requested, whether by subpoena, court order, public records or freedom of information request, to disclose any part of this proposal, the recipient shall promptly notify Alliant of such request, prior to any disclosure, so that Alliant can, at its option, take steps to protect the confidential and proprietary of the information contained in this proposal. The breach of this confidentiality obligation may result in irreparable harm to Alliant and, as such, the recipient acknowledges and agrees that Alliant shall be entitled to pursue all available legal and equitable remedies, including injunctive relief, without the requirement to post a bond, in the event of a breach.

### **Disclaimer and Disclosure**

This proposal is for information purposes only and does not amend, extend or alter the policy in any way. Please refer to the policy form for completed coverage and exclusion information. Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at [alliantinsurance.com](http://alliantinsurance.com). For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

\*Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings. A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at [ambest.com](http://ambest.com). For additional information regarding insurer financial strength ratings visit Standard and Poor's website at [standardandpoors.com](http://standardandpoors.com).

To learn more about companies doing business in California, visit the California Department of Insurance website at [www.insurance.ca.gov/](http://www.insurance.ca.gov/).

## Section I – Introduction

**Present introduction of the proposal and your understanding of the assignment and significant steps, methods and procedures to be employed by the proposer to ensure quality deliverables that can be delivered within the required time frames and your identified budget.**

Alliant is uniquely qualified to meet the needs of the City of Vernon’s Employee Benefits Program. As a large firm and your existing Employee Benefits Consultant, we’ve been able to provide many resources while still being able to offer hands-on, specialized service. We are a national firm but have a local presence in the Los Angeles area. Our consulting and technical experience coupled with our market leverage and health risk management knowledge, will allow us to lower costs over the long term and provide the City of Vernon with a customer service experience that is second to none.

We take a proactive, thoughtful, data-driven approach in working with our clients. This allows us to identify trends, both industry-wide and within your individual programs, and provide you with the tools to successfully navigate through the ever-changing health care environment. We ensure that you are educated and well-equipped to anticipate change rather than react or be left with little choice.

In an era of new challenges, seen and unforeseen, we are passionate professionals who are:

**Creative:** In the face of rampant cost increases, a rocky economy, and healthcare reform, we help our clients navigate the blind spots to define the next generation of employee benefits.

**Engaged:** We believe in the value of listening and partnering with you to find the best path forward. By truly understanding your situation, we can chart a plan that realizes your specific goals and objectives.

**Experienced:** We understand the complex mix of stakeholders impacted by your benefits program strategy, from your employees, to management, to the boardroom. We help you deliver a program that keeps you competitive in your industry, helps you attract and retain employees, and promotes the values key to your organization’s success.

**Responsive:** Our skilled professionals embrace our culture of on-demand, high-value service. This is not just about returning your calls quickly. We respond thoughtfully with well-reasoned, cogent answers to your questions.

Alliant Insurance Services, Inc is one of the nation’s leading distributors of diversified insurance products and services, ranking as the 8<sup>th</sup> largest Employee Benefits firm in the United States with over 90 offices throughout the United States and nearly 3,000 associates nationally. With regard to Employee Benefits specifically, our firm employs approximately 700 associates. The company provides its diverse clientele with a comprehensive portfolio of services including Employee Benefits, Commercial Insurance, and Specialty Insurance Programs.

## PUBLIC ENTITY EXPERIENCE

Alliant Insurance Services, Inc. is the largest public entity brokerage firm in California and brings to the City the experience gained from working with many of California's public entities. We have more than 1,000 public entity clients, including many cities, counties, special districts, community college districts, and K-12 public schools, either as individual clients and/or as clients through our relationship with joint powers authorities (JPAs). Our extensive public entity client list keeps us focused in a proactive manner on solving issues that are unique to public entities. Our public sector clients in California include:

- + 55 of the 58 California Counties
- + Over 300 Cities
- + Over 300 School Districts
- + Over 200 Special Districts
- + Over 100 Hospitals

Please see **Exhibit 1** for a Partial Alliant Public Entity Client List.

Alliant is uniquely qualified to serve as your benefits broker and consultant. Our focus, experience and expertise allow us to help you achieve:

- + **Cost Management and Stability:** Representing and negotiating on behalf of customers with over \$11.6 billion in annual premium has allowed us to develop a very strong position with insurance carriers. Alliant's negotiating power provides you and your employees with cost saving opportunities.
- + **Unique and Customized Public, Sector Insurance Programs:** At Alliant, we leverage our size and expertise in the public sector to create exclusive programs that are designed specifically for cities, special districts, schools, and counties. Because of the size, economies of scale, and specialized nature of these programs, public agencies and their employees are able to take advantage of lower costs, unique benefit and program features, stability in pricing, while maintaining autonomy in the design of case specific plan components. SISC is an example of one of these programs.
- + **Access to Quality Care and Meaningful Choice:** We understand that quality has different meanings for different people. Alliant has created an insurance carrier evaluation tool that outlines the key variables to be considered when selecting a health insurance carrier, i.e. benefits, network, cost, and quality. This tool is customized for each client and provides meaningful information about the plan components that are most important to you and your employees.
- + **Administrative Suite of Services:** Alliant has identified critical services and support resources to reduce the soft dollar costs of administering employee benefit programs. Our services are designed to provide efficiencies by simplifying your daily administrative processes.

- + **Custom Communications:** Communication is a critical component of managing employee benefit programs and can dramatically impact the employee's perceived value and satisfaction with the benefits plan. Alliant has a full range of capabilities related to the communication and education of public agencies, their employees and retirees. Our approach is very client specific and can include a variety of different mediums including hard copy, electronic, intranet, posters/flyers, and face-to-face seminars/meetings.
- + **Underwriting and Actuarial Support and Analysis:** Alliant's full-time actuarial and underwriting team is involved on an ongoing basis including; pre-renewal planning and strategies, developing future cost projections, plan design pricing estimates, creating customized claim, utilization, clinical and financial reports, actuarial and consulting support, and renewal analysis and negotiation.
- + **Compliance and Regulatory Support:** Alliant retains a health and welfare attorney dedicated to educating and supporting our consultant staff and provides updates on new developments, legislation, regulations, and practices that affect proper employee benefit plan administration, especially in regard to Healthcare Reform.
- + **Expert Representation at Benefit Committee Meetings:** Our experience in the public sector arena allows us to better serve you and to provide expert representation at your various meetings including regular benefit committee meetings. We understand the issues related to aligning multiple constituents, negotiating with unions, preserving benefits, and managing costs and contributions.

## Section II – General Scope of Work

**Briefly summarize the scope of work as the proposer perceives or envisions it for each Service Area proposed.**

Alliant has, in collaboration with the City’s committee, developed a long-term employee benefits strategy aligned with the City’s goal of maintaining quality programs and containing costs. We understand the City’s current challenges, labor-management relations, budget constraints and current benefit program and have recommended a strategy that suits the needs of the City and its employees. Our negotiated medical renewals from 2014 through 2017 average -.6% on the PPO plan and 5.4% on the HMO. For 2018, we negotiated an overall medical renewal with Anthem down from 16.7% to 11.2% and ultimately were able to procure a superior proposal from Blue Shield for an overall 3.9% increase.

Our annual work plan (refer to **Exhibit 2** for a sample) consists of tangible milestones which are based on our long-term strategies and goals. Our work plan will consist of a seven stage process (summarized in the following pages) with clearly defined timelines and will be evaluated each year to ensure it’s consistent with the goals and changing needs of the City.

### **STAGE 1 – GOAL SETTING/STRATEGIC PLANNING**

We understand the political nature of the collectively bargained benefit process. Often major program decisions cannot be made without the consensus of a committee. We will work to establish a rapport with the bargaining units so that we can have effective discussions regarding important issues to include weighing the need for rich benefit plans in the midst of a state budget crisis and working collaboratively with union representatives to discuss plan alternatives. We have over 45 years of experience working with and educating public sector benefits committees to educate, inform, empower, and gain consensus with their constituents to make collective decisions that ensure the future success of their respective health and welfare program. We can attend, host and prepare presentations for reoccurring meetings whether they be monthly, quarterly, etc.

### **STAGE 2 – REPORTING & BENCHMARKING**

Clear and concise reporting is essential to understanding the components and cost indicators that drive the performance of your benefit plans. Alliant will work with the City to develop a report format and frequency that will enable you to easily monitor your plan’s actual financial results versus expected costs. In addition, we will also provide the City with customized benchmarking information. With our extensive public entity client base, we are able to provide the City with pertinent information regarding industry trends and comparative cost data. Alliant will compare the City’s current benefit plans, premium costs and cost sharing strategy with that of our benchmark data. After our benchmark review, we will deliver the results of our findings and may suggest additional changes or enhancements that will have a positive effect on plan performance and utilization behaviors. See **Exhibit 3** for a sample benchmarking report.

### **STAGE 3 – PRE-RENEWAL STRATEGY**

We begin the renewal process at least 6 months prior to the effective date with our preliminary renewal meeting so that we understand the City’s budget requirements, expected growth and other anticipated needs. At the pre-renewal meeting, we will provide market trends analysis by plan, introduce new product innovation, review insurance carrier performance, identify areas of cost containment, provide renewal estimates and large claims and experience analysis. This strategy provides us with ample time to evaluate options, secure the most favorable contractual terms, and to provide scenarios that meet budget guidelines.

### **STAGE 4 – PROCUREMENT, ANALYSIS, & NEGOTIATION**

As part of the renewal process, Alliant will provide analysis and tools to help the City understand alternative plan design and cost reduction options for each line of coverage and how potential changes will affect overall premium and employee out-of-pocket costs. Some of the analysis and decision-making tools that Alliant provides include evaluation and renewal negotiation and analysis of funding options, benefit plan design options and cost impact, and alternative cost control approaches. Alliant will ensure the analysis is presented in a clear and concise report including side by side comparisons of the plans and carriers.

Our team will represent the City in all renewal negotiations with insurance providers, third party administrators, networks, vendors, etc. Alliant’s current book of business has an annual premium equivalency of over \$11.6 billion, which allows us to leverage and negotiate from a very strong position with the carriers. Our Underwriting unit will play a key role in the negotiation of renewal premiums and plan design options. Alliant understands that while changing carriers is undesirable for employees, it is periodically necessary to market lines of coverage to other insurance carriers to ensure the City is receiving the most cost effective and comprehensive coverage available. When needed, Alliant evaluates vendor services through an RFP and due diligence process designed to draw out the best quality services and cost proposals for our clients. Regardless of the service (Medical, Benefit Administration, Online Eligibility, COBRA, etc.), Alliant will ensure that all vendors are competing on a level playing field through comprehensive RFPs that delineate required services. The Alliant team will evaluate many variables in the renewal and marketing process.

### **STAGE 5 – RECOMMENDATION & IMPLEMENTATION**

Once we have finalized renewal negotiations and narrowed the field of potential carriers or potential plan opportunities based on initial cost, benefit and network analysis, we provide several additional decision making tools to assist the City in its evaluation such as carrier interviews, performance guarantees and rate caps. Implementation of goals and strategies will be coordinated between the City, Alliant and the vendors in order to achieve the best results. Alliant will frequently communicate with the City to ensure milestones are achieved in a timely manner. Alliant has developed an implementation process that will allow the City to measure each step of the process which includes coordinating calls with the carriers, completing

implementation paperwork, reviewing plan documents, establishing enrollment methodology, auditing enrollment results, assisting in transitional issues (ID cards, access to care, service issues, etc.) and more.

**Open Enrollment:** In addition, Alliant will continue to be actively involved in the City’s annual open enrollment. We assist in planning, facilitating, and conducting any required open enrollment meetings onsite or using a recorded webinar. We will also assist in designing, creating and reviewing communication materials as needed. We will coordinate the request for insurance carrier materials and attendance at meetings when required. We recommend starting the open enrollment process as early as possible. Alliant’s experienced service team will work with the City to create a timeline of activities leading up to open enrollment with key milestones highlighted as well as shared responsibilities.

**Health Fairs:** We know the City has also held health fairs in conjunction with open enrollment. Alliant believes annual health and safety fairs are a fundamental part of any group healthcare strategy. The City's dedicated service team will be happy to assist with planning the event, securing vendors, and selecting among the numerous screening services, educational demonstrations and exhibits that are available for health fairs.

### STAGE 6 – COMMUNICATION & EDUCATION

We understand that effective team member communications and employee engagement are vital components of successful benefit programs. We are experts in developing communications that are designed to clearly explain benefit options, available resources, increase employee participation, and educate employees on how to get the most out of their benefits. Our standard open enrollment and new hire communication package, CampaignBuilder, enables you to customize your open enrollment materials and select a theme to match your company’s culture and brand. To see all of our themes, refer to **Exhibit 4** for our CampaignBuilder Catalog. Materials include a benefits summary booklet, postcards, posters, emails, and presentation, samples are included in **Exhibits 5 - 8**. We provide a year-round approach which includes support with the following:



**Ben-IQ™ Smartphone Application:** Alliant’s Ben-IQ is an innovative mobile application designed to reflect increasingly mobile employees’ need for 24/7 access to plan information. Ben-IQ offers employees a wealth of online features and functionality including access to plan highlights, finding contacts, storing ID cards, looking up cost of care, watching videos and more! Some features, such as nurse line contact information, can help employees make the right decision about what level of care to seek, saving both the employees and their employer money and time. Additionally, the ability to quickly and easily find an in-network provider, anywhere in the nation, ensures that employees have the most up-to-date information, helping lower out-of-network usage. See Ben-IQ in action on YouTube: <http://tinyurl.com/ben-iqapp> and refer to **Exhibit 9** for a Ben-IQ FAQ and promotional poster.

### **STAGE 7 – PROGRAM MONITORING & VENDOR MANAGEMENT**

We understand the importance of an ongoing review of the City’s benefits program. In order to maintain the integrity of the program, it is imperative that we ensure that the benefit plans and provisions are operating in line with the City’s expectations. In order to achieve this, Alliant will provide ongoing support with plan document review, vendor management, claims and eligibility assistance and resolution including benefit advocacy, and legislative updates and compliance.

**Compliance:** Our in-house Compliance department is an essential resource in the era of increased regulatory burden and enforcement. Alliant’s Employee Benefits Compliance department works closely with the employee benefits service teams to understand your plan design and population, business objectives, culture, and risk tolerance, which facilitates proactive and practical compliance support. Our dedicated team of experienced attorneys and compliance specialists protect you where you are most vulnerable. Ever proactive, always on top of the issues of the day, our Compliance team will answer the questions you don’t even know to ask and the Alliant service team will be happy to prepare and present reports to the committee and sub-committees with this information. Alliant’s Compliance department fills the knowledge gap by being proactive and client-integrated. We’ve created tools that not only educate, but also help create practical solutions specific to your unique business operations and culture. Knowing the rules is merely half the battle; how those rules impact your employees, plans, and operations is the difference that is the Alliant distinction. We will also provide daily Q&A support and proactive education/tools including: quarterly webinars which count for CLE credits and are recorded for playback, alerts as guidance is released, alerts are promptly issued with information about how it impacts employer plans, in-person seminars at six main offices, and Alliant Insights which are in-depth reviews on specific topics that impact plans. Our Compliance department will assist with topics including ERISA, HIPAA Privacy and Security, Affordable Care Act, COBRA, wellness programs, Cafeteria plans/Section 125, as well as General IRS tax code guidance (e.g. Code 105, 106, 152).

Please see **Exhibit 10** for sample external compliance materials including a webinar invite, alert, insight, and calendar. In addition, you will find a Friday Fast Facts which is distributed internally, on a weekly basis, to keep our service teams updated and informed.

In addition, we are continually engaged in the marketplace and closely monitor developments in the health care industry. Alliant will meet with the City as frequently as needed to discuss important issues such; as benefit trends (medical, prescriptions, etc.), national and local cost drivers associated with increased premiums, enrollment trends, Federal and state legislation, provider networks, and survey data. We will also provide information regarding emerging trends in the market such as; consumer driven products, private health exchanges, telemedicine, accountable care organizations, health management and wellness products and strategies, medical tourism, transparency tools, care coordination and more.

**Benefits Administration Systems:** Alliant has assisted many clients with various Benefits Administration platforms. Benefits Administration outsourcing can include a variety of services and because one vendor does not fit every client, we do not recommend one platform in specific for everyone. We do, however, have discounts and special pricing arrangements with many Benefits Administration providers that we can pass on to our clients. Alliant is happy to assist in the procurement of vendors as well as lead implementation and manage the vendor service team with the City's vendor of choice. The following is a brief description of the types of services that are available via these systems:

- + **Employee Portal:** Hosted Web portal for communication of a client's employee benefits program;
- + **Online Enrollment/Eligibility:** Web-based system with employee self-service, electronic carrier eligibility management and payroll system integration;
- + **Employee Communications:** Distribution of communication materials to plan participants, including summary plan descriptions and carrier forms;
- + **Open Enrollment Processing/Fulfillment:** Full management of open enrollment process, including employee calls and transaction approval;
- + **COBRA/Retiree Services:** Notification and premium billing for COBRA and retirees, including carrier reporting.

## Section III – Work Plan

**Present concepts for conducting the work plan and interrelationships of all projects. Define the scope of each task including the depth and scope of analysis or research proposed.**

As described in the previous section, Alliant will develop a long-term employee benefits strategy aligned with the City’s goal of maintaining quality programs and containing costs. We will work with the City regarding current challenges, labor-management relations, budget constraints and current benefit programs in order solidify a strategy that suits the needs of the City and its employees. For example:

### **DEVELOP COST-SAVING RECOMMENDATIONS**

Alliant leverages our size and expertise in the public sector to create exclusive programs specifically for special districts, schools, cities, and counties. These programs provide cost savings, while matching current benefits and providing greater long term stability. We understand that each of our clients is unique and there is no solution that works for everyone. Our strategy is to provide an independent consulting approach and present both joint purchasing program options, as well as options that are available in the market and let our client’s determine which solution is a better fit for their needs and employee and retiree population. The following are possible benefit strategies for the City:

#### **1. Joint Purchasing Programs and Solutions**

Alliant works with a number of Joint Powers Authorities (JPA’s) throughout the country to develop exclusive pooled purchasing benefit programs that are designed specifically for public agencies and their unique characteristics. These programs leverage volume to provide cost savings and greater long term stability through risk sharing. Our strategy is to provide an independent consulting approach and present both available program solutions as well as options that are available in the market.

Alliant will present to the City traditional direct options with insurance carriers as well as Joint Purchasing Program solutions as additional alternatives. One such program the City would have access to is the CSAC EIA joint purchasing program.

#### **2. Improve Retiree Medical Benefit Offering and Reduce Administrative Workload**

As more employees retiree, they are faced with expensive group retiree medical premiums and limited options if they move out of state. More employers are considering replacing traditional group plans with individual plans for their Medicare retirees. Alliant can provide the City with an option that will provide multiple Individual Medicare products and plan design options for retirees at significant discounts to the group Medicare premiums. Additionally, this option can include retiree reimbursement accounts, retiree billing and premium collection, communication and enrollment services. The end result is less administrative work for the City and more cost effective options for retirees.

### 3. Health & Productivity/Wellness Consulting

As healthcare costs continue to escalate, it is increasingly important for employers to develop long term healthcare strategies that will improve quality, reduce costs, and better support participants' needs. Wellness Programs also have value in increasing overall employee engagement. Many clients also enjoy the benefits that Wellness Programs provide related to being viewed as an employer of choice that cares deeply about their associates and their families. We have found that well-constructed Wellness and Disease Management Programs positively impact employee roles in managing their health, healthcare utilization, and ultimately plan costs. Clients that establish reporting packages to identify medical claim utilization as well as pharmacy data, can structure Disease Management Strategies to successfully reduce costs. Alliant Employee Benefits has helped many clients build and construct customized Disease Management and Wellness Programs. Programs range in scope depending upon the budget, claim experience and culture of each entity. Our philosophy is to design programs that target specific sectors of the employee population.

Alliant's expertise in health management and wellness programs includes:

- + **Skilled and Dedicated Staff:** Alliant's Health & Productivity team is nationally-run and regionally-represented. With an average of 15 years of experience, our team has a wide range of skills and expertise, which includes individuals with clinical backgrounds in worksite wellness, employee benefits and health education.
- + **Strategic Process and Implementation:** We partner with clients through each of the three key stages of programming (Discovery, Design & Implementation and Evaluation) and have a strategic approach to evaluating and supporting the environmental and cultural components unique to each client.
- + **Tools and Resources:** Alliant offers a full suite of tools and resources that assist clients in the understanding, development and implementation of programs across the complete spectrum of client investment and engagement. We have partnerships with numerous stand-alone providers in the Wellness industry, ranging from Wellness web portals, biometric testing vendors, to Health Fair coordinators. These Wellness providers have established relationships with Alliant, and typically provide their services to our customers at discounted pricing.

Please refer to **Exhibit 11** for a sample of our Health & Productivity Monthly Wellness newsletter.

## Section IV – Fees and Costs

**Although an important aspect of consideration, the financial cost estimate will not be the sole justification for consideration. Negotiations may or may not be conducted with the proposer; therefore, the proposal submitted should contain the proposer’s most favorable terms and conditions, since selection and award may be made without discussion with any firm. All prices should reflect “not to exceed” amounts per item.**

Broker-Consultant fees are mutually agreed upon with our clients. We are open to discussion about a mutually acceptable fee arrangement with the City. For the Scope of Services described in this RFP and listed below, Alliant proposes **\$74,000 annually which is currently built into the rates and paid to Alliant as commissions.** Services include, but are not limited to:

1. Assist in the development of long-range goals and strategies, including making recommendations and projections of potential savings;
2. Procure group insurance coverage for medical, dental, vision, life and accidental death & dismemberment, long-term disability, Employee Assistance Program (EAP), Section 125 flexible benefit plan (FSA), Health Savings Account (HSA), and supplemental and ancillary plans;
3. Solicit competitive bids from benefit plan vendor markets that specialize in group benefit plans and evaluate bids and bidders, including claims procedures, experience and history, service, financial policies, and stability and identify the most beneficial and cost-effective package that meets the City’s needs;
4. Representation in all negotiations with insurance providers on issues related to premiums, services, benefit level, plan design, special terms and conditions.
5. Analyze existing coverage and identify or develop cost-saving alternative benefit strategies and plans;
6. Provide quarterly claims experience reports;
7. Provide information and recommendations on a variety of subjects including but not limited to, employee benefit issues, trends, proposed and new State and/or Federal legislation (i.e. COBRA, HIPPA, ACA, Medicare, and IRS Rules and regulations);
8. Be available to provide assistance to staff, employees, and retirees with issues involving billing, claims, eligibility problems, disputes, interpretation of related contracts and services, changes and general troubleshooting;
9. Advise on a continuing basis and in a timely manner of any and all significant matters and developments regarding the progress of carrier service issues;
10. Attend periodic meetings with City staff, employees and/or retirees to facilitate and assist in the management of the City’s employee benefit plans;
11. Be available to attend the City’s annual Health and Wellness Fair and open enrollment employee informational meetings, coordinate and participate open enrollment meetings as reasonably requested, and assist with the development of open enrollment materials;

12. Provide legal opinions pertaining to the City's employee/retiree benefit plans and programs including analysis and application of all relevant laws, statutes, and regulations;
13. Review and analyze all benefit plan provider agreements for compliance with all applicable federal and state laws, statutes, and regulations;
14. Participate in the development, negotiation and implementation with health benefit providers and administrators on matters such as, but not limited to, premium rates, service, benefit levels plan design, special terms and conditions, etc. and negotiate changes and additions in contracts;
15. Provide assistance, technically and creatively, in the on-going development and preparation of various employee communication materials;
16. Assist the Human Resources Department in the preparation and/or review and updating of benefit plan documents and benefit summary plan descriptions for all plans;
17. Assist in developing and evaluating employee needs and satisfaction surveys;
18. Submit annual reports detailing compensation and/or commissions received from contracted carriers of the City;
19. Coordinate the flow of information between staff and contracted carriers;
20. Manage plan transitions as necessary;
21. Be available to assist staff with obtaining health benefits program materials;
22. Be available to provide various types of reports as needed;
23. Be available to provide information on new products as requested;
24. Provide an annual review and summary of employee/retiree benefits including analysis of the quality provided, cost effectiveness, competitiveness and recommendations.

### **Service Guarantee**

To illustrate our commitment of quality service to the City, Alliant is willing to place **10%** of our annual consulting fee at risk. Listed below are the categories of the Service Guarantee:

1. **Execution of Scope of Work (50%)** – Client satisfaction with deliverables in the Scope of Work.
2. **Service and Support (50%)** - Service and support of client with decision making tools, attendance at meetings, and assistance for any implementation of new benefits, products and transition of carriers.

At any time, the City can invoke the terms of the guarantee. All categories are based solely on client satisfaction level.

### **Transparency and Disclosure**

All compensation Alliant receives is fully disclosed and transparent. We will provide the City with an Annual Disclosure letter at the plan renewal.

As an independent consultant, Alliant provides our clients with the choice of joint purchasing solutions as well as options available in the marketplace. Alliant has a separate division within the firm, Alliant Underwriting Services (AUS) that provides Consulting, Underwriting and

Program Management Services to a number of Joint Powers Authorities (JPA) and Joint Purchasing Pools throughout the country; this division is separate from Alliant’s Brokerage and Consulting division. AUS receives compensation from carriers for services provided to support the operations and administration of a JPA and/or purchasing pool and is a cost included in the premium. Alliant will disclose any AUS fees associated with a joint purchasing program presented to the City.

Alliant accepts contingency/override compensation to provide additional services to clients. However, if desired, Alliant is willing to sign an agreement not to accept contingency/override compensation for the City’s coverages.

**Additional Services**

Alliant is able to assist the City in evaluating vendors who provide the additional services listed below. Our annual consulting fee includes needs assessment, analysis, negotiations, evaluation and implementation. Vendor fees are separate and will be billed directly to the City.

Alliant is not affiliated with, nor do we own, any vendors who provide the services listed below. Our philosophy is to assist our clients in evaluating “Best in Class” third party administrators, HRIS, online enrollment, benefits statement, claims audit and third party wellness programs. Based on our large volume, we have been successful working with “best in class” vendors to negotiate preferential pricing that we pass directly on to our public agency clients. We have had great success in having significant amounts of these pass-through fees absorbed by our clients’ health plans and insurers. We have conducted comprehensive analyses of each of their capabilities and fees in order to be able to best recommend vendors who are able to provide a full array of services and, most importantly, accommodate the needs unique of each client.

Services	Proposed Fee
Online Benefits Eligibility & Enrollment Administration System	Optional
Consolidated Billing	Optional
COBRA and FSA Administration	Optional
Retiree Billing	Optional
Payroll/HRIS System Integration	Optional
Third Party Wellness Solutions	Optional

## Section V - Ability of the Proposer to Perform

**Provide a detailed description of the proposer and his/her/its qualifications, including names, titles, detailed professional resumes and past experience in similar work efforts/products of key personnel who will be working on the assignment. Provide a list of specific individuals who completed such project(s). Identify role and responsibility of each member of the project team. Include the amount of time key personnel will be involved in the respective portions of the assignment. Respondents are encouraged to supply relevant examples of their professional product. Provide a list of references.**

### **Account Team Qualifications**

Our customer service philosophy is to form integrated consulting and service teams around our clients. Mike Menzia, the lead consultant, will assign a team of professionals that will be able to support you and your organization daily, while also working strategically to plan for future needs. The Account Team members that will be assigned to the City are all licensed, experienced employee benefits professionals with diverse insurance and human resources backgrounds.

### **Mike Menzia, Executive Vice President, Lead Benefits Consultant**

Mike is the Public Entity Division Practice leader. Mike will provide overall strategy planning and direction of all group insurance plans. He will assemble the correct Alliant resources and will analyze the effectiveness of the benefits program.

Mike has almost 30 years of group insurance experience specializing in large national employers. He spent six years as an Account Executive for Metropolitan Life Insurance Company where he specialized in selling multiple insurance lines to large employers. He is recognized in the industry as an expert in Alternative Funding, Medicare/Retiree HealthCare and Provider Contracting. Before joining Alliant Insurance Services, he was the Regional Vice President of Sales for CIGNA HealthCare of California for nine years.

Mike is a member of the Orange County Employee Benefits Council and the Inland Empire Health Underwriters. Mike has a Bachelor's degree in Political Science from UCLA.

### **Patricia Moore, Benefits Consultant**

Pat will work with the City to review the established goals of the employee benefits program and design solutions and strategies to achieve those objectives. She has significant experience leading employers through change, whether it is in the area of plan design, funding or carrier consolidation/replacement.

Pat has over 20 years of group insurance experience specializing in large employers. Prior to joining Alliant, Pat was Market President for Humana in six western states.

Pat is a member of LAAHU and was named the organization's Woman of the Year in 2010. She is active in many industry organizations including SHRM/PIHRA and the National Association of Women in Business. She is past president of the Employee Benefits Planning Association.

### **Kim Hauk, Account Executive**

Kim Hauk will work with the lead consultant in the day-to-day servicing of the City. Kim provides clients with health and welfare consulting expertise in managing their benefits programs including strategy, design, cost management, provider network analysis, administration, and implementation. Kim will work with the lead consultant to develop strategic plans and ensure execution of key deliverables. She will also work with her team in developing employee communication materials, reviewing master contracts, proactively communicating legislation that will affect the City's plan, and educating Payroll and Human Resources with plan benefits and administrative/billing procedures. She will also work closely with the carriers to make sure that plans run smoothly.

Kim brings with her over 35 years of employee benefits experience to our team. Prior to joining Alliant, Kim was with Carpenters Southwest Administrative Corporation as Administrator for a health and pension trust for over 40,000 employees and also worked as an Account Executive for a third party administrator. Kim has significant experience working with unions and the collectively bargained environment and is well versed in compliance with employee benefit related legislation. Kim is a certified Group Benefits Associate.

### **Patricia Bernal, Benefits Analyst**

Patti will work with the broker and account executive in selecting markets for solicitation. She will be responsible for performing an analysis of market proposals for verification of benefits, premiums and competitiveness. Her responsibilities include analysis of technical data, review and negotiations of Health and Welfare Renewals as well as strategic planning for benefit plan changes. Patti also has responsibility in assessing each carrier's underwriting philosophy and determining the appropriateness for Alliant clients.

Before joining Alliant, Patti worked for another brokerage firm as an Employee Benefits Marketing Analyst where she was responsible for all of the marketing efforts for the department. Her responsibilities included: sending RFP's (requests for proposals) to the various carriers, analyzing renewal and alternative rates/plans, recommending more cost-effective plans for clients, negotiating with carriers, and analyzing contribution strategies for clients.

Patti has an extensive marketing and customer service background with more than 20 years of experience. In her career, she has worked in large insurance companies such as CIGNA and Guardian.

### **Lesley Hellow, Account Associate**

Lesley will work with the team in the day-to-day servicing of the City. Lesley is responsible for the development of employee communication materials, review of master contracts, proactive communication of legislation that affect the City's plan, and education of Payroll and Human Resources with plan benefits and administrative/billing procedures. She also provides assistance with resolving routine claim and billing issues and acts as a liaison for additional vendor or third party administration service issues.

Lesley recently joined Alliant and has been working in the health insurance industry for 5 years.

### **Alliant Key Personnel Experience with similar projects**

Alliant's expertise is unmatched by other organization in our proven track record and consistent effort to raise the bar for our clients. We continuously work to develop plans and products to help public agencies reduce costs, provide services and maintain benefits.

The City's Alliant team has significant experience in performing work with public agencies of a similar nature to that solicited in this RFP. Below you will find examples of the team's work and results with different public agencies:

#### **County of San Luis Obispo**

The County of San Luis Obispo is a California County who participated in CalPERS but was interested in opportunities to add value to their employee's benefits and implement programs that would positively impact their own claims cost.

Alliant began a multiyear project to identify options for them in the marketplace and improve their "risk profile" to make them a viable candidate for other programs. Alliant championed the HR team to help them communicate transparently at the executive and committee level.

Through this process Alliant worked with the County to:

- + Improve their risk profile by identifying and changing waiver and cash in lieu policies
- + Obtain competitive quotes from the marketplace including CSAC EIA
- + Track and maintain project timing to exit CalPERS timely properly
- + Join CSAC EIA, providing matching plan designs to the most popular plans
- + Give them the ability to represent themselves in the benefits decision making process
- + Add a benefits administration platform for employee enrollment at no additional cost
- + Add FSA and COBRA administration for no additional cost.
- + Prepare a project plan for employee communications regarding enrollment and value added plans
- + Give them the ability to add innovative programs to benefit employees and lower their overall claims costs

### **County of Santa Barbara – 3,500 employees**

#### ***Problem***

- + High cost medical area and high medical loss ratio of 141%
- + Need to identify high risk individuals and lower the incidence of chronic disease and illness in employer population

#### ***Solution***

- + Instituted two On-Site Health Clinics accessible to all employees eligible for the County's Health plans
- + Employees utilizing the clinic must complete a Health Risk Assessment and Biometric Screening
- + In 24 months the Employee Health Clinic has cumulatively identified 1,147 High Risk patients and are actively managing them
- + Data has shown a reduction in Cholesterol, Blood Pressure and BMI for High risk patients
- + Approximately \$1,251,602 has not been passed on to medical claims experience due to utilization of clinics instead of local providers and labs
- + Employees have saved approx. \$184,000 on copays/lab work and spend less time away from work to visit a doctor

### **Glendale USD – 2,500 Employees**

- + Conducted Educational curriculum with Insurance committee on following topics: Market Trends, Pooled Purchasing Basics, Rx-Carve-out, Self-Insurance and Trust & JPA options
- + Reviewed claims and utilization experience with the Committee to help understand factors driving costs
- + Requested Quotes from Direct Carriers, JPA's, Trusts and Rx-Carve Out options
- + Conducted a Provider Network analysis of different insurance carrier networks to ensure minimal provider disruption
- + Negotiated \$944K in savings from the initial Medical Renewal
- + Negotiated with the Medical carrier to eliminate the Brand Name Rx Deductible, waive the mandatory mail order with no impact to the premium and offer \$75K to District be used towards a wellness program
- + Facilitated Finalist interviews with most competitive carriers

### **Riverside Superior Court – 900 active employees**

- + Secured options for the Court to exit a distressed Medical Trust, providing over \$600,000 dollars in savings
- + Redesigned LTD to extend Elimination Period to 180 days and added an STD plan to fill the gap; STD included richer Elimination Period of 7 days
- + New STD/LTD combination yielded savings of 22%
- + Successfully implemented a Benefits Administration system to include online enrollment and eligibility, retiree billing, COBRA and FSA Administration
- + Created Custom Employee Benefits Brochure

**Proven Track Record**

We understand the scope of work requested by the City and believe we are the most qualified firm to help the City achieve its goals and objectives. One of the best ways to measure our capabilities is to talk to some of our other clients and ask them about our work product and the results we have achieved working together.

Client References	
<p><b>City of Atascadero</b>            Delma Meyer, Personnel Specialist            (805) 470-3414            6500 Palma Ave            Atascadero, CA 93422  <a href="mailto:dmeyer@atascadero.org">dmeyer@atascadero.org</a></p>	<p><b>County of San Luis Obispo</b>            Ashleigh Szkubiel, HR Benefits Manager            (805) 781-5963            1055 Monterey Street            San Luis Obispo, CA 93408  <a href="mailto:aszkubiel@co.slo.ca.us">aszkubiel@co.slo.ca.us</a></p>
<p><b>City of Port Hueneme</b>            Cammeo Jupp, Administrative Services Coordinator            (805) 986-6510            250 N. Ventura Road            Port Hueneme, CA 93041  <a href="mailto:cjupp@ci.port-hueneme.ca.us">cjupp@ci.port-hueneme.ca.us</a></p>	<p><b>County of Santa Barbara</b>            Maya Barranza, Employee Wellness and Benefits Manager            (805) 568-2821            1226 Anacapa Street            Santa Barbara, CA 93101  <a href="mailto:mabarraza@co.santa-barbara.ca.us">mabarraza@co.santa-barbara.ca.us</a></p>

# ALLIANT PARTIAL PUBLIC ENTITY CLIENT LISTING CA



**Proprietary & Confidential Information. Not to be distributed to anyone without Alliant's Consent.**

## Partial Listing – Public Entity Employee Benefits Clients

AC Transit District	County of Calaveras
Anaheim Elementary School District	County of Del Norte
Bay Area Air Quality Management District	County of El Dorado
Buena Park School District	County of Lake
California Association of Highway Patrolmen	County of Merced
Central Contra Costa Sanitary District	County of Nevada
City of Alameda	County of Placer
City of Concord	County of San Diego
City of Costa Mesa	County of San Joaquin
City of Foster City	County of San Luis Obispo
City of Fremont	County of San Mateo
City of Huntington Beach	County of Santa Barbara
City of Irvine	County of Santa Clara
City of Livermore	County of Solano
City of Long Beach	County of Stanislaus
City of Martinez	County of Tehama
City of Merced	County of Tulare
City of Mountain View	County of Tuolumne
City of Newport Beach	County of Yuba
City of Oceanside	Dublin San Ramon Special District
City of Ontario	Napa Sanitation District
City of Pacifica	Orange County Department of Education
City of Pleasanton	Orange County Sanitation District
City of Redding	Placer County Water Agency
City of Richmond	Port of Oakland
City of Sacramento	Santa Ana Unified School District
City of San Bernardino	Santa Cruz Metropolitan Transit District
City of San Bruno	Superior Court of Amador
City of San Juan Capistrano	Superior Court of Calaveras
City of San Leandro	Superior Court of Colusa
City of Santa Rosa	Superior Court of Contra Costa
City of South San Francisco	Superior Court of Del Norte
City of Sunnyvale	Superior Court of El Dorado
City of Vacaville	Superior Court of Placer
City of Visalia	Superior Court of Sonoma
City of Walnut Creek	Superior Court of Stanislaus
City of West Covina	Superior Court of Tuolumne
City of Yuba City	Turlock Irrigation District
Coast Community College District	Union Sanitary District
Contra Costa Community College District	
Contra Costa Water District	
County of Amador	

# ALLIANT PARTIAL PUBLIC ENTITY CLIENT LISTING CA



## **Partial Listing – Alliant Employee Benefits JPA Clients**

Association of California Water Agencies Joint Powers  
Insurance Authority (ACWA JPIA)  
Alameda County Schools Insurance Group (ACSIG)  
Butte Schools Self-funded Programs

CSAC Excess Insurance Authority  
(CSAC EIA)  
Municipal Pooling Authority (MPA)  
Redwood Empire Schools Insurance Group

2017 Work Plan



Deliverable/Task	Target Start Date	Target End Date	Status	Responsibility	Notes
<b>Initial Client Implementation and Checklists</b>					
<b>Run through New/Annual Client Checklist</b>	7/1/2017	8/1/2017			
Compliance Checklist	6/15/2017	6/30/2017	Complete	Alliant	
Reform Review	6/15/2017	7/1/2017	Complete	Alliant	
Reform Review Document Provided Client	7/1/2017	7/1/2017	Complete	Alliant	Results sent to Client. Any necessary plan change recommendations made.
<b>Renewal and Marketing</b>					
Discuss approach, priorities, key dates and deliverables	1/1/17	June 2017		Alliant/Client	
Request/receive full census data	3/1/17	3/31/17	Complete	Alliant/Client/Carriers	Request Renewal Census
Prepare bid specifications	4/1/17	4/15/17	Complete	Alliant	
Request updated carrier information (Client)	4/1/17	4/15/17	Complete	Alliant	All carrier enrollment and annual reporting
Send out requests for proposals (RFP)	4/16/17	4/20/17		Alliant	
Receive marketing results/Options	5/5/17	5/31/17		Alliant	Renewal for Client 1/1/2018
Perform Preliminary Underwriting	6/1/17	6/15/17		Alliant	Finalize underwriting with data through June or July
Present preliminary renewal/ marketing results	June/July 2017			Alliant/Client	Insurance Committee
Review contracts	10/1/17	December 2017		Alliant/Carriers	New contracts, EOC's SPD's - received up to 90 days after renewal
Review ACA (Healthcare Reform) impact and fees	6/1/17	6/15/17	In-process	Alliant	Consider any fees with renewal calculations
Finalize plan design, carrier and funding	8/1/17	8/1/17		Alliant/Client	
Notify carriers of plan design changes/carrier changes	8/1/17	8/1/17		Alliant	ESI requires renewals information - no later than 8/1/16
Begin implementation with carriers	8/1/17	9/15/17		Alliant/Client/Carriers	
<b>Benefit Administration</b>					
Plan year design, Change Control and Client approvals	8/1/17	8/15/2017			
Rates and zip code files					
Integration Testing					
Communications to load	8/1/17	8/29/2017			
User Acceptance Testing	8/1/17	8/29/2017			Open Enrollment is set to begin on 8/29/2016 and end 9/16/2016 at midnight PST. Plan changes are due to AFA 60 days in advance.
<b>Dates to note:</b>					
Files due to the carriers	TBD	TBD			
<b>Communications</b>					
Draft open enrollment communication materials	7/15/17	8/15/2017		Alliant	
Print final employee communication material	TBD	TBD		Alliant	Transitioning to electronic materials. Printing will be minimal compared to previous years

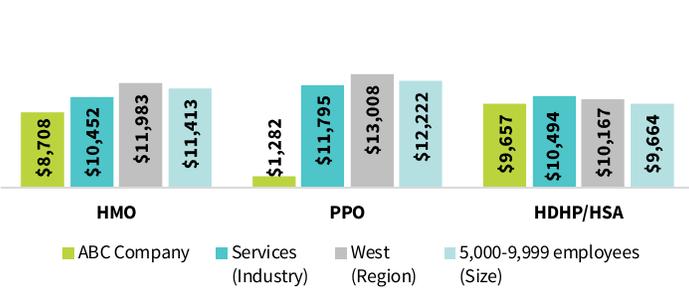
\* Estimated dates are fluid and subject to change

Deliverable/Task	Target Start Date	Target End Date	Status	Responsibility	Notes
<b>Open Enrollment</b>					
Discuss open enrollment administration and strategy	May 2017	May-17	Complete	Client/Alliant/AFA	Initial meeting has already taken place
Payroll design/configure	Jan/Feb 2017	Fed/March 2017	In process	Client/Alliant	
Schedule open enrollment meetings with carriers/employees	TBD	TBD		Alliant/Carriers	
Go live online open enrollment	8/29/17	9/16/2017		Client/Alliant/AFA	Consider passive Open Enrollment using QuickEnroll
Open enrollment period	8/29/17	9/16/2017			
<b>Compliance</b>					
<b>Mandate/Effective Provisions</b>					
Summary plan description (SPD) or Wrap Document				Alliant	Need to obtain SPD's and update wrap
IRC 125 non-discrimination testing		8/1/17		Alliant	Performed by vendor AFA
Domestic Partner Treatment (Affidavit)		N/A		Alliant	N/A
Medicare D annual creditable coverage		8/15/17		Alliant	Plan sponsors requirement to send notice out annually. Alliant to incorporate in the employee brochure to meet requirements.
Federal CHIPRA Notices		8/15/17		Alliant	Plan sponsors requirement to send notice out annually. Alliant to incorporate in the employee brochure to meet requirements.
HIPAA Privacy Notices		8/15/17		Alliant/Client	Plan sponsors requirement to send notice out annually. Alliant to incorporate in the employee brochure to meet requirements.
HITECH changes to HIPAA	1/1/16			Alliant	Incorporated in the new Alliant HIPAA toolkit-review and communicate changes annually
HIPAA Training		On-going		Alliant	Self-funded plans more exposure and additional training requirements on how to handle PHI. FSA plan is considered a self funded plan.
HIPAA Business Associate agreements		On-going		Alliant/Client	Determine BAA and provide agreements.
<b>2017/2018 Compliance Requirements</b>					
Summary of Benefits Coverage (SBC) and Uniform Glossary of coverage/SMM (if needed)		8/15/17		Alliant	Disseminate at open enrollment or if mid-year changes.
ACA W-2 Reporting		Complete		Client	Must report the aggregate cost of healthcare coverage on w-2.
Report PCORI (patient centered outcomes fee)	6/15/16	7/31/2017		Alliant/Client	Provided reports and data calculations to complete PCORI reporting - Notify in June
Report Reinsurance Fee		11/15/2017		Alliant	NA - no reinsurance fee as this is included in the fully insured medical carrier portion
6055/6056 employer reporting		1/1/2017		Alliant/Client	County is providing the reporting for all member Districts
<b>Reporting</b>					
Monthly Experience Reports	15th of the month	25th of the month		Alliant	Include Large Claim Reports
Quarterly CRN Reports	20th of the month	28th of the month		Alliant	QTR 1 = March, QTR 2 = June, QTR 3 Sept, QTR 4 Dec
Utilization Reports	1/1/2017		Complete	Alliant	Pull Annually for Committee meetings and prior period comparison
ESI Annual Review	3/1/17		Complete	Alliant	
Kaiser PHR and Experience (limited) data	Annually			Alliant	Spring 2016
Underwriting and analytic Reports	June-17	July-17	In-process		Renewals and analytics scheduled

\* Estimated dates are fluid and subject to change

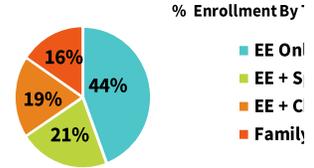
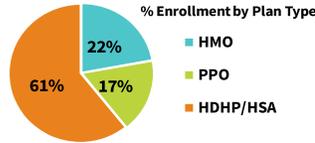
# Benchmarking Snapshot: ABC Company

## Average Annual Cost By



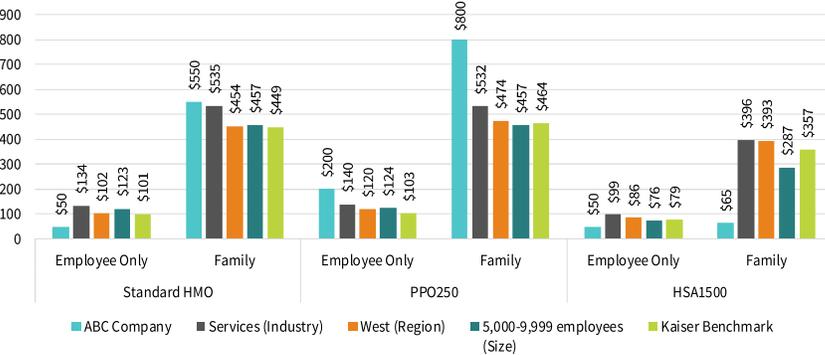
## Demographics

	ABC Company	Services (Industry)	West (Region)	5,000-9,999 employees (Size)
Average Age	45	42	41	43
% Male	46%	43%	52%	50%
% Female	54%	57%	48%	50%



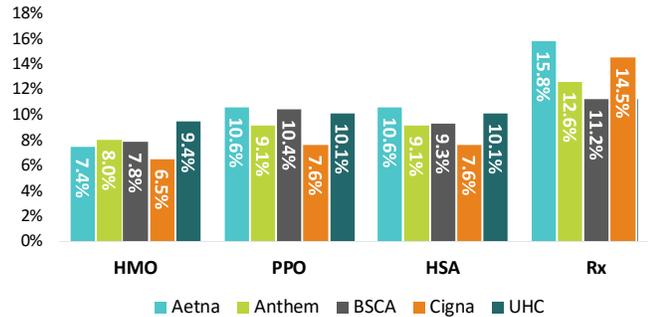
## Employee Monthly Contributions

Plan Type	Tier	ABC Company		Services (Industry)		West (Region)		5,000-9,999 employees (Size)		Kaiser Survey	
		\$	%	\$	%	\$	%	\$	%	\$	%
HMO	Employee Only	\$50	10%	\$134	25%	\$102	21%	\$123	24%	\$101	18%
	Family	\$550	45%	\$535	38%	\$454	31%	\$457	29%	\$449	30%
PPO	Employee Only	\$200	200%	\$140	23%	\$120	21%	\$124	23%	\$103	18%
	Family	\$800	696%	\$532	37%	\$474	35%	\$457	28%	\$464	29%
HDHP/HSA	Employee Only	\$50	8%	\$99	21%	\$86	19%	\$76	17%	\$79	16%
	Family	\$65	5%	\$396	29%	\$393	31%	\$287	22%	\$357	26%



## Key Trends

### 2017 Medical and Pharmacy Trend



### Top Employer Trends:

	Services (Industry)	West (Region)	5,000-9,999 employees (Size)
Employer HSA Funding Averages:			
Employee Only	\$500	\$500	\$500
Family	\$1,000	\$1,000	\$1,000
% Offering an HSA-Eligible HDHP	51%	59%	64%
% Imposing a Spousal Surcharge	5%	5%	16%
% Imposing a Tobacco Surcharge	14%	17%	37%
% Integrating VB with Core Benefits	42%	31%	22%

# Standard HMO

Employee Only Plan Cost



Family Plan Cost



In-Network Copays / Coinsurance



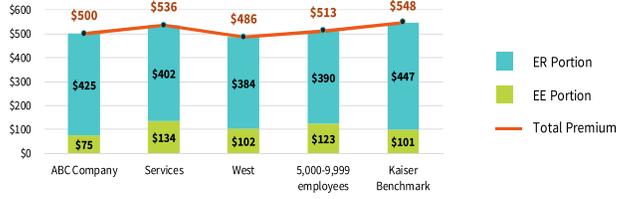
Retail Rx Copays



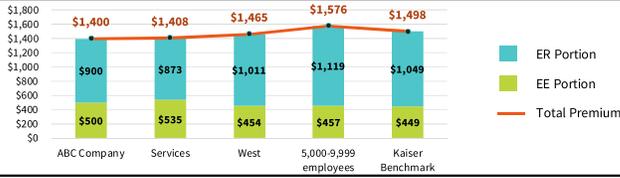
● Richer than benchmarks   
 ● Comparable to benchmarks   
 ● Leaner than benchmarks   
 ○ Data not available

## Narrow Network

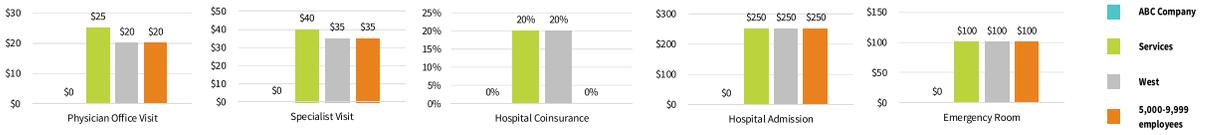
Employee Only Plan Cost



Family Plan Cost



In-Network Copays / Coinsurance



Retail Rx Copays



● Richer than benchmarks
 ● Comparable to benchmarks
 ● Leaner than benchmarks
 ○ Data not available

PPO250

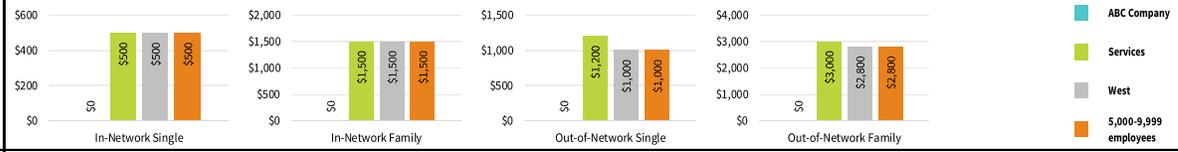
Employee Only Plan Cost ●



Family Plan Cost ●



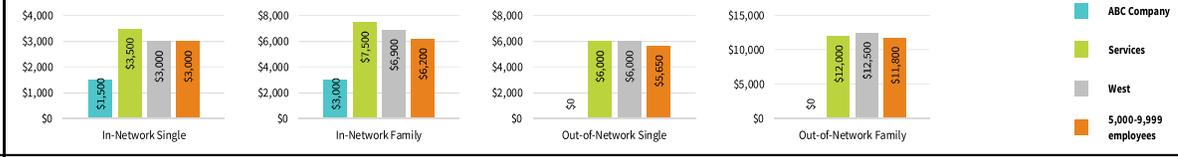
Deductible ●



In-Network Copays / Coinsurance ●



Out-of-Pocket Maximum ●



Retail Rx Copays ●



● Richer than benchmarks  
 ● Comparable to benchmarks  
 ● Leaner than benchmarks  
 ● Data not available

PPO1000

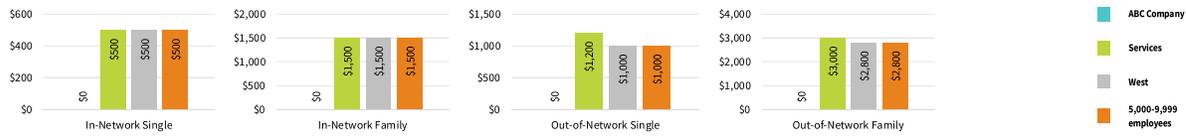
Employee Only Plan Cost ●



Family Plan Cost ●



Deductible ●



In-Network Copays / Coinsurance ●



Out-of-Pocket Maximum ●

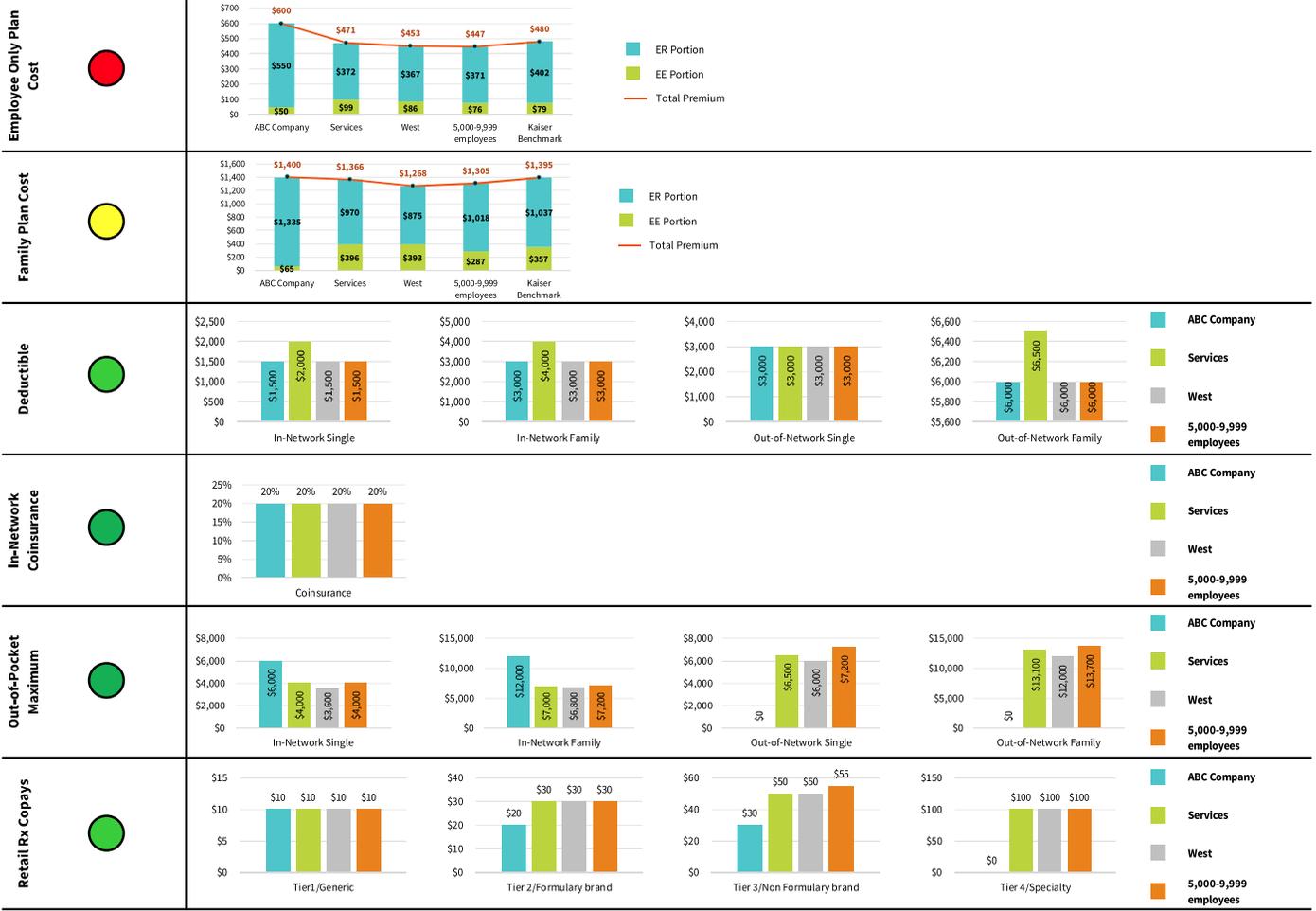


Retail Rx Copays ●



● Richer than benchmarks  
 ● Comparable to benchmarks  
 ● Leaner than benchmarks  
 ● Data not available

# HSA1500



 Richer than benchmarks.
  Comparable to benchmarks.
  Loser than benchmarks.
  Data not available.

# HSA3000

Employee Only Plan Cost



Family Plan Cost



Deductible



In-Network Coinsurance



Out-of-Pocket Maximum



Retail Rx Copays



Richer than benchmarks. Comparable to benchmarks. Leaner than benchmarks. Data not available.

A woman with long hair, wearing a white tank top and shorts, stands on a sandy beach looking out at the ocean. She has her hand to her forehead, possibly shielding her eyes from the sun. The ocean is a vibrant turquoise color with gentle waves washing onto the shore. The sky is a clear, bright blue.

# CAMPAIGN BUILDER CATALOG

---

# What is CampaignBuilder?

A set of turnkey templates and resources for producing open enrollment communications that enhance the benefits user experience and your company's benefits brand.

