RESOLUTION NO. 4669

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27 28 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON FIXING THE COMPENSATION FOR CERTAIN EMPLOYEES OF SAID CITY AS OF AUGUST 26, 1979, AUTHORIZING CERTAIN EXPENSE ALLOWANCES, AND REPEALING ALL RESOLUTIONS IN CONFLICT THEREWITH

THE CITY COUNCIL OF THE CITY OF VERNON RESOLVES AS

SECTION 1: Effective August 26, 1979, the following employees of the City of Vernon shall receive the compensation or salary hereinafter set forth. This Resolution shall not affect the existing compensation of any officer or employee not in this Resolution specifically set forth.

SECTION 2: Employees of the City of Vernon shall receive compensation in accordance with the formula adopted herewith as Schedule I, and in accordance with Schedules II through V which indicate a monthly amount for their position and step, and where authorized expense allowances are herewith set forth. Position titles are assigned to the Salary Schedule by Department as follows:

- (a) Department of Community Services, as in Schedule II;
- (b) Fire Department, as in Schedule III;
- (c) Police Department, as in Schedule IV;
- (d) City Administrator/City Clerk Department, as in Schedule V:

Said Schedules I through V are attached to this Resolution and hereby incorporated as a part of this Resolution as though herein set forth in full.

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SECTION 3: The salaries herein set forth for the several officers and employees of the City of Vernon in the different departments shall be in full force and effect from and after the 26th day of August, 1979.

SECTION 4: Wherever an allowance is made to any employee for the use of his personal automobile, such allowance shall not be payable whenever the employee is on vacation, leave of absence, or sick leave the entire calendar month.

SECTION 5: Vacation policies for employees of the City of Vernon are established and recited in Resolution No. 4668.

SECTION 6: All employees of the City of Vernon shall be considered forty (40) hour per week personnel and shall work at least forty (40) hours per week except for employees in the Fire Department who are assigned to work twenty-four (24) hour shifts. Said employees must work their assigned schedules or shifts as consideration for the compensation provided for herein.

SECTION 7: For all employees except twenty-four (24) hour shift Fire Department employees, an hourly rate computed in accordance with Schedule I shall be used for pay purposes. The monthly amounts stated in Schedules II through V are for comparative purposes only. The latter equivalents assume that the total scheduled hours are worked or taken as excused paid leave and holiday. Unexcused leave hours shall not be included for the purpose of computing pay.

(a) All employees other than twenty-four (24) hour shift Fire Department employees shall be paid on an hourly basis. The employee shall be paid the amount computed by multiplying the hourly salary rate by the number of hours worked or taken as

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27 28 excused paid leave or holiday. The total hours to be paid shall be certified by the Department Head each pay period prior to payment. Such certification shall be in a form approved by the City Administrator.

- (b) Fire Department personnel who serve on a twenty-four (24) hour shift 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. ceptions 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.
- (c) "Leave Without Pay" as used in this section shall include, without being limited to, leaves of absence, suspensions, and employees whose employment commences or terminates during a pay, salary or wage period.
- (d) As an exception to the general rules for deductions or loss of pay for "Leave Without Pay" as defined, any department head may, for good cause as determined by such department head, Certify for full pay for an employee who has been absent during a pay, salary or wage period.

Whenever a department head certifies for pay on absence of an employee, he shall attach to the payroll demand a statement of the reason for paying such employee while absent, his normal rate of pay, length of service with the City, and number of days absent. The pay of employees for absent time shall remain in the sole discretion of the City Council.

SECTION 8: Employees who, with department head approval,

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use their personal automobile during the performance of their assigned duties shall be compensated with an automobile allowance as provided for in Schedules I through V herein. In the event that the automobile allowance for a particular month provides 5 less than fifteen cents (15¢) a mile reimbursement or if no automobile allowance is provided then the employee shall receive a sum equal to fifteen cents (15¢) a mile for reimbursement for 8 use of his personal automobile and said sum shall be based upon actual miles traveled by said automobile. Whenever a department head certifies for reimbursement on the basis of mileage, he shall attach to the payroll demand a statement of the reason for paying such employee said mileage reimbursement.

