LOCATION:
El Monte City Hall – East
City Council Chambers
11333 Valley Boulevard
El Monte, CA 91731

DATE AND TIME:
Tuesday,
May 5, 2020
6:00 p.m.

REGULAR MEETING AGENDA

OF THE

CITY COUNCIL OF THE CITY OF EL MONTE

MEETING JOINTLY AND REGULARLY WITH THE EL MONTE HOUSING AUTHORITY; EL MONTE PUBLIC FINANCING AUTHORITY; EL MONTE WATER AUTHORITY; EL MONTE PARKING AUTHORITY; SUCCESSOR AGENCY TO THE FORMER EL MONTE COMMUNITY REDEVELOPMENT AGENCY; HOUSING SUCCESSOR AGENCY; AND, FROM TIME TO TIME, SUCH OTHER BODIES OF THE CITY WHOSE MEMBERSHIP IS COMPOSED EXCLUSIVELY OF THE MEMBERSHIP OF THE CITY COUNCIL

COUNCILMEMBERS/AUTHORITY MEMBERS:
Andre Quintero, Mayor
♦ Maria Morales, Mayor Pro Tem ♦ Jessica Ancona, Councilmember
♦ Victoria Martinez Muela, Councilmember ♦ Jerry Velasco, Councilmember

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Members of the public wishing to observe the meeting may do so in one of the following ways:
(1) Turn your TV to Channel 3;
(2) City's website at http://www.elmonteca.gov/378/Council-Meeting-Videos; or
(3) Call-in Conference (888) 204-5987; Code 8167975.

Members of the public wishing to make public comment may do so via the following ways:
(1) Call-in Conference Line – comments/questions can be submitted per the instructions at the beginning of the meeting; and
(2) Email – All interested parties can submit questions/comments in advance to the City Clerk's general email address: cityclerk@elmonteca.gov.

Instruction regarding accommodation under the Americans with Disabilities Act can be found on the last page of this Agenda.

1. CALL TO ORDER:

2. ROLL CALL FOR CITY COUNCIL AND AUTHORITY BODIES:

Andre Quintero, Mayor/Chair
Maria Morales, Mayor Pro Tem/Authority Member
Jessica Ancona, Councilmember/Authority Member
Victoria Martinez Muela, Councilmember/Authority Member
Jerry Velasco, Councilmember/Authority Member

3. APPROVAL OF AGENDA:

4. CLOSED SESSION (6:00 p.m. – 7:00 p.m.):

The City Council and the various Authority Bodies whose membership is composed exclusively of the membership of the City Council (collectively, the "Council") will attempt to address and complete all Closed Session business between 6:00 p.m. and 7:00 p.m. If the Council completes all Closed Session business prior to 7:00 p.m., the Council will take a short recess and commence all Open Session proceedings promptly at 7:00 p.m. In the event the City Council is unable to address or complete all agendized Closed Session items by 7:00 p.m., the Council will hear all such remaining items toward the end of the meeting, immediately following Council Communications. Should any member of the public wish to address the Council on any *agendized* Closed Session matter, the Council shall allow such person to address the Council on such matter prior to going into Closed Session, provided that all persons wishing to address the Council on an agendized Closed Session matter shall fill out a speaker card and be subject to a speaker's time limit of 3 minutes per speaker and further provided that the Council shall be under no obligation to respond to or deliberate upon any specific questions or comments posed by a speaker or take action on any issue raised by a speaker beyond such action as the City Council may be lawfully authorized to take on an agendized Closed Session matter pursuant to the Brown Act (Govt. Code Section 54950 et seq.).

4.1 Closed Session Pursuant to Government Code Section 54956.2(d)(2) and 54956.9(e)(1) – Conference with Legal Counsel to Discuss Facts and Circumstances which May Create Exposure to Litigation – One (1) Matter.

4.2 Closed Session Pursuant to Government Code Section 54856.9(d)(2) and 54956.9(e)(1) – Conference with Legal Counsel Regarding Anticipated Litigation – One (1) Matter.

4.3 Closed Session Pursuant to Government Code Section 54956.9(d)(2) and 54956.9(e)(3) – Significant Exposure to Litigation – One (1) Matter.

4.4 Closed Session Pursuant to Government Code Section 54956.9(d)(1) – Conference with Legal Counsel – Existing Litigation Regarding the Following Related Matter: El Rovia vs. City of El Monte, Court Appeal, Second Appellate District Case No. B288134; El Rovia vs. City of El Monte, District Court Central District Case No. 2:19-CV-7506 CAS AFMx; and El Rovia vs. City of El Monte, Los Angeles Superior Court Case No. 19STCP05151.

OPEN SESSION PROCEEDINGS

(Commencing at 6:00 p.m. or as soon thereafter as the City Council reconvene from Closed Session/Short Recess)

5. INVOCATION:

6. FLAG SALUTE: Chief of Police, David Reynoso.

7. RECOGNITIONS, HONORS AND COMMUNITY INTEREST PRESENTATIONS:

8. PUBLIC COMMENT REGARDING NON-AGENDIZED MATTERS:

This time has been set aside for persons in the audience to make comments or inquiries on matters within the general subject matter jurisdiction of the City Council, the Housing Authority, the Financing Authority and/or the Water Authority (collectively, the "Council") that **are not listed on this agenda**. Although no person is required to provide their name and address as a condition to attending a Council meeting, persons who wish to address the Council are asked to state their name and address. Each speaker will be limited to three (3) continuous minutes. Speakers may not lend any portion of their speaking time to other persons or borrow additional time from other persons.

Except as otherwise provided under the Brown Act (Gov. Code Section 54950 et seq.), the Council may not deliberate or take action upon any matter not listed on this posted agenda but may order that any such matter be placed on the agenda for a subsequent meeting. The Council may also direct staff to investigate certain matters for consideration at a future meeting.

All comments or queries presented by a speaker shall be addressed to the Council as a body and not to any specific member thereof. No questions shall be posed to any member of the Council except through the presiding official of the meeting, the Mayor and/or Chair. Members of the Council are under no obligation to respond to questions posed by speakers but may provide brief clarifying responses to any comment made or questions posed. The Council may not engage in any sort of prolonged discussion or deliberation with any speaker or group of speakers on matters that are not listed on this agenda.

Enforcement of Decorum: The Chief of Police, or such member, or members of the Police Department as the Chief of Police may designate, shall serve as the Sergeant-at-Arms of any Council meeting. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding official for the purpose of maintaining order and decorum at the meeting. While members of the public are free to level criticism of City policies and the action(s) or proposed action(s) of the Council or its members, members of the public may not engage in behavior that is disruptive to the orderly conduct of the proceedings, including, but not limited to, conduct that prevents other members of the public from being heard when it is their opportunity to speak or which prevents members of the audience from hearing or seeing the proceedings. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. All persons attending the meeting must adhere to the City's policy barring harassment based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, sexual orientation or age.

9. CITY TREASURER'S REPORT:

10. DEMAND RESOLUTION NO. D-620

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID.
THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA, DOES RESOLVE AS FOLLOWS: SECTION 1. That the attached list of claims, demands, and payroll totaling $5,117,768.90 have been examined by the City Treasurer and that warrant numbers 1090087 through 1090310 and the payroll ending April 15, 2020 inclusive are hereby allowed in the amounts and ordered paid out of the respective funds as set forth.

11. APPROVAL OF MINUTES:

12. CONSENT CALENDAR:

All matters listed under the Consent Calendar are considered to be routine in nature and may be enacted by one motion approving the recommendation listed on the Agenda. One or more items may be removed from the Consent Calendar so that they may be discussed, considered and voted upon individually by the Council. A matter may be removed from the Consent Calendar and taken up separately by way of a seconded motion of any member of the Council with the approval of a majority of the Council quorum.

12.1 Waiver of Full Reading of Ordinance(s).

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Approval to waive full reading (except title) of all ordinances appearing on the City Council agenda as authorized under Government Code Section 36934, unless otherwise directed by the City Council.

Total Cost: N/A Account No: N/A
Is the cost of this item budgeted? N/A

12.2 Approval of Request to Authorize Public Works Department Staff to Review Existing Agreements Under its Purview to Identify Cost Reduction or Revenue Generating Opportunities and Directing Staff to Report any such Opportunities Back to the City Council on or Before June 9, 2020.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

1. Authorize Public Works Department staff to review existing agreements under its purview to identify cost reduction or revenue generating opportunities; and
2. Direct staff to report any such opportunities back to the City Council on or before June 9, 2020.

Total Cost: N/A Account No: N/A
Is the cost of this item budgeted? N/A

12.3 Approval of an Agreement Between the City of El Monte and Vital Medical Services, LLC to Provide Medical Services for the El Monte Police Department Due to the Declared State of Emergency Resulting from Coronavirus (COVID-19).

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

1. Consider and authorize the use of Supplemental Law Enforcement Service Account (SLESA) funds in an amount not-to-exceed $60,000 for a Medical Services Agreement between the City of El Monte and Vital Medical Services, LLC, to provide medical services for police personnel and for those persons in custody at the El Monte Police Department due to the declared State of Emergency in response to the COVID-19 outbreak; and
2. Authorize the City Manager or her designee, to execute an Agreement between the City of El Monte and Vital Medical Services, LLC.

Total Cost: $60,000 Account No: SLESA – 204-71-711-6115
Is the cost of this item budgeted? N/A

12.4 Approval of a Resolution Authorizing the Destruction of Finance Department Financial Records and Related Support Documents all in Compliance with the City's Records Retention Policy.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Consider and approve the attached Resolution authorizing the purging and destruction of financial records and related support documents per the City's Records Retention Policy for destruction.

Total Cost: $1,500 Account No: 100-31-311-6111 - $750
Is the cost of this item budgeted? Yes 600-67-695-6111 -$750

Resolution No. 10125

12.5 Approval of a Professional Services Agreement with ALTA Planning + Design, Inc. to Develop a Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive from Denholm Drive to the South City Limit and Denholm Drive from Parkway Drive to Durfee Avenue, CIP No. 001, for a Not-to-Exceed Amount of $237,900.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Consider and approve a Professional Services Agreement to develop a Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive from Denholm Drive to the South City Limit and Denholm Drive from Parkway Drive to Durfee Avenue, CIP No. 001, with Alta Planning + Design, Inc. for an amount of $216,252;
2. Consider and approve the total appropriation of not-to-exceed amount of $237,900 which includes the contract amount of $216,252 plus approximately ten percent (10%) contingency of $21,648; and
3. Authorize the City Manager, or her designee, to execute the Professional Services Agreement.

Total Cost: $237,900 Account No: 203-67-001-8211 (Prop C)
Is the cost of this item budgeted? Yes

12.6 Approval of a Resolution of the El Monte City Council Authorizing the Director of Public Works or His/Her Designee to Execute all Documents and Agreements for Projects Funded Through the State of California Department of Transportation (CALTRANS).

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Consider and approve to adopt the attached Resolution, authorizing the Director of Public Works or his/her designee to execute all required agreements and documents for projects funded through Caltrans.

Total Cost: N/A Account No: N/A
Is the cost of this item budgeted? N/A

Resolution No. 10126

13. PUBLIC HEARINGS:

13.1 A Public Hearing to Consider and Approve an Urgency Ordinance that (a) Repeals Prior Urgency Ordinance No. 2974 which Established an El Monte-Specific Moratorium on Residential and Commercial Evictions and (b) Establishes that El Monte Tenants Shall Instead be Covered Under the Recently Updated County of Los Angeles Anti-Eviction Moratorium which now Extends to Incorporated Cities Within Los Angeles County.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Open the public hearing;
2. Receive presentation from staff;
3. Pose question to staff;
4. Allow members of the public to offer comment;
5. Pose follow-up questions to staff;
6. Close the public hearing; and
7. Approve the Urgency Ordinance by 4/5 vote of the City Council.

Total Cost: N/A Account No: N/A
Is the cost of this item budgeted? N/A

Urgency Ordinance No. 2975

14. REGULAR AGENDA:

14.1 Consideration and Approval of a Resolution Affirming the Amount of Adopted Non-Quimby Park Fees and In-Lieu Quimby Fees and Authorizing the Collection of In-Lieu Quimby Fees from Certain Subdivision with 10 or more Units Entitled by the City on or Before January, 1, 2019.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Consider and approve the proposed Resolution to affirm the amounts of adopted Non-Quimby Park Fees and In-Lieu Quimby Fees and authorized the collection of In-Lieu Quimby Fees from certain subdivisions with 10 or more units entitled by the City on or before January 1, 2019.

Total Cost: N/A Account No: N/A
Is the cost of this item budgeted? N/A

Resolution No. 10127

14.2 Consideration and Approval of a Resolution Updating the Citywide Classification and Compensation Plan and Repealing and Replacing Resolution No. 10088 Approved February 4, 2020.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Consider and approve the attached Resolution updating the Citywide Classification and Compensation Plan, effective May 1, 2020.

Total Cost: ($2,500) Account No: 100-71-721-5111
Is the cost of this item budgeted? N/A

Resolution No. 10128

14.3 Receive and File the Classification and Total Compensation Study Final Report, Dated December 30, 2019, Prepared by Koff & Associates.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Receive and file the December 30, 2019 Classification and Total Compensation Study Final Report prepared by Koff & Associates.

Total Cost: N/A Account No: N/A
Is the cost of this item budgeted? N/A

14.4 Consideration and Approval of the Incorporation of New and Revised Policies into the City of El Monte Administrative Policies and Procedural Manual.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Consider and approve the incorporation of the following new and revised policies into the City of El Monte Administrative Policies and Procedures Manual: Chain of Command (New); Confidentiality (New); and Internship (Revised); and
2. Authorize the City Manager and Human Resources/Risk Management Director to immediately implement and administer said policies.

Total Cost: N/A Account No: N/A
Is the cost of this item budgeted? N/A

14.5 Consideration and Approval of a Resolution Authorizing the Execution of a Purchase and Sale Agreement ("PSA") and Joint Escrow Instructions Between the City of El Monte and Betty Xue Chen of 12159 Cherrylee Drive.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Adopt the proposed Resolution approving the Purchase and Sale Agreement and Joint Escrow Instructions ("PSA") by and between the City of El Monte and Betty Xue Chen of 12159 Cherrylee Drive; and
2. Authorize the City Manager and City Attorney to make any non-substantive minor modifications and execute the PSA.

Total Cost: $1,575,000 Account No: Quimby and EB5 Funds
Is the cost of this item budgeted? No

Resolution No. 10129

14.6 Consideration and Approval of a Resolution Approving an Emergency Housing Program to Assist Residents in the City of El Monte.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Adopt the proposed Resolution approving an Emergency Housing Program; and
2. Authorize the allocation of $250,000 in CDBG-CV Funds to the Business Grant Program.

Total Cost: $250,000 Account No: CDBG-CV Funds
Is the cost of this item budgeted? Yes

Resolution No. 10130

14.7 Consideration and Approval of a Side Letter Agreement to the City Manager's Employment Agreement Implementing Temporary Austerity Modifications.

RECOMMENDATION OF BUSINESS ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Approve the attached Side Letter Agreement to the City Manager's employment contract and authorizing the Mayor to execute the same on behalf of the City of El Monte.

Total Cost: N/A Account No: N/A
Is the cost of this item budgeted? N/A

15. CITY ATTORNEY'S AGENDA:

16. CITY MANAGER'S AGENDA:

16.1 COVID-19 Update.

16.2 Discussion Regarding Reopening Plan for City Hall and Businesses.

17. WRITTEN COMMUNICATIONS:

18. COUNCIL COMMUNICATIONS/REPORTS:

18A. Mayor Quintero

18A.1 Discussion and Action Regarding Disbanding All Ad Hoc Committees.

18A.2 Discussion and Action Regarding Deferral of Council Car Allowance.

18A.3 Discussion Regarding Declaring May as Asian Heritage Month.

18B. Mayor Pro Tem Morales

18C. Councilwoman Ancona

18C.1 Discussion Regarding the Distribution of Personal Protective Equipment (PPE).

18D. Councilwoman Martinez Muela

18D.1 Discussion Regarding Protocol and Transparent Dismissal of Members of Commissions.

18D.2 Request Update from Staff Regarding Bike Lanes and Pending Grant Opportunities.

18D.3 Update and Direction on Activities Supporting Shut-Ins, Senior Citizens and Nursing Homes in El Monte.

18D.4 Discussion Regarding Upcoming City Events Including Memorial Day and 4th of July.

18D.5 Happy Mother's Day.

18E. Councilman Velasco

18E.1 Update Regarding all the Resources Available to the Community During the COVID-19 Pandemic.

18E.2 Update Regarding Census 2020.

19. ADJOURNMENT:

The next Regular Meeting of the City Council will be held on **May 19, 2020** at 6:00 p.m. This Agenda will be posted on the City's website, www.ci.el-monte.ca.us, and physically posted no less than 72 hours prior to the start of the subject regular meeting. Although it is the City's practice and desire to electronically post a copy of this Agenda along with supporting material as part of its website posting, the size or formatting of certain supporting materials may render their website posting infeasible. Nevertheless, all supporting materials related to any item on this Agenda, that is made available to the members of the council may be inspected by members of the public at the City Clerk's Office located at 11333 Valley Boulevard, El Monte, Monday through Thursday, 7:00 am – 5:30 pm. For more information, please call the City Clerk's Office at 626-580-2016.

All public meetings and events sponsored or conducted by the City of El Monte are held in sites accessible to persons with disabilities. Requests for accommodations may be made by calling the office of the City Clerk at (626) 580-2016 at least three (3) working days prior to the event, if possible. This Agenda and copies of documents distributed at the meeting are available in alternative formats upon request.

Posted: April 30, 2020 at 9:00 p.m.

DRN 620 Ending 04/23/2020

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
P							NET PAYROLL 4/1/20 - 4/15/20	968,334.04	
P	**Payroll Total**								**968,334.04**
P	AFLAC	01268	1090088	4/16/2020	MAR 2020	3/25/2020	AC#AAX41 INV#023555 MAR 2020 LIFE INS.- HR/RM	138.26	
P	AFLAC	01268	1090088	4/16/2020	MAR 2020	3/25/2020	AC#AAX41 INV#023555 MAR 2020 INS.- HR/RM	1,405.76	**1,544.02**
P	AMERICAN FIDELITY ASSURANCE	12314	1090183	4/23/2020	P/E: 04/15/20	4/23/2020	SEC. 125 DEF FLEX BEN	3,378.92	
P	AMERICAN FIDELITY ASSURANCE	12375	1090197	4/23/2020	APR 2020	4/21/2020	INV #D150197 APR 2020 AO, CANCR, CRITI, LIFE INS. - HR/RM	37,430.70	**40,809.62**
P	AMERICAN HERITAGE LIFE	10979	1090090	4/16/2020	MAR 2020	3/25/2020	CASE #PA 145 MAR 2020 ALLSTATE INSURANCE PREMIUM - HR/RM	677.48	**677.48**
P	CA PUBLIC EMPLOYEES RETIREMENT	03048	0409202001	4/10/2020	APR 2020	4/2/2020	APR 2020 MED. FOR RET/ACTIVE MEMBERS	313,415.81	**313,415.81**
P	CALIF STATE DISBURSEMENT/UNIT	04723	0423202013	4/23/2020	P/E:04/15/20	4/23/2020		3,854.00	**3,854.00**
P	CATALYST CORPORATE FEDERAL CU	04610	0423202006	4/23/2020	P/E:04/15/20	4/23/2020	EL MONTE CREDIT UNION: PAYMENT	57,111.79	**57,111.79**
P	CITY OF EL MONTE	04622	1090184	4/23/2020	P/E: 04/15/20	4/23/2020	GARNISHMENT FEE/LOAN: PAYMENT	31.33	**31.33**
P	DEPARTMENT OF TREASURY	04731	0423202001	4/23/2020	PP/E:04/15/20	4/23/2020	FEDERAL TAX: PAYMENT	4.28	
P	DEPARTMENT OF TREASURY	04732	0423202002	4/23/2020	PP/E:04/15/20	4/23/2020	MEDICARE TAX: PAYMENT	11.02	
P	DEPARTMENT OF TREASURY	04731	0423202003	4/23/2020	P/E:04/15/20	4/23/2020	FEDERAL TAX: PAYMENT	168,839.97	
P	DEPARTMENT OF TREASURY	04732	0423202004	4/23/2020	P/E:04/15/20	4/23/2020	MEDICARE TAX: PAYMENT	39,800.36	**208,655.63**
P	EL MONTE CITY EMPLOYEES CR UN	06796	0423202012	4/23/2020	P/E:04/15/20	4/23/2020	CREDIT UNION YARD ACCOUNT: PAYMENT	296.00	
P	EL MONTE CITY EMPLOYEES CR UN	04613	0423202014	4/23/2020	P/E:04/15/20	4/23/2020	POLICE CREDIT UNION: PAYMENT	210.00	**506.00**
P	EL MONTE POLICE ASSOCIATION	04631	1090185	4/23/2020	P/E: 04/15/20	4/23/2020	ADMINISTRATOR PD DUES: PAYMENT	10,613.10	
P	EL MONTE POLICE ASSOCIATION	04630	1090186	4/23/2020	P/E: 04/15/20	4/23/2020	LONG TERM DISABILITY - POLICE: PAYMENT	1,662.66	**12,275.76**
P	EMPLOYMENT DEVELOPMENT	04730	0423202009	4/23/2020	P/E:04/15/20	4/23/2020	STATE WITHOLDING TAX: PAYMENT	65,913.82	**65,913.82**
P	EMPLOYMENT DEVELOPMENT DEPT	12591	1090187	4/23/2020	P/E: 04/15/20	4/23/2020	EMPLOYMENT DEVELOPMENT DEPT: PAYMENT	250.00	**250.00**
P	FIDELITY SECURITY LIFE	10747	1090111	4/16/2020	APR 2020	3/22/2020	INV#164282424 APR 2020 EYEMED VISION - HR/RM	4,586.00	**4,586.00**
P	FRANCHISE TAX BOARD	04616	1090188	4/23/2020	P/E: 04/15/20	4/23/2020	STATE OF CAL FRAN TAX BOARD: PAYMENT	275.00	**275.00**
P	KAISER FOUNDATION HEALTH PLAN	12263	1090125	4/16/2020	MAY 2020	3/25/2020	BILLING UNIT #057504704 MAY 2020 HEALTH INS FOR ACA ELIGIBLE P/	2,907.32	**2,907.32**
P	LA COUNTY SHERIFF'S DEPT.	08162	1090189	4/23/2020	P/E: 04/15/20	4/23/2020	LOS ANGELES COUNTY SHERIFF DEP: PAYMENT	805.31	**805.31**
P	NATIONAL DEFERRED	04633	0423202005	4/23/2020	P/E:04/15/20	4/23/2020	PART TIME DEF. COMPENSATION: PAYMENT	4,803.46	**4,803.46**
P	NATIONWIDE RETIREMENT SOLUTION	04635	0423202007	4/23/2020	P/E:04/15/20	4/23/2020	457 DEFERRED COMP CITY MANAGER: PAYMENT	60,961.27	
P	NATIONWIDE RETIREMENT SOLUTION	11991	0423202011	4/23/2020	P/E:04/15/20	4/23/2020	401 (A) EXECUTIVE PLAN: PAYMENT	6,443.33	**67,404.60**
P	PARS SUPPLEMENTAL RETIREMENT	03734	0423202008	4/23/2020	P/E:04/15/20	4/23/2020	PARS SUPPLEMENTAL RETIREMENT: PAYMENT	17,137.59	**17,137.59**
P	PERS LONG TERM CARE PROGRAM	04612	1090190	4/23/2020	P/E: 04/15/20	4/23/2020	LONG TERM CARE-MID MANAGEMENT: PAYMENT	343.92	**343.92**
P	SEIU LOCAL #721	04628	0423202010	4/23/2020	P/E:04/15/20	4/23/2020	SEIU DUES, FEES, COPE: PAYMENT	6,400.92	**6,400.92**
P	STANDARD INSURANCE CO	03563	1090160	4/16/2020	APR 2020	3/19/2020	POL#00 495885 APR 2020 MGMT LTD INS - HR/RM	1,201.98	**1,201.98**
P	THE HARTFORD - PRIORITY	02240	1090169	4/16/2020	APR 2020	4/9/2020	INV#948427367448 APR 2020 BASIC LIFE INS POL#OGL221081 - HR/RM	2,193.24	
P	THE HARTFORD - PRIORITY	02241	1090170	4/16/2020	APR 2020	4/9/2020	INV#055165768883 APR 2020 SUPP. LIFE INS. - HR/RM	7,155.57	**9,348.81**
P	UNITED HEALTHCARE INSURANCE	07124	1090174	4/16/2020	APR 2020	3/16/2020	INV#898310820417 APR 2020 VISION INSURANCE - HR/RM	121.16	**121.16**
P	**Payroll Vendor Total**								**820,381.33**
O	3933 GIBSON LLC	13139	1090191	4/23/2020	185529	2/25/2020	REFUND COMPLIANCE DEPOSIT 3933-3935 GIBSON RD - ECON DEV	1,000.00	**1,000.00**
O	BANH MI CHE CALI RESTAURANT	13127	1090097	4/16/2020	Ref000308576	4/7/2020	UB Refund Cst #00063218	610.93	**610.93**
O	CHEN	13140	1090215	4/23/2020	185599	3/4/2020	REFUND CD-1 DEPOSIT 9350 FLAIR DR #405 & 407 - ECON DEV	3,000.00	**3,000.00**
O	CHIU	13141	1090216	4/23/2020	185554	3/4/2020	REFUND COMPLIANCE DEPOSIT 11413 HALLWOOD DR - ECON DEV	2,000.00	**2,000.00**
O	DUNCAN	13123	1090110	4/16/2020	Ref000308572	4/7/2020	UB Refund Cst #00050183	113.82	**113.82**
O	FUENTES	13126	1090112	4/16/2020	Ref000308575	4/7/2020	UB Refund Cst #00059325	21.92	**21.92**
O	GOLDEN SPADE LLC	13142	1090228	4/23/2020	182633	3/4/2020	REFUND CD-1 DEPOSIT 5402 PECK RD - ECON DEV	16,297.23	**16,297.23**
O	HERMETIC SEAL ATTN:M RUSSEL	13125	1090120	4/16/2020	Ref000308574	4/7/2020	UB Refund Cst #00054880	249.45	**249.45**
O	HUANG, BRANDON	13143	1090231	4/23/2020	187531	3/4/2020	REFUND COMPLIANCE DEPOSIT 12553 PINEHURST - ECON DEV	1,000.00	**1,000.00**
O	HUANG, JUDY D.	13144	1090232	4/23/2020	185574	3/5/2020	REFUND COMPLIANCE DEPOSIT 3178 HAVENPARK AVE - ECON DEV	2,000.00	**2,000.00**
O	HUANG, SHAOXIA	13145	1090233	4/23/2020	170848	3/4/2020	REFUND COMPLIANCE DEPOSIT 12240 DEANA ST - ECON DEV	3,000.00	**3,000.00**

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
O	HWANG	13146	1090234	4/23/2020	185553	3/4/2020	REFUND COMPLIANCE DEPOSIT 2643 DELCO AVE - ECON DEV	2,000.00	**2,000.00**
O	JR GROUP FREEMAN LLC	13147	1090240	4/23/2020	187555	3/4/2020	REFUND COMPLIANCE DEPOSIT 3870 BALDWIN AVE - ECON DEV	1,000.00	**1,000.00**
O	LAM	13148	1090248	4/23/2020	187595	3/4/2020	REFUND COMPLIANCE DEPOSIT 2251 CAMINAR AVE - ECON DEV	2,000.00	**2,000.00**
O	LAU	13149	1090250	4/23/2020	187566	3/4/2020	REFUND COMPLIANCE DEPOSIT 4511 RANGER AVE - ECON DEV	2,000.00	**2,000.00**
O	LE C LE	13128	1090129	4/16/2020	Ref000308577	4/7/2020	UB Refund Cst #00064917	148.41	**148.41**
O	LEE	13132	1090130	4/16/2020	185557	4/6/2020	REFUND CD-1 DEPOSIT 12227 ELLIOTT AVE - ECON DEV	1,576.80	**1,576.80**
O	LI	13150	1090252	4/23/2020	187564	2/25/2020	REFUND COMPLIANCE DEPOSIT 11008 RANCHITO ST - ECON DEV	3,000.00	**3,000.00**
O	LIEU	11799	1090131	4/16/2020	185592	4/6/2020	REFUND COMPLIANCE DEPOSIT 12341 DONAHUE PL - ECON DEV	1,000.00	**1,000.00**
O	LIN	13151	1090253	4/23/2020	181341	3/4/2020	REFUND COMPLIANCE DEPOSIT 2408-2410 MOUNTAIN VIEW RD - ECC	3,000.00	**3,000.00**
O	LOPEZ	13152	1090255	4/23/2020	187584	3/4/2020	REFUND CD-1 DEPOSIT 12424 MAGNOLIA ST - ECON DEV	534.39	**534.39**
O	MARGARITA GOMEZ	13124	1090134	4/16/2020	Ref000308573	4/7/2020	UB Refund Cst #00054581	114.10	**114.10**
O	MEI	13129	1090135	4/16/2020	Ref000308578	4/7/2020	UB Refund Cst #00065643	11.05	**11.05**
O	PANG	13153	1090272	4/23/2020	188026	3/4/2020	REFUND COMPLIANCE DEPOSIT 10451 MULHALL ST - ECON DEV	1,000.00	**1,000.00**
O	QUINTERO	13134	1090087	4/15/2020	04.13.20	4/13/2020	WARRANT REFUND DUE TO EVENT CANCELLED DUE TO COVID -19	289.00	**289.00**
O	RODRIGUEZ	13103	1090276	4/23/2020	2000375.003	3/24/2020	REFUND LEARN-TO-SWIM CLASS FOR CLEMENTE SOLIS DUE TO COVID	50.00	**50.00**
O	SANCHEZ	13154	1090282	4/23/2020	187524	3/5/2020	REFUND COMPLIANCE DEPOSIT 2252 CAMINAR AVE - ECON DEV	1,000.00	**1,000.00**
O	SONG	13155	1090289	4/23/2020	187552	3/4/2020	REFUND COMPLIANCE DEPOSIT 11303 LOWER AZUSA RD - ECON DEV	1,000.00	**1,000.00**
O	TANG	13156	1090298	4/23/2020	182634	3/5/2020	REFUND COMPLIANCE DEPOSIT 10803 GARVEY AVE - ECON DEV	4,000.00	**4,000.00**
O	TENG	13157	1090300	4/23/2020	188019	3/5/2020	REFUND COMPLIANCE DEPOSIT 4353 HUDDART AVE - ECON DEV	1,000.00	**1,000.00**
O	THAM	13130	1090168	4/16/2020	Ref000308579	4/7/2020	UB Refund Cst #00065798	52.05	**52.05**
O	WONG	13158	1090308	4/23/2020	187542	3/4/2020	REFUND COMPLIANCE DEPOSIT 4322 PENN MAR - ECON DEV	2,000.00	**2,000.00**
O	WU	13133	1090180	4/16/2020	185597	4/6/2020	REFUND COMPLIANCE DEPOSIT 12052 MCGIRK AVE - ECON DEV	4,000.00	**4,000.00**
O	YUEH	13135	1090181	4/16/2020	183218	4/6/2020	REFUND COMPLIANCE DEPOSIT 11119 RANCHITO - ECON DEV	5,000.00	**5,000.00**
O	ZHANG	13159	1090309	4/23/2020	187588	3/4/2020	REFUND COMPLIANCE DEPOSIT 4624 CYPRESS AVE - ECON DEV	1,000.00	**1,000.00**
O	**One Time Vendor Total**								**66,069.15**
R	A & R SAFE & LOCK CORP.	01228	1090192	4/23/2020	53236	3/11/2020	DUP KEYS, KEY RINGS & TAGS - PWMD	1,000.24	**1,000.24**
R	A THRONE CO INC	00310	1090193	4/23/2020	0000633048	4/14/2020	04/14/20 - 05/11/20 FENCE RENTAL FOR 10819 VALLEY BLVD - ECON D	110.70	
R	A THRONE CO INC	00310	1090193	4/23/2020	0000633049	4/14/2020	04/25/20 - 05/22/20 FENCE RENTAL FOR 3454 TYLER AVE - ECON DEV.	22.00	**132.70**
R	A.R.M. SOLUTIONS, INC.	13164	1090194	4/23/2020	031680821	4/6/2020	CLIENT # 17183750 04/03/2019 BOXES/GALLON BIN - FINANCE DIV.	295.00	**295.00**
R	ADMINSURE INC	01261	1090195	4/23/2020	13201 GL	4/15/2020	MAY 2020 GENERAL LIABILITY CLAIMS ADMINISTRATION - HR / RISK M	5,166.00	
R	ADMINSURE INC	01261	1090195	4/23/2020	13201 WC	4/15/2020	MAY 2020 WORKERS' COMPENSATION CLAIMS ADMINISTRATION - HR	14,434.00	**19,600.00**
R	ALAN PALERMO CONSULTING	10411	1090196	4/23/2020	EM018-173	3/28/2020	03/01-03/28/20 LAMBERT PARK PROJECT MGMT SRVCS - P&R	2,640.00	**2,640.00**
R	ALL CITY MANAGEMENT SERVICES	01290	1090089	4/16/2020	67827	3/31/2020	MAR 2020 SCHOOL CROSSING GUARD SVCS - ENGINEERING	9,159.15	**9,159.15**
R	ARROYO BACKGROUND	12490	1090091	4/16/2020	2253	3/20/2020	FCRA COMPLAINT BACKGROUND INVESTIGATION - PD	500.00	
R	ARROYO BACKGROUND	12490	1090091	4/16/2020	2267	4/7/2020	POST BACKGROUND INVESTIGATIONS - PD	900.00	
R	ARROYO BACKGROUND	12490	1090091	4/16/2020	2244	3/12/2020	POST BACKGROUND INVESTIGATIONS - PD	1,712.30	**3,112.30**
R	AT & T	01394	1090092	4/16/2020	9391036375-03/20	3/13/2020	BILL PAYER (BAN) 9391036375 INV#1445421 CYPRESS STATION PHONE	83.24	
R	AT & T	01394	1090093	4/16/2020	9391063195-04/20	4/1/2020	BILL PAYER (BAN) 9391063195 INV#14549222 (VOIP)	585.54	
R	AT & T	10320	1090198	4/23/2020	2409573505	3/29/2020	ACCT#831-000-5327 119 PD & CITY INTERNET SRVCS	3,115.20	
R	AT & T	01394	1090199	4/23/2020	9391026243-04/20	4/13/2020	BILL PAYER (BAN) 9391026243 INV#14609639	2,889.06	
R	AT & T	01394	1090200	4/23/2020	9391050185-04/20	4/13/2020	BILL PAYER (BAN) 9391050185 INV#14609313	494.05	**7,167.09**
R	AT & T TELECONFERENCE SERVICES	07510	1090094	4/16/2020	004-009099	4/1/2020	AC#43411325-00001 APR 2020 - CMO	183.02	**183.02**
R	AVANT-GARDE INC	11139	1090095	4/16/2020	6024	4/1/2020	MAR 2020 HUD PROGRAM & FUNDING COMPLIANCE PROF SVCS - HOU	12,528.75	**12,528.75**
R	AVFUEL CORPORATION	06458	1090096	4/16/2020	0407201534	4/1/2020	AC#ELMON (04/01/20 - 04/07/20 PD AVIATION FUEL)	433.67	
R	AVFUEL CORPORATION	06458	1090201	4/23/2020	0421201530	4/21/2020	AC#ELMON (04/15/20 - 04/21/20 PD AVIATION FUEL)	796.71	**1,230.38**
R	BEACON MEDIA INC.	08350	1090098	4/16/2020	A81381	4/9/2020	NOTICE: RUN DATE: 04/09/20 REF: 2019 -2020 ANNUAL ACTION PLAN	103.50	
R	BEACON MEDIA INC.	08350	1090202	4/23/2020	A81387	4/13/2020	NOTICE: RUN DATE: 4/13/20 REF: URGENCY ORDINANCE NO. 2974	569.00	**672.50**
R	BING FAN LI AND RONGFANG XIE	13167	1090203	4/23/2020	04/09/20	4/9/2020	COMPLIANCE DEPOSIT REFUND	1,000.00	**1,000.00**