---



**EMAIL**

Announce  
Open  
Enrollment  
dates & changes



**POSTCARD**

Mailed to the  
home to get  
employees'  
attention about  
OE and reach  
spouse/partner



**POSTER**

Additional  
channel to add  
emphasis on OE



**GUIDE**

Summary of  
plan and  
coverage  
information



**MEETING**

Presentation for  
OE meetings and  
webinars

How does it work? >>>

1. Choose Campaign Elements
2. Choose a Theme (examples to follow)



1. Choose a Tagline
2. Choose 2 Colors
3. Add Your Logo
4. Customize Messaging

READY, SET, ENROLL!

**OCTOBER 15 – 30**  
Take a closer look at your plan choices for 2016

- Change your benefit elections
- Add or drop dependents
- Enroll in Flexible Spending Accounts

Open enrollment sessions will be held at several locations – keep an eye on your mailbox for further information

 Springfield  
SCHOOL DISTRICT

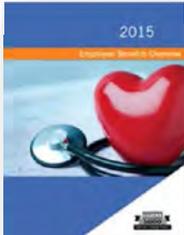
SAMPLE © 2015 Alliant Insurance Service, Inc. All rights reserved. Alliant Employee Benefits and Alliant Insurance Services, Inc.

# Choose Campaign Elements

## Basic Campaign



OE Email



Benefits Summary



OE Presentation

## Full Campaign



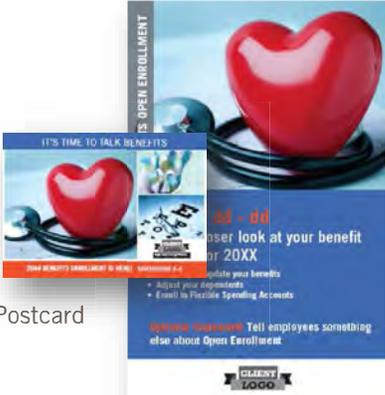
OE Email



Benefits Summary



OE Presentation



Postcard

Poster

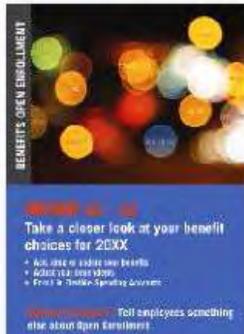
## General Themes

Appropriate for any company, size or industry.



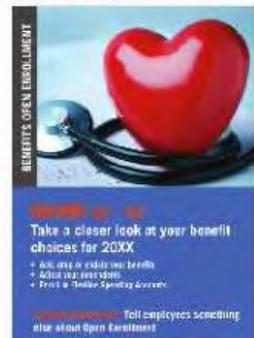
### ABSTRACT CIRCLES

“Bokeh” lights with benefit plan names



### BENEFITS

Features the core healthcare plans – medical, dental, vision



## General Themes

Appropriate for any company, size or industry.



**BENEFITS THAT FIT**

Because benefits shouldn't be one-size-fits all

**BENEFITS THAT FIT**

**YOUR BENEFITS ENROLLMENT IS HERE!**

**BENEFITS OPEN ENROLLMENT**

**WEDNESDAY 10/10**  
Make 2018 benefit choices that fit

- Add, fit or update your benefits
- Adjust your dependent status
- Enroll in Flexible Spending Accounts

**Special webinar!** Find out more about our wellness programs during Open Enrollment

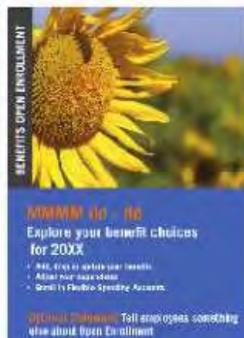
## General Themes

Appropriate for any company, size or industry.



### HAPPY

Burst of color for overall well-being.  
Could also tie to wellness program.



### ILLUSTRATED

Whimsical images of open enrollment process



## General Themes

Appropriate for any company, size or industry.



### JOURNEYS

We each take a different path in life. Benefits support that.



**BENEFITS: FOR WHEREVER YOU GO**

**2018 BENEFITS ENROLLMENT IS HERE!** **MEMBER LOGO**

**BENEFITS OPEN ENROLLMENT**

**MEMBER LOGO**

**Make 2018 benefit choices that fit where you're going in life**

- Add, drop or update your benefits
- Review your open enrollment
- Special 1:1 Member Support Assistance

**2018 OPEN ENROLLMENT** Tell them something else about the upcoming Open Enrollment!



### SPEED-CHANGE

Speed of modern life, benefit changes ahead



**PROTECTING YOUR EVER CHANGING LIFE**

**2018 BENEFITS ENROLLMENT IS HERE!** **MEMBER LOGO**

**BENEFITS OPEN ENROLLMENT**

**MEMBER LOGO**

**Take a closer look at your benefit choices for 2018**

- Add, drop or update your benefits
- Review your open enrollment
- Special 1:1 Member Support Assistance

**2018 OPEN ENROLLMENT** Tell employees something else about Open Enrollment!

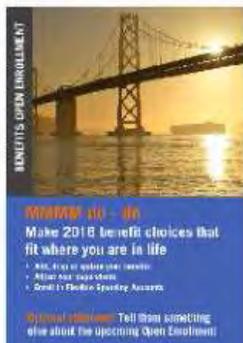
## Demographic Themes

Geared towards a specific company culture or demographic.



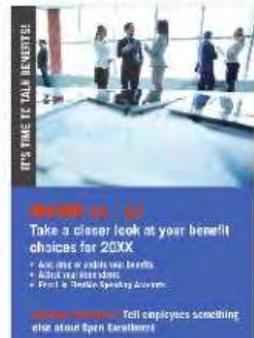
### BAY AREA

San Francisco Bay Area



### CORPORATE

Traditional business environment



## Demographic Themes

Geared towards a specific company culture or demographic.



### MILLENNIAL

A casual vibe for the workforce's newest generation



## Diversity Themes

Celebrating employee lifestyles and differences.



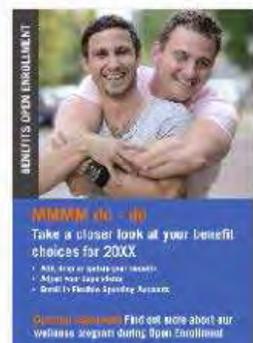
### IDENTIFY

Different life scenarios and cultures



### FAMILIES

Families come in all shapes and sizes.



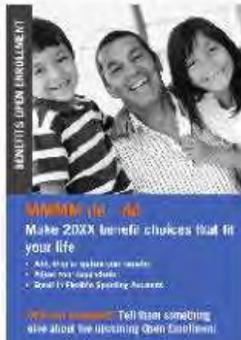
## Diversity Themes

Celebrating employee lifestyles and differences.



### ORIGINS

Celebrating native cultures



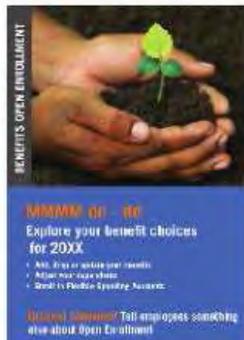
## Industry Themes

Tying your business and benefits together.



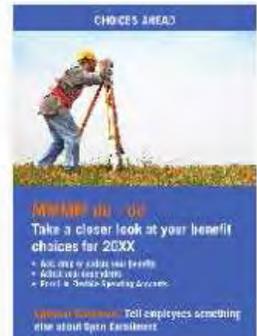
### AGRICULTURE

Benefits that grow with you.  
Adaptable to different segments



### CONSTRUCTION

New perspective on benefits,  
choices ahead



Alternate images available for lower right photo

## Industry Themes

Tying your business and benefits together.



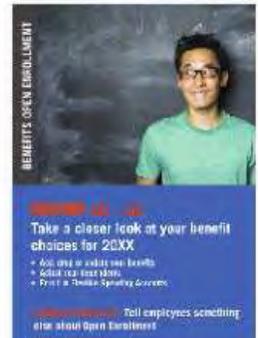
### EDUCATION - ELEMENTARY

Colorful and traditional images, eliciting a warm response



### EDUCATION - SECONDARY

More traditional images on benefits, choices ahead

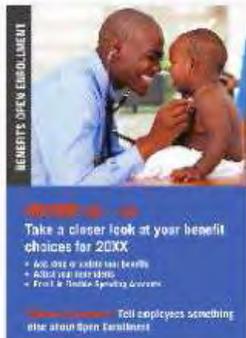


## Industry Themes

Tying your business and benefits together.



### HOSPITAL HEALTH SERVICES - DOCTOR



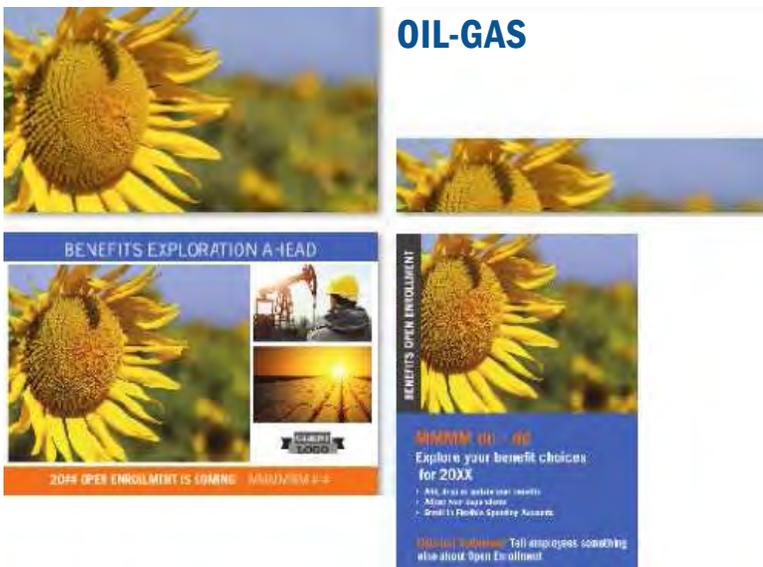
### HOSPITAL-HEALTH SERVICES - NURSE



Alternate images available for lower right photo

## Industry Themes

Tying your business and benefits together.



**OIL-GAS**

**BENEFITS EXPLORATION A-HEAD**

**2014 OPEN ENROLLMENT IS COMING! NOVEMBER 4-4**

**BENEFITS OPEN ENROLLMENT**

**NOVEMBER 10 - 10**  
Explore your benefit choices for 2014

- Add, drop or adjust your benefits
- Meet your legal obligations
- Small Business Specialty Accounts

**Industry Themes:** Tell employees something new about Open Enrollment

## Wellness Themes

Benefits are an important component of your employees' well-being and your company's wellness program.



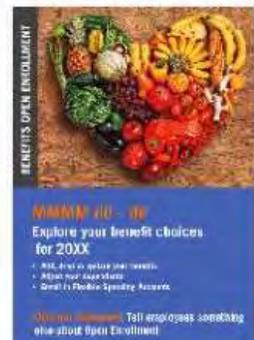
### ACTIVITY

Focal images around healthy activity



### NOURISH

Focal images around nutrition



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## Custom

Do you have a library of high resolution marketing images? You can provide your own photos to make your campaign even more integrated with your corporate brand.

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## Sample Taglines

A tagline can tie your campaign together and communicate the focal message of this year's open enrollment. The more generally-focused taglines can be used for more than one year to create an ongoing cohesive benefits message and brand. A benefits theme/message generally has a shelf life of one to three years.

---

**BALANCED CHOICES**

**YOUR BENEFITS. YOUR CHOICE.**

**TUNE IN AND BENEFIT**

**FOCUS ON BENEFITS**

**LIVE WELL. BE HAPPY.**

**PROTECTING WHAT'S IMPORTANT**

See more choices in Alliant's Tagline Index!



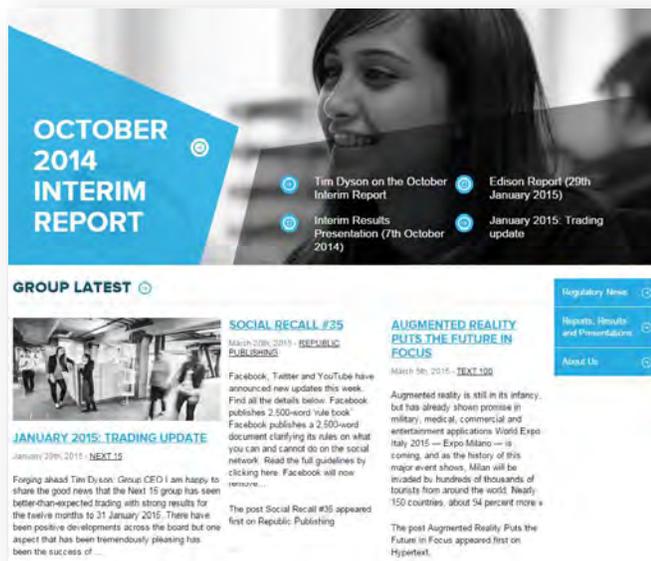
# CASE STUDY

## Case Study: TECH20

### Campaign Elements

- Open Enrollment email series (4)
- Postcard mailed to the home
- Benefits Summary Brochure
- Open Enrollment PowerPoint Presentation
- Poster

## Company Website



## Chose Millennial Theme



## Accent Colors



Postcard



*Tagline*

## TECH20

### Take a closer look

TECH20 benefits are designed to meet your unique needs no matter where you are in life. Take time to learn more at one of the following 2015 Open Enrollment sessions:

- San Francisco: March 9th and 10th
- Atlanta: March 11th - March 13th
- Seattle: March 16th

This is your chance to ask questions and find out more about the benefits of our HSA plan.

Make sure to complete any enrollment changes by Friday, March 20th.

TAKE A CLOSER LOOK

**TECH20**

2015 BENEFITS OPEN ENROLLMENT IS COMING SOON



*Black & white photos*



# Full Campaign

EMAIL



OE PRESENTATION

POSTCARD



BENEFITS SUMMARY

POSTER



# 2018

## Employee Benefits Overview



**TECH20**

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**Medicare Part D Notice:** If you (and/or your dependents) have Medicare or will become eligible for Medicare in the next 12 months, a federal law gives you more choices about your prescription drug coverage. Please see the Annual Notices on the benefits page of TechNet for more details.

# We've Got You Covered



At Tech20 we value your contributions to our success and want to provide you with a benefits package that protects your health and helps your financial security, now and in the future. We continually look for valuable benefits that support your needs, whether you are single, married, raising a family, or thinking ahead to retirement. We are committed to giving you the resources you need to understand your options and how your choices could affect you financially.

This guide is an overview and does not provide a complete description of all benefit provisions. For more detailed information, please refer to your plan benefit booklets or summary plan descriptions (SPDs). The plan benefit booklets determine how all benefits are paid.

A list of plan contacts is included at the back of this guide.

**The benefits in this summary are effective:**

**January 1, 2018 - December 31, 2018**

# Who Can You Cover?



## WHO IS ELIGIBLE?

In general, Full-time employees working 22 or more hours per week are eligible for the benefits outlined in this overview. In order to comply with the Affordable Care Act (ACA), Tech20 generally determines your eligibility for benefits based using the Look-Back Measurement Method. Refer to the Look-Back Measurement Method section of this guide for additional information on how your eligibility is determined. You can enroll the following family members in our medical, dental and vision plans.

- Your spouse (the person who you are legally married to under state law, including a same-sex spouse.)
- Your same or opposite sex domestic partner is eligible for coverage if you have completed a Domestic Partner Affidavit. Please review the affidavit guidelines. The Cost of Coverage section explains the tax treatment of domestic partner coverage.
- Your children (including your domestic partner's children):
  - o Under age 26 are eligible to enroll in medical coverage. They do not have to live with you or be enrolled in school. They can be married and/or living and working on their own.
  - o Over age 26 ONLY if they are incapacitated due to a disability and primarily dependent on you for support.
  - o Named in a Qualified Medical Child Support Order (QMCSO) as defined by federal law.

Please refer to the Summary Plan Description for complete details on how benefits eligibility is determined.

## WHO IS NOT ELIGIBLE?

Family members who are not eligible for coverage include (but are not limited to):

- Parents, grandparents, and siblings.
- Any individual who is covered as an employee of Tech20 cannot also be covered as a dependent.
- Employees who work fewer than 22 hours per week, temporary employees, contract employees, or employees residing outside the United States.

## ENROLLMENT PERIODS

Coverage for new full-time employees begins on the 1st of the month following date of hire. New employees who do not make an election within 31 days of becoming eligible will be enrolled for single coverage in the core medical plan.

After that, Open Enrollment is the one time each year that employees can make changes to their benefit elections without a qualifying life event.

Notify Human Resources within 31 days if you have a qualifying life event and need to add or drop dependents outside of Open Enrollment. Life events include (but are not limited to):

- Birth or adoption of a baby or child
- Loss of other healthcare coverage
- Eligibility for new healthcare coverage
- Marriage or divorce

# Medical

Medical coverage provides you with benefits that help keep you healthy, like preventive care screenings and access to urgent care. It also provides important financial protection if you have a serious medical condition.

	Kaiser HMO	Aetna HMO	Aetna PPO	
	In-Network	In-Network	In-Network	Out-Of-Network
<b>Annual Deductible</b>	None	None	\$200 per individual, up to \$400 per family (combined with out-of-network)	\$200 per individual, up to \$400 per family (combined with in-network)
<b>Annual Out-of-Pocket Max</b>	\$1,500 per individual, up to \$3,000 per family	\$1,000 per individual, up to \$2,000 per family	\$2,200 per individual, up to \$4,400 per family (combined with out-of-network)	\$5,200 per individual, up to \$10,400 per family
<b>Lifetime Max</b>	Unlimited	Unlimited	Unlimited	Unlimited
<b>Office Visit</b>				
Primary Provider	\$20 copay	\$20 copay	\$20 copay (deductible waived)	Plan pays 70% after deductible
Specialist	\$20 copay	\$20 copay	\$20 copay (deductible waived)	Plan pays 70% after deductible
<b>Preventive Services</b>	No charge	No charge	No charge (deductible waived)	Plan pays 70% after deductible
<b>Chiropractic Care</b>	\$10 copay (limited to 40 visits per calendar year; combined with acupuncture visits)	\$15 copay (coverage limited to 30 visits per calendar year)	\$20 copay (deductible waived, coverage limited to 20 visits per calendar year, combined with out-of-network)	Plan pays 70% after deductible (coverage limited to 20 visits per calendar year, combined with in-network)
<b>Lab and X-ray</b>	No charge	Lab: No charge X-Ray: \$10 copay	Lab: \$20 copay after deductible; MRI, CT, PET: Plan pays 90% after deductible; Diag X-Ray: \$45 copay after deductible	Plan pays 70% after deductible
<b>Inpatient Hospitalization</b>	No charge	\$100 copay	Plan pays 90% after deductible	Plan pays 70% after deductible
<b>Outpatient Surgery</b>	\$20 copay per procedure	\$100 copay	Plan pays 90% after deductible	Plan pays 70% after deductible
<b>Emergency Room</b>	\$50 copay (waived if admitted)	\$100 copay (waived if admitted)	Plan pays 90% after \$100 copay; deductible waived; (copay waived if admitted)	Plan pays 90% after \$100 copay; deductible waived; (copay waived if admitted)

# Prescription Drugs



Prescription drug coverage provides a benefit that is important to your overall health, whether you need a prescription for a short-term health issue like bronchitis or an ongoing condition like high blood pressure. Here are the prescription drug benefits that are included with our medical plans.

	Kaiser HMO	Aetna HMO	Aetna PPO	
	In-Network	In-Network	In-Network	Out-Of-Network
<b>Prescription Drug Deductible</b>	\$0	\$0	\$0	\$0
<b>Pharmacy</b>				
Generic	\$10 copay	\$10 copay	\$10 copay	\$10 copay + Plan pays 80% of billed charges
Preferred Brand	\$20 copay	\$25 copay	\$25 copay	\$25 copay + Plan pays 80% of billed charges
Non-preferred Brand	n/a	\$40 copay	\$45 copay	\$40 copay + Plan pays 80% of billed charges
Supply Limit	up to a 30-day supply	Up to a 30-day supply	up to a 30-day supply	up to a 30-day supply
<b>Mail Order</b>				
Generic	\$20 copay	\$20 copay	\$20 copay	Not covered
Preferred Brand	\$40 copay	\$50 copay	\$50 copay	Not covered
Non-preferred Brand	n/a	\$80 copay	\$90 copay	Not covered
Supply Limit	up to a 100-day supply	Up to a 90-day supply	up to a 90 day-supply	N/A

# Getting Care When You Need It Now



## WHEN TO USE THE ER

The emergency room shouldn't be your first choice unless there's a true emergency—a serious or life-threatening condition that requires immediate attention or treatment that is only available at a hospital.

## WHEN TO USE URGENT CARE

Urgent care is for serious symptoms, pain, or conditions that require immediate medical attention but are not severe or life-threatening and do not require use of a hospital or ER. Urgent care conditions include, but are not limited to: earache, sore throat, rashes, sprains, flu, and fever up to 104°.

## WHEN YOU NEED CARE NOW

What do you do when you need care right away, but it's not an emergency?

### Kaiser Permanente Plan Participants

- Call Kaiser's 24/7 NurseLine at 800-464-4000
- Find an urgent care center by visiting [kp.org](http://kp.org)

### Aetna Medical Plan Participants

- Call Aetna's 24/7 NurseLine at 800-977-0027
- Find an urgent care center by visiting [Aetna.com/ca](http://Aetna.com/ca)

## GET A VIDEO HOUSE CALL

You can video chat with a doctor from the comfort of their own homes, without an appointment. InstaDoc provides 24/7 access to U.S. board-certified physicians, for the fraction of the cost of an office visit. Physicians can treat a host of common

illnesses quickly and effectively through a real-time video visit. They can even send prescription orders to your local pharmacy. For more information, visit [instadoc.com](http://instadoc.com).

## PREVENTIVE OR DIAGNOSTIC?

Preventive care is intended to prevent or detect illness before you notice any symptoms. Diagnostic care treats or diagnoses a problem after you have had symptoms.

Be sure to ask your doctor why a test or service is ordered. Many preventive services are covered at no out-of-pocket cost to you. The same test or service can be preventive, diagnostic, or routine care for a chronic health condition. Depending on why it's done, your share of the cost may change.

Whatever the reason, it's important to keep up with recommended health screenings to avoid more serious and costly health problems down the road.

## GOING ABROAD?

When you travel overseas, you can rely on WorldHealth. This program offers access to an international network of participating doctors and hospitals for a broad range of medical care services. For non-emergency medical care outside the U.S., call WorldHealth collect at 800-999-9999. The center is available 24/7, and is staffed with multilingual representatives who can help coordinate your medical care.

# Flexible Spending Account (FSA)



A Flexible Spending Account lets you set aside money—before it's taxed—through payroll deductions. The money can be used for eligible healthcare and dependent day care expenses you and your family expect to have over the next year. The main benefit of using an FSA is that you reduce your taxable income, which means you have more money to spend. And reimbursements from your FSA accounts are tax-free. The catch is that you have to use the money in your account by our plan year's end. Otherwise, that money is lost, so plan carefully. You must re-enroll in this program each year. Custom Benefit Administrators administers this program.

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## IMPORTANT CONSIDERATIONS

- There's no "crossover" spending allowed between the healthcare and dependent care accounts.
- Expenses must be incurred between 01/01/18 and 01/01/19 and submitted no later than 03/31/19.
- Elections cannot be changed during the plan year, unless you have a qualified change in family status (and the election change must be consistent with the event).
- You can keep (roll-over) up to \$500 of unused money for use in the next plan year. Unused amounts above \$500 will be lost, so it is very important that you plan carefully before making your election.
- FSA funds can be used for eligible expense incurred by you, your spouse, and your tax dependents only. Your spouse or tax dependent children do not have to be covered on the Tech20 health plan.
- You cannot obtain reimbursement for eligible expenses for a domestic partner or their children, unless they qualify as your tax dependents (Important: questions about the tax status of your dependents should be addressed with your tax advisor).
- Keep your receipts as proof that your expenses were eligible for IRS purposes.

## TAX-FREE HEALTHCARE FSA

Eligible expenses include medical, dental, and vision costs including plan deductibles, copays, coinsurance amounts, and other non-covered healthcare costs for you and your tax dependents. You may access your entire annual election from the first day of the plan year and you can set aside up to \$2,600 per year.

## TAX-FREE DEPENDENT CARE FSA

Eligible expenses may include daycare centers, in-home child care, and before or after school care for your dependent children under age 13. Other individuals may qualify if they are your tax dependent and are incapable of self-care. It is important to note that you can access money only after it is placed into your dependent care FSA account.

All caregivers must have a tax ID or Social Security number. This information must be included on your federal tax return. If you use the dependent care reimbursement account, the IRS will not allow you to claim a dependent care credit for reimbursed expenses. Consult your tax advisor to determine whether you should enroll in this plan. You can set aside up to \$5,000 per household for eligible dependent care expenses for the year.

# Vision



Routine vision exams can not only correct vision, but also detect more serious health conditions. We offer you a vision plan through Vision Service Plan.

## VSP Vision

	In-Network	Out-Of-Network
<b>Examination</b>		
<b>Benefit</b>	\$10 copay	Reimbursed up to \$45
<b>Frequency</b>	12 months	12 months
<b>Materials</b>	\$25 copay	\$25 copay
<b>Eyeglass Lenses</b>		
Single Vision Lens	No charge after applicable copay	Reimbursed up to \$30
Bifocal Lens	No charge after applicable copay	Reimbursed up to \$50
Trifocal Lens	No charge after applicable copay	Reimbursed up to \$65
<b>Frequency</b>	12 months	12 months
<b>Frames</b>		
<b>Benefit</b>	Coverage limited to \$150 for featured brands, \$130 for all other brands	Reimbursed up to \$70
<b>Frequency</b>	24 months	24 months
<b>Contacts (Elective)</b>		
<b>Benefit</b>	Coverage limited to \$130	Reimbursed up to \$105
<b>Frequency</b>	12 months (In lieu of lenses and frames)	12 months (In lieu of lenses and frames)

# Dental



Regular visits to your dentists can protect more than your smile; they can help protect your health. Recent studies have linked gum disease to damage elsewhere in the body and dentists are able to screen for oral symptoms of many other diseases including cancer, diabetes, and heart disease.

Tech20 provides you with a comprehensive coverage through Anthem.

## Anthem Dental PPO

	In-Network	Out-Of-Network
<b>Calendar Year Deductible</b>	\$50 per individual, up to \$150 per family (combined with out-of-network)	\$50 per individual, up to \$150 per family (combined with in-network)
<b>Annual Plan Maximum</b>	\$2,000 (combined with out-of-network)	\$2,000 (combined with in-network)
<b>Waiting Period</b>		
<b>Diagnostic and Preventive</b>	No charge (limited to twice per year)	No charge (limited to twice per year)
<b>Basic Services</b>		
Fillings	Plan pays 80% after deductible (one per 24 months)	Plan pays 80% after deductible (one per 24 months)
Root Canals	Plan pays 80% after deductible	Plan pays 80% after deductible
Periodontics	Plan pays 80% after deductible (frequency limitations may apply)	Plan pays 80% after deductible (frequency limitations may apply)
<b>Major Services</b>	Plan pays 50% after deductible (must be more than 7 years since prior replacement)	Plan pays 50% after deductible (must be more than 7 years since prior replacement)
<b>Orthodontic Services</b>		
Orthodontia	Plan pays 50% (deductible waived)	Plan pays 50% (deductible waived)
Lifetime Maximum	\$1,500 (combined with out-of-network)	\$1,500 (combined with in-network)
Covers	Dependent Children and Adults	Dependent Children and Adults

# Life Insurance



If you have loved ones who depend on your income for support, having life and accidental death insurance can help protect your family's financial security and pay for large expenses such as housing and education, as well as day-to-day living expenses.

## LIFE AND AD&D

Basic Life Insurance pays your beneficiary a lump sum if you die. AD&D provides another layer of benefits to either you or your beneficiary if you suffer from loss of a limb, speech, sight, or hearing, or if you die in an accident. The cost of coverage is paid in full by the company. Coverage is provided by Anthem Blue Cross.

<b>Basic Life Amount</b>	1x pay up to a maximum of \$200,000
<b>Basic AD&amp;D Amount</b>	1x pay up to a maximum of \$200,000

## BUSINESS TRAVEL ACCIDENT INSURANCE

Business Travel Accident Insurance provides a variety of benefits to assist you while you're traveling for business. Benefits include assistance with returning to the US in the case of an emergency, or help if you've lost your passport. It also pays a benefit if you were to die while on company business. Coverage is provided by Anthem Blue Cross.

<b>Travel Accident Life Amount</b>	Class 1: \$1,000,000 Class 2: \$500,000
------------------------------------	--

## NOTES

**Beneficiary Reminder:** Make sure that you have named a beneficiary for your life insurance benefit. It's important to know that many states require that a spouse be named as the beneficiary, unless they sign a waiver.

**Evidence of Insurability:** If you select a coverage amount above a certain limit, you will need to submit an Evidence of Insurability form with additional information about your health in order for the insurance company to approve this higher amount of coverage.

**Taxes:** A life insurance benefit of \$50,000 or more is a taxable benefit. You will see the value of the benefit included in your taxable income on your paycheck and W-2.

# Disability Insurance



If you become disabled and cannot work, your financial security may be at risk. Protecting your income stream can provide you and your family with peace of mind.

## SHORT-TERM DISABILITY INSURANCE

Short-Term Disability (STD) coverage pays you a benefit if you temporarily can't work because of an injury, illness, or maternity leave. Benefits may be reduced by income from other income sources such as paid time off. Your doctor and the insurance company will work together to determine how long benefits are payable, based on your condition. Coverage is provided by Anthem Blue Cross.

<b>Weekly Benefit Amount</b>	Plan pays 60%
<b>Maximum Weekly Benefit</b>	\$1,000
<b>Benefits Begin After:</b>	
Accident	7 days of disability
Sickness	7 days of disability
<b>Maximum Payment Period*</b>	12 weeks

\*Maximum payment period is based on the first day you are disabled, not when benefits begin.

## LONG-TERM DISABILITY INSURANCE

Long-Term Disability (LTD) coverage pays you a certain percentage of your income if you can't work because an injury or illness prevents you from performing any of your job functions over a long time. It's important to know that benefits are reduced by income from other benefits you might receive while disabled, like workers' compensation and Social Security.

If you qualify, long-term disability benefits begin after short-term disability benefits end. Coverage is provided by Anthem Blue Cross.

<b>Monthly Benefit Amount</b>	Plan pays 60%
<b>Maximum Monthly Benefit</b>	\$5,000
<b>Benefits Begin After:</b>	
Accident	90 days of disability
Sickness	90 days of disability
<b>Maximum Payment Period*</b>	To age 65

\*The age at which the disability begins may affect the duration of the benefits.

# Other Programs



## EMPLOYEE ASSISTANCE PROGRAM

There are times when everyone needs a little help or advice. The confidential Employee Assistance Program (EAP) through CONCERN EAP can help you with things like stress, anxiety, depression, chemical dependency, relationship issues, legal issues, parenting questions, financial counseling, and dependent care resources. Best of all, it's free.

Help is available 24/7, 365 days a year by telephone at 800-123-4567. Other resources are available online at [concern-eap.com](http://concern-eap.com). When you log in, enter tech20 as your user name.

In-person counseling may also be available, depending on the type of help you need. The program allows you and your family/household members up to 3 visits per incident.

Additional benefits are available through your medical plan. Review your medical benefit summary for more information.

## COMMUTER BENEFITS

Avantech offers a Commuter Benefit program through BASIC Pacific to help reduce your commuting expenses. The IRS allows you to set aside pre-tax dollars to pay for your qualified parking and commuting expenses. You can set aside up to \$255 per month for public transit expenses (e.g., buses and trains, excluding carpool and bridge tolls) and up to \$255 per month for parking expenses (these amounts may be adjusted throughout the year due to legislative changes). You may enroll in the plan at any time through the online enrollment portal.

## LONG TERM CARE PLAN

Tech20 provides you with Long Term Care (LTC) coverage that allows you to purchase coverage for your family members and a higher level of coverage for yourself.

Long Term Care insurance pays benefits when a physician certifies that you are unable to perform (without substantial assistance), two of six activities of daily living for at least 90 days, or that you require substantial supervision to protect yourself and others from threats to health or safety due to severe cognitive impairment.

Coverage is provided by LTC Inc. Please refer to the Summary Plan Description for further details.

## 401(K) RETIREMENT SAVINGS

In addition to benefits that provide security for today, Avantech helps you plan for your future with a 401(k) plan that allows you to save tax-deferred dollars toward your retirement. Your contributions are automatically deducted from your paycheck on a pretax basis, so you save money in two ways: you put away money for your future, and you pay less in current taxes. You decide how to invest your account among several fund options offered by the plan.

# Cost of Coverage



Tech20 pays most of the cost of coverage for Medical, Vision and Dental, and pays the full cost of basic Life, AD&D, STD, and LTD coverage. You share in the cost of coverage for other plans and coverage levels.

In general, you pay for health coverage before federal, state, and social security taxes are withheld, so you pay less in taxes. Please note that unless your domestic partner is your tax dependent as defined by the IRS, contributions for domestic partner coverage must be made after-tax. Similarly, the company contribution toward coverage for your domestic partner and his/her dependents will be reported as taxable income on your W-2. Contact your tax advisor for more details on how this tax treatment applies to you. Notify Tech20 if your domestic partner is your tax dependent.

Costs are per pay period and rounded to the nearest whole dollar.

<b>MEDICAL</b>	<b>Total Cost</b>	<b>Your Cost</b>
Employee Only	\$562	\$144
Employee + Spouse	\$1,238	\$361
Employee + Children	\$1,013	\$304
Employee + Family	\$1,744	\$534

<b>DENTAL</b>	<b>Total Cost</b>	<b>Your Cost</b>
Employee Only	\$40	\$6
Employee + Spouse	\$81	\$19
Employee + Children	\$97	\$24
Employee + Family	\$149	\$37

<b>VISION</b>	<b>Total Cost</b>	<b>Your Cost</b>
Employee Only	\$6	\$1
Employee + Spouse	\$12	\$2
Employee + Children	\$12	\$4
Employee + Family	\$19	\$6

# For Assistance



## YOUR BENEFITS PORTAL

TechNet gives you 24/7 access to benefits information and other resources to help you understand your benefits. You can also use this site to select your benefits during Open Enrollment and to make most qualifying event changes to your coverage.

To access the portal, go to: [technet.com](http://technet.com)



## MEET BEN-IQ

Ben-IQ is a free app that includes much of the information that's included in this overview, but in a place that's always at your fingertips - your smartphone. Ben-IQ is available for Android and iPhone.

Simply download Ben-IQ and enter the Employer Key **tech20**.

Take a tour of Ben-IQ and review plan summaries, and important contacts like our nurse line and EAP. Store and organize ID cards using your phone's camera, and much more! Be sure to share Ben-IQ with your covered family members and caregivers too.

## YOUR BENEFIT ADVOCATE

**Tech20** offers you confidential access to Benefit Advocates who can help you with benefit questions or resolving claim issues:

Sara Smiley  
[sara.smiley@alliant.com](mailto:sara.smiley@alliant.com)  
888.234.5678  
8:00 a.m.-4:30 p.m., M-F

Please note that Benefit Advocates cannot generally help with our retirement program or Long Term Care. Please contact Benny Fitz ([benny.fitz@tech20.com](mailto:benny.fitz@tech20.com)) for questions related to these benefits.

Benefit Advocates are a service provided by Alliant Employee Benefits.

# Plan Contacts

If you need to reach our plan providers, here is their contact information:

Plan Type	Provider	Phone Number	Website	Policy/Group #
Medical	Aetna	PPO: (877) 204-9999 HMO: (800) 445-5555	aetna.com	12345
	Kaiser	(800) 464-4949	kp.org	CA North: 91111 CA South: 323232
Dental	Anthem	(877) 567-2323	anthem.com/ca/mydental	123987
Vision	Vision Service Plan	(800) 877-8787	vsp.com	30010861
Life Insurance	Anthem	(800) 813-7676	anthem.com/ca	Life: 12345 AD&D: 54321
Disability	Anthem	(800) 481-6655	anthem.com/ca	STD: 565656 LTD: 454545
Business Travel Accident	The Hartford	(800) 243-1111	accidentlines.com	ETB-76543
Travel Assistance	World Health	U.S. & Canada: (800) 243-2424	worldhealth-usa.com	N/A
Flexible Spending Accounts & Commuter Benefits	BASIC Pacific	(800) 574-4545	Basicpacific.com	N/A
Employee Assistance Program	CONCERN EAP	(888) 209-2222	concern-eap.com	N/A
401(K) Plan	Fidelity	(800) 835-4444	401k.com	99999

# Words You Need to Know

Health insurance seems to have its own language. You will get more out of your plans if understand the most common terms, explained below in plain English.

## MEDICAL

**OUT-OF-POCKET COST** - A healthcare expense you are responsible for paying with your own money, whether from your bank account, credit card, or from a health account such as an HSA, FSA or HRA.

**DEDUCTIBLE** - The amount of healthcare expenses you have to pay for with your own money before your health plan will pay. The deductible does not apply to preventive care and certain other services.

**COINSURANCE** - After you meet the deductible amount, you and your health plan share the cost of covered expenses. Coinsurance is always a percentage totaling 100%. For example, if the plan pays 70% coinsurance, you are responsible for paying your coinsurance share, 30% of the cost.

**COPAY** - A set fee you pay whenever you use a particular healthcare service, for example, when you see your doctor or fill a prescription. After you pay the copay amount, your health plan pays the rest of the bill for that service.

**IN-NETWORK / OUT-OF-NETWORK** - Network providers (doctors, hospitals, labs, etc.) are contracted with your health plan and have agreed to charge lower fees to plan members, as negotiated in their contract with the health plan. Services from out-of-network providers can cost you more because the providers are under no obligation to limit their maximum fees. With some plans, such as HMOs and EPOs, services from out-of-network providers are not covered at all.

**OUT-OF-POCKET MAXIMUM** - The most you would pay from your own money for covered healthcare expenses in one year. Once you reach your plan's out-of-pocket maximum dollar amount (by paying your deductible, coinsurance and copays), the plan pays for all eligible expenses for the rest of the plan year.

## PRESCRIPTION DRUG

**BRAND NAME** - A drug sold under its trademarked name. For example, Lipitor is the brand name of a common cholesterol medicine. You generally pay a higher copay for brand name drugs.

**GENERIC DRUG** - A drug that has the same active ingredients as a brand name drug, but is sold under a different name. For example, Atorvastatin is the generic name for medicines with the same formula as Lipitor. You generally pay a lower copay for generic drugs.

**PREFERRED DRUG** - Each health plan has a list of prescription medicines that are preferred based on an evaluation of effectiveness and cost. Another name for this list is a "formulary." The plan may charge more for non-preferred drugs or for brand name drugs that have generic versions. Drugs that are not on the preferred drug list may not be covered.

## DENTAL

**BASIC SERVICES** - Dental services such as fillings, routine extractions and some oral surgery procedures.

**DIAGNOSTIC AND PREVENTIVE SERVICES** - Generally include routine cleanings, oral exams, x-rays, and fluoride treatments. Most plans limit preventive exams and cleanings to two times a year.

**MAJOR SERVICES** - Complex or restorative dental work such as crowns, bridges, dentures, inlays and onlays.

# Look-Back Measurement Method

You and your dependents are eligible for the medical plan if you are a full-time employee. A full-time employee is generally an employee who works on average 130 hours per month, as defined by the ACA. Hours that count toward full-time status include each hour for which an employee is paid or entitled to payment for the performance of duties for the employer, and each hour for which an employee is paid or entitled to payment for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty, or leave of absence. ACA full-time status can affect or determine medical benefits eligibility but is not a guarantee of benefits eligibility. Tech20 uses the Look-Back Measurement Method to determine whether an employee meets this eligibility threshold.

## NEW EMPLOYEES

### New employees hired to work full-time

If you are hired as a new full-time employee (work on average 130 or more hours a month), you and your dependents are generally eligible for group health plan coverage as of 60 days.

### New employees hired to work a variable hour or seasonal schedule

If you are hired into a part-time position, a position where your hours vary and Tech20 is unable to determine — as of your date of hire — whether you will be a full-time employee (work on average 130 or more hours a month), or you are hired as a seasonal employee who will work for six (6) consecutive months or less (regardless of monthly hours worked), you will be placed in an initial measurement period (IMP) of 12 months to determine whether you are a full-time employee.

Your 12-month IMP will begin on the first of the month following your date of hire and will last for 12 months. If, during your IMP, you average 30 or more hours a week over that 12-month period, you will be full time and, if otherwise eligible for benefits, you will be offered coverage by the first of the second month after your IMP ends.

Your full-time status will remain in effect during an associated stability period that will last 12 months from the date that status is determined. If your employment is terminated during that stability period, and you were enrolled in benefits, you will be offered coverage under COBRA.

## ONGOING EMPLOYEES

Tech20 uses the look-back measurement method to determine group health plan eligibility for ongoing employees. An ongoing employee is an individual who has been employed for an entire standard measurement period. A standard measurement period is the 12-month period of time over which Tech20 counts employee hours to determine which employees work full-time.

An employee is deemed full-time if he or she averages 130 or more hours a month over the 12-month standard measurement period. Those employees who average 130 or more hours a month over the 12-month standard measurement period will be full-time and, if otherwise eligible for benefits, offered coverage as of the first day of the stability period associated with the standard measurement period. Full-time status will be in effect for a 12-month stability period.

If your employment is terminated during a stability period, and you were enrolled in benefits, you will be offered continued coverage under COBRA.

Tech20 uses the standard measurement period and associated stability period annual cycle set forth below.

<b>Measurement Period: Time to determine if you work 130+ hours per month on average – used to establish if you are "full-time" or "part-time" for medical eligibility</b>	November 1 – October 31
<b>Stability Period: Time during which you will be considered "full-time" or "part-time" for medical plan eligibility - based on hours worked during preceding Measurement Period</b>	January 1 – December 31

# Important Plan Notices and Documents

## CURRENT HEALTH PLAN NOTICES

Notices must be provided to plan participants on an annual basis and are available on the benefits page of our TechNet intranet and include:

- [Medicare Part D Notice](#)  
Describes options to access prescription drug coverage for Medicare eligible individuals.
- [Women's Health and Cancer Rights Act](#)  
Describes benefits available to those that will or have undergone a mastectomy.
- [Newborns' and Mothers' Health Protection Act](#)  
Describes the rights of mother and newborn to stay in the hospital 48-96 hours after delivery.
- [HIPAA Notice of Special Enrollment Rights](#)  
Describes when you can enroll yourself and/or dependents in health coverage outside of open enrollment.
- [HIPAA Notice of Privacy Practices](#)  
Describes how health information about you may be used and disclosed.
- [Michelle's Law](#)  
Describes right to extended dependent medical coverage during student leaves.
- [Notice of Availability of Alternative Standard for Wellness Plans](#)  
Describes right to alternatives ways of participating in employer's wellness program.
- [Premium Assistance Under Medicaid and the Children's Health Insurance Program \(CHIP\)](#)  
Describes availability of premium assistance for Medicaid eligible dependents.
- [Nondiscrimination and Accessibility Requirements Notice](#)  
Describes organization's compliance with Federal non-discrimination laws along with communication and language assistance services.

## COBRA CONTINUATION COVERAGE

You and/or your dependents may have the right to continue coverage after you lose eligibility under the terms of our health plan. Upon enrollment, you and

your dependents receive a COBRA Initial Notice that outlines the circumstances under which continued coverage is available and your obligations to notify the plan when you or your dependents experience a qualifying event. Please review this Notice carefully to make sure you understand your rights and obligations.

## CURRENT PLAN DOCUMENTS

Important documents for our health plan and retirement plan are available on the benefits page of our TechNet intranet and include:

### Summary Plan Descriptions

A Summary Plan Description (SPD) is the legal document for describing benefits provided under the plan as well as plan rights and obligations to participants and beneficiaries. The following Summary Plan descriptions is/are available:

- Tech20 Group Health and Welfare

### Summary of Benefits and Coverage

A Summary of Benefits and Coverage (SBC) is a document required by the Affordable Care Act (ACA) that presents benefit plan features in a standardized format. The following SBCs are available on the benefits page of our TechNet intranet:

- Aetna PPO and HMO and Kaiser HMO

Paper copies of these documents and notices are available if requested. If you would like a paper copy, please contact Human Resources.

### Statement of Material Modifications

This enrollment guide constitutes a Summary of Material Modifications (SMM) to the Tech20 Group Health Plan. It is meant to supplement and/or replace certain information in the SPD, so retain it for future reference along with your SPD. Please share these materials with your covered family members.



OCTOBER 15-30  
OPEN ENROLLMENT



TECH20

# TECH20

123 Mega Way Tech City CA 99999

## Benefits just for you

Tech20 benefits are designed to meet your unique needs no matter where you are in life. Take a few minutes during open enrollment to customize your coverage for the coming year.

- Are your benefits meeting your current needs? Do you need to change medical plans, add dental, or increase your life insurance coverage? Now's your chance!
- Take a few minutes to visit the enrollment center at [tech20.com/enroll](http://tech20.com/enroll)
- Review the benefits and contributions taking effect on January 1
- If you want to enroll in the Flexible Spending accounts for next year, you must make a new election.

Don't delay – the deadline is October 30



**Ben Gineer**  
**1000 Oak Drive #5**  
**Erewhon, CA 54321**

TAKE A CLOSER LOOK



## ENROLL BY OCT 30

Take a closer look at your benefit choices for next year

- Add, drop, or update your benefits
- Adjust your dependents
- Enroll in Flexible Spending Accounts

**Attend a meeting** to ask questions and find out more about the benefits of our HSA plan

**TECH20**

Open Enrollment is here!



## OPEN ENROLLMENT: OCTOBER 15 – OCTOBER 30

### **TECH20 benefits are designed to meet the changing needs of your life.**

This year, you need to be aware of a few important changes to your benefits. Take some time to review all your benefit materials so that you understand the changes and what you need to do. Make sure to include your spouse or partner in the review if they will be covered under our plan.

This email provides the highlights. You'll receive more detailed information in a packet mailed to your home and in upcoming emails and on-site/online meetings.

## OPEN ENROLLMENT FACTS

Open Enrollment is your once-a-year opportunity to review existing benefit elections and:

- Change your plan choices
- Add or drop dependents
- Enroll or re-enroll in Flexible Spending Accounts

### **IMPORTANT!**

During Open Enrollment, you are selecting your benefits for January 1 – December 31. After Open Enrollment ends, you cannot change your benefit elections until the next Open Enrollment, unless you have a “qualified status change” like a change in your marital status or the birth of a baby or loss of coverage.

## WHAT'S CHANGING?

- **IRS Increases:** The IRS has released maximums for Health Savings Account. You will be able to contribute \$3,400 for individuals (a \$50 increase from last year) and \$6,750 for families.
- Our new **Basic Life and Accidental Death & Dismemberment (AD&D)** and Long Term Disability (LTD) carrier will be The Hartford.

## GET MORE INFORMATION

### Visit the TechConnect Portal

TechConnect.com

**Username:** first initial last name (e.g., the username for Jane Smith would be jsmith)

**Password:** your last-saved password (case-sensitive)

If you want to:

- **Compare** plans, review your Employee Benefits Overview
- **Review** detailed benefits, access our plan documents such as Summary Plan Descriptions (SPDs), Benefits Summaries, and Summary of Benefits & Coverage (SBCs)
- **Learn** more about our High Deductible Health Plan, watch our Vimeo video

## TAKE ACTION

While we encourage you to review your choices for the coming year, your current elections will carry-over automatically, except for Flexible Spending Accounts where you must re-enroll each year.

### Suggested Actions:

1. Updating your tobacco status – can only be done once a year during Annual Enrollment
2. Confirm your Health Savings Account (HSA) election – High Deductible plans only. The max contribution limit will increase for families from \$3,350 to \$3,400 for individuals and will remain at \$6,750 for families. Tech20 will continue to contribute \$250 for individuals and \$500 for families towards this max limit.
3. Re-enroll in a Medical Flexible Spending Account (FSA) – the max contributions have increased by \$50: \$2,600 for the Healthcare FSA.
4. Re-enroll in Dependent Care Flexible Spending Account (FSA) – the max contribution has not yet been released by the IRS (expected late October) but will likely continue at \$5,000 (or \$2,500 if you are married but filing separately).

**Important:** The IRS now requires employers to collect the Social Security Number of each dependent covered on our plans. Please be prepared to provide this information.

## ATTEND A MEETING

Come to a meeting to find out more about our benefit plans. In addition, you'll have the opportunity to ask questions.

Office	Date	Time	Location
San Francisco	March 15	11:00 AM	Embarcadero Room
New York	March 17	2:00 PM	Penthouse
Los Angeles	March 21	11:00 AM	Hollywood Room

## NEED HELP? CONTACT YOUR BENEFIT ADVOCATE!



Did you know that you have a dedicated resource to help you with all your benefit-related questions and issues, during open enrollment and throughout the year?

Call or email with any questions about enrolling, eligibility, claims, ID cards and more!

### **First Last**

(949) 123-5544 or [tech20@alliant.com](mailto:tech20@alliant.com)

# Get started with Ben-IQ™!

Here are some frequently asked questions about using Ben-IQ.

## Q: What is Ben-IQ?

A: It's a free smartphone app that allows you to get your health plan highlights—like deductibles, nurse line numbers, and all kinds of other information.

## Q: How do I get Ben-IQ?

A: If you have an iPhone or Android phone, it's as easy as 1-2-3.

1. If you have an iPhone, go to the Apple App Store; if you have an Android phone, visit Google Play
2. Search for "Ben-IQ"
3. Download and install the app

It's free—just read and agree to the Terms & Conditions, and you're all set.



## Q: How do I log in to Ben-IQ?

A: Your HR administrator will send you an Employer Key to enter, ensuring that you see the most accurate and up-to-date benefits that belong to you and your family.

## Q: How do I use Ben-IQ?

A: Anytime you need plan information, like:

- Your deductible.
- Your nurse line number.
- Your plan ID card.
- Your insurance company's phone number.
- Definitions of healthcare terms — just turn on Ben-IQ and he's right there to help.
- The cost of common healthcare services, like office visits, colonoscopies, blood tests, and more.
- Wellness tips
- Helpful videos

Ben-IQ's got a wealth of information right at your fingertips.

## Q: Will Ben-IQ work on my iPad?

A: Yes! Although Ben-IQ is optimized for the iPhone, it also works on your iPad. You do NOT need to have an iPhone to download and use the iOS version of Ben-IQ. To download it to your iPad, type "Ben-IQ" in the App Store search box. On the top of the search results screen, tap the "iPad Only" menu and change it to "iPhone only".

When you run the app, you'll notice that it's formatted to fit an iPhone screen. But you may tap the "2x" button to enlarge the view.

## Q: How do I update Ben-IQ?

A: If you already have Ben-IQ, update to the latest version like you normally update any other app. And then re-enter your Employer Key, which is

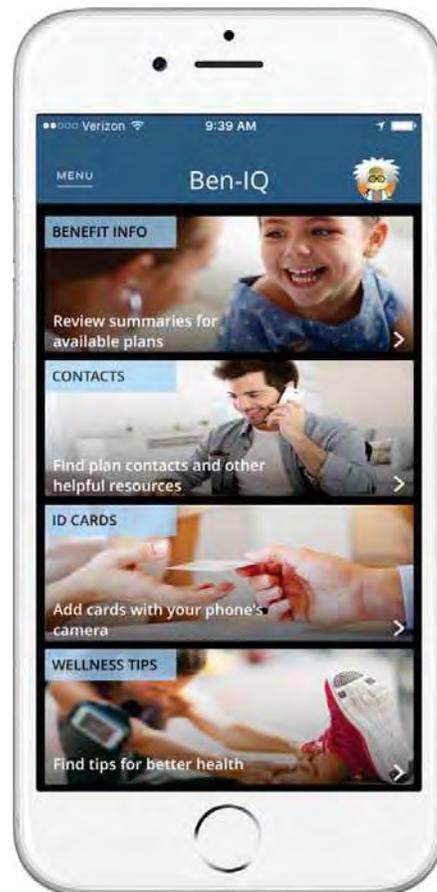
**Check out Ben-IQ and experience Benefits at the Speed of Life.**

**Smarter is better.**



## Inside the Ben-IQ app

- Get 24/7 access to your health plan highlights
- Store and organize your plan ID cards
- Find in-network providers and other care options
- Nurse line numbers and helpful contact information
- Cost of care info at your fingertips
- Access to helpful videos



## DOWNLOAD THE APP TO MEET BEN

### Start using Ben-IQ today!

Download the free app with your Android or iPhone.

Enter this Employer Key: \_\_\_\_\_

Read and agree to the Terms & Conditions, then tap "Let's Begin".

## July 20, 2017

11 a.m. Pacific  
2 p.m. Eastern

[REGISTER NOW](#)



## Leaves of Absence and Benefits Eligibility:

### Managing the Regulatory Maze

When and whether to terminate benefits during an individual's leave of absence has always created confusion. This informative webinar reviews how to manage benefits eligibility when employees go on a leave of absence. From a review of the rules under the ACA and FMLA to ADA implications and when to offer COBRA, you'll get a better understanding of how to manage this process. You'll also learn best practices for drafting benefits eligibility and leave policies.

**Register today for this insightful webinar.**

### Topics Covered

- ACA and FMLA rules
- ADA implications
- COBRA offers
- Best practices
- State law issues

### Presenters



**Kristine Blanco, Esq.**

**Director of Compliance**

Kristine has over 15 years of experience advising clients and working with them to understand their legal obligations. Her consulting work focuses on pragmatic approaches and developing compliant solutions for clients based on each client's specific needs and industry.



**Karen Murray, Esq.**

**AVP, Compliance Consultant**

Karen has over 20 years of legal experience, most recently in the area of benefits compliance. Karen joined Alliant in 2010 as part of the Compliance Department and advises Alliant clients on a range of benefits-related regulatory issues.



# COMPLIANCE ALERT



» 11/06/17 | 2017-10

## IRS Releases Long Awaited Guidance on Collection of Pay or Play Penalties

### Overview

The Internal Revenue Service (IRS) finally released information, in the form of [Frequently Asked Questions](#), on the mechanics of how it will assess employer “Pay or Play” penalties under the Patient Protection and Affordable Care Act (ACA). The FAQs both describe the penalty assessment process and confirm that employers should expect to receive assessments starting in late 2017. Importantly, the determination of whether an employer may be liable for Pay or Play penalties and penalty amounts are based largely on information reported to the IRS on Forms 1094-C and 1095-C. New details on the assessment process are discussed in detail below. Note, however, that some of the Forms and Letters mentioned below as part of the assessment process are not yet available.

**A Note about Terminology:** The ACA refers to the employer mandate as the “Employer Shared Responsibility” provisions, and penalties as “Employer Shared Responsibility Payments.” Most employers use the shorthand description “Pay or Play” penalties. These terms mean the same thing. Similarly, the ACA uses the term “Employee Premium Tax Credit” whereas employers are probably more familiar with the term “subsidized Exchange coverage.” Again, these are simply different terms that mean the same thing.

### Background

ACA requires applicable large employers (ALEs)<sup>1</sup> to make a sufficient offer of coverage to their full-time employees<sup>2</sup> (and their dependents)<sup>3</sup> in order to avoid ACA Pay or Play penalties. Pay or Play penalties can take two forms:

- The part (a) penalty can be triggered if an ALE fails to offer coverage to substantially all of its full-time employees (95%). Failure to meet this 95% threshold can result in a \$2,000 penalty (annualized, not shown as indexed) for each full-time employee minus the first 30. This penalty is triggered when at least one full-time employee qualifies for subsidized Exchange coverage.
- The part (b) penalty can be triggered if the ALE offers coverage to substantially all (95%) full-time employees, but the coverage is unaffordable (employee portion of employee-only premium exceeds 9.5% (9.56% for 2015, 9.66% for 2016, 9.69% for 2017, and 9.56% for 2018) of employee’s household income) or is not at least a 60% actuarial value plan. The Part (b) penalty can also be triggered by any full-time ineligible employee outside the 95% “substantially all” threshold. This penalty is \$3,000 (annualized, not shown as indexed) for each full-time employee *that enrolls in* subsidized Exchange coverage.

<sup>1</sup> Applicable Large Employers are those employers who average 50 full-time employees (plus full-time equivalents) over the prior calendar year.

<sup>2</sup> Employees who work 30 hours/week or 130/month determined using either the monthly or look-back measurement method

<sup>3</sup> The term “dependent” for this purpose does not include any individual other than children and does not include an employee's spouse.

Pay or Play penalties are often referred to as annualized amounts (\$2,000 and \$3,000), but are assessed monthly. For indexed amounts see our [Table of Limits](#).

### **Notice of Potential Penalties and Employer Response- Letters 226J and 227**

The IRS plans to issue Letter 226J to an ALE if it determines that the ALE potentially owes Pay or Play penalties. Letter 226J will include:

- a brief explanation of ACA Pay or Play Penalties,
- a summary table itemizing the proposed payment by month and indicating for each month if the liability is under part (a) or part (b),
- an employer response form, Form 14764, “Employer Shared Responsibility Penalty Response”,
- an “Employee Premium Tax Credit” (PTC) List, Form 14765, which lists, by month, the ALE’s full-time employees (individuals who for at least one month in the year were full-time employees allowed a premium tax credit and for whom the ALE did not qualify for an affordability safe harbor or other relief and the indicator codes, if any, the ALE reported on lines 14 and 16 of each employee’s Form 1095-C,
- a description of the actions the ALE should take if it agrees or disagrees with the proposed assessment in Letter 226J, and
- a description of the actions the IRS will take if the ALE does not timely respond.