SECTION 9: The City Council hereby makes the following statement of policy relative to salaries and classifications set forth in the Resolution:

- (a) Except as set forth in subsection (b) which follows, promotions or salary increases to higher grades are merit steps only and shall be available to employees as recognition and reward for satisfactory services. The promotion or salary increases to said higher grade shall remain in the sole discretion of the City Council.
- New employees shall start at the first step in the (b) salary range for their respective positions unless it is determined that qualified applicants are not available at the salary specified for the first step or grade, or that a specific applicant has special qualifications justifying a higher starting rate beyond the first step or grade. New employees starting at the beginning step or grade may be advanced to the second step or grade of their

salary range and said advancement shall be effective on the first day of the bi-weekly pay period, next, following the satisfactory completion of their probationary employment, which is hereby fixed at twelve (12) months.

- (c) Promotions to the next step or grade, if granted, of the employee's respective salary range shall be effective not earlier than the first day of the bi-weekly pay period, next, following the completion of satisfactory service and the authorization of said promotion.
- (d) The promotion of an employee shall not result in reduction in pay, and the employee being promoted shall be classified in such manner that he receives the same or more pay for the position to which he is promoted.
- (e) This Resolution expresses the general wage and salary policy of the City of Vernon, and in conjunction with the accompanying working conditions for the employees of the City of Vernon now existing it is deemed to be fair and adequate. It is not anticipated that adjustments in said salary scales will be necessary, except as to cases involving additional responsibilities, exceptional merits, or other special circumstances.
- employed in a position of Patrolmen I, Grade 5, shall be appointed to Grade 4 upon his successful completion in an assigned training academy and any person employed in a position of Patrolmen I, Grade 4, shall be appointed to Grade 3 after serving at least six (6) months in the field and upon receiving a merit evaluation of high competent. Any person who qualifies for said increase shall have his anniversary date for future merit increases established as

of the date said officer is appointed to Patrolmen I, Grade 3. SECTION 10: All Resolutions in conflict with this Resolution No. 4669 are hereby repealed. SECTION 11: The City Clerk of the City of Vernon shall certify to the passage of this Resolution and thereupon and there-after the same shall be in full force and effect. APPROVED AND ADOPTED this 23rd day of August, 1979. Mayor Pro Tem ATTEST: MALKENHORST, City

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SCHEDULE I

Providing for an hourly rate for all employees of the City of Vernon, and setting forth the formula by which the monthly rate stated on succeeding schedules be converted to an hourly rate. It is the intention that all pay is earned at an hourly rate and paid at an hourly rate. The monthly rate shall be used for comparative purposes only.

SECTION 1: TWENTY FOUR (24) HOUR SHIFT PERSONNEL.

- (a) The stated "monthly rate" multiplied by 12 equals the "annual rate".
- (b) The "annual rate" divided by 2,912 equals the "hourly rate".
- (c) The "hourly rate" multiplied by 112 equals the "bi-weekly rate".
- (d) Payments shall be made for the bi-weekly amount less reported unpaid absences deducted at the hourly rate.

SECTION 2: FORTY (40) HOUR PER WEEK PERSONNEL.

- (a) The stated "monthly rate" multiplied by 12 equals the "annual rate".
- (b) The "annual rate" divided by 2,080 equals the "hourly rate".
- (c) The "hourly rate" mutliplied by 80 equals the "bi-weekly rate".
- (d) Payments shall be made for reported hours eligible for pay. Normally this will equal 80 hours. Hours reported as unpaid absences will be excluded from the pay computations.

SCHEDULE I

SECTION 3: The monthly rates referred to above are given in Schedules II through V. The City Administrator shall direct the establishment and maintenance of files assigning an hourly rate to the employees of the City to be computed from the given monthly rates in accordance with the above formula.