DRN 620 Ending 04/23/2020

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
R	BIOMETRICS4ALL INC	01485	1090204	4/23/2020	ELMON0038	4/1/2020	MAR 2020 RELAY FEES HR/RM	0.75	**0.75**
R	BOB WONDRIES FORD	03910	1090205	4/23/2020	1209004	1/27/2020	STEP BODY FOR PW VEH UNIT PW-173	607.73	**607.73**
R	BRIDGESTONE HOSEPOWER, LLC.	12275	1090099	4/16/2020	69076178-00	2/27/2020	2-1/2 DJ HOSE ALUM PNST X FCL - PW MAINT.	110.25	**110.25**
R	BRINK'S INC	01502	1090206	4/23/2020	3198289	3/31/2020	MAR 2020 ARMORED TRANSPORT SVCS - TREASURY, WATER & TRANS	33.46	**33.46**
R	BUDDE	13162	1090207	4/23/2020	0001	4/1/2020	1000 QTY KARAT BRAND MASKS	659.48	**659.48**
R	BURL	11341	1090208	4/23/2020	4.8.20	4/8/2020	REIMB PETTY CASH 04/08/20 FACE MASKS FOR P&R	150.00	**150.00**
R	BYRD INDUSTRIAL ELECTRONICS	08903	1090100	4/16/2020	211-20	2/24/2020	INSTALLED POWER FAIL RELAY FOR PW UTIL. DIV.	891.84	**891.84**
R	CAL BLEND SOILS INC	01566	1090101	4/16/2020	69666	2/29/2020	2 CUBIC YARDS TOPSOIL FOR PW MAINT DIV.	59.13	
R	CAL BLEND SOILS INC	01566	1090101	4/16/2020	69665	2/29/2020	22 CUBIC YARDS VOLCANIC CINDER FINES FOR PW MAINT.	2,168.10	**2,227.23**
R	CALIF TRANSIT SYSTEMS JOINT	11016	1090209	4/23/2020	99-2020-MAR	4/1/2020	MAR 2020 CALTIP DEDUCTIBLE - HR/RM	1,012.33	**1,012.33**
R	CALIF. BUILDING STANDARDS	04945	1090210	4/23/2020	JAN -MAR 2020	4/19/2020	GREEN BLDG STANDARDS PRG FEES JAN - MAR 2020	1,090.80	**1,090.80**
R	CALIFORNIA AMERICAN WATER	01565	1090211	4/23/2020	492038-04/20	4/14/2020	AC#1015-210021492038 (03/12/20 - 04/09/20) 4535 BALDWIN AVE	29.07	**29.07**
R	CARRILLO'S LAWN MOWER SHOP	12002	1090212	4/23/2020	284	3/2/2020	STIHL WEED EATER PARTS - PW MAINT.	935.07	
R	CARRILLO'S LAWN MOWER SHOP	12002	1090212	4/23/2020	286	3/4/2020	HONDA MOWER PARTS - PW MAINT.	439.60	**1,374.67**
R	CDW GOVERNMENT INC	01541	1090102	4/16/2020	WSS1538	2/7/2020	ADO CC F/ENT ALL APPS L9 FOR CMO	2,447.96	
R	CDW GOVERNMENT INC	01541	1090213	4/23/2020	WXH1346	2/21/2020	ADO CC F/ENT ALL APPS L9 FOR PARKS/REC DIV.	1,223.98	**3,671.94**
R	CHARGEPOINT, INC.	12559	1090214	4/23/2020	IN69913	2/14/2020	4-DUAL ELECTRIC VEHICLE CHARGING STATIONS AT METROLINK PARK	29,951.20	**29,951.20**
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4046355634	3/25/2020	CITY UNIFORM SVCS FOR PW	54.43	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4045063044	3/11/2020	CITY UNIFORM SVCS FOR PW	34.67	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4045063059	3/11/2020	CITY UNIFORM SVCS FOR PW	31.62	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4046355601	3/25/2020	CITY UNIFORM SVCS FOR PW	12.50	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4045671292	3/18/2020	CITY UNIFORM SVCS FOR PW	373.01	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	1900978254	1/3/2020	CITY UNIFORM SVCS FOR PW	70.98	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	1901041730	1/17/2020	CITY UNIFORM SVCS FOR PW	94.14	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4044428434	3/4/2020	CITY UNIFORM SVCS FOR PW	34.67	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4044428466	3/4/2020	CITY UNIFORM SVCS FOR PW	31.62	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	12094	3/18/2020	CITY UNIFORM SVCS FOR PW	12.50	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4046355894	3/25/2020	CITY UNIFORM SVCS FOR PW	246.46	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4043756425	2/26/2020	CITY UNIFORM SVCS FOR PW	34.67	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4043756465	2/26/2020	CITY UNIFORM SVCS FOR PW	31.62	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4046355706	3/25/2020	CITY UNIFORM SVCS FOR PW	23.71	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4045670974	3/18/2020	CITY UNIFORM SVCS FOR PW	34.67	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4045670987	3/18/2020	CITY UNIFORM SVCS FOR PW	31.62	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4045670942	3/18/2020	CITY UNIFORM SVCS FOR PW	23.71	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4046355782	3/25/2020	CITY UNIFORM SVCS FOR PW	68.10	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	1900890037	11/7/2019	CITY UNIFORM SVCS FOR PW	367.48	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4045670739	3/18/2020	CITY UNIFORM SVCS FOR PW	54.43	
R	CINTAS CORPORATION	12094	1090103	4/16/2020	4045670954	3/18/2020	CITY UNIFORM SVCS FOR PW	63.85	**1,730.46**
R	CITY OF EL MONTE - WORKERS	01238	0414202002	4/14/2020	MAR 2020	4/13/2020	MAR 2020 BOOK TRANSFER TO REPLENISH THE WORKERS' COMP FUN	174,318.30	
R	CITY OF EL MONTE - WORKERS	01238	0422202025	4/20/2020	APR 2020	4/20/2020	APR 2020 BOOK TRANSFER TO PREFUND THE WORKERS' COMP ACCT	56,415.30	**230,733.60**
R	CITY OF EL MONTE RISK	01236	0414202001	4/14/2020	MAR 2020	4/13/2020	MAR 2020 BOOK TRANSFER TO REPLENISH THE RISK MANAGEMENT FI	44,574.53	
R	CITY OF EL MONTE RISK	01236	0422202024	4/21/2020	APR 2020	4/20/2020	APR 2020 BOOK TRANSFER TO REPLENISH THE RISK MANAGEMENT FU	25,000.00	**69,574.53**
R	CLEAN HARBORS	06511	1090104	4/16/2020	1003054306	10/5/2019	EL MONTE HHW PICK UP 10/05/19 FOR PW MAINT. DIV.	3,710.60	
R	CLEAN HARBORS	06511	1090104	4/16/2020	1003056478	8/3/2019	LABOR, DISP, ON SPEC HHW OIL SHIPMNT, CYLINDER - PW MAINT.	14,594.94	**18,305.54**
R	COMPLETE PAPERLESS SOLUTIONS	06394	1090217	4/23/2020	3065	3/12/2020	4/8/20 - 4/7/21 LASERFICHE SOFTWARE SUPPORT RENEWAL	3,232.00	**3,232.00**
R	CORELOGIC SOLUTIONS LLC	06892	1090105	4/16/2020	82016611	3/31/2020	MAR 2020 GEOGRAPHIC PACKAGE - REALQUEST - NEIGHBORHOOD SV	175.00	
R	CORELOGIC SOLUTIONS LLC	06892	1090218	4/23/2020	82012619	2/29/2020	FEB 2020 GEOGRAPHIC PACKAGE - REALQUEST - NEIGHBORHOOD SVC	235.75	
R	CORELOGIC SOLUTIONS LLC	06892	1090219	4/23/2020	30471586	3/31/2020	MAR 2020 Q2-OVERAGE FOR WATER DIV.	11.00	**421.75**
R	CREATIVE ROTORCRAFT	11665	1090106	4/16/2020	1761	3/13/2020	REMOVED/INSTALLED FAN WHEEL ASSY, ACTUATOR V-BELTS & HOSES	2,504.72	**2,504.72**

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R	DAVE'S TROPHIES	01819	1090220	4/23/2020	51025	4/8/2020	CITY TILE PLAQUE FOR NICHOLAS STRATIS	24.70	**24.70**
R	DAVID EVANS & ASSOC., INC.	06784	1090221	4/23/2020	462799	3/23/2020	02/02-02/29/20 PLAN CHECK FOR 9650 TELSTAR AVE- GRADING PLN C	560.60	**560.60**
R	DEL REAL	06043	1090222	4/23/2020	1.8-3.11.20	4/14/2020	REIMB. PETTY CASH (01/08/20 - 03/11/20) - P&R	317.07	**317.07**
R	DELL MARKETING LP C/O DELL USA	01832	1090107	4/16/2020	10362564030	12/17/2019	DELL DESKTOP 24 MONITOR AND ACCESSORIES FOR TRANSP.	206.41	**206.41**
R	DEPARTMENT OF JUSTICE	01841	1090223	4/23/2020	444042	4/3/2020	MAR 2020 FINGERPRINT APPS FOR HR	32.00	**32.00**
R	DF POLYGRAPH	01796	1090224	4/23/2020	2020/3	4/8/2020	POLYGRAPH EXAMS FOR HR	350.00	
R	DF POLYGRAPH	01796	1090224	4/23/2020	2020/4	4/14/2020	POLYGRAPH EXAMS FOR HR	175.00	**525.00**
R	DOCTOR AUTO GLASS	01868	1090109	4/16/2020	88792	3/3/2020	WINDSHIELD, DAM PRIMER FOR PD VEH.	209.50	**209.50**
R	FEDEX	05470	1090225	4/23/2020	6-963-93008	3/20/2020	COURIER SVCS FOR WATER DEPT.	10.19	**10.19**
R	FIRST AMERICAN TITLE COMP.	12951	0422202023	4/16/2020	3701 SANTA ANITA AVE	4/13/2020	3701 SANTA ANITA AVE- ESCROW DEPOSIT	100,000.00	**100,000.00**
R	FREY ENVIRONMENTAL, INC.	11847	1090226	4/23/2020	911-01-04	10/4/2019	08/02/19 - 10/01/19 ENVIRO CONSULT SRVC FOR 4350 TEMPLE CITY BI	3,095.00	
R	FREY ENVIRONMENTAL, INC.	11847	1090226	4/23/2020	911-01-03	8/22/2019	03/19/19 - 07/26/19 ENVIRO CONSULT SRVC FOR 4350 TEMPLE CITY BI	7,055.00	**10,150.00**
R	GARVEY EQUIPMENT COMPANY	07593	1090113	4/16/2020	126845	3/5/2020	CARBIDE TOOTH STRAIGHT, POCKET SMART COUNTER SUNK, CAP, AIR	725.85	
R	GARVEY EQUIPMENT COMPANY	07593	1090227	4/23/2020	127301	3/24/2020	BRUSH, AIR CLEANER, OIL FILTER, ENGINE OIL - PW MAINT.	337.97	**1,063.82**
R	GINA GRIFFIN	13138	1090114	4/16/2020	04.06.20	4/6/2020	VARIANCE PERMIT REFUND - ECON DEV DIV.	299.22	**299.22**
R	GMS ELEVATOR SERVICES INC	02090	1090115	4/16/2020	100477	3/1/2020	SERVICE BILLING (1) HYDRAULIC ELEVATOR FOR PW MAINT.	141.50	**141.50**
R	GOLDEN BELL PRODUCTS, INC.	12074	1090116	4/16/2020	17032	2/21/2020	TREATED WITH INSECTA, LATEX INSECTICIDAL COATING FOR SEWER R	8,869.00	**8,869.00**
R	HAAKER EQUIPMENT CO	02221	1090117	4/16/2020	c60335	3/5/2020	PARTS FOR PW MAINT.	142.35	**142.35**
R	HAJOCA CORPORATION	07418	1090118	4/16/2020	S158117631.001	3/2/2020	SUPPLIES FOR PW MAINT DIV.	50.79	
R	HAJOCA CORPORATION	07418	1090118	4/16/2020	S158060656.001	2/25/2020	SUPPLIES FOR PW MAINT DIV.	86.24	
R	HAJOCA CORPORATION	07418	1090118	4/16/2020	S158071638.001	2/25/2020	SUPPLIES FOR PW MAINT DIV.	289.85	
R	HAJOCA CORPORATION	07418	1090118	4/16/2020	S158060676.001	2/27/2020	SUPPLIES FOR PW MAINT DIV.	2,200.47	**2,627.35**
R	HARRIS & ASSOCIATES	02238	1090119	4/16/2020	42656	10/18/2019	08/25/19 - 09/28/19 CITYWIDE SEWER SERVICE CHARGE FOR ENGINEE	3,675.00	**3,675.00**
R	INDUSTRY TIRE SERVICE, INC.	12696	1090121	4/16/2020	293971	3/19/2020	2 TIRE CHANGE LARGE OTR, SERVICE CALL FOR PW UTIL. DIV.	235.00	**235.00**
R	INFOSEND, INC.	12193	1090235	4/23/2020	170525	4/16/2020	INSERTS: COVID19 WATER BILL INSERT / PRINT FEE	423.90	
R	INFOSEND, INC.	12193	1090235	4/23/2020	170480	4/13/2020	MAR 2020 EBPP MONTHLY MAINT., ENROLL CS FEE - TREAS.	644.03	**1,067.93**
R	INFRASTRUCTURE ENGINEERING	10525	1090122	4/16/2020	12353	1/31/2020	12/28/19-01/31/20 SEWER REPLACEMENT NEVADA AVE & BODGER (C	3,482.50	**3,482.50**
R	INT'L INSTITUTE OF MUNICIPAL	02364	1090236	4/23/2020	ID# 40187	4/2/2020	ID# 40187 MEMBERSHIP FEE THRU 06/30/21 CATHERINE A. EREDIA - C	235.00	**235.00**
R	INX BUILDING MAINTENANCE	11700	1090123	4/16/2020	954944	3/1/2020	MAR 2020 JANITORIAL SVCS FOR CITY HALL	4,709.19	
R	INX BUILDING MAINTENANCE	11700	1090123	4/16/2020	954946	3/1/2020	FEB 2020 JANITORIAL SVCS FOR PW	2,839.01	
R	INX BUILDING MAINTENANCE	11700	1090237	4/23/2020	955355	4/1/2020	APR 2020 JANITORIAL SVCS - P&R	6,249.66	**13,797.86**
R	IRWINDALE INDUSTRIAL CLINIC	02377	1090238	4/23/2020	409215-110321-963837	4/3/2020	EXAMS PER HR	170.17	**170.17**
R	J & A FENCE	09344	1090239	4/23/2020	1163	12/9/2019	VALLEY MALL SITE INSTALL/FAB DBL GATES AT 7 TRASH ENCLOSURE LC	12,950.00	**12,950.00**
R	JCL TRAFFIC SERVICES	09224	1090124	4/16/2020	104033	3/12/2020	POST BASE 8X8" FOR PW MAINT.	886.95	**886.95**
R	KDM MERIDIAN	13160	1090241	4/23/2020	6045	10/30/2019	SURVEY OF CURB & GUTTER AS-BUILT 192 BANNISTER AVE	1,500.00	**1,500.00**
R	KIMLEY-HORN AND ASSOC INC	11182	1090126	4/16/2020	16167239	2/29/2020	SRVC THRU 02/29/20 RAMONA RESURFACING PRJ - ENGINEERING	3,572.39	
R	KIMLEY-HORN AND ASSOC INC	11182	1090126	4/16/2020	15703217	12/31/2019	SRVC THRU 12/31/19 RAMONA RAMONA RESURFACING PROJ -ENG	6,169.41	
R	KIMLEY-HORN AND ASSOC INC	11182	1090127	4/16/2020	16167238	2/29/2020	SRVC THRU 02/29/20 RAMONA BL/VALLEY BLVD INTERSECTN IMPROV	5,410.76	**15,152.56**
R	KING'S DISCOUNT BRAKE & TIRE	08747	1090242	4/23/2020	1-258946	3/23/2020	REPLACE 4 TIRES FOR TR-48 (2005 TOYOTA HYBRID) - SR CTR	171.60	
R	KING'S DISCOUNT BRAKE & TIRE	08747	1090242	4/23/2020	1-258947	3/23/2020	REPLACE 4 TIRES FOR PW-132 (2009 DUMP TRUCK) - PWMD	431.20	
R	KING'S DISCOUNT BRAKE & TIRE	08747	1090242	4/23/2020	1-257668	2/25/2020	REPLACE 4 TIRES FOR PW-11 (2008 TOYOTA HYBRID) - PWMD	262.11	
R	KING'S DISCOUNT BRAKE & TIRE	08747	1090242	4/23/2020	1-258462	3/10/2020	REPLACE 4 TIRES FOR PW-48 WASTE WATER TRUCK	476.26	**1,341.17**
R	KOA CORPORATION	11944	1090128	4/16/2020	JB96061-10	3/30/2020	03/02-03/29/20 6288 RAMONA BLVD & VALLEY BLVD PROJ. - ENGINEE	27,020.00	
R	KOA CORPORATION	11944	1090243	4/23/2020	JB96110-4	3/30/2020	03/02-03/29/20 6327 EL MONTE RAMONA BLVD & DURFEE SIDEWALK	15,555.00	
R	KOA CORPORATION	11944	1090243	4/23/2020	JB96110-3	3/2/2020	02/03-03/01/20 6327 EL MONTE RAMONA BLVD & DURFEE SIDEWALK	2,295.00	
R	KOA CORPORATION	11944	1090244	4/23/2020	JB8P004-17	3/9/2020	02/03-03/01/20 SYSTEMIC SAFETY ANALYSIS REPORT CIP 009 - ENGIN	1,661.71	
R	KOA CORPORATION	11944	1090244	4/23/2020	JB8P004-16	12/11/2019	10/28-11/30/19 SYSTEMIC SAFETY ANALYSIS REPORT CIP 009 - ENGINE	5,760.70	**52,292.41**
R	L.A. COUNTY METROPOLITAN	05325	1090245	4/23/2020	105212	2/28/2020	JAN 2020 MTA TAP BUS PASSES - TRANSP.	3,100.00	
R	L.A. COUNTY METROPOLITAN	05325	1090245	4/23/2020	105538	3/31/2020	FEB 2020 MTA TAP BUS PASSES - TRANSP.	2,697.00	

DRN 620 Ending 04/23/2020

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
R	L.A. COUNTY METROPOLITAN	05325	1090245	4/23/2020	105357	2/10/2020	12/15/19 - 01/14/20 MTA TAP BUS PASSES (EZ PASSES) - TRANSP.	630.00	
R	L.A. COUNTY METROPOLITAN	05325	1090245	4/23/2020	105407	3/9/2020	01/15/20 - 02/14/20 MTA TAP BUS PASSES (EZ PASSES) - TRANSP.	462.00	**6,889.00**
R	LA MOBO BUS SERVICE INC	06580	1090246	4/23/2020	9177	1/21/2020	TR-15B ENGINE DIAGNOSTIC (LABOR ONLY) - TRANSP	855.00	**855.00**
R	LAE ASSOCIATES, INC.	11943	1090247	4/23/2020	20-290	4/1/2020	03/01/20-03/31/20 SLURRY SEAL & PAVEMENT RESURFACING PRJ CIP	3,310.00	
R	LAE ASSOCIATES, INC.	11943	1090247	4/23/2020	20-285	4/1/2020	03/01/20-03/31/20 SLURRY SEAL & PAVEMENT RESURFACING PRJ CIP	18,167.50	**21,477.50**
R	LATIN FOOD AND BEVERAGE	13161	1090249	4/23/2020	4.20.20	4/20/2020	30 QTY FACE SHIELDS FOR PD	262.80	**262.80**
R	LEAGUE OF CALIFORNIA CITIES	02502	1090251	4/23/2020	628172	1/1/2020	2020 MEMBERSHIP DUES	28,332.00	**28,332.00**
R	LIGHT BULB CITY / LBC LIGHTING	07343	1090132	4/16/2020	319513	2/21/2020	LIGHTING AND OTHER ELECTRICAL EQUIP FOR PW MAINT.	2,507.93	**2,507.93**
R	LOCKWOOD, ANDREW & NEWMAN, INC	11767	1090254	4/23/2020	180-10007-000-13	4/9/2020	SRVC THRU 03/31/20 STORM DRAIN IMPRVMT PRJ DESIGN SUPPORT (	5,445.00	
R	LOCKWOOD, ANDREW & NEWMAN, INC	11767	1090254	4/23/2020	180-10007-000-12	3/13/2020	SRVC THRU 02/29/20 STORM DRAIN IMPRVMT PRJ DESIGN SUPPORT (	8,790.00	**14,235.00**
R	LOS ANGELES COUNTY FIRE	02570	1090256	4/23/2020	C0009407	4/1/2020	MAY 2020 FIRE PROTECTION SERVICE	1,200,896.00	**1,200,896.00**
R	LOS ANGELES ENGINEERING INC	12963	1090257	4/23/2020	APPL #2	3/25/2020	LAMBERT PARK PRJ CONSTRUCTION SRVC THRU 3/31/20 - P&R	124,319.38	
R	LOS ANGELES ENGINEERING INC	12963	1090258	4/23/2020	APPL #2 RET-ESCROW	3/25/2020	ESCROW ACCT #1692 RELEASE RETENTION INV #APPLICATION #2 - P&	6,543.12	**130,862.50**
R	MARTINEZ	12870	1090260	4/23/2020	9.2.19-3.31.20	4/14/2020	REIMBURSE PETTY CASH 09/02/19 - 03/31/20 - CITY COUNCIL'S OFFICE	477.16	**477.16**
R	MATSUMOTO	13166	1090261	4/23/2020	04/15/20	4/15/2020	COMPLIANCE DEPOSIT REFUND	1,000.00	**1,000.00**
R	MATTHEWS	03277	1090262	4/23/2020	MAY-JUL 2020	4/21/2020	MAY-JULY 2020 MEDICARE SUBSIDY REIMBURSEMENT	433.80	**433.80**
R	MCCLUNG JR	03313	1090263	4/23/2020	APR 2020	4/21/2020	APR 2020 MEDICARE REIMBURSEMENT	1,328.00	**1,328.00**
R	METROPOLITAN LIFE INSURANCE	12956	1090136	4/16/2020	APR 2020	4/9/2020	ACCT #KM05965542 APR 2020 DENTAL INSURANCE PREMIUM	27,415.56	**27,415.56**
R	MODERN TRAILER SUPPLY	02722	1090264	4/23/2020	457961	3/24/2020	PARTS FOR PW-132 DUMP TRUCK	509.74	**509.74**
R	MOTOROLA SOLUTIONS, INC.	02758	1090137	4/16/2020	16100157	3/30/2020	IMPRES TEMPLE TRANSDUCER FOR PD	4,859.36	
R	MOTOROLA SOLUTIONS, INC.	02758	1090137	4/16/2020	41279134	12/19/2019	10% OF THE CONTRACT PRICE DUE UPON INSTALLATION OF EQUIPME	54,712.00	**59,571.36**
R	MUNIENVIRONMENTAL, LLC.	12894	1090265	4/23/2020	20-009	4/15/2020	CONSULTING SVCS FOR ENVIRO. SVCS DIV.	1,858.30	**1,858.30**
R	NATIONAL AUTO FLEET GROUP	08341	1090139	4/16/2020	N1167	3/20/2020	2020 NISSAN LEAF VIN #1N4BZ1BP4LC302639 - PW CITY YARD UTIL.	35,693.34	
R	NATIONAL AUTO FLEET GROUP	08341	1090139	4/16/2020	N1168	3/20/2020	2020 NISSAN LEAF VIN#1N4BZPXLC302645 - PW CITY YARD	35,693.34	
R	NATIONAL AUTO FLEET GROUP	08341	1090139	4/16/2020	F08024	3/6/2020	2020 FORD FUSION VIN #3FA6POSUXLR176506 - PD	37,265.31	
R	NATIONAL AUTO FLEET GROUP	08341	1090139	4/16/2020	01659	3/20/2020	2020 NISSAN LEAF VIN#1N4BZ1BP6LC300617 - PW CITY YARD	32,449.29	
R	NATIONAL AUTO FLEET GROUP	08341	1090139	4/16/2020	01653	3/20/2020	2020 NISSAN LEAF VIN#1N4BZ1BP3LC302793 - PW CITY YARD	35,693.34	**176,794.62**
R	NATIONAL CONSTRUCTION RENTALS	02801	1090140	4/16/2020	1294303	3/27/2020	WEEKLY SVCS RENTAL UNIT HANDWASH STN - PW MAINT.	449.50	
R	NATIONAL CONSTRUCTION RENTALS	02801	1090266	4/23/2020	5698479	3/27/2020	WEEKLY SVCS RENTAL UNIT HANDWASH STN - PW UTIL.	449.50	**899.00**
R	NATIONWIDE ENVIRONMENTAL	02817	1090141	4/16/2020	30710	3/15/2020	MAR 2020 STREET SWEEPING SERVICES VALLEY MALL/ALLEYS/CITY LO	2,314.26	
R	NATIONWIDE ENVIRONMENTAL	02817	1090141	4/16/2020	30708	3/15/2020	MAR 2020 STREET SWEEPING SERVICES - PW	36,169.22	**38,483.48**
R	NOVA ELECTRIC	12226	1090142	4/16/2020	104	3/30/2020	INSTALLED 2 SVMP PUMPS FOR PW MAINT.	4,000.00	
R	NOVA ELECTRIC	12226	1090267	4/23/2020	027	3/2/2020	INSTALLED 4-DUAL EV CHARGERS AT METRO LINK STATION - PWMD	20,800.00	**24,800.00**
R	NV5, INC.	12935	1090268	4/23/2020	156857	3/20/2020	FEB 2020 PLAN CK 10352 RIO HONDO PARKWAY - ENGINEERING	65.00	
R	NV5, INC.	12935	1090268	4/23/2020	156853	3/20/2020	FEB 2020 GRADING PLAN CK 2819 PARKWAY DR - ENGINEERING	105.00	
R	NV5, INC.	12935	1090268	4/23/2020	156858	3/20/2020	FEB 2020 GRADING PLAN 11905 FERRIS ROAD - ENGINEERING	260.00	
R	NV5, INC.	12935	1090268	4/23/2020	156856	3/20/2020	FEB 2020 PLAN CK 12015 E REDSTONE - ENGINEERING	325.00	
R	NV5, INC.	12935	1090269	4/23/2020	156877	3/20/2020	FEB 2020 CONSTRUCTION MGMT & INSPECTIONS FOR LAMBERT PARK	27,750.00	**28,505.00**
R	O'REILLY AUTO PARTS	06671	1090270	4/23/2020	9/28/19	9/28/2019	LATE PAYMENT CHARGE - PW MAINT.	5.16	**5.16**
R	OLIVAREZ MADRUGA	09855	0409202002	4/9/2020	10018	2/29/2020	FEB 2020 - MONTHLY BASE RETAINER	57,324.64	
R	OLIVAREZ MADRUGA	09855	0409202003	4/9/2020	10010	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - 2017 METROLINK TOD	20,464.00	
R	OLIVAREZ MADRUGA	09855	0409202004	4/9/2020	10013	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - 4350 TEMPLE CITY BLVD	3,700.00	
R	OLIVAREZ MADRUGA	09855	0409202005	4/9/2020	10005	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - AREA Y DISPOSITION	72.00	
R	OLIVAREZ MADRUGA	09855	0409202006	4/9/2020	10000	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - AUSTIN V. EMPD	540.00	
R	OLIVAREZ MADRUGA	09855	0409202007	4/9/2020	10017	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - BROCKWAY PROPERTY	1,704.00	
R	OLIVAREZ MADRUGA	09855	0409202008	4/9/2020	10007	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - CANNABIS REGULATIONS AND L	6,145.00	
R	OLIVAREZ MADRUGA	09855	0409202009	4/9/2020	9999	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - CITIZEN INITIATIVE -CANNABIS (	720.00	
R	OLIVAREZ MADRUGA	09855	0409202010	4/9/2020	10012	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - GATEWAY GRAPEVINE	18,197.00	
R	OLIVAREZ MADRUGA	09855	0409202011	4/9/2020	10011	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - GREATER SGV SAFE COMMUNIT	2,942.50	

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
R	OLIVAREZ MADRUGA	09855	0409202012	4/9/2020	10014	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - GREATER SGV SAFE COMM. V. C	1,775.50	
R	OLIVAREZ MADRUGA	09855	0409202013	4/9/2020	10016	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - MOBILEHOME PARKS	2,115.00	
R	OLIVAREZ MADRUGA	09855	0409202014	4/9/2020	10015	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - OPERABLE UNIT	1,704.00	
R	OLIVAREZ MADRUGA	09855	0409202015	4/9/2020	10004	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - PARK REPLACEMENT PLAN	4,573.00	
R	OLIVAREZ MADRUGA	09855	0409202016	4/9/2020	10009	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - PENSION BONDS	9,759.50	
R	OLIVAREZ MADRUGA	09855	0409202017	4/9/2020	10019	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES -PUBLIC RECORDS REQUEST	180.00	
R	OLIVAREZ MADRUGA	09855	0409202018	4/9/2020	9998	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES -FEB 2020 - RIDDLE FREEWAY SIG	72.00	
R	OLIVAREZ MADRUGA	09855	0409202019	4/9/2020	10008	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - SAFEWAY DEMOLITION	180.00	
R	OLIVAREZ MADRUGA	09855	0409202020	4/9/2020	10002	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - TRANSPORTATION NETWORK C(	405.00	
R	OLIVAREZ MADRUGA	09855	0409202021	4/9/2020	10001	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - TYLER RAMONA/DOMUS	318.00	
R	OLIVAREZ MADRUGA	09855	0409202022	4/9/2020	10003	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - WIRELESS	830.00	
R	OLIVAREZ MADRUGA	09855	0409202023	4/9/2020	10006	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - WIRELESS - APPLICATION REVIE\	240.00	
R	OLIVAREZ MADRUGA	09855	0409202024	4/9/2020	10118	2/29/2020	FEB 2020 - SPECIAL LEGAL SERVICES - WIRELESS - GENERAL REGULAT(	900.00	
R	OLIVAREZ MADRUGA	09855	0422202001	4/23/2020	10336	3/31/2020	MAR 2020 - MONTHLY BASE RETAINER	57,332.53	
R	OLIVAREZ MADRUGA	09855	0422202002	4/23/2020	10337	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - 12432 VALLEY BLVD	40.00	
R	OLIVAREZ MADRUGA	09855	0422202003	4/23/2020	10343	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - 2017 METROLINK TOD	24,271.92	
R	OLIVAREZ MADRUGA	09855	0422202004	4/23/2020	10333	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - 2020 WATER REFUNDING/REVI	48.00	
R	OLIVAREZ MADRUGA	09855	0422202005	4/23/2020	10326	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - 3701 SANTA ANITA AVE	2,677.50	
R	OLIVAREZ MADRUGA	09855	0422202006	4/23/2020	10342	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - 4304 TEMPLE CITY BLVD	1,160.00	
R	OLIVAREZ MADRUGA	09855	0422202007	4/23/2020	10322	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - AREA Y DISPOSITION	975.00	
R	OLIVAREZ MADRUGA	09855	0422202008	4/23/2020	10332	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - AUSTIN V. EMPD	60.00	
R	OLIVAREZ MADRUGA	09855	0422202009	4/23/2020	10341	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - BANNISTER	2,037.50	
R	OLIVAREZ MADRUGA	09855	0422202010	4/23/2020	10325	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - BROCKWAY PROPERTY	96.00	
R	OLIVAREZ MADRUGA	09855	0422202011	4/23/2020	10330	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - CANNABIS REGULATIONS AND	10,891.50	
R	OLIVAREZ MADRUGA	09855	0422202012	4/23/2020	10324	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - COVID 19 LEGAL RESPONSE & A	28,411.50	
R	OLIVAREZ MADRUGA	09855	0422202013	4/23/2020	10340	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - GATEWAY GRAPEVINE	25,631.00	
R	OLIVAREZ MADRUGA	09855	0422202014	4/23/2020	10328	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - GOODMAN INDUSTRIAL DEVEL	4,747.00	
R	OLIVAREZ MADRUGA	09855	0422202015	4/23/2020	10329	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - GREATER SGV SAFE COMM V. (	4,487.25	
R	OLIVAREZ MADRUGA	09855	0422202016	4/23/2020	10335	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - MOBILEHOME PARKS	630.00	
R	OLIVAREZ MADRUGA	09855	0422202017	4/23/2020	10334	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - OPERABLE UNIT	960.00	
R	OLIVAREZ MADRUGA	09855	0422202018	4/23/2020	10339	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - OVERSIGHT BOARD	288.00	
R	OLIVAREZ MADRUGA	09855	0422202020	4/23/2020	10323	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES -PENSION BONDS	4,896.00	
R	OLIVAREZ MADRUGA	09855	0422202021	4/23/2020	10338	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - ROSS NISSAN FWY SIGN	790.00	
R	OLIVAREZ MADRUGA	09855	0422202022	4/23/2020	10327	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES - WIRELESS - GENERAL REGULAT	4,130.00	
R	OLIVAREZ MADRUGA	09855	0422202026	4/23/2020	10321	3/31/2020	MAR 2020 - SPECIAL LEGAL SERVICES -PARK REPLACEMENT PLAN	3,409.00	**312,830.84**
R	PACIFIC STAMP AND SIGN INC	10539	1090271	4/23/2020	524920	4/7/2020	ALL QUALITY BADGES ENGRAVED FOR CITY CLERKS OFFICE	21.44	
R	PACIFIC STAMP AND SIGN INC	10539	1090271	4/23/2020	524919	4/7/2020	ALL QUALITY BADGE ENGRAVED FOR CITY CLERKS OFFICE	51.14	**72.58**
R	PARKWOOD LANDSCAPE MAINT. INC.	12447	1090143	4/16/2020	4694	1/31/2020	JAN 2020 LANDSCAPE MAINTENANCE - PWMD	5,989.00	
R	PARKWOOD LANDSCAPE MAINT. INC.	12447	1090143	4/16/2020	4378	10/30/2019	OCT 2019 LANDSCAPE MAINTENANCE - PWMD	5,989.00	**11,978.00**
R	PAT'S TIRE SERVICE	02962	1090273	4/23/2020	43142	3/17/2020	TIRES FOR PW VEH PW-94	277.00	**277.00**
R	PENCO ENGINEERING INC	10378	1090144	4/16/2020	71776	3/6/2020	FEB 2020 PLAN CK FOR4166 COGSWELL RD WORK ORDER NO. 47 - ENG	323.43	
R	PENCO ENGINEERING INC	10378	1090144	4/16/2020	71773	3/6/2020	FEB 2020 PLAN CK FOR 3020 WASHINGTON AVE - ENGINEERING	525.00	
R	PENCO ENGINEERING INC	10378	1090144	4/16/2020	71777	3/6/2020	FEB 2020 PLAN CK FOR 10519 HICKSON ST WORK ORDER NO. 51- ENGI	135.00	
R	PENCO ENGINEERING INC	10378	1090144	4/16/2020	71771	3/6/2020	FEB 2020 PLAN CHECK FOR 10538 VENITA ST WORK ORDER 27 - ENGIN	900.00	**1,883.43**
R	PEREZ	02977	1090145	4/16/2020	40920	4/9/2020	MAR 2020 AEROQUATICS INSTRUCTOR - P&R	42.25	**42.25**
R	PSOMAS	07077	1090274	4/23/2020	159590	1/27/2020	11/22-12/26/19 - GIS CONSULTING WORK - ECON DEV DIV.	3,232.50	
R	PSOMAS	07077	1090274	4/23/2020	160223	2/21/2020	12/27-01/30/20 - GIS CONSULTING WORK - ECON DEV DIV.	7,760.00	**10,992.50**
R	PUENTE READY MIX, INC.	11252	1090146	4/16/2020	94846	2/8/2020	READY MIX DELIVERED - PW	742.78	
R	PUENTE READY MIX, INC.	11252	1090146	4/16/2020	94911	2/25/2020	READY MIX DELIVERED - PW	1,051.60	

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
R	PUENTE READY MIX, INC.	11252	1090146	4/16/2020	95028	3/5/2020	READY MIX DELIVERED - PW	904.75	**2,699.13**
R	QUALITY AUTO SUPPLY	08931	1090147	4/16/2020	224944-1	1/28/2020	VEHICLE REPAIR PARTS FOR PW MAINT DIV. FLEET	123.81	
R	QUALITY AUTO SUPPLY	08931	1090147	4/16/2020	225845-1	2/27/2020	VEHICLE REPAIR PARTS FOR PW MAINT DIV. FLEET	84.53	
R	QUALITY AUTO SUPPLY	08931	1090147	4/16/2020	224945-1	1/28/2020	VEHICLE REPAIR PARTS FOR PW MAINT DIV. FLEET	210.56	
R	QUALITY AUTO SUPPLY	08931	1090147	4/16/2020	225655-1	2/20/2020	VEHICLE REPAIR PARTS FOR PW MAINT DIV. FLEET	94.15	
R	QUALITY AUTO SUPPLY	08931	1090147	4/16/2020	225653-1	2/20/2020	VEHICLE REPAIR PARTS FOR PW MAINT DIV. FLEET	94.15	
R	QUALITY AUTO SUPPLY	08931	1090147	4/16/2020	225842-1	2/27/2020	VEHICLE REPAIR PARTS FOR PW MAINT DIV. FLEET	68.81	
R	QUALITY AUTO SUPPLY	08931	1090147	4/16/2020	225782-1	2/25/2020	VEHICLE REPAIR PARTS FOR PW MAINT DIV. FLEET	263.30	
R	QUALITY AUTO SUPPLY	08931	1090147	4/16/2020	225654-1	2/20/2020	VEHICLE REPAIR PARTS FOR PW MAINT DIV. FLEET	94.15	
R	QUALITY AUTO SUPPLY	08931	1090147	4/16/2020	226001-1	3/3/2020	VEHICLE REPAIR PARTS FOR PW MAINT DIV. FLEET	47.68	**1,081.14**
R	R&S OVERHEAD DOORS OF COMMERCE	12065	1090148	4/16/2020	22149	2/28/2020	REPAIRS TO GLASS ALUM. SWING DOORS IN CHW - PW MAINT.	345.25	
R	R&S OVERHEAD DOORS OF COMMERCE	12065	1090148	4/16/2020	22081	2/11/2020	REPAIRS TO PARKING LOT SLIDE GATE PD	381.50	
R	R&S OVERHEAD DOORS OF COMMERCE	12065	1090148	4/16/2020	21853	12/23/2019	REPAIRS TO ENTRANCE SWING GATED AT ARDEN LOCATION - PW MAI	1,143.50	
R	R&S OVERHEAD DOORS OF COMMERCE	12065	1090148	4/16/2020	22191	3/12/2020	REPAIRS TO PD FRONT LOBBY ENTRANCE - PW MAINT.	621.25	**2,491.50**
R	RAMIREZ	12904	1090149	4/16/2020	4.8.20	4/8/2020	REIMB PETTY CASH 04/08/20	450.00	**450.00**
R	READYREFRESH BY NESTLE	13163	1090275	4/23/2020	00C67O1037635	3/20/2020	03/31-04/21/20 WATER SERVICE FOR PARKS/REC DIV.	471.84	**471.84**
R	RED WING BUSINESS ADVANTAGE	11690	1090150	4/16/2020	995-1-19825	1/13/2020	WORK BOOTS FOR ANTHONY CHAVIRA - PW MAINT.	222.25	**222.25**
R	REPLACEMENT BENEFIT FUND	03104	1001544956	5/1/2020	100000015997554	4/15/2020	2020 REPLACEMENT BENEFIT CONTRIBUTION, RBP	16,292.79	**16,292.79**
R	ROADLINE PRODUCTS INC USA	03140	1090151	4/16/2020	15513	2/27/2020	FIRE LANE STENCIL FOR PW MAINT.	139.50	
R	ROADLINE PRODUCTS INC USA	03140	1090151	4/16/2020	15512	2/12/2020	ATP FAST DRY PAINT FOR PW MAINT.	2,287.25	
R	ROADLINE PRODUCTS INC USA	03140	1090151	4/16/2020	15597	3/12/2020	WHIP HOSE, BALL STOP, PRESSURE HOSE, BALL VALV E - PW MAINT.	2,245.15	**4,671.90**
R	ROJAS	03151	1090277	4/23/2020	4.9.20	4/9/2020	REIMB RICE FOR DONATION DUE TO COVID-19	239.90	**239.90**
R	RSG, INC. (ROSENOW SPEVACEK	03158	1090152	4/16/2020	I005994	3/31/2020	MAR 2020 TIF STUDY TASK 3 - TAX INCREMENT ANALYSIS - ECON DEV	4,130.00	
R	RSG, INC. (ROSENOW SPEVACEK	03158	1090152	4/16/2020	I005983	3/31/2020	MAR 2020 PRJ: FY 2019-20 SUCCESSOR AGENCY SRVCS - ECON DEV	315.00	
R	RSG, INC. (ROSENOW SPEVACEK	03158	1090152	4/16/2020	I005993	3/31/2020	MAR 2020 TIF STUDY TASK 2 - BOUNDARIES & INITIAL SCREENING CRI	4,456.25	**8,901.25**
R	S & J SUPPLY COMPANY, INC.	12910	1090153	4/16/2020	S100151382.001	3/19/2020	REDI CLAMP, W/GALV B&N, FCRC W/ALLOY B&N FOR PW UTIL.	1,063.94	**1,063.94**
R	SAM'S CLUB DIRECT	03364	1090278	4/23/2020	001077	4/8/2020	SUPPLIES FOR PW MAINT DIV.	193.29	
R	SAM'S CLUB DIRECT	03362	1090279	4/23/2020	8405	4/2/2020	COFFEECAKE, VARIETY PACK FOR ELDERLY NUTRITION PROG - SENIOR	157.78	
R	SAM'S CLUB DIRECT	03362	1090279	4/23/2020	6798	4/2/2020	CUPCAKES, COFFEECAKE FOR ELDERLY NUTRITION PROG - SENIOR CTF	243.40	**594.47**
R	SC FUELS	10059	1090283	4/23/2020	0225679	3/31/2020	TRANSPORTATION DIV FUEL (03/16/20- 03/31/20)	1,015.56	
R	SC FUELS	10059	1090283	4/23/2020	0206296	2/15/2020	TRANSPORTATION DIV FUEL (02/01/20- 02/15/20)	998.09	
R	SC FUELS	10059	1090283	4/23/2020	0225624	3/31/2020	P&R FUEL (03/16/20 - 03/31/20)	41.74	
R	SC FUELS	10059	1090283	4/23/2020	0219638	3/15/2020	TRANSPORTATION DIV FUEL (03/01/20- 03/15/20)	1,432.31	
R	SC FUELS	10059	1090284	4/23/2020	0225491	3/31/2020	PD FUEL (03/16/20 - 03/31/20)	7,262.21	**10,749.91**
R	SCOTT OVERHEAD DOORS & DOCK	12409	1090285	4/23/2020	6885	2/13/2020	INSTALLED/FURNISHED ELECTRIC KEYED SWITCHES FOR ZAMORA PAR	1,612.00	**1,612.00**
R	SILVER & WRIGHT LLP	09834	1090155	4/16/2020	26391	3/1/2020	LEGAL SERVICES THROUGH 03/01/20 - NEIGHBORHOOD SVCS DIV.	553.96	**553.96**
R	SMART & FINAL	11740	1090286	4/23/2020	024657	4/13/2020	PUFFS PLUS LOTION FOR CMO	15.38	
R	SMART & FINAL	03487	1090287	4/23/2020	040950	4/2/2020	REUSABLE BAGS FOR THE ELDERLY NUTRI. PROG.	140.76	**156.14**
R	SO CAL SANITATION LLC	03503	1090288	4/23/2020	432019	4/3/2020	04/02/20 - 04/29/20 WC ACCESS RENTAL /COLD WATER HW STN RENT	250.60	
R	SO CAL SANITATION LLC	03503	1090288	4/23/2020	427813	3/6/2020	03/05/20 - 04/01/20 WC ACCESS RENTAL /COLD WATER HW STN RENT	296.76	**547.36**
R	SOUTHEAST CONST PRODUCTS	03516	1090156	4/16/2020	2002-031782	2/11/2020	FELT ROOFING PAPER ROLL FOR PW MAINT.	122.45	
R	SOUTHEAST CONST PRODUCTS	03516	1090156	4/16/2020	2002-037273	2/25/2020	WASHED PLASTER SAND FOR PW MAINT.	1,072.04	
R	SOUTHEAST CONST PRODUCTS	03516	1090156	4/16/2020	2002-037149	2/24/2020	5/8" X1' PIN FOR CONCRETE WHEEL STOPS FOR PW MAINT.	6.73	
R	SOUTHEAST CONST PRODUCTS	03516	1090156	4/16/2020	2002-038744	2/27/2020	6" SCHEDULE 40 STEEL PIPE FOR PW MAINT.	892.10	
R	SOUTHEAST CONST PRODUCTS	03516	1090156	4/16/2020	2002-03542	2/27/2020	8"X7' SCH 40 STEEL PIPE FOR PW MAINT.	462.00	**2,555.32**
R	SOUTHERN CALIFORNIA GAS CO	03527	1090292	4/23/2020	03.01-04.01.20	4/6/2020	AC#096-176-5242 6 (03.01.20-04.01.20) FUEL - TRANSP.	5,929.77	
R	SOUTHERN CALIFORNIA GAS CO	03527	1090292	4/23/2020	02.01-03.01.20	3/5/2020	AC#096-176-5242 6 (02.01.20-03.01.20) FUEL - TRANSP.	6,239.52	**12,169.29**
R	SOUTHERN CALIFORNIA GAS/SUNDRY	03528	1090293	4/23/2020	91111121	3/30/2020	MAR 2020 MONTHLY CNG STN MAINT. FEE FOR TRANSP. DIV.	575.00	
R	SOUTHERN CALIFORNIA GAS/SUNDRY	03528	1090293	4/23/2020	91111120	3/30/2020	FEB 2020 MONTHLY CNG STN MAINT. FEE FOR TRANSP. DIV.	575.00	