An ALE must generally respond no later than 30 days from the date of Letter 226J.

IRS will acknowledge an ALE’s response to Letter 226J with one of five versions of Letter 227. The different versions of Letter 227 acknowledge the ALE’s response to Letter 226J and describe further actions the ALE may need to take based on the specific facts involved. If, after receipt of Letter 227, the ALE disagrees with the proposed or revised Pay or Play penalty, the ALE may request a pre-assessment conference with the IRS Office of Appeals. A conference should be requested in writing generally within 30 days from the date of Letter 227. The ALE should follow the instructions provided in Letter 227 and [Publication 5](#), Your Appeal Rights and How To Prepare a Protest if You Don’t Agree, for requesting a conference with the IRS Office of Appeals.

If the ALE does not timely respond to either Letter 226J or Letter 227, the IRS will assess the amount of the proposed penalty and issue a notice and demand for payment, Notice CP 220J.

### **Payment of Penalties- Notice CP 220J**

If the IRS or IRS Office of Appeals ultimately determines that an ALE owes Pay or Play penalties, the IRS will issue a notice and demand for payment, Notice CP 220J. Notice CP 220J will include a summary of the penalty, instructions on how to make a payment, and will reflect payments made, credits applied, and any balance due. [Publication 594](#), The IRS Collection Process, discusses payment options, such as entering into an installment agreement. Please contact your Alliant representative with any questions around this latest guidance.

### **Compliance Alert is presented by the Compliance Practice Group of Alliant Employee Benefits**

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# Five To-Do Items for Your Year-End Compliance Check List



The leaves are changing color, the pumpkins are out, and the healthcare reform drama continues. As we head towards the end of the year, here are the to-do items for your compliance checklist that you won't want to miss.

✓ **1. Ensure you're on top of the latest leave law provisions.**

Employee leaves of absence laws continue to change rapidly and can significantly affect health plan administration. New York and Washington are the most recent states to implement paid leave laws that have benefits continuation provisions similar to those under FMLA, with a number of states poised to pass similar provisions.

✓ **2. Review your premiums if you use a Pay or Play affordability safe harbor.**

The indexed affordability percentage will be reduced in 2018 to 9.56% (down from 9.69% in 2017). This means that the employee contribution cannot exceed 9.56% of W-2 wages, the employee's "rate of pay" (hourly wage x 130 hours), or the Federal Poverty Level for a single individual. Remember, use of an affordability safe harbor is not required, but it is an easy way to reduce penalty risk.

✓ **3. Prepare your ACA reporting to comply with applicable deadlines.**

Be sure you are working to comply with 2017 ACA reporting deadlines. It's unclear whether the good faith reporting standards and extended deadlines that applied in previous years will apply again this year. In the past, this guidance has issued as late as December. Your preparations should include

Form 1095-C distribution and required IRS filings on Form 1094-C. Form 1095-C is due to employees and participants by January 31, 2018. IRS filings are due on February 28, 2018 for paper filers and April 2, 2018 for electronic filers.

✓ **4. Make sure you have met your annual notice requirements.**

Employee group health plan notice requirements consistently pose administrative challenges. Most notices can be provided via annual open enrollment materials, including the Medicare Part D notice. Take a look at your open enrollment materials and your notices to ensure you are compliant. Alliant has a turn-key open enrollment solution that includes the required notices to help you meet your obligation.

✓ **5. Verify that your plan complies with mental health parity rules.**

Most plans provide mental health services coverage. If yours does, be aware that the Department of Labor's enforcement guidelines indicated that mental health parity enforcement is a national priority. Mental health parity laws prohibit more restrictive financial requirements and treatment limitations for mental health and substance use disorder services than for other medical or surgical services.

...

*If you need more information, ask your Alliant representative. For the latest compliance news and insights, visit [alliantbenefits.com](http://alliantbenefits.com).*

**Creative. Experienced. Engaged. Responsive. That's the Alliant difference.**

### **Are Pay or Play Assessments Coming?**

Enforcement of the ACA's employer Pay or Play Mandate has been uncertain since President Trump took office. However, in a September 19th press conference, Senator Lindsey Graham stated that 90,000 employers will receive employer Pay or Play assessments "next month." Although the support for that assertion was unclear, many employers were anxious about receiving assessments during the month of October. There has been no other public or formal indication that assessments are coming. However, on November 1<sup>st</sup> the Boston Business Journal stated that anonymous sources at the IRS and White House told it that tens of thousands of assessments were coming in November. Absent information from IRS there is no good way to know what the future holds with respect to Pay or Play assessments. However, employers should review their records dating back to 2015 so that they can confidently respond to any request or assessment from IRS. These records would include who was ACA full-time, whether they were offered coverage and when (as part of open enrollment or as a new hire or special enrollee), who enrolled in coverage, and the cost for employee only coverage for the lowest minimum value plan. If records are maintained on line or by third parties, employers should make sure the necessary information remains accessible.

### **It's Open Enrollment at Healthcare.gov**

Despite the flurry of activity with Repeal and Replace efforts, Exchanges are still operational and the individual and employer mandates are still in full effect. Federally-operated Exchanges are holding their annual open enrollment from November 1 to December 15 (which is a shorter open enrollment period than in previous years). Some state Exchanges have a longer open enrollment period.

What does Exchange coverage have to do with employers? A few things:

- Employees who have access to affordable, minimum value employer coverage are generally not eligible for subsidized coverage through an Exchange. Employees who apply for and are granted a subsidy will ultimately have to repay it if they had sufficient employer coverage available to them. Since this can become a burden to employees, many employers choose to communicate this in some form to their employees, often in open enrollment materials.
- Subsidized Exchange coverage is the "whistleblower" that triggers potential ACA penalties for employers. Employers who receive notices from an Exchange that their employees have applied for subsidized coverage may want to reconfirm the employees' status (e.g., verify eligibility for employer plan, whether any offer of coverage was affordable, etc.)

### **FAQ of the Week – A Closer Look at FSAs**

**Q.** Can an employee participating on a cross border plan use their FSA card for copays and Rx expenses?

**A.** Yes, it's ok for employees enrolled in these plans to reimburse out of pocket costs through their FSAs. In general, expenses incurred in other countries need to satisfy the same standards that would apply if the expenses were incurred in the U.S. (e.g., primarily for medical care, not cosmetic purposes, etc.) One caveat through – treatments must be legal in both the U.S. and the other country, and special rules apply for prescription drugs. Prescription drugs are reimbursable if purchased and used

in the other country (and if legal in both locations) OR if the FDA announces that a drug can be legally imported by individuals.

*Q.* I have an employee who was previously enrolled in an HSA, but she switched plans during open enrollment and enrolled into a PPO and also elected an FSA. Is there a rule that directs which account she needs to spend first?

*A.* No. In this case the employee is no longer HSA eligible and can no longer make or receive contributions into her HSA. However, the money she has remaining in her HSA account is her own and she can decide when to spend it. Most FSAs have a use it or lose it feature and participants will generally spend that money first, but there is no rule requiring this.

*Q.* What are the rules around FSA grace periods and HSA eligibility? I have this issue come up a lot with my clients around open enrollment.

*A.* If an FSA has a grace period, a participant in the plan will not be HSA eligible if he/she has any money in their FSA account at the end of the year. Even if the employee empties the account on the second day of the grace period, they are ineligible for the entire grace period if they have a cash balance in their FSA the last day of the plan year.

On the other hand, if an FSA participant has a \$0 cash balance on the last day of the plan year they are HSA eligible and do not need to worry about the grace period

Happy Friday!!

## Get a **MOVE ON** Quit sitting your life away.



Living long and well means staying **active**.

**With 206 bones and more than 600 muscles, our bodies are made to move.** Of course, modern trends and technology have led to sedentary lifestyles. We now spend the majority of our waking time sitting in a constricted posture that prevents our bodies from functioning well.

### How serious is too much sitting?

It's now considered a health risk leading to several diseases, including heart, type 2 diabetes, obesity, arthritis and some cancers — even when we meet the minimum exercise guidelines.

### Begin to actively avoid sitting.

Think of it as part of your physical fitness goals for health protection. In addition to getting 150 minutes weekly of moderate-intensity exercise (such as brisk walking), the American College of Sports Medicine recommends you stay active throughout each day. For example:

- » **Walk** whenever you can — around your workplace, home and neighborhood.
- » **Walk** after meals and during your breaks.
- » **Pace** while watching TV or online sporting events.
- » **Get up** and move about while talking on the phone or eating lunch.
- » **Stand** as you read or use your smartphone.
- » **Do** more chores.
- » **Explore** standing desks for work (with your employer's okay) or home.

**Tips:** Schedule several 10-minute action breaks each day; set a timer to remind you to get up and move. When you sit less, you'll be motivated as you experience less stiffness and more energy.

## best bits

■ People who walk in groups enjoy camaraderie, motivation and significant health improvements, based on a review of 42 studies from 14 countries. Researchers studied 1,800 participants who logged 74,000 hours of group walking, despite suffering conditions such as arthritis, dementia, diabetes, fibromyalgia, obesity and Parkinson's. Results: Participants increased lung capacity and general fitness. They also reduced their weight, body fat, blood pressure, cholesterol and risk of cardiovascular disease.

■ Do you know the major cancer risks? Less than 50% of Americans are aware that we can prevent some cancer through lifestyle choices — balanced diet, regular exercise, healthy weight and not smoking. Instead, many people worry about cancer-causing claims that aren't supported by science, such as stress, artificial sweeteners and additives in foods, according to a new survey by the American Institute for Cancer Research. While lifestyle choices can't guarantee you'll never develop cancer, they can significantly lower your risk.

■ **Are you combo snacking?** Try eating a balance of macronutrients (carbohydrate, protein, fat) for optimum nutrition and snacking satisfaction.



## The Flu and You – Personal Precautions

**We are approaching the peak of influenza (flu) season**, typically in late November through March. Millions of Americans get sick every year from flu bugs that are life-threatening for some.

**A little knowledge goes a long way toward prevention.** Here are answers to common questions: ➔ Continued on page 4.



Smart Moves Toolkit at  
[personalbest.com/extras/17V10tools](http://personalbest.com/extras/17V10tools)

# UNDERSTANDING Metabolic Syndrome

Metabolic syndrome occurs when you develop 3 or more of the following conditions — high blood pressure, high blood sugar, high triglycerides, low HDL (good) cholesterol and abdominal obesity. This combination raises your risk of type 2 diabetes, heart attack and stroke.

People with metabolic syndrome are often overweight or obese. Surveys suggest a third of adults and up to 30% of obese children and adolescents in the U.S. may have this cluster of conditions.

The best ways to treat metabolic syndrome also help prevent it:

» **Watch your belly fat.** Abdominal obesity is a waist circumference of 40-plus inches in men and 35-plus inches in women.

» **Lose excess weight** to help bring your blood pressure, glucose and cholesterol levels into healthier ranges.



» **Get at least 150 minutes of moderate-intensity exercise weekly.** Being physically active every day can help control weight and improve your heart and blood vessel functions.

» **Quit smoking, limit alcohol and sleep at least 7 to 9 hours a night** to significantly help your cardiovascular system.

» **Work with your health care provider** to achieve changes and regularly monitor your symptoms.

“**Vaccines** are the tugboats of **preventive health.**”

— William Foege, MD



## Who Needs the Shingles Vaccine?

By Elizabeth Smoots, MD, FAAFP

The CDC generally advises the shingles vaccine for adults age 60 or older. It's designed to prevent shingles — a painful rash caused by herpes zoster, the same virus that causes chickenpox.

If you have had chickenpox in the past, you are at risk for developing shingles at a later date. The rash may sometimes lead to a persistent and painful condition called post-herpetic neuralgia. The vaccine helps prevent this.

Even people who have had shingles should get vaccinated to avoid having it again, according to the CDC. Some people may develop shingles despite the immunization but usually they have a shorter and milder illness.

**Side effects?** The live shingles vaccine is usually given once and may produce redness, swelling and pain at the injection site as well as headache. Some people get a chickenpox-like rash after receiving the shingles vaccine.

The vaccine is not recommended for people with allergies to gelatin or neomycin; those with a weak immune system; or patients taking treatments that suppress the immune system. Women who could become pregnant and people with certain cancers should not receive the vaccine. Check your health care plan as the vaccine cost may not be covered.



October is Breast Cancer Awareness Month.

## QUIKRISK™ assessment: Breast Cancer

The causes of breast cancer are not fully known, so the risk factors for it can be puzzling. For example, a woman's risk for breast cancer increases significantly as she ages but young women can also develop it.

With ongoing research, several factors have been linked to an increased risk of breast cancer.

Check the factors below that apply to you. The degree of risk with some factors can be quite small. And having 1 or 2 risks, or even many, does not mean you will get breast cancer.

### FACTORS THAT CAN'T BE CHANGED:

- Family history of breast, ovarian or prostate cancer.
- Personal history of breast cancer.
- Ashkenazi Jewish heritage.
- Inherited BRCA1 or BRCA2 gene mutation.
- Hyperplasia or lobular carcinoma in situ (LCIS).
- Periods before age 12.
- Radiation therapy to chest at a young age.
- High breast density on a mammogram.

### FACTORS THAT CAN BE CHANGED:

- More than 1 alcoholic drink a day.
- Overweight, especially after menopause.
- Lack of regular exercise.
- Not giving birth or having a first child after age 35.
- Use of birth control pills.
- Postmenopausal estrogen therapy.
- Postmenopausal hormone replacement therapy (containing estrogen plus progestin).

### 2-Step Self-Defense:

1 **Learn about your risks and any factors you can help control.** For example, leading a healthy lifestyle, such as maintaining a proper weight and avoiding alcohol, may help protect you.

2 **Establish a screening plan with your health care provider.** For example, more screening tests might be useful if you're in a high-risk group based on gene mutations or if you have a strong family history.

# How Not to Go on a Diet

By Cara Rosenbloom, RD

**Before you start the latest fad diet, consider this:** “Diets don’t work, but lifestyle changes do.” Most people who go on a diet eventually go off it, which means the plan was not sustainable. Repeated dieting also may lead to the yo-yo effect of weight going up and down, making it harder to reach your ultimate healthy weight.

**It’s time for a new approach.** By incorporating healthy lifestyle changes that include eating nutritiously, getting more exercise and reducing stress, you can slowly improve your overall health with no fads or gimmicks.

## Try these 5 steps:

**[1] Think beyond a number on the scale.**

Make weight loss a bonus, not the sole objective. Your goal may be to lower your cholesterol levels or feel more energetic.

**[2] Identify your obstacles.**

Do you eat when you’re stressed? Do you use food as a reward after exercise? Track what you eat and how you feel at the time. Look for patterns.

**[3] Try making 1 change per week and stick to it;** then add another. For example, swap soft drinks for water 1 week, and add an extra serving of vegetables the next.

**[5] Don’t go it alone.**

Dietitians, psychologists and trainers can help you make a plan you can use for life. If they promise a quick fix, seek a different practitioner.

**[4] Practice patience.**

You didn’t get here overnight, and change won’t happen overnight either.

**A lifelong eating plan always beats a fad diet.**

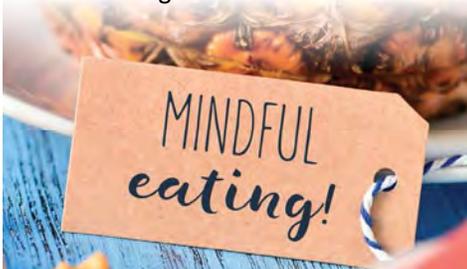
**The best eating plan is one you can lose weight with and enjoy the rest of your life.**

## TIP of the MONTH

### Mindful Eating

**If you’re eating for reasons other than hunger, it’s time to reset your habits.**

Mindful eating is a technique that dietitians and psychologists use to help you curb eating when you’re sad or stressed. It involves paying attention to your food choices, accepting your body and embracing food as nourishment for it.



### CINNAMON OATMEAL RAISIN MUFFINS

2 ripe medium **bananas**, mashed  
½ cup **plain Greek yogurt** (2% fat)  
½ cup **brown sugar**  
1 tsp ground **cinnamon**  
3 tbsp light-tasting **olive oil**  
1 **egg**  
1 cup **whole-grain barley flour**  
½ cup **rolled oats**  
2 tbsp **ground flax seeds**  
1 tsp **baking powder**  
1 tsp **baking soda**  
¼ cup **raisins**

**1. Preheat** oven to 350°F. Line a 12-cup muffin tin with paper liners. **2. In** a large bowl, combine bananas, yogurt, brown sugar, cinnamon, oil and egg. Stir to combine. **3. To** the same bowl, add flour, oats, flax seeds, baking powder, baking soda and raisins. Stir to combine. **4. Spoon** batter into prepared muffin tin. **5. Bake** for 20-22 minutes or until a tester inserted into the center comes out clean. Let cool on a rack before serving.

**Makes 12 muffins. Per muffin:**

132 calories | 4g protein | 5g total fat | 1g saturated fat | 3g mono fat | 1g poly fat  
22g carbohydrate | 10g sugar | 3g fiber | 102mg sodium

easy | RECIPE  
From Personal Best®







EXHIBIT C  
SCHEDULE

## Section IV – Fees and Costs

**Although an important aspect of consideration, the financial cost estimate will not be the sole justification for consideration. Negotiations may or may not be conducted with the proposer; therefore, the proposal submitted should contain the proposer’s most favorable terms and conditions, since selection and award may be made without discussion with any firm. All prices should reflect “not to exceed” amounts per item.**

Broker-Consultant fees are mutually agreed upon with our clients. We are open to discussion about a mutually acceptable fee arrangement with the City. For the Scope of Services described in this RFP and listed below, Alliant proposes **\$74,000 annually which is currently built into the rates and paid to Alliant as commissions.** Services include, but are not limited to:

1. Assist in the development of long-range goals and strategies, including making recommendations and projections of potential savings;
2. Procure group insurance coverage for medical, dental, vision, life and accidental death & dismemberment, long-term disability, Employee Assistance Program (EAP), Section 125 flexible benefit plan (FSA), Health Savings Account (HSA), and supplemental and ancillary plans;
3. Solicit competitive bids from benefit plan vendor markets that specialize in group benefit plans and evaluate bids and bidders, including claims procedures, experience and history, service, financial policies, and stability and identify the most beneficial and cost-effective package that meets the City’s needs;
4. Representation in all negotiations with insurance providers on issues related to premiums, services, benefit level, plan design, special terms and conditions.
5. Analyze existing coverage and identify or develop cost-saving alternative benefit strategies and plans;
6. Provide quarterly claims experience reports;
7. Provide information and recommendations on a variety of subjects including but not limited to, employee benefit issues, trends, proposed and new State and/or Federal legislation (i.e. COBRA, HIPPA, ACA, Medicare, and IRS Rules and regulations);
8. Be available to provide assistance to staff, employees, and retirees with issues involving billing, claims, eligibility problems, disputes, interpretation of related contracts and services, changes and general troubleshooting;
9. Advise on a continuing basis and in a timely manner of any and all significant matters and developments regarding the progress of carrier service issues;
10. Attend periodic meetings with City staff, employees and/or retirees to facilitate and assist in the management of the City’s employee benefit plans;
11. Be available to attend the City’s annual Health and Wellness Fair and open enrollment employee informational meetings, coordinate and participate open enrollment meetings as reasonably requested, and assist with the development of open enrollment materials;

12. Provide legal opinions pertaining to the City's employee/retiree benefit plans and programs including analysis and application of all relevant laws, statutes, and regulations;
13. Review and analyze all benefit plan provider agreements for compliance with all applicable federal and state laws, statutes, and regulations;
14. Participate in the development, negotiation and implementation with health benefit providers and administrators on matters such as, but not limited to, premium rates, service, benefit levels plan design, special terms and conditions, etc. and negotiate changes and additions in contracts;
15. Provide assistance, technically and creatively, in the on-going development and preparation of various employee communication materials;
16. Assist the Human Resources Department in the preparation and/or review and updating of benefit plan documents and benefit summary plan descriptions for all plans;
17. Assist in developing and evaluating employee needs and satisfaction surveys;
18. Submit annual reports detailing compensation and/or commissions received from contracted carriers of the City;
19. Coordinate the flow of information between staff and contracted carriers;
20. Manage plan transitions as necessary;
21. Be available to assist staff with obtaining health benefits program materials;
22. Be available to provide various types of reports as needed;
23. Be available to provide information on new products as requested;
24. Provide an annual review and summary of employee/retiree benefits including analysis of the quality provided, cost effectiveness, competitiveness and recommendations.

### **Service Guarantee**

To illustrate our commitment of quality service to the City, Alliant is willing to place **10%** of our annual consulting fee at risk. Listed below are the categories of the Service Guarantee:

1. **Execution of Scope of Work (50%)** – Client satisfaction with deliverables in the Scope of Work.
2. **Service and Support (50%)** - Service and support of client with decision making tools, attendance at meetings, and assistance for any implementation of new benefits, products and transition of carriers.

At any time, the City can invoke the terms of the guarantee. All categories are based solely on client satisfaction level.

### **Transparency and Disclosure**

All compensation Alliant receives is fully disclosed and transparent. We will provide the City with an Annual Disclosure letter at the plan renewal.

As an independent consultant, Alliant provides our clients with the choice of joint purchasing solutions as well as options available in the marketplace. Alliant has a separate division within the firm, Alliant Underwriting Services (AUS) that provides Consulting, Underwriting and

Program Management Services to a number of Joint Powers Authorities (JPA) and Joint Purchasing Pools throughout the country; this division is separate from Alliant’s Brokerage and Consulting division. AUS receives compensation from carriers for services provided to support the operations and administration of a JPA and/or purchasing pool and is a cost included in the premium. Alliant will disclose any AUS fees associated with a joint purchasing program presented to the City.

Alliant accepts contingency/override compensation to provide additional services to clients. However, if desired, Alliant is willing to sign an agreement not to accept contingency/override compensation for the City’s coverages.

**Additional Services**

Alliant is able to assist the City in evaluating vendors who provide the additional services listed below. Our annual consulting fee includes needs assessment, analysis, negotiations, evaluation and implementation. Vendor fees are separate and will be billed directly to the City.

Alliant is not affiliated with, nor do we own, any vendors who provide the services listed below. Our philosophy is to assist our clients in evaluating “Best in Class” third party administrators, HRIS, online enrollment, benefits statement, claims audit and third party wellness programs. Based on our large volume, we have been successful working with “best in class” vendors to negotiate preferential pricing that we pass directly on to our public agency clients. We have had great success in having significant amounts of these pass-through fees absorbed by our clients’ health plans and insurers. We have conducted comprehensive analyses of each of their capabilities and fees in order to be able to best recommend vendors who are able to provide a full array of services and, most importantly, accommodate the needs unique of each client.

Services	Proposed Fee
Online Benefits Eligibility & Enrollment Administration System	Optional
Consolidated Billing	Optional
COBRA and FSA Administration	Optional
Retiree Billing	Optional
Payroll/HRIS System Integration	Optional
Third Party Wellness Solutions	Optional

## EXHIBIT D

### LIVING WAGE PROVISIONS

#### **Minimum Living Wages:**

A requirement that Employers pay qualifying employees a wage of no less than \$10.30 per hour with health benefits, or \$11.55 per hour without health benefits.

#### **Paid and Unpaid Days Off:**

Employers provide qualifying employees at least twelve compensated days off per year for sick leave, vacation, or personal necessity, and an additional ten days a year of uncompensated time for sick leave.

#### **No Retaliation:**

A prohibition on employer retaliation against employees complaining to the City with regard to the employer's compliance with the living wage ordinance. Employees may bring an action in Superior Court against an employer for back pay, treble damages for willful violations, and attorney's fees, or to compel City officials to terminate the service contract of violating employers.

EXHIBIT E  
EQUAL EMPLOYMENT OPPORTUNITY  
PRACTICES PROVISIONS

- A. Contractor certifies and represents that, during the performance of this Agreement, the contractor and each subcontractor shall adhere to equal opportunity employment practices to assure that applicants and employees are treated equally and are not discriminated against because of their race, religious creed, color, national origin, ancestry, handicap, sex, or age. Contractor further certifies that it will not maintain any segregated facilities.
- B. Contractor agrees that it shall, in all solicitations or advertisements for applicants for employment placed by or on behalf of Contractor, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, religious creed, color, national origin, ancestry, handicap, sex or age.
- C. Contractor agrees that it shall, if requested to do so by the City, certify that it has not, in the performance of this Agreement, discriminated against applicants or employees because of their membership in a protected class.
- D. Contractor agrees to provide the City with access to, and, if requested to do so by City, through its awarding authority, provide copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under state or federal law.
- E. Nothing contained in this Agreement shall be construed in any manner as to require or permit any act which is prohibited by law.

# City Council Agenda Item Report

Agenda Item No. COV-197-2020  
Submitted by: Michael Earl  
Submitting Department: Human Resources  
Meeting Date: June 2, 2020

## **SUBJECT**

Amendment No. 1 to the Side Letter of Agreement with the Vernon Professional Firefighters Association, Local 2312

## **Recommendation:**

Adopt Resolution No. 2020-16 approving Amendment No. 1 to the Side Letter of Agreement by and between the City of Vernon and the Vernon Professional Firefighters Association, Local 2312.

## **Background:**

The operative memorandum of understanding (MOU) and the existing Side Letter of Agreement between the City of Vernon and the Vernon Professional Firefighters Association (VPFA), Local 2312, will expire August 1, 2020. As it has been determined that the transition of the City's firefighting and fire related services to the Consolidated Fire Protection District of Los Angeles County will not occur prior to the August 1, 2020 expiration of the Side Letter of Agreement, pursuant to City Council direction, negotiations began with the VPFA for an extension to the Side Letter.

On May 7, 2020, the parties reached a tentative agreement as to the terms and conditions of an extension and Amendment to the MOU and Side Letter that reflects the following key provisions:

- Extending the terms of the operative MOU and existing Side Letter until the commencement of services by Los Angeles County, or through March 31, 2021, or until such time as a determination is made that the transition of service to Los Angeles County will not proceed;
- Effective May 10, 2020, the base salaries of the represented classifications will be increased three percent (3%);
- Annual Uniform Allowance will be increased by \$125;
- VPFA shall, within ten (10) days after City Council approval, withdraw their Unfair Labor Practice Charge filed with the California Public Employment Relations Board (PERB Unfair Practice Charge No. LA-CE-1423-M); and
- All other terms of the prior MOU approved by Resolution No. 2018-10 (Attachment 3) and Side Letter of Agreement approved by Resolution No. 2019-41 (Attachment 4) would remain.

## **Fiscal Impact:**

The cost of implementing the provisions contained within this Amendment will be approximately \$686,764 should the transition of fire services to Los Angeles County not occur until March 2021. The estimated cost will be reduced if the transition of services occurs sooner. Funds have been included in the proposed FY 2020/2021 budget in Salaries and Benefits accounts of the Fire Department.

## **Attachments:**

1. [Resolution No. 2020-16 VPFA](#)
2. [VPFA MOU](#)
3. [VPFA Side Letter](#)



RESOLUTION NO. 2020-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON APPROVING AND AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 TO THE SIDE LETTER OF AGREEMENT BY AND BETWEEN THE CITY OF VERNON AND THE VERNON PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL 2312

SECTION 1. Recitals.

- A. The Vernon Professional Firefighters Association (VPFA) Local 2312, formerly titled the Vernon Firemen's Association, has been recognized as an employee organization pursuant to the City of Vernon Employer-Employee Relations Resolution (Resolution No. 4027).
- B. On July 12, 2016, the City Council of the City of Vernon adopted Resolution No. 2016-36 approving a Memorandum of Understanding (MOU), as amended on April 3, 2018, by Resolution No. 2018-10, setting forth certain terms and conditions for employment of City of Vernon employees in classifications represented by the VPFA, for the period of July 1, 2016 through June 30, 2019.
- C. Following the August 6, 2019, decision by the City Council of the City of Vernon to contract with the Fire Protection District of Los Angeles County (District) for firefighting services, the City and the VPFA began negotiating the impacts and effects of the City's decision to contract firefighting services and transition thereto.
- D. On October 1, 2019, the City Council of the City of Vernon adopted Resolution No. 2019-41 approving a Side Letter of Agreement (Side Letter) setting forth certain terms and conditions for represented employees related to the City's transition of firefighting services.
- E. It has been determined that the transition of the City's firefighting and related services to the District will not occur prior to the August 1, 2020 expiration of the Side Letter, and pursuant to City Council direction, negotiations began with the VPFA for an extension to the Side Letter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VERNON AS FOLLOWS:

SECTION 2. The City Council of the City of Vernon hereby finds and determines that the above recitals are true and correct.

SECTION 3. The City Council of the City of Vernon hereby approves and authorizes the execution of Amendment No. 1 to the Side Letter of Agreement

(Agreement) between the City of Vernon and the Vernon Professional Firefighters Association, in substantially the same form as attached hereto as Exhibit A.

SECTION 4. The City Council of the City of Vernon hereby instructs the City Administrator, or his designee, to take whatever action is deemed necessary or desirable for the purpose of implementing and carrying out the purposes of this Resolution and the transactions herein approved or authorized, including but not limited to, any non-substantive changes to the Amendment attached herein.

SECTION 5. The City Council of the City of Vernon hereby directs the City Clerk to send a fully executed Agreement to Dean Richens, President of the Vernon Professional Firefighters Association.

SECTION 6. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED this 2<sup>nd</sup> day of June, 2020.

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LETICIA LOPEZ, Mayor

ATTEST:

---

LISA POPE, City Clerk  
(seal)

APPROVED AS TO FORM:

---

ARNOLD M. ALVAREZ-GLASMAN,  
Interim City Attorney

**EXHIBIT A**

**AMENDMENT NO. 1 TO SIDE LETTER OF AGREEMENT**  
***City of Vernon and***  
***Vernon Professional Firefighters' Association, Local 2312***

This Amendment to the Side Letter of Agreement (Agreement) is entered by and between the City of Vernon (City) and the Vernon Professional Firefighters' Association, Local 2312 (VPFA) with respect to the following:

**WHEREAS**, VPFA is the recognized employee organization for employees employed by the City's Fire Department in the classifications of Firefighter, Firefighter/Paramedic, Firefighter/Paramedic Coordinator, Fire Engineer and Fire Captain.

**WHEREAS**, the City Council of the City of Vernon approved a contract for firefighting and fire related services with the Consolidated Fire District of the County of Los Angeles ("District") on August 6, 2019; and

**WHEREAS**, the City and VPFA entered into a Side Letter of Agreement with respect to the rights and entitlement of its members should the City transition its firefighting and related services to the District which was approved by the City Council of the City of Vernon on October 1, 2019 through the adoption of City Council Resolution No. 2019-41 (Side Letter); and

**WHEREAS**, it has been determined that the transition of City firefighting and fire related services to the District will not occur prior to the August 1, 2020 expiration of the Side Letter of Agreement; and

**WHEREAS**, it is in the interest of both the City and VPFA to extend the terms of the parties' operative Memorandum of Understanding ("MOU") and Side Letter of Agreement, except as amended below; and

**WHEREAS**, on May 7, 2020, the City and VPFA reached a tentative agreement as to the terms and conditions of an extension and Amendment to the MOU and Side Letter of Agreement.

**NOW THEREFORE**, the City and VPFA agree to amend the MOU and Side Letter as follows:

- 1. Term of Agreement and MOU:** The term of the MOU and Side Letter shall be extended until the earlier of either (1) the commencement date of service by the District, in which case no further MOU will be necessary; or (2) until such time as it is reasonably determined that contracting for firefighting service with LA County will not proceed, in which case the provisions of the Side Letter shall be null and void and the parties shall reconvene negotiations for a successor MOU; or (3) March 31, 2021, in which case the parties shall either mutually agree to further extend the Side Letter and the MOU or, if no such agreement is reached to extend the Side

Letter and the MOU, the provisions of this Agreement shall be null and void and the parties shall reconvene negotiations for a successor MOU.

2. **Salaries:** Article Three, of the MOU is amended to read as follows:

**Section 1: Salaries**

Effective May 10, 2020, the base salary schedule will be increased by an additional 3%.

**Section 2: Fire Captain**

Effective May 10, 2020, the base monthly salary of a Fire Captain shall be:

Grade 31

Step 1 \$8,702.00

Step 2 \$9,137.00

Step 3 \$9,594.00

Step 4 \$10,073.00

Step 5 \$10,577.00

**Section 3: Fire Engineer**

Effective May 10, 2020, the base monthly salary of a Fire Engineer shall be:

Grade 28

Step 1 \$7,517.00

Step 2 \$7,893.00

Step 3 \$8,287.00

Step 4 \$8,702.00

Step 5 \$9,137.00

**Section 4: Firefighter/Paramedic Coordinator**

Effective May 10, 2020, the base monthly salary of a Firefighter/Paramedic Coordinator shall be:

Grade 29

Step 1 \$7,893.00

Step 2 \$8,287.00

Step 3 \$8,702.00

Step 4 \$9,137.00

Step 5 \$9,594.00

**Section 5: Firefighter/Paramedic**

Effective May 10, 2020, the base monthly salary of a Firefighter/Paramedic shall be:

Grade 28

Step 1 \$7,517.00

Step 2 \$7,893.00

Step 3 \$8,287.00

Step 4 \$8,702.00

Step 5 \$9,137.00

**Section 6: Firefighter**

Effective May 10, 2020, the base monthly salary of a Firefighter shall be:

Grade 25

Step 1 \$6,493.00

Step 2 \$6,818.00

Step 3 \$7,159.00

Step 4 \$7,517.00

Step 5 \$7,893.00

3. **Uniform Allowance:** Article Six, Uniform Allowances and Bulletin Boards, of the MOU is amended to read as follows:

**Section 1: Uniform Allowance**

On the first pay check in August each year, each unit employee shall be paid the sum of eight hundred and fifty Dollars (\$850.00) for the purchase of uniforms. A unit employee hired by the City shall receive an initial issue of uniforms. Uniform allowance is special compensation that shall be deemed earned when paid and shall be reported to CalPERS as compensation earnable.

4. VPFA shall promptly withdraw PERB Unfair Practice Charge No. LA-CE-1423-M, in no event later than ten (10) days after City Council approval of this Agreement. If VPFA fails to withdraw PERB Unfair Practice Charge No. LA-CE-1423-M within the identified timeframe, this Agreement shall be automatically revoked and have no force or effect.
5. Except as otherwise expressly modified by this Agreement, all terms, conditions and provisions of the MOU and Side Letter shall continue in full force and effect, and remain unchanged.

[Signatures next page]

**FOR THE CITY OF VERNON**

\_\_\_\_\_  
Carlos R. Fandino, Jr., City Administrator

\_\_\_\_\_  
Date

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Lisa Pope, City Clerk  
(seal)

\_\_\_\_\_  
Zaynah Moussa,  
Senior Deputy City Attorney

**VERNON PROFESSIONAL FIREFIGHTERS' ASSOCIATION**

\_\_\_\_\_  
Dean Richens, President

\_\_\_\_\_  
Date

APPROVED AND ADOPTED BY CITY COUNCIL ON \_\_\_\_\_ PER  
RESOLUTION NO. \_\_\_\_\_



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF VERNON  
AND  
VERNON FIREMEN'S ASSOCIATION**

**July 1, 2016 through June 30, 2019**



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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF VERNON  
AND  
VERNON FIREMEN'S ASSOCIATION, IAFF LOCAL 2312**

**Parties to the Memorandum of Understanding**

Pursuant to Chapter 10 (section 3500 *et seq*) of Division 4, Title 1 of the Government Code and Resolution No. 4027, the Resolution for the administration of Employer-employee relations, the matters within the scope of representation that are set forth in this Memorandum of Understanding (MOU) have been discussed by and between representatives of the City of Vernon and the representatives of the Vernon Firemen's Association, IAFF Local 2312 (hereinafter "VFA"), and except, as otherwise specifically provided herein shall apply only to those defined in the aforesaid Resolution as "full-time sworn and regular part-time employees in the Fire Department except management and confidential employees," otherwise known as Chief Officers.

This MOU constitutes a joint agreement by the Municipal Employee Relations Representative ("MERR") and the VFA, to be submitted to the City Council of Vernon for its determination and approval by one or more Resolutions or Ordinances as the City Council may deem fit and proper.

The MERR and the Representative of the VFA have agreed that they will jointly urge the City Council of Vernon to adopt one or more Resolutions or Ordinances reflecting the changes in wages, hours, and other conditions of employment agreed upon in this MOU.

If approved, the terms agreed upon by this MOU shall take effect on July 1, 2016, except where other effective dates are specified, and shall expire at midnight on June 30, 2019.

## **ARTICLE ONE FUNDAMENTALS**

IN CONSIDERATION OF THE TERMS AND CONDITIONS HEREIN STATED, the VFA and the City of Vernon agree as follows:

### **Section 1: Recognition**

The City recognizes the Vernon Firemen's Association as the exclusive recognized employee organization on behalf of all full-time sworn, non-management personnel engaged in fire prevention, suppression, administration and paramedic services within the City, including, but not limited to, employees occupying the job classifications of Firefighter, Administrative Firefighter, Firefighter/ Paramedic, Administrative Firefighter/Paramedic, Firefighter/ Paramedic Coordinator, Administrative Firefighter/Paramedic Coordinator, Fire Engineer, Administrative Fire Engineer, Fire Captain, Regional Training Fire Captain, and Administrative Fire Captain.

### **Section 2: No Discrimination**

The City and the Association are committed to working together to support a work environment characterized by fair treatment and access to equal opportunities.

The provisions of this Memorandum of Understanding shall be applied equally to all employees covered hereby. Neither the City nor the VFA shall discriminate against any individual, applicant or employee with respect to his compensation, terms, condition, or privileges of employment or because of an individual's race, color, sex, religion, national origin, age, marital status, disability, pregnancy, sexual orientation, political or religious opinions or affiliations, or membership or non-membership in the VFA.

The terms "they" and "their" may be used in this agreement as substitutes for the terms "his," "her," "his/her," "he," "she," or other terms which would indicate masculine or feminine gender. Whenever the male gender is used herein it shall be construed to refer to both male and female employees.

Except as limited by the specific and express terms of this Memorandum of Understanding, the Association hereby retains and reserves unto itself all rights, powers, authority, duties and responsibilities conferred on and vested in it by the laws and the Constitution of the State of California and/or the United States of America. The parties specifically agree that neither VFA nor any VFA representative or member shall be discriminated against, intimidated, coerced,

disciplined or retaliated against because of the lawful exercise of its or his rights, including, but not limited to, the right to participate in VFA activities, serve as a VFA officer or director, or otherwise represent the interests of VFA.

**Section 3: Mutual Cooperation**

The parties recognize the necessity of cooperating on matters of mutual concern and interest and agree to work together to maximize the effectiveness of the Fire Department and the City.

**Section 4: Layoffs**

In accordance with the Meyers-Milias Brown Act, the City and the Association shall meet and confer on the effect of its actions to layoff. This will occur prior to implementation of layoffs, except in emergency circumstances wherein the City Council declares a fiscal emergency pursuant to Article II, Chapter 2.2 of the City of Vernon City Charter. The agreement to meet and confer over the effect of the exercising of a City right shall not in any way impair the right of the City to exercise and implement any of its rights to layoff.

The City and the Association agree to a re-opener regarding the Association's bumping rights and procedures.

**Section 5: No Strikes or Lockouts**

During the life of this agreement no work stoppages, strikes, or slowdowns shall be caused or sanctioned by the VFA, and no lockouts shall be made by the City.

**Section 6: City/VFA Meetings**

Representatives from the VFA and the City shall meet as needed to discuss issues of mutual concern.

**Section 7: Association Business**

The VFA will have available 240 hours of Association Leave Time at the beginning of each calendar year for conducting Association business. Representatives of the VFA shall be allowed time to conduct their Association business as necessary during work hours. Representatives of the VFA shall have reasonable access to the work sites of unit employees at any time during the working hours to conduct Association business as long as such visits do not unreasonably interfere with the conduct of the City's usual business and the employee's work.

Coordination of such work will be made with the Fire Chief to ensure the availability of staffing levels for such meetings. Representatives of VFA may use any Fire Department facilities free of charge for its Board of Directors and general membership meetings provided such facility is not otherwise booked. VFA shall secure approval

from the Fire Chief for the date and time it wishes to secure use of the facility. The granting of such approval will be made if the City facility is not otherwise scheduled to be used at the time of VFA's request.

Association Leave shall be subject to the following requirements and restrictions:

- A. The VFA President will be responsible for assigning any Leave Time to his board members. Unused hours may not be carried over from one year to the next without the written authorization of the Fire Chief or his designee.
- B. In each case where Leave Time is requested, such request must be in writing to a Battalion Chief or above a minimum of 72 hours before the Leave Time is needed unless authorized in writing by the Fire Chief or his designee.
- C. Association Leave Time will not be granted if it will cause overtime unless it is authorized in writing by the Fire Chief or his designee.
- D. In no case will Association Leave Time be used for political activity and/or action(s) purposes. No unit employee shall engage in political activity while on duty or in uniform.

**Section 8: Driver's License Requirement**

Firefighters of all ranks from captain and below must maintain at the minimum a Class C driver's license with a firefighter endorsement. New firefighters must attain their license within their probationary period. Exceptions to this requirement must be approved by the Fire Chief.

**Section 9: Payroll Deduction**

The City shall, during the term of this agreement, effect a payroll deduction for membership dues, service fees and other charges authorized pursuant to an executed form signed by the employee permitting such deductions. Any payroll deductions collected by the City shall be transmitted on a biweekly basis to the treasurer of the Association, or such other party designated in writing by the Association. The City shall not be obligated to put into effect any new, changed, or discontinued deduction until the first pay period commencing not more than thirty (30) days after receiving the request. This provision shall remain operative as long as VFA is the exclusive recognized employee organization of unit employees.

**ARTICLE TWO**  
**LEGAL LIMITATIONS, SAVINGS CLAUSE, AND TERM**

**Section 1: Legal Limitations and Savings Clause**

It is understood and agreed that this Memorandum of Understanding (including, but not limited to, the provisions of the Fair Labor Standards Act) and any and all Resolutions or Ordinances adopted in implementation thereof are and shall be subject to all present and future applicable federal and state laws and regulations and shall be effective and implemented only to the extent permitted by such laws and regulations.

If any part of this Memorandum of Understanding or of any Resolution or Ordinance adopted in implementation thereof is in conflict or inconsistent with any such applicable provisions of federal and state laws or regulations or otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part or provision shall be suspended and superseded, and such applicable laws and regulations and the remainder of this Memorandum of Understanding shall not be affected thereby and shall remain in full force and effect. However, should the invalid or illegal provisions relate to the compensation or benefits of unit employees, the City and the Association agree to meet and confer on alternative compensation or benefit that shall be of substantially equal value for both the employee and the City.

**Section 2: Waiver of Bargaining and Term**

The VFA and City of Vernon hereby agree that no changes in this MOU regarding the wages, hours, or other conditions of employment of employees in the classifications represented by the VFA that would take effect prior to the expiration of the MOU shall occur, unless both parties mutually agree to such changes.

Each of the parties acknowledges that it had a full and unrestricted right to make, advance, and discuss all matters properly within the scope of the meet-and-confer process in accordance with the Meyers-Milias-Brown Act (Cal. Gov't Code 3500, et. seq.). Except as otherwise provided herein during the term of this Memorandum of Understanding, the parties expressly waive and relinquish the right to compel the other to meet and confer except by their mutual consent with respect to any subject or matter, whether referred to or covered by this Memorandum of Understanding or not, even though each subject or matter may or may not have been within that party's knowledge or contemplation at the time they met and conferred or executed this Memorandum of Understanding.

The City reserves the right to add to, delete from, amend or modify the Administrative rules, the City Municipal Code, and the City's Personnel Policies and Procedures manual during the term of the Memorandum of Understanding, subject to the requirements of the Meyers-Milias-Brown Act.

If the VFA or City desires to negotiate a successor MOU, either party may serve upon the other a written request between February 1, 2019, and March 1, 2019.

**ARTICLE THREE**  
**SALARIES**

**Section 1: Salaries**

- 1) Effective July 9, 2016 (first full pay period in July), the base salary schedule will be increased by 2%.
- 2) Effective July 9, 2017, the base salary schedule will be increased by an additional 2%.
- 3) Effective July 8, 2018, the base salary schedule will be increased by an additional 2%.

**Section 2: Fire Captain**

- 1) Effective July 9, 2016, (first full pay period in July), the base monthly salary of a Fire Captain shall be:

Grade 31

Step 1 \$8,121.00

Step 2 \$8,527.00

Step 3 \$8,954.00

Step 4 \$9,400.00

Step 5 \$9,871.00

**Section 3: Fire Engineer**

- 1) Effective July 9, 2016, (first full pay period in July), the base monthly salary of a Fire Engineer shall be:

Grade 28

Step 1 \$7,015.00

Step 2 \$7,365.00

Step 3 \$7,734.00

Step 4 \$8,121.00

Step 5 \$8,527.00

**Section 4: Firefighter/Paramedic Coordinator**

1) Effective July 9, 2016, (first full pay period in July), the base monthly salary of a Firefighter/Paramedic Coordinator shall be:

Grade 29

Step 1 \$7,365.00

Step 2 \$7,734.00

Step 3 \$8,121.00

Step 4 \$8,527.00

Step 5 \$8,954.00

**Section 5: Firefighter Paramedic**

1) Effective July 9, 2016, (first full pay period in July), the base monthly salary of a Firefighter Paramedic shall be:

Grade 28

Step 1 \$7,015.00

Step 2 \$7,365.00

Step 3 \$7,734.00

Step 4 \$8,121.00

Step 5 \$8,527.00

**Section 6: Firefighter**

1) Effective July 9, 2016, (first full pay period in July), the base monthly salary of a Firefighter shall be:

Grade 25

Step 1 \$6,059.00

Step 2 \$6,363.00

Step 3 \$6,681.00

Step 4 \$7,015.00

Step 5 \$7,365.00

**Section 7: Merit Increase**

Effective July 9, 2016, employees who are not at the top step of their Classification Compensation Plan and have attained one year of an overall “satisfactory” or higher performance evaluation rating, as of their immediately preceding classification anniversary date, shall receive one merit salary advance. Effective July 2017 and for the remainder of this agreement, employees who are not at the top step of their Classification Compensation Plan and who achieve an overall “exceeds standards” ranking during their annual performance review in accordance with the City’s Performance Evaluation Policy will receive one merit salary advance on the first full pay period in July. Employees shall continue to receive their annual evaluations as scheduled in the City’s Performance Evaluation Policy and employees may receive more than one annual merit salary advance during the term of this Agreement.

The group of 18 Fire Department Employees that were identified will receive a temporary salary adjustment as follows effective July 9, 2016:

- a. Employees currently on Step 2 will advance to Step 3 and receive a 5% temporary salary adjustment. When each individual employee advances to Step 5 based on the terms above regarding merit salary advances, the 5% temporary salary adjustment will be removed.
  
- b. Employees currently on Step 3 will advance to Step 4 and receive a 5% temporary salary adjustment. When each individual employee advances to Step 5 based on the terms above regarding merit salary advances, the 5% temporary salary adjustment will be removed.
  
- c. Employees currently on Step 4 will advance to Step 5.

**Section 8: Salary Adjustment Increase**

In the event there is a salary inequity between ranks or between employees within the Department, the Fire Chief with approval of the City Administrator may incorporate a service adjustment increase up to ten percent (10%) per month of their base salary.

**Section 9: Bilingual Pay**

A unit employee may be compensated for bilingual skills after the employee demonstrates proficiency in speaking a foreign language, which proficiency would be determined by successful completion of the Cal State Fullerton or other designated foreign language proficiency test designated by the Human Resources Department. Those employees who successfully demonstrate this skill are eligible to receive an additional One Hundred Twenty-Five Dollars (\$125.00) per month for bilingual pay.

Said payment shall not be considered to be part of the employee's base salary when computing incentive pay.

- **Section 10: Education Incentive Pay** Effective July 1, 2016, all unit employees hired before July 1, 2016, who have completed the initial hire probationary period and who hold a fire science certificate or have completed the course equivalent thereto (i.e., 30 units of fire science related courses) shall receive an additional six percent (6%) of their base rate of pay per month, after satisfactory completion of their performance evaluation period. Unit employees hired before July 1, 2016, who have passed their probationary period, and who do not currently hold a fire science certificate or possess the equivalent units as stated above will be given until July 1, 2017, to obtain the fire science certificate or equivalent units. Such employees will be given an additional three percent (3%) of their base rate of pay per month effective July 1, 2016. Should the employee not obtain the necessary fire science certificate or equivalent units by July 1, 2017, they will no longer be eligible to receive the additional three percent (3%). An employee, at the sole discretion of the Fire Chief, may be given an additional six months to obtain the fire science certificate or equivalent units. Upon obtaining the necessary fire science certificate or equivalent units, such employee shall begin to receive the additional six percent (6%) of their base rate of pay per month instead of the three percent (3%) in accordance with the terms stated above.
- All unit employees hired after July 1, 2016, who have completed the initial hire probationary period and who hold a fire science certificate or have completed the course equivalent thereto (i.e. 30 units of fire science related courses) shall receive an additional three percent (3%) of their base rate of pay per month, after satisfactory completion of their performance evaluation period.
- A unit employee who holds an AA or AS Degree in Fire Science or Fire Technology with completion of five (5) years of uninterrupted service with the Fire Department shall receive an additional three percent (3%) per month of their base salary or;
- A unit employee who holds a BA or BS Degree in Fire Science or Fire Technology or closely related field with completion of five (5) years of uninterrupted service with the Fire Department shall receive an additional three percent (3%) per month of base salary or;

- A unit employee who holds a Fire Officer Certificate with completion of five (5) years of uninterrupted service with the Fire Department shall receive an additional three percent (3%) per month of base salary.
- Education incentive pay is cumulative for a maximum of 9%.

**Section 11: Hazardous Materials Specialist Pay**

Unit employees hired before July 1, 2016, certified as a Hazardous Materials Specialist shall receive special compensation of one hundred and seventy-eight dollars and twenty one cents (\$178.21) per month above their base pay. Said payment shall not be considered to be part of the employee's base salary when computing incentive pay.

For any unit employees hired after July 1, 2016, all personnel assigned to a Hazardous Materials team/station who are performing the duties required of the Hazmat Assignment, and who have completed required training and possess a valid certification, shall receive \$17.82 per shift worked on Hazmat Assignment. Said payment shall not be considered to be part of the employee's base salary when computing incentive pay.

**Section 12: Urban Search and Rescue (USAR) Pay**

Unit employees hired before July 1, 2016, certified as a USAR Specialist shall receive special compensation of one hundred and seventy-eight dollars and twenty one cents (\$178.21) per month above their base pay. Said payment shall not be considered to be part of the employee's base salary when computing incentive pay.

For any unit employees hired after July 1, 2016, all personnel assigned to a USAR team/station who are performing the duties required of the USAR Assignment, and who have completed required training and possess a valid certification, shall receive \$17.82 per shift worker on USAR Assignment. Said payment shall not be considered part of the employee's base salary when computing incentive pay.

**Section 13: Physical Fitness/Wellness Program**

This program is mandatory for all fire safety personnel. Any individual who after one (1) year of participation has completed a pre-program fitness evaluation, minimum participation requirements, bi-annual fitness evaluations and verification of participation by the Battalion Chief will receive two hundred fifty dollars (\$250.00) The Physical Fitness/Wellness program is attached hereto as Attachment "A", and incorporated herein.

**Section 14: Computation of Pay**

**A. 40-hour personnel**

Unit-employees assigned to a 40-hour work week shall be paid on an hourly basis. The hourly rate shall be the product of dividing the monthly salary by 173.333. Upon being assigned to a 40-hour schedule an employee's accrued leave shall be reduced by a factor of 1.4 and paid to the employee upon use or separation at the employee's 40-hour regular rate of pay. Upon being reassigned to a 56-hour schedule, all such accrued leave shall be increased by a factor of 1.4.

**B. 56-hour platoon personnel**

All Fire Department employees assigned to a fifty-six (56) hour week would be paid a widely fluctuating amount each pay period if they were paid for hours actually worked; therefore, such employees shall be paid for the average number of hours in a two (2) week period, one hundred and twelve (112) hours. Exceptions for leave without pay hours shall be reported and deducted from the average when pay is computed. The "Exception Report" shall be in a form approved by the City Administrator.

**ARTICLE FOUR  
LONGEVITY**

**Section 1: Employees Hired On or Before June 30, 1994**

Upon attaining 5 years of service with the City of Vernon ..... 5% above base pay  
Upon attaining 10 years of service with the City of Vernon. .... 10% above base pay  
Upon attaining 15 years of service with the City of Vernon ..... 15% above base pay  
Upon attaining 20 years of service with the City of Vernon ..... 20% above base pay  
A Captain upon attaining 30 years of service with the City of Vernon..... ..25% above base pay

**Section 2: Employees Hired After June 30,1994 and on or before December 31, 2013**

Upon attaining 5 years of service with the City of Vernon ..... 5% above base pay

## **ARTICLE FIVE OVERTIME**

### **Section 1: Overtime Authorization**

All overtime requests must have prior written authorization of a supervisor prior to the commencement of such overtime work. Where prior written authorization is not feasible, explicit verbal authorization must be obtained. Dispatched calls extending beyond the end of duty time are considered as authorized.

#### **A. Policy**

It shall be the policy of the Vernon Fire Department to honor personnel requests for time off when possible, and distribute overtime opportunities in a fair and equitable manner to all members. It shall be the Department's priority to maintain essential staffing levels when arranging coverage.

#### **B. Order of Filling Vacancies**

Overtime vacancies will be filled by those who have signed up for overtime availability for that day and/or who have been determined by the Fire Chief pursuant to section 2c below to be qualified to fill the vacancy. The individual in the same rank with the least overtime worked that calendar year will have the first opportunity to work the overtime vacancy.

In the event the vacancy is unfilled, the same process will be used for those personnel who have signed up as available to work overtime that day who are qualified to act in the rank in which the vacancy exists. If that list is also exhausted and the vacancy is not filled, the person that is not presently working and that is of the same rank as the vacancy with the least mandated overtime worked that calendar year shall be mandated to work the overtime shift.

### **Section 2: Staffing**

- A. Unless otherwise specified in this agreement, all vacancy back fills will be governed by the administrative directives mutually agreed upon by the Union and Fire Chief unless and until staffing falls below 21 (20 VFA members and 1 VFMA member)
- B. Actors can be utilized for purposes of vacancy back fills including IOD/Light Duty. If there are no qualified actors for vacancy back fill, it will be back filled with overtime once staffing falls below 21 (20 VFA members and 1 VFMA member)
- C. The Fire Chief and the Vernon Fire Association shall jointly conduct a survey of the twelve comparable cities in the survey market on industry standards used to qualify employees for temporary acting positions in other classifications/ranks.

D. Vacancy Back fill will not be required for training drills that are scheduled to last 12 or fewer hours in duration. The minimum staffing for Engineers will be reduced from 7 to 5.

G. **Section 3: Leave Inclusions**

In determining an employee's eligibility for overtime compensation in a 24-day work period, the following paid leaves of absence will be included in the total number of hours worked for the purposes of calculating overtime. Effective the first full 24-day period in July 2016, vacation will be removed from leave inclusions for overtime.

Paid leaves of absence include:

1. Administrative Leave
2. Compensatory Leave
3. Workers' Compensation Leave (4850 time)
4. Jury Duty
7. Bereavement Leave
8. Military Leave
9. Association Leave Time

**Section 4: Training and Recertification Time**

Training and/or recertification time that is required by the then current job description on file with the Human Resources Department or approved in advance by the Fire Chief is compensable.

**Section 5: Call Backs**

Call Back duty occurs when an employee is ordered to return to duty on a non-regularly scheduled work shift. Call Back does not occur when an employee is held over from his/her prior shift or is working prior to his/her regularly scheduled shift.

An employee called back to duty shall be credited with a minimum of four hours work. Any hours worked in excess of four hours shall be credited on an hour-for-hour basis (at time and one-half compensation) for actual time worked.

If the employee is ordered to return to work immediately, his work time shall be credited commencing immediately after the employee has been directly contacted by the employer.

**Section 6: Jury Duty**

- A. All regular full-time employees summoned to serve on jury duty shall be provided “Jury Duty Pay” and there shall be no loss of compensation. An employee will be compensated up to two weeks at full pay for jury duty. The employee must provide notice of the expected jury duty to his or her supervisor as soon as possible, but in no case later than 14 calendar days before the expected start date of the jury duty.
  
- B. An employee on call for jury duty is expected to report to work. An employee who is called in for jury duty will be required to return to work as soon as they are released from jury duty. All employees shall obtain verification of the hours of jury duty performed using verification forms as may be supplied by the court. Employees shall notify their Supervisor as soon as they are released from jury duty. For the purposes of this section, “released from jury duty” shall mean that the employee is relieved from jury duty for the day and not required to report for jury duty the following day.
  
- C. Except as herein provided, employees shall remit to the City any compensation received from the Court for those days while on jury duty and shall receive regular pay for the time served. Employees shall be reimbursed by the City for the mileage portion of the jury duty compensation. Jury duty performed on an employee’s regular day off shall not be compensated by the city and the employee shall be entitled only to the court’s compensation for duty performed on such employee’s regular day off.
  
