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To: Martha V.

 City of Vernon

 Phone: _____
 Fax phone: 323 826-1431
 CC: _____

From: Alinda Heringer

 Actuarial & Employer Services

 Phone: 916-795-2204
 Fax phone: 916-795-1523

REMARKS: Urgent For your review Reply ASAP Please comment

Martha:
 Re: B. Malkenhorst r/d 7/1/05
 Please forward salary schedule for 2003 and 2004 as well as a job duties statement outlining his duties as City Administrator. Also need current MOU for longevity that is being added to payrate and an organization chart.

Thanks