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
R	SOUTHERN CALIFORNIA GAS/SUNDRY	03528	1090293	4/23/2020	91111119	3/30/2020	JAN 2020 MONTHLY CNG STN MAINT. FEE FOR TRANSP. DIV.	575.00	**1,725.00**
R	SOUTHLAND TRANSIT INC	03538	1090294	4/23/2020	ELMTR-02-2020	3/1/2020	FEB 2020 FIXED-ROUTE TRANSIT SERVICES CONTRACT FOR TRANSP.	78,775.40	
R	SOUTHLAND TRANSIT INC	03538	1090294	4/23/2020	ELMTR-03-2020	4/1/2020	MAR 2020 FIXED-ROUTE TRANSIT SERVICES CONTRACT FOR TRANSP.	93,500.37	
R	SOUTHLAND TRANSIT INC	03538	1090294	4/23/2020	ELMDR-02-2020	3/1/2020	FEB 2020 DIAL-A-RIDE SERVICE CONTRACT FOR TRANSP.	46,539.53	
R	SOUTHLAND TRANSIT INC	03538	1090294	4/23/2020	ELMDR-03-2020	4/1/2020	MAR 2020 DIAL-A-RIDE SERVICE CONTRACT FOR TRANSP.	38,392.46	**257,207.76**
R	SOUTHWEST SCHOOL & OFFICE	03540	1090295	4/23/2020	PINV0701186	3/27/2020	TRIMMER, VARIET, HOLIDAYS FOR PARKS/REC DIV.	13.22	**13.22**
R	SRS AUTOMOTIVE	03345	1090159	4/16/2020	75308	2/3/2020	TIRE ROTATION/ALIGNMENT FOR PD VEH UNIT 431	75.00	**75.00**
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692034	4/4/2020	INKJOY PENS, FOLDERS, STAMP, COPY PPR, CORR TAPE FOR ECON DEV	501.36	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692088	4/4/2020	SHEARS, BANKERS BOX, FILE BOX, SCOTCH TAPE, COPY PPR, CUPS - PD	367.07	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692098	4/4/2020	HP 648A CYAN TONER FOR PD	279.40	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692097	4/4/2020	COFFEE CREAMER, KCUP FOLGRS, PURELL, WIPES, PINE SOL, CANDY - I	215.66	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692081	4/4/2020	3TAB HVYWT FF LTR, ANTIBC HAND SOAP, 2PLY WHT KRT, 1PLY RECY	203.28	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692111	4/4/2020	TAPE, BATTERY ELECT DL2032, AAA BATTERY, D BATTERIES, 9VOLT BA	150.73	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692031	4/4/2020	TISSUE FACIAL KLEENEX 2PLY, POST ITS, STICKIES 3TAB FASTNERS - EC	129.75	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692041	4/4/2020	MEMPHIS COAT TREE FOR ENGINEERING DIV.	98.44	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692056	4/4/2020	BANKERS BOX, BOX FILE LTR - HOUSING DIV.	88.14	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692030	4/4/2020	PREM SANITIZING WIPES 2/CT FOR ECON DEV DIV.	59.39	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692131	4/4/2020	INK LBL, BINDERCLIPS, CLIP PPR NONSKD STL GIANT - PARKS/REC DIV.	49.49	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692133	4/4/2020	KIT 12X12 - JUST BE YOU FOR PARKS/REC DIV.	34.74	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692070	4/4/2020	TRED REM XER106R01627 BLK TONER FOR PD	30.24	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692112	4/4/2020	TISSUE FACIAL 6PK - PW	20.86	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692028	4/4/2020	SCRBNGSPNGEDRKBLULGHTBLU - ECON DEV DIV.	12.42	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692047	4/4/2020	STAPLER, DESKPAD, ERAS WALL 48X32, REFILL PAGES, BAND AID, PILO	88.47	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692053	4/4/2020	BRIGHTON PROF PRT 15RL, AA BATTERIES, ENV CLASPS, 3HOLE PUNCH	76.68	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692134	4/4/2020	CLEAR DOT ROLL ULTRA THIN FOR PARKS/REC DIV.	52.71	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692087	4/4/2020	METHOD TEA/ALOE FOAMWASH FOR PD	36.19	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692065	4/4/2020	TRED REM XER106R01627 CYAN TONER FOR PD	30.24	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692115	4/4/2020	AA BATTERIES, BATTERY ELECTRNC DL2032 4PK - PARKS/REC DIV.	21.88	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692027	4/4/2020	BOUNTY NAPKINS WHITE 400 CNT FOR ECON DEV DIV.	13.05	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692122	4/4/2020	STORAGE CABINET 30WX15DX72BL FOR PARKS/REC DIV.	567.58	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692038	4/4/2020	KEURIG WATER FILTERS, COPY PPR, GUMMED ENV, BOX FILE, CLIPBOA	405.19	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692033	4/4/2020	RUBBER FINGER SMALL, CARBONLESS PPR, INKJOY PENS, TAPE DISP, S	314.73	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692117	4/4/2020	CAMB. MEHGY CORK BRD40X28 - PARKS/REC DIV.	249.69	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692096	4/4/2020	CW 1PLY WHT TWL, PPR TOWEL ROLL, WATER, CW HD 22 MIC 50GAL E	204.09	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692108	4/4/2020	KC SCOT 2 PLY TP 80RL 550SH FOR PD	175.25	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692110	4/4/2020	BINDER, TR ACCCESS HOLER MESH, MINI BINDER, TAB VIEW HANG FOI	130.52	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692109	4/4/2020	TRED REMAN HP BLK TONER, NESTLE PURE LIFE WATER - PD	103.91	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692120	4/4/2020	STORAGE CABINET, VIEW BINDERS, READY INDEX JAN-DEC COLOR - PA	586.73	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692124	4/4/2020	INK CART, TITANIUM SHEARS, POST ITS, ONE TOUCH PLUS, WALL MNT	431.92	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692075	4/4/2020	COPY PPR, CW 2PLY WHT KRT 85SHT/RL, COFFEE CREAMER, BINDER CI	339.86	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692099	4/4/2020	1 HOLE PUNCH, AIR FRESH, VIEW BINDER, DIVIDERS, CPY PPR, STOR BC	266.92	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692051	4/4/2020	PENTEL ENERGEL RT RED, TONER, FACIAL TISSUE, NITRILE GLOVES - FII	205.55	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692037	4/4/2020	MINI BINDERS, CLIPBOARD, COPY PPR, GORILLA GLUE, KRAZY GLUE, TI	179.98	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692130	4/4/2020	LIN 014052 CASE PPR FOR PARKS/REC DIV.	144.09	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692045	4/4/2020	SHARPIES, 8.5X11 REC COPY PPR, EXPO LO FINE ASSST 8, WHITEBOARI	120.53	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692084	4/4/2020	BLK PENS, HIGHLIGHTERS, WATER, FORKS, SPOONS - PD	90.24	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692026	4/4/2020	2X36YDRED6 PK3M 764VNYLTAPE FOR ANIMAL CONTROL - ECON DEV	84.47	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692058	4/4/2020	PURLL TFX FOAM HD SNTZR - PD	56.46	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692107	4/4/2020	PPR PLATES, NON DAIRY CREAMER, SUGAR, MOUSE PAD - PD	38.19	

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692092	4/4/2020	DART 12 OZ FOAM CUPS FOR PD	30.70	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692093	4/4/2020	CW 2PLY HT KRT 85SHT/RL FOR PD	27.01	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692046	4/4/2020	6 OUTLET SURGE STRIP 6 FT CORD FOR ENGINEERING DIV.	14.40	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692040	4/4/2020	CREDIT ON ACCT FOR RETURNED ITEMS - CITY CLERKS	(17.34)	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692113	4/4/2020	STAPLES, BOARD VALUE LAQ. STEEL AL FOR PW	470.99	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692094	4/4/2020	BLK TONER, STAPLER, TAPE DISP, PERF PAD, PINE SOL, STICKIES, POST	341.01	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692074	4/4/2020	FOLDER TT CLASS 1 DIV LTR MA, DELL TONER BLK, MASKING TAPE - PD	270.70	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692118	4/4/2020	DESKTOP MK 120 KEYBOARD&MOUSE FOR PARKS/REC DIV.	213.29	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692061	4/4/2020	BLEACH, PINE SOL, FMX ANTBC FOAM SOAP, CLOROX WIPES - PD	187.68	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692128	4/4/2020	LIN 024042 CASE PPR FOR PARKS/REC DIV.	147.39	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692078	4/4/2020	AERAMAX PRO II HYBRID FILTER FOR PD	127.81	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692116	4/4/2020	WRIST REST, PERF PAD, STPLS ONE TOUCH PLUS BLK, TAP DSPR, PENC	90.38	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692119	4/4/2020	AVERY TOC MC A-ZT 6PK, JANDEC 6PK FOR PARKS/REC DIV.	86.88	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692114	4/4/2020	RUBBERBANDS, READY INDEX A-Z COLOR, PERF PAD, MEMOBK, MARK	58.16	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692090	4/4/2020	CW 2PLY BATH 500SHT/RL FOR PD	41.04	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692068	4/4/2020	TRED REM XER106R01627 YELW TONER FOR PD	30.90	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692072	4/4/2020	TRED REM XER106R01627 MAG TONER FOR PD	30.24	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692136	4/4/2020	PAPER 12X12 - BLUES FOR PARKS/REC DIV.	16.27	
R	STAPLES BUSINESS ADVANTAGE	04277	1090162	4/16/2020	3444692132	4/4/2020	STAPLES USB A/B CABL 11FT GOLD FOR PARKS/REC DIV.	12.34	**9,435.94**
R	STAR TIRE CENTER INC	03571	1090163	4/16/2020	115590	3/17/2020	TIRES FOR PD VEH UNIT #260	618.75	
R	STAR TIRE CENTER INC	03571	1090296	4/23/2020	116542	4/6/2020	TIRES FOR PD VEH TOY SEQUOIA - PD	737.00	**1,355.75**
R	STATE CONTROLLER	03578	1090164	4/16/2020	FAUD-00002156	3/30/2020	07/01/19 - 06/30/2020 ANNUAL STREET REPORT FY18/19	3,300.00	**3,300.00**
R	STERICYCLE INC	03596	1090297	4/23/2020	8129277584	2/22/2020	STERISAFE SELECT MONTHLY FEE - HR	50.00	**50.00**
R	SUNBELT RENTALS INC	03609	1090165	4/16/2020	96311862-0001	12/10/2019	60' STR MANLIFT FOR PWMD	4,957.27	
R	SUNBELT RENTALS INC	03609	1090165	4/16/2020	99198379-0001	3/3/2020	CONCRETE MIXING TRAILER FOR PWMD	240.18	
R	SUNBELT RENTALS INC	03609	1090165	4/16/2020	97458974-0001	1/22/2020	60' STR MAINLIFT FOR PWMD	4,957.27	
R	SUNBELT RENTALS INC	03609	1090165	4/16/2020	98978823-0001	2/26/2020	SKIDSTEER, AUGER BIT FOR PWMD	216.12	
R	SUNBELT RENTALS INC	03609	1090165	4/16/2020	98999190-0001	2/26/2020	CONCRETE MIXING TRAILER FOR PWMD	396.98	
R	SUNBELT RENTALS INC	03609	1090165	4/16/2020	97458974-0002	1/31/2020	60' STR MAINLIFT FOR PWMD	55.77	
R	SUNBELT RENTALS INC	03609	1090165	4/16/2020	97666381-0002	1/16/2020	STUMP GRINDER TRACK FOR PWMD	1,118.22	
R	SUNBELT RENTALS INC	03609	1090165	4/16/2020	96311862-0002	12/26/2019	60' STR MANLIFT FOR PWMD	100.56	**12,042.37**
R	TELECOM LAW FIRM	11632	1090166	4/16/2020	8122	4/8/2020	03/03/20-03/12/20 CITY ATTORNEY'S OFFICE CONSULTATIONS - ECON	701.40	
R	TELECOM LAW FIRM	11632	1090299	4/23/2020	8119	4/10/2020	03/06/20 - MASTER LICENSE AGREEMENT- CROWN CASTLE - ECON DE'	330.00	**1,031.40**
R	TEP	12902	1090167	4/16/2020	1723	2/9/2020	SIGNAL PLAN CHECK REVIEW SANTA ANITA AT GATEWAY PROMENAD	480.00	
R	TEP	12902	1090167	4/16/2020	1708	11/6/2019	TEP CONSULANT (E STUDOR) REVIEW SCOPING AGREEMENT 3900 ARI	280.00	
R	TEP	12902	1090167	4/16/2020	1712	12/5/2019	4350 TEMPLE BLVD. TIA REVIEW FOR ENGINEERING DIV.	1,250.00	**2,010.00**
R	THANH P. LU	13168	1090301	4/23/2020	04/15/20	4/15/2020	COMPLIANCE DEPOSIT REFUND	2,000.00	**2,000.00**
R	THE WORKSHOP	03914	1090171	4/16/2020	67238	3/16/2020	BUSINESS CARDS FOR JAVIER GALINDO, FABIOLA GAZCON, MARK HAN	115.50	
R	THE WORKSHOP	03914	1090171	4/16/2020	67239	3/16/2020	COMMUNITY AND ECON DEV #10 REGULAR ENVELOPES - ECON DEV D	286.00	**401.50**
R	THOMAS	06701	1090302	4/23/2020	MAY 2020	4/21/2020	MAY 2020 SPOUSAL RETIREE MEDICARE REIMBURSEMENT	462.70	**462.70**
R	TIME WARNER CABLE	13054	1090172	4/16/2020	103883501-04/20	4/1/2020	INV #103883501040120 APR 2020 DATA SRVC FOR ICI RADIO CONNEC	739.76	**739.76**
R	TRUONG	13165	1090303	4/23/2020	04/09/20	4/9/2020	COMPLIANCE DEPOSIT REFUND	3,000.00	**3,000.00**
R	TYLER TECHNOLOGIES	03723	1090304	4/23/2020	045-297477	3/31/2020	3/23/20 EDEN CAFR STMT CONSULT	480.00	**480.00**
R	UNDERGROUND SERVICE ALERT OF	03732	1090173	4/16/2020	122019232	1/1/2020	ELMO1/ELMO2 NEW TICKET CHARGES FOR PW MAINT DIV.	298.75	**298.75**
R	UNIVAR USA INC.	07113	1090175	4/16/2020	48525155	3/19/2020	SOD HYPO 12.5% LIQUICHLOR FOR PW	1,206.02	**1,206.02**
R	VALDIVIA	12872	1090305	4/23/2020	04.21.20	4/21/2020	REIMB. FOR MONTHLY SUBSCRIPTION OF 123FORMBUILDER - CMO	24.99	**24.99**
R	VALLEY VISTA SERVICES INC	03784	1090176	4/16/2020	0003930558	4/1/2020	04/01/20 - 06/30/20 RESIDENTIAL SERVICE BILLING FOR ENVIRONMEN	24,735.33	
R	VALLEY VISTA SERVICES INC	03784	1090176	4/16/2020	0003937252	4/1/2020	04/01/20 - 06/30/20 RESIDENTIAL SERVICE BILLING FOR ENVIRONMEN	92.97	**24,828.30**
R	VERIZON WIRELESS	11243	1090177	4/16/2020	9851147241	3/23/2020	AC#642153918-00001- (02/24/20-03/23/20) P&R	38.01	

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
R	VERIZON WIRELESS	11570	1090178	4/16/2020	9850032279	3/8/2020	ACCT#842168232-00001 02.09-03.08.20 - PW	708.88	
R	VERIZON WIRELESS	11570	1090178	4/16/2020	9833677458	7/8/2019	ACCT#842168232-00001 06.09-07.08.19 - PW	1,132.63	**1,879.52**
R	VOLUNTEERS OF AMERICA OF	08233	1090307	4/23/2020	DEC 2019	3/31/2020	DEC 2019 ESG STREET OUTREACH PROGRAM - HOUSING	8,489.40	**8,489.40**
R	WINNER INTERNATIONAL INC	03906	1090179	4/16/2020	133220	3/4/2020	SUPER SHAPE LICENSE PKG FOR PW MAINT.	69.30	
R	WINNER INTERNATIONAL INC	03906	1090179	4/16/2020	133219	3/4/2020	RIBBON, FISHING WIRE, TC ROLL, TB SKIRT FOR PW MAINT DIV.	112.75	**182.05**
R	ZUMAR INDUSTRIES INC	03961	1090182	4/16/2020	87523	3/4/2020	SIGNS FOR PW MAINT DIV.	1,481.93	**1,481.93**
R	ZUNIGA	12932	1090310	4/23/2020	12.10.19-4.2.20	4/13/2020	REIMBURSE PETTY CASH 12/10/19 - 04/02/20	466.25	**466.25**
R	**Regular Vendor Total**								**3,167,186.95**
T	DETROIT AUTO PARTS	01847	1090108	4/16/2020	S1-59493	4/2/2020	OIL FILTER, ROTOR, CERAMIC PADS, MET PADS FOR PD VEH.	268.47	
T	DETROIT AUTO PARTS	01847	1090108	4/16/2020	S1-59148	3/27/2020	WINDOW LIFT MOTOR FOR PD VEH	159.50	**427.97**
T	GRANT'S TRUE VALUE HARDWARE	02186	1090229	4/23/2020	B290092	3/31/2020	KEROSENE FOR PW MAINT.	285.96	**285.96**
T	HOME DEPOT	06479	1090230	4/23/2020	1041469	3/17/2020	SPRAYER FOR PW MAINT.	21.65	
T	HOME DEPOT	06479	1090230	4/23/2020	3113156	3/25/2020	NOZZLE, BLACK LOCK, HOSE, BUCKET, BOTTLE, BOLT, TRASH CAN - PW	1,383.84	
T	HOME DEPOT	06479	1090230	4/23/2020	9021131	1/29/2020	RECYCLING BIN, TRASHBAGS, GLOVES FOR PW MAINT.	105.41	
T	HOME DEPOT	06479	1090230	4/23/2020	1093409	3/27/2020	PADLOCK FOR PW MAINT.	36.87	**1,547.77**
T	MAINTEX INC	02625	1090133	4/16/2020	769197-05	3/23/2020	SUPPLIES FOR PW MAINT DIV.	388.14	
T	MAINTEX INC	02625	1090133	4/16/2020	769197-01	3/5/2020	SUPPLIES FOR PW MAINT DIV.	224.97	
T	MAINTEX INC	02625	1090259	4/23/2020	769197-00	3/4/2020	JANITORIAL SUPPLIES FOR PW MAINT.	2,933.86	**3,546.97**
T	NAPA AUTO PARTS	02791	1090138	4/16/2020	0523-263915	3/25/2020	OIL FILTERS FOR PD VEH.	123.82	
T	NAPA AUTO PARTS	02791	1090138	4/16/2020	0523-262518	3/6/2020	BRAKE ROTOR AND PAD, DISC PAD, OIL FILTER FOR PD VEH.	141.44	**265.26**
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	850200-04/20	4/3/2020	AC#1-1-008-8502-0-0 (03/03-04/02/20)	330.04	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	200410-04/20	4/7/2020	AC#1-1-011-2004-1-0 (03/05-04/06/20)	183.04	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	008700-04/20	4/9/2020	AC#1-1-020-0087-0-0 (03/09-04/08/20)	114.38	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	841900-04/20	4/3/2020	AC#1-1-008-8419-0-0 (03/03-04/02/20)	352.75	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	440500-04/20	4/7/2020	AC#1-1-013-4405-0-0 (03/05-04/06/20)	237.54	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	702651-04/20	4/8/2020	AC#1-1-017-7026-5-1 (03/06-04/07/20)	114.38	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	201000-04/20	4/7/2020	AC#1-1-011-2010-0-0 (03/05-04/06/20)	22.87	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	160550-04/20	4/7/2020	AC#1-1-011-1605-5-0 (03/05-04/06/20)	22.87	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	850000-04/20	4/3/2020	AC#1-1-008-8500-0-0 (03/03-04/02/20)	326.06	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	811100-04/20	4/3/2020	AC#1-1-008-8111-0-0 (03/03-04/02/20)	138.22	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	908700-04/20	4/6/2020	AC#1-1-009-9087-0-0 (03/04-04/03/20)	86.43	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	526401-04/20	4/8/2020	AC#1-1-015-5264-0-1 (03/06-04/07/20)	429.36	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	412900-04/20	4/7/2020	AC#1-1-013-4129-0-0 (03/05-04/06/20)	269.32	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	020000-04/20	4/9/2020	AC#1-1-020-0200-0-0 (03/09-04/08/20)	126.30	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	122500-04/20	4/9/2020	AC#1-1-021-1225-0-0 (03/09-04/08/20)	22.87	
T	SAN GABRIEL VALLEY WATER CO	03406	1090154	4/16/2020	160511-04/20	4/7/2020	AC#1-1-011-1605-1-1 (03/05-04/06/20)	57.20	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	621760-04/20	4/3/2020	AC#1-1-005-6217-6-0 (03/03-04/02/20)	273.29	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	140603-04/20	4/7/2020	AC#1-1-011-1406-0-3 (03/05-04/06/20)	187.02	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	140401-04/20	4/7/2020	AC#1-1-011-1404-0-1 (03/05-04/06/20)	122.33	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	920651-04/20	4/6/2020	AC#1-1-009-9206-5-1 (03/04-04/03/20)	114.38	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	202501-04/20	4/7/2020	AC#1-1-011-2025-0-1 (03/05-04/06/20)	77.06	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	926501-04/20	4/6/2020	AC#1-1-009-9265-0-1 (03/04-04/03/20)	57.20	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	614000-04/20	4/3/2020	AC#1-1-005-6140-0-0 (03/03-04/02/20)	26.84	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	412700-04/20	4/7/2020	AC#1-1-013-4127-0-0 (03/05-04/06/20)	318.12	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	442900-04/20	4/7/2020	AC#1-1-013-4429-0-0 (03/05-04/06/20)	213.70	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	622700-04/20	4/3/2020	AC#1-1-005-6227-0-0 (03/03-04/02/20)	142.19	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	595651-04/20	4/3/2020	AC#1-1-005-5956-5-1 (03/03-04/02/20)	114.38	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	254001-04/20	4/10/2020	AC#1-1-032-2540-0-1 (03/10-04/09/20)	85.00	

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	591701-04/20	4/3/2020	AC#1-1-005-5917-0-1 (03/03-04/02/20)	57.20	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	951951-04/20	4/6/2020	AC#1-1-009-9519-5-1 (03/04-04/03/20)	34.31	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	225610-04/20	4/10/2020	AC#1-1-032-2256-1-0 (03/10-04/09/20)	726.19	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	604800-04/20	4/3/2020	AC#1-1-005-6048-0-0 (03/03-04/02/20)	221.64	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	241101-04/20	4/7/2020	AC#1-1-011-2411-0-1 (03/05-04/06/20)	158.08	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	974900-04/20	4/10/2020	AC#1-1-019-9749-0-0 (03/10-04/09/20)	114.38	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	614130-04/20	4/3/2020	AC#1-1-005-6141-3-0 (03/03-04/02/20)	102.32	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	508000-04/20	4/3/2020	AC#1-1-005-5080-0-0 (03/03-04/02/20)	69.11	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	105200-04/20	4/7/2020	AC#1-1-011-1052-0-0 (03/05-04/06/20)	57.20	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	738500-04/20	4/3/2020	AC#1-1-005-7385-0-0 (03/03-04/02/20)	269.32	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	412900-04/20	4/7/2020	AC#1-1-013-4129-0-0 (03/05-04/06/20)	170.00	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	282000-04/20	4/10/2020	AC#1-1-032-2820-0-0 (03/10-04/09/20)	114.38	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	365501-04/20	4/7/2020	AC#1-1-013-3655-0-1 (03/05-04/06/20)	114.38	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	579301-04/20	4/3/2020	AC#1-1-005-5793-0-1 (03/03-04/02/20)	73.09	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	950701-04/20	4/6/2020	AC#1-1-009-9507-0-1 (03/04-04/03/20)	57.20	
T	SAN GABRIEL VALLEY WATER CO	03406	1090280	4/23/2020	614100-04/20	4/3/2020	AC#1-1-005-6141-0-0 (03/03-04/02/20)	22.87	
T	SAN GABRIEL VALLEY WATER CO	03406	1090281	4/23/2020	571000-04/20	4/13/2020	AC#1-1-034-5710-0-0 (03/11-04/10/20)	57.20	
T	SAN GABRIEL VALLEY WATER CO	03406	1090281	4/23/2020	136205-04/20	4/15/2020	AC#1-1-031-1362-0-5 (03/13-04/14/20)	225.48	
T	SAN GABRIEL VALLEY WATER CO	03406	1090281	4/23/2020	436520-04/20	4/13/2020	AC#1-1-034-4365-2-0 (03/11-04/10/20)	57.20	**7,266.69**
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	1938099-0420	4/7/2020	AC#2-01-193-8099 (03/01-04/01/20)	4,870.28	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	0187281-0420	4/8/2020	AC#2-31-018-7281 (03/09-04/07/20)	426.80	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	5367360-0420	4/7/2020	AC#2-01-536-7360 (03/06-04/06/20)	55.50	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	5363419-0420	4/8/2020	AC#2-01-536-3419 (03/09-04/07/20)	37.80	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	1938081-0420	4/7/2020	AC#2-01-193-8081 (03/01-04/01/20)	35,107.11	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	3284456-0420	4/8/2020	AC#2-36-328-4456 (03/01-04/01/20)	444.49	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	5367402-0420	4/7/2020	AC#2-01-536-7402 (03/06-04/06/20)	56.08	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	5367394-0420	4/7/2020	AC#2-01-536-7394 (02/05-03/06/20)	39.54	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	1938107-0420	4/7/2020	AC#2-01-193-8107 (03/01-04/01/20)	459.27	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	5363005-0420	4/7/2020	AC#2-01-536-3005 (03/06-04/06/20)	110.84	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	2023477-0420	4/7/2020	AC#2-21-202-3477 (03/06-04/06/20)	40.99	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	1013896-0420	4/7/2020	AC#2-28-101-3896 (03/06-04/06/20)	33.70	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	5362734-0420	4/7/2020	AC#2-01-536-2734 (08/23-09/24/19)	6.57	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	1227721-0420	4/8/2020	AC#2-36-122-7721 (02/01-04/01/20)	18.89	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	1938073-0420	4/8/2020	AC#2-01-193-8073 (02/01-04/01/20)	859.74	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	5362536-0420	4/7/2020	AC#2-01-536-2536 (03/06-04/06/20)	364.67	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	9307797-0420	4/8/2020	AC#2-27-930-7797 (03/01-04/01/20)	51.53	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	3621100-0420	4/8/2020	AC#2-28-362-1100 (02/01-04/01/20)	34.92	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	3291148-0420	4/8/2020	AC#2-26-329-1148 (03/09-04/07/20)	10.06	
T	SOUTHERN CALIFORNIA EDISON	03520	1090157	4/16/2020	9115819-0420	4/8/2020	AC#2-23-911-5819 (03/09-04/07/20)	11.37	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	9084726-0420	4/9/2020	AC#2-23-908-4726 (03/10-04/08/20)	5,182.13	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	9083876-0420	4/10/2020	AC#2-23-908-3876 (03/11-04/09/20)	80.90	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366693-0420	4/10/2020	AC#2-01-536-6693 (03/11-04/09/20)	62.96	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366594-0420	4/10/2020	AC#2-01-536-6594 (03/11-04/09/20)	50.09	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	8573152-0420	4/8/2020	AC#2-02-857-3152 (03/09-04/07/20)	44.81	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366628-0420	4/10/2020	AC#2-01-536-6628 (03/11-04/09/20)	36.76	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	9118789-0420	4/9/2020	AC#2-23-911-8789 (03/10-04/08/20)	19.94	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5363393-0420	4/8/2020	AC#2-01-536-3393 (03/09-04/07/20)	10.57	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	6305414-0420	4/9/2020	AC#2-08-630-5414 (03/10-04/08/20)	10.06	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	7330105-0420	4/10/2020	AC#2-37-733-0105 (03/11-04/09/20)	898.25	

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	0187711-0420	4/9/2020	AC#2-31-018-7711 (03/10-04/08/20)	68.62	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5365398-0420	4/8/2020	AC#2-01-536-5398 (03/09-04/07/20)	53.44	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5365422-0420	4/8/2020	AC#2-01-536-5422 (03/09-04/07/20)	47.01	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5367394-0420	4/9/2020	AC#2-01-536-7394 (03/06-04/06/20)	44.51	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	8443550-0420	4/10/2020	AC#2-37-844-3550 (03/11-04/09/20)	28.98	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5362734-0420	4/8/2020	AC#2-01-536-2734 (09/24-11/23/19)	13.14	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	9163330-0420	4/9/2020	AC#2-23-916-3330 (03/10-04/08/20)	10.57	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	9115900-0420	4/9/2020	AC#2-23-911-5900 (03/10-04/08/20)	10.06	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	9084791-0420	4/10/2020	AC#2-23-908-4791 (03/10-04/08/20)	8,306.48	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366305-0420	4/9/2020	AC#2-01-536-6305 (03/10-04/08/20)	83.74	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366297-0420	4/9/2020	AC#2-01-536-6297 (03/10-04/08/20)	63.11	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5367451-0420	4/8/2020	AC#2-01-536-7451 (03/09-04/07/20)	52.86	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5365430-0420	4/8/2020	AC#2-01-536-5430 (03/09-04/07/20)	45.69	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	2027069-0420	4/9/2020	AC#2-28-202-7069 (03/10-04/08/20)	38.56	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	9709947-0420	4/10/2020	AC#2-25-970-9947 (03/11-04/09/20)	24.53	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366644-0420	4/10/2020	AC#2-01-536-6644 (03/11-04/09/20)	12.76	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	3291163-0420	4/11/2020	AC#2-26-329-1163 (03/12-04/10/20)	10.06	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366974-0420	4/10/2020	AC#2-01-536-6974 (03/11-04/09/20)	165.03	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366420-0420	4/9/2020	AC#2-01-536-6420 (03/10-04/08/20)	64.44	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366388-0420	4/9/2020	AC#2-01-536-6388 (03/10-04/08/20)	53.30	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5368640-0420	4/11/2020	AC#2-01-536-8640 (03/12-04/10/20)	45.84	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366362-0420	4/9/2020	AC#2-01-536-6362 (03/10-04/08/20)	41.45	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	9887902-0420	4/9/2020	AC#2-00-988-7902 (03/10-04/08/20)	25.30	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	5366412-0420	4/9/2020	AC#2-01-536-6412 (03/10-04/08/20)	13.06	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	3291155-0420	4/11/2020	AC#2-26-329-1155 (03/12-04/10/20)	10.31	
T	SOUTHERN CALIFORNIA EDISON	03520	1090158	4/16/2020	0660683-0420	4/10/2020	AC#2-26-066-0683 (03/11-04/09/20)	7.36	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	0371988-0420	4/18/2020	AC#2-34-037-1988 (03/19-04/17/20)	539.18	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	5368533-0420	4/18/2020	AC#2-01-536-8533 (03/19-04/17/20)	47.95	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	3291189-0420	4/11/2020	AC#2-26-329-1189 (03/12-04/10/20)	10.06	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	6380849-0420	4/15/2020	AC#2-26-638-0849 (03/10-04/08/20)	4,503.89	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	2680504-0420	4/18/2020	AC#2-37-268-0504 (03/19-04/17/20)	393.29	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	8044293-0420	4/15/2020	AC#2-36-804-4293 (03/16-04/14/20)	47.12	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	3291197-0420	4/11/2020	AC#2-26-329-1197 (03/12-04/10/20)	10.06	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	5366511-0420	4/14/2020	AC#2-01-536-6511 (03/09-04/06/20)	2,056.24	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	5364797-0420	4/16/2020	AC#2-01-536-4797 (03/17-04/15/20)	53.10	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	5362734-0420	4/18/2020	AC#2-01-536-2734 (11/23-01/25/20)	13.55	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	0845588-0420	4/18/2020	AC#2-42-084-5588 (03/19-04/17/20)	4,397.54	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	5368467-0420	4/18/2020	AC#2-01-536-8467 (03/19-04/17/20)	60.99	
T	SOUTHERN CALIFORNIA EDISON	03520	1090290	4/23/2020	9584486-0420	4/9/2020	AC#2-27-958-4486 (03/10-04/08/20)	27.24	**70,937.04**
T	SOUTHERN CALIFORNIA GAS CO	03525	1090291	4/23/2020	154864-04/20	4/15/2020	AC#154 864 1641 3 (03/20-04/02/20) CLOSING BILL	347.49	
T	SOUTHERN CALIFORNIA GAS CO	03525	1090291	4/23/2020	198819-04/20	4/6/2020	AC#198 819 3600 9 (03/08-04/07/20)	22.34	
T	SOUTHERN CALIFORNIA GAS CO	03525	1090291	4/23/2020	171519-04/20	4/16/2020	AC#171 519 0200 8 (03/16-04/14/20)	14.30	
T	SOUTHERN CALIFORNIA GAS CO	03525	1090291	4/23/2020	169419-04/20	4/16/2020	AC#169 419 0200 5 (03/16-04/14/20)	32.56	
T	SOUTHERN CALIFORNIA GAS CO	03525	1090291	4/23/2020	192117-04/20	4/15/2020	AC#192 117 9900 2 (03/13-04/13/20)	21.73	
T	SOUTHERN CALIFORNIA GAS CO	03525	1090291	4/23/2020	196719-04/20	4/9/2020	AC#196 719 3600 3 (03/09-04/07/20)	25.08	
T	SOUTHERN CALIFORNIA GAS CO	03525	1090291	4/23/2020	160617-04/20	4/15/2020	AC#160 617 7600 7 (03/13-04/13/20)	15.29	
T	SOUTHERN CALIFORNIA GAS CO	03525	1090291	4/23/2020	179517-04/20	4/14/2020	AC#179 517 8900 1 (03/12-04/10/20)	26.14	
T	SOUTHERN CALIFORNIA GAS CO	03525	1090291	4/23/2020	138117-04/20	4/10/2020	AC#138 117 3615 9 (03/10-04/08/20)	15.30	**520.23**
T	VALLEY BRAKE & WHEEL SERVICE	03780	1090306	4/23/2020	1070315	3/5/2020	TR-95 REPLACE BATTERIES - TRANSP DIV	731.41	

DRN 620 Ending 04/23/2020

Vendor Type	Vendor Name	Vendor Code	Check #	Check Date	Invoice #	Invoice Date	Description	Amount	Vendor Total
T	VALLEY BRAKE & WHEEL SERVICE	03780	1090306	4/23/2020	1070413	3/11/2020	TR-79 REPLACE TIRES - TRANSP DIV	325.81	
T	VALLEY BRAKE & WHEEL SERVICE	03780	1090306	4/23/2020	1070419	3/12/2020	TR-2B BRAKE INSPECTION - TRANSP DIV	100.00	
T	VALLEY BRAKE & WHEEL SERVICE	03780	1090306	4/23/2020	1070551	4/1/2020	TR-17B MAINT INSPECTION & OIL CHANGE - TRANSP DIV	170.37	
T	VALLEY BRAKE & WHEEL SERVICE	03780	1090306	4/23/2020	1070456	3/17/2020	TR-79 REPAIR REAR BUMPER - TRANSP DIV	200.00	
T	VALLEY BRAKE & WHEEL SERVICE	03780	1090306	4/23/2020	1070584	4/7/2020	TR-15B PURCHASED COMPLETE ENGINE LONG BLOCK (PARTS ONLY) -	9,174.00	
T	VALLEY BRAKE & WHEEL SERVICE	03780	1090306	4/23/2020	1070424	3/12/2020	TR-77 MAINT INSPECTION & OIL FILTER - TRANSP DIV	202.32	
T	VALLEY BRAKE & WHEEL SERVICE	03780	1090306	4/23/2020	1070511	3/24/2020	TR-17B REPLACED RIGHT & LEFT HEADLIGHT BULBS - TRANSP DIV	95.63	**10,999.54**
T	**Top Vendor Total**								**95,797.43**
	Grand Total								**5,117,768.90**

CITY OF EL MONTE

PUBLIC WORKS DEPARTMENT
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 28, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Dear Mayor and City Council:

CONSIDERATION OF AUTHORIZING PUBLIC WORKS DEPARTMENT STAFF TO REVIEW EXISTING AGREEMENTS UNDER ITS PURVIEW TO IDENTIFY COST REDUCTION OR REVENUE GENERATING OPPORTUNITIES AND DIRECTING STAFF TO REPORT ANY SUCH OPPORTUNITIES BACK TO THE CITY COUNCIL ON OR BEFORE JUNE 9, 2020

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Authorize Public Works Department staff to review existing agreements under its purview to identify cost reduction or revenue generating opportunities; and
2. Direct staff to report any such opportunities back to the City Council on or before June 9, 2020.