- D. If an employee is required to serve on a jury for a period longer than two weeks, the employee shall be entitled, at the employees’ option, to use any accrued leave time, other than sick time, during the period of extended jury service. The employee shall continue to receive all paid benefits, and shall continue to accrue eligible leave benefits.

**Section 7: Non-Compensable**

- A. **City Vehicle Use**—Unit employees who are provided with a City vehicle to travel to and from work shall not be compensated in any manner whatsoever for travel time to and from work:
  
- B. **Clothes/Uniform Changing Time**—Unit employees are not authorized to wear their uniforms or any part thereof that is distinguishable as such unless on duty. Each employee is provided with a locker for his/her personal convenience. Any employee may or may not utilize the locker for storage and changing purposes at his/her own discretion.

Nothing herein prevents an employee from wearing his/her uniform to and/or from his/her residence to work as long as the badge and insignia are covered in a non-unit issue garment such as a windbreaker.

Time spent in changing clothes before or after shift, is not considered hours worked and is not compensable in any manner whatsoever.

An employee shall be allowed to make off duty presentations without compensation in uniform upon the approval of a chief officer.

**ARTICLE SIX**  
**UNIFORM ALLOWANCE AND BULLETIN BOARDS**

**Section 1: Uniform Allowance**

On the first pay check in August each year, each unit employee shall be paid the sum of Seven Hundred and Twenty-Five Dollars (\$725.00) for the purchase of uniforms. A unit employee hired by the City shall receive an initial issue of uniforms. Uniform allowance is special compensation that shall be deemed earned when paid and shall be reported to CalPERS as compensation earnable.

The City shall provide all unit employees all required safety equipment, including, but not limited to, work boots.

**Section 2: Bulletin Boards**

The City shall provide a bulletin board for use by the VFA at each fire station, provided that any documents posted shall be in good taste and shall not reflect adversely upon the City or its employees.

## **ARTICLE SEVEN BENEFITS**

### **Section 1: Public Employee Retirement System ("PERS")**

The City shall maintain its contract with the California Employees Public Retirement System (PERS) that provides VFA unit employees with the three percent (3%) at 50 safety retirement benefit plan.

As a result of the passage of AB 340 Public Employee Pension Reform (PEPRA), new CalPERS members hired on or after January 1, 2013 who meet the definition of new member under PEPRA, shall be provided a 2.7% at 57 PERS retirement benefit plan.

Unit employees hired before July 1, 2014 shall be responsible for paying their PERS nine percent (9%) employee's contribution.

Unit employees hired on or after July 1, 2014 shall be responsible for paying their PERS employee's contribution.

### **Section 2: Supplemental PERS Retirement Benefits**

The City agrees to provide additional supplemental retirement benefits to VFA unit employees under PERS as follows:

- Gov't Code Section: 20042 — One Year Final Compensation:  
Final compensation is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
- Gov't Code Section: 20124 - Military Service Credit as Public Service: Employees may elect to purchase up to four (4) years of service credit.
- Gov't Code Section: 21574 — 4th Level of 1959 Survivor Benefits:
- Gov't Code Section: 21624 & 21626 & 21628 - Post Retirement Survivor Allowance: Provides surviving spouse fifty percent (50%) of the amount of retirement allowance, dependent on option choices, that is effect at the time of death of retiree.
- Pre-Retirement Option 2W Death Benefit 21548
- Gov't Code Section: 20965-Credit for Unused Sick Leave

**Section 3: Medical,**

The City offers various medical plans to employees. The City reserves the right to select, administer, or fund any fringe benefit programs involving insurance that now exist or may exist in the future.

The City shall meet with the Association prior to any change of insurance carrier or method of funding coverage for any fringe benefits listed in this article.

**Section 4: Cafeteria Plan**

The City and the Association agree to a section 125 cafeteria plan (non-cash out), effective January 1, 2015. The City will adhere to the cafeteria plan requirements in accordance with IRS Section 125 regulations. The City shall provide to each employee in this bargaining unit a monthly allowance toward the cost of his/her medical plan as outlined in Subsections A,B, and C below. In the event an employee does not exhaust nor exceed his/her monthly medical allowance, the employee shall be allowed to apply any unused portion towards the purchase of dental, vision, supplemental or ancillary plans offered through the City and approved by the Director of Human Resources.

- A. During the term of the Agreement, for employees who elect Employee + Family coverage, the City agrees to provide a cafeteria plan contribution equal to the total premium costs of the Employee + Family Low Medical HMO, Employee + Family lowest cost Dental DMO and lowest cost family vision plan. Employees enrolled in the Employee + Family health benefits category that elect a plan higher than the Low HMO medical, dental and/or vision, will be responsible for any applicable premium costs through a pre-tax payroll deduction. The City understands that this amount will vary based on the premium costs that go into effect January 1st of each calendar year of the term of this Agreement. If employees opt out of dental and/or vision, they may use the allotments for those respective coverages toward excess medical premiums.
  
- B. During the term of the Agreement, for employees who elect Employee-Only, Employee + Spouse and Employee + Children tiers, the City agrees to provide the same flat dollar cafeteria contribution for medical, dental and vision benefits that the City is paying as of June 2016 for these employee health group tiers. That amount is \$1,100 per month. Employees who elect one of these tiers must pay for their dental and vision benefits from this cafeteria contribution. The parties understand and agree that this amount will remain fixed during the term of this Agreement. Provided, however, should the total premium cost of the lowest cost HMO, lowest cost Dental DMO, and lowest cost vision plan exceed the current flat rate

dollar cafeteria contribution for medical, dental, and vision benefits for any of the tiers, then the contribution for that tier will be raised to equal the total premium costs of the Low Cost Medical HMO, lowest cost Dental DMO, and lowest cost vision plan for that tier. Employees that elect a health plan higher than the applicable City contribution will be responsible for any applicable premium costs through a pre-tax payroll deduction. If employees opt out of dental and/or vision, they may use the allotments for these respective coverages toward excess medical premiums.

- C. For unit employees enrolled in the HSA PPO plan, the City shall pay up to the city contribution for their specific tier as set forth in A and B above reduced by an annual amount of \$3,000. In addition, for each employee enrolled in an HSA PPO plan, annually the City shall make lump sum contributions to a health savings account (HSA) as follows: \$1,500 in January, and \$500 each in March, June, and September. The cost of any HSA PPO plan selected by employees that exceeds the City contribution amount shall be paid by the employee through a pre-tax payroll deduction.
- D. During the term of the Agreement, Employees will be allowed to opt in to the Employee + Family plan during any open enrollment period or upon a qualifying event as prescribed by the City's insurance provider.

**Section 5: Dental**

The City of Vernon provides a dental insurance plan to employees. In the event an employee does not exceed his/her monthly employer medical allowance, the employee shall be allowed to apply any unused portion toward the purchase of dental insurance for himself/herself and eligible dependents. The cost of any plan selected by the employee that exceeds his/her monthly employer medical allowance shall be paid by the employee through a pre-tax payroll deduction.

**Section 6: Vision**

The City of Vernon provides a vision care plan to employees. The City shall pay 100% of the cost of such a plan for employees only. Employees shall have the option of purchasing vision care for their dependents at a cost of \$6.95 for one dependent or \$13.95 for two or more dependents. In the event an employee does not exceed his/her monthly employer medical allowance, the employee shall be allowed to apply any unused portion towards the purchase of additional provided coverage for vision care. All itemized benefit amounts specified in the City of Vernon Vision Plan (CVVP) that fall below \$150 shall be raised to \$150.

**Section 7: Life Insurance**

The City provides a life insurance plan to employees. The City shall pay 100% of the cost of such plan for employees. The City's agreement to pay full or partial costs of said premiums shall not create or ripen into a vested right for said employee; however, the City shall be obligated to *pay* the cost or provide said medical, dental, vision, and life insurance benefits as described so long as this MOU remains in effect.

**Section 8: Retiree Medical**

Employees must retire from the City of Vernon under a CalPERS Benefit Formula (i.e. Age 50 or 57 Formula) to be eligible for Retiree Medical/Dental Benefits. The City shall pay up to \$1,100 per month towards the employee's HMO medical and dental insurance premium for the employee and his/her eligible spouse in the classifications represented by the Vernon Firemen's Association who have been employed for a minimum of twenty (20) years of continuous service with the City of Vernon. The maximum \$1,100 City contribution may be applied toward any city provided HMO or PPO buy-up medical and dental premium plan and shall have no cash surrender value. Retiree shall be responsible for any amount that exceeds the City Contribution.

The City's contribution toward the Retiree HMO or PPO Medical/Dental Benefit Plan shall continue for said retired employee and eligible spouse up to the age of sixty-five (65). Upon reaching the age of sixty-five (65), the retiree and/or eligible spouse shall apply for Medicare coverage, whereupon the City's insurance shall become supplemental coverage. The City shall pay up to 100% of the cost to provide any Medicare supplemental medical and dental insurance plan offered by the City of Vernon, not to exceed \$1,100 per month. The City will not be the primary insurance carrier once the retiree and/or employee reaches the age of sixty-five (65). If the retiree or eligible spouse fails to timely obtain and maintain Medicare coverage, the City shall not be required to provide any medical/dental benefits until such Medicare coverage is obtained and maintained. The maximum \$1,100 City contribution shall be applied only towards a City sponsored Medicare supplemental medical and dental premium plan payment and shall have no cash surrender value.

All retired employees with a minimum of ten (10) years of continuous uninterrupted service with the City may pay the City's premium cost for medical and dental insurance up to the age of sixty-five (65) after which time Medicare will become the primary insurance carrier. The retired employee may remain on the City's supplemental insurance to Medicare at his/her cost provided the retiree has timely obtained and maintains Medicare coverage.

Should the retired employee fail to pay his/her required cost of the insurance premium for the City's medical/dental benefit plan for any three (3) consecutive months or, should the coverage otherwise lapse for any reason other than City's non-payment, then the City's obligation to maintain the retiree's medical/dental benefit plan shall automatically terminate without the need for further notice.

**Section 9: Vacation Time**

A. Annual Accrual For 56-Hour Personnel

- 9 years or less: 13 shifts (12 hours per pay period)
- 10 - 24 years: 15 shifts (13.85 hours per pay period)
- 25 or more: 16 shifts (14.77 hours per pay period)

B. Annual Accrual for 40 Hour Personnel

- 9 years or less: 120 hours (4.62 hours per pay period)
- 10—24 years: 160 hours (6.16 hours per pay period)
- 25 or more: 170 hours (6.54 hours per pay period)

C. Policy

A Maximum of 9 platoon personnel per shift shall be permitted off on vacation leave consisting of the following:

- Captains - maximum of 2 off per shift.
- Engineers - maximum of 3 off per shift
- Paramedics- maximum of 2 off per shift.
- Firefighters- maximum of 2 off per shift or a maximum of 3 when used in combination with other ranks.

D. Carry Over of Vacation Leave

Employees are permitted to carry-over one year's annual accrual from calendar year to calendar year. At the end of every calendar year, employees who have accrued vacation hours in excess of their permitted carry-over shall be paid their regular rate of pay of all such excess hours.

**Vacation Leave Conversion:**

At the time an employee is transferred to the administrative work schedule, his or her vacation leave balance shall be converted from the suppression work schedule rate to the administrative work schedule rate by dividing the accrued balances by 2.4 (*example: 90 hours of suppression vacation time ÷ 2.4 = 37.50 hours of administrative vacation time*). Said converted balances shall be available for employee's use while assigned to the administrative work schedule in accordance with applicable policies.

At the time an employee is returned to the suppression work schedule, his or her vacation leave balance shall be converted back to suppression hours by multiplying the hours by 2.4 (*example: 37.50 hours of administrative*

*vacation time X 2.4 = 90 hours of suppression vacation time*). Said converted balances shall be available for employee's use while assigned to the suppression work schedule in accordance with applicable policies.

Should an employee separate during the time of their administrative assignment, the accrued balance shall be converted back to suppression hours by multiplying the administrative hours by 2.4 and paid out at the suppression hourly rate. (*example: 37.50 hours of administrative vacation time X 2.4 = 90 hours of suppression vacation time*).

**Section 10: Sick Leave**

Unit employees only receive sick leave accrual while they are in a paid status.

- A. Full-time Platoon personnel accrue sick time at the rate of 5.54 hours per pay period (144 hours annually). Upon reaching the cap of 1440, the employee will continue to accrue sick leave provided, however, in the final pay period in December each year all accrued sick leave in excess of 1440 hours shall be cashed in at fifty percent (50%) of the employee's regular rate of pay. Part-time and temporary VFA employees (excluding CalPERS retired annuitants) working for 30 or more days within a year shall be entitled to accrue paid sick days at the rate of one (1) hour per every 30 hours worked. Employee shall only receive sick leave accrual while they are in a paid status.
- B. Full-time forty-hour (40-hour) personnel accrue sick time at a rate of 3.96 hours per pay period (103 hours annually). Upon reaching the cap of 1029, the employee will continue to accrue sick leave provided, however, in the final pay period in December each year all accrued sick leave in excess of 1029 hours shall be cashed in at fifty percent (50%) of the employee's regular rate of pay. Part-time and temporary VFA employees (excluding CalPERS retired annuitants) working for 30 or more days within a year shall be entitled to accrue paid sick days at the rate of one (1) hour per every 30 hours worked. Employee shall only receive sick leave accrual while they are in a paid status.
- C. If an employee resigns from the City with 20 years or more of continuous service, he/she will be compensated for all unused sick leave hours in his/her sick leave bank at the time of separation at 50% of his/her then current regular hourly rate of pay.
- D. If an employee retires from the City with at least 15 and less than 20 years of continuous service, he/she will be compensated for all unused sick leave hours in his/her sick leave bank at the time of separation at 50% of his/her then current regular hourly rate of pay.

- E. If an employee retires from the City with 20 or more years of continuous service, he/she will be compensated for all unused sick leave hours in his/her sick leave bank at the time of separation at 100% of his/her then current regular hourly rate of pay.
- F. An employee who is absent on sick leave for more than one (1) consecutive shift will be required by his or her supervisor to provide a physician (or Chiropractic/Physician Assistant) note in order to be paid for the sick leave. A note is not required for Kin Care Leave.

**Sick Leave Conversion**

At the time an employee is transferred to the administrative work schedule, his or her sick leave balance shall be converted from the suppression work schedule rate to the administrative work schedule rate by dividing the accrued balance by 1.4 (*example: 112 hours of suppression sick leave ÷ 1.4 = 80 hours of administrative sick time*). Said converted balances shall be available for employee’s use while assigned to the administrative work schedule in accordance with applicable policies.

At the time an employee is returned to the suppression work schedule, his or her sick leave balance shall be converted back to suppression hours by multiplying the hours by 1.4 (*example: 80 hours of administrative sick time X 1.4 = 112 hours of suppression vacation time*). Said converted balances shall be available for employee’s use while assigned to the suppression work schedule in accordance with applicable policies.

Should an employee separate during the time of their administrative assignment, the accrued balance shall be converted back to suppression hours by multiplying the administrative hours by 1.4 and paid out at the suppression hourly rate. (*example: 80 hours of administrative sick time X 1.4 = 112 hours of suppression sick time*).

**Section 11: Bereavement Leave**

- A. Permanent full-time employees, regardless of period of service, may in the event of death or if death appears imminent, of any “immediate family member” as defined below, including that equivalent relatives of a registered domestic partner, be allowed up to forty-eight (48) hours over two shifts of bereavement leave without loss of salary.

Relative	All Regular Employees
Spouse	48 hours

Child	48 hours
Registered Domestic Partner	48 hours
Step-Child	48 hours
Parent	48 hours
Step-Parent	48 hours
Mother-in-law	48 hours
Father-in-law	48 hours
Grandchild	48 hours
Step-Grandchild	48 hours
Grandparent	48 hours
Grandparent-in-law	48 hours
Brother	48 hours
Sister	48 hours
Step-Sister	48 hours
Step-Brother	48 hours
Daughter-in-law	48 hours
Son-in-law	48 hours
Brother-in-law*	48 hours
Sister-in-law*	48 hours

*\*Brother-in-law and sister-in-law are defined as the spouse of the employee's sibling or the sibling of the employee's spouse.*

- B. The bereavement leave begins on the first regularly scheduled workday as requested by the employee. If the employee learns of the death while at work, he or she is entitled to leave work immediately; this partial day leave will not be counted toward the bereavement leave.
- C. Bereavement leave must be authorized by the Department head and must be utilized within fifteen (15) days of employee learning of the death, or of the date of foreseen imminent death of the immediate family member, unless special circumstances require that the leave begin at a later date. Such requests to the Department head shall be made within 15 days of the employee learning of the death or of the date of foreseen imminent death and shall not be unreasonably denied.

D. Representatives may be selected by the Department head to attend with pay the funeral of a co-worker in said department on behalf of the City if the funeral of the deceased co-worker occurs during working hours; provided the funeral is held within a reasonable distance of City limits.

**Section 12: Deferred Compensation**

The City shall continue to administer the existing 457 deferred compensation program for all unit employees.

**Section 13: Education Reimbursement**

The educational reimbursement program is a financial assistance program that offers reimbursements for tuition, fees and books up to a maximum of \$2,200 per fiscal year. The fiscal year is July 1 through June 30. Employees are eligible for this assistance after 12 months of uninterrupted employment with the City of Vernon.

A grade of "C" or better (or "pass" if on a pass/fail basis) is required for reimbursement. A request for reimbursement must be made within 60 days of receipt of grades and should include the following: a copy of the final grade report, a copy of expenses for tuition, fees, and books; and a completed and signed tuition reimbursement form.

**Section 14: Other City Employee Programs**

VFA unit employees are eligible to participate in all City-sponsored programs passed by City Council Resolutions that are intended to benefit all employees in the areas of, but are not limited to, the following:

- Buyback of military leave for PERS retirement time — Gov't Code 21024
- Computer loan purchase plan — Resolution-2011-67
- Life insurance
- Corrective eye surgery plan — Resolution 2011-65
- Hearing aid device plan — Resolution 2011-66
- Family Medical Leave Act (FMLA)

## **ARTICLE EIGHT WORK SCHEDULE**

### **Section 1: FLSA Work Period**

The FLSA work period for unit employees assigned to a daily work schedule of twenty four (24) hours shall be a fixed and regularly recurring work period of twenty-four consecutive days (576 hours).

### **Section 2: Work Schedules**

#### **A. Platoon Personnel**

Unit employees assigned to a 56-hour work week shall work a 48/96 work schedule that consists of two consecutive 24-hour shifts followed by 96 consecutive hours off, on a rotating three platoon basis (A, B & C Platoon). Employees that work such schedule average 56 hours a week and 112 hours per pay period.

Unit employees assigned to work a 48/96 schedule shall begin work at 0700 hours and terminate at 0700 hours following two 24-hour periods.

#### **B. 40-Hour Personnel**

Unit employees assigned to work a 40-hour work week shall be assigned to a 4/10 schedule that consists of four (4) consecutive work days of ten (10) consecutive work hours each, inclusive of paid breaks and an unpaid 30-minute meal period, followed three consecutive days off, each week. Unit employees on such schedule shall be assigned to work Monday through Thursday from 0600 to 1630 hours, unless an alternate schedule is approved in writing by the Fire Chief and VFA.

### **Section 3: Shift Trades**

The practice of shift trading shall be voluntary on behalf of each employee involved in the trade. A shift trade must be pre-approved by a supervisor. The trade must be due to the employee's desire or need to attend to a personal matter and not due to the department's operations. The employee providing the trade shall not have his/her compensable hours increased as a result of the trade; nor shall the employee receiving the trade have his/her compensable hours decreased as a result of the trade.

If one individual fails to appear for the other (regardless of the reason), the person who was scheduled as a result of the shift trade will be listed as absent without leave and may be subject to discipline.

Any premium pay or other extra compensation shall continue to accrue only to the person originally entitled to the premium pay or extra compensation. Any hours worked beyond the normal work day will be credited to the

individual actually doing the work. "Paybacks" of shift trade are the obligation of the two employees involved in the trade. Pay-backs are to be completed within one (1) calendar year of the date of the initial shift trade.

Any dispute as to the paybacks is to be resolved by the involved employees, and under no circumstances will the department be obligated for any further compensation whatsoever to any of the involved employees. The department is not responsible in any manner for hours owed to employees by other employees that leave the employment of the City or are assigned other duties. A record of all initial shift trades and "paybacks" shall be maintained by the involved employees on forms or computers provided by the Department.

**Section 4: Early Relief**

The practice of early shift relief shall be voluntary on behalf of each employee involved in the relief. The employee providing the early relief shall not have his/her compensable hours increased as a result of the early relief; nor shall the employee relieved early have his/her compensable hours decreased as a result of the early relief.

"Paybacks" of early relief hours are the sole obligation of the two employees involved in the early relief. Any dispute is to be resolved by the involved employees, and under no circumstances will the Department be obligated for any further compensation whatsoever to any of the involved employees. The Department is not responsible in any manner for hours owed to employees by other employees who leave the employment of the City or are assigned other duties.

**ARTICLE NINE**  
**GRIEVANCE PROCEDURE**

**GRIEVANCE DEFINITION**

A grievance shall be defined as an allegation by an employee or the Association of a misinterpretation, misapplication or violation of a particular provision of this MOU, City policy, rule or past practice. The grievance procedure shall not be used in connection with an impasse in collective bargaining, nor with disciplinary actions or other matters for which appeal procedures exist under the Discipline and Disciplinary Actions article herein, or pursuant to statute.

**DAYS**

Days shall be defined for the purposes of this Article as any day in which the City Hall is open to the public for the general conduct of business.

**GRIEVANCE PRESENTATION AND PROCEDURES**

Employees shall have the right to present their own grievance or do so through their Association representative.

Grievances shall be processed on standard forms provided by the Department of Human Resources and shall contain information which (a) identifies the aggrieved, (b) contains the specific nature of the grievance, (c) indicates the time or place of its occurrence, if known, (d) states the article(s) of the MOU, City policy, rule or past practice which have been violated, misinterpreted or misapplied, (e) indicates the persons contacted at the informal stage, if applicable, and (f) states the corrective action desired. Grievances may be submitted via email, so long as the employee attaches the grievance form to the email by the required time line. If an employee includes attachments to the grievance form and those attachments are not included in the email or in-person submission, the City shall notify the employee that all attachments were not included and that the deadline for the City to respond to the grievance will not begin to run until all the attachments are received.

Failure by management to reply to the employee's grievance within the time limits specified automatically grants to the employee the right to process the grievance to the next level. Failure by management to respond shall be reported to the Human Resources Director by either the aggrieved employee or Association Representative. If an employee fails to appeal from one level to the next within the time limits established in this grievance procedure, the grievance shall be considered settled on the basis of the last decision, and the grievance shall not be subject to further appeal or reconsideration.

All time periods specified in this procedure may be extended by mutual written (including email) consent of the aggrieved employee(e), Association representative and the Human Resources Director.

**INFORMAL PROCEDURE**

Within twelve (12) days of the date the employee(s) knew or reasonably should have known of the incident giving rise to the grievance, the employee may discuss the complaint with his/her

immediate supervisor. Employees are encouraged to discuss complaints with their immediate supervisor in an attempt to resolve the grievance at the lowest possible step.

An employee, at his or her sole discretion, may opt to skip the Informal Procedure resolution process and instead go directly to Step One. If an employee chooses to proceed with the Informal Procedure, he/she or their Association representative shall inform the Human Resources Director, within one day of initiating the Informal Procedure, that he/she has initiated the Informal Procedure and the date the informal grievance was first discussed with his/her supervisor.

Within twelve (12) days of the discussion with the employee, the supervisor shall respond in writing to the employee's complaint. If the employee is dissatisfied or if the supervisor fails to respond, the employee shall have access to the formal grievance process described below:

### **Step One – Battalion Chief**

Within the time period referenced above or, if the employee chooses to skip the Informal Procedure, within twelve (12) days of the date the employee(s) knew or reasonably should have known of the incident giving rise to the grievance, the employee(s) or the Association shall initiate the grievance procedure by explaining the situation in writing to the Battalion Chief of the affected employee(s). The Association and/or employee(s) waives the right to proceed with the grievance if the grievant does not initiate the procedure by this deadline. After the presentation of the grievance to the Battalion Chief, the Battalion Chief shall make a decision and present his/her decision, in writing, to the Association and employee(s) within twelve (12) days, with copies to the Fire Chief and the Human Resources Director.

### **Step Two - Fire Chief**

If the Association or employee(s) is not satisfied with the decision of the Battalion Chief, or if the Battalion Chief does not provide a decision within the 12-day timeframe, the grievant(s) shall present the grievance, in writing, to the Fire Chief within twelve (12) days of the decision of the Battalion Chief, or twelve (12) days from the date the response was otherwise due. The Association and/or employee(s) waives the right to proceed with the grievance if the grievant(s) does not act by this deadline. Within twelve (12) days, the Fire Chief, or the designee of the Fire Chief, shall meet with the Association and employee(s) to hear the grievance. Within twelve (12) days of hearing the grievance, the Fire Chief or designee shall present his/her decision, in writing, to the Association and employee(s), with copies to the Human Resource Director and the City Administrator.

### **Step Three - City Administrator/Advisory Arbitration**

If the Association or employee(s) is not satisfied with the result of the meeting with the Fire Chief, the grievant may submit a written request, within twelve (12) days of the written decision of the Fire Chief, that the matter be heard by the City Administrator or designee, or the Association may choose to have the matter heard by an impartial hearing officer (arbitrator).

Should the matter be submitted directly to the City Administrator or designee, he/she shall meet with the Association and/or employee(s) within twelve (12) days of receipt of the grievant's written notice. If the Association and/or employee(s) elects to have the matter heard by the City Administrator or designee, the

Association and/or employee(s) waives the right to have the matter heard by an arbitrator. Within twelve (12) days of hearing the grievance, the City Administrator shall provide his/her decision, in writing, to the Association and employee(s). The decision of the City Administrator shall be final and binding, subject to the option of the employee to bring a proceeding pursuant to Code of Civil Procedure sections 1094.5 and 1094.6.

If the Association elects arbitration, costs of the arbitration shall be shared equally between the Association and the City. A court reporter shall be retained only by mutual consent of the parties. The costs of the arbitration, including the court reporter, shall be divided in half (i.e. 50/50) by the parties. Attorney fees, staff time and witness fees shall not be shared between the parties and shall be paid by the party that incurred the cost.

If the Association elects arbitration, the City shall request a list of five (5) arbitrators registered with the American Arbitration Association, California State Conciliation Service or some other mutually agreed upon source within ten (10) days of the Association's request. If the parties are unable to agree on an arbitrator from that list, an arbitrator will be selected by the parties alternately striking names from the list until only one (1) name remains. The selected arbitrator shall serve as the hearing officer. All arbitration proceedings arising under the Grievance procedure shall be governed by the provisions of Title 9, Part 3, of the Code of Civil Procedure of the State of California.

Within twelve (12) days of receipt of the arbitrator's recommendation, the City Administrator shall provide his/her decision, in writing, to the Association and employee(s). The recommendation of an arbitrator shall be advisory to the City Administrator or designee. The decision of the City Administrator shall be final and binding, subject to the option of the employee to bring a proceeding pursuant to Code of Civil Procedure sections 1094.5 and 1094.6.

All time limits specified in the foregoing procedure may be waived only by mutual written agreement.

**ARTICLE TEN**  
**DISCIPLINE**

**A. DISCIPLINARY ACTIONS**

1. The tenure of every City employee shall be based on reasonable standards of personal conduct and job performance. Failure to meet such standards shall be grounds for appropriate disciplinary action, which shall be commensurate with the seriousness of the offense and with consideration of the employee's personnel file. Progressive discipline will be used; however, this does not preclude the City from taking disciplinary action, up to and including termination, for an incident for which there is no prior documentation as long as the disciplinary action is warranted and is based on just cause.
2. The following procedures shall be followed when, in the judgment of the Department Director, an employee has committed an act or omission that justifies discipline. The Department Director or his/her designee shall advise employees of contemplated disciplinary actions in writing and allow the employee an opportunity to respond to such charges prior to taking final action.
  - a. Disciplinary actions should be documented in the employee's official personnel file. Performance deficiencies documented in the employee's performance evaluation as "does not meet standards" may be the basis for disciplinary action if the employee fails to correct those performance deficiencies within the time period designated by his/her supervisor. To the extent possible, performance deficiencies or other causes for discipline will be documented in the employee's personnel file.
  - b. Upon the City receiving authorization from the employee, the City will provide the Association with all written notices of discipline given to employees represented by Association. The written notice of discipline will also inform the employee that he/she has the right to consult with the Association with regard to the disciplinary action being taken.
  - c. Nothing in this article shall preclude the Fire Chief or his/her designee from ordering an employee to cooperate with other agencies involved in criminal investigations. If an employee fails to comply with such an order, the employee may be officially charged with insubordination.

**B. PRE-DISCIPLINARY PROCEDURES**

Prior to the discipline of any permanent employee, the following procedures shall be followed. This process shall not be applicable to performance evaluations or verbal counseling/reprimands.

**Written Notice of Proposed Action**

Written notice of the proposed disciplinary action shall be given to the employee. Such notice shall include the proposed effective date of the discipline, a statement of the reason(s) for the proposed action, including the rule or standard of conduct allegedly violated, the proposed discipline and the charge(s) being considered.

**Employee Review**

The employee shall be supplied with a copy of the documents or materials upon which the proposed disciplinary action is based.

**Employee Response/Pre-Disciplinary Conference**

The notice of proposed action shall state the date by which the employee must exercise the right to respond orally, in writing or both orally and in writing. This represents the pre-disciplinary opportunity for the employee to state any reasons that he/she believes the proposed action to be inappropriate. The employee shall have a reasonable amount of time to respond, which shall not be fewer than five (5) days. This date may be adjusted by mutual agreement. Failure to respond by the assigned date will constitute a waiver of the right to respond. Any response will be fully considered before any final action is decided upon.

The Pre-Disciplinary Conference does not need to be an evidentiary hearing. An employee has the right to have a representative of his or her own choosing at the conference. The City may conduct further investigation if the employee’s version of the facts or new information raises doubts as to the accuracy of the City’s information leading to the discipline proposal.

**Written Notice of Final Action**

After consideration of the employee’s response, or in the absence of a response, written notice of the final disciplinary action shall be given to the employee. Such notice shall include essentially the same information contained in the notice of proposed action, except that the employee’s formal appeal rights shall be stated.

**Emergencies**

When, in the opinion of the City, immediate disciplinary action is required to protect the health, safety or welfare of the public, other employees or the employee himself, the employee may be suspended with pay pending the processing of the notices required in Section B of this article, and pending the completion of such investigations or hearings as may be required to determine if disciplinary action is to be taken.

**C. DISCIPLINARY APPEAL PROCEDURES**

The appeal process shall not be applicable to probationary employees. The appeal process shall not be applicable to performance evaluations, or verbal reprimands.

An employee desiring to appeal the discipline shall have ten (10) days after receipt of final notice of discipline. The employee’s request for appeal must be addressed to the City Administrator and received in the Human Resources Department. The Human Resources Department shall date stamp the employee’s appeal to verify the timeliness of the appeal.

If, by the expiration of the (ten) 10 day appeal period, the employee does not file the appeal, unless good cause for the failure is shown, the discipline shall be considered conclusive and the right of appeal to have been waived. If the employee files a timely appeal, an appeal hearing shall be established as follows:

1. The employee and the City shall jointly request the State Office of Administrative Hearings to appoint an Administrative Law Judge (ALJ) to hear the appeal and to render a decision advisory to the City Administrator. The City and Association will share equally share (i.e. 50/50) the hearing-related expenses such as ALJ fees and court reporter fees, but excluding attorney fees, expert witness(es) and staff time.
2. All appeal proceedings arising under this procedure shall be governed by the provisions of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the California Government Code.

3. All time limits specified in the procedure may be waived by mutual written agreement.
4. At the conclusion of the hearing, the ALJ will submit his/her findings to the City and the employee. Within ten (10) days of receiving the ALJ's findings, the City Administrator shall provide his/her decision, in writing, to the employee. The City Administrator's decisions shall set forth which charges, if any, are sustained and the reasons therefor. The opinion shall set forth findings of fact and conclusions. The City Administrator's decision is final, subject to the option of the employee to bring a proceeding pursuant to Code of Civil Procedure sections 1094.5 and 1094.6.

## **ARTICLE TWELVE**

### **MANAGEMENT RIGHTS**

Except as limited by the specific and express terms of this Memorandum of Understanding, the City hereby retains and reserves unto itself all rights, powers, authority, duties and responsibilities conferred on and vested in it by the laws and the Constitution of the State of California and/or the United States of America; provided, however, if the City's decision to exercise such rights, powers, authority, duties and responsibilities impacts the wages, hours and other terms and conditions of employment of unit employees, the City shall be required to first meet and confer on the impact and effect of such decision.

The City retains all its exclusive rights and authority under State and Federal law and expressly and exclusively retains its management rights, which include, but are not limited to:

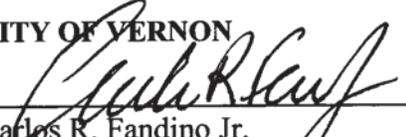
- A. The exclusive right to determine the mission of its constituent departments, commissions, and boards.
- B. Set standards and levels of service.
- C. Determine the procedures and standards of selection for employment and promotions.
- D. Direct employees.
- E. Establish and enforce dress and grooming standards.
- F. Determine the methods and means to relieve its employees from duty for lawful reasons.
- G. Maintain the efficiency of governmental operations.
- H. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted.
- I. Determine the content and intent of the job classifications.
- J. Determine methods of financing.
- K. Determine style and/or types of city-issued wearing apparel, equipment or technology to be used.
- L. Determine and/or change the facilities, methods, technology, means, organizational structure and size and composition of the work force and allocate

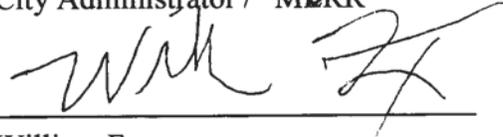
and assign work by which the City operations are to be conducted.

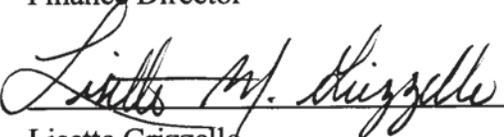
- M. Determine and change the number of locations, relocations and type of operations processes and materials to be used in carrying out all city functions, including, but not limited to, the right to contract for or subcontract any work or operations of the City.
- N. Assign work to employees in accordance with requirements as determined by the City.
- O. Establish and modify productivity and performance programs and standards.
- P. For just cause only, discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees in accordance with applicable state law.
- Q. Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith.
- R. Take all necessary actions to carry out its mission in emergencies.
- S. Exercise complete control and discretion over its organization and the technology of performing its work.

**SIGNATURE PAGE**

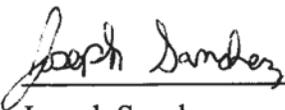
**CITY OF VERNON**

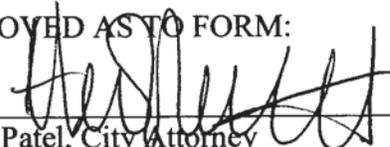
  
\_\_\_\_\_  
Carlos R. Fandino Jr.  
City Administrator / "MERR"

  
\_\_\_\_\_  
William Fox  
Finance Director

  
\_\_\_\_\_  
Lisette Grizzelle  
Senior Human Resources Analyst

  
\_\_\_\_\_  
Ana Karina Rueda  
Human Resources Analyst

  
\_\_\_\_\_  
Joseph Sanchez  
Chief Negotiator

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Hema Patel, City Attorney

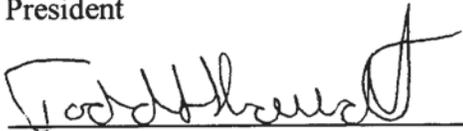
APPROVED AND ADOPTED BY CITY COUNCIL ON JULY 12, 2016 PER  
RESOLUTION NO. 2016-36

ATTEST:

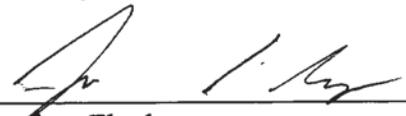
  
\_\_\_\_\_  
Maria Ayala, City Clerk

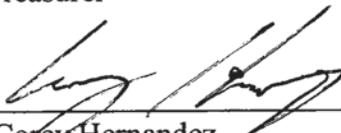
**VERNON FIREMEN'S ASSOC.**

  
\_\_\_\_\_  
Dean Richens  
President

  
\_\_\_\_\_  
Todd Hewett  
Vice-President

  
\_\_\_\_\_  
Bryan Dome  
Secretary

  
\_\_\_\_\_  
Jonathan Flagler  
Treasurer

  
\_\_\_\_\_  
Corey Hernandez  
VFA Director

Dated: 07/21/2016

**SIDE LETTER OF AGREEMENT**  
**City of Vernon and**  
***Vernon Professional Firefighters' Association, Local 2312***

This Side Letter of Agreement ("Agreement") is entered by and between the City of Vernon ("City"), the individuals whose names and signatures appear in Exhibit A, and the Vernon Professional Firefighters' Association, Local 2312 ("VPFA") with respect to the following:

**WHEREAS**, VPFA is the recognized employee organization for employees employed by the City's Fire Department in the classifications of Firefighter, Firefighter/Paramedic, Fire Engineer and Fire Captain.

**WHEREAS**, VPFA and the City have been actively engaged in negotiation for a successor Memorandum of Understanding ("MOU") to the one that expired June 30, 2019; and

**WHEREAS**, the City's elected Council voted to contract for firefighting and related services with the Consolidated Fire District of the County of Los Angeles ("the District"); and

**WHEREAS**, following the vote of the City's Council to contract for firefighting services, the City and VPFA ceased negotiating a successor MOU and have been negotiating the impacts and effect of the City's decision to contract for firefighting services; and

**WHEREAS**, the City and VPFA have reached an understanding with respect to the rights and entitlements of its members should the City enter into a contract for firefighting and related services with the District and wish to memorialize that agreement herein.

**NOW THEREFORE**, the City and VPFA agree to amend their MOU as follows:

1. **Term of Agreement and MOU:** The term of the MOU shall be extended until the earlier of either (1) the commencement date of service by the District, in which case no further MOU will be necessary; or (2) until such time as it is reasonably determined that contracting for firefighting service with LA County will not proceed, in which case the provisions of this side letter shall be null and void and the parties shall reconvene negotiations for a successor MOU; or (3) August 1, 2020, in which case the parties shall either mutually agree to further extend this side letter agreement and the MOU or, if no such agreement is reached to extend the side letter agreement and the MOU, the provisions of this side letter shall be null and void and the parties shall reconvene negotiations for a successor MOU.
2. **Staffing:** Article Five, Section 2 of the MOU is amended to read as follows:

**Section 2: Staffing**

- A. Unless otherwise specified in this agreement, all vacancy back fills will be governed by the administrative directives mutually agreed upon by the Union and Fire Chief unless and until staffing falls below 16 VPFA members. As a result of reduced staffing, Engine 76 will be taken out of service.
  - B. Actors can be utilized for purposes of vacancy back fills including IOD/Light Duty. If there are no qualified actors for vacancy back fill, it will be back filled with overtime once staffing falls below 16 VPFA members.
  - C. Vacancy Back fill will not be required for training drills that are scheduled to last 12 or fewer hours in duration.
3. **Retiree Medical and Dental:** For those VPFA represented employees who transfer to the District with twenty (20) or more years of continuous service with the City of Vernon Fire Department as of the date of transfer (a list of qualifying employees is attached hereto as Exhibit "A"), the following shall apply:
- a. If the employee separates from the District after age 50 without becoming entitled to a retiree medical contribution in the County's retiree medical health plan, the City shall pay that former employee a retiree medical/dental benefit reimbursement allowance in an amount equal to the actual cost of medical and dental insurance for the employee and his/her spouse, not to exceed \$1,100 per month. The reimbursements shall occur quarterly and the employee shall present, quarterly, proof of medical and/or dental insurance coverage and premiums. For purposes of this transitional benefit, qualifying employees (as listed on Exhibit "A") shall have a vested right to the City retiree medical benefit as set forth herein upon transition to employment with the District.
  - b. If the employee separates from the District and qualifies for a District/County retiree medical contribution, the City's payment of a medical/dental insurance benefit for the employee and his/her spouse of up to \$1,100 per month will be offset by the amount of benefit the employee is eligible to receive from the District/County. For example, if the cost of the medical and dental insurance premiums for the employee and spouse cost \$1050/month, and the employee qualifies for a County/District contribution of \$400/month, the City's reimbursement shall be \$650/month ( $\$400 + \$650 = \$1050$ ).
  - c. Upon reaching the age of sixty-five (65), the employee and/or eligible spouse shall apply for Medicare coverage. The City shall pay up to 100% of the cost of a Medicare supplemental medical and dental insurance plan not to exceed \$1,100 per month. Reimbursement does not include the cost of Medicare premiums and/or copays, but rather a Medicare supplement medical and dental insurance plan. Any amount provided to the employee shall be offset by the amount the employee is eligible to receive from the District/County.
4. **Personnel, Ranks, and Salaries:** By no later than October 31, 2019, the parties shall reach

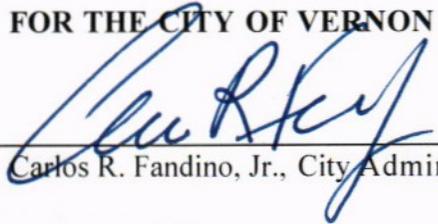
agreement on the names, City Rank, Transfer Rank, City Seniority Date, and City Salary information contained in Schedule 7 of the agreement between the City and the District, which may be subsequently amended by the parties due only to the separation of an employee(s) prior to transition. The determination of which ranks of VPFA members transfer to the District is determined using time in rank (or a higher rank). For example, the last promoted Captain will be the first bumped down to a classification previously held by that Captain.

5. **Transfer of Vacation And Sick Leave Hours:** By November 30, 2019, VPFA members who desire to transfer to the District shall designate the number of available, accrued vacation and sick leave hours to be transferred, up to 240 hours of vacation leave and 240 hours of sick leave. Any employee failing to make a designation, will be deemed to have designated the maximum number of available vacation and sick leave hours to be transferred.
6. **Payout of Remaining Sick Leave and Vacation Leave Hours:** Any accrued vacation leave not being transferred to the District shall be paid to employees at their regular hourly rate at the time of separation. Any remaining sick leave hours not being transferred to the District shall be forfeited; provided, however, that those employees with 20 years or more of continuous service on the date that firefighting and related services are transferred to the District shall be compensated for all unused sick leave at the time of separation at 50% of the employee's then current regular hourly rate of pay, pursuant to Article Seven, Section 10(C) of the MOU.
7. **Employees Deemed Ineligible for Transfer:** Any VPFA represented employee deemed ineligible to transfer by the District will be separated from City effective the date of commencement of service by the District, and the employee would be entitled to any payoffs or other benefits to which they are entitled under the MOU or pursuant to law. The City agrees that it will certify as qualified for industrial disability retirement any member of VPFA who is rejected from employment by the District due to a legitimate industrial injury or other industrial medical condition, and who meets applicable CalPERS criteria for Industrial Disability Retirement, upon submission of the required paperwork (DWC-1, etc.). The parties agree that if a disability retirement is not granted, the City is under no obligation to reinstate the employee to employment with the City as the employee's position has ceased to exist. Any VPFA member who is on leave pursuant to Labor Code section 4850 on the date of transition and who is not being immediately offered a position by the District will continue to receive their Section 4850 payments for the duration of their statutory entitlement (up to one year) under the law. However, such individuals will not be considered employees of the City beyond the date of transition. VPFA employees who are off on a non-industrial injury or illness leave or who have exhausted their Labor Code 4850 benefits on the date of transition will be laid off from the City as of the date of transition, and shall be paid for their accrued leaves and other benefits per the terms of the MOU.
8. **Terms of Agreement For Services Between The District and City Incorporated Herein:** The parties acknowledge that the Agreement for Services between the City and the District (attached hereto as Exhibit "B") contains terms and provisions that directly impact the determination of who and under what terms employees shall transition to the District and the wages, hours and other terms and conditions of employment of those transitioning employees. To that end, the terms of the Agreement for Services between the City and The

District are hereby incorporated by reference as though set forth in full and shall not change in any manner that materially alters the determination of who and under what conditions an employee transitions to the District and the wages, hours and other terms and conditions of employment of VPFA members that transition.

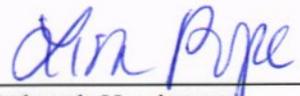
[Signatures next page]

FOR THE CITY OF VERNON

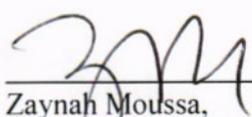
  
\_\_\_\_\_  
Carlos R. Fandino, Jr., City Administrator

10/30/19  
\_\_\_\_\_  
Date

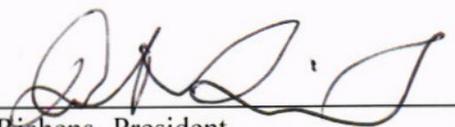
ATTEST:

  
\_\_\_\_\_  
~~Deborah H. King~~  
~~City Clerk~~  
Lisa Pope, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Zaynah Moutssa,  
Senior Deputy City Attorney

VERNON PROFESSIONAL FIREFIGHTERS' ASSOCIATION

  
\_\_\_\_\_  
Dean Richens, President

10-9-19  
\_\_\_\_\_  
Date

APPROVED AND ADOPTED BY CITY COUNCIL ON OCTOBER 1, 2019 PER  
RESOLUTION NO. 2019-41

## Exhibit A

Employee Full Name	Position Title	Orig hire date	Years of service	Employee Signature
TORRES III, PETE	FIRE ENGINEER	10/24/1988	30.8	
HEWETT, TODD A	FIRE CAPTAIN	6/26/1989	30.2	
FOLTZ JR, WILLIAM R	FIRE CAPTAIN	9/18/1989	29.9	
GRAVES, JEFFREY S	FIRE CAPTAIN	9/18/1989	29.9	
KIMES, DANIEL A	FIRE CAPTAIN	9/18/1989	29.9	
RICHENS, DEAN A	FIRE CAPTAIN	9/18/1989	29.9	
COSTER, STEVEN P	FIRE ENGINEER	2/26/1990	29.5	
HAUGEN, JASON K	FIRE ENGINEER	1/7/1991	28.6	
JAMES, JEFFREY A	FIRE ENGINEER	1/7/1991	28.6	
MACK, BRADLEY W	FIREFIGHTER	1/7/1991	28.6	
ARMELLINI, DANIEL W	FIRE CAPTAIN	11/2/1992	26.8	
JOHNSON, PAUL T	FIRE ENGINEER	9/12/1994	24.9	
LANGER, MICHAEL S	FIRE CAPTAIN	9/12/1994	24.9	
MUNO, LAWRENCE M	FIREFIGHTER	9/12/1994	24.9	
DOME, BRYAN D	FIRE CAPTAIN	1/12/1998	21.6	
FARRELL, ROBERT M	FIRE CAPTAIN	3/22/1999	20.4	
FISH, ANTHONY M	FIRE ENGINEER	3/22/1999	20.4	
HOLTZENDORFF, MATTHEW C	FIRE ENGINEER	3/22/1999	20.4	
MCGOVNEY, CHADRICK N	FIRE CAPTAIN	3/22/1999	20.4	
MEYER, DEREK D	FIRE ENGINEER	3/22/1999	20.4	
PINNERE, MICHAEL A	FIRE ENGINEER	3/22/1999	20.4	
SMITH, ANDREW C	FIREFIGHTER/PARAMEDIC	3/22/1999	20.4	
SUTHERLIN, NORMAN G	FIREFIGHTER	3/22/1999	20.4	
CASTRO, ALLEN A	FIREFIGHTER	3/13/2000	19.4 *	
* Employee eligible if transition to LA County occurs on or after March 13, 2020.				

# City Council Agenda Item Report

Agenda Item No. COV-199-2020

Submitted by: Michael Earl

Submitting Department: Human Resources

Meeting Date: June 2, 2020

## **SUBJECT**

Amendment No. 1 to the Side Letter of Agreement with the Vernon Fire Management Association

## **Recommendation:**

Adopt Resolution No. 2020-17 approving Amendment No. 1 to the Side Letter of Agreement by and between the City of Vernon and the Vernon Fire Management Association.

## **Background:**

The operative memorandum of understanding (MOU) and the existing Side Letter of Agreement between the City of Vernon and the Vernon Fire Management Association, will expire August 1, 2020. As it has been determined that the transition of the City's firefighting and fire related services to the Consolidated Fire Protection District of Los Angeles County will not occur prior to the August 1, 2020 expiration of the Side Letter of Agreement, pursuant to City Council direction, negotiations began with the VFMA for an extension to the Side Letter.

On May 11, 2020, the parties reached a tentative agreement as to the terms and conditions of an extension and Amendment to the MOU and Side Letter that reflects the following key provisions:

- Extending the terms of the operative MOU until the commencement of services by Los Angeles County, or through March 31, 2021, or until such time as a determination is made that the transition of service to Los Angeles County will not proceed;
- Effective May 10, 2020, the base salaries of the represented classifications will be increased three percent (3%);
- Annual Uniform Allowance will be increased by \$125; and
- All other terms of the prior MOU and Side Letter of Agreement would remain in effect.

## **Fiscal Impact:**

The cost of implementing the provisions contained within this Amendment to Side Letter of Agreement will be approximately \$9,028 should the transition of fire services to Los Angeles County not occur until March 2021. The estimated cost will be reduced if the transition of services occurs sooner. Funds have been included in the proposed FY 2020/2021 budget.

## **Attachments:**

1. [Resolution No. 2020-17 VFMA](#)
2. [VFMA MOU](#)
3. [VFMA Side Letter](#)

RESOLUTION NO. 2020-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON APPROVING AND AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 TO THE SIDE LETTER OF AGREEMENT BY AND BETWEEN THE CITY OF VERNON AND THE VERNON FIRE MANAGEMENT ASSOCIATION

SECTION 1. Recitals.

- A. The Vernon Fire Management Association (VFMA), has been recognized as an employee organization pursuant to the City of Vernon Employer-Employee Relations Resolution (Resolution No. 4027).
- B. On July 12, 2016, the City Council of the City of Vernon adopted Resolution No. 2016-37 approving a Memorandum of Understanding (MOU), as amended on October 24, 2017, by Resolution No. 2017-55, setting forth certain terms and conditions for employment of City of Vernon employees in classifications represented by the VFMA, for the period of July 1, 2016 through June 30, 2019.
- C. Following the August 6, 2019, decision by the City Council of the City of Vernon to contract with the Fire Protection District of Los Angeles County (District) for firefighting services, the City and the VFMA began negotiating the impacts and effects of the City's decision to contract firefighting services and transition thereto.
- D. On October 1, 2019, the City Council of the City of Vernon adopted Resolution No. 2019-42 approving a Side Letter of Agreement (Side Letter) setting forth certain terms and conditions for represented employees related to the City's transition of firefighting services.
- E. It has been determined that the transition of the City's firefighting and related services to the District will not occur prior to the August 1, 2020 expiration of the Side Letter, and pursuant to City Council direction, negotiations began with the VFMA for an extension to the Side Letter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VERNON AS FOLLOWS:

SECTION 2. The City Council of the City of Vernon hereby finds and determines that the above recitals are true and correct.

SECTION 3. The City Council of the City of Vernon hereby approves and authorizes the execution of Amendment No. 1 to the Side Letter of Agreement (Agreement) between the City of Vernon and the Vernon Fire Management Association, in substantially the same form as attached hereto as Exhibit A.

SECTION 4. The City Council of the City of Vernon hereby instructs the City Administrator, or his designee, to take whatever action is deemed necessary or desirable for the purpose of implementing and carrying out the purposes of this Resolution and the transactions herein approved or authorized, including but not limited to, any nonsubstantive changes to the Amendment attached herein.

SECTION 5. The City Council of the City of Vernon hereby directs the City Clerk, or the City Clerk's designee, to send a fully executed Agreement to Todd Painton, President of the Vernon Fire Management Association.

SECTION 6. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED this 2<sup>nd</sup> day of June, 2020.

---

LETICIA LOPEZ, Mayor

ATTEST:

---

LISA POPE, City Clerk  
(seal)

APPROVED AS TO FORM:

---

ARNOLD M. ALVAREZ-GLASMAN,  
Interim City Attorney

**EXHIBIT A**

**AMENDMENT NO. 1 TO SIDE LETTER OF AGREEMENT**  
***City of Vernon and***  
***Vernon Fire Management Association***

This Amendment to the Side Letter of Agreement (Agreement) is entered by and between the City of Vernon (City) and the Vernon Fire Management Association (VFMA) with respect to the following:

**WHEREAS**, VFMA is the recognized employee organization for employees employed by the City's Fire Department in the classifications of Assistant Fire Chief, Fire Battalion Chief, Administrative Fire Battalion Chief, and Fire Marshal; and

**WHEREAS**, the City Council of the City of Vernon approved a contract for firefighting and fire related services with the Consolidated Fire District of the County of Los Angeles (District) on August 6, 2019; and

**WHEREAS**, the City and VFMA entered into a Side Letter of Agreement with respect to the rights and entitlement of its members should the City transition its firefighting and related services to the District which was approved by the City Council of the City of Vernon on October 1, 2019 through the adoption of City Council Resolution 2019-42 (Side Letter); and

**WHEREAS**, it has been determined that the transition of City firefighting and fire related services to the District will not occur prior to the August 1, 2020 expiration of the Side Letter of Agreement; and

**WHEREAS**, it is in the interest of both the City and VFMA to extend the terms of the parties' operative Memorandum of Understanding (MOU) and Side Letter of Agreement, except as amended below; and

**WHEREAS**, on May 11, 2020, the City and VFMA reached a tentative agreement as to the terms and conditions of an extension and Amendment to the MOU and Side Letter of Agreement.

**NOW THEREFORE**, the City and VFMA agree to amend the MOU and Side Letter as follows:

- 1. Term of Agreement and MOU:** The term of the MOU and Side Letter shall be extended until the earlier of either (1) the commencement date of service by the District, in which case no further MOU will be necessary; or (2) until such time as it is reasonably determined that contracting for firefighting service with LA County will not proceed, in which case the provisions of the Side Letter shall be null and void and the parties shall reconvene negotiations for a successor MOU; or (3) March 31, 2021, in which case the parties shall either mutually agree to further extend the Side Letter and the MOU or, if no such agreement is reached to extend the Side Letter and the MOU, the provisions of this Agreement shall be

null and void and the parties shall reconvene negotiations for a successor MOU.

Any VFMA represented employee who chooses to retire prior to the commencement date of service by the District shall be entitled to the payoffs and other benefits to which they are entitled under the July 1, 2016 through June 30, 2019 MOU, except as specifically amended by the Side Letter.

2. **Salaries:** Article Three, of the MOU is amended to read as follows:

**Section 1: Salaries**

Effective May 10, 2020, the base salary schedule will be increased by an additional 3%.

Classification and Compensation Plan - Effective May 10, 2020

Assistant Fire Chief	E	FM 42	Monthly Step 1 14,883 Step 2 15,627 Step 3 16,408 Step 4 17,229 Step 5 18,090
Fire Battalion Chief(P)	NE	FM 38	Monthly Step 1 12,244 Step 2 12,856 Step 3 13,499 Step 4 14,174 Step 5 14,883
Fire Battalion Chief (A)	NE	FMA 38	Monthly Step 1 12,244 Step 2 12,856 Step 3 13,499 Step 4 14,174 Step 5 14,883
Fire Marshal	NE	FM 38	Monthly Step 1 12,244 Step 2 12,856 Step 3 13,499 Step 4 14,174

Step 5 14,883

3. **Uniform Allowance:** Article Six, Uniform Allowances, of the MOU is amended to read as follows:

**Section 1: Uniform Allowance**

On the first pay check in August each year, each unit employee shall be paid the sum of one thousand one hundred and twenty-five Dollars (\$1,125.00) for the purchase of uniforms. A unit employee hired by the City shall receive an initial issue of uniforms. Uniform allowance is special compensation that shall be deemed earned when paid and shall be reported to CalPERS as compensation earnable.

4. Except as otherwise expressly modified by this Agreement, all terms, conditions and provisions of the MOU and Side Letter shall continue in full force and effect, and remain unchanged.

**FOR THE CITY OF VERNON**

\_\_\_\_\_  
Carlos R. Fandino, Jr., City Administrator

\_\_\_\_\_  
Date

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Lisa Pope, City Clerk  
(seal)

\_\_\_\_\_  
Zaynah Moussa,  
Senior Deputy City Attorney

**VERNON FIRE MANAGEMENT ASSOCIATION**

\_\_\_\_\_  
Todd Painton, President

\_\_\_\_\_  
Date

APPROVED AND ADOPTED BY CITY COUNCIL ON \_\_\_\_\_ PER  
RESOLUTION NO. \_\_\_\_\_



MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF VERNON

AND

VERNON FIRE MANAGEMENT ASSOCIATION

July 1, 2016 through June 30, 2019



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**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CITY OF VERNON**  
**AND**  
**VERNON FIRE MANAGEMENT ASSOCIATION**

**Parties to the Memorandum of Understanding**

Pursuant to Chapter 10 (section 3500 et seq) of Division 4, Title 1 of the Government Code and Resolution No. 4027, the Resolution for the administration of Employer-employee relations, the matters within the scope of representation that are set forth in this Memorandum of Understanding (MOU) have been discussed by and between representatives of the City of Vernon and the representatives of the Vernon Fire Management Association, (hereinafter "VFMA"), and except as otherwise specifically provided herein shall apply only to those defined in the aforesaid Resolution as "full-time sworn and regular part-time employees in the Fire Department management and confidential employees," otherwise known as Chief Officers.