SCHEDULE I

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	DEPARTMENT OF COMMUNIT	Y SERVICES S	SALARY SCALE	
}∦.	Director of Public Works/	Step 1	\$3,364	per month
	Building-Health Officer	2	3,189	
		3	3,023	
		4	2,865	
		5	2,716	
	医骶髓 基础 原原 医二种毒	6	2,574	
	Director of Environmental	Step I	\$3,014	per mont
	Health	2	2,857	
1	Civil Engineer	3	2,708	
		(1	2,567	
1		5	2,433	
1	医格兰氏试验 化基本多位多元 化二氯二甲基	6	2,306	
	Chief Deputy Director of	Step 1	\$2,708	per month
1	Environmental Health	2	2,567	
1	Civil Engineering Associate	3	2,433	
	Senior Building Inspector	4	2,306 2,186	
	Senior Electrical Inspector Senior Mechanical Inspector	.5	2,186 2,072	
	rechanical inspector	6	4,U/4	
	Project Engineer	Step 1	\$2,421	per month
1	Senior Environmental) 2 2	2,295	Latinon Li
1	Specialist	3	2,175	
1		4	2,062	
	医囊的 化物质 医多质原性结核炎	5	1,955	
	的复数有数字的 医色色 化多类管	6	1,853	
	Survey Party Chief	Step 1	\$2,293	per month
1		2 veb 1	2,173	munch
1		3	2,060	
		4	1,953	
I	化自己化合物 医线线 医多生物	5	1,851	
ĺ		6	1,755	
1	Foreman	C.L.	62 115	per month
1		Step 1	2,005	and months
		2	1,900	
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1		ዓ ሜ	1,707	
}		6	1,618	
1	Engineering Technician	C.L	\$2,058	per month
}	Building Inspector	Step 1	1,951	moneth
1	Electrical Inspector	2	1,849	
	Mechanical Inspector	3 A	1,753	
1		# E	1,662	
		6	1,575	
	(1) 医数数数数 10 (1) 医自己性病	iniir e		
		EDULE II	DVICEC	
1		COMMUNITY SE	KATCER.	
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2	Environmental Specialist	Step 1		· · · · · · · · · · · · · · · · · · ·	
3	Utility Man I	2 2		per	month
1	· 医克雷斯氏 医克里氏 医克里氏	3	1,750 1,659		
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	一种人,有种类的有效。主义是主	6	1,413		
1	Engineering Aide I	Step [\$1,745	De-	month
		2	1,654		
		3	1,568		
1		4	1,486	5.5 cm	150
		5 6	1,409		
		O	1,336		
	City Health Nurse	Step 1	\$1,713	per	month
		2	1,624		
		3	1,539 1,459		11
1	The second secon	. 4 5	1,459 1,383	· -	1 1.
ļ.		6	1,311		
	MC4124	<u> </u>			
	Utility Man II	Step 1	\$1,657	per	month
1		2	1,571 1,489		
			1,489		
1		• 4 5	1,337		
		6	1,267	.:"	
	Engineering Aide II	Step I	\$1,568	per	month
		2	1,486	- - - - - - - - -	
.		3	1,409		
		4	1,336		
ľ		5 6	1,266 1,200	11 . st	
	CONTRACT CALLS SEE THE CONTRACT OF THE CONTRAC	~		4	
	Utility Man III	Step 1	\$1,481	per:	month
		2	1,404		
1		3	1,331		
		5	1,262 1,196		
		6	1,134		
	Engineering Aide III	C 5		-	
l	Utility Man IV	Step 1	\$1,334 1,264	per	month
	Secretary	3	1,264		
		4	1,136		
		5	1,077		
		6	1,021		
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١.	DEPARTMENT OF CO	OMMUNITY SERV	A TCT?		

2	Utility Man V	Step l	\$1,197	per month
.]	CELLECY Man V	2	1,135	
3		. 3	1,135 1,076 1,020 967 917	
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27	SCH	EDULE II	· • • • • • • • • • • • • • • • • • • •	
	SCH DEPARTMENT OF	COMMUNITY	SERVICES	
28	SALA	RY SCALE		
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COMMUNITY SERVICES - PUBLIC WORKS

Each Civil Engineer must possess a valid Certificate of Registration as a Civil Engineer, which document is issued by the California State Board for Civil and Professional Engineers.

In addition to said salaries, the following individuals serving in the following classifications shall receive, when each uses his own motor vehicle in the service of the City, an additional sum per month as indicated.