BACKGROUND

In light of the COVID-19 pandemic, the State of California (the "State") and local governments have taken extraordinary measures to protect residents. In a letter to Governor Gavin Newsom, dated April 23, 2020, the California League of Cities (the "League") observes, "as emergency costs continue to grow, revenues to fund city services are plummeting. COVID-19 is having devastating impacts on city budgets and services statewide." In its letter, the League, which represents 478 cities, estimated a projected "nearly $7 billion general revenue shortfall over the next two fiscal years," which "will grow by billions of dollars if COVID-19 stay-at-home orders extend into the summer months and beyond.

DISCUSSION

As the City confronts such developing fiscal challenges, the Public Works Department proposes to review agreements under its purview to identify and propose potential amendments to one or more agreements that may reduce City costs in the engagement(s) and/or enhance revenue opportunities. If directed by the City Council, Public Works Department staff would report back to the City Council no later than June 9, 2020 with any such proposed amendments.

FISCAL IMPACT/FINANCING

This action will have no impact on the General Fund. The proposed action seeks to address emerging economic hurdles.

CONCLUSION

It is recommended that the City Council authorize Public Works Department staff to review existing agreements under its purview to identify cost reduction or revenue generating opportunities and direct staff to report any such opportunities back to the City Council on or before June 9, 2020.

Respectfully submitted,

ALMA K. MARTINEZ
City Manager

BRADEN YU, P.E.
Public Works and Utilities Director

DATE: MAY 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVED AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

CITY OF EL MONTE

POLICE DEPARTMENT
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 13, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Dear Mayor and City Council:

CONSIDERATION AND APPROVAL FOR AN AGREEMENT BETWEEN THE CITY OF EL MONTE AND VITAL MEDICAL SERVICES, LLC TO PROVIDE MEDICAL SERVICES FOR THE EL MONTE POLICE DEPARTMENT DUE TO THE DECLARED STATE OF EMERGENCY RESULTING FROM CORONAVIRUS (COVID-19)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Consider and authorize the use of Supplemental Law Enforcement Service Account (SLESA) funds in an amount not to exceed $60,000 for a Medical Services Agreement between the City of El Monte and Vital Medical Services, LLC., to provide medical services for police personnel and for those persons in custody at the El Monte Police Department due to the declared State of Emergency in response to the COVID-19 outbreak; and

2. Authorize the City Manager or her designee, to execute an Agreement between the City of El Monte and Vital Medical Services, LLC.

BACKGROUND

The El Monte Police Department operates a Type 1 Jail facility and is required to ensure medical care and services for those taken into custody and incarcerated within the jail. Inmates must have certain medical issues and be seen by a qualified professional and approved for housing in a jail facility to meet Title 15 requirements under the United States Code. Vital Medical Services provides focused treatment that is designed to expedite the medical review process so officers are not required to guard inmates at a hospital facility awaiting care.

The Vital Medical Services Agreement between the City of El Monte and Vital Medial Services, LLC has provided medical service to persons in custody for approval for bookings since 2018. Vital Medical Services provides inmate medical clearances, employee exposure testing for Bloodborne pathogens, viral infections, DUI blood draws, nasal Narcan (Naloxone), and Title 15 medical direction oversight, twenty-four (24) hours-a-day, year-round.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recent State of Emergency related to COVID-19 has introduced another need for medical diagnostic services that Vital Medical Services provides. Vital Medical Services can provide some level of testing and medical services for our staff in the event of exposure. This added ability will supplement our employee health programs in the event of an exposure during after-hours. Police officers work in a twenty-four (24) hours-a-day, seven (7) days-a-week environment and this level of response may be critical to maintain employee health and wellness in this declared emergency.

The attached Agreement is for a one (1) year term with an initial expense of $60,000. The expenditure will provide one hundred thirty-two (132) medical approvals to book person in custody during this period. This Agreement also provides a structure for services and pricing for COVID-19 testing and other medical services for our personnel who may become exposed to dangerous pathogens. The Agreement was approved as to form by the City Attorney.

FISCAL IMPACT/FINANCING

There is no impact to the General Fund for this expense. The Department is requesting authorization to use Supplemental Law Enforcement Service Account (SLESA) funds (Account #204-71-711-6115 Professional Services) in an amount not to exceed $60,000.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will result in keeping our staff away from hospitals and limiting the possibility of COVID-19 exposure that can restrict our staff's ability to serve the public.

CONCLUSION

It is recommended that the City Council consider and approve the attached Agreement between the City of El Monte and Vital Medical Services to provide medical services for police personnel and for those persons in custody as needed due to a declared State of Emergency in response to the COVID-19 outbreak. Keeping our staff away from hospitals will limit the possibility of COVID-19 exposure that can restrict our staff's ability to serve the public.

Respectfully submitted,

ALMA K. MARTINEZ
City Manager

DAVID R. REYNOSO
Chief of Police

ATTACHMENT 1: Vital Medical Services Agreement

DATE: May 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVED AND FILE ☐ CONTINUED
☐ REFERRED TO _____ _____
CHIEF DEPUTY CITY CLERK

PROFESSIONAL SERVICES AGREEMENT

BETWEEN THE CITY OF EL MONTE
AND
VITAL MEDICAL SERVICES, LLC

THIS AGREEMENT ("Agreement"), effective_____, 2020 ("Effective Date"), is between the CITY OF EL MONTE ("CITY"), a municipal corporation, and VITAL MEDICAL SERVICES, LLC ("CONSULTANT"), a California limited liability company (collectively, "PARTIES" or individually, "PARTY").

RECITALS

A. CITY requires professional medical services associated with the medical evaluation and screening of arrestees.

B. CONSULTANT represents that CONSULTANT is, and will continue to be for this Agreement's duration, a California limited liability company which employs or otherwise engages physicians, physician assistants, nurses, nurse practitioners, paramedics, and phlebotomists who are duly registered or licensed to practice their respective professions in the State of California.

C. CONSULTANT possesses the competence, experience, expertise, skill, facilities, equipment, personnel, financial wherewithal, and other resources necessary to perform this Agreement's tasks in a professional and competent manner.

D. CONSULTANT desires to furnish and perform, and/or cause to be furnished and performed, professional services for CITY, on the terms and conditions described in this Agreement. CONSULTANT has the legal authority to provide, engage in, and carry out, and/or cause to be provided, engaged in or carried out, the professional services set forth in this Agreement.

E. This agreement was approved by the El Monte City Council at its Regular meeting of _____, 2020 under Agenda Item No. _____.

AGREEMENT

THEREFORE, CITY engages CONSULTANT's services, and in consideration of the PARTIES' mutual promises, the PARTIES agree as follows:

1.0 INCORPORATION OF RECITALS

1.1. The Recitals constitute the factual basis upon which CITY and CONSULTANT have entered into this Agreement. CITY and CONSULTANT acknowledge the Recitals' accuracy and, therefore, incorporate them into this Agreement.

2.0 TERM

2.1. This Agreement shall commence on _____, 2020 for a term of one (1) year (hereinafter, the "Term"). Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause pursuant to Section 13.4.

2.2 Before the initial term's ending date, CITY at its option, may extend the term of this Agreement subject to its same terms and conditions for a maximum of two 1-year extension terms. The forgoing notwithstanding, CONSULTANT may increase its rates at the start of each such extension term by a percentage equal to the higher 3% or the annual percentage change in the April Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim, CA area. If the annual percentage change in the April CPI is 3% or less, the rates shall be increased by 3%. Notwithstanding this, the CITY's exercise of the renewal option will be at the CITY's sole discretion and will require the City Manager's approval. Otherwise, without further notice, this Agreement terminates on the initial ending date specified in Section 2.1.

3.0 SERVICES

3.1. Scope of Work.

(A) CONSULTANT shall provide the following services upon CITY's request ("Scope of Work"):

(1) The Scope of Work includes a combined One Hundred Thirty-Two (132) Medical Clearance, Blood Draw and Cancellation procedures per year starting from May 2020 to March 2021 ("Allocated Procedures").

(2) Perform medical screening evaluations on an Arrestee to determine if the Arrestee is healthy enough to be discharged to the CITY's Police Department for booking and placement in the CITY's Jail ("Medical Clearance"). A CITY police officer or other authorized representative of CITY shall be present at all times during all medical screening evaluations. The assessment of an arrestee's medical condition shall be solely determined by the appropriate medical personnel engaged by CONSULTANT. CITY shall bear no responsibility or liability for injuries or damages which occur as a result of this assessment.

(3) Perform blood withdrawals in a medically approved manner in connection with driving under the influence ("DUI") investigations, DUI saturation operations, and DUI checkpoints ("Blood Draw").

(4) Procedures requested by CITY and subsequently cancelled prior to the arrival of the medical professional are recorded as a cancelation of the procedure ("Cancellation").

(5) CONSULTANT shall use approved Los Angeles County Sheriff's Department Crime Laboratory vials for blood withdrawals. Said vials will be provided by CITY.

(6) Provide medically appropriate treatment for an Arrestee's minor injuries and health conditions, including the provision of non-prescription medications, when such person is booked and held in custody at the CITY's Jail. CITY will reimburse CONSULTANT for prescription and over-the-counter medications purchased to have on hand at the _____. CONSULTANT will bill the CITY at its cost for such prescription and over-the-counter medications.

(7) At times and locations agreed to in advance, CONSULTANT will attend El Monte Police Department briefings at no additional charge.

(8) The amount due to CONSULTANT for the monthly medical service fees, overage charges, annual fees, and all other services stated in this Agreement, will be increased at the beginning of each fiscal year to reflect cost-of-living adjustments, beginning in the new fiscal year. Any such increase shall be based on a percentage equal to the annual percentage change in the April Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim, CA area.

(B) If CONSULTANT believes that an Arrestee needs a more in-depth procedure or test, CONSULTANT shall inform CITY so the CITY may determine appropriate action to be taken including releasing an Arrestee from custody and/or transferring an Arrestee to the custody of another appropriate law enforcement agency and/or appropriate medical facility.

(C) The following definitions shall apply to the Scope of Work:

(1) "Arrestee" means a person who has been arrested and is in the custody of the El Monte Police Department.

(D) CONSULTANT shall be responsible for providing all necessary medical and other equipment and supplies, except for blood draw vials, in order for it to provide the services described in Section 3.1 (A).

3.2. **Written Authorization.**

(A) CONSULTANT shall not make changes in the Scope of Work, perform any additional work, or provide any additional material, without first obtaining written authorization from CITY. If CONSULTANT provides additional services or materials without written authorization, or if CONSULTANT exceeds the Maximum Cost in Paragraph 7.5 of this Agreement, CONSULTANT proceeds at CONSULTANT's own

risk and without payment.

3.3. **Professional Standard of Care.** During this Agreement's Term:

(A) CONSULTANT and its Subconsultants, subcontractors, employees, and agents (collectively, "CONSULTANT PARTIES") shall perform all of the services in this Agreement in an expeditious and professional manner, using professionals properly licensed and duly qualified to perform the services.

(B) CONSULTANT PARTIES shall perform the work described in this Agreement in accordance with generally accepted professional practices and principles, and in a manner consistent with the level of care and skill ordinarily exercised under similar conditions by members of CONSULTANT PARTIES' profession currently practicing in California. By delivering the completed work, CONSULTANT PARTIES represent and certify that their work conforms to: the requirements of this Agreement; all applicable (federal, state, county, local, CITY) laws, rules, regulations, orders, and procedures; and the professional standard of care in California.

(C) CONSULTANT PARTIES are responsible for making an independent evaluation and judgment of all conditions affecting performance of the work, including without limitation: site conditions; existing facilities; seismic, geologic, soils, hydrologic, geographic, climatic conditions; applicable (federal, state, county, local, CITY) laws, rules, regulations, orders, and procedures; and all other contingencies or design considerations. Data, calculations, opinions, reports, investigations, or any other information or documents that CITY provides relating to site, local, or other conditions are not warranted or guaranteed, either expressly or implied, by CITY.

(D) Without additional compensation to CONSULTANT and at no cost to CITY, CONSULTANT shall correct or revise all errors, mistakes, or deficiencies in its work product, studies, reports, designs, drawings, specifications, or other services.

4.0 TIME FOR PERFORMANCE

4.1 **Force Majeure.** If an event or condition constituting a "force majeure"— including, but not limited to, an act of God, labor dispute, civil unrest, epidemic, or natural disaster — prevents or delays a PARTY from performing or fulfilling an obligation under this Agreement, the PARTY is not in Default, under Paragraph 13.1 of this Agreement, of the obligation. A delay beyond a PARTY's control automatically extends the time, in an amount equal to the period of the delay, for the PARTY to perform the obligation under this Agreement. The PARTIES shall prepare and sign an appropriate document acknowledging any extension of time under this Paragraph.

5.0 PERSONNEL

5.1. **Project Management.** Each PARTY shall appoint a Project Manager. The Project Managers shall meet as needed to coordinate, review, and ensure CONSULTANT's performance under this Agreement. CITY's Project Manager will oversee the administration of CONSULTANT's tasks under this Agreement.

CONSULTANT shall prepare and submit to CITY's Project Manager monthly reports which detail information regarding services provided, including but not limited to number of blood draws performed, number of medical screening evaluations performed, the number and type of other services performed pursuant to this Agreement, and other information as reasonably requested by CITY.

5.2. **Key Personnel.** CONSULTANT's project team shall work under the direction of Alex G. Ghazalpour, Chief Operating Officer, and Angelique Campen, M.D., Chief Medical Officer. CONSULTANT shall minimize changes to its key personnel. CITY may request key personnel changes, and CITY may review and approve key personnel changes proposed by CONSULTANT.

5.2.1 CONSULTANT shall maintain a current list with the names, titles, and qualifications of its personnel who provide services under this Agreement. At any time, upon CITY's request, CONSULTANT shall furnish that list to the Chief of Police or a designee.

5.3. **Use of Agents or Assistants.** At the CITY's request, CONSULTANT shall provide information pertaining to Subconsultants.

5.4. **Independent Contractor.**

(A) CONSULTANT understands and acknowledges that CONSULTANT is an independent contractor, not an employee, partner, agent, or principal of CITY. This Agreement does not create a partnership, joint venture, association, or employer-employee relationship between the PARTIES. At its own expense, CONSULTANT is responsible for providing compensation; employment benefits; disability, unemployment, and other insurance; workers' compensation; training; permits and licenses; and office space for CONSULTANT and for CONSULTANT's employees and Subconsultants. CONSULTANT has, and shall retain, the right to exercise full control over the employment, direction, compensation, and discharge of all persons whom CONSULTANT uses in performing the services under this Agreement. CONSULTANT shall provide the services in CONSULTANT's own manner and method, except as this Agreement specifies. CONSULTANT shall treat a provision in this Agreement that may appear either to give CITY the right to direct CONSULTANT as to the details of doing the work, or to exercise a measure of control over the work, as giving CONSULTANT direction only as to the work's end result.

(B) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for reasonable legal counsel for CITY), and hold harmless CITY for any obligation; claim; suit; demand for tax or retirement contribution, including any contribution or payment to the Public Employees Retirement System (PERS); social security; salary or wages; overtime, penalty, or interest payment; or workers' compensation payment that CITY may be required to make on behalf of CONSULTANT, an employee of CONSULTANT, or any employee of CONSULTANT construed to be an employee of CITY, for the work done under this Agreement.

5.5. **Non-Discrimination in Employment.** CONSULTANT shall not discriminate against any employee or person who is subject to this Agreement because

of race, color, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, marital status, pregnancy, parenthood, medical condition, or physical or mental disability.

5.6. **Disability Access Laws.** CONSULTANT represents and certifies that the work product, studies, reports, designs, drawings, and specifications that CONSULTANT prepares under this Agreement fully conform to all applicable disability access and design laws, regulations, and standards — including, but not limited to, the Americans with Disabilities Act (42 U.S.C. Sections 12101 *et seq*.) and Title 24 of the California Code of Regulations — when the Scope of Work requires or calls for compliance with those laws, regulations, or standards.

5.7. **Prevailing Wage Laws.** Services by persons deemed to be employees of CONSULTANT possibly may be subject to prevailing wages under California Labor Code Sections 1770-1781. CONSULTANT's sole responsibility is to comply with those requirements, should they apply. If a dispute based upon the prevailing wage laws occurs, CONSULTANT, at its expense, shall indemnify, defend (including CONSULTANT's providing and paying for reasonable legal fees for legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, wages, costs, or expenses pertaining to the prevailing wage laws.

5.8. **Workers' Compensation.** CONSULTANT understands and acknowledges that all persons furnishing services to CITY under this Agreement are, for the purpose of workers' compensation liability, employees solely of CONSULTANT and not of CITY. In performing the services or the work under this Agreement, CONSULTANT is liable for providing workers' compensation benefits to CONSULTANT's employees, or anyone whom CONSULTANT directly or indirectly hires, employs, or uses. CITY is not responsible for any claims at law or in equity caused by CONSULTANT's failure to comply with this Paragraph.

6.0 FACILITIES

6.1. CITY shall provide a room in its Jail facility, for CONSULTANT to perform medical screening evaluation services pursuant to this Agreement. When CONSULTANT's services are required at DUI checkpoints, CITY may provide tables and chairs.

6.2. CONSULTANT shall pay for any damage to CITY property, facilities, and/or structures arising out of CONSULTANT's use, occupation, operation, or activities in, upon, under, or over any portion of them.

7.0 PAYMENT

7.1. At the time this Agreement commences, CITY shall pay CONSULTANT a non-refundable single lump sum of SIXTY THOUSAND DOLLARS ($60,000) (the "Base Sum") for all services and tasks contemplated for the Scope of Work which are to be provided during the initial one-year term of this Agreement. CITY shall be under no obligation to compensate CONSULTANT for service and tasks above and beyond those

covered by the Contract Sum without the prior written approval of the City Manager or City Council as provided herein. The City Manager or designee, in City Manager's sole and absolute discretion and without prior City Council approval, may administratively authorize the expenditures in excess of the Contract Sum for additional services and tasks up to a maximum of $30,000 in additional sums during the initial one-year term of this Agreement. The City Manager's designee shall be the Chief of Police or the Administrative Services Captain. City Council approval shall be required for any expenditures in excess of the additional $30,000 which may be authorized administrative by the City Manager.

7.2 In the event CONSULTANT's charges are projected to exceed the Base Sum prior to the expiration of the initial one-year term of this Agreement, CITY may suspend CONSULTANT's performance pending City Manager or City Council approval of any anticipated expenditures in excess of the Base Sum or any other CITY approved amendment to the compensation terms of this Agreement.

7.3 In the event CONSULTANT's charges are projected to exceed the Not-to-Exceed Sum, CITY may suspend CONSULTANT's performance pending CITY COUNCIL approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement.

7.4 Once Allocated Procedures are depleted, CONSULTANT will bill any overages accrued to the CITY. CONSULTANT will submit monthly invoices to the CITY.

7.5 Additional charges as set forth below shall be itemized separately in monthly invoices:

(A) In the event Medical Clearance, Blood Draw, or Cancellation procedures exceed the total number of Allocated Procedures, CONSULTANT will bill the CITY as follows:

- Five Hundred Forty-Two and 00/100 Dollars ($542.00) per Medical Clearance;
- Two Hundred Ten and 00/100 Dollars ($210.00) per Blood Draw;
- Two Hundred Sixty-Five and 00/100 Dollars ($265.00) per Cancellation.

(B) Provide services for reasonable suspicion drug and alcohol testing in conformity with CITY's policies on an as needed basis at an additional cost of Four Hundred Thirty-Two and 00/100 Dollars ($432.00) per test.

(C) Provide testing services and counseling for occupational exposures to communicable diseases, including source testing, in conformity with CITY's policies and applicable laws and regulations. CONSULTANT's rate for communicable disease testing (including, but not limited to, COVID-19) is One Thousand Eighty-Eight and 00/100 Dollars ($1,088.00) per person tested (e.g., CITY police officer, CITY employee, Arrestee).

(D) On an "as needed" basis, and upon advance notice from the CITY's Chief of Police (or his or her authorized representative), which notice is reasonable under the circumstances, provide appropriately licensed and trained medical personnel at CITY sponsored events, emergencies at CITY facilities or other locations where CITY sponsored events or emergencies are occurring or with respect to which the CITY is otherwise engaged (collectively, the "Events"), including the provision of the appropriate level of medical services to members of the public at any such Events. Although the CITY may request the level of personnel it wishes CONSULTANT to provide at any such Events, the determination of the appropriate level of personnel shall be made by appropriate medical personnel (e.g. CONSULTANT's Chief Medical Officer) engaged by CONSULTANT. The fee for such service shall not exceed the hourly rate of up to One Hundred Thirty-Two and 00/100 Dollars ($132.00) per personnel as requested by the Chief of Police.

(E) CONSULTANT standby time, at the request of the CITY, will be billed at an hourly rate of up to One Hundred Thirty-Two and 00/100 Dollars ($132.00).

(F) Work performed by CONSULTANT at Office of Traffic Safety ("OTS") Saturations and Checkpoints will be billed separately as a fee for service in the amount of Four Hundred Forty and 00/100 Dollars ($440.00). This fee shall include blood withdrawals performed during a Saturation Patrol or Checkpoint event.

(G) A charge of up to One Hundred Thirty-Two 00/100 Dollars ($132.00) per hour will be billed for courtroom testimonies resulting from a request by CITY or a court-ordered subpoena.

(H) An annual Narcan Administration Fee of Three Hundred Sixty and 00/100 Dollars ($360.00) per trained officer will be billed per year in advance. The full Three Hundred Sixty and 00/100 Dollars ($360.00) fee will be due immediately and added to the annual schedule, regardless of when that new officer is brought on board. Note that this does not include the medication, which must be purchased directly by CITY.

(I) Provide medical transport services in connection with persons who are taken into custody pursuant to Welfare and Institution Code section 5150, mental health evaluation. The fee for each medical transport to a local medical facility where the distance to such facility is ten (10) miles or less is Seven Hundred Ninety-Five and 00/100 Dollars ($795.00). Transports to facilities where the distance is greater than ten (10) miles will be billed at Nine and 00/100 Dollars ($9.00) each mile past the first ten (10) miles travelled. Upon arrival the first thirty (30) minutes at the facility is included in the standard fee. If the wait time exceeds thirty (30) minutes, it will be billed at Fifty Dollars and 00/100 Dollars ($50.00) per each fifteen (15) minutes.

(J) A forced blood draw, a warrant blood draw, a "McNeely Warrant Blood Draw", or in-field blood draw, will be billed at a fee of Seven Hundred Fifty-Two and 00/100 Dollars ($752.00). In-field blood draws denote when blood is drawn in the field (e.g. scene of an accident, at an address outside of the police department, etc.). If a forced or warrant blood draw patient requires a Medical Clearance, the Medical

Clearance will not incur an additional charge to the CITY.

7.6 Except as set forth in Sections 7.1 and 7.2, CONSULTANT shall pay for all expenses, including reimbursable or out-of-pocket expenses, that CONSULTANT incurs in performing the services.

7.7. If CITY requires additional work not included in this Agreement, CONSULTANT and CITY shall negotiate the additional work, mutually agree on the amount of additional compensation, and memorialize the terms in either a separate written contract or an amendment to this Agreement.

7.8. **Taxes.** CONSULTANT shall pay all applicable (federal, state, county, local, CITY) excise, sales, consumer use, possessory interest, or other similar taxes required by law that are levied upon this Agreement or upon CONSULTANT's services under this Agreement.

7.9. **Invoices.** Following the conclusion of each calendar month, CONSULTANT shall submit to CITY an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and as well as the flat annual charge referenced under Section 7.1, above. If any part of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the service or task, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.

8.0 AUDIT BY CITY

8.1. During this Agreement's Term and for a period of twelve (12) months after the expiration, cancellation, or termination of this Agreement, or any extension of it, CONSULTANT shall:

(A) Keep and maintain, in their original form, all records, books, papers, or documents related to CONSULTANT's performance of this Agreement; and

(B) Permit CITY or its authorized representatives, at all reasonable times, to have access to, examine, audit, excerpt, copy, photocopy, photograph, or transcribe all records, books, papers, or documents related to CONSULTANT's performance of this Agreement including, but not limited to: direct and indirect charges, and detailed documentation, for work CONSULTANT has performed or will perform under this Agreement.

9.0 DATA, RECORDS, PROPRIETARY RIGHTS

9.1. **Copies of Data.** CONSULTANT shall provide CITY with copies or originals of all data that CONSULTANT generates, uses, collects, or stores in relation to all work associated with this Agreement. Data that CONSULTANT generates, uses, collects, stores, or provides must be in a form acceptable to, and agreed upon by, CITY.

9.2. **Ownership and Use.**

(A) CONSULTANT acknowledges that its use of the work product is limited to the purposes contemplated by the Scope of Work. CONSULTANT makes no representation of the work product's application to, or suitability for use in, circumstances not contemplated by the Scope of Work.

9.3. **Intellectual Property.**

(A) If CONSULTANT uses or incorporates patented, trademarked, or copyrighted work, ideas, or products— in whole or in part— into CONSULTANT's work product in performing the services under this Agreement, CONSULTANT represents that:

(1) CONSULTANT holds the patent, trademark, or copyright to the work, idea, or product; or

(2) CONSULTANT is licensed to use the patented, trademarked, or copyrighted work, idea, or product.

(B) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for reasonable legal fees of legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, royalties, fines, penalties, costs, or expenses arising out of or alleging any infringement or misappropriation of a patent, copyright, trade secret, trade name, trademark, or other intellectual property right or proprietary right in the performance by CONSULTANT of the services under this Agreement.

9.4. **Confidentiality.** Neither Party shall use any information that it obtains from performing the services for any purpose other than for fulfillment of CONSULTANT's Scope of Work. Without CITY's prior written authorization, CONSULTANT shall not disclose or publish — or authorize, permit, or allow others to disclose or publish — data, drawings, designs, specifications, reports, or other information relating to the services or the work that CITY assigns to CONSULTANT or to which CONSULTANT has access. Notwithstanding the foregoing, CONSULTANT may disclose the existence of this Agreement, its contents, and aggregated statistics regarding the services provided.

9.5. **Public Records Act.**

(A) CONSULTANT acknowledges that this Agreement is a public record. This Agreement, its Exhibits, and all documents produced under this

Agreement are subject to the California Public Records Act (Government Code Sections 6250 *et seq*.), including its exemptions. CONSULTANT acknowledges that CITY has no obligation to notify CONSULTANT when a request for records is received.

(B) CONSULTANT shall identify in advance all records, or portions of them, that CONSULTANT believes are exempt from production under the Public Records Act.

(C) If CONSULTANT claims a privilege against public disclosure or otherwise objects to the records' disclosure, then:

(1) CONSULTANT may, when notified by CITY of the request, seek protection from disclosure by timely applying for relief in a court of competent jurisdiction; or

(2) CITY may either decline to produce the requested information, or redact portions of the documents and produce the redacted records.

(D) If CONSULTANT fails to identify one or more protectable documents, in CITY's sole discretion, and without its being in breach of this Agreement or its incurring liability to CONSULTANT, CITY may produce the records — in whole, in part, or redacted — or may decline to produce them.

(E) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for reasonable legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, costs, or expenses arising out of or alleging CITY's refusal to publicly disclose one or more records that CONSULTANT identifies as protectable, or asserts is protectable.

10.0 CONFLICT OF INTEREST; CAMPAIGN CONTRIBUTIONS

10.1. **Conflict of Interest.** CONSULTANT represents and certifies that:

(A) CONSULTANT's personnel are not currently officers, agents, employees, representatives, or elected officials of CITY;

(B) CONSULTANT will not employ or hire a CITY officer, agent, employee, representative, or elected official during this Agreement's Term;

(C) CITY's officers, agents, employees, representatives, and elected officials do not, and will not, have any direct or indirect financial interest in this Agreement; and

(D) During this Agreement's Term, CONSULTANT will inform CITY about any possible conflict of interest that may arise as a result of any change in circumstances.

11.0 INSURANCE

11.1. When CONSULTANT signs and delivers this Agreement to CITY, and during this Agreement's Term, CONSULTANT shall furnish CITY with insurance forms that fully meet the requirements of — and contain provisions entirely consistent with — all of the "Insurance Requirements" which are attached as Exhibit "A" to this Agreement and are incorporated by reference.

11.2. This Agreement's insurance provisions:

(A) Are separate and independent from the indemnification and defense provisions in Article 12 of the Agreement; and

(B) Do not limit, in any way, the applicability, scope, or obligations of the indemnification and defense provisions in Article 12 of the Agreement.

12.0 INDEMNITY

12.1. To the maximum extent permitted by law — including, but not limited to, California Civil Code Section 2778 — CONSULTANT ("CONSULTANT INDEMNITOR") shall indemnify, defend, and hold harmless CITY's elected and appointed officials, officers, employees, agents and volunteers (individually and collectively, "CITY INDEMNITEE") from and against a "**liability**" [as defined in Subparagraph (A) below], or an "**expense**" [as defined in Subparagraph (B) below], or both, that arise out of, pertain to, or relate to an act, error, or omission of a CONSULTANT INDEMNITOR in the performance by CONSULTANT INDEMNITOR or any of its employees, agents or Subconsultants of the services under this Agreement:

(A) "**Liability**" means claims, suits, actions, causes of action, proceedings, judgments, decrees, awards, settlements, liens, losses, damages, injuries, or liability of any kind, whether the **liability** is:

(1) Actual or alleged;

(2) In contract or in tort; or

(3) For bodily injury (including accidental death), personal injury, advertising injury, or property damage.

(B) "**Expense**" means fees, costs, sums, penalties, fines, charges, or expenses of any kind, including, but not limited to:

(1) Reasonable attorney's fees;

(2) Reasonable costs of an investigation, litigation, arbitration, mediation, administrative or regulatory proceeding, or appeal;

(3) Reasonable fees of an accountant, expert witness,

consultant, or other professional; or

(4) Pre or post: judgment interest or settlement interest.

12.2. Under this Article, CONSULTANT INDEMNITOR's defense and indemnification obligations:

(A) Subject to Section 12.1 above, apply to a **liability**, or an **expense**, or both, that arise out of, pertain to, or relate to the actual or alleged passive negligence of a CITY INDEMNITEE; but

(B) Do not apply to a **liability**, or an **expense**, or both, that arise out of, pertain to, or relate to the sole active negligence or willful misconduct of a CITY INDEMNITEE.

12.3. To the extent that CONSULTANT INDEMNITOR's insurance policy provides an upfront defense to CITY, CONSULTANT INDEMNITOR's obligation to defend a CITY INDEMNITEE under this Article:

(A) Means that CONSULTANT INDEMNITOR shall provide and pay for legal counsel, reasonably acceptable to CITY, for the CITY INDEMNITEE;

(B) Occurs when a claim, suit, complaint, pleading, or action against a CITY INDEMNITEE arises out of, pertains to, relates to, or asserts an act, error, or omission of CONSULTANT INDEMNITOR; and

(C) Arises regardless of whether a claim, suit, complaint, pleading, or action specifically names or identifies CONSULTANT INDEMNITOR.

12.4. Paragraph 12.3 does not limit or extinguish CONSULTANT INDEMNITOR's obligation to reimburse a CITY INDEMNITEE for the costs of defending the CITY INDEMNITEE against a **liability**, or an **expense**, or both. A CITY INDEMNITEE's right to recover defense costs and attorney's fees under this Article does not require, and is not contingent upon, the CITY INDEMNITEE's first:

(A) Requesting that CONSULTANT INDEMNITOR provide a defense to the CITY INDEMNITEE; or

(B) Obtaining CONSULTANT INDEMNITOR's consent to the CITY INDEMNITEE's tender of defense.

12.5. If CONSULTANT subcontracts all or any portion of the services under this Agreement, CONSULTANT shall provide CITY with a written agreement from Subconsultants, who must indemnify, defend, and hold harmless CITY INDEMNITEE under the terms in this Article.

12.6. CONSULTANT INDEMNITOR's obligation to indemnify, defend, and hold harmless CITY will remain in effect and will be binding upon CONSULTANT INDEMNITOR whether the **liability**, or the **expense**, or both, accrues — or is

discovered — before or after this Agreement's expiration, cancellation, or termination.

12.7. Except for Paragraph 12.3, this Article's indemnification and defense provisions are separate and independent from the insurance provisions in Article 11. In addition, the indemnification and defense provisions in this Article:

(A) Are neither limited to nor capped at the coverage amounts specified under the insurance provisions in Article 11; and

(B) Do not limit, in any way, the applicability, scope, or obligations of the insurance provisions in Article 11.

13.0 DEFAULT, REMEDIES, AND TERMINATION

13.1. **Default.** Default under this Agreement occurs upon any one or more of the following events (each an "Event of Default"):

(A) CONSULTANT refuses or fails — whether partially, fully, temporarily, or otherwise — to:

(1) Provide or maintain enough properly trained personnel, or licensed personnel, or both, to perform the services that this Agreement requires;

(2) Pay for, obtain, maintain, or renew the insurance policies or coverages that this Agreement requires;

(3) Comply with indemnification, defense, or hold harmless provisions that this Agreement requires; or

(B) CONSULTANT, or its personnel, or both— whether partially, fully, temporarily, or otherwise:

(1) Disregards or violates a law, ordinance, rule, procedure, regulation, directive, or order applicable to the performance of the services hereunder or otherwise in connection with this Agreement;

(2) Refuses or fails to pay for, obtain, maintain, or renew requisite licenses;

(3) Refuses or fails to observe, perform, or fulfill a covenant, condition, obligation, term, or provision of this Agreement;

(4) Commits an unlawful, false, fraudulent, dishonest, deceptive, or dangerous act while performing the services under this Agreement; or

(C) CONSULTANT:

(1) Or another party for or on behalf of CONSULTANT: institutes proceedings under any bankruptcy, reorganization, receivership or other insolvency; or assigns or transfers assets to its creditors;

(2) Delegates — whether in whole, in part, temporarily, or otherwise — its duties or obligations under this Agreement, without notifying CITY, or without CITY's written authorization;

(3) Assigns, transfers, pledges, hypothecates, grants, or encumbers — whether in whole, in part, temporarily, or otherwise — this Agreement or any interest in it, without notifying CITY, or without CITY's written authorization;

(4) Or one of its partners, directors, officers, or general managers, or a person who exercises managerial authority on CONSULTANT's behalf, is convicted under state or federal law, during this Agreement's Term, of embezzlement, theft, fraud, forgery, bribery, deceptive or unlawful business practices, perjury, falsifying or destroying records or evidence, receiving stolen property, or other offense indicating a lack of business integrity or business honesty; or

(D) CITY, or its personnel, or both — whether partially, fully, temporarily, or otherwise refuses or fails to observe, perform, or fulfill a covenant, condition, obligation, term, or provision of this Agreement; or if CITY institutes proceedings under any bankruptcy, reorganization, receivership or other insolvency proceeding.

13.2. **Notice of Default.** If an Event of Default has occurred, the non-defaulting party may give written notice to the other party specifying the Event(s) of Default and the defaulting party shall have thirty (30) days to remedy the Event of Default after receiving the notice. The Notice of Default will set forth one or more bases for any dissatisfaction and may suggest corrective measures.

13.3. **Remedies upon Default.** If, within thirty (30) days after receiving a Notice of Default, the defaulting party has not remedied the Event of Default, or if the defaulting party does not commence steps to remedy the Event(s) of Default to the other party's reasonable satisfaction, the non-defaulting party may exercise any one or more of the following remedies:

(A) In whole or in part and for any length of time, immediately suspend this Agreement until such time as the defaulting party has remedied the Event of Default;

(B) If CONSULTANT is the defaulting party, CITY may provide for the services either through its own forces or from another consultant, and may withhold any

money due (or may become owing to) CONSULTANT for a task related to the claimed Default;

(C) If CONSULTANT is the defaulting party, CITY may withhold all moneys, or a sum of money, due CONSULTANT under this Agreement, which in CITY's sole determination, are sufficient to secure CONSULTANT's performance of its duties and obligations under this Agreement;

(D) The non-defaulting party may immediately terminate the Agreement upon written notice to the defaulting party;

(E) The non-defaulting party may exercise any other legal remedy, or equitable remedy, or both, including, but not limited to, filing and action in court:

(1) Seeking specific performance by the defaulting party of all or any part of this Agreement; or

(2) Recovering damages resulting from the Event of Default; or

(F) The non-defaulting party may pursue any other available, lawful right, remedy, or action.

13.4. **Termination for Convenience.** Independent of the remedies provided in Paragraph 13.3, CITY may terminate this Agreement at any time without cause and without liability upon sixty (60) days' prior written notice. Upon termination, CONSULTANT shall receive compensation only for that work which CONSULTANT had satisfactorily completed to the termination date. CITY shall not pay CONSULTANT for de-mobilization, takedown, disengagement, wind-down, or other costs incurred arising out of this Agreement's termination.

14.0 GENERAL PROVISIONS

14.1. **Entire Agreement.** This Agreement represents the entire and integrated agreement between the PARTIES. This Agreement supersedes all prior and contemporaneous communications, negotiations, understandings, promises and agreements, either oral or written. Neither CONSULTANT nor CITY has made any promises or representations, other than those contained in this Agreement or those implied by law. The PARTIES may modify this Agreement, or any part of it, by a written amendment with CITY's and CONSULTANT's signature.

14.2. **Interpretation.** This Agreement is the product of negotiation and compromise by both PARTIES. Every provision in this Agreement must be interpreted as though the PARTIES equally participated in its drafting Therefore, despite the provisions in California Civil Code Section 1654, if this Agreement's language is uncertain, the Agreement must not be construed against the PARTY causing the uncertainty to exist. In interpreting this Agreement and resolving any ambiguities, this Agreement will take precedence over any cover page or attachments. If a conflict occurs between a provision in this Agreement and a provision in an attachment, the following order of precedence applies, with the terms and conditions in the document

higher on the list governing over those lower on the list:

(A) The Agreement.

14.3. **Headings.** All headings or captions in this Agreement are for convenience and reference only. They are not intended to define or limit the scope of any term, condition, or provision.

14.4. **Governing Law.** California's laws govern this Agreement's construction and interpretation. Unless this Agreement provides otherwise, any reference to laws, ordinances, rules, or regulations include their later amendments, modifications, and successor legislation.

14.5. **Waiver of Breach.** If a PARTY waives the other PARTY's breach of a term in this Agreement, that waiver is not treated as waiving a later breach of the term and does not prevent the PARTY from later enforcing that term, or any other term. A waiver of a term is valid only if it is in writing and signed by the PARTY waiving it. This Agreement's duties and obligations:

(A) Are cumulative (rather than alternative) and are in addition to (rather than a limitation on) any option, right, power, remedy, or privilege; and

(B) Are not exhausted by a PARTY's exercise of any one of them.

14.6. **Attorney's Fees.** If CITY or CONSULTANT brings an action at law or in equity to enforce or interpret one or more provisions of this Agreement, the "prevailing party" is entitled to "reasonable attorney's fees" in addition to any other relief to which the prevailing party may be entitled. A "prevailing party" has the same meaning as that term is defined in California Code of Civil Procedure Section 1032(a)(4). "Reasonable attorney's fees" of the City Attorney's office means the fees regularly charged by private attorneys who:

(A) Practice in a law firm located in Los Angeles County; and

(B) Have an equivalent number of years of professional experience in the subject matter area of the law for which the City Attorney's services were rendered.