This MOU constitutes a joint agreement by the Municipal Employee Relations Representative ("MERR") and the VFMA, to be submitted to the City Council of Vernon for its determination and approval by one or more Resolutions or Ordinances as the City Council may deem fit and proper.

The MERR and the Representative of the VFMA have agreed that they will jointly urge the City Council of Vernon to adopt one or more Resolutions or Ordinances reflecting the changes in wages, hours, and other conditions of employment agreed upon in this MOU.

If approved, the terms agreed upon by this MOU shall take effect on July 1, 2016, and shall expire at midnight on June 30, 2019.

IN CONSIDERATION OF THE TERMS AND CONDITIONS HEREIN STATED, the VFMA and the City of Vernon agree as follows:

**ARTICLE ONE**  
**FUNDAMENTALS**

**Section 1: Recognition**

The City recognizes the Vernon Fire Management Association as the exclusive recognized employee organization on behalf of all full-time sworn, management personnel engaged in fire prevention, suppression, administration and paramedic services within the City, including, but not limited to, employees occupying the job classifications of Assistant Fire Chief, Fire Battalion Chief, Administrative Fire Battalion Chief, and Fire Marshal.

**Section 2: No Discrimination**

The City and the Association are committed to working together to support a work environment characterized by fair treatment and access to equal opportunities.

The provisions of this Memorandum of Understanding shall be applied equally to all employees covered hereby. Neither the City nor the VFMA shall discriminate against any individual, applicant or employee with respect to his compensation, terms, condition, or privileges of employment or because of an individual's race, color, sex, religion, national origin, age, marital status, disability, pregnancy, sexual orientation, political or religious opinions or affiliations, or membership or non-membership in the VFMA.

The terms "they" and "their" may be used in this agreement as substitutes for the terms "his," "her," "his/her," "he," "she," or other terms which would indicate masculine or feminine gender. Whenever the male gender is used herein it shall be construed to refer to both male and female employees.

Except as limited by the specific and express terms of this Memorandum of Understanding, the Association hereby retains and reserves unto itself all rights, powers, authority, duties and responsibilities conferred on and vested in it by the laws and the Constitution of the State of California and/or the United States of America. The parties specifically agree that neither VFMA nor any VFMA representative or member shall be discriminated against, intimidated, coerced, disciplined or retaliated against because of the lawful exercise of its or his rights, including, but not limited to, the right to participate in VFMA activities, serve as a VFMA officer or director, or otherwise represent the interests of VFMA.

**Section 3: Mutual Cooperation**

The parties recognize the necessity of cooperating on matters of mutual concern and interest and agree to work together to maximize the effectiveness of the Fire Department and the City and to accomplish goals in their mutual interest.

**Section 4: Layoffs**

In accordance with the Meyers-Milias Brown Act, the City and the VFMA shall meet and confer on the effect of its actions to lay off any employee represented by the VFMA. This will occur prior to implementation except in emergency circumstances as defined in law. The agreement to meet and confer over the effect of the exercising of a City right shall not in any way impair the right of the City to exercise and implement any of its rights to layoff.

**Section 5: No Strikes or Lockouts**

During the life of this agreement no work stoppages, strikes, or slowdowns shall be caused or sanctioned by the VFMA, and no lockouts shall be made by the City.

**Section 6: City/VFMA Meetings**

Representatives from the VFMA and the City shall meet as needed to discuss issues of mutual concern.

**Section 7: Association Business**

Representatives of the VFMA shall be allowed time to conduct their Association business as necessary during work hours. Representatives of the VFMA shall have reasonable access to the work sites of unit employees at any time during the working hours to conduct Association business as long as such visits do not unreasonably interfere with the conduct of the City's usual business and the employee's work.

Coordination of such work will be made with the Fire Chief to ensure the availability of staffing levels for such meetings. Representatives of VFMA may use any Fire Department facilities free of charge for its Board of Directors and general membership meetings provided such facility is not otherwise booked. VFMA shall secure approval from the Fire Chief for the date and time it wishes to secure use of the facility. The granting of such approval will be made if the City facility is not otherwise scheduled to be used at the time of VFMA's request.

No unit employee shall engage in political activity while on duty or in uniform.

**Section 8: Association Leave**

The VFMA President will have available to him/her a total of 240 hours of Association Leave Time at the beginning of each calendar year for conducting Association business off duty during time he and/or any of his Association board members would be regularly scheduled to work.

- A. The VFMA President will be responsible for assigning any Leave Time to his board members. Unused hours may not be carried over from one year to the next without the written authorization of the Fire Chief or his designee.
- B. In each case where Leave Time is requested, such request must be in writing to the Fire Chief a minimum of 72 hours before the Leave Time is needed unless the minimum notice period is waived in writing by the Fire Chief or his designee.
- C. Association Leave Time will not be granted if it will cause overtime unless it is authorized in writing by the Fire Chief or his designee.
- D. In no case will Association Leave Time be used for political action purposes.

**Section 9: Driver's License Requirement**

Firefighters of all ranks from Assistant Fire Chief and below must maintain at the minimum a Class C driver's license with a firefighter endorsement. Exceptions to this requirement must be approved in writing by the Fire Chief.

**Section 10: Payroll Deduction**

The City shall, during the term of this agreement, effect a payroll deduction for membership dues, service fees and other charges authorized pursuant to an executed form signed by the employee permitting such deductions. Any payroll deductions collected by the City shall be transmitted on a biweekly basis to the treasurer of the Association, or such other party designed in writing by the Association. The City shall not be obligated to put into effect any new, changed, or discontinued deduction until the first pay period commencing not more than thirty (30) days after receiving the request. This provision shall remain operative as long as VFMA is the exclusive recognized employee organization of unit employees.

**Section 11: Term**

- (a) Except as otherwise provided herein, this Memorandum of Understanding shall be in full force and effect from July 1, 2016, and shall remain in full force and effect up to and including midnight, the 30th day of June 2019 or until the next Memorandum of Understanding becomes effective.
- (b) This Memorandum of Understanding shall be binding on the City and the Union when approved and adopted by the City Council.

## ARTICLE TWO

### LEGAL LIMITATIONS, SAVINGS CLAUSE, AND TERM

#### **Section 1: Legal Limitations and Savings Clause**

It is understood and agreed that this Memorandum of Understanding (including, but not limited to, the provisions of the Fair Labor Standards Act) and any and all Resolutions or Ordinances adopted in implementation thereof are and shall be subject to all present and future applicable federal and state laws and regulations and shall be effective and implemented only to the extent permitted by such laws and regulations.

If any part of this Memorandum of Understanding or of any Resolution or Ordinance adopted in implementation thereof is in conflict or inconsistent with any such applicable provisions of federal and state laws or regulations or otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part or provision shall be suspended and superseded, and such applicable laws and regulations and the remainder of this Memorandum of Understanding shall not be affected thereby and shall remain in full force and effect;

#### **Section 2: Maintenance of Existing Conditions**

Any employment policy, practices and/or benefits, including the alternative workweek schedule and overtime compensation are incorporated into this Memorandum of Understanding, unless otherwise stated herein. In the event of a conflict between the Memorandum of Understanding and an existing policy and/or practice, this Memorandum of Understanding shall govern.

#### **Section 3: Modification and Waiver**

The City reserves the right to add to, delete from, amend or modify the Administrative rules, the City Municipal Code, and the City's Personnel Policies and Procedures Manual during the term of the Memorandum of Understanding, subject to the requirements of the Meyers-Milias-Brown Act and the Firefighters Procedural Bill of Rights Act.

#### **Section 4: Severability.**

In the event that a court finds any provision(s) of this Memorandum of Understanding to be invalid or unenforceable, the parties intend that the remaining provisions remain in effect. The parties further agree to meet and confer for purposes of negotiating an alternative to any provision declared invalid or unenforceable.

**ARTICLE THREE**  
**SALARIES**

**Section 1: Salaries**

Effective the beginning of the pay period containing July 10, 2016, the following salary ranges are established for employees represented by the VFMA based upon the results of the City wide classification and compensation study at the 75<sup>th</sup> percentile, and consistent with the proposed grade and step pay plan. Effective July 10, 2016, VFMA employees shall be placed at the grade and step that is closest to, but not lower than their current base salary.

- a. Effective July 10, 2016 (first full pay period in July), the base salary schedule will be increased by 2%.
- b. Effective July 9, 2017, the base salary schedule will be increased by an additional 2%.
- c. Effective July 8, 2018, the base salary schedule will be increased by an additional 2%.

Classification and Compensation Plan - Effective July 10, 2016

Assistant Fire Chief	E	FM42	Monthly
Step 1			\$13,890
Step 2			\$14,585
Step 3			\$15,314
Step 4			\$16,080
Step 5			\$16,884
Fire Battalion Chief (P)	NE	FM38	Monthly
Step 1			\$11,427
Step 2			\$11,998
Step 3			\$12,598
Step 4			\$13,228
Step 5			\$13,890
Fire Battalion Chief (A)	NE	FMA38	Monthly
Step 1			\$11,427
Step 2			\$11,998
Step 3			\$12,598
Step 4			\$13,228
Step 5			\$13,890

Fire Marshal	NE	FM38	Monthly
Step 1			\$11,427
Step 2			\$11,998
Step 3			\$12,598
Step 4			\$13,228
Step 5			\$13,890

Classification and Compensation Plan - Effective July 9, 2017

Assistant Fire Chief	E	FM	42	Monthly
Step 1				\$ 14,166
Step 2				\$ 14,874
Step 3				\$ 15,618
Step 4				\$ 16,399
Step 5				\$ 17,219

Fire Battalion Chief (P)	NE	FM	38	Monthly
Step 1				\$ 11,654
Step 2				\$ 12,237
Step 3				\$ 12,849
Step 4				\$ 13,491
Step 5				\$ 14,166

Fire Battalion Chief (A)	NE	FMA	38	Monthly
Step 1				\$ 11,654
Step 2				\$ 12,237
Step 3				\$ 12,849
Step 4				\$ 13,491
Step 5				\$ 14,166

Fire Marshal	NE	FM	38	Monthly
Step 1				\$ 11,654
Step 2				\$ 12,237
Step 3				\$ 12,849
Step 4				\$ 13,491
Step 5				\$ 14,166

Classification and Compensation Plan - Effective July 8, 2018

Assistant Fire Chief	E	FM	42	Monthly
Step 1				\$ 14,449
Step 2				\$ 15,172
Step 3				\$ 15,931
Step 4				\$ 16,727
Step 5				\$ 17,563
Fire Battalion Chief (P)	NE	FM	38	Monthly
Step 1				\$ 11,888
Step 2				\$ 12,482
Step 3				\$ 13,106
Step 4				\$ 13,761
Step 5				\$ 14,449
Fire Battalion Chief (A)	NE	FMA	38	Monthly
Step 1				\$ 11,888
Step 2				\$ 12,482
Step 3				\$ 13,106
Step 4				\$ 13,761
Step 5				\$ 14,449
Fire Marshal	NE	FM	38	Monthly
Step 1				\$ 11,888
Step 2				\$ 12,482
Step 3				\$ 13,106
Step 4				\$ 13,761
Step 5				\$ 14,449

**Section 2: Merit Steps**

Effective July 10, 2016, employees who are not at the top step of their Classification Compensation Plan and have attained one year of an overall “satisfactory” or higher performance evaluation rating, as of their immediately preceding classification anniversary date, shall receive one merit salary advance. Effective July 2017, and for the remainder of this agreement, employees who are not at the top step of their Classification Compensation Plan and who achieve an overall “exceeds standards” ranking during their annual performance review in accordance with the City’s Performance Evaluation Policy will receive one merit salary advance on the first full pay period in July. Employees shall continue to receive their annual evaluations as scheduled in the City’s Performance Evaluation Policy and employees may receive more than one annual merit salary advance during the term of this Agreement.

**Section 3: Salary Adjustment Increase**

In the event there is a salary inequity between ranks or between employees within the Department, the Fire Chief, with approval of the City Administrator, may implement a service adjustment increase up to ten percent (10%) per month of their base salary.

**Section 4: Bilingual Pay**

A unit employee may be compensated for bilingual skills after the employee demonstrates proficiency in speaking a foreign language (the ability to read and write in a foreign language may also be tested, if necessary), which proficiency would be determined by successful completion of a foreign language proficiency test designated by the Human Resources Department. Those employees who successfully demonstrate this skill are eligible to receive an additional One Hundred Twenty-Five Dollars (\$125.00) per month for bilingual pay and shall not be considered to be part of the employee's base monthly salary when computing incentive pay.

**Section 5: Education Incentive Pay**

Effective July 1, 2016, all unit employees hired before July 1, 2016, who have completed the initial hire probationary period and who hold a fire science certificate or have completed the course equivalent thereto (i.e., 30 units of fire science related courses) shall receive an additional six percent (6%) of their base rate of pay per month, after satisfactory completion of their performance evaluation period. Unit employees hired before July 1, 2016, who have passed their probationary period, and who do not currently hold a fire science certificate or possess the equivalent units as stated above will be given until July 1, 2017, to obtain the fire science certificate or equivalent units. Such employees will be given an additional three percent (3%) of their base rate of pay per month effective July 1, 2016. Should the employee not obtain the necessary fire science certificate or equivalent units by July 1, 2017, they will no longer be eligible to receive the additional three percent (3%). An employee, at the sole discretion of the Fire Chief, may be given an additional six months to obtain the fire science certificate or equivalent units. Upon obtaining the necessary fire science certificate or equivalent units, such employee shall begin to receive the additional six percent (6%) of their base rate of pay per month instead of the three percent (3%) in accordance with the terms stated above.

All unit employees hired after July 1, 2016, who have completed the initial hire probationary period and who hold a fire science certificate or have completed the course equivalent thereto (i.e. 30 units of fire

science related courses) shall receive an additional three percent (3%) of their base rate of pay per month, after satisfactory completion of their performance evaluation period.

A unit employee who holds an AA or AS Degree in Fire Science or Fire Technology with completion of five (5) years of uninterrupted service with the Fire Department shall receive an additional three percent (3%) per month of their base salary or;

A unit employee who holds a BA or BS Degree in Fire Science or Fire Technology or closely related field with completion of five (5) years of uninterrupted service with the Fire Department shall receive an additional three percent (3%) per month of base salary or;

A unit employee who holds a Fire Officer Certificate with completion of five (5) years of uninterrupted service with the Fire Department shall receive an additional three percent (3%) per month of base salary.

Education incentive pay is cumulative for a maximum of 9%.

Should employees represented by the Vernon Firemen's Association (VFA) receive across-the board enhancements to the existing Educational Incentive Pay between July 1, 2016 and June 30, 2019, a like enhancement will be provided to employees represented by the VFMA.

#### **Section 6: Chief Officer Certificate – Employees promoted prior to July 1, 2014**

Effective July 1, 2014, VFMA employees who were promoted to a Fire management position prior to July 1, 2014 and hold a Chief Officer Certificate, or have completed coursework equivalent thereto (i.e., California State Fire Training Professional Certification Track for Chief Officer) shall receive an annual education incentive stipend in the amount of \$2,000, in two equal, semi-annual installments. The first installment of \$1,000 shall be paid with the first paycheck in January, and the second installment of \$1,000 shall be paid with the first paycheck in July.

#### **Section 7: Chief Officer Certificate – Employees promoted on or after July 1, 2014**

Effective July 1, 2014, VFMA employees who were promoted on or after July 1, 2014 and hold a Chief Officer Certificate shall receive an annual education stipend in the amount of \$2,000, in two equal, semi-annual installments. The first installment of \$1,000 shall be paid with the first paycheck in January, and the second installment of \$1,000 shall be paid with the first paycheck in July.

**Section 8: Hazardous Materials Specialist Pay**

Unit employees hired before July 1, 2016, certified as a Hazardous Materials Specialist shall receive special compensation of one hundred and seventy-eight dollars and twenty one cents (\$178.21) per month above their base pay. Said payment shall not be considered to be part of the employee's base salary when computing incentive pay.

For any unit employees hired after July 1, 2016, all personnel assigned to a Hazardous Materials team/station who are performing the duties required of the Hazmat Assignment, and who have completed required training and possess a valid certification, shall receive \$17.82 per shift worked on Hazmat Assignment. Said payment shall not be considered to be part of the employee's base salary when computing incentive pay.

Should employees represented by the Vernon Firemen's Association (VFA) receive across-the board enhancements to the existing Hazardous Materials Specialist Pay between July 1, 2016 and June 30, 2019, a like enhancement will be provided to employees represented by the VFMA.

**Section 9: Urban Search and Rescue (USAR) Pay**

Unit employees hired before July 1, 2016, certified as a USAR Specialist shall receive special compensation of one hundred and seventy-eight dollars and twenty one cents (\$178.21) per month above their base pay. Said payment shall not be considered to be part of the employee's base salary when computing incentive pay.

For any unit employees hired after July 1, 2016, all personnel assigned to a USAR team/station who are performing the duties required of the USAR Assignment, and who have completed required training and possess a valid certification, shall receive \$17.82 per shift worker on USAR Assignment. Said payment shall not be considered part of the employee's base salary when computing incentive pay.

Should employees represented by the Vernon Firemen's Association (VFA) receive across-the board enhancements to the existing USAR Pay between July 1, 2016 and June 30, 2019, a like enhancement will be provided to employees represented by the VFMA.

**Section 10: Physical Fitness/Wellness Program**

This program is mandatory for all fire safety personnel. Any individual who after one (1) year of participation has completed a pre-program fitness evaluation, minimum participation requirements, bi-annual fitness evaluations and verification of participation by the Fire Chief will receive two hundred fifty dollars (\$250.00). The Physical Fitness/Wellness program is attached hereto as Attachment "A", and incorporated herein.

**Section 11: Computation of Pay**

A. Unit employees assigned to a 40-hour work week shall be paid on an hourly basis. The hourly rate shall be the product of dividing the monthly salary by 173.333. Upon being assigned to a 40-hour schedule an employee's accrued leave shall be reduced by a factor of 1.4 and paid to the employee upon use or separation at the employee's 40-hour regular rate of pay. Upon being reassigned to a 56-hour schedule, all such accrued leave shall be increased by a factor of 1.4.

B. 56-hour platoon personnel

Unit employees assigned to a fifty-six (56) hour work week would be paid a widely fluctuating amount each pay period if they were paid for hours actually worked; therefore, such employees shall be paid for the average number of hours in a two (2) week period, one hundred and twelve (112) hours. Exceptions for leave without pay hours shall be reported and deducted from the average when pay is computed. The "Exception Report" shall be in a form approved by the City Administrator.

**ARTICLE FOUR**

**LONGEVITY**

**Section 1: Employees Hired On or Before June 30, 1994**

Upon attaining 5 years of service with the City of Vernon.....5% above base pay

Upon attaining 10 years of service with the City of Vernon.....10% above base pay

Upon attaining 15 years of service with the City of Vernon.....15% above base pay

Upon attaining 20 years of service with the City of Vernon.....20% above base pay

Upon attaining 30 years of service with the City of Vernon  
an Assistant Fire Chief, Fire Battalion Chief (P),  
Fire Battalion Chief (A) or Fire Marshal .....25% above base pay

**Section 2: Employees Hired After June 30, 1994 and before December 31, 2013**

Upon attaining 5 years of service with the City of Vernon.....5% above base pay

## ARTICLE FIVE

### OVERTIME

#### **Section 1: Overtime Authorization**

All overtime requests must have prior written authorization of a supervisor prior to the commencement of such overtime work. Where prior written authorization is not feasible, explicit verbal authorization must be obtained. Dispatched calls extending beyond the end of duty time are considered as authorized.

#### A. Policy

It shall be the policy of the Vernon Fire Department to honor personnel requests for time off when possible, and distribute overtime opportunities in a fair and equitable manner to all members. It shall be the Department's priority to maintain essential staffing levels when arranging coverage.

#### B. Order of Filling Vacancies

Overtime vacancies will be filled on a rank-for-rank basis by first referring to the list of personnel in the same rank as the vacancy who have signed up for overtime availability for that day. The individual in the same rank with the least overtime worked that calendar year will have the first opportunity to work the overtime vacancy.

If that employee does not elect to work the overtime shift, the person in the same rank as the vacancy with the next least amount of overtime worked that calendar year will have the next opportunity. This process will be followed until the overtime vacancy is filled or the list of personnel within the same rank as the vacancy is exhausted.

In the event the vacancy is unfilled, the same process will be used for those personnel who have signed up as available to work overtime that day who are qualified to act in the rank in which the vacancy exists. If that list is also exhausted and the vacancy is not filled, the person that is not presently working and that is of the same rank as the vacancy with the least mandated overtime worked that calendar year shall be mandated to work the overtime shift.

#### C. What Overtime Vacancies Will Be Filled

- a. Any vacancy in the Fire Battalion Chief rank that is the result of an employee using vacation leave shall be filled first by a Fire Battalion Chief. If a Fire Battalion Chief is unable to fill

the position then an Acting Fire Battalion Chief from the established Acting List will fill the position.

- b. A vacancy that is the result of an employee using sick leave may be filled at the discretion of the Fire Chief.

**Section 2: Compensatory Overtime**

- A. For fire suppression employees having an average work week of 56 hours, compensatory time shall accumulate at the premium rate of one and one-half (1 ½) hours of compensatory time for each one (1) hour of overtime actually worked in excess of the employee's regular scheduled working hours for a 24 day work cycle.
- B. For employees having an average work week of forty (40) hours, compensatory time shall be accumulated at the premium rate of one and one-half (1 ½) hours of compensatory time for each one (1) hour of overtime actually worked during the employee's regular work week up to a maximum accrual of 480 hours.

**Section 3: Compensatory Time Payment upon Termination**

Employees shall be entitled to receive payment for all accumulated compensatory time upon their termination.

**Section 4: Usage of Compensatory Time Earned**

Accumulated compensatory time off may be taken by an employee in the same manner as vacation time as described in Article Eight of this MOU.

**Section 5: Leave Inclusions**

- A. In determining an employee's eligibility for overtime compensation in a work period, paid leaves of absence will be included in the total number of hours worked. Paid leaves of absence include, but are not limited to, the following:
  - 1. Holiday Leave / In-Lieu Leave
  - 2. Administrative Leave
  - 3. Compensatory Leave
  - 4. Workers' Compensation Leave (4850 time)
  - 5. Jury Duty

6. Bereavement Leave

7. Military Leave

- B. Vacation and Sick Leave - In determining an employee's eligibility for overtime compensation, vacation and sick leave *shall not be included* in calculating the total number of overtime hours worked in a 7-day work week. At the time of MOU ratification, the implementation of this provision was still being analyzed. If the City confirms that calculation based on a 7-day work week is enforceable under the Fair Labor Standards Act, this provision will be implemented after the City provides the VFMA written notice of its confirmation, and a date certain on which this provision will take effect. If this provision is found to be unenforceable, the City and the Association agree to a re-opener to discuss the exclusion of vacation and sick leave counting towards overtime within a work week.

**Section 6: Training and Recertification Time**

**Training** time that is required is compensable.

**Recertification** time that is directly related to an employee's job will be compensable if completed during assigned work hours or authorized for overtime by the Fire Chief.

**Section 7: Call Backs**

Call Back duty occurs when an employee is ordered to return to duty on a non-regularly scheduled work shift. Call back does not occur when an employee is held over from his/her prior shift or is working prior to his/her regularly scheduled shift.

An employee called back to duty shall be credited with a minimum of four (4) hours work. Any hours worked in excess of four (4) hours shall be credited on an hour-for-hour basis (at time and one-half compensation) for actual time worked.

When an employee is called back, his/her work time shall be credited commencing upon the time the employer has made direct contact with the employee.

**Section 8: Non-Compensable**

- A. City Vehicle Use—Unit employees who are provided with a City vehicle to travel to and from work shall not be compensated in any manner whatsoever for travel time to and from work.

- B. Clothes/Uniform Changing Time—Unit employees are not authorized to wear their uniforms or any part thereof that is distinguishable as such unless on duty. Each employee is provided with a locker for his/her personal convenience. Any employee may utilize or not utilize the locker for storage and changing purposes at his/her own discretion.

Nothing herein prevents an employee from wearing his/her uniform to and/or from his/her residence to work as long as the badge and insignia are covered in a non-unit issue garment such as a windbreaker.

Time spent changing clothes before or after shift is not considered hours worked and is not compensable in any manner whatsoever.

An employee shall be allowed to make off duty presentations without compensation in uniform upon the approval of the Fire Chief.

**ARTICLE SIX**  
**UNIFORM ALLOWANCE**

**Section 1: Uniform Allowance**

On the first pay check in August of each year, each unit employee shall be paid the sum of One Thousand Dollars (\$1000.00) for the purchase of uniforms. A unit employee hired by the City shall receive an initial issue of uniforms. Uniform allowance is special compensation that shall be deemed earned when paid and shall be reported to CalPERS as compensation earnable.

The City shall provide all unit employees all required safety equipment, including, but not limited to, work boots.

## ARTICLE SEVEN

### BENEFITS

#### **Section 1: Public Employee Retirement System (“PERS”)**

The City shall maintain its contract with the California Employees Public Retirement System (CalPERS) that provides VFMA unit employees with the three percent (3%) at 50 safety retirement benefit plan.

As a result of the recent passage of AB 340 Public Employee Pension Reform Act (PEPRA), new CalPERS members hired on or after January 1, 2013 who meet the definition of new member under PEPRA shall be provided a 2.7% at 57 CalPERS retirement benefit plan.

Unit members identified as CalPERS “*Classic Members*” shall be responsible for paying their CalPERS nine percent (9%) employee’s contribution. Unit members identified as “*New Members*” under the CalPERS definition as a result of PEPRA shall be responsible for paying their applicable CalPERS employee’s contribution.

#### **Section 2: Supplemental PERS Retirement Benefits**

The City agrees to provide additional supplemental retirement benefits to VFMA unit employees under CalPERS as follows:

- Gov’t Code Section: 20042 – One Year Final Compensation:  
Final compensation is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
- Gov’t Code Section: 20124 - Military Service Credit as Public Service:  
Employees may elect to purchase up to four (4) years of service credit.
- Gov’t Code Section: 21574 – 4th Level of 1959 Survivor Benefits:
- Gov’t Code Section: 21624 & 21626 & 21628 - Post Retirement Survivor Allowance:  
Provides surviving spouse fifty percent (50%) of the amount of retirement allowance, dependent on option choices, that is in effect at the time of death of retiree.
- Pre-Retirement Option 2W Death Benefit 21548
- Gov’t Code Section: 20965-Credit for Unused Sick Leave

**Section 3: Cafeteria Plan**

The City and the Association agree to a section 125 cafeteria plan (non-cash out), effective July 1, 2016. The City will adhere to the cafeteria plan requirements in accordance with IRS Section 125 regulations. The City shall provide to each employee in this bargaining unit a monthly allowance toward the cost of his/her medical plan as outlined in subsections A, B, C, and D below. In the event an employee does not exhaust nor exceed his/her monthly medical allowance, the employee shall be allowed to apply any unused portion towards the purchase of dental, vision, supplemental or ancillary plans offered through the City and approved by the Director of Human Resources.

**Section 4: Medical:**

The City offers various medical plans to employees. The City reserves the right to select, administer, or fund any fringe benefit programs involving insurance that now exist or may exist in the future.

- A. The City shall meet with the Association prior to any change of insurance carrier or method funding coverage for any fringe benefits listed in this article. During the term of the Agreement, for employees who elect Employee + Family coverage, the City agrees to provide a cafeteria plan contribution equal to the total premium costs of the Employee + Family Low Medical HMO, Employee + Family lowest cost Dental DMO and lowest cost family vision plan. Employees enrolled in the Employee + Family health benefits category that elect a health plan higher than the Low HMO medical, dental and/or vision, will be responsible for any applicable premium costs through a pre-tax payroll deduction. The City understands that this amount will vary based on the premium costs that go into effect on January 1st of each calendar year of the term of this Agreement. If employees opt out of dental and/or vision, they may use the allotments for those respective coverages toward excess medical premiums.
  
- B. During the term of the Agreement, for employees who elect Employee-Only, Employee + Spouse and Employee + Children tiers, the City agrees to provide the same flat dollar cafeteria contribution for medical, dental and vision benefits that the City is paying as of June 2016 for these employee health group tiers. That amount is \$1,100 per month. Employees who elect one of these tiers must pay for their dental and vision benefits from this cafeteria contribution. The parties understand and agree that this amount will remain fixed during the term of this Agreement. Provided, however, should the total premium cost of the lowest cost medical HMO, lowest cost Dental DMO, and lowest cost vision plan exceed the current flat rate dollar cafeteria

contribution for medical, dental, and vision benefits for any of the tiers, then the contribution for that tier will be raised to equal the total premium costs of the Low Cost Medical HMO, lowest cost Dental DMO, and lowest cost vision plan for that tier. Employees that elect a health plan higher than the applicable City contribution will be responsible for any applicable premium costs through a pre-tax payroll deduction. If employees opt out of dental and/or vision, they may use the allotments for those respective coverages toward excess medical premiums.

- C. For unit employees enrolled in the HSA PPO plan, the City shall pay up to the city contribution for their specific tier as set forth in A and B above reduced by an annual amount of \$3,000. In addition, for each employee enrolled in an HSA PPO plan, annually the City shall make lump sum contributions to a health savings account (HSA) as follows \$1,500 in January, and \$500 each in March, June, and September. The cost of any HSA PPO plan selected by employees that exceeds the City contribution amount shall be paid the employee through a pre-tax payroll deduction.
- D. During the term of the Agreement, Employees will be allowed to opt in to the Employee + Family plan during any open enrollment period or upon a qualifying event as prescribed by the City's insurance provider.

Should employees represented by the Vernon Firemen's Association (VFA) receive across-the board enhancements to the existing medical benefit program between July 1, 2016, and June 30, 2019, a like increase will be provided to employees represented by the VFMA.

**Section 5: Dental:**

The City of Vernon provides a dental insurance plan to employees. In the event an employee does not exceed his/her monthly employer medical allowance, the employee shall be allowed to apply any unused portion toward the purchase of dental insurance for himself/herself and eligible dependents. The cost of any plan selected by the employee that exceeds his/her monthly employer medical allowance shall be paid by the employee through a pre-tax payroll deduction.

Should employees represented by the Vernon Firemen's Association (VFA) receive across-the board enhancements to the existing dental benefit program between July 1, 2016, and June 30, 2019, a like increase will be provided to employees represented by the VFMA.

**Section 6: Vision:**

The City of Vernon provides a vision care plan to employees. The City shall pay 100% of the cost of such a plan for employees only. Employees shall have the option of purchasing vision care for their dependents at a cost of \$6.95 for one dependent or \$13.95 for two or more dependents. In the event an employee does not exceed his/her monthly employer medical allowance, the employee shall be allowed to apply any unused portion towards the purchase of additional provided coverage for vision care.

All itemized benefit amounts specified in the City of Vernon Vision Plan (CVVP) that fall below \$150 shall be raised to \$150.

Should employees represented by the Vernon Firemen's Association (VFA) receive across-the board enhancements to the existing vision benefit program between July 1, 2016 and June 30, 2019, a like increase will be provided to employees represented by the VFMA

**Section 7: Life Insurance:**

The City provides a life insurance plan to employees. The City shall pay 100% of the cost of such plan for employees.

The City's agreement to pay full or partial costs of said premiums shall not create or ripen into a vested right for said employee; however, the City shall be obligated to pay the cost or provide said medical, dental, vision, and life insurance benefits as described so long as this MOU remains in effect.

**Section 8: Deferred Compensation**

The City shall continue to administer the existing 457 deferred compensation program for all unit employees.

**Section 9: Education Reimbursement**

The educational reimbursement program is a financial assistance program that offers reimbursements for tuition, fees and books up to a maximum of \$2,200 per fiscal year. The fiscal year is July 1 through June 30. Employees are eligible for this assistance after 12 months of uninterrupted employment with the City of Vernon.

A grade of "C" or better (or "pass" if on a pass/fail basis) is required for reimbursement. A request for reimbursement must be made within 60 days of receipt of grades and should include the following: a copy of the final grade report, a copy of expenses for tuition, fees, and books; and a completed and signed tuition reimbursement form.

**Section 10: Other City Employee Programs**

VFMA unit employees are eligible to participate in all City-sponsored programs passed by City Council Resolutions that are intended to benefit all employees in the areas of, but not limited to, the following:

- Buy back of military leave for PERS retirement time—Gov't Code 21024
- Computer loan purchase plan—Resolution-2011-67
- Life insurance
- Corrective eye surgery plan—Resolution 2011-65
- Hearing aid device plan—Resolution 2011-66
- Family Medical Leave Act (FMLA)
- Flexible Spending Account (FSA)

**Section 11: Retiree's Medical**

Employees must retire from the City of Vernon under a CalPERS Benefit Formula (i.e. Age 50 or 57 Formula) to be eligible for Retiree Medical/Dental Benefits.

The City shall pay up to \$1,100 per month towards the employee's HMO medical and dental insurance premium for the employee and his/her eligible spouse in the classifications represented by the Vernon Fire Management Association who have been employed for a minimum of twenty (20) years of continuous service with the City of Vernon. The maximum \$1,100 City contribution shall be applied only toward a city provided HMO medical and dental premium plan payment and shall have no cash surrender value. The City will pay the cost of the HMO medical and dental premiums for those retired employees with qualifying years of service and age requirements, and offer the PPO as a "buy-up" option, for which qualifying retired employees shall be responsible for the difference in premium cost.

The City's contribution toward the Retiree HMO Medical/Dental Benefit Plan shall continue for said retired employee and eligible spouse up to the age of sixty-five (65). Upon reaching the age of sixty-five (65), the retiree and/or eligible spouse shall apply for Medicare coverage, whereupon the City's insurance shall become supplemental coverage. The City shall pay up to 100% of the cost to provide any Medicare

supplemental medical and dental insurance plan offered by the City of Vernon, not to exceed \$1,100 per month. The City will not be the primary insurance carrier once the retiree and/or employee reaches the age of sixty-five (65). If the retiree or eligible spouse fails to timely obtain and maintain Medicare coverage, the City shall not be required to provide any medical/dental benefits until such Medicare coverage is obtained and maintained. The maximum \$1,100 City contribution shall be applied only towards a City sponsored Medicare supplemental medical and dental premium plan payment and shall have no cash surrender value.

All retired employees with a minimum of ten (10) years of continuous uninterrupted service with the City may pay the City's premium cost for medical and dental insurance up to the age of sixty-five (65) after which time Medicare will become the primary insurance carrier. The retired employee may remain on the City's supplemental insurance to Medicare at his/her cost provided the retiree has timely obtained and maintains Medicare coverage.

Should the retired employee fail to pay his/her required cost of the insurance premium for the City's medical/dental benefit plan for any three (3) consecutive months or, should the coverage otherwise lapse for any reason other than City's non-payment, then the City's obligation to maintain the retiree's medical/dental benefit plan shall automatically terminate without the need for further notice.

Eligible retired employees and spouse may opt not to enroll in the City's medical and/or dental insurance coverage and instead receive a monthly reimbursement for premiums actually paid up to the City HMO medical /dental value up to \$1,100 per month as permitted by the Public Employee Pension Reform Act (PEPRA). Once a retired employee opts not to enroll in the City's medical and/or dental insurance, he or she will not be allowed to re-enroll. All other existing qualifiers in Article Seven, Section 11 shall stay in effect.

## ARTICLE EIGHT

### VACATION

#### **Section 1: Vacation Time**

A. Annual Accrual For 56-Hour Personnel

- 9 years or less: 13 shifts (12 hours per pay period)
- 10 - 24 years: 15 shifts (13.85 hours per pay period)
- 25 or more: 16 shifts (14.77 hours per pay period)

B. Annual Accrual for 40 Hour Personnel

- 9 years or less: 120 hours (4.62 hours per pay period)
- 10 – 24 years: 160 hours (6.16 hours per pay period)
- 25 or more: 170 hours (6.54 hours per pay period)

C. Policy

A Maximum of 1 platoon personnel per shift shall be permitted off on vacation leave.

D. Carry Over of Vacation Leave

Employees are permitted to carry-over one year's annual accrual from calendar year to calendar year. At the end of every calendar year, employees who have accrued vacation hours in excess of their permitted carry-over shall be paid their regular rate of pay of all such excess hours.

#### **Section 2: Vacation Leave – Administrative Personnel**

At the time an employee is transferred to the administrative work schedule, his or her vacation leave balance shall be converted from the suppression work schedule rate to the administrative work schedule rate by dividing the accrued balances by 2.4 (*example: 90 hours of suppression vacation time ÷ 2.4 = 37.50 hours of administrative vacation time*). Said converted balances shall be available for employee's use while assigned to the administrative work schedule in accordance with applicable policies.

At the time an employee is returned to the suppression work schedule, his or her vacation leave balance shall be converted back to suppression hours by multiplying the hours by 2.4 (*example: 37.50 hours of administrative vacation time X 2.4 = 90 hours of suppression vacation time*). Said converted balances shall be available for employee's use while assigned to the suppression work schedule in accordance with applicable policies.

Should an employee separate during the time of their administrative assignment, the accrued balance shall be converted back to suppression hours by multiplying the administrative hours by 2.4 and paid out at the suppression hourly rate. (*example: 37.50 hours of administrative vacation time X 2.4 = 90 hours of suppression vacation time*).

## ARTICLE NINE

### SICK LEAVE

#### **Section 1: Sick Leave**

Unit employees only receive sick leave accrual while they are in a paid status. Full-time Platoon personnel accrue sick time at the rate of 5.54 hours per pay period (144 hours annually). Upon reaching the cap of 1440, employees will continue to accrue sick leave provided, however, in the final pay period in December each year all accrued sick leave in excess of 1440 hours shall be cashed in at fifty percent (50%) of the employee's regular rate of pay. Part-time and temporary VFMA employees (excluding CalPERS retired annuitants) working for 30 or more days within a year shall be entitled to accrue paid sick days at the rate of one (1) hour per every 30 hours worked. Employee shall only receive sick leave accrual while they are in a paid status.

Full-time forty-hour (40-hour) personnel accrue sick time at a rate of 3.96 hours per pay period (103 hours annually). Upon reaching the cap of 1029, employees will continue to accrue sick leave provided, however, in the final pay period in December each year all accrued sick leave in excess of 1029 hours shall be cashed in at fifty percent (50%) of the employee's regular rate of pay. Part-time and temporary VFMA employees (excluding CalPERS retired annuitants) working for 30 or more days within a year shall be entitled to accrue paid sick days at the rate of one (1) hour per every 30 hours worked. Employee shall only receive sick leave accrual while they are in a paid status.

- A. If an employee resigns from the City with 20 years or more of continuous service, he/she will be compensated for all unused sick leave hours in his/her sick leave bank at the time of separation at 50% of his/her then current regular hourly rate of pay.
- B. If an employee retires from the City with at least 15 and less than 20 years of continuous service, he/she will be compensated for all unused sick leave hours in his/her sick leave bank at the time of separation at 50% of his/her then current regular hourly rate of pay.
- C. If an employee retires from the City with 20 or more years of continuous service, he/she will be compensated for all unused sick leave hours in his/her sick leave bank at the time of separation at 100% of his/her then current regular hourly rate of pay.

- D. An employee who is absent on sick leave for more than one (1) consecutive shift will be required by his or her supervisor to provide a physician (or Chiropractic/Physician Assistant) note in order to be paid for the sick leave.

Should employees represented by the Vernon Firemen's Association (VFA) amend their MOU contract language regarding Sick Leave between July 1, 2016 and June 30, 2019, the City and the VFMA agree to amend the VFMA MOU to incorporate such changes.

## **Section 2: Sick Leave Conversion**

At the time an employee is transferred to the administrative work schedule, his or her sick leave balance shall be converted from the suppression work schedule rate to the administrative work schedule rate by dividing the accrued balance by 1.4 (*example: 112 hours of suppression sick leave  $\div$  1.4 = 80 hours of administrative sick time*). Said converted balances shall be available for employee's use while assigned to the administrative work schedule in accordance with applicable policies.

At the time an employee is returned to the suppression work schedule, his or her sick leave balance shall be converted back to suppression hours by multiplying the hours by 1.4 (*example: 80 hours of administrative sick time  $\times$  1.4 = 112 hours of suppression vacation time*). Said converted balances shall be available for employee's use while assigned to the suppression work schedule in accordance with applicable policies.

Should an employee separate during the time of their administrative assignment, the accrued balance shall be converted back to suppression hours by multiplying the administrative hours by 1.4 and paid out at the suppression hourly rate. (*example: 80 hours of administrative sick time  $\times$  1.4 = 112 hours of suppression sick time*).

**ARTICLE TEN**  
**LEAVE BENEFITS**

**Section 1: Jury Duty**

- A. All regular full-time employees summoned to serve on jury duty shall be provided “Jury Duty Pay” and there shall be no loss of compensation. An employee will be compensated up to two weeks at full pay for jury duty. The employee must provide notice of the expected jury duty to his or her supervisor as soon as possible, but in no case later than 14 calendar days before the expected start date of the jury duty.
  
- B. An employee on call for jury duty is expected to report to work. An employee who is called in for jury duty will be required to return to work as soon as they are released from jury duty. All employees shall obtain verification of the hours of jury duty performed using verification forms as may be supplied by the court. Employees released from their jury duty obligations shall notify their Supervisor. For the purposes of this section, “released from jury duty” shall mean that the employee is relieved from jury duty for the day and not required to report for jury duty the following day.
  
- C. Except as herein provided, employees shall remit to the City any compensation received for those days while on jury duty and shall receive regular pay for the time served. Employees shall be reimbursed by the City for the mileage portion of the jury duty compensation. Jury duty performed on an employee’s regular day off shall not be compensated by the city and the employee shall be entitled only to the court’s compensation for duty performed on such employee’s regular day off.
  
- D. If an employee is required to serve on a jury for a period longer than two weeks, the employee shall be entitled, at the employees’ option, to use any accrued leave time, other than sick time, during the period of extended jury service. The employee shall continue to receive all paid benefits, and shall continue to accrue eligible leave benefits.

**Section 2: Bereavement Leave**

Permanent full-time employees, regardless of period of service, may in the event of death or if death appears imminent, of any “immediate family member” as defined below, including the equivalent relatives of a registered domestic partner, be allowed up to forty-eight (48) hours over two shifts of

bereavement leave without loss of salary. An employee shall not be granted paid Bereavement Leave for more than 48 hours in any six-month period for the same family member.

Relative	All Regular Employees
Spouse	48 hours
Child	48 hours
Registered Domestic Partner	48 hours
Step-Child	48 hours
Parent	48 hours
Step-Parent	48 hours
Mother-in-law	48 hours
Father-in-law	48 hours
Grandchild	48 hours
Step-Grandchild	48 hours
Grandparent	48 hours
Grandparent-in-law	48 hours
Brother	48 hours
Sister	48 hours
Step-Sister	48 hours
Step-Brother	48 hours
Daughter-in-law	48 hours
Son-in-law	48 hours
Brother-in-law*	48 hours
Sister-in-law*	48 hours

*\*Brother-in-law and sister-in-law are defined as the spouse of the employee's sibling or the sibling of the employee's spouse.*

- B. The bereavement leave begins on the first regularly scheduled workday as requested by the employee. If the employee learns of the death while at work, he or she is entitled to leave work immediately; this partial day leave will not be counted towards the bereavement leave.
- C. Bereavement leave must be authorized by the Department head and must be utilized within fifteen (15) days of employee learning of the death, or of the date of foreseen imminent death of the immediate family member, unless special circumstances require that the leave begin at a later date. Such requests to the Department head shall be made within 15 days of the employee learning of the death or of the date of foreseen imminent death and shall not be unreasonably denied.

- D. Representatives may be selected by the Department head to attend with pay the funeral of a co-worker in said department on behalf of the City if the funeral of the deceased co-worker occurs during working hours; provided the funeral is held within a reasonable distance of City limits.

Employees will be allowed to utilize their vacation time, any compensatory time, or any "in lieu" holiday time that is due to the employee, in order to lengthen such bereavement time.

The employee shall furnish satisfactory evidence of such death or critical illness to the Fire Chief, if requested.

## ARTICLE ELEVEN

### WORK SCHEDULE

#### **Section 1: FLSA Work Period**

The FLSA work period for unit employees assigned to a daily work schedule of twenty four (24) hours shall be a fixed and regularly recurring work period of twenty-four consecutive days (576 hours).

#### **Section 2: Work Schedules**

##### **A. Platoon Personnel**

Unit employees assigned to a 56-hour work week shall work a 48/96 work schedule that consists of two consecutive 24-hour shifts followed by 96 consecutive hours off, on a rotating three platoon basis (A, B & C Platoon). Employees that work such schedule average 56 hours a week and 112 hours per pay period.

Unit employees assigned to work a 48/96 schedule shall begin work at 0700 hours and terminate at 0700 hours following two 24-hour periods.

##### **B. 40-Hour Personnel**

Unit employees assigned to work a 40-hour work week shall be assigned to a 4/10 schedule that consists of four (4) consecutive work days of ten (10) consecutive work hours each, inclusive of paid breaks and an unpaid 30-minute meal period, followed by three consecutive days off, each week. Unit employees on such schedule shall be assigned to work Monday through Thursday between the hours of 0700 to 1730 hours, unless an alternate schedule is approved in writing by the Fire Chief and VFMA.

#### **Section 3: Shift Trades**

The practice of shift trading shall be voluntary on behalf of each employee involved in the trade. The trade must be due to the employee's desire or need to attend to a personal matter and not due to the department's operations. The employee providing the trade shall not have his/her compensable hours increased as a result of the trade, nor shall the employee receiving the trade have his/her compensable hours decreased as a result of the trade.

If one individual fails to appear for the other (regardless of the reason), the person who was scheduled to work as a result of the shift trade will be listed as absent without leave and may be subject to discipline.

Any premium pay or other extra compensation shall continue to accrue only to the person originally entitled to the premium pay or extra compensation. Any hours worked beyond the normal work day will be credited to the individual actually doing the work. "Paybacks" of shift trade are the obligation of the two employees involved in the trade. Pay-backs are to be completed within one (1) calendar year of the date of the initial shift trade.

Any dispute as to the paybacks is to be resolved by the involved employees, and under no circumstances will the department be obligated for any further compensation whatsoever to any of the involved employees. The department is not responsible in any manner for hours owed to employees by other employees that leave the employment of the City or are assigned other duties. A record of all initial shift trades and "paybacks" shall be maintained by the involved employees on forms or computers provided by the Department.

**Section 4: Early Relief**

The practice of early shift relief shall be voluntary on behalf of each employee involved in the relief. The employee providing the early relief shall not have his/her compensable hours increased as a result of the early relief; nor shall the employee relieved early have his/her compensable hours decreased as a result of the early relief.

"Paybacks" of early relief hours are the sole obligation of the two employees involved in the early relief. Any dispute is to be resolved by the involved employees, and under no circumstances will the Department be obligated for any further compensation whatsoever to any of the involved employees. The Department is not responsible in any manner for hours owed to employees by other employees who leave the employment of the City or are assigned other duties.

**ARTICLE TWELVE**  
**GRIEVANCE PROCEDURE**

Vernon has adopted a grievance procedure applicable to all Firefighters containing the following principles:

A grievance shall be defined as an allegation by an employee or the Association of misinterpretation, misapplication or violation of a particular provision of this MOU, City policy, rule or past practice. The grievance procedure shall not be used in connection with an impasse in collective bargaining, nor with disciplinary actions or other matters for which appeal procedures exist under the Discipline and Disciplinary Actions article herein, or pursuant to statute.

**DAYS**

“Days” as used herein shall be defined for the purposes of the Article as any day in which City Hall of the City of Vernon is open to the public for the general conduct of business.

**GRIEVANCE PRESENTATION AND PROCEDURES**

Employees shall have the right to present their own grievance or do so through their Association representative.

Grievances shall be processed on standard forms provided by the Department of Human Resources and shall contain information which (a) identifies the aggrieved, (b) contains the specific nature of the grievance, (c) indicates the time or place of its occurrence, if known, (d) states the article(s) of the MOU, City policy, rule or past practice which have been violated, misinterpreted or misapplied, (e) indicates the persons contacted at the informal stage, if applicable, and (f) states the corrective action desired.

Grievances may be submitted via email, so long as the employee attaches the grievance form to the email by the required time line. If an employee includes attachments to the grievance form and those attachments are not included in the email or in-person submission, the City shall notify the employee that all attachments were not included and that the deadline for the City to respond to the grievance will not begin to run until all the attachments are received.

Failure by management to reply to the employee’s grievance within the time limits specified automatically grants to the employee the right to process the grievance to the next level. Failure by management to respond shall be reported to the Human Resources Director by either the aggrieved employee or Association Representative. If an employee fails to appeal from one level to the next within

the time limits established in this grievance procedure, the grievance shall be considered settled on the basis of the last decision, and the grievance shall not be subject to further appeal or reconsideration. All time periods specified in this procedure may be extended by mutual written (including email) consent of the aggrieved employee(s), Association representative and the Human Resources Director.

### **INFORMAL PROCEDURE**

Within twelve (12) days of the date the employee(s) knew or reasonably should have known of the incident giving rise to the grievance, the employee may discuss the complaint with his/her immediate supervisor. Employees are encouraged to discuss complaints with their immediate supervisor in an attempt to resolve the grievance at the lowest possible step.

An employee, at his or her sole discretion, may opt to skip the Informal Procedure resolution process and instead go directly to Step One. If an employee chooses to proceed with the Informal Procedure, he/she or their Association representative shall inform the Human Resources Director, within one day of initiating the Informal Procedure, that he/she has initiated the Informal Procedure and the date the informal grievance was first discussed with his/her supervisor.

Within twelve (12) days of the discussion with the employee, the supervisor shall respond in writing to the employee's complaint. If the employee is dissatisfied or if the supervisor fails to respond, the employee shall have access to the formal grievance process described below

#### **Step One – Department Head**

The aggrieved employee shall present in writing as prescribed above his/her grievances to the Fire Chief within twelve (12) days of the date the employee(s) knew or reasonably should have known of the incident giving rise to the grievance. The Association and/or employee(s) waives the right to proceed with the grievance if the grievant does not initiate the procedure by this deadline. Within twelve (12) days, the Fire Chief, or the designee of the Fire Chief, shall meet with the Association and employee(s) to hear the grievance. Within twelve (12) days of hearing the grievance, the Fire Chief or designee shall present his/her decision, in writing, to the Association and/or employee(s) with copies to the Human Resources Director and the City Administrator.

If the Union or employee(s) is not satisfied with the result of the meeting with the Department Director, the grievant may submit a written request, within twelve (12) days of the written decision of the Department Director, that the matter be heard by the City Administrator or designee.

## **Step Two - City Administrator/Advisory Arbitration**

If the Association or employee(s) is not satisfied with the result of the meeting with the Fire Chief, within twelve (12) days the grievant may submit a written request, within twelve (12) days of the written decision of the Department Head, that the matter be heard by the City Administrator or designee, or the employee(s) and/or Association may choose to have the matter heard by an impartial hearing officer (arbitrator).

Should the matter be submitted directly to the City Administrator or designee, he/she shall meet with the Association and/or employee(s) within twelve (12) days of receipt of the grievant's written notice. If the Association and/or employee(s) elects to have the matter heard by the City Administrator or designee, the Association and/or employee(s) waives the right to have the matter heard by an arbitrator. Within twelve (12) days of hearing the grievance, the City Administrator shall provide his/her decision, in writing, to the Association and/or employee(s). The decision of the City Administrator shall be final and binding.

If the Association elects arbitration, costs of the arbitration shall be shared equally between the Association and the City. A court reporter shall be retained only by mutual consent of the parties. The costs of the arbitration, including the court reporter, shall be divided in half (i.e. 50/50) by the parties. Attorney fees, staff time and witness fees shall not be shared between the parties and shall be paid by the party that incurred the cost.

If the Association elects arbitration, the City shall request a list of five (5) arbitrators registered with the American Arbitration Association, California State Conciliation Service or some other mutually agreed upon source within ten (10) days of the Association's request. Upon receipt of the list, the parties shall alternately strike names from the list until a final name is selected as the hearing officer, with the Association striking first. The selected arbitrator shall serve as the hearing officer. All arbitration proceedings arising under the Grievance procedure shall be governed by the provisions of Title 9, Part 3, of the Code of Civil Procedure of the State of California.

Within twelve (12) days of receipt of the arbitrator's recommendation, the City Administrator shall provide his/her decision, in writing, to the Association and employee(s). The recommendation of an arbitrator shall be advisory to the City Administrator or designee. The decision of the City Administrator shall be final and binding, subject to the option of the employee to bring a proceeding pursuant to Code of Civil Procedure sections 1094.5 and 1094.6.

All time limits specified in the foregoing procedure may be waived only by mutual written agreement. Should employees represented by the Vernon Firemen's Association (VFA) amend their MOU contract language regarding Grievance Procedures between July 1, 2016 and June 30, 2019, the City and the VFMA agree to amend the VFMA MOU to incorporate such changes.

**ARTICLE THIRTEEN**  
**DISCIPLINE PROCEDURE**

**A. DISCIPLINARY ACTIONS**

1. The tenure of every City employee shall be based on reasonable standards of personal conduct and job performance. Failure to meet such standards shall be grounds for appropriate disciplinary action, which shall be commensurate with the seriousness of the offense and with consideration of the employee's personnel file. Progressive discipline will be used; however, this does not preclude the City from taking disciplinary action, up to and including termination, for an incident for which there is no prior documentation as long as the disciplinary action is warranted and is based on just cause.

2. The following procedures shall be followed when, in the judgment of the Department Director, an employee has committed an act or omission that justifies discipline. The Department Director or his/her designee shall advise employees of contemplated disciplinary actions in writing and allow the employee an opportunity to respond to such charges prior to taking final action.

a. Disciplinary actions should be documented in the employee's official personnel file. Performance deficiencies documented in the employee's performance evaluation as "does not meet standards" may be the basis for disciplinary action if the employee fails to correct those performance deficiencies within the time period designated by his/her supervisor. To the extent possible, performance deficiencies or other causes for discipline will be documented in the employee's personnel file.

b. Upon the City receiving authorization from the employee, the City will provide the Association with all written notices of discipline given to employees represented by Association. The written notice of discipline will also inform the employee that he/she has the right to consult with the Association with regard to the disciplinary action being taken.

c. Nothing in this article shall preclude the Fire Chief or his/her designee from ordering an employee to cooperate with other agencies involved in criminal investigations. If an employee fails to comply with such an order, the employee may be officially charged with insubordination.

**B. PRE-DISCIPLINARY PROCEDURES**

Prior to the discipline of any permanent employee, the following procedures shall be followed. This process shall not be applicable to performance evaluations or verbal counseling/reprimands.

### **Written Notice of Proposed Action**

Written notice of the proposed disciplinary action shall be given to the employee. Such notice shall include the proposed effective date of the discipline, a statement of the reason(s) for the proposed action, including the rule or standard of conduct allegedly violated, the proposed discipline and the charge(s) being considered.

### **Employee Review**

The employee shall be supplied with a copy of the documents or materials upon which the proposed disciplinary action is based.

### **Employee Response/Pre-Disciplinary Conference**

The notice of proposed action shall state the date by which the employee must exercise the right to respond orally, in writing or both orally and in writing. This represents the pre-disciplinary opportunity for the employee to state any reasons that he/she believes the proposed action to be inappropriate. The employee shall have a reasonable amount of time to respond, which shall not be fewer than five days. This date may be adjusted by mutual agreement. Failure to respond by the assigned date will constitute a waiver of the right to respond. Any response will be fully considered before any final action is decided upon.

The Pre-Disciplinary Conference does not need to be an evidentiary hearing. An employee has the right to have a representative of his or her own choosing at the conference. The City may conduct further investigation if the employee's version of the facts or new information raises doubts as to the accuracy of the City's information leading to the discipline proposal.

### **Written Notice of Final Action**

After consideration of the employee's response, or in the absence of a response, written notice of the final disciplinary action shall be given to the employee. Such notice shall include essentially the same information contained in the notice of proposed action, except that the employee's formal appeal rights shall be stated.

### **Emergencies**

When, in the opinion of the City, immediate disciplinary action is required to protect the health, safety or welfare of the public, other employees or the employee himself, the employee may be suspended with pay

pending the processing of the notices required in Section B of this article and pending the completion of such investigations or hearings as may be required to determine if disciplinary action is to be taken.

### **C. DISCIPLINARY APPEAL PROCEDURES**

The appeal process shall not be applicable to newly hired probationary employees. The appeal process shall not be applicable to performance evaluations, or verbal reprimands.

An employee desiring to appeal the discipline shall have ten (10) days after receipt of notice of discipline. The employee's request for appeal must be addressed to the City Administrator and received in the Human Resources Department. The Human Resources Department shall date stamp the employee's appeal to verify the timeliness of the appeal.

If, by the expiration of the (ten) 10 day appeal period, the employee does not file the appeal, unless good cause for the failure is shown, the discipline shall be considered conclusive and the right of appeal to have been waived. If the employee files a timely appeal, an appeal hearing shall be established as follows:

1. The employee and the City shall jointly request the State Office of Administrative Hearings to appoint an Administrative Law Judge (ALJ) to hear the appeal and to render a decision advisory to the City Administrator. The City and Association will share equally share (i.e. 50/50) the hearing-related expenses such as ALJ fees and court reporter fees, but excluding attorney fees, expert witness(es) and staff time.
2. All appeal proceedings arising under this procedure shall be governed by the provisions of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the California Government Code.
3. All time limits specified in the procedure may be waived by mutual written agreement.
4. At the conclusion of the hearing, the ALJ will submit his/her findings to the City and the employee. Within ten (10) days of receiving the ALJ's findings, the City Administrator shall provide his/her decision, in writing, to the employee. The City Administrator's decisions shall set forth which charges, if any, are sustained and the reasons therefor. The opinion shall set forth findings of fact and conclusions. The City Administrator's decision is final, subject to the option of the employee to bring a proceeding pursuant to Code of Civil Procedure sections 1094.5 and 1094.6.