Director of Public Works/Building- Health Officer	\$115.00
Director of Environmental Health	115.00
Lou Adams, Civil Engineer in charge of Water and serves as Assistant Civil Defense Director	115.00
Victor Vaits, Civil Engineer in charge of Building	85.00
Chief Deputy Director of Environmental Health	115.00
Walter Sumner, Senior Building Inspector	85.00
Leonard Wranoski, Senior Building Inspector	115.00
Senior Electrical Inspector	115.00
Senior Mechanical Inspector	115.00
Senior Environmental Specialist	115.00
Survey Party Chief	-0-
Foreman	-0-
Engineering Technician	-0-
Building Inspector	-0-
Electrical Inspector	-0-
Mechanical Inspector	-0-

SCHEDULE II

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Environmental Specialist \$115.00

Utility Man I -0
City Health Nurse 40.00

Utility Man II -0
Utility Man III -0
Engineering Aide III -0
Utility Man IV -0
Secretary -0-

The following classifications shall receive, when each uses his own motor vehicle in the service of the City, an additional sum of \$40.00, \$60.00 or \$85.00 per month, depending upon which amount may be certified each month by the Director of Public Works, based on the amount of vehicular use for that month.

- (a) Civil Engineering Associate;
- (b) Project Engineer:
- (c) Engineering Aide I;
- (d) Engineering Aide II;

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 in the paragraph above.

All personnel in the Department of Public Works, except the Director of Public Works, required to work hours in addition to those regularly established for their respective job classifications, shall be paid for such additional work at their assigned hourly rate.

SCHEDULE II

FIRE DEPARTMENT

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All employees who hold a Fire Sciences Certificate or have completed courses equivalent thereto shall receive an additional 2.5% per month of their basic salary.

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Fire Department personnel, with the exception of the Fire Chief, shall be paid straight time pay for overtime worked as certified to by the Fire Chief, for the following reasons:

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(a) Disasters such as major fires, civil disturbances, and other emergency situations;

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(b) Extraordinary circumstances requiring more

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than ordinary law enforcement or fire protection staffing;

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(c) Time necessary to maintain budgeted post-

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position coverage during vacancies or absences;

15 16 Eligible 8-hour Fire Department personnel shall be paid

For computation of overtime work, eligible 24-hour

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for such additional work at their assigned hourly rate.

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(shift) personnel shall be paid at their assigned hourly rate

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which has been computed upon 2,912 hours per year.

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SCHEDULE III

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1	POLICE DEPAR	TMENT SA	LARY SCAL	^र			
				-			
2	Chief	01.55		42.260			
3	Chief	Step	2	\$3,260 3,066	per	month	1.
4		•	3	2,906	c.		1
			4 5	2,755 2,611			
5			6	2,475			
6	Captain	Grade	1	\$2,930	per	month	
7			2	2,777			1
			3 4	2,632 2,495			
8		• •		2,133			
9	Lieutenant	Grade	1	\$2,475	ner	month	
10		Grade	2	2,346	ber	MOII CII	1
10			3	2,224			
11			5	2,108 1,998			÷ .
12		1. "			10.5		
	Sergeant	Grade	1	\$2,053	per	month	÷ .
13			2	1,973	·		
14			3	1,934 1,877			
15			5	1,779			*-
- 1							. -
16	Motor Officer or Patrolman						
17	or Police Clerk or Policewoman - Patrolmen I	Grade	•	C1 AQA	202	manth	
18	TOTICEWOMAN - PACTOTMENT I	Grade	2	\$1,484 1,404		MOITCII	1
10			3	1,329		4.5	1
19			4 5	1,258 1,191			
. 20	With Ossian a	Samuel States					
	Motor Officer or Patrolman or Police Clerk or						1
21	Policewoman - Patrolmen II	Grade	1			month	
22			2	1,751 1,669			
23			4	1,588	1.		.
			5	1,505			
24					· •		
25	Police Secretary	Grade	1	\$1,334 1,264		month	-
26			3	1,198			
		1	4	1,136	,		
27		•	5 6	1,077 1,021			.
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	POLICE DEPA			LE			
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.	Transcriber Typist	Grade l	\$1,145	per month
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H		4	974	
5		5 6	923 875	
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- 11	Police Cadet	Grade 1	\$ 928 880	per month
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- 1		SCHEDULE IV		
3	POLICE I	DEPARTMENT SALARY	SCALE	
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POLICE DEPARTMENT