14.7. **Further Assurances.** Upon CITY's request at any time, CONSULTANT shall promptly:

(A) Take further necessary action; and

(B) Sign, acknowledge, and deliver all additional documents as may be reasonable, necessary, or appropriate to carry out this Agreement's intent, purpose, and terms.

14.8. **Assignment.**

(A) This Agreement does not give any rights or benefits to anyone,

other than to CITY and CONSULTANT. All duties, obligations, and responsibilities under this Agreement are for the sole and exclusive benefit of CITY and CONSULTANT, and are not for the benefit of another person, entity, or organization. Without CITY's prior written authorization, CONSULTANT shall not do any one or more of the following:

(1) Assign or transfer a right or interest — whether in whole, in part, temporarily, or otherwise — in this Agreement; or

(2) Delegate a duty or obligation owed — whether in whole, in part, temporarily, or otherwise — under this Agreement.

(B) Any actual or attempted assignment of rights or delegation of duties by CONSULTANT, without CITY's prior written authorization, is wholly void and totally ineffective for all purposes; and does not postpone, delay, alter, extinguish, or terminate CONSULTANT's duties, obligations, or responsibilities under this Agreement.

(C) If CITY consents to an assignment of rights, or a delegation of duties, or both, CONSULTANT's assignee or legal representative shall agree in writing to personally assume, perform, and to be bound unconditionally by the covenants, obligations, terms, and conditions in this Agreement.

14.9. **Successors and Assigns.** Subject to the provisions in Paragraph 14.8, this Agreement is binding on the heirs, executors, administrators, successors, and assigns of the respective PARTIES.

14.10. **Time is of the Essence.**

(A) Except when this Agreement states otherwise, time is of the essence in this Agreement. CONSULTANT acknowledges that this Agreement's time limits and deadlines are reasonable for CONSULTANT's performing the services under this Agreement.

14.11. **Recycled Paper.** CONSULTANT shall endeavor to submit all reports, correspondence, and documents related to this Agreement on recycled paper.

14.12. **Notices.**

(A) The PARTIES shall submit in writing all notices and correspondence that this Agreement requires or permits, and shall deliver the notices and correspondence to the places set forth below. The PARTIES may give notice by:

(1) Personal delivery;
(2) U.S. mail, first class postage prepaid;
(3) "Certified" U.S. mail, postage prepaid, return receipt requested; or
(4) Facsimile.

(B) All written notices or correspondence sent in the described manner will be presumed "given" to a PARTY on whichever date occurs earliest:

(1) The date of personal delivery;

(2) The third (3rd) business day following deposit in the U.S. mail, when sent by "first class" mail;

(3) The date on which the PARTY or its agent either signed the return receipt or refused to accept delivery, as noted on the return receipt or other U.S. Postal Service form, when sent by "certified" mail; or

(4) The date of transmission, when sent by facsimile.

(C) At any time, by providing written notice to the other PARTY, CITY or CONSULTANT may change the place, or facsimile number, for giving notice.

CITY: CITY OF EL MONTE
Police Department
Attn: David Reynoso
Chief of Police
11333 Valley Boulevard
El Monte, CA 91731

CONSULTANT: VITAL MEDICAL SERVICES, LLC
Attn: Alex G. Ghazalpour
Chief Operating Officer
700 North Brand Boulevard
Suite 220
Glendale, CA 91203

Tel. No. 818-905-1700
Fax. No. 818-396-8632

14.13. **Survival.** This Paragraph and the obligations set forth in Paragraphs 5.4, 5.6, 5.7, 5.8, 5.9, 7.1, 7.6, 8.1, 9.1, 9.2, 9.3, 9.4, 9.5, 11.1, 11.2, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 13.3, 14.5, 14.6, 14.7, 14.8, 14.9, and 14.12 survive this Agreement's expiration, cancellation, or termination.

14.14. **Severability.** The invalidity, in whole or in part, of any term of this Agreement will not affect this Agreement's remaining terms.

14.15. **Counterparts.** This Agreement may be executed in counterparts, each of which is an original, but all of which constitutes one and the same document. The PARTIES shall sign a sufficient number of counterparts, so that each PARTY will receive a fully executed original of this Agreement.

14.16. **Representations – Authority.** The PARTIES represent that:

(A) They have read this Agreement, fully understand its contents, and have received a copy of it;

(B) Through their duly authorized representative, they are authorized to sign this Agreement, and they are bound by its term; and

(C) They have executed this Agreement on the date opposite their signature.

Executed at Los Angeles, California.

CITY OF EL MONTE:

By _____ Date:_____, 20____
Alma K. Martinez
City Manager

By _____ Date:_____, 20____
David Reynoso
Chief of Police

CONSULTANT:

By _____ Date:_____, 20____
Armen Vartanian
Managing Director

By_____ Date: _____, 20___
Alex G. Ghazalpour
Chief Operating Officer

APPROVED AS TO FORM:

City Attorney	Date

CITY OF EL MONTE

FINANCE DEPARTMENT
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 10, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Dear Mayor and City Council:

CONSIDERATION AND APPROVAL OF DOCUMENT DESTRUCTION OF FINANCE DEPARTMENT FINANCIAL RECORDS AND RELATED SUPPORT PER THE CITY'S RETENTION POLICY

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Consider and approve the attached Resolution authorizing the purging and destruction of financial records and related support per the City's Records Retention Policy for destruction.

BACKROUND

Staff members in the Accounting, Business License, Water and Revenue Management Divisions of the Finance Department have reviewed all the financial records in storage and a list has been compiled of records that can be destroyed. On March 6, 2012, City Council approved and adopted the *Local Government Records Retention Guidelines, August 1999* as the City's uniform records retention policy (Attachment 2). The Model Guidelines, which are attached, were prepared by the City Clerk's Association of California and were recommended by the California Secretary of State. The policy complies with the provisions of Section 34090 of the California Government Code, which states the following: Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the city attorney the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Finance Department has inventoried records that have been systematically transferred to inactive records from the office to the storage room and the goal is to properly purge records that no longer have value and have been audited internally and

externally and meet the requirements in the Local Government Records Retention Guidelines. City Hall East has limited space and removing unnecessary documents not required for daily operations clears room for current documents. Documents that no longer have significant value are purged and we are able to maintain a regularly controlled flow of documents from offices spaces to the storage room. Documents contained within this request for purging have been classified as “reasonable” and older than the mandated retention periods. The documents requested to be purged do not have administrative value since these records do not assist the Finance Department in performing current or future work.

FISCAL IMPACT/FINANCING

The cost associated with purging the files listed in Attachment 1 is approximately $1,500 which will be funded by the General Fund (Account No. 100-31-311-6111) and Water Fund (Account No. 600-67-695-6111). This service will be provided by Shred-It, who has provided previous services to the City and will provide an onsite shredding vehicle and an assigned staff member to destroy these files.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The destruction of these records is in compliance with the Local Government Records Retention Guidelines as set forth by the City Clerk’s Association of California, and adopted by the City of El Monte. The Finance Department has incorporated digitizing and archiving documents electronically as part of regular procedures which allows employees to retrieve back up information independently and quickly, but is still retaining and storing original documents per policy.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The destruction of records will alleviate storage space for departmental needs.

CONCLUSION

Staff recommends that the City Council approve the attached resolution authorizing the purging and destruction of documents and records, per the City’s Records Retention Policy for destruction.

Respectfully submitted,

ALMA K. MARTINEZ
City Manager

BRUCE FOLTZ
Finance Director

Attachment 1: List of documents to be destroyed
Attachment 2: Records Retention Policy
Attachment 3: Resolution

DATE: MAY 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVED AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

Attachment 1

City of El Monte
FINANCE DEPARTMENT
Interdepartmental Communication

The following records can be submitted to destroy via resolution as of May 2020.

Business License Records – Business Terminated + 4 additional years

- Business permits
- Business licenses
- Permit Committee agendas

Revenue Management Records – Audit Year + 4 additional years

- Utility user tax records
- Transient occupancy tax
- Non-sufficient fund records
- Daily summary packets
- Voided impounds or no charge
- Treasurer's balance sheet
- Bank reconciliations
- Armored courier receipts
- Parking citation reports
- Miscellaneous receipts
- Credit card transaction receipts
- Lock box/ACH Receipt Batch Entries

Water Records – Current Year + 2 additional years

- Water Cash Receipts (stubs)
- Closed Water Applications (Customer Cards)
- Trouble Tickets (greens) and Water Service Request (yellow) sheets
- Meter Reading Route Reports
- Fire Flow Test Results
- Work Voucher/Control logs
- Demands and Work order books
- Problems, Miscellaneous, and Leak Letters
- Memos and temp offs (pinks)
- Deposit receipts
- Consumption proof
- Cycle close out
- Billing register

Accounts Payable Records – Audit Year + 4 additional years

- Invoices & Warrant copies
- Warrant Registers (AU+2)

Accounts Receivable Records – Audit Year + 4 additional years

- Invoices support
- Postings

Payroll Records – Audit Year + 6 additional years

- Timesheets

Miscellaneous Finance Records – Audit Year + 7 additional years

- Reconciliations/Supporting Documentation relating to closed grants, which have been already been audited by granting agencies.

SECRETARY OF STATE

LOCAL GOVERNMENT

RECORDS MANAGEMENT GUIDELINES

SECRETARY OF STATE DEBRA BOWEN

ARCHIVES DIVISION
RECORDS MANAGEMENT

(916) 653-3834

FEBRUARY 2006

LOCAL GOVERNMENT

RECORDS MANAGEMENT GUIDELINES

TABLE OF CONTENTS

CALIFORNIA GOVERNMENT RECORDS MANAGEMENT PROGRAM……..2-1000

BACKGROUND…….2-1010

AUTHORITY…….2-1020

DEFINITIONS……..2-1030

RECORDS MANAGEMENT…..……..2-2000

PRINCIPLES…….2-2010

INVENTORY……..……..2-2020

APPRAISAL AND SCHEDULING……..…….2-2030

RETENTION SCHEDULES……..…….2-2040

DISPOSITION OF RECORDS…….2-2050

SUMMARY……..…….2-2060

ACKNOWLEDGEMENT…….2-2070

ADMINISTRATIVE RECORDS – TYPICAL RETENTION PERIODS…..……ATTCH A

RECORDS MANAGEMENT AND ARCHIVES RESOURCES ……ATTCH B

CITY RECORDS RETENTION GUIDELINES……ATTCH C

COUNTY RECORDS RETENTION GUIDELINES……ATTCH D

LOCAL GOVERNMENT RECORDS MANAGEMENT GUIDELINES

California Government Records Management Program 2-1000

Background 2-1010

In 1968 the Legislature passed the California Public Records Act (PRA) (Government Code, Section 6250 et seq.) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies.

In 1978 the Information Practices Act (IPA) (California Civil Code, Section 1798 et seq.) became effective to protect personal privacy rights for individuals. The IPA is modeled after the Federal Privacy Act of 1974 and supercedes portions of the PRA. It does not apply to local public agencies except under voluntary contractual agreements.

The State Records Management Act (Government Code, Section 14740-14774) requires the Director of the Department of General Services (DGS) to establish and administer the state's records management program. The program applies "… to the creation, utilization, maintenance, retention, preservation, and disposal of state records." DGS administers the program though the State Administrative Manual (SAM), Chapter 1600 and the California Acquisition Manual (CAM).

SAM and CAM require every state agency to establish Records Retention Schedules which, when approved, become the legal authority for the agency to dispose of official public records. Retention schedules are the key element in effective records management programs for both government and private industry. State agencies must revise and update their schedules every five years or whenever a change occurs that impacts the keeping or disposing of agency records. The Records Management Act, SAM and CAM do not apply to local public agencies.

Since, with the exception of the PRA, legislation and directives establishing the state Records Management Program **do not** apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation the 1999 legislature added Section 12236 to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records

Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state."

These guidelines are an initial attempt to provide some standards and structure to the local government records management effort. Other attempts at standardization include the California City Clerks Association's 1998 list of common local government records and recommended retention periods. The goal of the State Archives in compliance with GC 12236 is to consolidate information resources and provide local government with a single source for archival and records management support and guidance.

Authority 2-1020

- California Public Records Act (Government Code, Section 6250 et seq.)
- Government Code, Section 12236

Definitions 2-1030

- **Active Records** – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains "active" until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)

- **Administrative Records** – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.

- **Archival Records** - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.

- **Discovery** – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.

- **Local Government** – Government Code, Section 6252 states: "'Local Agency' includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952."

- **Non-Records** - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)

- **Permanent Records** – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.

- **Perpetual Records** – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.

- **Program Records** - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.

- **Public Records** - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

- **Records** - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.

- **Records Retention Schedule** - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

Records Management 2-2000

Principles 2-2010

According to Government Code, Section 14740, California's Records Management Program is designed to "…apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records". Effective Records Management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value.

When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency. Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

These principles apply to all levels of government.

Inventory 2-2020

The first step in records management is a records inventory. Agencies need to know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing a Records Retention Schedule to document the agencies normal course of doing business.

The Records Inventory Worksheet, state form STD 70, is available to assist agencies in gathering information needed in a records management program. Regardless of the form used, the following information should be obtained during any inventory of agency records:

- Record Series - A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, etc.), result from the same activity (arrest reports, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be by the record series name. Avoid vague titles such as "Corporate Papers", "Official Documents", or "Vital Correspondence".

- Media – Determine the media for each record series such as paper, microfilm, etc. Also note if the same record exists in several medium.

- Years covered – Determine the period of years covered by each record series. (Example: 1994-98).

- Activity Level - The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low cost storage.

- Volume – Note the volume of each record series by the cubic feet of space they occupy. This number is a spot count and should represent only those records on hand at the time of inventory. A typical file drawer or archive box contains approximately one cubic foot of actual records. Folders, separators, tab cards, etc. are not considered part of a record.

Appraisal and Scheduling 2-2030

After the inventory, sound records management requires a realistic appraisal of records in relation to their period of usefulness and their value to the agency that owns them. The appraisal will:

- Establish reasonable retention periods.
- Identify records that can be destroyed immediately.
- Identify records that should be transferred to low cost storage.
- Identify vital and/or confidential records.
- Identify records with historic and/or research value.
- Determine the method of disposition.

Once records are inventoried, determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be disposed of or preserved for archival purposes, whichever is appropriate.

Records with administrative value are created to help accomplish the functions for which an agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Records with legal value contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Fiscal records pertain to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Some records will also have enduring value because they reflect significant historical events or document the history and development of an agency. Others contain accumulated data that can be useful for both scientific and genealogical research. At the local level historical societies and/or public libraries may be able to assess this potential value for the agency.

The final step in appraising records is determining their retention period. Keeping records, either in offices or storage areas, is very expensive and the actual or potential value of the records must be weighed against the cost. Most managers tend to keep records too long "just in case" and unwittingly extend the agency liability for as long as the records exist. Except for perpetual records, most administrative records should only be kept two or three years and certainly not more than five. Program records (unique and representative of the function of the office) are typically large files and kept for longer periods of time. Attachment A contains recommended retention periods for common administrative records maintained by several state agencies.

Questions to ask are how serious would it be if a particular record 5 or 10 years from now were unavailable? What are the chances of it being needed? Are the consequences serious enough to justify keeping a large volume of records for long periods of time at considerable cost? Is the information available anywhere else? What would it cost to reconstruct the record if necessary? Answering these questions will lead to a more realistic approach to the problem of determining how long records should be kept.

Establishing retention periods may also involve negotiation with the people who use the records. They should be encouraged to look realistically at their need for the records. Don't accept the answer that 'the records are used all the time and therefore must be kept permanently'. "Permanent" retention is very expensive, rarely necessary, and usually must be justified by a specific written requirement such as a statute, legal opinion, government code, etc. The State assumes "permanent" to mean 500 years! Will your records really have any value 500 years from now?

Once retention periods have been established for all records, a Records Retention Schedule can be developed. The schedule formalizes the retention and disposition of the agency's records and establishes the agency's "normal course of doing business".

Retention Schedules **2-2040**

A properly prepared and approved Records Retention Schedule is an agency's legal authority to do whatever needs to be done with records and documents entrusted to the agency's care. It certifies the life, care, and disposition of all agency records. If subpoenaed records have been destroyed, agency schedules (AND EVIDENCE OF COMPLIANCE WITH THOSE SCHEDULES) will defend the agency's actions. However, to prove there was no adverse intent when records were destroyed, schedules must be specific and consistently used. Adverse intent (to keep records out of court) is both a civil and criminal offense.

The state uses two forms to create Records Retention Schedules: the Records Retention Schedule Approval Request, STD Form 72 (pdf); and the Records Retention Schedule, STD Form 73 (pdf). The Form 72 contains signature elements from the agency involved, the Records Manager, the approval authority, and an archival review. The Form 73 is the schedule itself and contains an agency description or mission statement plus the listing of all agency records. Both of these forms are for state agencies but could easily be adapted/modified for use by local government.

Use of these or similar forms help an agency ensure their schedule contains all the elements necessary to withstand legal scrutiny. The signatures of the program manager (record custodian) and agency Records Manager attest to the completeness and accuracy of the information on the schedule. The approval authority should be the government body having administrative authority over the agency. For local government this authority could be the County Board of Supervisors, County Administration, Mayor's Office, City Administrator or similar government functions. Archival review at the local level could be from a county or city historical society, historical museum, library, or similar organization.

In state government schedules are considered current for five years unless amended sooner due to a significant change in an agency's record keeping practices. A change of mission, added functions, new programs, etc. would all trigger an amendment to an existing schedule. Regardless of any amendments, a new schedule must be prepared and approved after five years to ensure the schedule accurately and completely reflects the agency's records holdings and disposition. Renewing schedules more frequently is always an option, and is required in some states. Local government agencies should adopt whatever cycle is most practical within their jurisdiction.

Physical location, complexity, and activity levels of records are some of the factors to consider when determining how many schedules are needed to support an agency's records management program. Small agencies housed in one facility with narrowly focused missions may only need one schedule for the entire agency. Larger, more complex agencies may need many schedules to efficiently and effectively document the varied records maintained by the agency. For example, County Health Services in a large populous county would probably require separate schedules for Children's Services, Mental Health, Health Promotion, Elder Care Services, etc. On the other

hand, a small county Health Services Agency might use a single schedule and list record series in groups under each different agency function.

Disposition of Records 2-2050

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with their Records Retention Schedule. A properly completed schedule provides an agency with the legal authority to dispose of records entrusted to its care. Disposition may include sending appropriate records to an archival facility, recycling unneeded records, and/or destroying unneeded confidential records. Remember, in the event of litigation the court will want to know what the agency does in the normal course of doing business. Your Records Retention Schedule spells out the normal course of business for how your agency handles and disposes of its records.

In general, most agencies keep records well beyond the record's administrative, fiscal, or legal value "just in case" the records may be desired for future purposes. That is one of the worst reasons to retain records because excess records over-burden staff, slow response times to public requests, and extend the agency's legal liability. A court can not demand an agency produce documents that have been destroyed in accordance with accepted and documented (your retention schedule) industry practices.

Summary 2-2060

Records Management's primary concern is the efficient, effective and economical management of information. The guiding principle of Records Management is to insure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Records Management is more than retention schedules and the disposition of records; records management also encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations. Records Management seeks to control and manage records through the entirety of their life cycle, from their creation to their final disposition.

In today's litigious society Records Management is more important than ever but unfortunately is still overlooked and under-funded at all levels of government. In court an astute attorney can discredit an agency in the eyes of a judge or jury by attacking the way the agency handles its records. The fact that the records may refute or support a particular position is obscured by the attack on how the agency accounts for and handles those records. The agency's legal position in the litigation may be influenced by how well or how poorly they comply with accepted records management practices.

A sound records management program doesn't cost – it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing

a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, bar code, and other related technologies cannot be adequately evaluated and cost justified without a good records management program. Other benefits of effective records management include:

- Space Savings
- Reduced expenditures for new filing equipment
- Increased efficiency in information retrieval
- Compliance with legal, administrative, and fiscal retention requirements
- Identification and protection of vital records
- Control over creation of new records
- Identification of records with research value
- Identification of records with historical value

Acknowledgement **2-2070**

The California State Archives would like to acknowledge the League of California Cities and the City Clerks Association of California for their major contribution to these guidelines. Attachment C represents several years of effort by the League and the Association to provide standard retention periods for record series common to most city jurisdictions. Attachment D – County Records Retention Guidelines has been permanently removed.

Please forward comments and/or corrections to these retention periods to the California State Archives.

For assistance in developing a Records Management Program or to comment on this web site please contact:

Laren Metzer
Deputy State Archivist
Secretary of State
Archives Division
1020 O Street
Sacramento, CA 95814
(916) 653-3834, Fax (916) 653-7134
lmetzer@sos.ca.gov

Administrative Records - Typical Retention Periods

Type of Record	Years	Remarks
Correspondence		
Chron Files	2	
General/Public	3	
Controlled	2	
Reports	3	
Subject Files	3	
Reproduction/Printing Requests	2	
Financial		>4/7 = 4 yrs for state funds/7 for federal funds<
Expense Reports	4/7	Or until audited, whichever is first
Budgets	4/7	Or until audited, whichever is first
Billing/Accounting Reports	4/7	Or until audited, whichever is first
Budget Change Proposals	4/7	Or until audited, whichever is first
Budget Change Concepts	4/7	Or until audited, whichever is first
Audits	4/7	
Invoices	4/7	Or until audited, whichever is first
Fees/Receipts	4/7	Or until audited, whichever is first
Checks/Ledgers/Registers	4/7	Or until audited, whichever is first
Cal Stars Reports	Active+1	Active until new budget approved*
Cost Recovery - Federal	Active+7	Active until claim paid then 7 or until audited, whichever is first*
Cost Recovery - State	Active+4	Active until claim paid then 4 or until audited, whichever is first*
Grants	Active+2	Active until end of grant year*
Equipment/Supplies/Space		
Inventory	Active	Active until revised*
Purchase Request/Order	Active+4/7	Active until items received(4/7 if subject to audit)*
Service Orders/Authorizations	Active	Active until service performed*
Vendor Information	Active	Active until revised*
Building Maintenance/Leases	Active	Active until lease terminates*
Inspection Reports/Moves/Space	Active	Active until revised/rescinded/superseded*
Equipment Maintenance	Active+2	Active until maintenance complete*
Hardware/Software Documentation	Active	Active until revised/rescinded/superseded*
Vehicle Files	2	
Personnel		
Duty Statements	Active	Active until revised*

Employee Records	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, Confidential Destruction. (CD)*
Attendance	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD.*
Travel	Active+1	Active until travel complete. PRA 6254, IPA 1798.40, CD.*
Training	3	PRA 6254, IPA 1798.40, CD.
Applications	2	PRA 6254, IPA 1798.40, GC 12946, CD.
Interview Documents	2	PRA 6254, IPA 1798.40, CD.
Affirmative Action	Active	Active until revised*
Merit Awards	3	PRA 6254, IPA 1798.40, CD.
Superior Accomplishments	3	PRA 6254, IPA 1798.40, CD.
Labor Relations	2	
Production/Assignment Logs	2	
Overtime Logs	2	PRA 6254, IPA 1798.40, CD.
Action Requests/Grievances	2	PRA 6254, IPA 1798.40, CD.
Toxic Exposure Reports	Active	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD. Transfer Rpt with employee.*
Policy/Procedure/Organization		
Policies (All)	Active	Active until revised*
Procedures (All)	Active	Active until revised*
Compliance Requirements	Active	Active until revised*
Organization Charts	Active	Active until revised*
Mission Statements	Active	Active until revised*
Associations	Active	Active while membership is current*
Meetings/Minutes/Agendas	2	
Activity Reports	2	
Studies/Statistics	3	
Feasibility Studies	5	
Request for Proposals	3	
Delegation Orders	Active	Active until revised/superseded/Revoked*
Conferences/Committees	3	
Contracts	Active+4/7	Active until contract terminates/+4/7 if subject to audit*
Emergency Preparedness	Active	Active until revised*
Public Hearings	5	
Health/Safety	3	
Plans and Goals	Active	Active until revised/rescinded/superseded/Complete*
Records Management		
Records Retention Schedule	Active	Active until revised*
Records Transfer List (STD 71)	Active	Active until disposal of records*
Records Destruction Authorization	4	

Forms File	Active+1	Active until revised/rescinded/superseded*
Legislation/Regulations/Legal		
Bill Analysis	3	PRA 6254
Research Information	3	PRA 6254
Proposed Legislation/Regulations	4	PRA 6254
Legal Opinions	Active+1	Active until issues resolved*
Law Suits/Small Claims	Active+1	Active until litigation complete*
Enrolled Bill Report	4	PRA 6254
PRA/IPA Files	2	
Public Relations		
Clippings	2	
Press Releases	2	
Speeches	2	

* "Active" retention is for Perpetual Records that remain "active" until some event occurs. After the event occurs the records are disposed of or may require retention for an additional short period of time.

The "Remarks" section of a retention schedule also identifies records not subject to public disclosure because of code or statute, as well as any other unusual or significant characteristics about a record series. PRA refers to the California Public Records Act and IPA refers to the Information Practices Act. CD stands for Confidential Destruction.

Most administrative records are small in volume and the records retained for less than five years.

Program Records:

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an "Active" period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

Records Management and Archives Resources

Many resources exist to assist you in your records management program. This list is not all-inclusive but will provide you with several contacts where you can ask questions and receive professional answers to many records management issues. All of these resources provide information free of charge and some also offer membership in the organization, which entitles you to additional benefits.

AIIM - Association for Information and Image Management, International.
AIIM is a global industry association connecting users and suppliers of enterprise content management (ECM) technologies - tools and methods that help capture, manage, store, preserve and deliver content in support of business processes. AIIM is a neutral and unbiased source of information. They produce educational events and conferences, provide up-to-the-minute industry information, and are ANSI/ISO-accredited for standards development. Local chapters provide networking and educational opportunities throughout the country.

World Headquarters
1100 Wayne Avenue, Suite 1100
Silver Spring, MD 20910
1-800-477-2446
http://www.aiim.org/

ARMA International – Association of Records Managers and Administrators.
The mission of ARMA International is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success. ARMA has a network of local chapters that provide educational opportunities for members and non-members alike.

ARMA International
4200 Somerset Dr., #215
Prairie Village, KS 66208
1-800-422-2762
http://www.arma.org/

NAGARA – National Association of Government Archives and Records Administrators.
NAGARA is an association dedicated to the improvement of federal, state, and local government records and information management. Their goal is to promote the availability of our documentary legacy by improving the quality of records and information management at all levels of government

NAGARA
48 Howard Street
Albany, NY 12207
1-518-463-8644
http://www.nagara.org/

NARA – National Archives and Records Administration
Major source for national archives and records management issues and policies. Develops standard Record Retention Schedules for federal agencies.

National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, D.C. 20408
1-800-234-8861
http://www.archives.gov/index.html

COSHRC
Council of State Historical Records Coordinators
Provides internet links to all State Archives and Records Management Offices.
http://www.coshrc.org/arc/states.htm

InterPARES
International Research on Permanent Authentic Records in Electronic Systems
Source for international research papers seeking to recommend standards in the electronic records industry.
http://interpares.org/

CA Secretary of State
Provides records management guidelines for local government agencies through the California State Archives web site.

California State Archives
1020 O Street
Sacramento, CA 95814
(916) 653-3834
lmetzer@sos.ca.gov

CA Department of General Services – California Records and Information Management (CalRIM)
CalRIM establishes guidelines for state agencies to manage their records programs, including the management of electronic records and using technology such as imaging. CalRIM provides training, Master Service Agreements to streamline the contracting process for records and imaging technologies and consultation, and other services to

help customers establish and maintain effective records programs. CalRIM also reviews and maintains all state agency records retention schedules.

Department of General Services
Procurement Division
California Records and Information Management Program
1500 5th Street, Suite 101
Sacramento, California 95814
(916) 324-4809
http://www.osp.dgs.ca.gov/calrim/default.htm

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

August 1999

City Clerks' Association of California

California State Archives 2002 Version

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

TABLE OF CONTENTS

DISCLAIMER……C-3

RECORD CLASSIFICATIONS……..C-4

ITEM INDEX……C-5

LEGEND & CITATIONS……C-16

ADMINISTRATIVE RECORDS……..……..C-17

DEVELOPMENT RECORDS……..……C-25

FINANCE RECORDS……..……C-29

PUBLIC SAFETY RECORDS……C-32

- **EMERGENCY MANAGEMENT……C-32**
- **FIRE SAFETY……C-32**
- **HAZARDOUS MATERIALS……C-33**
- **LAW ENFORCEMENT……C-33**

PUBLIC WORKS……..C-42

TRANSPORTATION……C-47

Disclaimer

Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

RECORDS RETENTION CLASSIFICATIONS – CITY GOVERNMENT

August 1999

ADMINISTRATION

Audit
Community Services
Elections
General Subject
Grants
Human Resources
Information Services
Legal/Legislative
Municipal Clerk
Policies & Procedures
Public Information
Public Financing Authority
Risk Management

DEVELOPMENT

Administration
Building
Code Enforcement
Engineering
Environmental Quality
Housing
Municipal Facilities
Planning
Property
Redevelopment

FINANCE

Accounting
Administrative Services
Fixed Assets
License
Payroll
Purchasing
Reports
Treasurer

PUBLIC SAFETY

Animal Control*
Emergency Management
Fire Safety
- **Administration**
- **Personnel**
- **Property**
- **Reports**

Hazardous Materials
Health & Welfare
Law Enforcement
- **Administration**
- **Investigations**
- **Patrol**
- **Services**

PUBLIC WORKS

Parks
Sanitation/Solid Waste/ Wastewater
Streets/Alleys
Utilities
Water

TRANSPORTATION

Administration
Airport
Ground Transportation
Harbor

***Anticipate will be addressed by County Officials**

INDEX

ITEM	CATEGORY	PAGE
Abandoned Vehicles	Development	C-26
Abandonment	Development	C-28
Abandonment/Vacations	Public Works	C-43
Accident Reports - City Assets	Administration	C-24
Accounting/Cash Reconciliation	Public Safety	C-33
Accounts Payable	Finance	C-29
Accounts Receivable	Finance	C-29
Acquisition/Disposition	Development	C-28
Adjustments	Finance	C-29
Administration – General Subject	Administration	C-19
Administration – Public Financing Authority	Administration	C-23
Administrative/Internal	Public Safety	C-33
Affidavit Index	Administration	C-17
Agenda Reports (Master, Subject Files)	Administration	C-22
Agendas	Administration	C-22
Agendas, Board	Public Works	C-42
Agreements	Transportation	C-47
Air Quality	Development	C-27
Airport Certification	Transportation	C-47
Airport Noise Monitoring and Complaint	Transportation	C-47
Alarm Records	Public Safety	C-33
Annexation Case Files	Development	C-28
Annual Financial Report	Administration	C-17
Apparatus/Vehicle	Public Safety	C-32
Appeals, Civil	Administration	C-22
Applications - Aircraft Storage	Transportation	C-47
Applications - Parking	Transportation	C-47
Applications - Slip Rentals	Transportation	C-47
Applications - Special Events	Transportation	C-47
Applications	Finance	C-29
Applications, Absentee Ballots	Administration	C-17
Applications, Boards, Commissions, Committees	Administration	C-22
Appraisals	Development	C-28
Acquisition/Disposition	Development	C-28
Arrest/Conviction	Public Safety	C-36
Articles of Incorporation	Administration	C-22
Asbestos	Development	C-27
Assessment Districts	Administration	C-23
Assessment Districts	Finance	C-29
Asset Forfeiture - Investigations/Proceedings Case File	Public Safety	C-34
Asset Forfeiture - Notifications	Public Safety	C-34
Assisted, Challenged Voters List	Administration	C-17
Audits	Finance	C-30
Auto for Hire	Transportation	C-48
Ballots	Administration	C-17
Ballots – Prop. 218	Administration	C-17
Bank Reconciliation	Finance	C-29
Bank Statements	Finance	C-30
Benchmark Data	Development	C-25
Benefit Plan Claims	Administration	C-20
Benefit Plan Enrollment, Denied	Administration	C-20

INDEX

ITEM	CATEGORY	PAGE
Bids & Proposals (Unsuccessful)	Development	C-25
Bids, RFQ's, RFP's	Finance	C-30
Billing Records	Finance	C-29
Billing/Customer Records	Public Works	C-44
Biographies	Administration	C-19
Blueprints, Specifications	Development	C-26
Bond, Personnel Fidelity	Administration	C-20
Bonds - Administration	Finance	C-31
Bonds - Security	Development	C-25
Bonds - Development	Development	C-25
Bonds - Account Statements	Finance	C-31
Bonds - Bonds and Coupons	Finance	C-31
Bonds	Administration	C-17
Bonds	Development	C-27
Bonds, Insurance	Administration	C-24
Books, Fire Code	Public Safety	C-32
Brochures, publications, newsletter, bulletins	Administration	C-24
Budget adjustments, journal entries	Finance	C-29
Budget Operating (copies)	Administration	C-17
Budget Operating (copies)	Finance	C-29
Budget	Administration	C-17
Budget, Accounting	Finance	C-29
Budget, Adopted	Finance	C-29
Budget, Proposed	Finance	C-29
Business License	Finance	C-29
Calendar	Administration	C-17
Calendar, City	Administration	C-24
California Environmental Quality Act (CEQA)	Development	C-27
Canvass	Administration	C-17
Capital Improvement Projects	Development	C-27
Capital Improvements, Construction	Development	C-28
Cards - Dispatch	Public Safety	C-38
Cards - Field Interview	Public Safety	C-38
Case Books, Investigative	Public Safety	C-34
Case Files - Homicide Investigator's File	Public Safety	C-34
Case Files - Narcotics (No arrest, Narcotics Cases)	Public Safety	C-34
Case Files - Officer Involved Shootings	Public Safety	C-34
Case Files	Development	C-26
Case Files, Planning and Zoning	Development	C-28
Case Log	Administration	C-22
Case Records - (High Profile)	Administration	C-22
Case Records - (Routine)	Administration	C-22
Certificates (Building)	Development	C-26
Certificates (Planning)	Development	C-28
Certificates of Election	Administration	C-17
Charter - Amendments/Measures	Administration	C-17
Checks	Finance	C-29
Chemicals/Film Inventories	Public Safety	C-39
Citations - 11357(e), Juvenile	Public Safety	C-38
Citations - 11357b H&S, 11357c H&S, 11360b H&S Violations	Public Safety	C-38
Citations - California Vehicle Code Infractions (Duplicates)	Public Safety	C-39

INDEX

ITEM	CATEGORY	PAGE
Citations - Cite and Release	Public Safety	C-38
Citations - Parking/Traffic, Duplicates	Public Safety	C-39
Citations - Transmittals	Public Safety	C-39
Claim Files	Public Safety	C-33
Claims, Damage	Administration	C-24
Classifications and Appointments	Administration	C-19
Closures	Public Works	C-43
Code Books	Development	C-25
Collections/Landfill	Public Works	C-42
Community Development Block Grant and Urban Development	Administration	C-19
Community Services – Library	Administration	C-17
Community Services – Plaques	Administration	C-17
Community Services – Sports Organization	Administration	C-17
Congestion Management	Development	C-27
Connection Records	Public Works	C-44
Construction (Approved)	Development	C-26
Construction Tracking, Daily	Development	C-27
Contractor	Development	C-25
Contracts and Agreements – Excl. Capital Improvement	Administration	C-22
Contracts and Agreements – Incl. Capital Improvement	Administration	C-22
Correspondence	Administration	C-19
Correspondence	Development	C-25
Court - Daily Schedule	Public Safety	C-34
Court - Sign-In Logs	Public Safety	C-34
Court - Tracking System Records	Public Safety	C-34
Crime - Felony Crimes With Or Without Arrests	Public Safety	C-36
Crime - Misdemeanor/Infractions	Public Safety	C-36
Crime - Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	Public Safety	C-36
Deeds & Promissory Notes	Development	C-28
Deferred Compensation	Finance	C-30
Department Manual	Public Safety	C-33
Deposits, Receipts	Finance	C-29
Destruction - Guns	Public Safety	C-36
Destruction - Narcotics	Public Safety	C-36
Development (includes CDBG)	Development	C-25
Development Agreements	Development	C-25
Development Conditions	Development	C-25
Development Standards	Development	C-25
Disposition of Arrest/Court Action	Public Safety	C-36
Drawings, Project Plan	Development	C-25
Drawings, Traffic Control Plan	Development	C-27
Easements, Dedications, Rights-of-Way	Public Works	C-43
Employee Handbook	Administration	C-20
Employee Programs	Administration	C-20
Employee Rights	Administration	C-20
Employee Time Sheets	Finance	C-30
Environmental Review	Development	C-27
Equipment - Communication	Public Safety	C-33
Equipment - Inventory	Public Safety	C-33
Equipment - Inventory/Sign-out Cards- Photo Lab	Public Safety	C-39

INDEX

ITEM	CATEGORY	PAGE
Equipment - Operations Files - Photo Lab	Public Safety	C-39
Equipment - Radio Logs (Communication)	Public Safety	C-39
Evidence, Disposition Forms	Public Safety	C-34
Exposure - Personnel	Public Safety	C-32
Facilities (Sanitation/Solid Waste/Wastewater)	Public Works	C-42
Facilities (Utilities)	Public Works	C-44
Facility Rentals/Use	Development	C-28
Fair Political Practices - Administration, Statements	Administration	C-18
Fair Political Practices - Campaign disclosure, elected	Administration	C-18
Fair Political Practices - Campaign disclosure, not elected	Administration	C-18
Fair Political Practices - Campaign disclosure, unsuccessful	Administration	C-18
Fair Political Practices - Candidate Statements	Administration	C-18
Fair Political Practices - History	Administration	C-18
Fair Political Practices - Statement of Economic Interest, Elected	Administration	C-18
Fair Political Practices - Statement of Economic Interest, not elected	Administration	C-18
False Alarm (Duplicate)	Public Safety	C-36
Federal and State Grants	Administration	C-19
Field Books	Public Works	C-43
Field, Non-fire and Logs	Public Safety	C-32
Financial, Annual	Finance	C-30
Financial Records - Grants	Administration	C-19
Financial Records, Public Financial Authority	Administration	C-24
Fingerprint - Applicants Files	Public Safety	C-34
Fingerprint - Inked/Palm Cards	Public Safety	C-34
Fingerprint - Records Latent	Public Safety	C-34
Fingerprint - Suspect, Adult/Juvenile	Public Safety	C-34
Fire, Non-arson and Logs	Public Safety	C-32
Flood Control - Drainage Facilities	Public Works	C-44
Flood Control - Flood Zones	Public Works	C-44
Flood Control - Insurance Programs	Public Works	C-44
Flood Control - Polices/Procedures	Public Works	C-45
Flood Control - Reports/Studies	Public Works	C-45
Flood Control	Development	C-27
Flood Records	Development	C-28
Franchises	Development	C-25
Fueling	Transportation	C-47
Gas & Electric Rates	Public Works	C-44
General Administrative	Administration	C-23
General Orders	Public Safety	C-39
General Orders, Policies/Procedures	Public Safety	C-32
General Plan Amendments - Approved	Development	C-28
General Plan Amendments - Denied	Development	C-28
General Plan and Elements	Development	C-28
General Subject Files	Development	C-25
Goals & Objectives	Administration	C-19
Grants - Parks (*refer to Admin.)*	Public Works	C-42
Grants - Street/Alleys *(see Admin.)*	Public Works	C-43
Grants – Water *(see Admin.)*	Public Works	C-45
Grants, Community/Urban Development (includes CDBG)	Development	C-25
Grievance Files	Public Safety	C-40