Should employees represented by the Vernon Firemen's Association (VFA) amend their MOU contract language regarding Discipline Procedures between July 1, 2016 and June 30, 2019, the City and the VFMA agree to amend the VFMA MOU to incorporate such changes.

**ARTICLE FOURTEEN**  
**MANAGEMENT RIGHTS**

Except as limited by the specific and express terms of this Memorandum of Understanding, the City hereby retains and reserves unto itself all rights, powers, authority, duties and responsibilities conferred on and vested in it by the laws and the Constitution of the State of California and/or the United States of America; provided, however, if the City's decision to exercise such rights, powers, authority, duties and responsibilities impacts the wages, hours and other terms and conditions of employment of unit employees, the City shall be required to first meet and confer on the impact and effect of such decision.

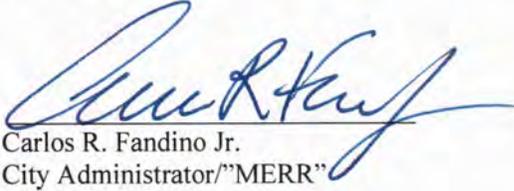
The City retains all its exclusive rights and authority under State and Federal law and expressly and exclusively retains its management rights, which include, but are not limited to:

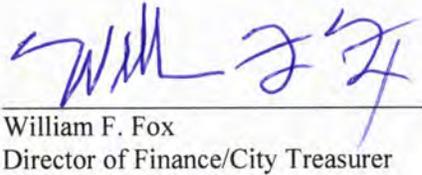
- A. The exclusive right to determine the mission of its constituent departments, commissions, and boards.
- B. Set standards and levels of service.
- C. Determine the procedures and standards of selection for employment and promotions.
- D. Direct employees.
- E. Establish and enforce dress and grooming standards.
- F. Determine the methods and means to relieve its employees from duty for lawful reasons.
- G. Maintain the efficiency of governmental operations.
- H. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted.
- I. Determine the content and intent of the job classifications.
- J. Determine methods of financing.
- K. Determine style and/or types of city-issued wearing apparel, equipment or technology to be used.
- L. Determine and/or change the facilities, methods, technology, means, organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted.

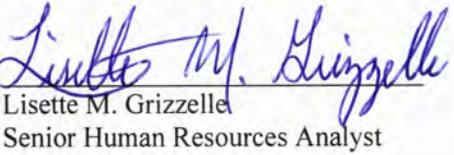
- M. Determine and change the number of locations, relocations and type of operations processes and materials to be used in carrying out all city functions, including, but not limited to, the right to contract for or subcontract any work or operations of the City.
- N. Assign work to employees in accordance with requirements as determined by the City.
- O. Establish and modify productivity and performance programs and standards.
- P. For just cause only, discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees in accordance with applicable state law.
- Q. Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith.
- R. Take all necessary actions to carry out its mission in emergencies.
- S. Exercise complete control and discretion over its organization and the technology of performing its work.

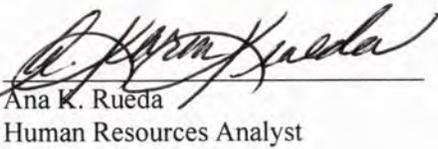
**SIGNATURES**

CITY OF VERNON

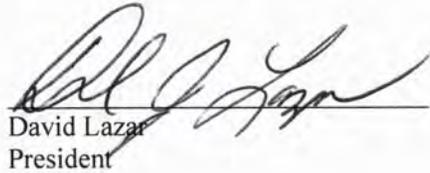
  
Carlos R. Fandino Jr.  
City Administrator/"MERR"

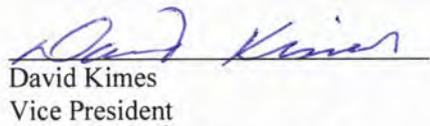
  
William F. Fox  
Director of Finance/City Treasurer

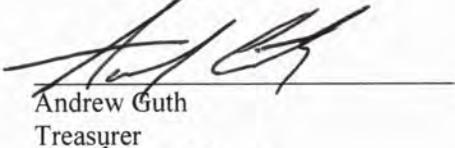
  
Lisette M. Grizzelle  
Senior Human Resources Analyst

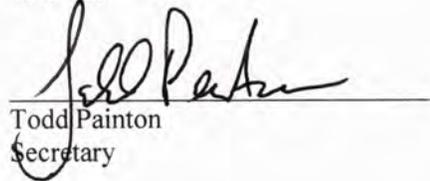
  
Ana K. Rueda  
Human Resources Analyst

VERNON FIRE MANAGEMENT ASSOCIATION

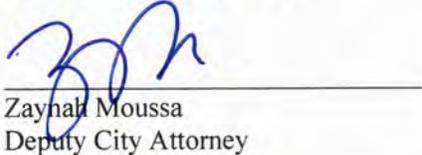
  
David Lazar  
President

  
David Kimes  
Vice President

  
Andrew Guth  
Treasurer

  
Todd Painton  
Secretary

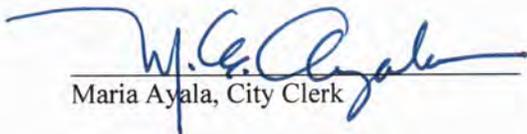
APPROVED AS TO FORM:

  
Zaynah Moussa  
Deputy City Attorney

Dated: 11/6/17, 2016

APPROVED AND ADOPTED BY CITY COUNCIL ON OCTOBER 24, 2017 PER  
RESOLUTION NO. 2017-55

ATTEST:

  
Maria Ayala, City Clerk

Dated: 11/14/2017

**SIDE LETTER OF AGREEMENT**  
*City of Vernon and*  
*Vernon Fire Management Association*

This Side Letter of Agreement ("Agreement") is entered by and between the City of Vernon ("City") and the Vernon Fire Management Association ("VFMA") with respect to the following:

**WHEREAS**, VFMA is the recognized employee organization for employees employed by the City's Fire Department in the classifications of Assistant Fire Chief, Fire Battalion Chief, Administrative Fire Battalion Chief, and Fire Marshal; and

**WHEREAS**, VFMA and the City have been actively engaged in negotiation for a successor Memorandum of Understanding ("MOU") to the one that expired June 30, 2019; and

**WHEREAS**, the City's elected Council voted to contract for firefighting and related services with the Consolidated Fire District of the County of Los Angeles ("the District"); and

**WHEREAS**, following the vote of the City's Council to contract for firefighting services, the City and VFMA ceased negotiating a successor MOU and have been negotiating the impacts and effect of the City's decision to contract for firefighting services; and

**WHEREAS**, the City and VFMA have reached an understanding with respect to the rights and entitlements of its members should the City enter into a contract for firefighting and related services with the District and wish to memorialize that agreement herein.

**NOW THEREFORE**, the City and VFMA agree to amend their MOU as follows:

1. **Term of Agreement and MOU:** The term of the MOU shall be extended until the earlier of either (1) the commencement date of service by the District, in which case no further MOU will be necessary; or (2) until such time as it is reasonably determined that contracting for firefighting service with LA County will not proceed, in which case the provisions of this side letter shall be null and void and the parties shall reconvene negotiations for a successor MOU; or (3) August 1, 2020, in which case the parties shall either mutually agree to further extend this side letter agreement and the MOU or, if no such agreement is reached to extend the side letter agreement and the MOU, the provisions of this side letter shall be null and void and the parties shall reconvene negotiations for a successor MOU.

Any VFMA represented employee who chooses to retire prior to the commencement date of service by the District shall be entitled to the payoffs and other benefits to which they are entitled under the July 1, 2016 through June 30, 2019 MOU, except as specifically amended by this side letter.

2. **Retiree Medical and Dental:** For those VFMA represented employees who transfer to the District with twenty (20) or more years of continuous service with the City of Vernon Fire Department as of the date of transfer (a list of qualifying employees is attached hereto as Exhibit "A"), the following shall apply:
  - a. If the employee separates from the District after age 50 without becoming entitled to a retiree medical contribution in the County's retiree medical health plan, the City shall pay that former employee a retiree medical/dental benefit reimbursement allowance in an amount equal to the actual cost of medical and dental insurance for the employee and his/her spouse, not to exceed \$1,100 per month. The reimbursements shall occur

quarterly and the employee shall present, quarterly, proof of medical and/or dental insurance coverage and premiums. For purposes of this transitional benefit, qualifying employees (as listed on Exhibit "A") shall have a vested right to the City retiree medical benefit as set forth herein upon transition to employment with the District.

- b. If the employee separates from the District and qualifies for a District/County retiree medical contribution, the City's payment of a medical/dental insurance benefit for the employee and his/her spouse of up to \$1,100 per month will be offset by the amount of benefit the employee is eligible to receive from the District/County. For example, if the cost of the medical and dental insurance premiums for the employee and spouse cost \$1050/month, and the employee qualifies for a County/District contribution of \$400/month, the City's reimbursement shall be \$650/month ( $\$400 + \$650 = \$1050$ ).
    - c. Upon reaching the age of sixty-five (65), the employee and/or eligible spouse shall apply for Medicare coverage. The City shall pay up to 100% of the cost of a Medicare supplemental medical and dental insurance plan not to exceed \$1,100 per month. Reimbursement does not include the cost of Medicare premiums and/or copays, but rather a Medicare supplement medical and dental insurance plan. Any amount provided to the employee shall be offset by the amount the employee is eligible to receive from the District/County.
3. **Overtime:** Article Five, Section 1 (C) of the MOU is amended to read as follows:
  - C. Vacancies To Be Filled

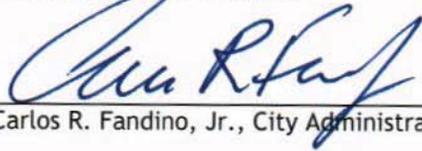
Any vacancy, whether permanent or as a result of any type of leave, in the Battalion Chief rank may be backfilled at the discretion of the Fire Chief.
4. **Personnel, Ranks, and Salaries:** By no later than October 31, 2019, the parties shall reach agreement on the names, City Rank, Transfer Rank, City Seniority Date, and City Salary information contained in Schedule 7 of the agreement between the City and the District, which may be amended by the parties due only to the separation of an employee(s) prior to transition. The determination of which ranks of VFMA members transfer to the District is determined using time in rank (or a higher rank). For example, the last promoted Captain will be the first bumped down to a classification previously held by that Captain.
5. **Transfer of Vacation And Sick Leave Hours:** By November 30, 2019, VFMA members who desire to transfer to the District shall designate the number of available, accrued vacation and sick leave hours to be transferred, up to 240 hours of vacation leave and 240 hours of sick leave. Any employee failing to make a designation, will be deemed to have designated the maximum number of available vacation and sick leave hours to be transferred.
6. **Payout of Remaining Sick Leave and Vacation Leave Hours:** Any accrued vacation leave not being transferred to the District shall be paid to employees at their regular hourly rate at the time of separation. Any remaining sick leave hours not being transferred to the District shall be forfeited; provided, however, that those employees with 20 years or more of continuous service on the date that firefighting and related services are transferred to the District shall be compensated for all unused sick leave at the time of separation at 50% of the employee's then current regular hourly rate of pay, pursuant to Article Ten, Section 11(B) of the MOU.
7. **Employees Deemed Ineligible for Transfer:** Any VFMA represented employee deemed ineligible to transfer by the District will be separated from City effective the date of commencement of service by the District, and the employee would be entitled to any payoffs or other benefits to which they

are entitled under the MOU or pursuant to law. The City agrees that it will certify as qualified for industrial disability retirement any member of VFMA who is rejected from employment by the District due to a legitimate industrial injury or other industrial medical condition, and who meets applicable CalPERS criteria for Industrial Disability Retirement, upon submission of the required paperwork (DWC-1, etc.). The parties agree that if a disability retirement is not granted, the City is under no obligation to reinstate the employee to employment with the City as the employee's position has ceased to exist. Any VFMA member who is on leave pursuant to Labor Code section 4850 on the date of transition and who is not being immediately offered a position by the District will continue to receive their Section 4850 payments for the duration of their statutory entitlement (up to one year) under the law. However, such individuals will not be considered employees of the City beyond the date of transition. VFMA employees who are off on a non-industrial injury or illness leave or who have exhausted their Labor Code 4850 benefits on the date of transition will be laid off from the City as of the date of transition, and shall be paid for their accrued leaves and other benefits per the terms of the MOU.

8. **Terms of Agreement For Services Between The District and City Incorporated Herein:** The parties acknowledge that the Agreement for Services between the City and the District (attached hereto as Exhibit "B") contains terms and provisions that directly impact the determination of who and under what terms employees shall transition to the District and the wages, hours and other terms and conditions of employment of those transitioning employees. To that end, the terms of the Agreement for Services between the City and The District are hereby incorporated by reference as though set forth in full and shall not change in any manner that materially alters the determination of who and under what conditions an employee transitions to the District and the wages, hours and other terms and conditions of employment of VFMA members that transition.

[Signatures next page]

FOR THE CITY OF VERNON

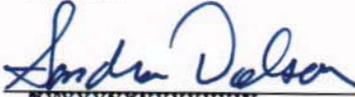


Carlos R. Fandino, Jr., City Administrator

10/24/19

Date

ATTEST:



~~Deborah Harrington,  
City Clerk~~

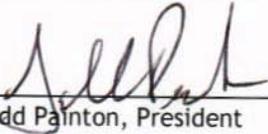
for Lisa Pope, City Clerk

APPROVED AS TO FORM:



Zaynah Moussa,  
Senior Deputy City Attorney

VERNON FIRE MANAGEMENT ASSOCIATION



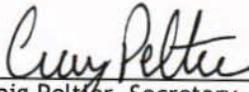
Todd Painton, President

10-24-19

Date

\_\_\_\_\_  
Todd Schoenig, Vice President

\_\_\_\_\_  
Date



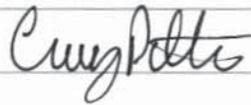
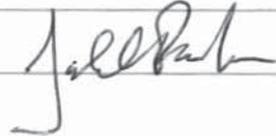
Craig Peltier, Secretary

10/23/19

\_\_\_\_\_  
Date

APPROVED AND ADOPTED BY CITY COUNCIL ON OCTOBER 1, 2019 PER RESOLUTION  
NO. 2019-42

## Exhibit A

Employee Full Name	Position Title	Orig hire date	Years of service	Employee Signature
PELTIER, CRAIG D	FIRE BATTALION CHIEF	10/24/1988	30.8	
SCHOENIG, TODD R	FIRE BATTALION CHIEF	1/7/1991	28.6	
PAINTON, TODD S	FIRE BATTALION CHIEF	11/2/1992	26.8	

# City Council Agenda Item Report

Agenda Item No. COV-202-2020

Submitted by: Michael Earl

Submitting Department: Human Resources

Meeting Date: June 2, 2020

## **SUBJECT**

City's Fringe Benefits Policy and Citywide Classification and Compensation Plan

## **Recommendation:**

A) Adopt Resolution No. 2020-18 adopting Citywide Fringe Benefits Policy and repealing Resolution No. 2020-07; and

B) Adopt Resolution No. 2020-19 adopting Citywide Classification and Compensation Plan in accordance with Government Code Section 20636(b)(1).

## **Background:**

The City's current Fringe Benefits and Salary Resolution outlines various employee benefits and policies provided to City employees and also contains the City's Classification and Compensation Plan as Exhibit A, which lists the classification titles and salary ranges for each job classification in the City. It is desired that the two documents be separated to allow for a more clear and simplified process for obtaining City Council approval when revisions to either document are necessary. There are no proposed changes to the Fringe Benefits Policy other than to separate the document from the Classification and Compensation Plan and re-title the document.

In addition to establishing a separate Classification and Compensation Plan, two changes are proposed at this time. First, it is recommended that the classification of Police Records Manager be designated as "Exempt" (E) to be consistent with other management classifications in the City that are not eligible for overtime compensation. Additionally, with approval of Amendment No. 1 to the Side Letters of Agreement between the City of Vernon and the Vernon Professional Firefighters Association (VPFA) and the Vernon Fire Management Association (VFMA), it is necessary to implement changes to the salaries for the represented classifications in both VPFA and VFMA.

## **Fiscal Impact:**

The fiscal impact of implementing the salary changes for VFMA and VPFA is approximately \$555,467 for both bargaining groups through March 31, 2021. The fiscal impact will be reduced based on the date of transition of fire services to the Consolidated Fire Protection District of Los Angeles County.

## **Attachments:**

- [1. Resolution No. 2020-18 Citywide Fringe Benefits Policy](#)
- [2. Resolution No. 2020-19 Citywide Classification and Compensation Plan](#)

RESOLUTION NO. 2020-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON  
ADOPTING CITYWIDE FRINGE BENEFITS POLICY AND REPEALING  
RESOLUTION NO. 2020-07

SECTION 1. Recitals.

A. On March 17, 2020, the City Council adopted Resolution No. 2020-07, adopting an amended and restated Citywide Fringe Benefits and Salary Resolution.

B. Due to occasional modifications to specific salary ranges and classification titles apart from adoption of a Citywide resolution, and in an effort of efficiency and best practices, staff recommends separating the fringe benefits document from the classification and compensation plan and adopting separate resolutions for each document.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VERNON AS FOLLOWS:

SECTION 2. The City Council of the City of Vernon hereby finds and determines that the above recitals are true and correct.

SECTION 3. Effective June 2, 2020, the City Council hereby approves the Citywide Fringe Benefits Policy, attached hereto as Exhibit A.

SECTION 4. All resolutions and parts of resolutions, specifically Resolution No. 2020-07, are hereby repealed.

SECTION 5. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED this 2<sup>nd</sup> day of June, 2020.

\_\_\_\_\_  
LETICIA LOPEZ, Mayor

ATTEST:

\_\_\_\_\_  
LISA POPE, City Clerk  
(seal)

APPROVED AS TO FORM:

---

ARNOLD M. ALVAREZ-GLASMAN,  
Interim City Attorney

**EXHIBIT A**



# City of Vernon

## CITYWIDE FRINGE BENEFITS POLICY

**AND**

## **SALARY RESOLUTION**

Adopted ~~March 17~~ June 2, 2020

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**PART 1**

**FRINGE BENEFITS**

## INTRODUCTION

The ~~Citywide Fringe Benefits Policy and Salary Resolution~~ shall apply to all employees and officers of the City of Vernon. Exceptions, additions, and/or limitations to this basic policy may be found in respective Memoranda of Understanding or employment contracts. The existence of these policies shall not create or imply any employment contract or vested right of employees.

For those employees covered in respective memoranda of understanding (MOU), the provisions set forth in the applicable MOU shall prevail in the event that there is any conflict between provisions established in this Resolution and any provisions established in the respective MOU.

The provisions set forth in this ~~Resolution-Policy~~ or as amended from time to time shall be effective upon City Council adoption, unless a specific effective date is stated therein.

## ~~PART 1~~—FRINGE BENEFITS

### Section 1. HOLIDAYS

- A. Authorized holidays are as set forth in Table 1, attached hereto and incorporated herein by reference. Municipal offices shall be closed on such holidays.
- B. The dates for observation of holidays shall be approved by the City Council.
- C. If an authorized holiday falls on a Sunday, the following Monday shall be treated as the holiday. Holidays falling on a Friday, or Saturday, shall not be granted as an authorized holiday to employees.
- D. An employee whose regular shift assignment falls on an authorized holiday and who is required to work on that day shall be paid at his/her regular hourly rate of pay for the holiday, plus his/her regular hourly rate including any applicable overtime pay for the actual hours he/she was required to work on the authorized holiday.
- E. Temporary and part-time employees are not eligible for paid holidays.
- G. All full-time employees may use vacation time or compensatory time for a religious holiday (not listed herein as an authorized holiday) with the prior approval of the department head. If there is insufficient accumulated time, the employee may request the time as unpaid leave of absence.

**TABLE 1 - HOLIDAY**

<b>HOLIDAY</b>
January 1 <sup>st</sup> - New Year's Day
3 <sup>rd</sup> Monday in January - Martin Luther King Jr. Day
3 <sup>rd</sup> Monday in February - Presidents Day
March 31 <sup>st</sup> - Cesar Chavez Day
The Last Monday in May – Memorial Day
July 4 <sup>th</sup> – Independence Day
The 1 <sup>st</sup> Monday in September – Labor Day
The 2 <sup>nd</sup> Monday in October – Columbus Day
November 11 <sup>th</sup> – Veterans Day
The 4 <sup>th</sup> Thursday in November - Thanksgiving Day
December 24 <sup>th</sup> – Christmas Eve
December 25 <sup>th</sup> – Christmas Day
December 31 <sup>st</sup> – New Year's Eve
And other days as such designated by City Council.

**Section 2. ADMINISTRATIVE LEAVE**

- A. **Executive and Management** - Includes City Administrator, City Attorney, City Clerk, City Treasurer and the heads of all Departments as listed in the City Code or City Charter and their respective Deputies and Assistant Directors shall receive, effective January 1 of each calendar year, 80 hours of Administrative leave.
- B. The 80 hours may not be carried over into the succeeding calendar year and is lost and not eligible for cash payout if not used by December 31 of each calendar year.
- C. Executive and Management staff hired, promoted, or reclassified on or after April 1 of each calendar year shall be eligible to receive pro-rated administrative leave hours during the year of hire as identified below:

<u>Hired, Promoted, or Reclassified on or Between</u>	<u>Administrative Leave</u>
<u>January 1 – March 31</u>	<u>80 hours</u>
<u>April 1 – June 30</u>	<u>60 hours</u>
<u>July 1 – Sept. 30</u>	<u>40 hours</u>
<u>Oct 1 – Dec. 31</u>	<u>20 hours</u>

- D. **Mid-Management** – Staff who are designated as exempt in accordance with the Fair Labor Standards Act shall receive, effective January 1 of each calendar year, 60 hours of Administrative leave
- E. The 60 hours may not be carried over into the succeeding calendar year and is lost and not eligible for cash payout if not used by December 31 of each calendar year.
- F. Mid-Management FLSA exempt staff hired, promoted, or reclassified on or after April 1 of each calendar year shall be eligible to receive pro-rated administrative leave hours during the year of hire as identified below:

<u>Hired, Promoted, or Reclassified on or Between</u>	<u>Administrative Leave</u>
<u>January 1 – March 31</u>	<u>80 hours</u>
<u>April 1 – June 30</u>	<u>60 hours</u>
<u>July 1 – Sept. 30</u>	<u>40 hours</u>
<u>Oct 1 – Dec. 31</u>	<u>20 hours</u>

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<b>Hired, Promoted, or Reclassified on or Between</b>	<b>Administrative Leave</b>
January 1 – March 31	60 hours
April 1 – June 30	45 hours
July 1 – Sept. 30	30 hours
Oct 1 – Dec. 31	15 hours

- G. All Administrative leave requests should be approved by the department head or City Administrator at least ten days in advance of the date to be taken, although the department head retains discretion to approve the use of Administrative Leave in special circumstances.
- H. The City Administrator or his/her designee may grant additional administrative leave upon commencement of employment in order to attract highly qualified and experienced executive and management level staff.

### **Section 3. OVERTIME**

- A. It shall be the duty of all department heads to operate their respective departments with a minimum amount of overtime. If the best interests of the City require that an employee work beyond the forty (40) hours of work scheduled, such employee shall be compensated as set forth hereinafter.
- B. The department head may reschedule the workweek of employees in positions not exempt from the FLSA to allow credit for productive hours actually worked on one day (excluding lunch periods) towards the regular paid workweek schedule. For example, if an employee works twelve (12) hours on one day (based on a ten (10) hour day), the entire twelve hours will be recorded on the time card as paid worked time. In this example, the department may schedule the employee to work only eight (8) hours on one of the other scheduled workdays in the workweek, as long as the employee's hours for the workweek do not fall below the minimum paid work hours schedule.
- C. All overtime requests must have prior written authorization of the respective department head or designee prior to the commencement of such overtime work. Where prior written authorization is not feasible, explicit verbal authorization must be obtained. Where verbal authorization is obtained, written authorization must be obtained as soon thereafter as practicable.
- D. Except as may be provided in specific memoranda of understanding, employees will be paid overtime at time and a half (1.5) of their regular hourly rate for all eligible hours worked in excess of forty (40) hours in a single workweek.
- E. Holidays (regular, in-lieu), vacation time, sick leave, compensatory time, paid jury duty leave, and bereavement leave shall count as time worked for the purposes of computing overtime. Unpaid jury leave, disciplinary suspensions, and administrative leave shall not count as time worked for the purpose of computing overtime.
- F. In the event a part-time or temporary employee is required to work beyond his/her assigned working hours, compensation shall be at the normal hourly rate up to forty (40) hours per workweek. For hours worked beyond forty (40) in a workweek, such employee shall be compensated at the rate of one and one-half of (1.5) said employee's hourly rate.
- G. If an employee works on his/her regular day off, the employee will receive paid compensation or receive compensatory time, at the employee's discretion. With a mutual agreement between an employee and his/her supervisor, an employee's regular day off may be rescheduled to another day off in the same pay period.

- I. An employee is expected to begin work no more than five (5) minutes prior to the beginning of his or her scheduled start time, and to stop work no later than five (5) minutes after the end of his or her scheduled ending time. An employee who wishes to begin or end work at a different time must obtain written approval from his or her department head prior to working the different or additional time.
- J. Straight time and overtime will be compensated in six (6) minute segments of time.
- K. While overtime should be attempted to be distributed equally amongst all employees in a given classification, the department head retains discretion to assign such overtime.
- L. The City Administrator, department heads and those management employees designated by the City Administrator as exempt under the provisions of the Fair Labor Standards Act (FLSA) shall not be subject to the provisions of this section relating to overtime, but shall work such hours as may be necessary for the effective operation of their respective departments.
- M. Please refer to Human Resources Policy, Salary Plan Administration II-3

**Section 4. COMPENSATORY TIME**

- A. All regular full-time employees may request to accrue compensatory time in lieu of cash payment for overtime worked. The total compensatory time accrued is calculated by multiplying the number of hours of overtime worked by the applicable overtime rate (1, 1.5 or 2), and is subject to the approval of the department head.
- B. Compensatory time may be accumulated up to a maximum of eighty (80) hours. It is at the employee's option whether to receive overtime compensation or compensatory time accruals up to the 80-hour limit.
- C. Compensatory time shall be taken in 6-minute increments. Scheduling of compensatory time requires prior approval and must be preceded by a ten (10) day notice of intended use from the employee. Management may waive the ten (10) day notice in cases of emergency.
- D. Employees who have reached the 80-hour limit shall receive overtime compensation. There are no cash payouts of compensatory time once an employee has elected compensatory accrual.

**Section 5. COURT TIME**

- A. The required presence in a court of law of any employee subpoenaed to testify in a matter arising within the course and scope of his/her City employment shall be compensated in accordance with the below provisions.
- B. For each day that the presence of the employee is required in a court of law in response to an order or subpoena in relation to an incident or event arising out of the course and scope of employment with the City, the employee shall be given a paid leave of absence.
- C. For each day an employee is required in a court of law in response to an order or subpoena in relation to an incident or event arising out of the course and scope of employment with the City that is outside of the employee's regularly scheduled work shift, the employee shall be given a paid leave of absence.
- D. An employee who needs to appear in court on any other matter not arising out of the course and scope of employment with the City shall be expected to use their accrued paid leave to make such appearance, or unpaid leave if no leave is available.

**Section 6. VACATION**

- A. Except as provided for in respective memoranda of understanding, every full time employee who has been in the continuous employment of the City shall receive annual vacation leave as set forth in below:

**Mid-Management and Confidential Staff:**

<u>Continuous Years of Service</u>	<u>Vacation Hours Earned</u>	<u>Bi-Weekly Accrual</u>
1 <sup>st</sup> year thru 4 <sup>th</sup> year	80	3.08
5 <sup>th</sup> year thru 9 <sup>th</sup> year	100	3.85
10 <sup>th</sup> year thru 14 <sup>th</sup> year	120	4.62
15 <sup>th</sup> year thru 24 <sup>th</sup> year	160	6.16
25 <sup>th</sup> year and more	190	7.31

**Executive and Management Staff:** Include the City Administrator, City Attorney, City Clerk, City Treasurer and the heads of all Departments as listed in the City Code or City Charter and their respective Deputies and Assistant Directors.

<u>Continuous Years of Service</u>	<u>Vacation Hours Earned</u>	<u>Bi-Weekly Accrual</u>
1 <sup>st</sup> year thru 4 <sup>th</sup> year	120	4.62
5 <sup>th</sup> year thru 10 <sup>th</sup> year	150	5.77
10 <sup>th</sup> year thru 15 <sup>th</sup> year	170	6.54
15 <sup>th</sup> year thru 25 <sup>th</sup> year	185	7.12
25 <sup>th</sup> year and more	190	7.31

- B. Mid-Management and Confidential staff shall be allowed to accumulate and carry over to the next calendar year a maximum number of hours equal to the number of hours the employee accrued during the immediately preceding year. In or about February of each year, employees shall be compensated for unused accrued vacation benefit in excess of the allowed accumulated amount referenced herein.
- C. Executive and Management staff shall be allowed to accumulate up to a maximum accrual cap of 480 hours. Upon reaching the 480-hour maximum accrual cap, the employee shall stop accruing vacation leave benefit until such time he/she brings the vacation accrual below the 480-hour maximum accrual.
- D. Vacation leave shall be scheduled with the approval of the City Administrator or department head or his or her designee by submitting a Leave Request Form in writing, within ten (10) business days before the beginning of the vacation.

Vacation leave requests for extended times (3 weeks or more), unless an unforeseen emergency exists, shall be submitted at least thirty (30) days in advance of the beginning of the vacation.

- E. Vacations shall be approved subject to the needs of the department. The employee's seniority and wishes will be factors that are considered during the scheduling process.
- F. Vacation leave requests shall not be in excess of such leave actually earned at the time it is requested or in excess of the regular scheduled workweek.
- G. No vacation leave shall be accumulated by employees while they are on an unpaid leave of absence.
- H. Vacation may be taken prior to the completion of the employee's probationary period under special circumstances and with the approval of the department head.
- I. In the event one or more City holidays fall within a vacation period, such holidays shall not be charged as vacation leave.
- J. Upon separation from City employment, compensation shall be paid for vacation leave that has been earned but not taken.
- K. Vacation leave shall be requested in fifteen (15) minute increments.
- L. The department head retains discretion to cancel previously authorized vacation in the case of an emergency.
- M. The City Administrator or his /her designee may grant additional leave upon commencement of employment in order to attract highly qualified and experienced executive and management level staff.

## **Section 7. SICK LEAVE**

- A. All full-time employees shall accrue up to 80 hours of sick leave per calendar year, at a rate of 3.08 of sick leave hours per pay period.
- B. In accordance with the Healthy Workplaces, Healthy Families Act of 2014, beginning July 1, 2015, all part-time and temporary employees (excluding CalPERS retired annuitants) working for 30 or more days within a year shall be entitled to accrue paid sick days at the rate of one (1) hour per every 30 hours worked and shall be eligible to use accrued sick leave after satisfying a 90-day employment period
- C. Employees shall only receive sick leave accrual while they are in a paid status.
- D. The City shall allow annual carry-over of sick leave hours for full-time employees up to a maximum accrual cap of 960 hours and 48 hours for eligible part-time/temporary employees. This bank of carry-over sick leave would provide a cushion for long-term illnesses and injuries.
- E. Any sick leave hours exceeding 960 hours (full-time) or 48 Hours (part-time will be compensated for in or about February of each year at 50% of the employee's hourly rate.
- F. Temporary employees are not eligible for cash-out of accrued sick leave hours.
- G. All employees who are rehired with a break in service of less than one year are entitled to have previously unpaid accrued and unused paid sick days reinstated.
- H. Sick leave shall be allowed on account of actual illness, for the diagnosis, care, or treatment of an existing health condition or preventative care for an employee or an employee's family member (including to care for a parent-in-law, grandparent, grandchild, or a sibling, in addition to child, parent, spouse or registered domestic partner). Sick leave shall also be allowed for an employee for certain purposes related to being a victim of domestic violence, sexual assault, or stalking. Preventive health care shall include medical and dental appointments (if such appointments cannot be arranged other than during working hours) and injury not arising out of and in the course of employment. Sick leave shall be used in increments of fifteen (15) minutes and shall not be taken in excess of time earned at the time it is taken.
- I. Foreseeable sick leave requires advance notification, while unforeseeable sick leave requires notice as soon as practicable. If sick leave on account of any of the above illnesses exceeds two (2) consecutive working days, the employee, prior to return to work, shall submit a statement of such disability illness or injury from the employee or family member's physician. The statement shall certify the physical condition of the employee/employee's family member that prevented the employee

from performing the duties of said employee's position during the period of absence. The department head or designee, in accordance with departmental procedure, shall approve all sick leaves. Notwithstanding the above, the City may require verification of sick leave use whenever it has reason to believe there is misuse, abuse or a pattern of abuse.

- J. Abuse of sick leave, and excessive leave, may constitute grounds for disciplinary action. Abuse of sick leave includes, but is not limited to, not adhering to sick leave policies, using sick leave for purposes not enumerated in this policy, and falsifying or misstating facts when using sick leave. A pattern of sick leave usage on Mondays, Thursdays, and immediately before and after holidays and/or vacations may be evidence of sick leave abuse. A violation of this policy will result in corrective action including counseling and/or disciplinary action, and/or a mandatory referral to the City's Employee Assistance Program. This determination of abuse does not apply to an employee's use of sick leave under an approved family, medical, and/or pregnancy disability leave in accordance with state and federal laws.
- K. If in the opinion of the department head it appears that an employee may be establishing a pattern of abuse of sick leave or frequent or excessive absences, a statement establishing the need for sick leave from the employee's physician may be required as a condition of approved sick leave.
- L. Employees may use accrued compensatory or vacation leave for extended sick leave absence because of a prolonged and continuing illness and/or medical treatment after sick leave has been exhausted.
- M. Employees are required to use accumulated sick leave concurrently with absences on account of a work related injury arising out of and in the course of his/her employment. In cases where the injury suffered is covered by Workers Compensation Insurance, accumulated sick leave must be used concurrently to make up the difference between Workers Compensation Insurance allowance and full base pay. Please refer to Personnel Policy, Family and Medical Leave Policy.
- N. If an employee resigns from the City with 20 years or more of continuous service, he/she will be compensated for all unused sick leave hours in his/her sick leave bank at the time of separation at 50% of his/her then current regular hourly rate of pay.
- O. If an employee retires from the City with 15 or more years of continuous service, but fewer than 20 years, he/she will be compensated for all unused sick leave hours in his/her sick leave bank at the time of separation at 50% of his/her then current regular hourly rate of pay. If an employee retires from the City with 20 or more years of continuous service, he/she will be compensated for all unused sick leave hours in his/her sick leave bank at the time of separation at 100% of his/her then current regular hourly rate of pay.

- P. If a temporary employee resigns or the temporary assignment has ended, he/she shall not be eligible for compensation of unused sick leave hours in his/her sick leave bank at the time of separation.

**Section 8. FAMILY SICK LEAVE (KIN CARE)**

In any calendar year, employees may use the employee's accrued and available sick leave entitlement, in an amount not more than the sick leave that would be accrued during six months at the employee's then current rate of entitlement, for qualifying family illness as follows: Sick leave for family illnesses will be allowed only for the sickness of the spouse of, or the children of, or mother or father of, the employee living within the same household. In the case of joint custody of a child, illness of the child occurring at the other custodial parent's house may also qualify. The department head shall approve all family sick leaves and a statement establishing the need for sick leave from a physician may be required as a condition of payment while on such leave.

**Section 9: BEREAVEMENT LEAVE**

- A. Permanent full-time employees, regardless of period of service, may in the event of death or if death appears imminent, of any “immediate family member” as defined below, including the equivalent relatives of a registered domestic partner, be allowed up to the equivalent of four (4) work days (total hours may vary depending on work schedule) of bereavement leave without loss of salary.

Relative	All Regular Employees
Spouse	4 work days
Child	4 work days
Registered Domestic Partner	4 work days
Step-Child	4 work days
Parent	4 work days
Step-Parent	4 work days
Mother-in-law	4 work days
Father-in-law	4 work days
Grandchild	4 work days
Step-Grandchild	4 work days
Grandparent	4 work days
Grandparent-in-law	4 work days
Brother	4 work days
Sister	4 work days
Step-Sister	4 work days
Step-Brother	4 work days
Daughter-in-law	4 work days
Son-in-law	4 work days
Brother-in-law*	4 work days
Sister-in-law*	4 work days

*\*Brother-in-law and sister-in-law are defined as the spouse of the employee’s sibling or the sibling of the employee’s spouse.*

- B. Bereavement leave is paid over a maximum of seven (7) workdays and is paid in thirty-minute increments. The bereavement leave begins on the first regularly scheduled workday as requested by the employee. If the employee learns of the death while at work, he or she is entitled to leave work immediately; this partial day leave will not be counted towards the bereavement leave.
- C. Bereavement leave must be authorized by the Department head and must be utilized within fifteen (15) days of employee learning of the death, or of the date of foreseen imminent death of the immediate family member, unless special circumstances require that the leave begin at a later date. Such requests to the Department head shall be made within 15 days of the employee learning of the

death or of the date of foreseen imminent death and shall not be unreasonably denied.

- D. Representatives may be authorized by the Department head to attend with pay the funeral of a co-worker in said department on behalf of the City if the funeral of the deceased co-worker occurs during working hours; provided the funeral is held within a reasonable distance of City limits.

**Section 10: JURY DUTY**

- A. All regular full-time employees summoned to serve on jury duty shall be provided "Jury Duty Pay" and there shall be no loss of compensation. An employee will be compensated up to two weeks (equivalent to eight (8) days based on City Hall schedule Monday through Thursday) at full pay for jury duty. The employee must provide notice of the expected jury duty to his or her supervisor as soon as possible, but in no case later than 14 calendar days before the expected start date of the jury duty.
- B. An employee on call for jury duty is expected to report to work. An employee who is called in for jury duty does not have to report to work before or after appearing in court. All employees shall obtain verification of the hours of jury duty performed using verification forms as may be supplied by the court.
- C. Except as herein provided, employees shall remit to the City any compensation received for those days while on jury duty and shall receive regular pay for the time served. Employees shall be reimbursed by the City for the mileage portion of the jury duty compensation. Jury duty performed on an employee's regular day off shall not be compensated by the City and the employee shall be entitled only to the jury's compensation for duty performed on such employee's regular day off. Employees assigned to jury duty on a City authorized holiday will be considered to have taken such a holiday and will receive regular holiday pay, but the employee shall be entitled to the jury compensation for duty performed on such holiday.

**Section 11: AUTOMOBILE ALLOWANCE AND REIMBURSEMENT FOR EXPENSES**

- A. Any employee who is required to use said employee's personal automobile in the course of employment with the City shall be reimbursed for each mile actually traveled on official business in accordance with the per mile reimbursement rate allowed by the Internal Revenue Service in effect at the time of such travel.
- B. Any employee who is required to travel in the performance of his or her duties or to attend an authorized meeting or conference which is of benefit to the City shall be reimbursed for reasonable expenses incurred for transportation, meals, lodging and incidentals. Automobile allowance and reimbursement for expenses shall be recommended by the department head or designee and approved by the City Administrator pursuant to the provisions of the City of Vernon Travel and Meeting Expense Reimbursement Administrative Policy. No allowance shall be made for transportation between the employee's home and the place where such person is normally employed by the City.
- C. Certain employees serving in specified classifications shall receive a monthly automobile allowance as set forth below and incorporated herein by reference; alternatively, specified employees may opt to receive use of a City-owned vehicle and fuel.

Classification	Amount
City Administrator	\$600.00 or City Vehicle & Fuel
City Attorney	\$400.00
Economic Development Manager	\$400.00
Environmental Health Program Administrator	\$400.00
Director of Finance/City Treasurer	\$400.00
Fire Chief	City Vehicle & Fuel
Assistant Fire Chief	City Vehicle & Fuel
Fire Marshal	City Vehicle & Fuel
Administrative Fire Battalion Chief	City Vehicle & Fuel
Administrative Fire Captain	City Vehicle & Fuel

Fire Training Captain	City Vehicle & Fuel
General Manager of Public Utilities	\$400.00
Assistant General Manager of Public Utilities	City Vehicle & Fuel
Industrial Development Director	\$400.00
Utilities Operations Manager	City Vehicle & Fuel
Utilities Engineering Manager	City Vehicle & Fuel
Police Chief	City Vehicle & Fuel
Director of Health and Environmental Control	\$400.00
Police Admin. Lieutenant	City Vehicle & Fuel
Police Canine Officer #1	City Vehicle & Fuel
Police Canine Officer #2	City Vehicle & Fuel
Police Captain	City Vehicle & Fuel
Police Lieutenant	City Vehicle & Fuel
Police Motor Officer #1	City Vehicle & Fuel
Police Motor Officer #2	City Vehicle & Fuel
Police Sergeant on Detective Duty	City Vehicle & Fuel
Public Information Officer	\$400.00
Public Works Director	\$400.00

- D. Wherever an automobile allowance is made to any employee for the use of their personal automobile, such allowance shall not be payable whenever the employee is on vacation, leave of absence, or otherwise absent the entire calendar month, unless otherwise specified by the City Administrator.
- E. The City shall not be responsible for repairs or any additional costs for upkeep, fuel, lubrication, replacement in whole or in part, or other expenses in connection with any such vehicle beyond the respective amounts set forth above.

## **Section 12: HEALTH INSURANCE**

- A. The City offers various medical plans to employees under a Section 125 Cafeteria plan (non-cash out). The City reserves the right to select, administer, or fund any fringe benefit program involving insurance that now exist or may exist in the future. The City will adhere to the cafeteria plan requirements in accordance with IRS Section 125 regulations.
- B. The City shall contribute for each full-time employee up to the maximum amounts as set forth below per pay period, toward the cost of his/her medical plan as outlined in Subsection A through C below. In the event an employee does not exhaust nor exceed his/her monthly medical allowance, the employee shall be allowed to apply any unused portion towards the purchase of dental, vision, supplemental or ancillary plans offered through the City and approved by the Director of Human Resources.
  - a. Effective July 1, 2016, employees shall receive a cafeteria plan contribution equal to the total premium costs of the Employee Only, Employee + Spouse, Employee + Child(ren), or Employee + Family Low Medical HMO, lowest cost Dental DMO, and lowest cost vision Plan that corresponds with the employees' benefit selection or \$1,120, whichever is greater. The allotment amounts will vary based on the premium costs that go into effect on January 1st of each calendar year.
  - b. Employees that elect a health plan higher than the Low HMO medical, dental and/or vision, will be responsible for any applicable, excess premium costs; however, if employees opt out of dental and/or vision coverage, they may use the allotments for those respective coverages toward excess medical premiums.
  - c. Employees who elect the PPO/HSA coverage shall receive an equal benefit to that described above, less \$3,000 on an annual basis, which would instead be deposited to their HSA account.
- C. City Council members are entitled to the same medical benefits offered to the management and confidential employees. The City shall not pay or reimburse any medical-related health, vision, or dental costs not covered by the City's insurance program or Medicare for City Council members or their eligible dependents or spouses.
- D. The City shall not provide or reimburse the City Council members or their dependents or spouses for expenses incurred relating to a PERS long-term health care benefit.

**Section 13. DENTAL INSURANCE**

The City of Vernon provides a dental insurance plan to full-time employees. In the event an employee does not exceed his/her monthly employer medical allowance, the employee shall be allowed to apply any unused portion toward the purchase of dental insurance for himself/herself and eligible dependents (spouse, registered domestic partners and qualified dependents). The cost of any plan selected by the employee that exceeds his/her monthly employer medical allowance shall be paid by the employee through a pre-tax payroll deduction.

**Section 14. VISION INSURANCE**

The City of Vernon provides a vision care plan to full-time employees. All premiums for vision coverage at each tier of coverage are to be deducted from the total monthly City contribution for Medical, Dental, and vision coverage. In the event an employee does not exceed their monthly employer medical allowance, the employee shall be allowed to apply any unused portion towards the purchase of additional provided coverage for vision care.

**Section 15. LIFE INSURANCE**

The City provides life insurance up to \$20,000 in coverage to full-time employees. The City shall pay 100% of the cost of such plan for employees. The City's agreement to pay full or partial costs of said premiums shall not create or ripen into a vested right for said employee.

**Section 16. DEFERRED COMPENSATION PLAN**

Employees are eligible to participate in the City's Deferred Compensation Program.

**Section 17. CALIFORNIA PUBLIC EMPLOYEE RETIREMENT SYSTEM (CALPERS) CONTRIBUTION**

The City advises that it makes no representation to employees as to whether any of the compensation or payments in this document are subject to CalPERS service credit or pensionable income. Any determination by CalPERS to not fully credit the compensation and/or service time provided under this document is not a proper basis on which to pursue any claim or action against the City related to any determination made by CalPERS in connection with this document.

**MISCELLANEOUS EMPLOYEES**

- A. The City shall maintain its contract with the California Employees Public Retirement System (PERS) that provides full-time employees hired before January 1, 2013 with 2.7% at 55 PERS retirement benefit plan.

As a result of the recent passage of AB 340, Public Employee Pension Reform Act (PEPRA), new CalPERS members hired on or after January 1, 2013 who meet the definition of new member under PEPRA, shall be provided a 2.0% at 62 PERS retirement benefit plan.

- B. Employees shall be responsible for paying 100% of their PERS employee's contributions.

- C. Effective the first pay period in July 2019, in accordance with Government Code Section 20516(f) pursuant to a cost-sharing arrangement, all employees designated as "classic" employees and enrolled in the "classic" retirement benefit formula shall share the cost of the employer CalPERS contribution by paying an additional 1% of CalPERS reportable compensation for a total contribution of nine percent (9%).

Effective the first pay period in July 2020, in accordance with Government Code Section 20516(f) pursuant to a cost-sharing arrangement, all employees designated as "classic" employees and enrolled in the "classic" retirement benefit formula shall share the cost of the employer CalPERS contribution by paying an additional 1% of CalPERS reportable compensation for a total contribution of ten percent (10%).

Effective the first pay period in July 2021, in accordance with Government Code Section 20516(f) pursuant to a cost-sharing arrangement, all employees designated as "classic" employees and enrolled in the "classic" retirement benefit formula shall share the cost of the employer CalPERS contribution by paying an additional 1% of CalPERS reportable compensation for a total contribution of eleven percent (11%).

- D. The City provides additional supplemental retirement benefits to full-time employees under CalPERS as follows:

- a. Gov't Code Section: 20042 – (Classic Members Only) One

Year Final Compensation

New employees hired on or after January 1, 2013 who meet the definition of new member under PEPRRA shall receive 3 Year Average Final Compensation

- b. Gov't Code Section: 21024 - Military Service Credit as Public Service
  - c. Gov't Code Section: 21624, 21626, 21628 – Post Retirement Survivor Allowance
  - d. Gov't Code Section: 21548 – Pre-Retirement Option 2W Death Benefit
  - d. Gov't Code Section: 21573 – Third Level of 1959 Survivor Benefits
- E. The payment to CalPERS made by the City on behalf of the affected employee shall not be considered as base salary but shall be considered an employer contribution pursuant to Section 414(h)(2) of the Internal Revenue Code.

**SAFETY EMPLOYEES**

- A. The City shall maintain its contract with the California Employees Public Retirement System (PERS) that provides full-time safety employees hired before January 1, 2013 with 3.0% at 50 PERS retirement benefit plan.
- As a result of the recent passage of AB 340, Public Employee Pension Reform Act (PEPRA), new CalPERS safety members hired on or after January 1, 2013 who meet the definition of new member under PEPRRA, shall be provided a 2.7% at 57 PERS retirement benefit plan.
- B. Employees shall be responsible for paying their PERS nine percent (9%) employee's contributions.
- C. Effective the first pay period in July 2019, in accordance with Government Code Section 20516(f) pursuant to a cost-sharing arrangement, all employees designated as "classic" employees and enrolled in the "classic" retirement benefit formula shall share the cost of the employer CalPERS contribution by paying an additional 1% of CalPERS reportable compensation for a total contribution of ten percent (10%).
- Effective the first pay period in July 2020, in accordance with Government Code Section 20516(f) pursuant to a cost-sharing arrangement, all employees designated as "classic" employees and enrolled in the "classic" retirement benefit formula shall share the cost of the employer CalPERS contribution by paying an additional 1% of CalPERS reportable compensation for a total contribution of eleven percent (11%).

Effective the first pay period in July 2021, in accordance with Government Code Section 20516(f) pursuant to a cost-sharing arrangement, all employees designated as “classic” employees and enrolled in the “classic” retirement benefit formula shall share the cost of the employer CalPERS contribution by paying an additional 1% of CalPERS reportable compensation for a total contribution of twelve percent (12%).

D. The City provides additional supplemental retirement benefits to full-time employees under CalPERS as follows:

a. Gov’t Code Section: 20042 – (Classic Members Only) One Year Final Compensation

New employees hired on or after January 1, 2013 who meet the definition of new member under PEPRA shall receive 3 Year Average Final Compensation

b. Gov’t Code Section: 20124 - Military Service Credit as Public Service

c. Gov’t Code 21574 – 4<sup>th</sup> Level 1959 Survivor Benefit (Fire members only)

d. Gov’t Code Section: 21571 – Basic Level of 1959 Survivor Benefit (Police members only)

e. Gov’t Code Section: 21624, 21626, 21628 – Post Retirement Survivor Allowance

f. Gov’t Code Section: 21548 - Pre-Retirement Option 2W Death Benefit (Fire members only)

g. Gov’t Code Section 20965 – Credit for Unused Sick Leave

E. The payment to CalPERS made by the City on behalf of the affected employee shall not be considered as base salary but shall be considered an employer contribution pursuant to Section 414(h)(2) of the Internal Revenue Code.

**Section 18. RETIREE MEDICAL - NON-SAFETY EMPLOYEES**

- A. The City will pay up to the amount equivalent to the then current, lowest cost, employee only HMO insurance premium for the City's medical and/or dental insurance premium(s) for all full-time employees designated as Executive, Management, Mid-Management and Confidential who retire at age 60 or later with at least twenty (20) years of continuous uninterrupted service. Eligible retirees may opt not to enroll in the City's medical and/or dental insurance coverage and instead receive a monthly reimbursement up to the then-current lowest cost City-offered Employee-only medical HMO and/or dental HMO insurance premium. Once an eligible retiree opts not to enroll in the City's medical and/or dental insurance, he or she will not be allowed to re-enroll. Once an eligible retiree who has opted out reaches Medi-care eligibility, the retiree shall receive a monthly reimbursement to the then-current cost of supplemental coverage.
- B. Eligible retirees will be permitted to enroll in a higher-cost plan and pay the amount in excess of the HMO equivalent.
- C. All full-time regular employees with at least thirty (30) years of continuous uninterrupted service who retire before the age of sixty (60) years will be permitted to pay their medical and/or dental insurance premiums, and, upon reaching the age of sixty (60), the City will pay up to the amount equivalent to the then current lowest cost, employee only HMO medical and/or dental insurance premium(s).
- D. All full-time regular employees, who retire with a minimum of ten (10) years of continuous uninterrupted service with the City, may pay the premium(s) for medical and/or dental insurance.
- E. All retiree medical and/or dental insurance benefits provided pursuant to subsections A, B, and C above, shall be for retired employees only and shall not include their spouses or other dependents.
- F. All retired employees who receive medical and/or dental insurance benefits pursuant to subsections A, B, or C above and who reach the age of sixty-five (65), are required to be enrolled in Medicare, and shall show proof of such enrollment, where upon the City's insurance policy will become supplemental coverage, if applicable.
- G. Should the retired employee fail to pay any premiums due for the cost of the insurance premium for the City's medical-dental insurance program for any two (2) consecutive months, or should the coverage otherwise lapse for any reason other than City's non-payment, then the City's obligation to make further payment under the retiree medical benefits program shall automatically terminate and cease, without the need for further notice.

- H. The City's obligation to make any payment under the retiree medical benefits program shall automatically terminate and cease upon the death of the retired employee.
- I. The offer of the retiree medical benefits is not a vested right for future years.
- J. City Council members are entitled to the same retiree medical benefits offered to all full-time regular employees as identified under the citywide resolution for retiree medical benefits in effect at the time Council members retire.

**Section 19. LONGEVITY PROGRAM**

**A. LONGEVITY PROGRAM FOR EMPLOYEES EMPLOYED ON OR BEFORE JUNE 30, 1994.**

The City has established a longevity program for all employees. The longevity program described herein will apply to all employees, except Department Heads and employees covered in a collective bargaining agreement, employed on or before June 30, 1994.

**a. Five (5) Years of Service.**

All eligible employees who have five (5) years of consecutive uninterrupted service on or before July 1, 1986, shall receive an additional five percent (5%) per month of their base salary effective July 1, 1986, and every year thereafter until reaching the next step. Employees upon reaching their 5th anniversary date after July 1, 1986, shall be entitled to said five percent (5%) per month upon said anniversary date.

**b. Ten (10) Years of Service.**

All eligible employees who have ten (10) years of consecutive uninterrupted service on or before July 1, 1987, shall receive an additional ten percent (10%) per month of their base salary effective July 1, 1987, and every year thereafter until reaching the next step. Employees upon reaching their 10th anniversary date after July 1, 1987, shall be entitled to said ten percent (10%) per month upon said anniversary date.

**c. Fifteen (15) Years of Service.**

All eligible employees who have fifteen (15) years of consecutive uninterrupted service on or before July 1, 1988, shall receive an additional fifteen percent (15%) per month of their base salary effective July 1, 1988, and every year thereafter until reaching the next step. Employees upon reaching their 15th anniversary date after July 1, 1988, shall be entitled to said fifteen percent (15%) per month upon said anniversary date.

**d. Twenty (20) Years of Service.**

All eligible employees who have twenty (20) years of consecutive uninterrupted service on or before July 1, 1989, shall receive an additional twenty percent (20%) per month of their base salary effective July 1, 1989, and every year thereafter. Employees upon reaching their 20th anniversary date after July 1, 1989, shall be entitled to said twenty percent (20%) per month upon said anniversary date.

**e. Thirty (30) Years of Service – Fire - Sworn**

All eligible fire employees who have been appointed to a position ranking above Captain and who have thirty (30) years of consecutive uninterrupted service on or before July 1, 1991, shall receive an additional twenty-five percent (25%) of their base salary per month effective July 1, 1991, and every year thereafter. Employees in said

position upon reaching their 30th anniversary date after July 1, 1991, shall be entitled to said twenty-five percent (25%) per month upon said anniversary date.

**f. Compensation Not Cumulative.**

Payment of the aforesaid longevity compensation shall not be cumulative and only the highest applicable longevity pay shall be paid.

**B. LONGEVITY PROGRAM FOR EMPLOYEES ON OR AFTER JULY 1, 1994 AND ON OR BEFORE DECEMBER 31, 2013.**

The longevity program described in Section B herein will apply to all employees, except Department Heads and employees covered in a collective bargaining agreement, employed on or after July 1, 1994.

**a. Five (5) Years of Service.**

All eligible employees who are employed on or after July 1, 1994 and on or before December 31, 2013, who attain five (5) years of consecutive uninterrupted service shall receive an additional five percent (5%) per month of their base salary. Such employees upon reaching their 5th anniversary date shall be entitled to receive said five percent (5%) per month upon said anniversary date. Further, such employees will not be entitled to receive any additional percentage increase to their base salary for further service. This subsection shall only apply to employees hired on or after July 1, 1994 and on or before December 31, 2013.

|

**Section 20. BILINGUAL PAY**

A program is hereby established for all employees whose regular and essential job duties as described in their job description provide for interaction with the public on a regular basis, allowing said employee to be compensated for bilingual skills after the employee demonstrates proficiency in speaking Spanish (the ability to read and write in Spanish may also be tested, if necessary), which proficiency would be determined by successful completion of a proficiency test as determined by the Director of Human Resources. Those employees who successfully demonstrate this skill would be eligible to receive an additional One Hundred Twenty-Five Dollars (\$125.00) per month for bilingual pay.

|

**Section 21. UNIFORM ALLOWANCE**

- A. If an employee's job classification requires him/her to wear a uniform while on duty, as designated by the City or employee's Department, the City will provide and launder such uniform.
- B. For the Administrative Secretary and Police Records Manager that works in the Police Department, the City will provide the initial set of uniforms to the employees. The newly hired employee will receive: two (2) class A uniforms; two (2) class B uniforms; two (2) polo shirts and one (1) jacket or sweater. On all subsequent anniversary dates the City will provide an annual uniform purchase and maintenance allowance of \$600.00. The employee's uniforms shall meet the applicable regulations for his/her job classification pursuant to City/Departmental policies.
- C. The monetary value of uniforms shall be reported to CalPERS in accordance with CCR 571(a) and as defined by GC 7522.04(f)

## **Section 22. STAND-BY POLICY**

The purpose of the Stand-by Policy is to have employees on stand-by to respond to major incidents and emergencies during non-working hours which require immediate attention to availability of qualified individuals with expertise in operating, maintaining, restoring and repairing the City's technology systems.