 Police Department personnel, with the exception of the Police Chief and the Police Captains shall be paid straight time pay for overtime work as certified to by the Police Chief for the following reasons:

- (a) Disasters such as major fires, civil disturbances,and other emergency situations;
- (b) Extraordinary circumstances requiring more than ordinary law enforcement or fire protection staffing;
- (c) Time necessary to maintain budgeted postposition coverage during vacancies or absences;

Eligible Police Department personnel shall be paid for such overtime work at their assigned hourly rate.

In addition to said salaries, a flat rate of thirty-five dollars (\$35.00) per day for a half-day or less shall be paid when an appearance by a Sergeant, Patrolman I, and Patrolman II is to be made for an off-duty court matter. In the event the officer is called to appear for a morning court calendar and remains under court order beyond the noon recess, an additional twenty-five dollars (\$25.00) shall be paid for said appearance. In the event that an officer is called to appear for an afternoon calendar when he is off duty, the sum of thirty-five dollars (\$35.00) per day shall be paid for said appearance. Said payment of thirty-five dollars (\$35.00) (or a total of sixty dollars (\$60.00) where applicable) shall be payable each day for any off-duty appearance. Court appearances which extend beyond an employee's normal shift assignment shall be compensated as paid

SCHEDULE IV

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overtime unless said paid overtime exceeds thirty-five dollars (\$35.00) in which event said employee shall receive the sole sum of thirty-five dollars (\$35.00) as court appearance compensation. In addition, a Sergeant, Patrolman I and Patrolman II shall be compensated for "stand by" status when requested by the Superior Court, Municipal Court, District Attorney's Office, or the Vernon Police Department in the line of duty outside regular scheduled duty hours as follows:

- (a) Fifteen dollars (\$15.00) for half a court day ending at 1:45 p.m.
 - (b) Thirty dollars (\$30.00) for a full court day.
- (c) However, if said employee is required to appear in court, he shall receive court appearance compensation rather than "stand by" compensation.

In addition to said salaries, officers who have served for the Department through their probationary period shall be entitled to an additional two and one-half percent (2-1/2%) increase in their basic salary for the Intermediate Certificate issued by the California Peace Officers' Standard and Training (hereinafter called P.O.S.T) and said officers who have completed their probationary period and who hold an Advanced Certificate from P.O.S.T shall receive a five percent (5%) increase from their basic salary but shall not receive a (2-1/2%) Intermediate Post Certificate increase.

Any officer achieving the certification necessary for either the Intermediate or Advanced Post Certificates (after certification of the same by the Police Chief) shall receive the increase provided for herein for the calendar month following such

SCHEDULE IV

certification. Said additional payment for Post Certificates shall not be payable to the Police Chief or the Police Captains.

Patrolmen formally assigned as Field Evidence Technicians shall receive as additional compensation for such assignment the sum of fifty dollars (\$50.00) per month.

In addition to said salaries, the following individuals serving in the following classifications shall receive, when each uses his own motor vehicle in the service of the City, an additional sum per month as indicated:

Chief of Police		\$ 115.00
Captain of Detective 1	pepartment	 115.00
Cantain of Datrol Div	icion	115 00

When authorized in advance by the City Council, in addition to said salaries, each officer or policeman shall receive an additional sum of \$115.00 per month for his automobile is used in the service of or engaged for the use of the City. This allowance is for the use and maintenance of said motor equipment. Employees of the Police Department shall receive additional compensation as hazard pay in the sum of sixty dollars (\$60.00) per month when assigned to solo motorcycle duty.

Vernon will pay to each Patrolman I, Patrolman II and Sergeant who has completed his first year of service and is required by the Vernon Police Department to own and maintain a uniform and who is on the active payroll of the Vernon Police Department the sum of one hundred fifty dollars (\$150.00) for the 1979-1980 fiscal year of Vernon for the purchase of uniforms and related equipment on September 1, 1979.