INDEX

ITEM	CATEGORY	PAGE
Guns, Dealers Record of Sale	Public Safety	C-34
Hazardous Waste Disposal	Public Safety	C-33
Hazardous Waste Disposal	Transportation	C-47
Hearing or Review	Administration	C-17
Historic Preservation Inventory	Development	C-25
History, Sanitation	Public Works	C-42
Hourly Employees	Administration	C-20
Immigrant	Administration	C-20
Incident Files	Development	C-25
Incident Reports	Administration	C-24
Incident	Public Safety	C-32
Incineration Plants, Sludge	Public Works	C-42
Incinerator Operations, Treatment Plant	Public Works	C-42
Index, Attorney Case	Administration	C-22
Informant Files	Public Safety	C-34
Inspection	Development	C-26
Inspection, Runway	Transportation	C-47
Inspection, Safety Self	Transportation	C-47
Inspections, Fire Prevention	Public Safety	C-32
Insurance, ACCEL JT Powers Agreement	Administration	C-24
Insurance, Certificates	Administration	C-24
Insurance, Liability/Property	Administration	C-24
Insurance, Workers Compensation	Administration	C-24
Internet, World Wide Web	Administration	C-22
Interpretations	Development	C-28
Intersection Records	Public Works	C-43
Inventory	Finance	C-29
Inventory, Equipment Parts & Supplies	Transportation	C-47
Inventory, Equipment & Supplies	Public Safety	C-32&C-33
Inventory, Equipment - Parks	Public Works	C-42
Inventory, Equipment - Water	Public Works	C-45
Inventory, Information Systems	Administration	C-22
Inventory, Records	Administration	C-23
Inventory, Traffic Control Device	Public Works	C-43
Inventory, Vehicle Ownership and Title	Transportation	C-47
Investigations - Background	Public Safety	C-40
Investigations - Background Hired	Public Safety	C-40
Investigations - Notifications	Public Safety	C-34
Investigations, Evidence Arson - Administration	Public Safety	C-32
Investigations, Evidence Arson - Reports	Public Safety	C-33
Investment Transactions	Finance	C-30
Invoices	Finance	C-29
Jail - Daily Logs	Public Safety	C-35
Jail - Inmate Record	Public Safety	C-35
Jail - Inspection Files	Public Safety	C-35
Jail - Surveys	Public Safety	C-35
Journals - Utility Billing	Finance	C-29
Journals, Fire Station	Public Safety	C-32
Labor Distribution	Finance	C-30
Land Uses, non-conforming	Development	C-25
Landscape - Parks	Public Works	C-42
Landscaping – Streets/Alleys	Public Works	C-43

INDEX

ITEM	CATEGORY	PAGE
Ledger, General - Voucher	Finance	C-29
Legal Advertising	Administration	C-23
Licenses - Bicycle	Public Safety	C-35
Licenses - Bingo, Mace	Public Safety	C-35
Licenses - Business License Review Board Administrative Files	Public Safety	C-35
Licenses - Duplicate (Pink), Secondhand Dealer, Pawn Brokers	Public Safety	C-35
Licenses, Permits	Transportation	C-47
Liens & Releases - Recorded	Development	C-26
Liens & Releases - Supporting	Development	C-26
Lighting	Public Works	C-43
Lobbyist Registration	Administration	C-18
Locations	Public Works	C-45
Logs	Development	C-27
Logs - Administration	Development	C-25
Logs - Auto Theft	Public Safety	C-35
Logs - Case Assignment	Public Safety	C-35
Logs - Code Enforcement	Development	C-27
Logs - Daily, Activity	Public Safety	C-35
Logs - Daily, Officer	Public Safety	C-35
Logs - Daily, Report Summary	Public Safety	C-35
Logs - Investigative (Pre-Arrest)	Public Safety	C-35
Logs - Juvenile Detention	Public Safety	C-35
Logs - Property Control	Public Safety	C-35
Logs - Rap Sheet	Public Safety	C-35
Logs - Subpoena	Public Safety	C-35
Logs, Attorney Service Request	Administration	C-23
Logs, Fire Equipment/Gear	Public Safety	C-32
Lot Split Cases	Development	C-28
Maintenance and Operations	Transportation	C-47
Maintenance and Operations - Municipal Facilities	Development	C-28
Maintenance and Operations - Parks	Public Works	C-42
Maintenance and Operations - Sanitation/Solid Waste/Wastewater	Public Works	C-42
Maintenance and Operations - Service	Public Works	C-45
Maintenance and Operations - Streets/Alleys	Public Works	C-43
Maintenance and Operations - Well & Pumping	Public Works	C-45
Maintenance, FAA	Transportation	C-47
Management Reports	Administration	C-24
Maps & Plats	Development	C-26
Maps - Parks	Public Works	C-42
Maps - Streets/Alleys	Public Works	C-43
Maps - Water	Public Works	C-45
Maps, City Boundary	Development	C-28
Maps, Plans, Drawings, Exhibits, Photos	Development	C-28
Maps, Precincts/Voter Information	Administration	C-18
Maps, Septic Tank	Public Works	C-42
Master Plans - Streets/Alleys	Public Works	C-43
Master Plans - Water	Public Works	C-45
Master Plans, Annual	Development	C-26
Media Relations	Administration	C-24

INDEX

ITEM	CATEGORY	PAGE
Medical Leave	Administration	C-20
Medical - Personnel	Public Safety	C-32
Meter Operations	Public Works	C-45
Meter Reading	Finance	C-30
Minutes	Administration	C-23
Minutes, Board	Public Works	C-42
Motor Vehicle Pulls (DMV)	Administration	C-20
Municipal Code	Administration	C-23
Mutual Aid, Strategic Plans	Public Safety	C-32
Negotiation	Administration	C-20
Network Information Systems (LAN/WAN)	Administration	C-22
Nomination Papers	Administration	C-18
Non-Criminal Occurrences	Public Safety	C-36
Non-Safety Employees	Administration	C-21
Notices, Meeting	Administration	C-23
Notifications and Publications	Administration	C-18
Oaths of Office	Administration	C-18
Opinions	Administration	C-23
Ordinances	Administration	C-23
Parades & Special Events File	Public Safety	C-40
Parking - Lots	Public Works	C-43
Parking - Regulations	Public Works	C-43
Patrol Requests (Correspondence)	Public Safety	C-39
Pawn Slips/Tickets	Public Safety	C-35
Permits - Alcoholic Beverage Control License	Public Safety	C-40
Permits - Concealed Weapons	Public Safety	C-40
Permits - National Pollutant Discharge Elimination System (NPDES)	Public Works	C-45
Permits - Others	Public Works	C-45
Permits	Development	C-26
Permits	Public Works	C-43
Permits, Construction	Development	C-26
Permits, Encroachment	Public Works	C-43
Permits, Hazardous Materials Storage	Public Safety	C-33
Permits, Improvement	Public Works	C-43
Permits, Other	Development	C-26
Permits, Oversize Load	Public Works	C-43
Permits, Parking	Public Works	C-43
Permits, Paving	Public Works	C-43
Permits, Uniform Fire Code	Public Safety	C-32
Permits, Use (Temporary)	Public Works	C-43
PERS Employee Deduction Reports	Finance	C-30
PERS, Social Security, SSI	Administration	C-21
Personnel Records (copies)	Administration	C-21
Pest Control	Development	C-27
Petitions - Elections	Administration	C-18
Petitions- Legal/Legislative	Administration	C-23
Photographs - Daily Report (Negatives)	Public Safety	C-35
Photographs - Inmates (Negatives)	Public Safety	C-35
Photographs - Negative Log	Public Safety	C-40
Photographs - Negatives, Misc.	Public Safety	C-40
Photographs - Personnel	Public Safety	C-40

INDEX

ITEM	CATEGORY	PAGE
Photographs	Development	C-26
Photographs - Parks	Public Works	C-42
Photographs - Streets/Alleys	Public Works	C-43
Photographs, Negatives, Film	Administration	C-24
Plans, Capital Improvement, Projects	Public Works	C-43
Plans, Proposed	Public Works	C-42
Policies & Procedures, Departmental	Administration	C-19
Policies and Procedures - Naming and numbering	Public Works	C-43
Policies and Procedures - Speed Limits	Public Works	C-44
Policies and Procedures - Parks	Public Works	C-42
Policies and Procedures - Water	Public Works	C-45
Policy, Council/Proclamations	Administration	C-23
Precinct Records	Administration	C-19
Press Releases	Public Safety	C-40
Press, Video Programs (Community Relations)	Public Safety	C-40
Program Files and Directories	Administration	C-22
Programs - Federal Aid Urban	Public Works	C-44
Programs - Traffic Safety	Public Works	C-44
Programs	Development	C-27
Programs, Household Hazardous Waste	Public Safety	C-33
Projects, Not Completed or Denied	Development	C-26
Promotional Marketing – Eternal, Internal	Administration	C-19
Property Files	Public Safety	C-40
Property Original	Public Safety	C-37
Property, Pawn Broker/Secondhand	Public Safety	C-40
Public Records Request	Administration	C-23
Radar Calibration Records	Public Safety	C-39
Railroad Right-of-way	Public Works	C-42
Range Inventory	Public Safety	C-37
Rates - Sanitation/Solid Waste/Wastewater	Public Works	C-42
Rates - Water	Public Works	C-45
Reclamation	Public Works	C-45
Records Management Disposition Certification	Administration	C-23
Records Management	Administration	C-23
Records Retention Schedule	Administration	C-23
Recruitment	Administration	C-21
Recycling Programs	Public Works	C-42
Redevelopment	Development	C-28
Register	Finance	C-30
Registers, Transient Vessel Reservation	Transportation	C-48
Registration Files, Arson, Sex and Narcotics	Public Safety	C-36
Regulations	Development	C-27
Regulations	Public Works	C-42
Relocation Files	Development	C-28
Report, Accident (Copies)	Transportation	C-48
Reports - Accident and Incident (Aircraft)	Transportation	C-48
Reports - Accident	Public Safety	C-39
Reports - Accident	Public Works	C-42
Reports - Activity	Public Safety	C-33
Reports - Airport Operational (Administrative)	Transportation	C-47
Reports - Airport Operational (Regulatory)	Transportation	C-47
Reports - Audit	Administration	C-17

INDEX

ITEM	CATEGORY	PAGE
Reports - Bridges & Overpasses	Public Works	C-44
Reports - Chemical Emissions	Public Safety	C-33
Reports - Conservation	Public Works	C-45
Reports - Consumption	Public Works	C-45
Reports - Corrosion Control	Public Works	C-45
Reports - Dealer of Gun Sales, Duplicate	Public Safety	C-40
Reports - Departmental	Administration	C-19
Reports - Discharge Monitoring	Public Works	C-45
Reports - Drinking Water Corrections	Public Works	C-45
Reports - Federal and State Tax	Finance	C-30
Reports - Human Resources	Administration	C-21
Reports - Hydrograph	Public Works	C-45
Reports - Inspection	Public Works	C-44
Reports - Lead Service Line	Public Works	C-45
Reports - NOTAM (Notice to Airmen)	Transportation	C-48
Reports - Others	Public Works	C-42
Reports - Public Education	Public Works	C-46
Reports - Quality Parameters	Public Works	C-46
Reports - Sanitary Surveys	Public Works	C-46
Reports - Source Water	Public Works	C-46
Reports - Staff	Administration	C-19
Reports - State Certification	Public Works	C-46
Reports - Studies (Sanitation/Solid Waste/Wastewater)	Public Works	C-42
Reports - Studies	Public Works	C-42
Reports - Studies	Public Works	C-43
Reports - Survey Response Files	Public Safety	C-33
Reports - Tonnage	Public Works	C-42
Reports - Traffic Collision Fatalities	Public Safety	C-39
Reports - Traffic Count	Public Works	C-44
Reports - Variances, Water System	Public Works	C-46
Reports - Vehicle Accident	Public Works	C-44
Reports - Well Level	Public Works	C-46
Reports	Development	C-26
Reports	Public Safety	C-37
Reports, Federal and State - Code Enforcement	Development	C-27
Reports/Studies	Public Works	C-43
Requisitions - Purchase Orders	Finance	C-40
Requisitions - Stores	Finance	C-40
Research Project Files	Public Safety	C-37
Resolutions	Administration	C-23
Resolutions, Board	Public Works	C-42
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	Public Safety	C-40
Reviews, Internal/External Periodic	Administration	C-17
Risk Management Reports	Administration	C-24
Roster of Voters	Administration	C-19
Rosters (Divisional)	Public Safety	C-40
Routes, School Bus & Truck	Public Works	C-44
Safety Employees	Administration	C-21
Salary Records	Finance	C-30

INDEX

ITEM	CATEGORY	PAGE
Schedules - Daily	Public Safety	C-40
Schedules - Municipal Clerk	Administration	C-23
Schedules - Watch Assignment/Timekeeping Records	Public Safety	C-40
Schedules, Class & Events	Public Works	C-42
Sealed - Adult Found Factually Innocent	Public Safety	C-38
Sealed - Juvenile	Public Safety	C-38
Seismic Retrofit Program	Development	C-26
Signage	Public Works	C-44
Signs (Temporary)	Development	C-26
Slip Rental Index	Transportation	C-48
Slip Rental Permits	Transportation	C-48
Slip Rental Waiting List	Transportation	C-48
Soil	Development	C-27
Soil Reports	Development	C-27
Sources	Public Works	C-46
Speaker Requests	Public Safety	C-40
Special Districts	Development	C-27
Special Projects	Administration	C-19
State Controller	Finance	C-30
Statistical (Crime Analysis)	Public Safety	C-37
Statistical (UCR), Uniform Crime Reports	Public Safety	C-37
Street Names and House Numbers	Development	C-26
Street/Alley (Abandonment/ Vacation)	Development	C-27
Studies, Special Projects & Areas	Development	C-26
Subpoenas (Duplicate)	Public Safety	C-38
Support Services	Administration	C-19
Surplus Property - Auction	Finance	C-29
Surplus Property - Disposal	Finance	C-29
Surveyor Field Notes	Public Works	C-46
Surveys	Development	C-26
Surveys and Studies	Administration	C-21
Surveys, Water System Sanitary	Public Works	C-46
Tapes - Audio, Telephone and Radio Communications	Public Safety	C-38
Tapes - Audio, Video	Administration	C-23
Tapes - Surveillance/Security Video (Jail)	Public Safety	C-38
Tapes Information Systems	Administration	C-22
Taxes Receivable	Finance	C-29
Tests - Bacteriological Analysis	Public Works	C-46
Tests - Chemical Analysis	Public Works	C-46
Tests - Quality	Public Works	C-46
Tests, Densitometer Results (Photo Lab)	Public Safety	C-40
Traffic Signals	Development	C-27
Traffic Signals	Public Works	C-44
Training - Bulletins	Public Safety	C-41
Training - Event Files	Public Safety	C-41
Training - Lesson Plans, Range	Public Safety	C-41
Training Materials	Public Safety	C-33
Training - Personnel	Public Safety	C-32
Training - Personnel (by name)	Public Safety	C-41
Training - Schedules, Range	Public Safety	C-41
Training Records - Non-Safety	Administration	C-21
Training Records - Personnel (by name)	Administration	C-21

INDEX

ITEM	CATEGORY	PAGE
Training Records - Safety	Administration	C-21
Travel Records	Administration	C-19
Underground	Public Works	C-44
Underground Storage Tank - Maintenance and Operations	Public Safety	C-33
Underground Storage Tank - Compliance	Public Safety	C-33
Unsuccessful Grants	Administration	C-19
Use of Force Supervisory Review Files	Public Safety	C-38
Utility Rebates	Finance	C-30
Valve Main Records	Public Works	C-46
Vehicle Assignment	Transportation	C-47
Vehicle Ownership & Title	Finance	C-29
Vehicle - Assignment Reports	Public Safety	C-39
Vehicle - Down Reports	Public Safety	C-39
Vehicle Mileage Reimbursement Rates	Administration	C-21
Vehicle - Repossession/Private Impounds	Public Safety	C-39
Vehicle - Service Schedules	Public Safety	C-39
Vendor Register	Finance	C-30
Vests, Bulletproof Letters	Public Safety	C-39
Violations, Drinking Water	Public Works	C-46
Violations, Building, Property & Zoning	Development	C-27
Volunteer Card Files	Public Safety	C-41
Voter Affidavits	Administration	C-19
Voter Registration Signature Copy	Administration	C-19
Warrant Register	Finance	C-29
Warrants - Felony	Public Safety	C-38
Warrants - Misdemeanor Criminal	Public Safety	C-38
Warrants - Parking	Public Safety	C-39
Warrants - Served	Public Safety	C-38
Warrants - Traffic	Public Safety	C-39
Warrants - Unserved (Local)	Public Safety	C-38
Weapons, Database	Public Safety	C-39
Weed Abatement	Public Safety	C-33
Weigh Scales	Public Works	C-44
Workers Compensation	Administration	C-24

LEGEND
Records Retention

AC = Active
AU = Audit
CU = Current Year
E = Election
P = Permanent
T = Termination
AD = Adoption
CL = Closed/Completion
DOB = Date of Birth
L = Life
S = Supersede

CITATIONS

B&P – Business and Professions

CAC – California Administrative Code

CCP – Code of Civil Procedure

CCR – Code of California Regulations

CEQA – California Environmental Quality Act

CFR – Code of Federal Regulations

EC – Election Code

FMLA – Family & Medical Leave Act, 1993

GC – Government Code

H&S – Health & Safety

HUD – Housing and Urban Development

OSHA – Occupational Safety & Health Act

PC – Penal Code

POST – Police Officers Standards Training

UFC – Uniform Fire Code

USC – United States Code

WIC – Welfare & Institutions Code

ADMINISTRATION

Record Series	Retention	Citation	Descriptor
AUDIT			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
COMMUNITY SERVICES			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
ELECTIONS			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b)(g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	 E + 4 E + 2	 EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district
GENERAL SUBJECT			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	
GRANTS			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
HUMAN RESOURCES			
Benefit Plan Claims	**P**	**GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174***	**May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113**
Benefit Plan Enrollment, Denied	**CL + 4**	**GC34090; OMB A-128**	
Bond, Personnel Fidelity	**T + 2**	**GC34090**	**Employee Fidelity Bonds**
Employee Handbook	**S + 2**	**GC 34090**	**General employee information including benefit plans**
Employee Programs	**CL + 2**	**GC 34090; GC 12946**	**Includes EAP and Recognition**
Employee Rights **General Employees** **Safety (Police)**	 **T + 2** **T + 5**	**GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)**	**May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions**
Hourly Employees	**T + 6**	**GC12946; GC34090***	***29 CFR 1627.3, Labor Relations Section 1174**
Immigrant		**Immigration Reform/Con-trol Act 1986 Pub. L 99-603**	**I-9's**
Medical Leave	**CL + 30**	**FMLA 1993 US OSHA; 29 CFR ; 1910.20***	**May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;**
Motor Vehicle Pulls (DMV)	**CL + 7**	**GC12946, ***	***CA 91009; 8 USC 1324 (a)**
Negotiation	**P**	**29 USC Sections 211(c), 203(m), 207(g)**	**Notes, notebooks, correspondence, contracts, and Memorandums of Agreements**

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
INFORMATION SERVICES			
Internet, World Wide Web	**S + 2**	**GC34090**	**Management/Policies and supporting documentation**
Inventory, Information Systems	**S + 2**	**GC34090**	**Hardware/Software Inventory logs; systems manuals**
Network Information Systems (LAN/WAN)	**CU + 4**	**GC34090; CCP 337.2; 343**	**Configuration maps and plans**
Program Files and Directories	**CU + 2 CU + (2 mos.) CU + 1 CU + .5**	**GC34090; GC34090.7**	**Annual backup Daily backup Monthly backup Weekly backup**
Tapes Information Systems	**CU + 2**	**GC34090**	**System Generation**
LEGAL/ LEGISLATIVE			
Agendas	**CU + 2**	**GC34090**	**Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions**
Agenda Reports (Master, Subject Files)	**CU + 2**	**GC34090 (d)**	**Documentation received, created and/or submitted to Council**
Appeals, Civil	**CU + 3**	**CCP 583.320(a)(3); GC 34090**	
Applications, Boards, Commissions, Committees	**CL + 2**	**GC34090**	**Not selected**
Applications, Boards, Commissions, Committees	**T + 5**	**GC34090; GC40801**	**Selected**
Articles of Incorporation	**P**	**GC34090; CCP 337.2**	
Case Log	**CL + 7**	**CCP 337.2; 343**	**From Close of cases listed; Chronological listing of cases**
Case Records - (High Profile)	**P**	**GC6254**	**Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs**
Case Records	**CO + 7**	**42 USC s1983**	**Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)**
Contracts and Agreements Excl. Capital Improvement	**T + 5**	**CCP 337.2, 343; B&P7042.5; ***	**Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066**
Incl. Capital Improvement	**P**	**2.08.110;***	**Construction *GC37090a; 4004; H&S 19850**
Index, Attorney Case	**L**	**GC6254**	**Including notations on activities related to case**

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d) ; GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
MUNICIPAL CLERK			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
POLICIES/ PROCEDURES			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
PUBLIC FINANCING AUTHORITY			
Administration	P	GC 34090	

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29;*	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220-0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

DEVELOPMENT

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b)(3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
BUILDING			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
CODE ENFORCEMENT			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
ENGINEERING			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/ Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Redevelopment Budgets Bond Issues	 P P	 GC 34090, 40802, 53901 GC43900 et seq.	 Includes annual audit
MUNICIPAL FACILITY			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING			
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments Approved Denied	 CL + 2 CU + 3	 GC34090 GC65103; *	 * GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/ Disposition Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

FINANCE

Record Series	Retention	Citation	Descriptor
ACCOUNTING			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
ADMINISTRATIVE SERVICES			
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
FIXED ASSETS			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
LICENSE			
Business	T + 4	GC34090; CCP 337	Paid & reports

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
PAYROLL			
Adjustments	**AU + 4**	**GC 34090 29 CFR 516.5 – 516.6**	**Audit purposes**
Employee Time Sheets	**AU + 6**	**GC34090; 29 CFR 516.2***	**Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)**
PERS Employee Deduction Reports	**T + 4**	**GC34090; CAC 22-1085-2**	**Record of deductions *(PERS Public Employee Retirement System)* *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)**
Register	**P**	**GC34090; GC37207**	**Labor costs by employee & program**
Salary Records	**T + 3**	**GC34090; 29 CFR 516.2**	**Deduction authorization, beneficiary designations, unemployment claims, garnishments**
PURCHASING			
Bids, RFQ's, RFP's **Successful** **Unsuccessful**	**AU + 4** **AU + 5** **CU + 2**	**GC34090; CCP 337; ***	**Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090**
Requisitions			
Purchase Orders	**AU + 4**	**GC34090; CCP 337**	**Original documents**
Stores	**CU + 2**	**GC34090**	**Completed forms for ordering**
Vendor Register	**P**	**GC34090**	**Alpha vendor listing of purchase orders, invoices, account numbers and check date**
REPORTS			
Audits	**P**	**GC 34090**	
Deferred Compensation	**T + 5**	**GC34090; 26 CFR 16001-1***	**Records of employee contributions and city payments *29 CFR 1627.3(2)**
Federal and State Tax	**AU + 4**	**GC34090; 29USC 436 ***	**Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6**
Financial, Annual	**AU + 7**	**GC 34090.7**	
Investment Transactions	**P**	**GC34090; CCP 337; GC 53607**	**Summary of transactions, inventory & earnings report**
Labor Distribution	**AU + 2**	**GC34090**	**Costs by employee & program**
Meter Reading	**CU + 2**	**GC34090**	
State Controller	**P**	**GC34090**	**Controller may destroy after 5 years**
Utility Rebates	**CU + 2**	**GC34090**	
TREASURER			
Bank Statements	**AU + 2**	**FC 3368, 30210; GC 43900 et seq.**	**Financing authority**

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
Bonds			
Account Statements	**CL + 10**	**GC34090; CCP 337.5**	**Monthly statement of transactions.**
Administration	**CL + 10**	**GC34090; CCP 337.5**	**Supporting documents**
Bonds and Coupons	**CL + 2**	**GC34090; 53921**	**Paid/canceled**

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
EMERGENCY MANAGEMENT			
Mutual Aid, Strategic Plans	**S + 2**	**GC34090**	
FIRE SAFETY			
ADMINISTRATION			
Books, Fire Code	**S + 3**	**GC34090.7 CCP 340.5**	**Include OPS manuals**
General Orders, Policies/Procedures	**S + 2**		
Inspections, Fire Prevention	**CL + 3**	**UFC 103.34**	**Alarm/sprinkler systems, prevention efforts**
Investigations, Evidence Arson	**P**	**PC 799**	**Support prosecution resulting in homicide**
Investigations, Evidence Arson	**CL + 6**	**PC 800**	**Great bodily harm, inhabited structure or property**
Journals, Fire Station	**CU + 2**	**GC34090**	**Activities, personnel, engine company**
Permits, Uniform Fire Code	**CL + 2**	**GC34090**	
PERSONNEL			
Exposure	**T + 30**	**29 CFR 1910.1020**	**Sampling results, collection methodology, background**
Exposure	**T + 1**	**29 CFR 1910.1020**	**Laboratory reports and worksheets**
Medical	**T + 30**	**29 CFR 1910.1020**	
Medical	**T + 2**	**29 CFR 1910.1020; ***	**Employees less than one year *GC34090**
Training	**T + 2**	**GC34090**	**Certifications/designations**
PROPERTY			
Apparatus/Vehicle	**CU + 2**	**GC34090 CCP 340.5 ***	**Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)**
Inventory, Equipment & Supplies	**CU + 2**	**GC34090**	
Logs, Fire Equipment/Gear	**CU + 2**	**GC34090**	
REPORTS			
Incident	**CL + 3**	**GC34090 CCP338 ***	**Dispatch and daily logs *CCP 340.5**
Field, Non-fire and Logs	**CU + 2**	**GC34090**	
Fire, Non-arson and Logs	**CU + 2**	**GC34090**	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation
HAZARDOUS MATERIALS			
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation
LAW ENFORCEMENT			
ADMINISTRATION			
Accounting/Cash Reconciliation	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions	CU + 2	GC34090	
Survey Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
INVESTIGATIONS			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Asset Forfeiture Investigations/ Proceedings Case File	CL + 2	GC34090	
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Record Series	**Retention**	**Citation**	**Descriptor**
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
Inspection Files	CL + 6		Inspections by various agencies
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses Bicycle	CU + 2	GC34090	
Bingo, Mace	CU + 2	GC34090	
Business License Review Board Administrative Files	T + 1	GC34090	
Duplicate (Pink), Secondhand Dealer, Pawn Brokers	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency
Logs Auto Theft	S		
Case Assignment	CU + 1		
Daily Activity	CU + 2	GC34090	
Officer	CU + 2	GC34090	Daily activity of incidents not reported by use of official report
Report Summary	CU + 2	GC34090	Report numbers, type, names, dates retained for research value
Investigative (Pre-Arrest)	CL + 10	GC34090	Retained by division until cases are suspended and closed
Juvenile Detention	CU + 2	GC34090	Logs document juvenile processing per CYA
Property Control	CU + 2	GC34090	Logs items coming into and going out of property room
Rap Sheet	CL + 2	GC34090	Requests for criminal history
Subpoena	CU + 2	GC34090	Subpoenas received/served daily
Pawn Slips/Tickets	CU + 3	B & P 21628	
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.
Daily Report (Negatives)	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
Inmates (Negatives)	CU + 20		By Prisoner number

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Registration Files, Arson, Sex and Narcotics	Life of registrant within juris-diction		Fingerprint Card, photo, information also forwarded to DOJ
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Man-datory destruc-tion from date of convic-tion or date of arrest with no convic-tion)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Man-datory Destruc-tion (Upon notice from Depart-ment of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felony Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Property Original	Until case is adjudi-cated/ disposi-tion deter-mined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Sealed Adult Found Factually Innocent	Manda-tory Destruc-tion Upon and Pursu-ant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Manda-tory Destruc-tion upon and pursu-ant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Se curity Video (Jail)	CU + 13 mos.	GC34090.6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Excep-tion: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
PATROL			
Cards Dispatch	CU + 2	GC34090	
Field Interview	CL + 2	GC34090	
Citations 11357(e), Juvenile	CL + 2	11361.5 H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports Accident	CL + 2	GC34090	Non-Jury
Traffic Collision Fatalities	P		
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
SERVICES			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign-out Cards- Photo Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control.

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. **They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;**
2. **They do not relate to unserved warrants;**
3. **They do not involve identifiable items which have not been recovered;**
4. **They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;**
5. **They do not relate to violations listed in PC Sections 799 and 800;**
6. **The cases are not presently involved in either a civil or criminal litigation.**

PUBLIC WORKS

Record Series	Retention	Citation	Descriptor
PARKS			
Agendas, Board	**CU + 2**	**GC34090**	
Grants (*refer to Admin.*)			
Inventory, Equipment	**AU + 2**	**GC34090**	**Warranties, purchase orders**
Landscape	**CU + 2**	**GC34090**	**Drawings, contracts, complaints, specifications, photos, reports**
Maintenance/ Operations	**C + 2**	**GC34090**	**Includes work orders, inspection, repairs, cleaning, reports, complaints**
Maps	**P**	**GC34090**	**Irrigation, plot plans**
Minutes, Board	**P**	**GC34090**	
Photographs	**S + 2**	**GC34090**	
Plans, Proposed	**CU + 2**	**GC34090**	**Future plans, new sites, expansions**
Policies and Procedures	**S + 2**	**GC34090**	**Includes rules and regulations**
Railroad Right-of-way	**CL + 3**	**36 CFR 64.11**	**Land acquisitions, correspondence, improvements, statutory records**
Reports			
Accident	**CL + 2**	**GC34090**	**Patrons, employees**
Others	**CL + 2**	**GC34090**	
Studies	**CL + 2**	**GC34090**	**Future sites, expansions**
Resolutions, Board	**P**	**GC34090**	
Schedules, Class & Events	**CU + 2**	**GC34090**	**Enrollment, liability releases, evaluations, attendance, flyers**
SANITATION/ SOLID WASTE/ WASTEWATER			
Collections/Landfill	**CU + 2**	**GC34090**	**Daily records, usage**
Facilities	**CU + 2**	**GC34090**	**Correspondence, maps, patron list**
History, Sanitation	**P**	**GC34090**	**Where City-owned**
Incineration Plants, Sludge	**CU + 2**	**40 CFR 61.54**	**Sludge, sampling, charging rate to measure mercury content**
Incinerator Operations, Treatment Plant	**CU + 2**	**40 CFR 60.153**	**Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids**
Maintenance and Operations	**CU + 2**	**GC34090**	**Includes work orders, inspection, repairs, cleaning, reports, complaints**
Maps, Septic Tank	**P**	**GC34090**	**Location maps**
Rates	**CU + 2**	**GC34090**	
Recycling Programs	**S + 2**	**GC34090**	
Regulations	**S + 2**	**GC34090**	**Includes legislation**
Reports			
Studies	**CL + 2**	**GC34090**	
Tonnage	**CU + 2**	**GC34090**	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
STREETS/ALLEYS			
Abandonment/ Vacations	**P**	**GC34090**	
Closures	**P**	**GC34090**	
Easements, Dedications, Rights-of-Way	**P**	**GC34090**	
Field Books	**P**	**GC34090**	
Grants *(see Admin.)*			
Intersection Records	**CU + 2**	**GC34090**	**Includes correspondence, volume counts, accident history**
Inventory, Traffic Control Device	**S + 2**	**GC34090**	**Signs, lights**
Landscaping	**CU + 2**	**GC34090**	**Plants, tree maintenance, work orders**
Lighting	**CU + 2**	**GC34090**	**Maintenance, work orders**
Maintenance/ Operations	**CU + 2**	**GC34090**	**Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping**
Maps	**P**	**GC34090**	**Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers**
Master Plans	**CU + 2**	**GC34090**	**Copies**
Parking			
Lots	**CU + 2**	**GC34090**	
Regulations	**S + 2**	**GC34090**	
Reports/Studies	**CL + 2**	**GC34090**	
Permits			
Encroachment	**P**	**GC34090**	
Improvement	**CL + 2**	**GC34090**	**May include curbs, sidewalks; Applications for excavation, fill, alterations**
Oversize Load	**CL + 2**	**GC34090**	
Parking	**CL + 2**	**GC34090**	**Residential**
Paving	**CL + 2**	**GC34090**	
Use (Temporary)	**CU + 2**	**GC34090**	**Includes Special Events**
Photographs	**S + 2**	**GC34090**	**Includes aerials**
Plans, Capital Improvement, Projects	**P**	**GC34090**	**Streets, curbs, gutters, sidewalks, storm drains**
Policies and Procedures	**S + 2**	**GC34090**	**Includes rules, regulations, standards**
Naming and numbering	**P**	**GC34090**	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Speed Limits	S + 2	GC34090	
Programs			
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	
UTILITIES			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
WATER			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports/ Studies	CL + 2	GC34090	
Grants *(see Admin.)*			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variances, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

TRANSPORTATION

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Agreements	**T + 4**	**CCP 337**	**Including concessionaire, slip rental, facility storage**
Applications **Aircraft Storage** **Parking** **Slip Rentals**	**T + 2**	**GC34090**	**Payment invoices, inventory listings, billing correspondence and other related documents**
Special Events	**CU + 2**	**GC34090**	**Permits, correspondence, related documents re use of rights of way**
Fueling	**AU + 3**	**CCP 337**	**Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations**
Hazardous Waste Disposal	**CU + 10**	**CAL OSHA; 40 CFR 122.21**	**Documentation re: the handling and disposal of hazardous waste**
Inventory, Equipment Parts & Supplies	**L + 2**		**Includes vehicles, aircraft, vessels and related documents re repairs**
Inventory, Vehicle Ownership and Title	**L + 2**		**Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents**
Licenses, Permits	**CU + 2**		**Forms, related documentation re: licenses and permits required by federal and state agencies**
Maintenance/ Operations	**L + 2**	**GC34090**	**Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs**
Report, Accident (Copies)	**CU + 2**	**GC34090**	**Memos and working documents**
Vehicle Assignment	**CU + 2**	**GC34090**	**Log books, request forms, lists**
AIRPORT			
Airport Certification	**P**	**14 CFR 139.207b & 171.13-171.213**	**Federal Aviation Administration (FAA) required manuals**
Airport Noise Monitoring and Complaint	**CU + 10**		**Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints**
Inspection, Runway	**CU + 10**		**Maintenance including Inspection reports, work orders and related records**
Inspection, Safety Self	**CU + 2**	**CFR 139.327**	**Safety inspection and related document include reviews and analysis of all aspects of airport operation**
Maintenance, FAA	**P**	**14 CFR 171.13 - 171.213**	**Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4**

TRANSPORTATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Reports			
Accident and Incident (Aircraft)	**CL + 8**		**Accidents, injuries, property damages, general conditions re pilot and aircraft**
Airport Operational (Regulatory)	**P**		**Annual and special reports to federal and state regulatory agencies.**
Airport Operational (Administrative)	**CU + 2**		**Logs, statistical summaries; administrative records**
NOTAM (Notice to Airmen)	**CU + 3**		**Reports re: conditions affecting airport maintenance/operations**
GROUND TRANSPORTATION			
Auto for Hire	**T + 4**	**GC34090**	**License, permits for Taxicabs, shuttles, etc**
HARBOR			
Registers, Transient Vessel Reservation	**AU + 3**		**Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored**
Slip Rental Index	**CU + 5**		**Annual and periodic reports of slip renters**
Slip Rental Permits	**CL + 2**		**Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces**
Slip Rental Waiting List	**CU + 2**		

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

County Records
June 2002
California State Archives

The document entitled "Local Government Records Retention Guidelines, County Records" at one time appeared on this website as Attachment D to Local Government Records Management Guidelines. Upon learning that Gladwell Governmental Services, Inc. asserts a copyright to the document's content, the Secretary of State has permanently removed the document from this website. If you received from our office, or utilized, downloaded or reproduced from this website any portion of Attachment D, we ask that you contact the business that asserts a copyright to this material, Gladwell Governmental Services, Inc. Gladwell Governmental Services, Inc. can be contacted through its attorney, Kevin D. Hughes, Esq., Tisdale & Nicholson, LLP, 2029 Century Park East, Suite 900, Los Angeles, CA, 90067; telephone (310) 286-1260; fax (310) 286-2351;
e-mail: KHughes@T-NLaw.com.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA AUTHORIZING THE DISPOSAL AND DESTRUCTION OF CERTAIN FINANCIAL RECORDS OF THE ADMINISTRATIVE SERVICES DEPARTMENT AS NO LONGER NECESSARY FOR REPRESENATION OR RETENTION AS PUBLIC RECORDS.

WHEREAS, the Finance Director of the Finance Department of the City of El Monte has submitted a request for authorization to destroy obsolete records; and

WHEREAS, said request is in accordance with Local Government Records Retention Guidelines as set forth by the City Clerks' Association of California dated August 1999; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The Finance Department of the City of El Monte no longer requires that certain records be retained. The Office of the City Attorney has determined that the retention and storage of these records listed below are no longer necessary and may be destroyed as authorized pursuant to the provisions of the Local Government Records Retention Guidelines as set forth by the City Clerks' Association of California dated August 1999:

1. Exhibit A

SECTION 2. This Resolution shall take effect upon adoption. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2020.

_____
André Quintero
Mayor of the City of El Monte

ATTEST:

_____
Cathi A. Eredia
City Clerk of the City of El Monte

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Cathi A. Eredia, City Clerk of the City of El Monte, do hereby certify that the above and foregoing Resolution No. _____ was passed, approved, and adopted by the City Council of the City of El Monte, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on this _____day of _____ 2020, and that said Resolution was adopted by the following votes to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Cathi A. Eredia
City Clerk of the City of El Monte

CITY OF EL MONTE

PUBLIC WORKS DEPARTMENT
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 20, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Dear Mayor and City Council:

CONSIDERATION AND APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH ALTA PLANING + DESIGN, INC. TO DEVELOP A TRAFFIC CALMING PLAN WITH CLASS IV BIKE LANES FOR PARKWAY DRIVE FROM DENHOLM DRIVE TO THE SOUTH CITY LIMIT AND DENHOLM DRIVE FROM PARKWAY DRIVE TO DURFEE AVENUE, CIP NO. 001, FOR A NOT-TO-EXCEED AMOUNT OF $237,900

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Consider and approve a Professional Services Agreement to develop a Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive from Denholm Drive to the South City Limit and Denholm Drive from Parkway Drive to Durfee Avenue, CIP No. 001, with Alta Planning + Design, Inc. for an amount of $216,252;

2. Consider and approve the total appropriation of a not-to-exceed amount of $237,900 which includes the contract amount of $216,252 plus approximately ten percent (10%) contingency of $21,648; and

3. Authorize the City Manager, or her designee, to execute the Professional Services Agreement.

BACKGROUND

Parkway Drive between Denholm Drive and the south city limit is a wide residential street (approximately 60 feet wide) that is approximately 1.1 mile in length. It is currently striped for one lane in each direction with on-street parking permitted on both sides of the street. Similarly, Denholm Drive is also a wide residential street (approximately 60 feet wide) that is approximately 1,200 feet in length. It is also is striped for one lane in each direction with parking permitted on both sides of the street.

Both segments of roadway have speed humps. While speed humps force cars to move at a slower pace, they can create problems for emergency vehicles, large trucks and buses. In addition, Speed bumps generally deter non-mandatory traffic on residential streets, encouraging those drivers to choose alternative routes.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This Project's goal to improve safety for all roadway users; improve conditions for non-motorized modes of travel thereby promoting pedestrian, cycle and transit use; improve neighborhood connectivity and livability; improve the comfort of non-motorized users; and help reduce the negative effects of motor vehicles on the environment.