- A. It is presently anticipated that the need for stand-by is for one (1) Information Technology staff, with the understanding that actual stand-by staffing, if any, remains at the discretion of the department head.
- B. The Stand-by Policy does not apply to FLSA exempt managers and Executive staff.
- C. Stand-by duty requires that an employee be accessible, available, and physically able to report to work. The employee must possess a City issued mobile phone device that remains available for immediate contact. The employee must be ready, willing, and able to respond to an emergency or incident or request for assistance based on a pre-arranged schedule. Employees on stand-by must respond to the mobile phone call immediately and be able to respond to the City within one (1) hour of being called upon. The department head or designee will determine if an employee is qualified to perform stand-by duties. The stand by duty period shall be defined by the Department Head.
- D. Employees on "stand-by" shall receive two (2) hours of regular straight time compensation for each date that the employee is assigned to be on stand-by. Stand-by time is not counted as hours worked for purposes of overtime calculation as employees are not restricted in their activities and may engage in non-work related personal activities. On City-recognized Holidays where City Hall is closed, employees on stand-by will be compensated four (4) hours of straight time compensation.
- E. An employee assigned to stand-by who is not available to report will be subject to appropriate disciplinary action, unless the employee provides sufficient notice to their immediate supervisor of their incapacity to respond prior to the call back so that appropriate arrangements can be made for stand-by coverage.
- F. When an employee on "stand-by" is called back to the City, he/she shall be entitled to "stand-by" pay. Call back duty does not occur when an employee is held over from his/her prior shift, or is working planned overtime. An employee called back to duty shall be paid a minimum of four (4) hours of pay at the applicable overtime rate. Time begins when the call back request is received and ends when the employee returns home. If work is performed remotely, the employee shall receive hour for hour compensation at the applicable overtime rate.

- G. The employee will at times remain able to immediately respond to any emergencies.
- H. Each employee on stand-by duty is accountable to all of the rules and regulations of the City.
- I. In the event of a call back, the employee will wear his/her City uniform, if applicable.

**Section 23. PER DIEM:**

Per Diem is intended as a reimbursement to temporary/interim employees recruited from outside the Los Angeles County area when working in a temporary or interim assignment due to a critical staffing shortage to cover expenses relating to lodging/housing, travel, meals, and incidentals. The rate is set at \$125.00 for each day the employee physically reports to work at the City of Vernon. The eligibility to receive this per diem must be pre-approved and is at the discretion of the City Administrator.

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## **PART II**

### **CLASSIFICATION AND COMPENSATION PLAN**

**Section 1. PURPOSE**

~~Exhibit A to this resolution is enacted pursuant to the City of Vernon City Charter to provide for the classification and compensation of City officers and employees, and to conform to the principle of equal pay for equal work.~~

~~Officers and employees of the City of Vernon shall receive compensation and costs in accordance with the amounts set forth in the attached compensation plan.~~

**Section 2. THE COMPENSATION PLAN**

~~The basic compensation plan for the various employee units, groups and non-classified employees, as of the date of adoption of this plan is hereby established as set forth in Exhibit A, Citywide Classification and Compensation Plan, which is attached hereto and incorporated herein by reference.~~

~~The City Administrator shall have authority to create and maintain salary steps to implement the provisions of this Section. Salaries granted pursuant to this provision shall be reported to PERS as compensation earned. Please refer to Human Resources Policy II-3, Salary Plan for specific policy and procedures.~~

**Section 3. THE CLASSIFICATION PLAN**

~~The classification plan includes the allocation of class titles to salary ranges for City officers and employees. The Classification Plan further includes the allocation of class titles to salary ranges for those employees that are designated as exempt from the classified service. These exempt classes are for elective officers; persons appointed by the City Council, including the City Administrator, and City Attorney; persons appointed by the City Administrator, including department head or designees; and persons appointed by the City Attorney pursuant to City of Vernon Municipal Code that serve in an "at will" capacity subject to the terms and conditions of an employment contract and are so designated in the plan as "non-classified." The classification plan as of the date of adoption of this plan is hereby established as set forth in Exhibit "A" which is attached hereto and incorporated herein by reference. The Human Resources Director, with approval by the City Administrator or his/her designee, is responsible for maintenance of the Classification Plan, including the allocation of new or changed positions to the appropriate class, the recommendation of proper salary ranges within the provision of pay administration, maintenance of up-to-date class specifications, and the preparation of reports and recommendations on revisions to the Classification Plan. Please refer to Human Resources Policy II-1, Classification Plan Administration for specific policy and procedures.~~

~~—EXHIBIT A~~

~~CLASSIFICATION AND COMPENSATION PLAN~~

RESOLUTION NO. 2020-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON  
ADOPTING CITYWIDE CLASSIFICATION AND COMPENSATION PLAN  
IN ACCORDANCE WITH GOVERNMENT CODE SECTION 20636(b)(1)

SECTION 1. Recitals.

- A. On March 17, 2020, the City Council adopted Resolution No. 2020-07, adopting an amended and restated Citywide Fringe Benefits and Salary Resolution.
- B. Due to occasional modifications to specific salary ranges and classification titles apart from adoption of a Citywide resolution, and in an effort of efficiency and best practices, staff recommends separating the fringe benefits document from the classification and compensation plan and adopting separate resolutions for each document.
- C. The City of Vernon employment groups include the International Brotherhood of Electrical Workers (IBEW); Management, Confidential, Executive and City Council; Teamsters Local 911; Vernon Fire Management Association (VFMA); Vernon Professional Firefighter's Association Local 2312 (VPFA); Vernon Police Officers' Benefit Association (VPOBA); and Vernon Police Management Association (VPMA).
- D. Each group, with the exception of the Management, Confidential, Executive and City Council, have memoranda of understanding with the City of Vernon.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VERNON AS FOLLOWS:

SECTION 2. The City Council of the City of Vernon hereby finds and determines that the above recitals are true and correct.

SECTION 3. Effective June 2, 2020, the City Council hereby approves the Classification and Compensation Plan, attached hereto as Exhibit A.

SECTION 4. All resolutions and parts of resolutions, not consistent with or in conflict with this resolution are hereby repealed.

SECTION 5. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED this 2<sup>nd</sup> day of June, 2020.

---

LETICIA LOPEZ, Mayor

ATTEST:

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LISA POPE, City Clerk  
(seal)

APPROVED AS TO FORM:

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ARNOLD M. ALVAREZ-GLASMAN,  
Interim City Attorney

**EXHIBIT A**



# **City of Vernon**

## **CLASSIFICATION AND COMPENSATION PLAN**

**Adopted June 2, 2020**

## **Section 1. PURPOSE**

Exhibits A through G to this Plan ~~is~~are enacted pursuant to the City of Vernon City Charter to provide for the classification and compensation of City officers and employees, and to conform to the principle of equal pay for equal work.

Officers and employees of the City of Vernon shall receive compensation and costs in accordance with the amounts set forth in the attached compensation plan.

## **Section 2. THE COMPENSATION PLAN**

The basic compensation plan for the various employee units, groups and non-classified employees, as of the date of adoption of this plan is hereby established as set forth in Exhibits A through G, ~~Citywide Classification and Compensation Plan~~, which ~~is~~are attached hereto and incorporated herein by reference.

The City Administrator shall have authority to create and maintain salary steps to implement the provisions of this Section. Salaries granted pursuant to this provision shall be reported to PERS as compensation earned. Please refer to Human Resources Policy II-3, Salary Plan for specific policy and procedures.

## **Section 3. THE CLASSIFICATION PLAN**

The classification plan includes the allocation of class titles to salary ranges for City officers and employees. The Classification Plan further includes the allocation of class titles to salary ranges for those employees that are designated as exempt from the classified service. These exempt classes are for elective officers; persons appointed by the City Council, including the City Administrator, and City Attorney; persons appointed by the City Administrator, including department head or designees; and persons appointed by the City Attorney pursuant to City of Vernon Municipal Code that serve in an "at will" capacity subject to the terms and conditions of an employment contract and are so designated in the plan as "non-classified." The classification plan as of the date of adoption of this plan is hereby established as set forth in Exhibit "A" which is attached hereto and incorporated herein by reference. The Human Resources Director, with approval by the City Administrator or his/her designee, is responsible for maintenance of the Classification Plan, including the allocation of new or changed positions to the appropriate class, the recommendation of proper salary ranges within the provision of pay administration, maintenance of up-to-date class specifications, and the preparation of reports and recommendations on revisions to the Classification Plan. Please refer to Human Resources Policy II-1, Classification Plan Administration for specific policy and procedures.

**EXHIBIT A**



# City of Vernon

## Classification and Compensation Plan

### Fiscal Year: 2019-2020

Effective June 2, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>CITY COUNCIL</b>								
1025	Council Member	E	O	01	\$ 28,149	\$ 2,346	N/A	\$ 1,082.66
1030	Mayor	E	O	01	\$ 28,149	\$ 2,346	N/A	\$ 1,082.66
<b>CITY ADMINISTRATION DEPARTMENT</b>								
1010	City Administrator	E	E	50				
	Step 1				\$ 263,867	\$ 21,989	\$ 126.8589	\$ 10,148.71
	Step 2				\$ 277,060	\$ 23,088	\$ 133.2018	\$ 10,656.15
	Step 3				\$ 290,913	\$ 24,243	\$ 139.8620	\$ 11,188.96
	Step 4				\$ 305,459	\$ 25,455	\$ 146.8551	\$ 11,748.41
	Step 5				\$ 320,731	\$ 26,728	\$ 154.1978	\$ 12,335.82
1015	Deputy City Administrator	E	M	40				
	Step 1				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 2				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 3				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 4				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
	Step 5				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
1020	Economic Development Manager	E	M	34				
	Step 1				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 2				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 3				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 4				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 5				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
1035	Public Information Officer	E	M	31				
	Step 1				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 2				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 3				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 4				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 5				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
<b>Information Technology Division</b>								
1625	Information Technology Analyst	NE	C	26				
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
1620	Information Technology Analyst, Senior	NE	C	30				
	Step 1				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 2				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 3				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 4				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 5				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2019-2020**  
**Effective June 2, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>1610</b>	<b>Information Technology Manager</b>	<b>E</b>	<b>M</b>	<b>37</b>				
	Step 1				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 2				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 3				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 4				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 5				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
<b>1630</b>	<b>Information Technology Technician</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 2				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 3				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 4				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 5				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
<b>1615</b>	<b>Programmer/Analyst</b>	<b>E</b>	<b>C</b>	<b>30</b>				
	Step 1				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 2				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 3				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 4				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 5				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
<b>CITY ATTORNEY'S OFFICE</b>								
<b>1110</b>	<b>City Attorney</b>	<b>E</b>	<b>E</b>	<b>49</b>				
	Step 1				\$ 251,301	\$ 20,942	\$ 120.8180	\$ 9,665.44
	Step 2				\$ 263,867	\$ 21,989	\$ 126.8589	\$ 10,148.71
	Step 3				\$ 277,060	\$ 23,088	\$ 133.2018	\$ 10,656.15
	Step 4				\$ 290,913	\$ 24,243	\$ 139.8620	\$ 11,188.96
	Step 5				\$ 305,459	\$ 25,455	\$ 146.8551	\$ 11,748.41
<b>1115</b>	<b>Deputy City Attorney</b>	<b>E</b>	<b>M</b>	<b>38</b>				
	Step 1				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 2				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 3				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 4				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 5				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
<b>1507</b>	<b>Executive Legal Secretary</b>	<b>NE</b>	<b>C</b>	<b>23</b>				
	Step 1				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 2				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 3				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 4				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 5				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
<b>1495</b>	<b>Legal Administrative Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2019-2020**  
 Effective June 2, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
<b>1113</b>	<b>Senior Deputy City Attorney</b>	<b>E</b>	<b>M</b>	<b>39</b>				
	Step 1				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 2				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 3				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 4				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 5				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
<b>CITY CLERK DEPARTMENT</b>								
<b>1310</b>	<b>City Clerk</b>	<b>E</b>	<b>E</b>	<b>41</b>				
	Step 1				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 2				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 3				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
	Step 4				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
	Step 5				\$ 206,746	\$ 17,229	\$ 99.3973	\$ 7,951.78
<b>1315</b>	<b>Deputy City Clerk</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
<b>1320</b>	<b>Records Management Assistant</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 2				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 3				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 4				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 5				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
<b>ADMINISTRATIVE AND CLERICAL GROUP</b>								
<b>1530</b>	<b>Administrative Assistant, (Confidential)</b>	<b>NE</b>	<b>C</b>	<b>13</b>				
	Step 1				\$ 43,389	\$ 3,616	\$ 20.8601	\$ 1,668.81
	Step 2				\$ 45,558	\$ 3,797	\$ 21.9031	\$ 1,752.25
	Step 3				\$ 47,836	\$ 3,986	\$ 22.9983	\$ 1,839.86
	Step 4				\$ 50,228	\$ 4,186	\$ 24.1482	\$ 1,931.86
	Step 5				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
<b>1520</b>	<b>Administrative Assistant, Senior (Confidential)</b>	<b>NE</b>	<b>C</b>	<b>17</b>				



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2019-2020**  
**Effective June 2, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 2				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 3				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 4				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 5				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
<b>1510</b>	<b>Administrative Secretary</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 2				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 3				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 4				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 5				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
<b>1500</b>	<b>Executive Assistant to the City Administrator</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
<b>1490</b>	<b>Administrative Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
<b>FINANCE DEPARTMENT</b>								
<b>1240</b>	<b>Accountant</b>	<b>NE</b>	<b>C</b>	<b>22</b>				
	Step 1				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 2				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 3				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 4				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 5				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
<b>1230</b>	<b>Accountant, Senior</b>	<b>NE</b>	<b>C</b>	<b>27</b>				
	Step 1				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 2				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 3				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 4				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 5				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
<b>1220</b>	<b>Assistant Finance Director</b>	<b>E</b>	<b>M</b>	<b>39</b>				
	Step 1				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 2				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 3				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 4				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 5				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50



**City of Vernon**  
**Classification and Compensation Plan**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>1225</b>	<b>Deputy City Treasurer</b>	<b>E</b>	<b>M</b>	<b>35</b>				
	Step 1				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 2				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 3				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 4				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 5				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
<b>1210</b>	<b>Director of Finance/City Treasurer</b>	<b>E</b>	<b>E</b>	<b>44</b>				
	Step 1				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
	Step 2				\$ 206,746	\$ 17,229	\$ 99.3973	\$ 7,951.78
	Step 3				\$ 217,084	\$ 18,090	\$ 104.3671	\$ 8,349.37
	Step 4				\$ 227,938	\$ 18,995	\$ 109.5855	\$ 8,766.84
	Step 5				\$ 239,335	\$ 19,945	\$ 115.0648	\$ 9,205.18
<b>1245</b>	<b>Payroll Specialist</b>	<b>NE</b>	<b>C</b>	<b>19</b>				
	Step 1				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 2				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 3				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 4				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 5				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
<b>1248</b>	<b>Public Housing Property Coordinator</b>	<b>NE</b>	<b>C</b>	<b>16</b>				
	Step 1				\$ 50,228	\$ 4,186	\$ 24.1482	\$ 1,931.86
	Step 2				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 3				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 4				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 5				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
<b>FIRE DEPARTMENT</b>								
<b>5033</b>	<b>Assistant Fire Marshal</b>	<b>NE</b>	<b>M</b>	<b>29</b>				
	Step 1				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 2				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 3				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 4				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 5				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
<b>5055</b>	<b>Fire Administrative Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
<b>5010</b>	<b>Fire Chief</b>	<b>E</b>	<b>E</b>	<b>46</b>				



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 217,084	\$ 18,090	\$ 104.3671	\$ 8,349.37
	Step 2				\$ 227,938	\$ 18,995	\$ 109.5855	\$ 8,766.84
	Step 3				\$ 239,335	\$ 19,945	\$ 115.0648	\$ 9,205.18
	Step 4				\$ 251,301	\$ 20,942	\$ 120.8180	\$ 9,665.44
	Step 5				\$ 263,867	\$ 21,989	\$ 126.8589	\$ 10,148.71

**HEALTH AND ENVIRONMENTAL CONTROL DEPARTMENT**

<b>2010</b>	<b>Director of Health and Environmental Control</b>	<b>E</b>	<b>E</b>	<b>43</b>				
	Step 1				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
	Step 2				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
	Step 3				\$ 206,746	\$ 17,229	\$ 99.3973	\$ 7,951.78
	Step 4				\$ 217,084	\$ 18,090	\$ 104.3671	\$ 8,349.37
	Step 5				\$ 227,938	\$ 18,995	\$ 109.5855	\$ 8,766.84
<b>2020</b>	<b>Environmental Health Program Administrator</b>	<b>E</b>	<b>M</b>	<b>34</b>				
	Step 1				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 2				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 3				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 4				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 5				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
<b>2022</b>	<b>Environmental Specialist, Temporary</b>	<b>NE</b>		<b>T26</b>				
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 6				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 7				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 8				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
<b>2045</b>	<b>Environmental Health Intern</b>	<b>NE</b>		<b>Hourly</b>				
	Step 1						\$ 15.0000	

**HUMAN RESOURCES DEPARTMENT**

<b>1410</b>	<b>Director of Human Resources</b>	<b>E</b>	<b>E</b>	<b>42</b>				
	Step 1				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 2				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
	Step 3				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
	Step 4				\$ 206,746	\$ 17,229	\$ 99.3973	\$ 7,951.78
	Step 5				\$ 217,084	\$ 18,090	\$ 104.3671	\$ 8,349.37
<b>1420</b>	<b>Human Resources Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>1415</b>	<b>Human Resources Analyst, Senior</b>	<b>E</b>	<b>M</b>	<b>33</b>				
	Step 1				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 2				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 3				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 4				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 5				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
<b>1425</b>	<b>Human Resources Assistant</b>	<b>NE</b>	<b>C</b>	<b>17</b>				
	Step 1				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 2				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 3				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 4				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 5				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
<b>1413</b>	<b>Senior Legal &amp; Policy Advisor</b>	<b>E</b>	<b>M</b>	<b>39</b>				
	Step 1				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 2				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 3				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 4				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 5				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
<b>INDUSTRIAL DEVELOPMENT DEPARTMENT</b>								
<b>3010</b>	<b>Industrial Development Director</b>	<b>E</b>	<b>E</b>	<b>39</b>				
	Step 1				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 2				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 3				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 4				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 5				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
<b>POLICE DEPARTMENT</b>								
<b>4035</b>	<b>Police Cadet</b>	<b>NE</b>		<b>3180</b>				
	Step 1				\$ 38,892	\$ 3,241	\$ 18.6981	\$ 1,495.85
	Step 2				\$ 36,864	\$ 3,072	\$ 17.7231	\$ 1,417.85
	Step 3				\$ 34,944	\$ 2,912	\$ 16.8000	\$ 1,344.00
	Step 4				\$ 33,120	\$ 2,760	\$ 15.9231	\$ 1,273.85
	Step 5				\$ 31,380	\$ 2,615	\$ 15.0865	\$ 1,206.92
	Step 6				\$ 29,760	\$ 2,480	\$ 14.3077	\$ 1,144.62
	Step 7				\$ 28,212	\$ 2,351	\$ 13.5635	\$ 1,085.08
	Step 8				\$ 26,736	\$ 2,228	\$ 12.8538	\$ 1,028.31
<b>4010</b>	<b>Police Chief</b>	<b>E</b>	<b>E</b>	<b>47</b>				
	Step 1				\$ 227,938	\$ 18,995	\$ 109.5855	\$ 8,766.84
	Step 2				\$ 239,335	\$ 19,945	\$ 115.0648	\$ 9,205.18
	Step 3				\$ 251,301	\$ 20,942	\$ 120.8180	\$ 9,665.44
	Step 4				\$ 263,867	\$ 21,989	\$ 126.8589	\$ 10,148.71
	Step 5				\$ 277,060	\$ 23,088	\$ 133.2018	\$ 10,656.15



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>4110</b>	<b>Police Records Manager</b>	<b>NE E</b>	<b>M</b>	<b>27</b>				
	Step 1				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 2				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 3				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 4				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 5				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
<b>4145</b>	<b>Reserve Police Officer</b>	<b>NE</b>		<b>Stipend</b>				
	Step 1				\$ 3,600			
<b>PUBLIC UTILITIES DEPARTMENT</b>								
<b>8008</b>	<b>General Manager of Public Utilities</b>	<b>E</b>	<b>E</b>	<b>48</b>				
	Step 1				\$ 239,335	\$ 19,945	\$ 115.0648	\$ 9,205.18
	Step 2				\$ 251,301	\$ 20,942	\$ 120.8180	\$ 9,665.44
	Step 3				\$ 263,867	\$ 21,989	\$ 126.8589	\$ 10,148.71
	Step 4				\$ 277,060	\$ 23,088	\$ 133.2018	\$ 10,656.15
	Step 5				\$ 290,913	\$ 24,243	\$ 139.8620	\$ 11,188.96
<b>8011</b>	<b>Assistant General Manager of Public Utilities</b>	<b>E</b>	<b>M</b>	<b>43</b>				
	Step 1				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
	Step 2				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
	Step 3				\$ 206,746	\$ 17,229	\$ 99.3973	\$ 7,951.78
	Step 4				\$ 217,084	\$ 18,090	\$ 104.3671	\$ 8,349.37
	Step 5				\$ 227,938	\$ 18,995	\$ 109.5855	\$ 8,766.84
<b>Business and Accounts Division</b>								
<b>8710</b>	<b>Business and Account Supervisor</b>	<b>E</b>	<b>M</b>	<b>32</b>				
	Step 1				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 2				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 3				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 4				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 5				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
<b>Compliance Division</b>								
<b>8606</b>	<b>Utilities Compliance Administrator</b>	<b>E</b>	<b>M</b>	<b>35</b>				
	Step 1				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 2				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 3				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 4				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 5				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
<b>Customer Service Division</b>								
<b>8515</b>	<b>Key Accounts Specialist</b>	<b>NE</b>	<b>M</b>	<b>28</b>				
	Step 1				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 2				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 3				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 4				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 5				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
<b>Electric Operations Division</b>								



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<b>8040</b>	<b>Electric Operations Supervisor</b>	<b>E</b>	<b>M</b>	<b>36</b>				
	Step 1				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 2				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 3				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 4				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 5				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
<b>8015</b>	<b>Utilities Operations Manager</b>	<b>E</b>	<b>M</b>	<b>41</b>				
	Step 1				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 2				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 3				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
	Step 4				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
	Step 5				\$ 206,746	\$ 17,229	\$ 99.3973	\$ 7,951.78
<b>Engineering Division (Public Utilities)</b>								
<b>8112</b>	<b>Principal Electrical Engineer</b>	<b>E</b>	<b>M</b>	<b>38</b>				
	Step 1				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 2				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 3				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 4				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 5				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
<b>8110</b>	<b>Utilities Engineering Manager</b>	<b>E</b>	<b>M</b>	<b>42</b>				
	Step 1				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 2				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
	Step 3				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
	Step 4				\$ 206,746	\$ 17,229	\$ 99.3973	\$ 7,951.78
	Step 5				\$ 217,084	\$ 18,090	\$ 104.3671	\$ 8,349.37
<b>Gas Division</b>								
<b>8210</b>	<b>Gas Systems Superintendent</b>	<b>E</b>	<b>M</b>	<b>36</b>				
	Step 1				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 2				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 3				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 4				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 5				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
<b>Resource Planning and Scheduling Division</b>								
<b>8405</b>	<b>Integrated Resources Manager</b>	<b>E</b>	<b>M</b>	<b>42</b>				
	Step 1				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 2				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
	Step 3				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
	Step 4				\$ 206,746	\$ 17,229	\$ 99.3973	\$ 7,951.78
	Step 5				\$ 217,084	\$ 18,090	\$ 104.3671	\$ 8,349.37
<b>8411</b>	<b>Principal Resource Planner</b>	<b>E</b>	<b>M</b>	<b>37</b>				
	Step 1				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08



# City of Vernon

## Classification and Compensation Plan

### Fiscal Year: 2019-2020

Effective June 2, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 2				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 3				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 4				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 5				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95

#### Water Operations Division

<b>7905</b>	<b>Water Administrator</b>	<b>E</b>	<b>M</b>	<b>36</b>				
	Step 1				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 2				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 3				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 4				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 5				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
<b>7915</b>	<b>Water Foreman</b>	<b>E</b>	<b>M</b>	<b>27</b>				
	Step 1				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 2				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 3				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 4				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 5				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
<b>7911</b>	<b>Water Project Specialist</b>	<b>E</b>	<b>M</b>	<b>35</b>				
	Step 1				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 2				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 3				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 4				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 5				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
<b>7910</b>	<b>Water Superintendent</b>	<b>E</b>	<b>M</b>	<b>33</b>				
	Step 1				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 2				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 3				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 4				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 5				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08

#### PUBLIC WORKS DEPARTMENT

<b>7008</b>	<b>Director of Public Works</b>	<b>E</b>	<b>E</b>	<b>44</b>				
	Step 1				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
	Step 2				\$ 206,746	\$ 17,229	\$ 99.3973	\$ 7,951.78
	Step 3				\$ 217,084	\$ 18,090	\$ 104.3671	\$ 8,349.37
	Step 4				\$ 227,938	\$ 18,995	\$ 109.5855	\$ 8,766.84
	Step 5				\$ 239,335	\$ 19,945	\$ 115.0648	\$ 9,205.18

#### Building and Planning Division

<b>7205</b>	<b>Building and Planning Manager</b>	<b>E</b>	<b>M</b>	<b>37</b>				
	Step 1				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2019-2020**  
 Effective June 2, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 2				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 3				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 4				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 5				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
<b>Engineering Division (Public Works)</b>								
<b>7118</b>	<b>Civil Engineer</b>		<b>NE</b>	<b>M</b>	<b>32</b>			
	Step 1				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 2				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 3				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 4				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 5				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
<b>7115</b>	<b>Principal Civil Engineer</b>		<b>E</b>	<b>M</b>	<b>37</b>			
	Step 1				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 2				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 3				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 4				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 5				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
<b>Public Works Operations Division</b>								
<b>7307</b>	<b>Facilities Maintenance Supervisor</b>		<b>E</b>	<b>M</b>	<b>26</b>			
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
<b>7515</b>	<b>Fleet Supervisor</b>		<b>E</b>	<b>M</b>	<b>27</b>			
	Step 1				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 2				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 3				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 4				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 5				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
<b>7308</b>	<b>Street Maintenance Supervisor</b>		<b>E</b>	<b>M</b>	<b>26</b>			
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
<b>7300</b>	<b>Public Works Superintendent</b>		<b>E</b>	<b>M</b>	<b>32</b>			
	Step 1				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 2				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 3				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2019-2020**  
 Effective June 2, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 4				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 5				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80

FOOTNOTES:  
 {a) - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



# City of Vernon

## Classification and Compensation Plan

### Fiscal Year: 2020-2021

Effective July 5, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>CITY COUNCIL</b>								
1025	Council Member	E	O	01	\$ 28,994	\$ 2,416	N/A	\$ 1,115.14
1030	Mayor	E	O	01	\$ 28,994	\$ 2,416	N/A	\$ 1,115.14
<b>CITY ADMINISTRATION DEPARTMENT</b>								
1010	City Administrator	E	E	50				
	Step 1				\$ 271,783	\$ 22,649	\$ 130.6651	\$ 10,453.20
	Step 2				\$ 285,372	\$ 23,781	\$ 137.1983	\$ 10,975.86
	Step 3				\$ 299,641	\$ 24,970	\$ 144.0582	\$ 11,524.66
	Step 4				\$ 314,623	\$ 26,219	\$ 151.2611	\$ 12,100.89
	Step 5				\$ 330,354	\$ 27,530	\$ 158.8242	\$ 12,705.93
1015	Deputy City Administrator	E	M	40				
	Step 1				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 2				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
	Step 3				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 4				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
	Step 5				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
1020	Economic Development Manager	E	M	34				
	Step 1				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 2				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 3				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 4				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 5				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
1035	Public Information Officer	E	M	31				
	Step 1				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 2				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 3				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 4				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 5				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
<b>Information Technology Division</b>								
1625	Information Technology Analyst	NE	C	26				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
1620	Information Technology Analyst, Senior	NE	C	30				
	Step 1				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 2				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 3				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 4				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 5				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2020-2021**  
**Effective July 5, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>1610</b>	<b>Information Technology Manager</b>	<b>E</b>	<b>M</b>	<b>37</b>				
	Step 1				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 2				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 3				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 4				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 5				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
<b>1630</b>	<b>Information Technology Technician</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>1615</b>	<b>Programmer/Analyst</b>	<b>E</b>	<b>C</b>	<b>30</b>				
	Step 1				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 2				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 3				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 4				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 5				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
<b>CITY ATTORNEY'S OFFICE</b>								
<b>1110</b>	<b>City Attorney</b>	<b>E</b>	<b>E</b>	<b>49</b>				
	Step 1				\$ 258,841	\$ 21,570	\$ 124.4429	\$ 9,955.43
	Step 2				\$ 271,783	\$ 22,649	\$ 130.6651	\$ 10,453.20
	Step 3				\$ 285,372	\$ 23,781	\$ 137.1983	\$ 10,975.86
	Step 4				\$ 299,641	\$ 24,970	\$ 144.0582	\$ 11,524.66
	Step 5				\$ 314,623	\$ 26,219	\$ 151.2611	\$ 12,100.89
<b>1115</b>	<b>Deputy City Attorney</b>	<b>E</b>	<b>M</b>	<b>38</b>				
	Step 1				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 2				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 3				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 4				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
	Step 5				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
<b>1507</b>	<b>Executive Legal Secretary</b>	<b>NE</b>	<b>C</b>	<b>23</b>				
	Step 1				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 2				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 3				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 4				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 5				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
<b>1495</b>	<b>Legal Administrative Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				



**City of Vernon**  
**Classification and Compensation Plan**  
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**Effective July 5, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>1113</b>	<b>Senior Deputy City Attorney</b>	<b>E</b>	<b>M</b>	<b>39</b>				
	Step 1				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 2				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 3				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
	Step 4				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 5				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
<b>CITY CLERK DEPARTMENT</b>								
<b>1310</b>	<b>City Clerk</b>	<b>E</b>	<b>E</b>	<b>41</b>				
	Step 1				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
	Step 2				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 3				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
	Step 4				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
	Step 5				\$ 212,949	\$ 17,746	\$ 102.3794	\$ 8,190.36
<b>1315</b>	<b>Deputy City Clerk</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>1320</b>	<b>Records Management Assistant</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>ADMINISTRATIVE AND CLERICAL GROUP</b>								
<b>1530</b>	<b>Administrative Assistant, (Confidential)</b>	<b>NE</b>	<b>C</b>	<b>13</b>				
	Step 1				\$ 44,691	\$ 3,724	\$ 21.4859	\$ 1,718.88
	Step 2				\$ 46,925	\$ 3,910	\$ 22.5602	\$ 1,804.82
	Step 3				\$ 49,272	\$ 4,106	\$ 23.6882	\$ 1,895.06
	Step 4				\$ 51,735	\$ 4,311	\$ 24.8727	\$ 1,989.81
	Step 5				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
<b>1520</b>	<b>Administrative Assistant, Senior (Confidential)</b>	<b>NE</b>	<b>C</b>	<b>17</b>				



**City of Vernon**  
**Classification and Compensation Plan**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 2				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 3				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 4				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 5				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
<b>1510</b>	<b>Administrative Secretary</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>1500</b>	<b>Executive Assistant to the City Administrator</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>1490</b>	<b>Administrative Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>FINANCE DEPARTMENT</b>								
<b>1240</b>	<b>Accountant</b>	<b>NE</b>	<b>C</b>	<b>22</b>				
	Step 1				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 2				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 3				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 4				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 5				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
<b>1230</b>	<b>Accountant, Senior</b>	<b>NE</b>	<b>C</b>	<b>27</b>				
	Step 1				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 2				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 3				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 4				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 5				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
<b>1220</b>	<b>Assistant Finance Director</b>	<b>E</b>	<b>M</b>	<b>39</b>				



**City of Vernon**  
**Classification and Compensation Plan**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 2				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 3				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
	Step 4				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 5				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
<b>1225</b>	<b>Deputy City Treasurer</b>	<b>E</b>	<b>M</b>	<b>35</b>				
	Step 1				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 2				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 3				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 4				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 5				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
<b>1210</b>	<b>Director of Finance/City Treasurer</b>	<b>E</b>	<b>E</b>	<b>44</b>				
	Step 1				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
	Step 2				\$ 212,949	\$ 17,746	\$ 102.3794	\$ 8,190.36
	Step 3				\$ 223,597	\$ 18,633	\$ 107.4984	\$ 8,599.87
	Step 4				\$ 234,777	\$ 19,565	\$ 112.8733	\$ 9,029.87
	Step 5				\$ 246,515	\$ 20,543	\$ 118.5170	\$ 9,481.36
<b>1245</b>	<b>Payroll Specialist</b>	<b>NE</b>	<b>C</b>	<b>19</b>				
	Step 1				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 2				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 3				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 4				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 5				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
<b>1248</b>	<b>Public Housing Property Coordinator</b>	<b>NE</b>	<b>C</b>	<b>16</b>				
	Step 1				\$ 51,735	\$ 4,311	\$ 24.8727	\$ 1,989.81
	Step 2				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 3				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 4				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 5				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
<b>FIRE DEPARTMENT</b>								
<b>5033</b>	<b>Assistant Fire Marshal</b>	<b>NE</b>	<b>M</b>	<b>29</b>				
	Step 1				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 2				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 3				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 4				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 5				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
<b>5055</b>	<b>Fire Administrative Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2020-2021**  
**Effective July 5, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>5010</b>	<b>Fire Chief</b>	<b>E</b>	<b>E</b>	<b>46</b>				
	Step 1				\$ 223,597	\$ 18,633	\$ 107.4984	\$ 8,599.87
	Step 2				\$ 234,777	\$ 19,565	\$ 112.8733	\$ 9,029.87
	Step 3				\$ 246,515	\$ 20,543	\$ 118.5170	\$ 9,481.36
	Step 4				\$ 258,841	\$ 21,570	\$ 124.4429	\$ 9,955.43
	Step 5				\$ 271,783	\$ 22,649	\$ 130.6651	\$ 10,453.20
<b>HEALTH AND ENVIRONMENTAL CONTROL DEPARTMENT</b>								
<b>2010</b>	<b>Director of Health and Environmental Control</b>	<b>E</b>	<b>E</b>	<b>43</b>				
	Step 1				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
	Step 2				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
	Step 3				\$ 212,949	\$ 17,746	\$ 102.3794	\$ 8,190.36
	Step 4				\$ 223,597	\$ 18,633	\$ 107.4984	\$ 8,599.87
	Step 5				\$ 234,777	\$ 19,565	\$ 112.8733	\$ 9,029.87
<b>2020</b>	<b>Environmental Health Program Administrator</b>	<b>E</b>	<b>M</b>	<b>34</b>				
	Step 1				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 2				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 3				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 4				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 5				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
<b>2022</b>	<b>Environmental Specialist, Temporary</b>	<b>NE</b>		<b>T26</b>				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 6				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 7				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 8				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
<b>2045</b>	<b>Environmental Health Intern</b>	<b>NE</b>		<b>Hourly</b>				
	Step 1						\$ 15.0000	

**HUMAN RESOURCES DEPARTMENT**



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2020-2021**  
**Effective July 5, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>1410</b>	<b>Director of Human Resources</b>	<b>E</b>	<b>E</b>	<b>42</b>				
	Step 1				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 2				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
	Step 3				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
	Step 4				\$ 212,949	\$ 17,746	\$ 102.3794	\$ 8,190.36
	Step 5				\$ 223,597	\$ 18,633	\$ 107.4984	\$ 8,599.87
<b>1420</b>	<b>Human Resources Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>1415</b>	<b>Human Resources Analyst, Senior</b>	<b>E</b>	<b>M</b>	<b>33</b>				
	Step 1				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 2				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 3				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 4				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 5				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
<b>1425</b>	<b>Human Resources Assistant</b>	<b>NE</b>	<b>C</b>	<b>17</b>				
	Step 1				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 2				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 3				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 4				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 5				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
<b>1413</b>	<b>Senior Legal &amp; Policy Advisor</b>	<b>E</b>	<b>M</b>	<b>39</b>				
	Step 1				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 2				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 3				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
	Step 4				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 5				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
<b>INDUSTRIAL DEVELOPMENT DEPARTMENT</b>								
<b>3010</b>	<b>Industrial Development Director</b>	<b>E</b>	<b>E</b>	<b>39</b>				
	Step 1				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 2				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 3				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
	Step 4				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 5				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
<b>POLICE DEPARTMENT</b>								
<b>4035</b>	<b>Police Cadet</b>	<b>NE</b>		<b>3180</b>				



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2020-2021**  
**Effective July 5, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 38,892	\$ 3,241	\$ 18.6981	\$ 1,495.85
	Step 2				\$ 36,864	\$ 3,072	\$ 17.7231	\$ 1,417.85
	Step 3				\$ 34,944	\$ 2,912	\$ 16.8000	\$ 1,344.00
	Step 4				\$ 33,120	\$ 2,760	\$ 15.9231	\$ 1,273.85
	Step 5				\$ 31,380	\$ 2,615	\$ 15.0865	\$ 1,206.92
	Step 6				\$ 29,760	\$ 2,480	\$ 14.3077	\$ 1,144.62
	Step 7				\$ 28,212	\$ 2,351	\$ 13.5635	\$ 1,085.08
	Step 8				\$ 26,736	\$ 2,228	\$ 12.8538	\$ 1,028.31
<b>4010</b>	<b>Police Chief</b>		<b>E</b>	<b>E</b>	<b>47</b>			
	Step 1				\$ 234,777	\$ 19,565	\$ 112.8733	\$ 9,029.87
	Step 2				\$ 246,515	\$ 20,543	\$ 118.5170	\$ 9,481.36
	Step 3				\$ 258,841	\$ 21,570	\$ 124.4429	\$ 9,955.43
	Step 4				\$ 271,783	\$ 22,649	\$ 130.6651	\$ 10,453.20
	Step 5				\$ 285,372	\$ 23,781	\$ 137.1983	\$ 10,975.86
<b>4110</b>	<b>Police Records Manager</b>		<b>NE E</b>	<b>M</b>	<b>27</b>			
	Step 1				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 2				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 3				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 4				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 5				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
<b>4145</b>	<b>Reserve Police Officer</b>		<b>NE</b>		<b>Stipend</b>			
	Step 1				\$ 3,600			
<b>PUBLIC UTILITIES DEPARTMENT</b>								
<b>8008</b>	<b>General Manager of Public Utilities</b>		<b>E</b>	<b>E</b>	<b>48</b>			
	Step 1				\$ 246,515	\$ 20,543	\$ 118.5170	\$ 9,481.36
	Step 2				\$ 258,841	\$ 21,570	\$ 124.4429	\$ 9,955.43
	Step 3				\$ 271,783	\$ 22,649	\$ 130.6651	\$ 10,453.20
	Step 4				\$ 285,372	\$ 23,781	\$ 137.1983	\$ 10,975.86
	Step 5				\$ 299,641	\$ 24,970	\$ 144.0582	\$ 11,524.66
<b>8011</b>	<b>Assistant General Manager of Public Utilities</b>		<b>E</b>	<b>M</b>	<b>43</b>			
	Step 1				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
	Step 2				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
	Step 3				\$ 212,949	\$ 17,746	\$ 102.3794	\$ 8,190.36
	Step 4				\$ 223,597	\$ 18,633	\$ 107.4984	\$ 8,599.87
	Step 5				\$ 234,777	\$ 19,565	\$ 112.8733	\$ 9,029.87
<b>Business and Accounts Division</b>								
<b>8710</b>	<b>Business and Account Supervisor</b>		<b>E</b>	<b>M</b>	<b>32</b>			



# City of Vernon

## Classification and Compensation Plan

### Fiscal Year: 2020-2021

Effective July 5, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 2				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 3				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 4				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 5				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
<b>Compliance Division</b>								
<b>8606</b>	<b>Utilities Compliance Administrator</b>	<b>E</b>	<b>M</b>	<b>35</b>				
	Step 1				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 2				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 3				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 4				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 5				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
<b>Customer Service Division</b>								
<b>8515</b>	<b>Key Accounts Specialist</b>	<b>NE</b>	<b>M</b>	<b>28</b>				
	Step 1				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 2				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 3				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 4				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 5				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
<b>Electric Operations Division</b>								
<b>8040</b>	<b>Electric Operations Supervisor</b>	<b>E</b>	<b>M</b>	<b>36</b>				
	Step 1				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 2				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 3				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 4				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 5				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
<b>8015</b>	<b>Utilities Operations Manager</b>	<b>E</b>	<b>M</b>	<b>41</b>				
	Step 1				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
	Step 2				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 3				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
	Step 4				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
	Step 5				\$ 212,949	\$ 17,746	\$ 102.3794	\$ 8,190.36
<b>Engineering Division (Public Utilities)</b>								
<b>8112</b>	<b>Principal Electrical Engineer</b>	<b>E</b>	<b>M</b>	<b>38</b>				
	Step 1				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 2				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 3				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 4				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
	Step 5				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
<b>8110</b>	<b>Utilities Engineering Manager</b>	<b>E</b>	<b>M</b>	<b>42</b>				
	Step 1				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 2				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89



# City of Vernon

## Classification and Compensation Plan

### Fiscal Year: 2020-2021

Effective July 5, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 3				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
	Step 4				\$ 212,949	\$ 17,746	\$ 102.3794	\$ 8,190.36
	Step 5				\$ 223,597	\$ 18,633	\$ 107.4984	\$ 8,599.87
<b>Gas Division</b>								
<b>8210</b>	<b>Gas Systems Superintendent</b>	<b>E</b>	<b>M</b>	<b>36</b>				
	Step 1				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 2				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 3				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 4				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 5				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
<b>Resource Planning and Scheduling Division</b>								
<b>8405</b>	<b>Integrated Resources Manager</b>	<b>E</b>	<b>M</b>	<b>42</b>				
	Step 1				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 2				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
	Step 3				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
	Step 4				\$ 212,949	\$ 17,746	\$ 102.3794	\$ 8,190.36
	Step 5				\$ 223,597	\$ 18,633	\$ 107.4984	\$ 8,599.87
<b>8411</b>	<b>Principal Resource Planner</b>	<b>E</b>	<b>M</b>	<b>37</b>				
	Step 1				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 2				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 3				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 4				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 5				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
<b>Water Operations Division</b>								
<b>7905</b>	<b>Water Administrator</b>	<b>E</b>	<b>M</b>	<b>36</b>				
	Step 1				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 2				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 3				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 4				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 5				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
<b>7915</b>	<b>Water Foreman</b>	<b>E</b>	<b>M</b>	<b>27</b>				
	Step 1				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 2				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 3				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 4				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 5				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
<b>7911</b>	<b>Water Project Specialist</b>	<b>E</b>	<b>M</b>	<b>35</b>				
	Step 1				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 2				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 3				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56



**City of Vernon**  
**Classification and Compensation Plan**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 4				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 5				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
<b>7910</b>	<b>Water Superintendent</b>	<b>E</b>	<b>M</b>	<b>33</b>				
	Step 1				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 2				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 3				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 4				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 5				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
<b>PUBLIC WORKS DEPARTMENT</b>								
<b>7008</b>	<b>Director of Public Works</b>	<b>E</b>	<b>E</b>	<b>44</b>				
	Step 1				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
	Step 2				\$ 212,949	\$ 17,746	\$ 102.3794	\$ 8,190.36
	Step 3				\$ 223,597	\$ 18,633	\$ 107.4984	\$ 8,599.87
	Step 4				\$ 234,777	\$ 19,565	\$ 112.8733	\$ 9,029.87
	Step 5				\$ 246,515	\$ 20,543	\$ 118.5170	\$ 9,481.36
<b>Building and Planning Division</b>								
<b>7205</b>	<b>Building and Planning Manager</b>	<b>E</b>	<b>M</b>	<b>37</b>				
	Step 1				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 2				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 3				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 4				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 5				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
<b>Engineering Division (Public Works)</b>								
<b>7118</b>	<b>Civil Engineer</b>	<b>NE</b>	<b>M</b>	<b>32</b>				
	Step 1				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 2				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 3				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 4				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 5				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
<b>7115</b>	<b>Principal Civil Engineer</b>	<b>E</b>	<b>M</b>	<b>37</b>				
	Step 1				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 2				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 3				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
	Step 4				\$ 166,851	\$ 13,904	\$ 80.2170	\$ 6,417.36
	Step 5				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
<b>Public Works Operations Division</b>								
<b>7307</b>	<b>Facilities Maintenance Supervisor</b>	<b>E</b>	<b>M</b>	<b>26</b>				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2020-2021**  
**Effective July 5, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>7515</b>	<b>Fleet Supervisor</b>	<b>E</b>	<b>M</b>	<b>27</b>				
	Step 1				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 2				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 3				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 4				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 5				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
<b>7308</b>	<b>Street Maintenance Supervisor</b>	<b>E</b>	<b>M</b>	<b>26</b>				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>7300</b>	<b>Public Works Superintendent</b>	<b>E</b>	<b>M</b>	<b>32</b>				
	Step 1				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 2				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 3				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 4				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 5				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58

{a} - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



# City of Vernon

## Classification and Compensation Plan

### Fiscal Year: 2021-2022

Effective July 4, 2021

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>CITY COUNCIL</b>								
1025	Council Member	E	O	01	\$ 29,863	\$ 2,489	N/A	\$ 1,148.59
1030	Mayor	E	O	01	\$ 29,863	\$ 2,489	N/A	\$ 1,148.59
<b>CITY ADMINISTRATION DEPARTMENT</b>								
1010	City Administrator	E	E	50				
	Step 1				\$ 279,936	\$ 23,328	\$ 134.5847	\$ 10,766.78
	Step 2				\$ 293,933	\$ 24,494	\$ 141.3140	\$ 11,305.12
	Step 3				\$ 308,630	\$ 25,719	\$ 148.3797	\$ 11,870.37
	Step 4				\$ 324,061	\$ 27,005	\$ 155.7987	\$ 12,463.89
	Step 5				\$ 340,264	\$ 28,355	\$ 163.5886	\$ 13,087.09
1015	Deputy City Administrator	E	M	40				
	Step 1				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 2				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
	Step 3				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 4				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
	Step 5				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
1020	Economic Development Manager	E	M	34				
	Step 1				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 2				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 3				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 4				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 5				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
1035	Public Information Officer	E	M	31				
	Step 1				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 2				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 3				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 4				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 5				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
<b>Information Technology Division</b>								
1625	Information Technology Analyst	NE	C	26				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
1620	Information Technology Analyst, Senior	NE	C	30				
	Step 1				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 2				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 3				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 4				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 5				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>1610</b>	<b>Information Technology Manager</b>	<b>E</b>	<b>M</b>	<b>37</b>				
	Step 1				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 2				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 3				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 4				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 5				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
<b>1630</b>	<b>Information Technology Technician</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>1615</b>	<b>Programmer/Analyst</b>	<b>E</b>	<b>C</b>	<b>30</b>				
	Step 1				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 2				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 3				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 4				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 5				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
<b>CITY ATTORNEY'S OFFICE</b>								
<b>1110</b>	<b>City Attorney</b>	<b>E</b>	<b>E</b>	<b>49</b>				
	Step 1				\$ 266,606	\$ 22,217	\$ 128.1759	\$ 10,254.07
	Step 2				\$ 279,936	\$ 23,328	\$ 134.5847	\$ 10,766.78
	Step 3				\$ 293,933	\$ 24,494	\$ 141.3140	\$ 11,305.12
	Step 4				\$ 308,630	\$ 25,719	\$ 148.3797	\$ 11,870.37
	Step 5				\$ 324,061	\$ 27,005	\$ 155.7987	\$ 12,463.89
<b>1115</b>	<b>Deputy City Attorney</b>	<b>E</b>	<b>M</b>	<b>38</b>				
	Step 1				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 2				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 3				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 4				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
	Step 5				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
<b>1507</b>	<b>Executive Legal Secretary</b>	<b>NE</b>	<b>C</b>	<b>23</b>				
	Step 1				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 2				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 3				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 4				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 5				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
<b>1495</b>	<b>Legal Administrative Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
<b>1113</b>	<b>Senior Deputy City Attorney</b>	<b>E</b>	<b>M</b>	<b>39</b>				
	Step 1				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 2				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 3				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
	Step 4				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 5				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
<b>CITY CLERK DEPARTMENT</b>								
<b>1310</b>	<b>City Clerk</b>	<b>E</b>	<b>E</b>	<b>41</b>				
	Step 1				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
	Step 2				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 3				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
	Step 4				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
	Step 5				\$ 219,337	\$ 18,278	\$ 105.4506	\$ 8,436.05
<b>1315</b>	<b>Deputy City Clerk</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
<b>1320</b>	<b>Records Management Assistant</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>ADMINISTRATIVE AND CLERICAL GROUP</b>								
<b>1530</b>	<b>Administrative Assistant, (Confidential)</b>	<b>NE</b>	<b>C</b>	<b>13</b>				
	Step 1				\$ 46,031	\$ 3,836	\$ 22.1305	\$ 1,770.44
	Step 2				\$ 48,333	\$ 4,028	\$ 23.2370	\$ 1,858.96
	Step 3				\$ 50,750	\$ 4,229	\$ 24.3989	\$ 1,951.91
	Step 4				\$ 53,287	\$ 4,441	\$ 25.6188	\$ 2,049.51
	Step 5				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
<b>1520</b>	<b>Administrative Assistant, Senior (Confidential)</b>	<b>NE</b>	<b>C</b>	<b>17</b>				



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 2				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 3				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 4				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 5				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
<b>1510</b>	<b>Administrative Secretary</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>1500</b>	<b>Executive Assistant to the City Administrator</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
<b>1490</b>	<b>Administrative Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
<b>FINANCE DEPARTMENT</b>								
<b>1240</b>	<b>Accountant</b>	<b>NE</b>	<b>C</b>	<b>22</b>				
	Step 1				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 2				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 3				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 4				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 5				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
<b>1230</b>	<b>Accountant, Senior</b>	<b>NE</b>	<b>C</b>	<b>27</b>				
	Step 1				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 2				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 3				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 4				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 5				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
<b>1220</b>	<b>Assistant Finance Director</b>	<b>E</b>	<b>M</b>	<b>39</b>				
	Step 1				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 2				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 3				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
	Step 4				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 5				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>1225</b>	<b>Deputy City Treasurer</b>	<b>E</b>	<b>M</b>	<b>35</b>				
	Step 1				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 2				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 3				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 4				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 5				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
<b>1210</b>	<b>Director of Finance/City Treasurer</b>	<b>E</b>	<b>E</b>	<b>44</b>				
	Step 1				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
	Step 2				\$ 219,337	\$ 18,278	\$ 105.4506	\$ 8,436.05
	Step 3				\$ 230,304	\$ 19,192	\$ 110.7232	\$ 8,857.86
	Step 4				\$ 241,819	\$ 20,152	\$ 116.2593	\$ 9,300.75
	Step 5				\$ 253,910	\$ 21,159	\$ 122.0723	\$ 9,765.78
<b>1245</b>	<b>Payroll Specialist</b>	<b>NE</b>	<b>C</b>	<b>19</b>				
	Step 1				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 2				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 3				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 4				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 5				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
<b>1248</b>	<b>Public Housing Property Coordinator</b>	<b>NE</b>	<b>C</b>	<b>16</b>				
	Step 1				\$ 53,287	\$ 4,441	\$ 25.6188	\$ 2,049.51
	Step 2				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 3				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 4				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 5				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
<b>FIRE DEPARTMENT</b>								
<b>5033</b>	<b>Assistant Fire Marshal</b>	<b>NE</b>	<b>M</b>	<b>29</b>				
	Step 1				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 2				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 3				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 4				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 5				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
<b>5055</b>	<b>Fire Administrative Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
<b>5010</b>	<b>Fire Chief</b>	<b>E</b>	<b>E</b>	<b>46</b>				



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 230,304	\$ 19,192	\$ 110.7232	\$ 8,857.86
	Step 2				\$ 241,819	\$ 20,152	\$ 116.2593	\$ 9,300.75
	Step 3				\$ 253,910	\$ 21,159	\$ 122.0723	\$ 9,765.78
	Step 4				\$ 266,606	\$ 22,217	\$ 128.1759	\$ 10,254.07
	Step 5				\$ 279,936	\$ 23,328	\$ 134.5847	\$ 10,766.78

**HEALTH AND ENVIRONMENTAL CONTROL DEPARTMENT**

<b>2010</b>	<b>Director of Health and Environmental Control</b>	<b>E</b>	<b>E</b>	<b>43</b>				
	Step 1				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
	Step 2				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
	Step 3				\$ 219,337	\$ 18,278	\$ 105.4506	\$ 8,436.05
	Step 4				\$ 230,304	\$ 19,192	\$ 110.7232	\$ 8,857.86
	Step 5				\$ 241,819	\$ 20,152	\$ 116.2593	\$ 9,300.75
<b>2020</b>	<b>Environmental Health Program Administrator</b>	<b>E</b>	<b>M</b>	<b>34</b>				
	Step 1				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 2				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 3				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 4				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 5				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
<b>2022</b>	<b>Environmental Specialist, Temporary</b>	<b>NE</b>		<b>T26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 6				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 7				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 8				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
<b>2045</b>	<b>Environmental Health Intern</b>	<b>NE</b>		<b>Hourly</b>				
	Step 1						\$ 15.0000	

**HUMAN RESOURCES DEPARTMENT**

<b>1410</b>	<b>Director of Human Resources</b>	<b>E</b>	<b>E</b>	<b>42</b>				
	Step 1				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 2				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
	Step 3				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
	Step 4				\$ 219,337	\$ 18,278	\$ 105.4506	\$ 8,436.05
	Step 5				\$ 230,304	\$ 19,192	\$ 110.7232	\$ 8,857.86
<b>1420</b>	<b>Human Resources Analyst</b>	<b>NE</b>	<b>C</b>	<b>26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88



**City of Vernon**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>1415</b>	<b>Human Resources Analyst, Senior</b>	<b>E</b>	<b>M</b>	<b>33</b>				
	Step 1				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 2				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 3				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 4				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 5				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
<b>1425</b>	<b>Human Resources Assistant</b>	<b>NE</b>	<b>C</b>	<b>17</b>				
	Step 1				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 2				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 3				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 4				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 5				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
<b>1413</b>	<b>Senior Legal &amp; Policy Advisor</b>	<b>E</b>	<b>M</b>	<b>39</b>				
	Step 1				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 2				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 3				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
	Step 4				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 5				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
<b>INDUSTRIAL DEVELOPMENT DEPARTMENT</b>								
<b>3010</b>	<b>Industrial Development Director</b>	<b>E</b>	<b>E</b>	<b>39</b>				
	Step 1				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 2				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 3				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
	Step 4				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 5				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
<b>POLICE DEPARTMENT</b>								
<b>4035</b>	<b>Police Cadet</b>	<b>NE</b>		<b>3180</b>				
	Step 1				\$ 38,892	\$ 3,241	\$ 18.6981	\$ 1,495.85
	Step 2				\$ 36,864	\$ 3,072	\$ 17.7231	\$ 1,417.85
	Step 3				\$ 34,944	\$ 2,912	\$ 16.8000	\$ 1,344.00
	Step 4				\$ 33,120	\$ 2,760	\$ 15.9231	\$ 1,273.85
	Step 5				\$ 31,380	\$ 2,615	\$ 15.0865	\$ 1,206.92
	Step 6				\$ 29,760	\$ 2,480	\$ 14.3077	\$ 1,144.62
	Step 7				\$ 28,212	\$ 2,351	\$ 13.5635	\$ 1,085.08
	Step 8				\$ 26,736	\$ 2,228	\$ 12.8538	\$ 1,028.31
<b>4010</b>	<b>Police Chief</b>	<b>E</b>	<b>E</b>	<b>47</b>				
	Step 1				\$ 241,819	\$ 20,152	\$ 116.2593	\$ 9,300.75
	Step 2				\$ 253,910	\$ 21,159	\$ 122.0723	\$ 9,765.78
	Step 3				\$ 266,606	\$ 22,217	\$ 128.1759	\$ 10,254.07
	Step 4				\$ 279,936	\$ 23,328	\$ 134.5847	\$ 10,766.78
	Step 5				\$ 293,933	\$ 24,494	\$ 141.3140	\$ 11,305.12



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>4110</b>	<b>Police Records Manager</b>	<b>NE E</b>	<b>M</b>	<b>27</b>				
	Step 1				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 2				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 3				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 4				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 5				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
<b>4145</b>	<b>Reserve Police Officer</b>	<b>NE</b>		<b>Stipend</b>				
	Step 1				\$ 3,600			
<b>PUBLIC UTILITIES DEPARTMENT</b>								
<b>8008</b>	<b>General Manager of Public Utilities</b>	<b>E</b>	<b>E</b>	<b>48</b>				
	Step 1				\$ 253,910	\$ 21,159	\$ 122.0723	\$ 9,765.78
	Step 2				\$ 266,606	\$ 22,217	\$ 128.1759	\$ 10,254.07
	Step 3				\$ 279,936	\$ 23,328	\$ 134.5847	\$ 10,766.78
	Step 4				\$ 293,933	\$ 24,494	\$ 141.3140	\$ 11,305.12
	Step 5				\$ 308,630	\$ 25,719	\$ 148.3797	\$ 11,870.37
<b>8011</b>	<b>Assistant General Manager of Public Utilities</b>	<b>E</b>	<b>M</b>	<b>43</b>				
	Step 1				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
	Step 2				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
	Step 3				\$ 219,337	\$ 18,278	\$ 105.4506	\$ 8,436.05
	Step 4				\$ 230,304	\$ 19,192	\$ 110.7232	\$ 8,857.86
	Step 5				\$ 241,819	\$ 20,152	\$ 116.2593	\$ 9,300.75
<b>Business and Accounts Division</b>								
<b>8710</b>	<b>Business and Account Supervisor</b>	<b>E</b>	<b>M</b>	<b>32</b>				
	Step 1				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 2				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 3				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 4				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 5				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
<b>Compliance Division</b>								
<b>8606</b>	<b>Utilities Compliance Administrator</b>	<b>E</b>	<b>M</b>	<b>35</b>				
	Step 1				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 2				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 3				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 4				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 5				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
<b>Customer Service Division</b>								
<b>8515</b>	<b>Key Accounts Specialist</b>	<b>NE</b>	<b>M</b>	<b>28</b>				
	Step 1				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 2				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 3				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 4				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 5				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>Electric Operations Division</b>								
<b>8040</b>	<b>Electric Operations Supervisor</b>	<b>E</b>	<b>M</b>	<b>36</b>				
	Step 1				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 2				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 3				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 4				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 5				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
<b>8015</b>	<b>Utilities Operations Manager</b>	<b>E</b>	<b>M</b>	<b>41</b>				
	Step 1				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
	Step 2				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 3				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
	Step 4				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
	Step 5				\$ 219,337	\$ 18,278	\$ 105.4506	\$ 8,436.05
<b>Engineering Division (Public Utilities)</b>								
<b>8112</b>	<b>Principal Electrical Engineer</b>	<b>E</b>	<b>M</b>	<b>38</b>				
	Step 1				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 2				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 3				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 4				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
	Step 5				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
<b>8110</b>	<b>Utilities Engineering Manager</b>	<b>E</b>	<b>M</b>	<b>42</b>				
	Step 1				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 2				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
	Step 3				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
	Step 4				\$ 219,337	\$ 18,278	\$ 105.4506	\$ 8,436.05
	Step 5				\$ 230,304	\$ 19,192	\$ 110.7232	\$ 8,857.86
<b>Gas Division</b>								
<b>8210</b>	<b>Gas Systems Superintendent</b>	<b>E</b>	<b>M</b>	<b>36</b>				
	Step 1				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 2				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 3				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 4				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 5				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
<b>Resource Planning and Scheduling Division</b>								
<b>8405</b>	<b>Integrated Resources Manager</b>	<b>E</b>	<b>M</b>	<b>42</b>				
	Step 1				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 2				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
	Step 3				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
	Step 4				\$ 219,337	\$ 18,278	\$ 105.4506	\$ 8,436.05
	Step 5				\$ 230,304	\$ 19,192	\$ 110.7232	\$ 8,857.86
<b>8411</b>	<b>Principal Resource Planner</b>	<b>E</b>	<b>M</b>	<b>37</b>				



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 2				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 3				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 4				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 5				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36

**Water Operations Division**

<b>7905</b>	<b>Water Administrator</b>	<b>E</b>	<b>M</b>	<b>36</b>				
	Step 1				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 2				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 3				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 4				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 5				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
<b>7915</b>	<b>Water Foreman</b>	<b>E</b>	<b>M</b>	<b>27</b>				
	Step 1				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 2				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 3				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 4				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 5				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
<b>7911</b>	<b>Water Project Specialist</b>	<b>E</b>	<b>M</b>	<b>35</b>				
	Step 1				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 2				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 3				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 4				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 5				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
<b>7910</b>	<b>Water Superintendent</b>	<b>E</b>	<b>M</b>	<b>33</b>				
	Step 1				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 2				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 3				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 4				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 5				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84

**PUBLIC WORKS DEPARTMENT**

<b>7008</b>	<b>Director of Public Works</b>	<b>E</b>	<b>E</b>	<b>44</b>				
	Step 1				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
	Step 2				\$ 219,337	\$ 18,278	\$ 105.4506	\$ 8,436.05
	Step 3				\$ 230,304	\$ 19,192	\$ 110.7232	\$ 8,857.86
	Step 4				\$ 241,819	\$ 20,152	\$ 116.2593	\$ 9,300.75
	Step 5				\$ 253,910	\$ 21,159	\$ 122.0723	\$ 9,765.78

**Building and Planning Division**

<b>7205</b>	<b>Building and Planning Manager</b>	<b>E</b>	<b>M</b>	<b>37</b>				
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 1				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 2				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 3				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 4				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 5				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
<b>Engineering Division (Public Works)</b>								
<b>7118</b>	<b>Civil Engineer</b>	<b>NE</b>	<b>M</b>	<b>32</b>				
	Step 1				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 2				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 3				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 4				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 5				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
<b>7115</b>	<b>Principal Civil Engineer</b>	<b>E</b>	<b>M</b>	<b>37</b>				
	Step 1				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 2				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 3				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
	Step 4				\$ 171,856	\$ 14,321	\$ 82.6233	\$ 6,609.86
	Step 5				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
<b>Public Works Operations Division</b>								
<b>7307</b>	<b>Facilities Maintenance Supervisor</b>	<b>E</b>	<b>M</b>	<b>26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
<b>7515</b>	<b>Fleet Supervisor</b>	<b>E</b>	<b>M</b>	<b>27</b>				
	Step 1				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 2				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 3				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 4				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 5				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
<b>7308</b>	<b>Street Maintenance Supervisor</b>	<b>E</b>	<b>M</b>	<b>26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
<b>7300</b>	<b>Public Works Superintendent</b>	<b>E</b>	<b>M</b>	<b>32</b>				
	Step 1				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 2				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50



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	Step 3				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 4				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 5				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95

{a) - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.