Vernon will pay to each Patrolman I, Patrolman II and SCHEDULE IV

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Sergeant who has completed his first year of service and is permitted to wear civilian clothing and who is on the active payroll of the Vernon Police Department the sum of one hundred dollars (\$100.00) for the 1979-1980 fiscal year of Vernon for the purchase of such clothing and related equipment on September 1, 1979.

SCHEDULE IV

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1		TOW NEW	N TO THE REAL PROPERTY.	CATABY COATE	
- []	CITY ADMINISTRATOR/CITY C	LERK DEPA	TKIMENI	SALARI SCALE	
2	City Administrator/City	Step	1		month
3	Clerk		2	3,937 3,732	
			4	3,732 3,5 3 7	
4			5	3,353	
5			6	3,178	
-6	Assistant Director of	Grade	1	\$2,394 pe	r month
	Finance		2	2,269 2,151	
7			4	2,039	
8			5	1,933	
			6	1,832	
9	Chief Deputy City Clerk	Grade	1	\$1,971 pe	r month
10			3 .	1,868 1,771	
11			.4	1,679	
**			5	1,591 1,508	
12			•	1,500	
13	Senior Accountant	Grade	1	\$1,912 pe	r month
	Purchasing Agent		2	1,812 1,718	
14			4	1,628	
15			5	1,543	
13			6	1,463	
16	Accountant	Grade	1	\$1,718 pe	r month
17			2	1,628	
- 4			3	1,543 1,463	
18			5	1,387	
19			6	1,315	
	Personnel Secretary	Grade	1	\$1,407 pe	r month
20			2	1,334	
21		•	3	1,264	
_			4 5	1,198 1,136	
22			6.	1,077	and the second
23	Payroll Clerk	Grade	1	\$1,334 pe	r month
24	Senior Stenographer-		2	1,264	
Z4	Switchboard Operator Clerk, Purchasing Department	** = =	3	1,198 1,136	
25	Senior Dispatcher		4 5	1,077	•
26	(Communications Operator)	• .	ē	1,021	
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27.	SCH	EDULE V			
28	CITY ADMINISTRATOR/CITY		PARTMEN	T SALARY SCALE	
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CITY ADMINISTRATOR/CITY CLERK DEPARTMENT

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In addition to said salaries, the following positions shall, when they use their own motor vehicles in service to the City, each receive the following monthly sums:

(a) City Treasurer

\$ 40.00

(b) Purchasing Agent

\$ 40.00

Outside of the sums as set forth herein, 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 vehicles beyond the amount set forth in this paragraph.

With the exception of the City Administrator/City Clerk, all personnel in the department who are required to work hours in addition to those regularly established for their respective job classifications shall be paid for such additional work at their assigned hourly rate.

The City Administrator/City Clerk shall be provided a vehicle and the City shall pay all expenses of said operation including costs of upkeep, fuel, lubrication, insurance, and other reasonable expenses, in addition to his salary provided for herein

In addition to the benefits provided for herein, the City Administrator/City Clerk shall be granted seven (7) days of executive leave to be used prior to June 30, 1980.

SCHEDULE V

CITY ADMINISTRATOR/CITY CLERK DEPARTMENT

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1	STATE OF CALIFORNIA) ss
2	COUNTY OF LOS ANGELES)
3	
4	I, BRUCE V. MALKENHORST, City Clerk of the City of
5	Vernon, do hereby certify that the foregoing Resolution, being
6	Resolution No. 4669 , was duly adopted by the City Council
7	of the City of Vernon, and was approved by the Mayor of said
8	City at an adjourned meeting of the City Council held on Thursday
9	August 23 , 1979.
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11	
12	Blues Ville F
13	BRUCE V. MALKENHORST, City Clerk
. 14	
15	(SEAL)
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17	
18	· 등의 인상병 및 역사활동을 전 보이면 되는 그는 전 보고 그 보고 있는 그를 지않는 것 같다.
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	II