This project will be performed in two phases. The first phase will involve the development of the concept/schematic plans for Parkway and Denholm Drives, followed by community outreach and consensus building of the various stakeholders. The second phase will involve finalizing the selected design and preparation of the final plans, specifications and cost estimate.

On January 22, 2020, staff advertised a Request for Qualifications (RFQ, Attachment 1) on the City's website. On February 27, 2020, four (4) proposals were received. Each proposal was evaluated and ranked based on the proposer's expertise, experience and training; project approach, schedule control, and compliance with the Project's RFQ. Based on the RFQ'S evaluation criteria Alta Planning + Design, Inc. scored the highest (Attachment 2

It is staff's recommendation to award the Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive from Denholm Drive to the South City Limit and Denholm Drive from Parkway Drive to Durfee Avenue to Alta Planning + Design, Inc. for $216,252 plus a 10% contingency ($21,648) for a total not-to-exceed contract amount of $237,900. The Professional Services Agreement is attached (Attachment 3).

FISCAL IMPACT/FINANCING

The project is budgeted under the Capital Improvement Program FY 2019-2020 for $237,900 (see the table below for the fund distribution).

Funding Source	Budgeted Amount
Proposition C	$237,900

Staff is requesting an appropriation for a not-to-exceed amount of $237,900 from account number 203-67-001-8221 (for $216,252 Alta Planning + Design, Inc. contract plus an approximately ten percent (10%) contingency of $21,648). The contingency will be utilized only by the approval of the City Manager, or her designee, for any unforeseen expenditures.

CONCLUSION

Staff recommends that the City Council enter into a Professional Services Agreement with Alta Planning + Design, Inc. for a not-to-exceed amount of $216,252; approve an appropriation of $237,900, which includes the contract amount plus a 10% contingency; and authorize the City Manager, or her designee, to execute the agreement.

Respectfully submitted,

ALMA K. MARTINEZ
City Manager

BRADEN YU, P.E.
Public Works and Utilities Director

Attachment 1: Request for Proposal
Attachment 2: Consultant Scoring
Attachment 3: Professional Service Agreement

DATE: May 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVE AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION

REQUEST FOR QUALIFICATIONS (RFQ)

TO DEVELOP A

TRAFFIC CALMING PLAN WITH CLASS IV BIKE LANES FOR PARKWAY DRIVE

FROM DENHOLM DRIVE TO THE SOUTH CITY LIMITS

JANUARY 22, 2020

IMPORTANT DATES

RFQ ISSUED	JANUARY 22, 2020
REQUEST FOR INFORMATION DEADLINE: 5:00 PM	FEBRUARY 14, 2020
RELEASE OF INFORMATION REQUESTED	FEBRUARY 19, 2020
STATEMENT OF QUALIFICATIONS (SOQ) DUE DATE/SUBMISSION DEADLINE: 5:00 PM	**FEBRUARY 27, 2020**
ANTICIPATED AWARD DATE	APRIL 2020
APPROXIMATE START DATE	APRIL 2020

REQUEST FOR QUALIFICATIONS (RFQ)

TRAFFIC CALMING PLAN WITH CLASS IV BIKE LANES FOR PARKWAY DRIVE FROM DENHOLM DRIVE TO THE SOUTH CITY LIMIT

Table of Contents

1.0 BACKGROUND 2

2.0 SCOPE OF SERVICES 3

3.0 QUALIFICATION FORMAT 4

4.0 EVALUATION CRITERIA 6

5.0 SELECTION PROCESS 7

6.0 QUALIFICATION REQUIREMENTS 7

EXHIBIT A – SAMPLE PROFESSIONAL SERVICES AGREEMENT

1.0 Background

The City of El Monte (hereafter referred to as the "City"), the hub of the San Gabriel Valley, is located approximately 12 miles east of downtown Los Angeles. The City is the ninth largest city in Los Angeles County with a population of approximately 115,800 residents. The City encompasses two (2) primary watersheds – San Gabriel River (approx. 1,577 acres) and Los Angeles River (4,548 acres) and the tributary area of Legg Lake to the south. The City occupies approximately ten square miles and is primarily built-out, with a few remaining undeveloped parcels. The City is mostly residential, with a mixed use of commercial businesses and a minor number of industrial parcels. The City was incorporated in 1912 as a general law city and operates under the Council/Manager form of government. The City is governed by a five-member City Council and is administered by the City Manager.

The Public Works Engineering Department utilizes outside consultants to supplement their in-house capabilities. The City of El Monte is requesting Statement of Qualifications (SOQ) and a sealed hourly rate fee schedule to develop a **Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive from Denholm Drive to the South City Limit.**

2.0 Scope of Services

Prospective firms should have significant experience, expertise, and familiarity in working with public agencies to provide the service(s) submitting their SOQ(s) for. In addition to specific services identified in this RFQ, it is the intent of the City that the selected firm(s) will provide additional related support, as needed, based on an approved schedule of hourly rates or prior negotiated project specific fees.

The Scope of Work, as may be modified through negotiation and/or by written addendum issued by the City, will be made a part of the Agreement. The selected firm will be expected to furnish all personnel, materials, equipment and incidentals, to provide the services as generally described below.

Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive from Denholm Drive to the South City Limit

The City of El Monte is seeking consultant services to develop a traffic calming plan for Parkway Drive, that shall include a Class IV Bike Lane. Parkway Drive is a very wide residential street that is located in the southeast section of the City. The roadway is approximately 60 feet wide and is currently striped for one lane in each direction with on-street parking permitted on both sides of the street. Parkway Drive between Denholm Drive and the south city limit is about 1.1 mile in length with existing speed humps on the entire reach. There is a high school located at the north end of Parkway Drive at Denholm Drive.

It is the intent of the City of El Monte to remove the existing speed humps, implement a Class IV Bike Lane and other neighborhood traffic calming measures, as deemed appropriate, on Parkway Drive. It is the goal of this project to improve safety for all roadway users, improve conditions for non-motorized modes of travel thereby promoting pedestrian, cycle and transit use, improve neighborhood connectivity and livability, improve the comfort of non-motorized users and help reduce the negative effects of motor vehicles on the environment.

It is anticipated that this project will be performed in two phases. The first phase would involve the development of the concept/schematic plans for Parkway Drive, followed by community outreach and consensus building of the various stakeholders. The second phase would involve finalizing the selected design and preparation of the final plans, specifications and cost estimate.

The consultant's scope of work under this item generally includes, but is not limited to the following:

Phase I – Concept Design and Community Outreach/Consensus Building

- Kick-Off Meeting with City Staff

- Data Collection and Field Observations
- Develop Concept/Schematic Plans for Parkway Drive Traffic Calming and Class IV Bike Lanes – Minimum of three (3) Fully Developed Alternatives for City Review and Approval
- Develop Cost Estimate for Each Fully Developed Alternative
- Perform Community Outreach and Consensus Building
    - Identify stakeholders – adjacent neighborhood, school(s), businesses, public and private entities, etc.
    - Coordinate and conduct an outreach meeting(s) to present the traffic calming/bike lane plan alternatives to the community
    - Prepare all meeting materials – meeting notices, agenda, presentation displays, handouts, meeting minutes, etc.
    - Prepare a report for the City on the results of the community meeting and consensus building efforts and provide a design recommendation based on these results
- Develop a Final Draft Concept/Schematic Plan of the selected Parkway Drive Traffic Calming and Class IV Bike Lane Plan

<u>Phase II – Develop the Final Design and Prepare the Plans, Specifications and Estimate for the Parkway Drive Traffic Calming and Class IV Bike Lane Plans</u>

- Prepare Final Concept Design for City Review and Approval
- Prepare the Final Plans, Specifications and Estimate

3.0 Qualification Format

All firms shall include the following information and comply with the associated page limit restrictions and one limited to 20 pages or less. Note that one (1) page includes the front side of an 8.5”x11” sheet of paper and the cover does not constitute a page.

1) **Cover Letter.** Maximum 1-page cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the submittal. The letter shall include name, address and phone number of the person authorized to represent the firm and shall include the following Statement:
    a. I HAVE READ UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR QUALIFICATIONS AND ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS, CONDITIONS, AND ATTACHMENTS REFERENCED.

2) **Proposer's Background.** Maximum 2-page background on the proposer and its area(s) of professional expertise relevant to this RFQ. An additional one (1) page may be included to highlight the background of each proposed sub-consultant to be used by the firm and the specific task(s) or functions the sub-consultant will perform.

3) **Qualifications and Experience of Proposer's Personnel.** Summary of the relevant experience, work history, training, education and special certifications of the proposer's personnel who will be performing the professional services contemplated under this RFQ on the proposer's behalf. Briefly discuss the Consultant team's qualifications and experience with program management of a similar magnitude and nature. Proposers shall provide identical information for all sub-consultants' performing any of the tasks or services contemplated under this RFQ on the proposer's behalf. The summary shall also include the office location of key personnel proposed to work on this contract. Relevant experience can include your company's overall experience, experience with similar programs and the experience of individuals on your proposed team. Show how your experience relates to the demands of the services to be provided. Professional licenses in the consultant's specific discipline relative to the discipline the SOQ(s) being submitted is required.

4) **Project Approach.** The firm shall explain the way in which the firm will timely complete all of the tasks called for under the RFQ. Include a brief overview of the Consultant's understanding of the program. The content will reflect the particular viewpoint of the Consultant.

5) **Proposed Personnel.** Resumes for the project manager and 1-page resume for each of the other key personnel, including sub-consultants, which will be performing the majority of the work on this contract. Resumes for corporate leadership should not be included unless said individuals will be performing substantial work on this program. The designated Project Manager (where occurs) shall be the primary contact with the City during the contract period and shall function in that capacity while employed by the firm. In addition, the City must approve changes of personnel.

6) **Quality Assurance/Quality Control Procedures.** Brief description of the consultant's approach to implementing a Program-specific Quality Control approach. The Proposer shall describe the firm's policies and procedures for assuring high quality work, including monitoring of any proposed sub-contracts. Identify the QA/QC manager and his qualifications.

7) **References.** Each firm must include at least three public agency references going back no more than five (5) years from the issuance of this RFQ in which the firm was engaged to perform tasks similar to those requested under this RFQ. References should place an emphasis on past programs in which the personnel to be used by proposer for this project were deployed. The references should include the name, title and contact

information of the public agency officer or employee responsible for overseeing the proposer's work with contact information.

8) **Fee/Rate Schedule.** A detailed all-inclusive schedule of rates for each proposed personnel that may be tasked to complete the Project. The Task-specific shall clearly identify an hourly rate schedule for the proposed staff. The rate schedule shall also include costs and expenses related to photocopying, postage, travel, etc. (i.e. Reimbursement expenses). To the extent that a prime consultant contemplates the use of sub-consultants to perform any one or more of the above described tasks on the proposer's behalf, the firm shall include a List of Sub-consultants identifying all sub-consultants and state the fee for each sub-consultant in the Fee Schedule. In so far as the firm's qualifications contemplates an increase in compensation rates or charges during the term of the portion of the PSA or any extension term, the firm shall clearly indicate when such increases will take effect and by how much.

    a. The Fee/Rate Schedule shall be delivered in a separate sealed envelope which is plainly marked on the outside "**REQUEST FOR QUALIFICATIONS TO DEVELOP A TRAFFIC CALMING PLAN WITH CLASS IV BIKE LANES FOR PARKWAY DRIVE FROM DENHOLM DRIVE TO THE SOUTH CITY LIMIT TO PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION**". The envelope shall contain the name and address of the consultant clearly marked on the outside.

The City reserves the right to delete specific task(s).

4.0 Evaluation Criteria

Each firm shall be evaluated on the basis of the proposer's expertise, experience and training and the expertise of its key personnel along with prior contracting history, approach to the program, Fee/Rate Schedule and compliance with the RFQ requirements including the terms of the attached PSA. Each such factor shall be weighted by the City as follows:

1) **Expertise, Experience & Training Plus Prior Contracting History (40%)** – The expertise, experience and training of the proposer and its key personnel and previous experience with similar work in similar fields and qualifications and depth of the staff that will perform the work on this project. This factor includes evaluation of the proposer's prior contracting history, including the review of the proposer's certifications relating to false claims, debarment and civil litigation.

2) **Project Approach (40%) –** The proposer's responsiveness in addressing the City's specific needs.

3) **Fee/Rate Schedule (10%)** – The proposed compensation structure (inclusive of hourly rates of compensation, pass through costs and sub-consultant costs) for the performance of the Scope of Service as outlined in Section 2.

4) **Compliance with RFQ (10%)** – The ability of the proposer to comply with all instructions set forth under this RFQ as well as the proposer's ability to agree to all of the terms and conditions of the attached PSA without modification, particularly as relates to indemnification, insurance requirements and standards of care.

5.0 Selection Process

A selection committee, comprised of City staff will review the qualifications. Firms will be ranked on qualifications and the selection committee may choose to interview several of the top ranked firms. However, at its sole discretion the selection committee may dispense with interviews and select proposer/multiple proposers to provide the required services.

6.0 Qualification Requirements

SOQ must be submitted using the following methods: Four (4) printed copies of your SOQ must be received prior to the Submission Deadline. SOQ shall be submitted to the following address:

City of El Monte – City Hall West
Department of Public Works – Engineering Division
11333 Valley Boulevard
El Monte, CA 91731-3293

ATTN: **Braden Yu**
Public Works Director

Subject: **REQUEST FOR QUALIFICATIONS TO DEVELOP A TRAFFIC CALMING PLAN WITH CLASS IV BIKE LANES FOR PARKWAY DRIVE FROM DENHOLM DRIVE TO THE SOUTH CITY LIMIT TO PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION**

SOQ may be submitted via personal delivery, overnight courier (e.g., FedEx or UPS) or U.S. Mail. SOQ must be received by or before the Submission Deadline. SOQs that are deposited with an overnight courier or post marked prior to the Submission Deadline but received after the Submission Deadline will not be considered by the City. Submitted SOQs shall be maintained as confidential records of the City up to the Submission Deadline. Firms may withdraw, modify and/or resubmit a SOQ prior to the Submission Deadline but not after. Firms shall be bound to the terms of their SOQ following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the firms to correct them.

1) Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the SOQ; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFQ. The City is not liable for any costs incurred by firms submitting their SOQ in response to this RFQ. Whether or not a firm is awarded a contract pursuant to this RFQ, no firm shall be entitled to reimbursement for any costs or expenses associated with the firm's participation in this RFQ process.

2) Late SOQs will not be considered.

3) The City reserves the right to reject any and all SOQs received as a result of this RFQ. The City's potential award of a contract will not be based on any single factor nor will it be based solely or exclusively on the Fee/Rate Schedule. If a contract is awarded, it will be awarded to the proposer who in the judgment of the City has presented an optimal balance of relevant experience, technical expertise, quality of service, work history and other factors which the City may consider relevant and important in determining which firm(s) are best for the City.

4) The City reserves the right to cancel or modify this RFQ. There is no guarantee that the City will award contract.

5) The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFQ.

6) Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of all submitted SOQs available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained in a SOQ is legally privileged under the California Public Records Act. By submission of a SOQ, proposers acknowledge and agree that their SOQ and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.

7) The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.

8) The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFQ and any other criteria the City, in its sole discretion, deems pertinent.

9) By the submission of a SOQ, each proposer accepts and agrees to execute a written Professional Services Agreement (PSA) in the form attached hereto as Exhibit A, inclusive of all stated terms and conditions relating to indemnification, required insurance and standard of care requirements. If a proposer is unable to agree to any of the terms or conditions of the PSA in the form attached hereto, the proposer must identify the provision(s) in question and provide an explanation as to why the proposer cannot comply with such provisions. If a proposers' objection to a certain provision of the PSA is merely a question of added cost, the proposer shall indicate in the SOQ the difference in cost associated with complying with the provision(s) versus the cost associated with the City's waiver or modification of the provision(s). The City shall be under no obligation to make modifications to the PSA after a contract has been awarded and proposers shall be deemed to have incorporated all costs associated with compliance with the PSA into their RFQ. A firm's inability to comply with one or more provisions of the PSA shall be a factor that will be considered by the City in determining which firms will serve the best interest of the City when all other factors are taken into account.

10) All SOQs must remain valid for a minimum period of ninety (90) calendar days after the Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFQ and with written permission granted by the City.

11) All questions or requests for clarification shall be submitted via email to Steven L. Wright, Project Manager at swright@interwestgrp.com by the REQUEST FOR INFORMATION DEADLINE. All questions received by this deadline will be addressed and posted on the City's website (www.ci.el-monte.ca.us) by the RELEASE OF INFORMATION REQUESTED DATE.

12) If it becomes necessary to revise any part of this RFQ, an addendum will be posted on the City's website. It shall be the sole responsibility of the proposer to check for any addendums to the RFQ that may be issued by the City.

13) It is the responsibility of potential firm to be thoroughly familiar with the scope of services to be performed under this RFQ.

14) The proposer agrees that, if a contract is awarded to a proposer, the proposer shall make no claim against the City or any of the funding agencies because of any estimate or statement made by any employees, agents, or consultants of the City which may prove to be erroneous in any respect.

15) Proposers may withdraw their SOQ prior to the Submission Deadline.

EXHIBIT A

CITY OF EL MONTE

PUBLIC WORKS DEPARTMENT

CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

ATTACHMENT 2

TRAFFIC CALMING PLAN WITH CLASS IV BIKE LANES FOR PARKWAY DRIVE FROM DENHOLM DRIVE TO THE SOUTH CITY LIMIT AND DENHOLM DRIVE FROM PARKWAY DRIVE TO DURFEE AVENUE (CIP NO. 001)

CONSULTANT RANKING

Consultants	Average Score	Rank
Alta Planning + Design, Inc.	87.8	**1**
TJKM	84.4	**2**
Pacific Architecture	80.7	**3**
Quantum	71.1	**4**

2020
PROFESSIONAL SERVICES AGREEMENT
(Engagement: Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive and Denholm Drive, CIP No. 001)
(Parties: Alta Planning + Design Inc. and City of El Monte)

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this _____ day of _____ 2020 (hereinafter, the "Effective Date") by and between the CITY OF EL MONTE, a municipal corporation (hereinafter, "CITY") and ALTA PLANNING + DESIGN INC., (hereinafter, "CONSULTANT"). For the purposes of this Agreement, CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably, as appropriate.

RECITALS

WHEREAS, CITY requires professional consulting services for a Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive from Denholm Drive to the south City limit, and Denholm Drive from Parkway Drive to Durfee Avenue, CIP No. 001; and

WHEREAS, CITY issued a Request for Qualifications on January 22, 2020; and

WHEREAS, CITY staff has determined that CONSULTANT possesses the experience, skills and training necessary to competently provide such services to CITY; and

WHEREAS, the execution of this Agreement was approved by the El Monte City Council at its Regular Meeting of _____, 2020 under Agenda Item No. ___.

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

I.
ENGAGEMENT TERMS

1.1 SCOPE OF WORK:

A. Subject to the terms and conditions of this Agreement, CONSULTANT agrees to provide the services and tasks described in that certain proposal of CONSULTANT entitled "Statement of Qualifications for the City of El Monte Traffic Calming Plan with Class IV Bike Lanes for Parkway Drive

from Denholm Drive to the South City Limit and Denholm Drive from Parkway Drive to Durfee Avenue," dated February 27, 2020 and "Traffic Calming, Parkway/Denholm, Budget and Schedule Revision" which are attached and incorporated hereto as **Exhibit "A"** and are collectively referred to as the "Scope of Work". CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work."

1.2 PROSECUTION OF WORK:

A. Time is of the essence of this Agreement and each and every provision contained herein. The Work shall be commenced within three (3) calendar days of CITY's issuance of a Notice to Proceed. CONSULTANT shall complete the various tasks identified in the Scope of Work within the timeframes set forth in the Scope of Work and shall complete all of the Work by or before July 31, 2021 (the "Completion Date");

B. CONSULTANT shall perform the Work continuously and with due diligence so as to complete the Work by the completion date indicated in each Work Order. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors or agents;

C. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner;

D. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees; and

E. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

1.3 COMPENSATION: CONSULTANT shall perform the Work in accordance with the Project Budget (hereinafter, the "Project Budget") which is attached and incorporated hereto as **Exhibit "B".** The foregoing notwithstanding, CONSULTANT's total compensation for the performance of all Work contemplated under this Agreement, will not exceed the total budgeted aggregate sum of **TWO HUNDRED SIXTEEN THOUSAND TWO HUNDRED FIFTY-TWO DOLLARS ($216,252)** (hereinafter, the "Not-to-Exceed Sum") during the Term of this Agreement, unless such added expenditure is first approved by the City Council. In the event CONSULTANT's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of this Agreement, CITY may suspend CONSULTANT's performance pending CITY

approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement.

1.4 Subject to any applicable restrictions set forth under the El Monte Municipal Code as the same may be amended from time to time or applicable State Law, CITY, in its sole and absolute discretion, may authorize expenditures in excess of the Not-to-Exceed Sum without further City Council approval provided such additional expenditures do not cumulatively exceed an amount equal to ten percent (10%) of the Not-to-Exceed Sum. Any such additional expenditures must be approved by the City Manager in writing before they may be incurred.

1.5 PAYMENT OF COMPENSATION: The Not-to-Exceed Sum will be paid to CONSULTANT in monthly increments as the Work is completed. Following the conclusion of each calendar month, CONSULTANT will submit to CITY an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice should indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY will notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, CITY will pay all undisputed amounts included on the invoice. CITY will not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.

1.6 ACCOUNTING RECORDS: CONSULTANT will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY will have the right to access and examine such records, without charge, during normal business hours. CITY will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

1.7 ABANDONMENT BY CONSULTANT: In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Work, CONSULTANT will deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONSULTANT's cessation or abandonment.

II.
PERFORMANCE OF AGREEMENT

2.1 CITY'S REPRESENTATIVE: The CITY hereby designates Braden Yu, Director of Public Works, (hereinafter, the "CITY Representative") to act as its representative for the performance of this Agreement. The CITY Representative or his designee will act on behalf of the CITY for all purposes under this Agreement. CONSULTANT will not accept directions or orders from any person other than the CITY Representative or his designee.

2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates Greg Maher, Principal-in-Charge, to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative will have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee will supervise and direct the performance of the Work, using the reasonable Standard of Care of its profession, and will be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative will constitute notice to CONSULTANT.

2.3 COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Work and this Agreement and will be available to CITY staff and the CITY Representative at all reasonable times. All work prepared by CONSULTANT will be subject to inspection and approval by CITY Representative or his or her designees.

2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges and agrees to the following:

A. CONSULTANT will perform all Work skillfully, competently and to the professional standards of CONSULTANT's profession;

B. CONSULTANT shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the CITY to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the reasonable approval of the CITY's authorized representative;

C. CONSULTANT will perform all Work in a manner reasonably satisfactory to the CITY;

D. CONSULTANT will comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.) CONSULTANT shall be liable for all violations of such laws and regulations in connection with Services. If CONSULTANT performs any work knowing it to be contrary to such laws, rules and regulations, CONSULTANT shall be solely responsible for all costs arising therefrom;

E. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONSULTANT; and

G. All of CONSULTANT's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals will be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

The Parties acknowledge and agree that CONSULTANT will perform, at CONSULTANT's own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONSULTANT's failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONSULTANT's employees, agents, contractors, subcontractors and subconsultants. Such effort by CONSULTANT to correct any errors or omissions will be commenced immediately upon their discovery by either Party and will be completed within seven (7) calendars days from the date of discovery or such other extended period of time authorized by the CITY Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that CITY's acceptance of any work performed by CONSULTANT or on CONSULTANT's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that CITY has relied upon the foregoing representations of CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of CONSULTANT's profession.

2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of

this interest, CONSULTANT agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

2.6 SUBSTITUTION OF KEY PERSONNEL**:** CONSULTANT has represented to CITY that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, CONSULTANT may substitute other personnel of at least equal competence upon written approval of CITY. In the event that CITY and CONSULTANT cannot agree as to the substitution of key personnel, CITY shall be entitled to terminate this Agreement. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the CITY, or who are determined by the CITY to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the CONSULTANT at the request of the CITY. The key personnel for performance of this Agreement are as follows: Greg Maher, Vice President.

2.7 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work will be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and will at all times be under CONSULTANT's exclusive direction and control. CONSULTANT will pay all wages, salaries and other amounts due such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT will be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.

2.8 REMOVAL OF EMPLOYEES OR AGENTS: If any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the CITY Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, contractor,

subcontractor or subconsultant will be promptly removed by CONSULTANT and will not be reassigned to perform any of the Work.

2.9 COMPLIANCE WITH LAWS: CONSULTANT will keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements and applicable regulations of the Federal Department of Housing and Urbanization.

2.10 NON-DISCRIMINATION: CONSULTANT represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

2.11 INDEPENDENT CONTRACTOR STATUS: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT will have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

III.
INSURANCE

3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Prior to the beginning of and throughout the duration of the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT will procure and maintain the following insurance coverage, at its own expense:

A. Commercial General Liability Insurance: CONSULTANT will procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage will have minimum limits of no less than One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.

B. Automobile Liability Insurance: CONSULTANT will procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than Two Million Dollars ($2,000,000.00) per accident for bodily injury and property damage.

C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which will indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.

D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT will procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage will have minimum limits of no less than Two Million Dollars ($2,000,000.00) per claim.

3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance will contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.

3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement will be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance will be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representative is authorized to authorize lower ratings than those set forth in this Section.

3.4 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT will be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers will be in excess of CONSULTANT's insurance and will not contribute with it.

3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement will not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of

subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY, its officials, officers, employees, agents and volunteers.

3.6 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that it will furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy will be signed by a person authorized by that insurer to bind coverage on its behalf, and will be on forms provided by the CITY if requested**. All certificates of insurance and endorsements will be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any Work or any of the Work. Upon CITY's written request, CONSULTANT will also provide CITY with certified copies of all required insurance policies and endorsements.

3.7 The insurance coverage requirements set forth under this Article 3 are in addition to any coverage requirements set forth under Section VII (Insurance Coverages) of the Scope of Work and in the event of any conflict or inconsistency between the provisions of this Article 3 and the provisions of Section VII of the Scope of Work the provisions of this Article 3 shall govern and control.

3.8 FAILURE TO MAINTAIN COVERAGE: In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONTRACTOR or CITY will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, CITY may cancel this Agreement effective upon notice.

3.9 SPECIAL RISKS OR CIRCUMSTANCES. Upon thirty (30) day City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Any modifications requiring additional insurance premium for CONTRACTOR shall be negotiated between Parties as a change order which may modify compensation of the Agreement.

IV.
INDEMNIFICATION

4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any

other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein. Notwithstanding the foregoing, to the extent CONSULTANT's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT. CONSULTANT's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the CITY, its officials, officers, employees, agents or volunteers.

4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of work to the extent caused by CONSULTANT's negligence hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the negligence or willful misconduct of the CITY.

4.3 CITY shall have the right to offset against the amount of any compensation due to CONSULTANT under this Agreement, any amount due to CITY from CONSULTANT as a result of CONSULTANT's failure to either pay CITY promptly for any costs associated with CONSULTANT's obligations to indemnify the CITY Indemnitees under this Article, or related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

4.4 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers.

4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance

of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

4.6 CITY does not, and shall not waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

4.8 WORK OF CONSULTANT'S DESIGN PROFESSIONALS SERVICES: The duty to indemnify, defend and hold harmless as set forth under this subsection shall apply to the negligence, recklessness or willful misconduct of any individual who qualifies as a "design professional" within the meaning of subsection (c)(2) of Section 2782.8 of the California Civil Code in so far as such negligence, recklessness or willful misconduct occurs in the performance, work or activities that must be performed by a "design professional." Subject to the limitation of the preceding sentence, to the fullest extent permitted by law, CONSULTANT shall immediately defend and indemnify and hold harmless the City Indemnities, defined above, from and against any and all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of the negligence, recklessness, or willful misconduct of CONSULTANT or any of CONSULTANT's officers, employees, servants, agents, contractors, subcontractors or authorized volunteers or any other person or entity involved by, for, or with or on behalf of CONSULTANT in the performance of design professional services under this Agreement. The Parties understand and agree that the duty of CONSULTANT to indemnify, defend and hold harmless pursuant to this subsection includes the duty to defend as set forth in Section 2778 of the California Civil Code. CONTRACTOR's obligation to indemnify applies unless it is finally adjudicated that the liability was caused by the sole active negligence or sole willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of an indemnified party, then CONSULTANT's indemnification obligation shall be reduced in proportion to the established comparative liability.

4.9 WORK OF ALL OTHER PERSONS/NON-DESIGN PROFESSIONALS: Except as otherwise provided under Section 4.2 of this Article, above, to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligent performance under this Agreement, including but not limited to the negligent acts, errors or omissions of CONSULTANT or

CONSULTANT's officers, employees, agents, servants, contractors, subcontractors or subconsultants or the failure of the same to comply with any of the duties, obligations or standards of care set forth herein. The duty to indemnify, defend and hold harmless under this subsection shall not encompass a duty to indemnity, defend or hold harmless for liability, loss, suit, damage, expense, or cost caused by the negligence or willful misconduct of any or all of the City Indemnitees. The duty to indemnify, defend and hold harmless as set forth under this subsection is intended to encompass liabilities, losses, damages, expense and costs not otherwise subject to subsection 4.2, above.

4.10 As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

4.11 As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, the obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and authorized volunteers.

4.12 As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and authorized volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

4.13 As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

4.14 As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, the duties to indemnify, defend and hold harmless as set forth under this Section, shall survive the early termination or normal expiration of this Agreement and shall be in addition to any other rights or remedies which the CITY may have at law or in equity.

V.
TERMINATION

5.1 TERMINATION WITHOUT CAUSE: CITY may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of CITY's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, CONSULTANT will be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. CONSULTANT may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT will be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, will operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth under Sections 5.2B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. CONSULTANT will cure the following Events of Defaults within the following time periods:

i. Within ten (10) business days of CITY's issuance of a Default Notice

for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, CITY will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

ii. Within fourteen (14) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of CONSULTANT to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of CONSULTANT will include, but will not be limited to the following: (i) CONSULTANT's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) CONSULTANT's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) CONSULTANT's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONSULTANT, whether voluntary of involuntary; (v) CONSULTANT's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vii) CITY's discovery that a statement representation or warranty by CONSULTANT relating to this Agreement is false, misleading or erroneous in any material respect.

C. CITY will cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured

within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.3, above, will be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.

D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT will be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY will operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;

ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;

iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or

iv. The CITY may exercise any other available and lawful right or remedy.

CONSULTANT will be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY's exercise of its remedies under this Agreement.

G. In the event CITY is in breach of this Agreement, CONSULTANT's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONSULTANT under this Agreement for completed services and tasks.

5.3 SCOPE OF WAIVER: No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto will not operate to terminate any Article, Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

VI.
MISCELLANEOUS PROVISIONS

6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data will be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONSULTANT will require all subcontractors and subconsultants working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement.

6.2 CONFIDENTIALITY: All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and will not be disclosed by CONSULTANT without prior written consent by CITY. CITY will grant such consent of disclosure as legally required. Upon request, all CITY data will be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT will not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.

6.3 FALSE CLAIMS ACT: CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

6.4 NOTICES: All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:
Alta Planning + Design, Inc.
711 SE Grand Ave.
Portland, OR 97214
Attn: Greg Maher, (C/O Contract Administration)
Phone: (213) 489-7443

CITY:
City of El Monte
Public Works Department
El Monte City Hall – West, 2nd Floor
11333 Valley Boulevard
El Monte, CA 91731
Attn: Braden Yu, Public Works

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

6.5 COOPERATION; FURTHER ACTS: The Parties will fully cooperate with one another, and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

6.6 SUBCONTRACTING: CONSULTANT will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

6.7 CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS: CITY reserves the right to employ other contractors in connection with the various projects worked upon by CONSULTANT.

6.8 PROHIBITED INTERESTS: CONSULTANT warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage,

brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

6.9 TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement.

6.10 GOVERNING LAW AND VENUE: This Agreement will be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, will be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, will be in the Central District of California located in the City of Los Angeles, California.

6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation will be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.

6.12 SUCCESSORS AND ASSIGNS: This Agreement will be binding on the successors and assigns of the Parties.

6.13 NO THIRD-PARTY BENEFIT: There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

6.14 CONSTRUCTION OF AGREEMENT: This Agreement will not be construed in favor of, or against, either Party but will be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.

6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect.

6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.

6.17 CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement will control.

6.19 ENTIRE AGREEMENT: This Agreement, including all attached exhibits, constitutes the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, which may have been entered into between CITY and CONSULTANT prior to the execution of this Agreement. Any statements, representations, or other agreements, whether oral or written, made by either Party that is not embodied herein will not be valid or binding on the Parties. No amendment, modification or supplement to this Agreement will be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.16, above.

6.20 COUNTERPARTS: This Agreement will be executed in three (3) original counterparts each of which will be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterpart will be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart will be delivered to CONSULTANT and the remaining two original counterparts will be retained by CITY.

(SIGNATURES ON NEXT PAGE)

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above.

CITY OF EL MONTE:

By:_____
Alma K. Martinez, City Manager

Date:_____

ALTA PLANNING + DESIGN, INC.

By:_____

Name:_____

Title:_____

Date:_____

APPROVED AS TO FORM:

By:_____
Richard Padilla, Assistant City Attorney

Date:_____

EXHIBIT “A”
SCOPE OF SERVICES

EXHIBIT “B”
PROJECT BUDGET

CITY OF EL MONTE

PUBLIC WORKS DEPARTMENT
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

APRIL 29, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Dear Mayor and City Council:

A RESOLUTION OF THE EL MONTE CITY COUNCIL AUTHORIZING THE DIRECTOR OF PUBLIC WORKS OR HIS/HER DESIGNEE TO EXECUTE ALL DOCUMENTS AND AGREEMENTS FOR PROJECTS FUNDED THROUGH THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Consider and approve to adopt the attached Resolution, authorizing the Director of Public Works or his/her designee to execute all required agreements and documents for projects funded through Caltrans.

BACKGROUND

Los Angeles County Metropolitan Transportation Authority (METRO) Surface Transportation Program (STP) provides flexible funding that may be used by the City for any Federal-aid highway improvements, which include but are not limited to public road enhancements and other transit capital projects. METRO allocates federal STP funds to local jurisdictions annually based on a population formula. This formula allocation to local jurisdictions is referred to as STP-Local (STP-L). Eligible uses for STP-L funds are construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements of streets and highways.

Currently, federal funds have been programmed and allocated to Ramona Boulevard Street Resurfacing Project, CIP 857, in the amount of $1,982,251 of STP-L funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City of El Monte is eligible to receive federal funding for various transportation projects through the State of California Department of Transportation (Caltrans). To secure the receipt of federal funding for these projects, the City Council must adopt a resolution designating an authorized official to execute documents and agreements with Caltrans. Resolution No. 10110 previously appointed the City Manager as the authorized official. The City would like to modify this designation and instead appoint the Director of Public Works or his/her designee as the authorized official to execute Preliminary Environmental Studies (PES) and Right-of-Way (RW) Certification, Preliminary Engineering (PE) and Construction (CON) Authorization, and reimbursement requests from the City of El Monte and agreements between the City and the State of California Department of Transportation.

FISCAL IMPACT/FINANCING

Approving the resolution will have no impact on the General Fund.

CONCLUSION

Staff recommends that the City Council consider and approve the attached Resolution, authorizing the Director of Public Works or his/her designee to execute all required agreements and documents for projects funded through Caltrans.

Respectfully submitted,

ALMA K. MARTINEZ
City Manager

BRADEN YU, P.E.
Public Works and Utilities Director

Attachment 1: Resolution

DATE: May 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVE AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

RESOLUTION NO. _____

A RESOLUTION OF THE EL MONTE CITY COUNCIL AUTHORIZING THE DIRECTOR OF PUBLIC WORKS OR HIS/HER DESIGNEE TO EXECUTE ALL DOCUMENTS AND AGREEMENTS FOR PROJECTS FUNDED THROUGH THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS).

WHEREAS, the City of El Monte is eligible to receive Federal and/or State funding for various transportation projects through the State California Department of Transportation (Caltrans); and

WHEREAS, the City Council appoints the Director of Public Works or his/her designee to execute all federally required documents in relation to each phase of work such as: Preliminary Engineering, Preliminary Environmental Studies, Right-of-Way, Construction, and Reimbursement and Closeout; and

WHEREAS, the City Council appoints the Director of Public Woks or his/her designee to execute all agreements between the City of El Monte and the State of California Department of Transportation (Caltrans);

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF EL MONTE HEREBY:

1. Authorizes and directs the Director of Public Works or his/her designee to execute documents and agreements with Caltrans on behalf of the City.

2. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 5th day of May 2020

_____
Andre Quintero
Mayor of the City of El Monte

ATTEST:

_____
Catherine A. Eredia
City Clerk of the City of El Monte

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Catherine A. Eredia, City Clerk of the City of El Monte, do hereby certify that the above and foregoing Resolution No. _____ was passed, approved, and adopted by the City Council of the City of El Monte, signed by the Mayor and attested by the City Clerk at a meeting of said City on this 5th day of May 2020, and that said Resolution was adopted by the following votes to wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Catherine A. Eredia
City Clerk of the City of El Monte

CITY OF EL MONTE

CITY ATTORNEY'S OFFICE
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 30, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Dear Mayor and City Council:

A PUBLIC HEARING TO CONSIDER AND APPROVE AN URGENCY ORDINANCE THAT (A) REPEALS PRIOR UREGENCY ORDINANCE NO. 2974 WHICH ESTABLISHED AN EL MONTE-SPECIFIC MORATORIUM ON RESIDENTIAL AND COMMERCIAL EVICTIONS AND (B) ESTABLISHES THAT EL MONTE TENANTS SHALL INSTEAD BE COVERED UNDER THE RECENTLY UPDATED COUNTY OF LOS ANGELES ANTI-EVICTION MORATORIUM WHICH NOW EXTENDS TO INCORPORATED CITIES WITHIN LOS ANGELES COUNTY

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Open the public hearing.
2. Receive a brief overview from staff and pose questions.
3. Receive public comment.
4. Close the public comment portion of the public hearing.
5. Pose closing questions to staff.
6. Deliberate and then close the public hearing.
7. Approve by 4/5 vote the attached urgency ordinance.

BACKGROUND

Given the severe and unprecedented nature of the COVID-19 pandemic outbreak federal, State and local authorities have declared emergency conditions and protocols to halt the spread of the virus. At its meeting of March 17, 2020, the El Monte City Council ("City Council") declared a local emergency in light of the COVID-19 pandemic and has subsequently updated and extend the local emergency declaration. At its meeting of March 19, 2020, the City Council approved an Urgency Ordinance immediately implementing a temporary 60-day residential eviction moratorium to protect El Monte renters who may be at risk of eviction due to non-payment of rent attributable to economic repercussions brought about by the COVID-19 crisis. The City's anti-eviction moratorium was later modified by way of a second Urgency Ordinance approved April 7, 2020 which expanded anti-eviction protections to certain qualified commercial tenancies.

In March 2020, the Los Angeles County Board of Supervisors (the "County") acted to implement the County's own anti-eviction moratorium (the "County Moratorium") applicable to both commercial and residential tenancies. Although the County's moratorium took effect retroactively to March 4, 2020, it only applied to unincorporated areas of Los Angeles County. On April 14, 2020, however, the County changed course and expanded its anti-eviction to include incorporated cities, provided those cities did not already have their own local anti-eviction moratorium in place. Since the time of publication of the City's last iteration of the El Monte-specific urgency ordinance, the California State Judicial Council also adopted emergency rules of court to address evictions during the statewide COVID-19 emergency ("Judicial Rules").