**EXHIBIT B**



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2019-2020**  
**Effective March 17, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>Electric Operations Division</b>								
<b>8035</b>	<b>Electric Operator</b>	<b>NE</b>	<b>I</b>	<b>30</b>				
	Step 1				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 2				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 3				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 4				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 5				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
<b>8053</b>	<b>Electrical Test Technician, Senior</b>	<b>NE</b>	<b>I</b>	<b>31</b>				
	Step 1				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 2				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 3				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 4				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 5				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
<b>8050</b>	<b>Metering Technician</b>	<b>NE</b>	<b>I</b>	<b>29</b>				
	Step 1				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 2				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 3				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 4				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 5				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
<b>8047</b>	<b>Metering Technician, Senior</b>	<b>NE</b>	<b>I</b>	<b>31</b>				
	Step 1				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 2				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 3				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 4				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 5				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
<b>8045</b>	<b>Power Plant Operator</b>	<b>NE</b>	<b>I</b>	<b>28</b>				
	Step 1				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 2				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 3				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 4				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 5				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
<b>8055</b>	<b>Electrical Test Technician</b>	<b>NE</b>	<b>I</b>	<b>29</b>				
	Step 1				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 2				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 3				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 4				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 5				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
<b>8030</b>	<b>Utilities Dispatcher</b>	<b>NE</b>	<b>I</b>	<b>33</b>				
	Step 1				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 2				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 3				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 4				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 5				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08



**City of Vernon**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>8025</b>	<b>Utilities Dispatcher, Senior</b>	<b>NE</b>	<b>I</b>	<b>34</b>				
	Step 1				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 2				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 3				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 4				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 5				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
<b>8060</b>	<b>Utilities Operations Trainee</b>	<b>NE</b>	<b>I</b>	<b>23</b>				
	Step 1				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 2				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 3				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 4				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 5				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
<b>8031</b>	<b>Utilities Project Coordinator</b>	<b>NE</b>	<b>I</b>	<b>33</b>				
	Step 1				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 2				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 3				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 4				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 5				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
<b>Engineering Division (Public Utilities)</b>								
<b>8135</b>	<b>Electrical Engineering Technician</b>	<b>NE</b>	<b>I</b>	<b>25</b>				
	Step 1				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 2				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 3				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 4				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 5				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
<b>8130</b>	<b>Associate Electrical Engineer</b>	<b>NE</b>	<b>I</b>	<b>30</b>				
	Step 1				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 2				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 3				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 4				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 5				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
<b>8125</b>	<b>Electrical Engineer</b>	<b>NE</b>	<b>I</b>	<b>35</b>				
	Step 1				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 2				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 3				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 4				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 5				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
<b>Gas Division</b>								
<b>8215</b>	<b>Gas Systems Specialist</b>	<b>NE</b>	<b>I</b>	<b>30</b>				
	Step 1				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 2				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 3				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 4				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 5				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
<b>8220</b>	<b>Gas Systems Technician</b>	<b>NE</b>	<b>I</b>	<b>26</b>				
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
<b>Resource Planning and Scheduling Division</b>								
<b>8435</b>	<b>Assistant Resource Scheduler</b>	<b>NE</b>	<b>I</b>	<b>28</b>				
	Step 1				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 2				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 3				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 4				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 5				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
<b>8430</b>	<b>Associate Resource Scheduler</b>	<b>NE</b>	<b>I</b>	<b>30</b>				
	Step 1				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 2				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 3				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 4				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 5				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
<b>8422</b>	<b>Principal Resource Scheduler/Trader</b>	<b>NE</b>	<b>I</b>	<b>34</b>				
	Step 1				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 2				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 3				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 4				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 5				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
<b>8415</b>	<b>Resource Planner</b>	<b>NE</b>	<b>I</b>	<b>35</b>				
	Step 1				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 2				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80
	Step 3				\$ 139,934	\$ 11,661	\$ 67.2760	\$ 5,382.08
	Step 4				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 5				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
<b>8420</b>	<b>Resource Scheduler</b>	<b>NE</b>	<b>I</b>	<b>32</b>				
	Step 1				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 2				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 3				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 4				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
	Step 5				\$ 133,271	\$ 11,106	\$ 64.0724	\$ 5,125.80

{a} - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



**City of Vernon**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>Electric Operations Division</b>								
<b>8035</b>	<b>Electric Operator</b>	<b>NE</b>	<b>I</b>	<b>30</b>				
	Step 1				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 2				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 3				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 4				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 5				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
<b>8053</b>	<b>Electrical Test Technician, Senior</b>	<b>NE</b>	<b>I</b>	<b>31</b>				
	Step 1				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 2				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 3				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 4				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 5				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
<b>8050</b>	<b>Metering Technician</b>	<b>NE</b>	<b>I</b>	<b>29</b>				
	Step 1				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 2				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 3				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 4				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 5				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
<b>8047</b>	<b>Metering Technician, Senior</b>	<b>NE</b>	<b>I</b>	<b>31</b>				
	Step 1				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 2				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 3				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 4				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 5				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
<b>8045</b>	<b>Power Plant Operator</b>	<b>NE</b>	<b>I</b>	<b>28</b>				
	Step 1				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 2				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 3				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 4				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 5				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
<b>8055</b>	<b>Electrical Test Technician</b>	<b>NE</b>	<b>I</b>	<b>29</b>				
	Step 1				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 2				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 3				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 4				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 5				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
<b>8030</b>	<b>Utilities Dispatcher</b>	<b>NE</b>	<b>I</b>	<b>33</b>				
	Step 1				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 2				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 3				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 4				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 5				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>8025</b>	<b>Utilities Dispatcher, Senior</b>	NE	I	<b>34</b>				
	Step 1				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 2				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 3				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 4				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 5				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
<b>8060</b>	<b>Utilities Operations Trainee</b>	NE	I	<b>23</b>				
	Step 1				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 2				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 3				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 4				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 5				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
<b>8031</b>	<b>Utilities Project Coordinator</b>	NE	I	<b>33</b>				
	Step 1				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 2				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 3				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 4				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 5				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
<b>Engineering Division (Public Utilities)</b>								
<b>8135</b>	<b>Electrical Engineering Technician</b>	NE	I	<b>25</b>				
	Step 1				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 2				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 3				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 4				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 5				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
<b>8130</b>	<b>Associate Electrical Engineer</b>	NE	I	<b>30</b>				
	Step 1				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 2				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 3				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 4				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 5				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
<b>8125</b>	<b>Electrical Engineer</b>	NE	I	<b>35</b>				
	Step 1				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 2				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 3				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 4				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 5				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
<b>Gas Division</b>								
<b>8215</b>	<b>Gas Systems Specialist</b>	NE	I	<b>30</b>				
	Step 1				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 2				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 3				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 4				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 5				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
<b>8220</b>	<b>Gas Systems Technician</b>	<b>NE</b>	<b>I</b>	<b>26</b>				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>Resource Planning and Scheduling Division</b>								
<b>8435</b>	<b>Assistant Resource Scheduler</b>	<b>NE</b>	<b>I</b>	<b>28</b>				
	Step 1				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 2				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 3				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 4				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 5				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
<b>8430</b>	<b>Associate Resource Scheduler</b>	<b>NE</b>	<b>I</b>	<b>30</b>				
	Step 1				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 2				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 3				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 4				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 5				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
<b>8422</b>	<b>Principal Resource Scheduler/Trader</b>	<b>NE</b>	<b>I</b>	<b>34</b>				
	Step 1				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 2				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 3				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 4				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 5				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
<b>8415</b>	<b>Resource Planner</b>	<b>NE</b>	<b>I</b>	<b>35</b>				
	Step 1				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 2				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 3				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 4				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
	Step 5				\$ 158,906	\$ 13,242	\$ 76.3971	\$ 6,111.77
<b>8420</b>	<b>Resource Scheduler</b>	<b>NE</b>	<b>I</b>	<b>32</b>				
	Step 1				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 2				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 3				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 4				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 5				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58

{a} - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



**City of Vernon**  
**Classification and Compensation Plan**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>Electric Operations Division</b>								
<b>8035</b>	<b>Electric Operator</b>	<b>NE</b>	<b>I</b>	<b>30</b>				
	Step 1				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 2				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 3				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 4				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 5				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
<b>8053</b>	<b>Electrical Test Technician, Senior</b>	<b>NE</b>	<b>I</b>	<b>31</b>				
	Step 1				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 2				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 3				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 4				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 5				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
<b>8050</b>	<b>Metering Technician</b>	<b>NE</b>	<b>I</b>	<b>29</b>				
	Step 1				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 2				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 3				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 4				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 5				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
<b>8047</b>	<b>Metering Technician, Senior</b>	<b>NE</b>	<b>I</b>	<b>31</b>				
	Step 1				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 2				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 3				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 4				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 5				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
<b>8045</b>	<b>Power Plant Operator</b>	<b>NE</b>	<b>I</b>	<b>28</b>				
	Step 1				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 2				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 3				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 4				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 5				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
<b>8055</b>	<b>Electrical Test Technician</b>	<b>NE</b>	<b>I</b>	<b>29</b>				
	Step 1				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 2				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 3				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 4				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 5				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
<b>8030</b>	<b>Utilities Dispatcher</b>	<b>NE</b>	<b>I</b>	<b>33</b>				
	Step 1				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 2				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 3				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 4				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 5				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>8025</b>	<b>Utilities Dispatcher, Senior</b>	<b>NE</b>	<b>I</b>	<b>34</b>				
	Step 1				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 2				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 3				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 4				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 5				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
<b>8060</b>	<b>Utilities Operations Trainee</b>	<b>NE</b>	<b>I</b>	<b>23</b>				
	Step 1				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 2				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 3				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 4				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 5				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
<b>8031</b>	<b>Utilities Project Coordinator</b>	<b>NE</b>	<b>I</b>	<b>33</b>				
	Step 1				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 2				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 3				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 4				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 5				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
<b>Engineering Division (Public Utilities)</b>								
<b>8135</b>	<b>Electrical Engineering Technician</b>	<b>NE</b>	<b>I</b>	<b>25</b>				
	Step 1				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 2				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 3				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 4				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 5				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
<b>8130</b>	<b>Associate Electrical Engineer</b>	<b>NE</b>	<b>I</b>	<b>30</b>				
	Step 1				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 2				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 3				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 4				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 5				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
<b>8125</b>	<b>Electrical Engineer</b>	<b>NE</b>	<b>I</b>	<b>35</b>				
	Step 1				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 2				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 3				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 4				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 5				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
<b>Gas Division</b>								
<b>8215</b>	<b>Gas Systems Specialist</b>	<b>NE</b>	<b>I</b>	<b>30</b>				
	Step 1				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 2				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 3				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 4				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 5				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
<b>8220</b>	<b>Gas Systems Technician</b>	<b>NE</b>	<b>I</b>	<b>26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
<b>Resource Planning and Scheduling Division</b>								
<b>8435</b>	<b>Assistant Resource Scheduler</b>	<b>NE</b>	<b>I</b>	<b>28</b>				
	Step 1				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 2				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 3				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 4				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 5				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
<b>8430</b>	<b>Associate Resource Scheduler</b>	<b>NE</b>	<b>I</b>	<b>30</b>				
	Step 1				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 2				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 3				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 4				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 5				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
<b>8422</b>	<b>Principal Resource Scheduler/Trader</b>	<b>NE</b>	<b>I</b>	<b>34</b>				
	Step 1				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 2				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 3				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 4				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 5				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
<b>8415</b>	<b>Resource Planner</b>	<b>NE</b>	<b>I</b>	<b>35</b>				
	Step 1				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 2				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 3				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 4				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
	Step 5				\$ 163,673	\$ 13,639	\$ 78.6888	\$ 6,295.11
<b>8420</b>	<b>Resource Scheduler</b>	<b>NE</b>	<b>I</b>	<b>32</b>				
	Step 1				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 2				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 3				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 4				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 5				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95

{a} - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.

**EXHIBIT C**



**City of Vernon**  
**Classification and Compensation Plan**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>ADMINISTRATIVE AND CLERICAL GROUP</b>								
<b>1530</b>	<b>Administrative Assistant</b>	<b>NE</b>	<b>G</b>	<b>13</b>				
	Step 1				\$ 43,389	\$ 3,616	\$ 20.8601	\$ 1,668.81
	Step 2				\$ 45,558	\$ 3,797	\$ 21.9031	\$ 1,752.25
	Step 3				\$ 47,836	\$ 3,986	\$ 22.9983	\$ 1,839.86
	Step 4				\$ 50,228	\$ 4,186	\$ 24.1482	\$ 1,931.86
	Step 5				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
<b>1520</b>	<b>Administrative Assistant, Senior</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 2				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 3				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 4				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 5				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
<b>FINANCE DEPARTMENT</b>								
<b>1250</b>	<b>Account Clerk</b>	<b>NE</b>	<b>G</b>	<b>14</b>				
	Step 1				\$ 45,558	\$ 3,797	\$ 21.9031	\$ 1,752.25
	Step 2				\$ 47,836	\$ 3,986	\$ 22.9983	\$ 1,839.86
	Step 3				\$ 50,228	\$ 4,186	\$ 24.1482	\$ 1,931.86
	Step 4				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 5				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
<b>1247</b>	<b>Account Clerk, Senior</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 2				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 3				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 4				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 5				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
<b>1234</b>	<b>Assistant Buyer</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 2				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 3				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 4				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 5				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
<b>1249</b>	<b>Business License Clerk</b>	<b>NE</b>	<b>G</b>	<b>16</b>				
	Step 1				\$ 50,228	\$ 4,186	\$ 24.1482	\$ 1,931.86
	Step 2				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 3				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 4				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 5				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
<b>1237</b>	<b>Buyer</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 2				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 3				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 4				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 5				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
<b>1255</b>	<b>Risk Management Assistant</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 2				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 3				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 4				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 5				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
<b>FIRE DEPARTMENT</b>								
<b>5050</b>	<b>Fire Code Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 2				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 3				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 4				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 5				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
<b>5049</b>	<b>Fire Code Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 2				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 3				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 4				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 5				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
<b>HEALTH AND ENVIRONMENTAL CONTROL DEPARTMENT</b>								
<b>2040</b>	<b>Environmental Health Technician</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 2				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 3				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 4				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 5				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
<b>2035</b>	<b>Environmental Health Specialist</b>	<b>NE</b>	<b>G</b>	<b>24</b>				
	Step 1				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 2				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 3				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 4				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 5				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
<b>POLICE DEPARTMENT</b>								
<b>4125</b>	<b>Civilian Court Officer</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 2				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 3				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 4				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 5				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
<b>4123</b>	<b>Police Community Services Officer</b>	<b>NE</b>	<b>G</b>	<b>16</b>				
	Step 1				\$ 50,228	\$ 4,186	\$ 24.1482	\$ 1,931.86
	Step 2				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45



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	Step 3				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 4				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 5				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
<b>4130</b>	<b>Police Dispatcher</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 2				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 3				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 4				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 5				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
<b>4115</b>	<b>Police Dispatcher, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 2				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 3				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 4				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 5				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
<b>4135</b>	<b>Police Records Technician</b>	<b>NE</b>	<b>G</b>	<b>14</b>				
	Step 1				\$ 45,558	\$ 3,797	\$ 21.9031	\$ 1,752.25
	Step 2				\$ 47,836	\$ 3,986	\$ 22.9983	\$ 1,839.86
	Step 3				\$ 50,228	\$ 4,186	\$ 24.1482	\$ 1,931.86
	Step 4				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 5				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
<b>4120</b>	<b>Police Records Technician, Lead</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 2				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 3				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 4				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 5				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
<b>PUBLIC UTILITIES DEPARTMENT</b>								
<b>Compliance Division</b>								
<b>8615</b>	<b>Utilities Compliance Analyst</b>	<b>NE</b>	<b>G</b>	<b>30</b>				
	Step 1				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 2				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 3				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 4				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 5				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
<b>Customer Service Division</b>								
<b>8530</b>	<b>Utilities Customer Service Representative</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 2				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 3				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 4				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 5				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88



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<b>Electric Operations Division</b>								
<b>8140</b>	<b>Computer Aided Drafting Technician</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 2				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 3				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 4				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 5				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
<b>Resource Planning and Scheduling Division</b>								
<b>8425</b>	<b>Electric Service Planner</b>	<b>NE</b>	<b>G</b>	<b>26</b>				
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
<b>Water Operations Division</b>								
<b>7137</b>	<b>Assistant Civil Engineer - Public Utilities</b>	<b>NE</b>	<b>G</b>	<b>26</b>				
	Step 1				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 2				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 3				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 4				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 5				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
<b>7145</b>	<b>Engineering Aide</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 2				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 3				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 4				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 5				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
<b>7935</b>	<b>Meter Reader</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 2				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 3				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 4				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 5				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
<b>7940</b>	<b>Meter Reader, Lead</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 2				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 3				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 4				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 5				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
<b>7930</b>	<b>Water Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 2				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 3				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 4				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 5				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>7925</b>	<b>Water Maintenance Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>22</b>				
	Step 1				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 2				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 3				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 4				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 5				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
<b>7920</b>	<b>Water Project Coordinator</b>	<b>E</b>	<b>G</b>	<b>30</b>				
	Step 1				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 2				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 3				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 4				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 5				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
<b>PUBLIC WORKS DEPARTMENT</b>								
<b>Building and Planning Division</b>								
<b>7227</b>	<b>Building Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 2				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 3				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 4				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 5				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
<b>7215</b>	<b>Building Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 2				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 3				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 4				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 5				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
<b>7225</b>	<b>Electrical Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 2				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 3				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 4				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 5				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
<b>7213</b>	<b>Electrical Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 2				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 3				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 4				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 5				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
<b>7250</b>	<b>Permit Technician</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 2				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 3				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 4				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 5				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
<b>7220</b>	<b>Assistant Planner</b>	<b>NE</b>	<b>G</b>	<b>22</b>				
	Step 1				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 2				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 3				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 4				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 5				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
<b>7235</b>	<b>Plumbing and Mechanical Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 2				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 3				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 4				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 5				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
<b>7217</b>	<b>Plumbing and Mechanical Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 2				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 3				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 4				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 5				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
<b>Engineering Division (Public Works)</b>								
<b>7140</b>	<b>Assistant Engineer</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 2				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 3				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 4				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 5				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
<b>7135</b>	<b>Associate Engineer</b>	<b>NE</b>	<b>G</b>	<b>29</b>				
	Step 1				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 2				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 3				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 4				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 5				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
<b>7145</b>	<b>Engineering Aide</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 2				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 3				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 4				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 5				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
<b>7120</b>	<b>Project Engineer</b>	<b>NE</b>	<b>G</b>	<b>31</b>				
	Step 1				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 2				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 3				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 4				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25



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	Step 5				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
<b>7125</b>	<b>Stormwater and Special Projects Analyst</b>	<b>NE</b>	<b>G</b>	<b>28</b>				
	Step 1				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 2				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 3				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 4				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 5				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
<b>Facilities Maintenance Division</b>								
<b>7720</b>	<b>Facilities Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 2				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 3				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 4				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 5				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
<b>7735</b>	<b>Facilities Maintenance Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 2				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 3				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 4				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 5				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
<b>7730</b>	<b>Facilities Maintenance Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 2				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 3				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 4				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 5				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
<b>Garage Division</b>								
<b>7530</b>	<b>Mechanic</b>	<b>NE</b>	<b>G</b>	<b>19</b>				
	Step 1				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 2				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 3				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 4				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 5				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
<b>7520</b>	<b>Mechanic, Lead</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 2				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 3				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 4				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 5				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
<b>7525</b>	<b>Mechanic, Senior</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 2				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 3				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32



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	Step 4				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 5				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
<b>Street Maintenance Division</b>								
<b>7430</b>	<b>Street Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>15</b>				
	Step 1				\$ 47,836	\$ 3,986	\$ 22.9983	\$ 1,839.86
	Step 2				\$ 50,228	\$ 4,186	\$ 24.1482	\$ 1,931.86
	Step 3				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 4				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 5				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
<b>7427</b>	<b>Street Maintenance Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 2				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 3				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 4				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 5				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
<b>7425</b>	<b>Street Maintenance Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>19</b>				
	Step 1				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 2				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 3				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 4				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 5				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
<b>Warehouse Division</b>								
<b>7630</b>	<b>Warehouse Worker</b>	<b>NE</b>	<b>G</b>	<b>16</b>				
	Step 1				\$ 50,228	\$ 4,186	\$ 24.1482	\$ 1,931.86
	Step 2				\$ 52,740	\$ 4,395	\$ 25.3556	\$ 2,028.45
	Step 3				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 4				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 5				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
<b>7620</b>	<b>Warehouse Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 2				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
	Step 3				\$ 70,676	\$ 5,890	\$ 33.9790	\$ 2,718.32
	Step 4				\$ 74,210	\$ 6,184	\$ 35.6779	\$ 2,854.23
	Step 5				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
<b>7625</b>	<b>Warehouse Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 55,377	\$ 4,615	\$ 26.6234	\$ 2,129.87
	Step 2				\$ 58,146	\$ 4,845	\$ 27.9546	\$ 2,236.37
	Step 3				\$ 61,053	\$ 5,088	\$ 29.3523	\$ 2,348.18
	Step 4				\$ 64,105	\$ 5,342	\$ 30.8199	\$ 2,465.59
	Step 5				\$ 67,311	\$ 5,609	\$ 32.3609	\$ 2,588.88
<b>Public Works Operations Division</b>								
<b>7130</b>	<b>Public Works Project Coordinator</b>	<b>NE</b>	<b>G</b>	<b>30</b>				
	Step 1				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95



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	Step 2				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 3				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 4				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 5				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25

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 {a) - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



**City of Vernon**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>ADMINISTRATIVE AND CLERICAL GROUP</b>								
<b>1530</b>	<b>Administrative Assistant</b>	<b>NE</b>	<b>G</b>	<b>13</b>				
	Step 1				\$ 44,691	\$ 3,724	\$ 21.4859	\$ 1,718.88
	Step 2				\$ 46,925	\$ 3,910	\$ 22.5602	\$ 1,804.82
	Step 3				\$ 49,272	\$ 4,106	\$ 23.6882	\$ 1,895.06
	Step 4				\$ 51,735	\$ 4,311	\$ 24.8727	\$ 1,989.81
	Step 5				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
<b>1520</b>	<b>Administrative Assistant, Senior</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 2				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 3				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 4				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 5				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
<b>FINANCE DEPARTMENT</b>								
<b>1250</b>	<b>Account Clerk</b>	<b>NE</b>	<b>G</b>	<b>14</b>				
	Step 1				\$ 46,925	\$ 3,910	\$ 22.5602	\$ 1,804.82
	Step 2				\$ 49,272	\$ 4,106	\$ 23.6882	\$ 1,895.06
	Step 3				\$ 51,735	\$ 4,311	\$ 24.8727	\$ 1,989.81
	Step 4				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 5				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
<b>1247</b>	<b>Account Clerk, Senior</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 2				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 3				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 4				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 5				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
<b>1234</b>	<b>Assistant Buyer</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>1249</b>	<b>Business License Clerk</b>	<b>NE</b>	<b>G</b>	<b>16</b>				
	Step 1				\$ 51,735	\$ 4,311	\$ 24.8727	\$ 1,989.81
	Step 2				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 3				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 4				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 5				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
<b>1237</b>	<b>Buyer</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 2				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 3				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 4				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 5				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
<b>1255</b>	<b>Risk Management Assistant</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 2				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 3				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 4				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 5				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
<b>FIRE DEPARTMENT</b>								
<b>5050</b>	<b>Fire Code Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 2				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 3				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 4				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 5				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
<b>5049</b>	<b>Fire Code Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 2				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 3				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 4				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 5				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
<b>HEALTH AND ENVIRONMENTAL CONTROL DEPARTMENT</b>								
<b>2040</b>	<b>Environmental Health Technician</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 2				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 3				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 4				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 5				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
<b>2035</b>	<b>Environmental Health Specialist</b>	<b>NE</b>	<b>G</b>	<b>24</b>				
	Step 1				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 2				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 3				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 4				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 5				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
<b>POLICE DEPARTMENT</b>								
<b>4125</b>	<b>Civilian Court Officer</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 2				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 3				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 4				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 5				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
<b>4123</b>	<b>Police Community Services Officer</b>	<b>NE</b>	<b>G</b>	<b>16</b>				
	Step 1				\$ 51,735	\$ 4,311	\$ 24.8727	\$ 1,989.81
	Step 2				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 3				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 4				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 5				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
<b>4130</b>	<b>Police Dispatcher</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>4115</b>	<b>Police Dispatcher, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 2				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 3				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 4				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 5				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
<b>4135</b>	<b>Police Records Technician</b>	<b>NE</b>	<b>G</b>	<b>14</b>				
	Step 1				\$ 46,925	\$ 3,910	\$ 22.5602	\$ 1,804.82
	Step 2				\$ 49,272	\$ 4,106	\$ 23.6882	\$ 1,895.06
	Step 3				\$ 51,735	\$ 4,311	\$ 24.8727	\$ 1,989.81
	Step 4				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 5				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
<b>4120</b>	<b>Police Records Technician, Lead</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 2				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 3				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 4				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 5				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
<b>PUBLIC UTILITIES DEPARTMENT</b>								
<b>Compliance Division</b>								
<b>8615</b>	<b>Utilities Compliance Analyst</b>	<b>NE</b>	<b>G</b>	<b>30</b>				
	Step 1				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 2				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 3				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 4				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 5				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
<b>Customer Service Division</b>								
<b>8530</b>	<b>Utilities Customer Service Representative</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 2				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 3				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 4				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 5				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>Electric Operations Division</b>								
<b>8140</b>	<b>Computer Aided Drafting Technician</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>Resource Planning and Scheduling Division</b>								
<b>8425</b>	<b>Electric Service Planner</b>	<b>NE</b>	<b>G</b>	<b>26</b>				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>Water Operations Division</b>								
<b>7137</b>	<b>Assistant Civil Engineer - Public Utilities</b>	<b>NE</b>	<b>G</b>	<b>26</b>				
	Step 1				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 2				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 3				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 4				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 5				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
<b>7145</b>	<b>Engineering Aide</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 2				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 3				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 4				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 5				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
<b>7935</b>	<b>Meter Reader</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 2				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 3				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 4				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 5				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
<b>7940</b>	<b>Meter Reader, Lead</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>7930</b>	<b>Water Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 2				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 3				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 4				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 5				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54



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<b>7925</b>	<b>Water Maintenance Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>22</b>				
	Step 1				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 2				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 3				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 4				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 5				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
<b>7920</b>	<b>Water Project Coordinator</b>	<b>E</b>	<b>G</b>	<b>30</b>				
	Step 1				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 2				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 3				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 4				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 5				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
<b>PUBLIC WORKS DEPARTMENT</b>								
<b>Building and Planning Division</b>								
<b>7227</b>	<b>Building Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 2				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 3				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 4				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 5				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
<b>7215</b>	<b>Building Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 2				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 3				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 4				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 5				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
<b>7225</b>	<b>Electrical Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 2				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 3				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 4				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 5				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
<b>7213</b>	<b>Electrical Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 2				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 3				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 4				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 5				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
<b>7250</b>	<b>Permit Technician</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 2				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 3				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 4				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63



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	Step 5				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
<b>7220</b>	<b>Assistant Planner</b>	<b>NE</b>	<b>G</b>	<b>22</b>				
	Step 1				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 2				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 3				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 4				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 5				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
<b>7235</b>	<b>Plumbing and Mechanical Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 2				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 3				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 4				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 5				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
<b>7217</b>	<b>Plumbing and Mechanical Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 2				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 3				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 4				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 5				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
<b>Engineering Division (Public Works)</b>								
<b>7140</b>	<b>Assistant Engineer</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 2				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 3				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 4				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 5				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
<b>7135</b>	<b>Associate Engineer</b>	<b>NE</b>	<b>G</b>	<b>29</b>				
	Step 1				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 2				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 3				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 4				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 5				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
<b>7145</b>	<b>Engineering Aide</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 2				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 3				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 4				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 5				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
<b>7120</b>	<b>Project Engineer</b>	<b>NE</b>	<b>G</b>	<b>31</b>				
	Step 1				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 2				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 3				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 4				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 5				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
<b>7125</b>	<b>Stormwater and Special Projects Analyst</b>	<b>NE</b>	<b>G</b>	<b>28</b>				
	Step 1				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 2				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 3				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 4				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 5				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
<b>Facilities Maintenance Division</b>								
<b>7720</b>	<b>Facilities Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 2				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 3				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 4				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 5				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
<b>7735</b>	<b>Facilities Maintenance Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 2				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 3				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 4				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 5				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
<b>7730</b>	<b>Facilities Maintenance Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>Garage Division</b>								
<b>7530</b>	<b>Mechanic</b>	<b>NE</b>	<b>G</b>	<b>19</b>				
	Step 1				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 2				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 3				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 4				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 5				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
<b>7520</b>	<b>Mechanic, Lead</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 2				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 3				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 4				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 5				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
<b>7525</b>	<b>Mechanic, Senior</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 2				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 3				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 4				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 5				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
<b>Street Maintenance Division</b>								
<b>7430</b>	<b>Street Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>15</b>				
	Step 1				\$ 49,272	\$ 4,106	\$ 23.6882	\$ 1,895.06
	Step 2				\$ 51,735	\$ 4,311	\$ 24.8727	\$ 1,989.81
	Step 3				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 4				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 5				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
<b>7427</b>	<b>Street Maintenance Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 2				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 3				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 4				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 5				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
<b>7425</b>	<b>Street Maintenance Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>19</b>				
	Step 1				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 2				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 3				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 4				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 5				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
<b>Warehouse Division</b>								
<b>7630</b>	<b>Warehouse Worker</b>	<b>NE</b>	<b>G</b>	<b>16</b>				
	Step 1				\$ 51,735	\$ 4,311	\$ 24.8727	\$ 1,989.81
	Step 2				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 3				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 4				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 5				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
<b>7620</b>	<b>Warehouse Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 2				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 3				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 4				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 5				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
<b>7625</b>	<b>Warehouse Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 2				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 3				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 4				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 5				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
<b>Public Works Operations Division</b>								
<b>7130</b>	<b>Public Works Project Coordinator</b>	<b>NE</b>	<b>G</b>	<b>30</b>				
	Step 1				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70



**City of Vernon**  
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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 2				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 3				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
	Step 4				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 5				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73

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 {a) - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



**City of Vernon**  
**Classification and Compensation Plan**  
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**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>ADMINISTRATIVE AND CLERICAL GROUP</b>								
<b>1530</b>	<b>Administrative Assistant</b>	<b>NE</b>	<b>G</b>	<b>13</b>				
	Step 1				\$ 46,031	\$ 3,836	\$ 22.1305	\$ 1,770.44
	Step 2				\$ 48,333	\$ 4,028	\$ 23.2370	\$ 1,858.96
	Step 3				\$ 50,750	\$ 4,229	\$ 24.3989	\$ 1,951.91
	Step 4				\$ 53,287	\$ 4,441	\$ 25.6188	\$ 2,049.51
	Step 5				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
<b>1520</b>	<b>Administrative Assistant, Senior</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 2				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 3				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 4				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 5				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
<b>FINANCE DEPARTMENT</b>								
<b>1250</b>	<b>Account Clerk</b>	<b>NE</b>	<b>G</b>	<b>14</b>				
	Step 1				\$ 48,333	\$ 4,028	\$ 23.2370	\$ 1,858.96
	Step 2				\$ 50,750	\$ 4,229	\$ 24.3989	\$ 1,951.91
	Step 3				\$ 53,287	\$ 4,441	\$ 25.6188	\$ 2,049.51
	Step 4				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 5				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
<b>1247</b>	<b>Account Clerk, Senior</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 2				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 3				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 4				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 5				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
<b>1234</b>	<b>Assistant Buyer</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>1249</b>	<b>Business License Clerk</b>	<b>NE</b>	<b>G</b>	<b>16</b>				
	Step 1				\$ 53,287	\$ 4,441	\$ 25.6188	\$ 2,049.51
	Step 2				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 3				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 4				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 5				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
<b>1237</b>	<b>Buyer</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 2				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 3				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 4				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 5				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
<b>1255</b>	<b>Risk Management Assistant</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 2				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 3				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 4				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 5				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
<b>FIRE DEPARTMENT</b>								
<b>5050</b>	<b>Fire Code Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 2				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 3				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 4				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 5				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
<b>5049</b>	<b>Fire Code Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 2				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 3				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 4				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 5				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
<b>HEALTH AND ENVIRONMENTAL CONTROL DEPARTMENT</b>								
<b>2040</b>	<b>Environmental Health Technician</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 2				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 3				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 4				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 5				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
<b>2035</b>	<b>Environmental Health Specialist</b>	<b>NE</b>	<b>G</b>	<b>24</b>				
	Step 1				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 2				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 3				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 4				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 5				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
<b>POLICE DEPARTMENT</b>								
<b>4125</b>	<b>Civilian Court Officer</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 2				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 3				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 4				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 5				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
<b>4123</b>	<b>Police Community Services Officer</b>	<b>NE</b>	<b>G</b>	<b>16</b>				
	Step 1				\$ 53,287	\$ 4,441	\$ 25.6188	\$ 2,049.51
	Step 2				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98



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CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 3				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 4				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 5				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
<b>4130</b>	<b>Police Dispatcher</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>4115</b>	<b>Police Dispatcher, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 2				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 3				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 4				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 5				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
<b>4135</b>	<b>Police Records Technician</b>	<b>NE</b>	<b>G</b>	<b>14</b>				
	Step 1				\$ 48,333	\$ 4,028	\$ 23.2370	\$ 1,858.96
	Step 2				\$ 50,750	\$ 4,229	\$ 24.3989	\$ 1,951.91
	Step 3				\$ 53,287	\$ 4,441	\$ 25.6188	\$ 2,049.51
	Step 4				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 5				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
<b>4120</b>	<b>Police Records Technician, Lead</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 2				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 3				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 4				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 5				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
<b>PUBLIC UTILITIES DEPARTMENT</b>								
<b>Compliance Division</b>								
<b>8615</b>	<b>Utilities Compliance Analyst</b>	<b>NE</b>	<b>G</b>	<b>30</b>				
	Step 1				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 2				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 3				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 4				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 5				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
<b>Customer Service Division</b>								
<b>8530</b>	<b>Utilities Customer Service Representative</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 2				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 3				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 4				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 5				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54



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**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>Electric Operations Division</b>								
<b>8140</b>	<b>Computer Aided Drafting Technician</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>Resource Planning and Scheduling Division</b>								
<b>8425</b>	<b>Electric Service Planner</b>	<b>NE</b>	<b>G</b>	<b>26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
<b>Water Operations Division</b>								
<b>7137</b>	<b>Assistant Civil Engineer - Public Utilities</b>	<b>NE</b>	<b>G</b>	<b>26</b>				
	Step 1				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 2				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 3				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 4				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 5				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
<b>7145</b>	<b>Engineering Aide</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 2				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 3				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 4				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 5				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
<b>7935</b>	<b>Meter Reader</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 2				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 3				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 4				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 5				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
<b>7940</b>	<b>Meter Reader, Lead</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>7930</b>	<b>Water Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 2				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 3				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 4				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 5				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>7925</b>	<b>Water Maintenance Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>22</b>				
	Step 1				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 2				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 3				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 4				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 5				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
<b>7920</b>	<b>Water Project Coordinator</b>	<b>E</b>	<b>G</b>	<b>30</b>				
	Step 1				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 2				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 3				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 4				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 5				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
<b>PUBLIC WORKS DEPARTMENT</b>								
<b>Building and Planning Division</b>								
<b>7227</b>	<b>Building Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 2				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 3				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 4				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 5				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
<b>7215</b>	<b>Building Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 2				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 3				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 4				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 5				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
<b>7225</b>	<b>Electrical Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 2				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 3				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 4				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 5				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
<b>7213</b>	<b>Electrical Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 2				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 3				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 4				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 5				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
<b>7250</b>	<b>Permit Technician</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 2				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 3				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 4				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 5				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
<b>7220</b>	<b>Assistant Planner</b>	<b>NE</b>	<b>G</b>	<b>22</b>				
	Step 1				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 2				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 3				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 4				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 5				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
<b>7235</b>	<b>Plumbing and Mechanical Inspector</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 2				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 3				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 4				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 5				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
<b>7217</b>	<b>Plumbing and Mechanical Inspector, Senior</b>	<b>NE</b>	<b>G</b>	<b>27</b>				
	Step 1				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 2				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 3				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 4				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 5				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
<b>Engineering Division (Public Works)</b>								
<b>7140</b>	<b>Assistant Engineer</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 2				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 3				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 4				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 5				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
<b>7135</b>	<b>Associate Engineer</b>	<b>NE</b>	<b>G</b>	<b>29</b>				
	Step 1				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 2				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 3				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 4				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 5				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
<b>7145</b>	<b>Engineering Aide</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 2				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 3				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 4				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 5				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
<b>7120</b>	<b>Project Engineer</b>	<b>NE</b>	<b>G</b>	<b>31</b>				
	Step 1				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 2				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 3				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 4				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 5				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
<b>7125</b>	<b>Stormwater and Special Projects Analyst</b>	<b>NE</b>	<b>G</b>	<b>28</b>				
	Step 1				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 2				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 3				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 4				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 5				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
<b>Facilities Maintenance Division</b>								
<b>7720</b>	<b>Facilities Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 2				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 3				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 4				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 5				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
<b>7735</b>	<b>Facilities Maintenance Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 2				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 3				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 4				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 5				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
<b>7730</b>	<b>Facilities Maintenance Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>Garage Division</b>								
<b>7530</b>	<b>Mechanic</b>	<b>NE</b>	<b>G</b>	<b>19</b>				
	Step 1				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 2				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 3				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 4				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 5				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
<b>7520</b>	<b>Mechanic, Lead</b>	<b>NE</b>	<b>G</b>	<b>25</b>				
	Step 1				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 2				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 3				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 4				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 5				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
<b>7525</b>	<b>Mechanic, Senior</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 2				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 3				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 4				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 5				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
<b>Street Maintenance Division</b>								
<b>7430</b>	<b>Street Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>15</b>				
	Step 1				\$ 50,750	\$ 4,229	\$ 24.3989	\$ 1,951.91
	Step 2				\$ 53,287	\$ 4,441	\$ 25.6188	\$ 2,049.51
	Step 3				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 4				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 5				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
<b>7427</b>	<b>Street Maintenance Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 2				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 3				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 4				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 5				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
<b>7425</b>	<b>Street Maintenance Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>19</b>				
	Step 1				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 2				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 3				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 4				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 5				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
<b>Warehouse Division</b>								
<b>7630</b>	<b>Warehouse Worker</b>	<b>NE</b>	<b>G</b>	<b>16</b>				
	Step 1				\$ 53,287	\$ 4,441	\$ 25.6188	\$ 2,049.51
	Step 2				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 3				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 4				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 5				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
<b>7620</b>	<b>Warehouse Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>21</b>				
	Step 1				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 2				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 3				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 4				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 5				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
<b>7625</b>	<b>Warehouse Worker, Senior</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 2				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 3				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 4				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 5				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
<b>Public Works Operations Division</b>								
<b>7130</b>	<b>Public Works Project Coordinator</b>	<b>NE</b>	<b>G</b>	<b>30</b>				
	Step 1				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
	Step 2				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 3				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
	Step 4				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 5				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38

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 {a} - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.

**EXHIBIT D**



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2019-2020**  
 Effective July 7, 2019

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>POLICE DEPARTMENT</b>								
<b>4015</b>	<b>Police Captain</b>		<b>E</b>	<b>PM</b>	<b>40</b>			
	Step 1				\$ 158,847	\$ 13,237	\$ 76.3689	\$ 6,109.51
	Step 2				\$ 166,790	\$ 13,899	\$ 80.1873	\$ 6,414.99
	Step 3				\$ 175,129	\$ 14,594	\$ 84.1967	\$ 6,735.74
	Step 4				\$ 183,886	\$ 15,324	\$ 88.4066	\$ 7,072.53
	Step 5				\$ 193,080	\$ 16,090	\$ 92.8269	\$ 7,426.15
<b>4020</b>	<b>Police Lieutenant</b>		<b>NE</b>	<b>PM</b>	<b>37</b>			
	Step 1				\$ 137,218	\$ 11,435	\$ 65.9703	\$ 5,277.63
	Step 2				\$ 144,079	\$ 12,007	\$ 69.2688	\$ 5,541.51
	Step 3				\$ 151,283	\$ 12,607	\$ 72.7323	\$ 5,818.58
	Step 4				\$ 158,847	\$ 13,237	\$ 76.3689	\$ 6,109.51
	Step 5				\$ 166,790	\$ 13,899	\$ 80.1873	\$ 6,414.99

{a} - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2020-2021**  
 Effective July 5, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>POLICE DEPARTMENT</b>								
<b>4015</b>	<b>Police Captain</b>		<b>E</b>	<b>PM</b>	<b>40</b>			
	Step 1				\$ 160,435	\$ 13,370	\$ 77.1320	\$ 6,170.56
	Step 2				\$ 168,456	\$ 14,038	\$ 80.9886	\$ 6,479.09
	Step 3				\$ 176,879	\$ 14,740	\$ 85.0381	\$ 6,803.04
	Step 4				\$ 185,723	\$ 15,477	\$ 89.2900	\$ 7,143.20
	Step 5				\$ 195,009	\$ 16,251	\$ 93.7545	\$ 7,500.36
<b>4020</b>	<b>Police Lieutenant</b>		<b>NE</b>	<b>PM</b>	<b>37</b>			
	Step 1				\$ 138,589	\$ 11,549	\$ 66.6295	\$ 5,330.36
	Step 2				\$ 145,519	\$ 12,127	\$ 69.9610	\$ 5,596.88
	Step 3				\$ 152,795	\$ 12,733	\$ 73.4590	\$ 5,876.72
	Step 4				\$ 160,435	\$ 13,370	\$ 77.1320	\$ 6,170.56
	Step 5				\$ 168,456	\$ 14,038	\$ 80.9886	\$ 6,479.09

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**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2021-2022**  
 Effective July 4, 2021

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>POLICE DEPARTMENT</b>								
<b>4015</b>	<b>Police Captain</b>		<b>E</b>	<b>PM</b>	<b>40</b>			
	Step 1				\$ 162,038	\$ 13,503	\$ 77.9028	\$ 6,232.23
	Step 2				\$ 170,140	\$ 14,178	\$ 81.7980	\$ 6,543.84
	Step 3				\$ 178,647	\$ 14,887	\$ 85.8879	\$ 6,871.03
	Step 4				\$ 187,579	\$ 15,632	\$ 90.1823	\$ 7,214.58
	Step 5				\$ 196,958	\$ 16,413	\$ 94.6914	\$ 7,575.31
<b>4020</b>	<b>Police Lieutenant</b>		<b>NE</b>	<b>PM</b>	<b>37</b>			
	Step 1				\$ 139,974	\$ 11,665	\$ 67.2954	\$ 5,383.63
	Step 2				\$ 146,973	\$ 12,248	\$ 70.6602	\$ 5,652.81
	Step 3				\$ 154,322	\$ 12,860	\$ 74.1932	\$ 5,935.45
	Step 4				\$ 162,038	\$ 13,503	\$ 77.9028	\$ 6,232.23
	Step 5				\$ 170,140	\$ 14,178	\$ 81.7980	\$ 6,543.84

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**EXHIBIT E**



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2019-2020**  
 Effective July 7, 2019

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>POLICE DEPARTMENT</b>								
<b>4030</b>	<b>Police Officer</b>		<b>NE</b>	<b>PO</b>	<b>26</b>			
	Step 1				\$ 80,229	\$ 6,686	\$ 38.5715	\$ 3,085.72
	Step 2				\$ 84,240	\$ 7,020	\$ 40.5001	\$ 3,240.00
	Step 3				\$ 88,452	\$ 7,371	\$ 42.5251	\$ 3,402.00
	Step 4				\$ 92,875	\$ 7,740	\$ 44.6513	\$ 3,572.10
	Step 5				\$ 97,518	\$ 8,127	\$ 46.8839	\$ 3,750.71
<b>4025</b>	<b>Police Sergeant</b>		<b>NE</b>	<b>PO</b>	<b>31</b>			
	Step 1				\$ 102,394	\$ 8,533	\$ 49.2281	\$ 3,938.25
	Step 2				\$ 107,514	\$ 8,960	\$ 51.6895	\$ 4,135.16
	Step 3				\$ 112,890	\$ 9,407	\$ 54.2740	\$ 4,341.92
	Step 4				\$ 118,534	\$ 9,878	\$ 56.9877	\$ 4,559.01
	Step 5				\$ 124,461	\$ 10,372	\$ 59.8370	\$ 4,786.96

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**EXHIBIT F**



# City of Vernon

## Classification and Compensation Plan

### Fiscal Year: 2019-2020

### Effective May 10, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>FIRE DEPARTMENT</b>								
<b>5015</b>	<b>Assistant Fire Chief</b>	<b>E</b>	<b>FM</b>	<b>42</b>				
	Step 1				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
	Step 2				\$ 187,525	\$ 15,627	\$ 90.1563	\$ 7,212.50
	Step 3				\$ 196,901	\$ 16,408	\$ 94.6641	\$ 7,573.13
	Step 4				\$ 206,746	\$ 17,229	\$ 99.3973	\$ 7,951.78
	Step 5				\$ 217,084	\$ 18,090	\$ 104.3671	\$ 8,349.37
<b>5025</b>	<b>Fire Battalion Chief (P)</b>	<b>NE</b>	<b>FM</b>	<b>38</b>				
	Step 1				\$ 146,931	\$ 12,244	\$ 50.4570	\$ 5,651.19
	Step 2				\$ 154,277	\$ 12,856	\$ 52.9799	\$ 5,933.75
	Step 3				\$ 161,991	\$ 13,499	\$ 55.6289	\$ 6,230.43
	Step 4				\$ 170,091	\$ 14,174	\$ 58.4103	\$ 6,541.95
	Step 5				\$ 178,595	\$ 14,883	\$ 61.3308	\$ 6,869.05
<b>5025</b>	<b>Fire Battalion Chief (A)</b>	<b>NE</b>	<b>FMA</b>	<b>38</b>				
	Step 1				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 2				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 3				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 4				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 5				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05
<b>5020</b>	<b>Fire Marshal</b>	<b>NE</b>	<b>FM</b>	<b>38</b>				
	Step 1				\$ 146,931	\$ 12,244	\$ 70.6398	\$ 5,651.19
	Step 2				\$ 154,277	\$ 12,856	\$ 74.1718	\$ 5,933.75
	Step 3				\$ 161,991	\$ 13,499	\$ 77.8804	\$ 6,230.43
	Step 4				\$ 170,091	\$ 14,174	\$ 81.7744	\$ 6,541.95
	Step 5				\$ 178,595	\$ 14,883	\$ 85.8631	\$ 6,869.05

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**EXHIBIT G**



# City of Vernon

## Classification and Compensation Plan

### Fiscal Year: 2019-2020

### Effective May 10, 2020

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>FIRE DEPARTMENT</b>								
<b>5030</b>	<b>Fire Captain (P)</b>	<b>NE</b>	<b>F</b>	<b>31</b>				
	Step 1				\$ 104,421	\$ 8,702	\$ 35.8589	\$ 4,016.20
	Step 2				\$ 109,642	\$ 9,137	\$ 37.6519	\$ 4,217.01
	Step 3				\$ 115,124	\$ 9,594	\$ 39.5344	\$ 4,427.86
	Step 4				\$ 120,880	\$ 10,073	\$ 41.5111	\$ 4,649.25
	Step 5				\$ 126,924	\$ 10,577	\$ 43.5867	\$ 4,881.71
<b>5030</b>	<b>Fire Captain (A)</b>	<b>NE</b>	<b>FA</b>	<b>31</b>				
	Step 1				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 2				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 3				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86
	Step 4				\$ 120,880	\$ 10,073	\$ 58.1156	\$ 4,649.25
	Step 5				\$ 126,924	\$ 10,577	\$ 61.0214	\$ 4,881.71
<b>5040</b>	<b>Fire Engineer (P)</b>	<b>NE</b>	<b>F</b>	<b>28</b>				
	Step 1				\$ 90,203	\$ 7,517	\$ 30.9762	\$ 3,469.34
	Step 2				\$ 94,713	\$ 7,893	\$ 32.5251	\$ 3,642.81
	Step 3				\$ 99,449	\$ 8,287	\$ 34.1513	\$ 3,824.95
	Step 4				\$ 104,421	\$ 8,702	\$ 35.8589	\$ 4,016.20
	Step 5				\$ 109,642	\$ 9,137	\$ 37.6519	\$ 4,217.01
<b>5040</b>	<b>Fire Engineer (A)</b>	<b>NE</b>	<b>FA</b>	<b>28</b>				
	Step 1				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 2				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 3				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 4				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 5				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
<b>5060</b>	<b>Firefighter (P)</b>	<b>NE</b>	<b>F</b>	<b>25</b>				
	Step 1				\$ 77,921	\$ 6,493	\$ 26.7584	\$ 2,996.94
	Step 2				\$ 81,817	\$ 6,818	\$ 28.0964	\$ 3,146.79
	Step 3				\$ 85,907	\$ 7,159	\$ 29.5012	\$ 3,304.13
	Step 4				\$ 90,203	\$ 7,517	\$ 30.9762	\$ 3,469.34
	Step 5				\$ 94,713	\$ 7,893	\$ 32.5251	\$ 3,642.81
<b>5060</b>	<b>Firefighter (A)</b>	<b>NE</b>	<b>FA</b>	<b>25</b>				
	Step 1				\$ 77,921	\$ 6,493	\$ 37.4618	\$ 2,996.94
	Step 2				\$ 81,817	\$ 6,818	\$ 39.3349	\$ 3,146.79
	Step 3				\$ 85,907	\$ 7,159	\$ 41.3016	\$ 3,304.13
	Step 4				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 5				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
<b>5045</b>	<b>Firefighter/Paramedic (P)</b>	<b>NE</b>	<b>F</b>	<b>28</b>				
	Step 1				\$ 90,203	\$ 7,517	\$ 30.9762	\$ 3,469.34
	Step 2				\$ 94,713	\$ 7,893	\$ 32.5251	\$ 3,642.81
	Step 3				\$ 99,449	\$ 8,287	\$ 34.1513	\$ 3,824.95
	Step 4				\$ 104,421	\$ 8,702	\$ 35.8589	\$ 4,016.20
	Step 5				\$ 109,642	\$ 9,137	\$ 37.6519	\$ 4,217.01



**City of Vernon**  
**Classification and Compensation Plan**  
**Fiscal Year: 2019-2020**  
**Effective May 10, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>5045</b>	<b>Firefighter/Paramedic (A)</b>	<b>NE</b>	<b>FA</b>	<b>28</b>				
	Step 1				\$ 90,203	\$ 7,517	\$ 43.3667	\$ 3,469.34
	Step 2				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 3				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 4				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 5				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
<b>5035</b>	<b>Firefighter/Paramedic Coordinator (P)</b>	<b>NE</b>	<b>F</b>	<b>29</b>				
	Step 1				\$ 94,713	\$ 7,893	\$ 32.5251	\$ 3,642.81
	Step 2				\$ 99,449	\$ 8,287	\$ 34.1513	\$ 3,824.95
	Step 3				\$ 104,421	\$ 8,702	\$ 35.8589	\$ 4,016.20
	Step 4				\$ 109,642	\$ 9,137	\$ 37.6519	\$ 4,217.01
	Step 5				\$ 115,124	\$ 9,594	\$ 39.5344	\$ 4,427.86
<b>5035</b>	<b>Firefighter/Paramedic Coordinator (A)</b>	<b>NE</b>	<b>FA</b>	<b>29</b>				
	Step 1				\$ 94,713	\$ 7,893	\$ 45.5351	\$ 3,642.81
	Step 2				\$ 99,449	\$ 8,287	\$ 47.8119	\$ 3,824.95
	Step 3				\$ 104,421	\$ 8,702	\$ 50.2025	\$ 4,016.20
	Step 4				\$ 109,642	\$ 9,137	\$ 52.7126	\$ 4,217.01
	Step 5				\$ 115,124	\$ 9,594	\$ 55.3482	\$ 4,427.86

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