As indicated above, the City Council implemented an El Monte-specific moratorium at a time when the County's moratorium did not reach to incorporated cities. With the County's expansion of the current moratorium to incorporated cities, the question presented now is whether the City may wish to repeal its local moratorium in favor of protections now afforded by the County moratorium – some of which are more favorable to tenants.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Both the Judicial Rules and the County Moratorium are more protective than the local moratorium last adopted by the City on April 7, 2020. The Judicial Rules effectively suspend residential and commercial evictions throughout California for sixty (60) days and prevent any new eviction actions for ninety (90) days after the state of emergency ends regardless of the grounds for the eviction.

The County Moratorium applies retroactively to March 4, 2020 and remains in effect until May 31, 2020, unless extended. Among other protections, the County Moratorium bans evictions for nonpayment of rent, prohibits rent increases and late fees and/or interest for unpaid rent, and allows up to twelve (12) months to pay back rent. By comparison, the City Ordinance grants a six-month payback period and does not address rent increases. Qualifying reasons under the County Moratorium are broader and include no-fault evictions and violations due to additional occupants. And documentation requirements are less stringent, allowing tenants to self-certify their inability to pay. It also explicitly bans landlords from harassing or intimidating tenants who assert their rights. Tenants must notify their landlord within seven (7) days after rent is due, as compared to thirty (30) days under the local El Monte-specific moratorium. However, the County Moratorium also includes a qualification for extenuating circumstances to notify a landlord beyond the required timeframe. Neither relieves tenants of their ultimate obligation to pay rents owed.

It should be re-emphasized that the County Moratorium does not currently apply to El Monte since El Monte has its own El Monte-specific moratorium in place. Nevertheless, the Council may wish to consider repealing the City's moratorium to avoid confusion to tenants and landlords and possibly even the courts where may eviction disputes will eventually play out. The attached Urgency Ordinance repealing the El Monte-specific moratorium does provide that it shall be retroactive to March 4, 2020 and provides that

tenants who did not self-certify between the effective date of the City's moratorium and the effective date of this new moratorium shall have additional time to self-certify.

The proposed action supports the intention of the prior City moratorium, which was to help stabilize the residential and commercial rental market and preserve public health and safety by reducing avoidable displacement. Providing tenants protection from eviction continues to be of critical importance to help prevent the spread of the virus until the emergency restrictions are lifted.

FISCAL IMPACT/FINANCING

Beyond the efforts to inform tenants and landlords of the proposed change, there is no immediately identifiable cost associated with this ordinance

RECOMMENDATION

If the City Council so desires, it is recommended that the attached Urgency Ordinance be approved by 4/5 vote of the City Council.

Respectfully submitted,

ALMA K. MARTINEZ
City Manager

RICHARD PADILLA
Assistant City Attorney

Attachment 1: Urgency Ordinance

DATE: MAY 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVE AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

URGENCY ORDINANCE NO. _____

AN UNCODIFIED URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA REPEALING URGENCY ORDINANCE NO. 2974 ENACTING A TEMPORARY MORATORIUM ON EVICTIONS DUE TO THE NONPAYMENT OF RENT FOR RESIDENTIAL AND NON-ESSENTIAL COMMERCIAL TENANTS WHERE THE FAILURE TO PAY RENT RESULTS FROM INCOME LOSS RESULTING FROM THE NOVEL CORONAVIRUS (COVID-19)

WHEREAS, in late December 2019, several cases of unusual pneumonia began to emerge in the Hubei province of China. On January 7, 2020, a novel coronavirus now known as COVID-19 was identified as the likely source of the illness; and

WHEREAS, on January 30, 2020, the World Health Organization ("WHO") declared COVID-19 a Public Health Emergency of International Concern. On January 31, 2020, the United States Secretary of Health and Human Services declared a Public Health Emergency; and

WHEREAS, on March 4, 2020, California Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

WHEREAS, on March 11, 2020, WHO publicly characterized COVID-19 as a pandemic; and

WHEREAS, on March 16, 2020, Governor Newsom issued Executive Order N-28-20 which suspended "[a]ny provision of state law that would preempt or otherwise restrict a local government's exercise of its police power to impose substantive limitations on residential or commercial evictions … including, but not limited to, any such provision of Civil Code Sections 1940 et seq." to the extent such provisions would otherwise restrict such exercise; and

WHEREAS, on March 16, 2020, the County of Los Angeles (the "County") ordered the closure of all gyms, bars, and ordered all restaurants to close their sit-in areas and offer take-out or delivery services only; and

WHEREAS, on March 19, 2020, the County issued a Mandatory Stay at Home Order, ordering the closure of all non-essential businesses until April 19, 2020; and

WHEREAS, on March 19, 2020, the Chair of the County Board of Supervisors issued an Executive Order establishing a Temporary Moratorium (the "County Eviction Moratorium") which was ratified by the County Board of Supervisors on March 31, 2020, on residential and commercial evictions in the unincorporated areas of the County in response to the COVID-19 pandemic; and

WHEREAS, on March 19, the City of El Monte (the "City") adopted Urgency Ordinance No. 2971 enacting a temporary moratorium on evictions due to the nonpayment of rent for residential tenants; and

WHEREAS, on March 27, 2020, Governor Newsom issued Executive Order N-37-20 ("Executive Order N-37-20") which prevents evictions for a period of 60 days of "a tenant from a residence or dwelling unit for nonpayment of rent" who satisfies requirements set forth in said order; and

WHEREAS, the moratorium established under Executive Order N-28-20 currently expires on May 31, 2020; and

WHEREAS, on April 7, 2020, the City repealed Urgency Ordinance No. 2971 and replaced it with Urgency Ordinance No. 2974 (the "COVID-19 Eviction Moratorium Ordinance"), which expanded the parameters of the City eviction moratorium; and

WHEREAS, on April 14, 2020, the County Board of Supervisors expanded the County Eviction Moratorium to include all jurisdictions countywide except those jurisdictions that have adopted their own moratoria; and

WHEREAS, the City COVID-19 Eviction Moratorium Ordinance and the County Eviction Moratorium provide conflicting parameters regarding the terms of eviction such as the time of notice that is required for a tenant to notify a landlord of its inability to pay rent; and

WHEREAS, in order to avoid confusion between the City COVID-19 Eviction Moratorium Ordinance and County Eviction Moratorium, the City desires to repeal its Urgency Ordinance No. 2974.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Repeal. Urgency Ordinance No. 2974, in its entirety, is hereby repealed, and shall be of no further force or effect.

SECTION 3. Urgency Findings.

A. The purpose of this Urgency Ordinance is to repeal the COVID-19 Eviction Moratorium Ordinance in order to avoid confusion between the COVID-19 Eviction Moratorium Ordinance and the County Eviction Moratorium, which shall apply to the City from the Effective Date of this Urgency Ordinance. It is also stressed that the underlying objective of this Urgency Ordinance and the City's prior eviction moratorium ordinances is to prevent tenants from becoming homeless as a result of adverse economic impacts brought on by the COVID-19 crisis. A surge in homelessness attributable to evictions would only exacerbate the spread of COVID-19 as evicted tenants would be forced out into the streets and would further strain City resources already strained by efforts to respond to the pandemic. This Ordinance is therefore adopted as an Urgency Ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Section 36937(b), and therefore shall be passed immediately upon its introduction and shall become effective at 12:00AM on May 6, 2020 upon its adoption by a minimum of 4/5 vote of the City Council. This Urgency Ordinance is created pursuant to the City's general police powers to protect the health, safety, and welfare of its residents and exists in addition to any rights and obligations under state and federal law.

B. It is the intent of the City Council that as of the effective date of this Urgency Ordinance all residential and commercial tenants in the City of El Monte shall be subject to all of the protections afforded under the County Eviction Moratorium which became effective as of March 4, 2020 and which was later modified and expanded Countywide on April 14, 2020 (A true and correct copy of said County moratorium, inclusive of the "Resolution of the Board of Supervisors Amending the Executive Order for an Eviction Moratorium during the COVID-19 Local Emergency Ratified on March 31, 2020, is attached and incorporated hereto as Exhibit "A"). The foregoing notwithstanding, the City Council, to the fullest extent authorized by law, ordains that the protections afforded tenants under the County Eviction Moratorium as the same was later modified by the County Board of Supervisors on April 14, 2020 shall be applied retroactively to all El Monte tenants eligible for protection under the County Eviction Moratorium whose rent became due on or after the March 4, 2020 but before the effective date of this Urgency Ordinance. As to tenants whose rent became due and was unpaid

during the period starting March 4, 2020 to the effective date of this Urgency Ordinance, the failure of a tenant to timely provide self-certification or other similar notification to a landlord of the tenant's eligibility for protection under the provisions of the County Eviction Moratorium shall not operate to preclude such tenants from receiving protection under the County Eviction Moratorium as modified on April 14, 2020 and such deadline for self-certification as to tenants whose rent became due prior to the effective date of this Urgency Ordinance shall be deemed tolled up to the Effective Date of this Urgency Ordinance. As to tenants whose rent became due anytime from March 4, 2020 to the effective date of this Urgency Ordinance, the City Council finds and ordains that the failure of a tenant to self-certify with the tenant's landlord within seven (7) calendar days from the date rent become due during this period in reliance upon the longer 30-day notification period in the City's repealed COVID-19 Eviction Moratorium Ordinance is an extenuating circumstance within the meaning of the County Eviction Moratorium excusing any untimely self-certification by an otheriwse eligible tenant.

SECTION 4. Environmental. This Urgency Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines, as it is not a "project" and has no potential to result in a direct or reasonably foreseeable indirect physical change to the environment. (Cal. Code Regs., tit.14, § 15378, subd. (a).) Further, this Urgency Ordinance is exempt from CEQA as there is no possibility that it or its implementation would have a significant negative effect on the environment. (Cal. Code Regs., tit.14, § 15061, subd. (b)(3).)

SECTION 5. Inconsistent Provisions. Any provision of the El Monte Municipal Code or appendices thereto inconsistent with the provisions of this Urgency Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Urgency Ordinance.

SECTION 6. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Urgency Ordinance, or any part thereof, is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Urgency Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

SECTION 7. Construction. The City Council intends this Urgency Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Urgency Ordinance shall be construed in light of that intent. To the extent the provisions of the El Monte Municipal Code as amended by this Urgency Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Urgency Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 8. Publication and Effective Date. This Urgency Ordinance is enacted pursuant to the authority conferred upon the City Council by Government Code Sections 36934 and 36937 and shall be in full force and effect upon its adoption by a four-fifths (4/5) vote of the City Council. The City Clerk shall cause this Urgency Ordinance to be published once in a newspaper of general circulation within fifteen (15) days after its adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of El Monte at the regular meeting of this ___ day of _____, 2020.

_____
Andre Quintero
Mayor

ATTEST:

_____
Catherine A. Eredia
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES SS:
CITY OF EL MONTE)

I, Catherine A. Eredia, City Clerk of the City of El Monte, hereby certify that the foregoing Urgency Ordinance No. was passed and adopted by the City Council of the City of El Monte, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the _____ day of May 2020 and that said Urgency Ordinance was adopted by the following votes, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Catherine A. Eredia, City Clerk,
City of El Monte

AGN. NO.

MOTION BY SUPERVISORS HILDA L. SOLIS AND SHEILA KUEHL

April 14, 2020

Expansion of Tenant Protections During the COVID-19 Crisis to Preserve and Increase Housing Security and Stability and Prevent Further Homelessness

On March 4, 2020, the Los Angeles County (County) Board of Supervisors (Board) proclaimed the existence of a local health emergency due to the novel coronavirus (COVID-19 emergency). On March 19, 2020, pursuant to California Government Code Section 8550 and Los Angeles County Code (Code) Section 2.68.150, the Chair of the Board issued an Executive Order, which among other actions, placed a temporary moratorium on evictions for non-payment of rent by residential or commercial tenants in unincorporated areas impacted by COVID-19 (Moratorium). On March 31, 2020, the Board of Supervisors ratified this Executive Order, which will be in effect from March 4, 2020 through May 31, 2020 (Moratorium Period), unless extended further, and amended the ratified Executive Order to include a ban on rent increases in the unincorporated County to the extent permitted by State law and consistent with Chapter 8.52 of the County Code. The Moratorium will provide timely and necessary relief to tenants who are struggling due to the economic repercussions of the COVID-19 emergency. However, the

MOTION

SOLIS _____

RIDLEY-THOMAS_____

KUEHL _____

HAHN _____

BARGER _____

following additional policies and modifications should be adopted to preserve and increase housing security and stability and to prevent Los Angeles County residents from falling into homelessness due to this crisis, for the preservation of life and property.

WE, THEREFORE, MOVE that the Board of Supervisors adopt the Resolution to amend the Executive Order in order to:

1. Include a temporary moratorium on evictions for non-payment of space rent for mobilehome owners who rent space in mobilehome parks;
2. Expand to all jurisdictions within the County of Los Angeles pursuant to Government Code section 8630, et seq. and Chapter 2.68 of the County Code with considerations for cities that already have local eviction moratoria in place;
3. Prohibit rent increases for residential units and mobilehome owners from March 4, 2020 through May 31, 2020, unless extended further, to the extent permitted by State law and consistent with Chapters 8.52 and 8.57 of the County Code. The Executive Order shall also prohibit a landlord from imposing any new pass-throughs or charging interest and/or late fees for unpaid rent during the Moratorium Period, and bar landlords from attempting to collect interest and late fees incurred during this Moratorium Period following the termination of the Executive Order;
4. Encourage landlords and tenants to agree on a payment plan that would allow landlords to accept partial rent payments during the Moratorium if tenants are able to make such payments;

5. Extend the repayment period from six (6) months to 12 months following the end of the Moratorium Period;
6. Further define financial impact and relation to COVID-19, as well as prohibit an eviction during the Moratorium Period based on the presence of unauthorized occupants, pets, or nuisance necessitated by or related to the COVID-19 emergency;
7. Allow tenants to provide and require landlords to accept a self-certification of a tenant's inability to pay rent and to provide notice to the landlord to that effect;
8. Prohibit landlords, and those acting on their behalf, from harassing or intimidating tenants for acts or omissions expressly permitted under the Executive Order, as amended, and the attached Resolution; and
9. Address the County's public policy and intent to close certain businesses to protect public health, safety and welfare, and the County recognizes that the interruption of any business will cause loss of and damage to the business. Therefore, the County finds and declares that the closure of these businesses is mandated for the public health, safety and welfare and that the physical loss of and damage to businesses is resulting from the shutdown and that these businesses have lost the use of their property and are not functioning as intended.

# # #

HLS:wr/mr

RESOLUTION OF THE BOARD OF SUPERVISORS AMENDING THE EXECUTIVE ORDER FOR AN EVICTION MORATORIUM DURING THE COVID-19 LOCAL EMERGENCY RATIFIED ON MARCH 31, 2020

WHEREAS, on March 4, 2020, the Chair of the Los Angeles County Board of Supervisors ("Board") proclaimed, pursuant to Chapter 2.68 of the Los Angeles County Code, and the Board ratified that same day, the existence of a local emergency because the County of Los Angeles ("County") is affected by a public calamity due to conditions of disaster or extreme peril to the safety of persons and property arising as a result of the introduction of the novel coronavirus ("COVID-19") in Los Angeles County;

WHEREAS, also on March 4, 2020, the County Health Officer determined that there is an imminent and proximate threat to the public health from the introduction of COVID-19 in Los Angeles County, and concurrently declared a Local Health Emergency;

WHEREAS, on March 16, 2020, Governor Newsom issued Executive Order N-28-20 that authorizes local governments to halt evictions for renters, encourages financial institutions to slow foreclosures, and protects renters and homeowners against utility shutoffs for Californians affected by COVID-19;

WHEREAS, on March 19, 2020, the Chair of the Board issued an Executive Order ("Executive Order") that imposed a temporary moratorium on evictions for non-payment of rent by residential or commercial tenants impacted by COVID-19 ("Moratorium"), commencing March 4, 2020 through May 31, 2020 ("Moratorium Period");

WHEREAS, on March 21, 2020, due to the continued rapid spread of COVID-19 and the need to protect the community, the County Health Officer issued a revised Safer at Home Order for Control of COVID-19 ("Safer at Home Order") prohibiting all events and gatherings and closing non-essential businesses and areas until April 19, 2020;

WHEREAS, on March 27, 2020, Governor Newsom issued Executive Order N-37-20 extending the period for response by tenants to unlawful detainer actions and prohibiting evictions of tenants who satisfy the requirements of Executive Order N-37-20;

WHEREAS, on March 31, 2020, the Board ratified the County's Executive Order and amended the ratified Executive Order to include a ban on rent increases in the unincorporated County to the extent permitted by State law and consistent with Chapter 8.52 of the County Code;

WHEREAS, on April 6, 2020, the California Judicial Council, the policymaking body of the California courts, issued eleven temporary emergency measures, of which Rules 1 and 2 effectively provide for a moratorium on all evictions and judicial foreclosures;

WHEREAS, COVID-19 is causing and is expected to continue to cause serious financial impacts to Los Angeles County residents and businesses, including the substantial loss of income due to illness, business closures, loss of employment, or reduced hours, impeding their ability to pay rent;

WHEREAS, displacing residential and commercial tenants who are unable to pay rent due to such financial impacts will worsen the present crisis by making it difficult for them to comply with the Safer at Home Order, thereby placing tenants and many others at great risk;

WHEREAS, while it is the County's public policy and intent to close certain businesses to protect public health, safety and welfare, the County recognizes that the interruption of any business will cause loss of and damage to the business. Therefore, the County finds and declares that the closure of these businesses is mandated for the public health, safety and welfare and that the physical loss of and damage to businesses is resulting from the shutdown and that these businesses have lost the use of their property and are not functioning as intended;

WHEREAS because homelessness and instability can exacerbate vulnerability to, and the spread of, COVID-19, the County must take measures to preserve and increase housing security and stability for Los Angeles County residents to protect public health;

WHEREAS, a County-wide approach to restricting displacement is necessary to accomplish the public health goals of limiting the spread of the COVID-19 virus as set forth in the Safer at Home Order;

WHEREAS, based on the County's authority during a state of emergency pursuant to Government Code section 8630, et seq. and Chapter 2.68 of the County Code, the County may issue orders to all incorporated cities within the County to provide for the protection of life and property, where necessary to preserve the public order and safety; and

WHEREAS, due to the continued, rapid spread of COVID-19 and the need to preserve life and property, the County has determined that continued evictions in the County and all of its incorporated cities during this COVID-19 crisis would severely impact the health, safety and welfare of County residents.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES DOES HEREBY PROCLAIM, RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1: The Executive Order is hereby amended to also include a temporary moratorium on eviction for non-payment of space rent on mobilehome owners who rent space in mobilehome parks. This Executive Order is expanded to include all incorporated cities within the County of Los Angeles pursuant to Government Code section 8630, et

seq. and Chapter 2.68 of the County Code, exempting therefrom cities that have local eviction moratoria in place.

SECTION 2: The Executive Order has been ratified and amended to prohibit rent increases for residential units and mobilehome owners in the unincorporated County during the Moratorium Period, unless extended, to the extent permitted by State law and consistent with Chapters 8.52 and 8.57 of the County Code. The Executive Order, also prohibits a landlord from imposing any new pass-throughs permitted in Chapters 8.52 and 8.57 of the County Code or charging interest or late fees on unpaid rent during the Moratorium Period, and bars landlords from attempting to collect any interest and late fees incurred during this Moratorium Period following the termination of the Moratorium.

SECTION 3: The Executive Order hereby amends Paragraph 1.b to read as follows: "For purposes of this Executive Order, 'financial impacts' means substantial loss of household income or loss of revenue or business for commercial tenants due to business closure, loss of compensable hours of work or wages, layoffs, or extraordinary out-of-pocket medical expenses. A financial impact is "related to COVID-19" if it was a result of any of the following: (1) suspected or confirmed case of COVID-19, or caring for a household or family member who is suspected or confirmed with COVID-19; (2) lay-off, loss of hours, or other income reduction resulting from business closure or other economic or employer impacts of COVID-19; (3) compliance with a recommendation from the County's Health Officer to stay home, self-quarantine, or avoid congregating with others during the state of emergency; (4) extraordinary out-of-pocket medical expenses related to diagnosis and testing for and/or treatment of COVID-19; or (5) child care needs arising from school closures related to COVID-19. No landlord shall initiate an eviction proceeding during the Moratorium Period for unauthorized occupants, pets or nuisance as necessitated by or related to the COVID-19 emergency. For purposes of this Executive Order, a commercial tenant includes, but is not limited to, a tenant using a property as a storage facility for commercial purposes."

SECTION 4: The Executive Order hereby amends Paragraph 1.e to read as follows: "Tenants shall have twelve (12) months following the end of the Moratorium Period to pay the Landlord any amounts due and owing pursuant to Paragraph I. Tenants and Landlords are encouraged to agree to a payment plan during this twelve-month period, but nothing in this Executive Order shall be construed to prevent a Landlord from requesting and accepting partial rent payments, or a Tenant from making such payments, during the twelve-month period if the Tenant is financially able to do so. Residential Tenants, and commercial Tenants with less than ten (10) employees, may provide and Landlord must accept a self-certification of Tenant's inability to pay rent and to provide notice to the Landlord to that effect."

SECTION 5: The Executive Order is hereby amended to prohibit landlords, and those acting on their behalf, from harassing or intimidating tenants for acts or omissions by tenant expressly permitted under the Executive Order, as amended, and this Resolution.

SECTION 6: The Executive Order is hereby amended to address the County's public policy and intent to close certain businesses to protect public health, safety and welfare, and the County recognizes that the interruption of any business will cause loss of and damage to the business. Therefore, the County finds and declares that the closure of these businesses is mandated for the public health, safety and welfare and that the physical loss of and damage to businesses is resulting from the shutdown and that these businesses have lost the use of their property and are not functioning as intended.

SECTION 7: That this Resolution shall take effect immediately upon its passage and shall remain in effect until May 31, 2020, unless extended or repealed by the Board of Supervisors, or its designee.

The foregoing Resolution was adopted on the 14th day of April 2020, by the Board of Supervisors of the County of Los Angeles.

Board of Supervisors of the
County of Los Angeles

By Kathryn Barger
Chair

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: Sonya Pomeroy
Deputy

ATTEST: CELIA ZAVALA
EXECUTIVE OFFICER
CLERK OF THE BOARD OF SUPERVISORS

By Rachelle Smitherman, Deputy

CITY OF EL MONTE

PUBLIC WORKS DEPARTMENT
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 27, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Dear Mayor and City Council:

CONSIDERATION AND APPROVAL OF A RESOLUTION AFFIRMING THE AMOUNTS OF ADOPTED NON-QUIMBY PARK FEES AND IN-LIEU QUIMBY FEES AND AUTHORIZING THE COLLECTION OF IN-LIEU QUIMBY FEES FROM CERTAIN SUBDIVISIONS WITH 10 OR MORE UNITS ENTITLED BY THE CITY ON OR BEFORE JANUARY 1, 2019

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Consider and approve the proposed Resolution (ATTACHMENT 1) to affirm the amounts of adopted Non-Quimby Park Fees and In-Lieu Quimby Fees and authorize the collection of In-Lieu Quimby Fees from certain subdivisions subdivisions with 10 or more units entitled by the City on or before January 1, 2019.

BACKGROUND

Cities and counties have been authorized by the 1975 passage of the Quimby Act (the "Act") (Gov. Code, § 66477 et seq.) to pass ordinances that require subdivision developers to set aside land, donate conservation easements, or pay so-called in-lieu fees for park improvements. Under the Act, such in-lieu fees must only be used for the development or rehabilitation of public park or recreation facilities.

Pursuant to the Act, on October 10, 1989, the City Council of the City of El Monte (the "City Council" of the "City") adopted Ordinance No. 2277 to establish requirements for subdivision developers to dedicate land, remit in-lieu fees (hereinafter, "In-Lieu Quimby Fees"), or a combination of dedication and fee remittance.

On February 21, 2006, the City Council adopted Resolution No. 8664 (ATTACHMENT 2) which established fees as a condition of approval of residential development projects to be imposed and collected for residential subdivision development projects that *do not*

conform to Quimby Act requirements (hereinafter, "Non-Quimby Park Fees") to recover City park facilities' costs impacted by such subdivisions.

Non-Quimby Park Fees were set under such Resolution No. 8664 at:

- Single Family Residential Unit: 6,032 per dwelling unit
- Multi-Family Residential Unit: $5,520 per dwelling unit

On March 21, 2006, City Council adopted Ordinance No. 2663 (ATTACHMENT 3) to amend Ordinance No. 2277 and establish formulas for the determination of Quimby land dedication and the assessment of In-Lieu Quimby Fees for single-family and multi-family residential subdivisions.

Ordinance No. 2663 established the formula for In-Lieu Quimby Fees to be the sum of the "Base Fee" plus the "Administrative Fee," which were set as follows:

- Base Fee = Number of dwelling units x Facilities Cost (as set by City Council Resolution) x Average Density (single-family or multi-family, as established by City Council Resolution)
- Administrative Fee = Total Base Fee x Administrative Fee Multiplier (as established by City Council Resolution).

At the same March 21, 2006 meeting, the City Council also approved Resolution No. 8673 (ATTACHMENT 4) to establish the Facilities Cost, Average Density, and Administrative Fee Multiplier to determine In-Lieu Quimby Fees as follows:

- Facilities Cost: $3,090 for both single-family and multi-family dwellings
- Average Density: Single-family dwelling – 4.48 persons per unit / Multi-family dwelling – 4.10 persons per unit
- Administrative Fee Multiplier: Two percent (2%)

Accordingly, the total per dwelling unit costs were set as follows:

- Single-Family: $14,120 per dwelling unit ($13,843.20 Base Fee + $276.86 Administrative Fee)
- Multi-Family: $12,922 per dwelling unit ($12,669 Base Fee + $253.38 Administrative Fee)

By way of example, a 50-unit multi-family subdivision would have the following In-Lieu Quimby Fee of $646,119 based upon the following:

- Base Fee: 50 multi-family dwelling units x $3,090 Facilities Cost x 4.10 Average Density = $633,450
- Administrative Fee: 2% of $633,450 Base Fee = $12,669
- Base Fee + Administrative Fee = $633,450 + $12,669 = $646,119.

On April 11, 2006, the Deputy City Manager for Community Development to Community issued an interdepartmental memorandum to Community Development Division staff (attached without separate enclosures as ATTACHMENT 5) advising of the recent adoption of Ordinance No. 2663, its requirements, and the increase in rate of In-Lieu Quimby to become effective as of January 1, 2007 to conform to the rates identified in Section 3(A) of Resolution No. 8673 at $14,120 per single-family dwelling unit and $12,900 per multi-family dwelling unit. The latter should have been identified $12,922 as the correct multi-family dwelling unit figure as correctly calculated on page 2 above.

The Non-Quimby Park Fees and In-Lieu Quimby Fees have not been modified or adjusted January 1, 2007, however, Ordinance No. 2663 (ATTACHMENT 3) authorizes the City Council to amend and update both the Facilities Costs and Average Density figures via Resolution.

In 2018, during an assessment of various development fees, City staff discovered that Non-Quimby Park Fees had been incorrectly assessed for certain single-family and multi-family residential subdivision projects where In-Lieu Quimby Fees should have instead been applied. Since this oversight was identified, all new projects going through the entitlement phase have been assigned the appropriate Non-Quimby Park Fees or In-Lieu Quimby Fees since the fourth quarter of 2018.

DISCUSSION

The proposed Resolution (ATTACHMENT 1) would:

- Affirm the amounts of Non-Quimby Park Fees established under Resolution No. 8664 (ATTACHMENT 2) and In-Lieu Quimby Fees established by Ordinance No. 2663 (ATTACHMENT 3) and Resolution No. 8673 (ATTACHMENT 4); and
- Direct staff to collect the appropriate authorized In-Lieu Quimby Fees for eight (8) outstanding residential multi-family subdivision projects, as specified below.

Upon its discovery of the erroneous imposition of lower Non-Quimby Park Fees as described above, staff determined that it would be appropriate to seek collection of the authorized In-Lieu Quimby Fees for residential subdivisions of ten (10) or more units that have had entitlements approved by the City on or before January 1, 2019, which constitute the bulk of entitled units. Totaling five hundred ninety-one (591) dwelling units, the eight (8) residential subdivisions identified below (hereinafter, the “Eligible Subdivisions”) would be subject to such collection. The total potential In-Lieu Fees payable by these subdivisions to the City is $7,371,528. Of the Eligible Subdivisions, 71% of the eligible units and 74% of the total potential In-Lieu Fees payable are attributable to the Gateway Parcel 2 and Gateway Parcel 4 projects collectively. City building permits have not been issued for the former, and construction on the latter is approximately 50% complete with the expectation that construction will be completed in upwards of a year. Additional information on the Eligible Subdivisions, including any fee amounts paid and fee amounts that would be owed, is set forth in the spreadsheet attached hereto (ATTACHMENT 6).

ELIGIBLE SUBDIVISIONS			
Project Location	**Entitlements Approved on or before January 1, 2019**	**Single-Family or Multi-Family**	**Dwelling Units**
Parcel 2 of Tract Map No. 73093 (Gateway Project)	• Tract Map No. 73093 • Design Review No. 23-13	Multi-Family	212
Parcel 4 of Tract Map No. 73093 (Gateway Project)	• Tract Map No. 73093 • Design Review No. 03-13	Multi-Family	208
11301-11401 Garvey Avenue, Lot 2	• Tract Map No. 72497 • Conditional Use Permit No. 24-13 • Design Review No. 01-14 • Modification No. 26-13	Multi-Family	12
2610-2616 Durfee Ave.	• Tract Map No. 74982 • Design Review No. 02-17 • Modification No. 28-18	Multi-Family	13
2704-2728 Santa Anita Ave.	• General Plan Amendment No. • Vesting Tract Map No. 74701 • Design Review No. 03-17 • Variance No. 01-17 • Modification Nos. 10-17, 11-17, and 12-17	Multi-Family	40
3708 Cypress Ave.	• Tract Map No. 73808 • Conditional Use Permit No. 13-15 • Variance No. 02-15	Single-Family	12
4127-4436 Rowland Ave.	• Tract Map No. 62624 • Conditional Use Permit Nos. 13-14 and 15-15 • Modification No. 13-	Multi-Family	71

	14		
4422-4436 Bannister Ave.	• Vesting Tract Map No. 72192 • Conditional Use Permit Nos. 10-14 and 11-14 • Density Bonus (unnumbered)	Single-Family	22

With regard to the smaller number of subdivisions entitled for fewer than ten (10) dwelling units during the same timeframe (pre-January 1, 2019 entitlement), staff has determined that any potential benefit of recovering the appropriate In-Lieu Quimby Fees would be outweighed by the adverse impacts that the City would experience, including various additional expenses and staff time, in seeking the collection of such fees. As a practical matter, the City has issued Certificates of Occupancy ("COOs") for a total of only thirty-seven (37) dwelling units that are part of projects of fewer than ten (10) units from July 1, 2017 through April 2020.

Since January 1, 2019, the City has issued COOs for some of the Eligible Projects' units as indicated in ATTACHMENT 6. To recover the difference between the Non-Quimby Park Fees assessed for such units and the higher authorized In-Lieu Quimby Fees, the proposed Resolution (ATTACHMENT 1) would direct staff to issue a written invoice to the relevant developers requiring them to, within 90 days of the date of approval of the Resolution, either:

1. pay the balance of In-Lieu Quimby Fees payable to the City; or
2. enter into an agreement (e.g. promissory note) with the City memorializing a payment plan for the repayment of any such balance due.

The City will assess the authorized In-Lieu Quimby Fees for units of the Eligible Projects that have not yet been issued COOs. Typically remitted by developers upon the pulling of construction permits for a development project, such In-Lieu Quimby Fees will ultimately be payable no later than the issuance of a COO.

City staff has notified all developers of the Eligible Projects of the actions proposed in the proposed Resolution (ATTACHMENT 1) and the correct applicable amount of In-Lieu Quimby Fees owed.

FISCAL IMPACT/FINANCING

The adoption of proposed Resolution (ATTACHMENT 1) would provide for the correct payment of In-Lieu Quimby Fees and the collection of payable sums owed for certain Eligible Subdivisions. State law requires such fees to only be used for the development or rehabilitation of City park or recreation facilities.

CONCLUSION

It is recommended that the City Council approve the proposed Resolution (Attachment 1) to affirm the amounts of Non-Quimby Park Fees established under Resolution No. 8664 (ATTACHMENT 2) and In-Lieu Quimby Fees established by Ordinance No. 2663 (ATTACHMENT 3) and Resolution No. 8673 (ATTACHMENT 4) and authorize the collection of the correct In-Lieu Quimby Fees for the Eligible Subdivisions.

Respectfully submitted,

ALMA K. MARTINEZ
City Manager

BRADEN YU, P.E.
Public Works and Utilities Director

Attachments:

1. Proposed Resolution
2. Resolution No. 8664
3. Ordinance No. 2663
4. Resolution No. 8673
5. April 11, 2006 Interdepartmental Communication
6. Eligible Projects Fee Information

DATE: MAY 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVED AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA AFFIRMING THE AMOUNTS OF NON-QUIMBY PARK FEES ESTABLISHED UNDER RESOLUTION NO. 8664 AND IN-LIEU QUIMBY FEES ESTABLISHED BY ORDINANCE NO. 2663 AND RESOLUTION NO. 8673 AND AUTHORIZING THE COLLECTION OF IN-LIEU QUIMBY FEES FROM CERTAIN SUBDIVISIONS WITH 10 OR MORE UNITS ENTITLED BY THE CITY ON OR BEFORE JANUARY 1, 2019

WHEREAS, cities and counties have been authorized by the 1975 passage of the Quimby Act (the "Act") (Gov. Code, § 66477 et seq.) to pass ordinances that require subdivision developers to set aside land, donate conservation easements, or pay so-called in-lieu fees for park improvements;

WHEREAS, under the Act, such in-lieu fees must only be used for the development or rehabilitation of public park or recreation facilities;

WHEREAS, pursuant to the Act, on October 10, 1989, the City Council of the City of El Monte (the "City Council" of the "City") adopted Ordinance No. 2277 to establish requirements for subdivision developers to dedicate land, remit in-lieu fees (hereinafter, "In-Lieu Quimby Fees"), or a combination of dedication and fee remittance;

WHEREAS, on February 21, 2006, the City Council adopted Resolution No. 8664 which established fees as a condition of approval of residential development projects to be imposed and collected for residential subdivision development projects that *do not* conform to Quimby Act requirements (hereinafter, "Non-Quimby Park Fees") to recover City park facilities' costs impacted by such subdivisions;

WHEREAS, Non-Quimby Park Fees were set under such Resolution No. 8664 at:

- Single Family Residential Unit: 6,032 per dwelling unit
- Multi-Family Residential Unit: $5,520 per dwelling unit;

WHEREAS, on March 21, 2006, City Council adopted Ordinance No. 2663 to amend Ordinance No. 2277 and establish formulas for the determination of Quimby land dedication and the assessment of In-Lieu Quimby Fees for single-family and multi-family residential subdivisions.;

WHEREAS, Ordinance No. 2663 established the formula for In-Lieu Quimby Fees to be the sum of the "Base Fee" plus the Administrative Fee, which were set as follows:

- Base Fee = Number of dwelling units x Facilities Cost (as set by City Council Resolution) x Average Density (single-family or multi-family, as established by City Council Resolution)
- Administrative Fee = Total Base Fee x Administrative Fee Multiplier (as established by City Council Resolution);

WHEREAS, at the same March 21, 2006 meeting, the City Council also approved Resolution No. 8673 to establish the Facilities Cost, Average Density, and Administrative Fee Multiplier to determine In-Lieu Quimby Fees as follows:

- Facilities Cost: $3,090 for both single-family and multi-family dwellings
- Average Density: Single-family dwelling – 4.48 persons per unit / Multi-family dwelling – 4.10 persons per unit;
- Administrative Fee Multiplier: Two percent (2%)

WHEREAS, the total per dwelling unit costs were accordingly set as follows:

- Single-Family: $14,120 per dwelling unit ($13,843.20 Base Fee + $276.86 Administrative Fee)
- Multi-Family: $12,922 per dwelling unit ($12,669 Base Fee + $253.38 Administrative Fee);

WHEREAS, the Non-Quimby Park Fees and In-Lieu Quimby Fees have not been modified or adjusted January 1, 2007, however, Ordinance No. 2663 authorizes the City Council to amend and update both the Facilities Costs and Average Density figures via Resolution;

WHEREAS, in 2018, during an assessment of various development fees, City staff discovered that Non-Quimby Park Fees had been incorrectly assessed for certain single-family and multi-family residential subdivision projects where In-Lieu Quimby Fees should have instead been applied;

WHEREAS, since this oversight was identified, all new projects going through the entitlement phase have been assigned the appropriate Non-Quimby Park Fees or In-Lieu Quimby Fees since the fourth quarter of 2018;

WHEREAS, the City Council seeks to affirm the amounts of Non-Quimby Park Fees established under Resolution No. 8664 and In-Lieu Quimby Fees established by Ordinance No. 2663 and Resolution No. 8673; and

WHEREAS, the City Council also seeks to direct City staff to collect the appropriate authorized In-Lieu Quimby Fees for eight (8) outstanding residential multi-family subdivision projects specified in Section 2 of this Resolution.

BASED UPON THE ABOVE RECITALS, THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The information set forth in the recital paragraphs of this Resolution is true and correct. The City Council hereby acknowledges its receipt of the information and documents included in the City staff report to which this Resolution was attached, together with the supplemental information, oral testimony, and documents relating to the Project as presented to the City during the City Council meeting when this Resolution was adopted.

SECTION 2. The City Council hereby:

A. Affirms the amounts of Non-Quimby Park Fees established under Resolution No. 8664 and In-Lieu Quimby Fees established by Ordinance No. 2663 and Resolution No. 8673. Further, Section 3(B) of Resolution No. 8673 is hereby rescinded and shall be of no further force or effect as the indicated fee phase-in period has passed and the City Council seeks to affirm the long-term base In-Lieu Quimby Fee rate set forth in Section 3(A) of Resolution No. 8673. The City retains all rights and privileges set forth therein, including the ability to amend and update both the Facilities Costs and Average Density figures via Resolution. In accordance with the Act, In-Lieu Quimby Fees must only be used for the development or rehabilitation of City park or recreation facilities.

B. Directs City staff to collect the authorized In-Lieu Quimby Fees for the eight (8) residential multi-family subdivisions of ten (10) or more units (the "Eligible Projects") that have had entitlements approved by the City on or before January 1, 2019, as identified in the table below:

ELIGIBLE SUBDIVISIONS					
Project Location	**Entitlements Approved on or before January 1, 2019**	**Single-Family or Multi-Family**	**Dwelling Units**	**Amount Paid**	**Total Amount Payable**
Parcel 2 of Tract Map No. 73093 (Gateway Project)	• Tract Map No. 73093 • Design Review No. 23-13	Multi-Family	212	N/A	$2,739,464
Parcel 4 of Tract Map No. 73093 (Gateway Project)	• Tract Map No. 73093 • Design Review No. 03-13	Multi-Family	208	N/A	$2,687,776

11301-11401 Garvey Avenue, Lot 2	• Tract Map No. 72497 • Conditional Use Permit No. 24-13 • Design Review No. 01-14 • Modification No. 26-13	Multi-Family	12	N/A	$155,064
2610-2616 Durfee Ave.	• Tract Map No. 74982 • Design Review No. 02-17 • Modification No. 28-18	Multi-Family	13	N/A	$167,986
2704-2728 Santa Anita Ave.	• General Plan Amendment No. • Vesting Tract Map No. 74701 • Design Review No. 03-17 • Variance No. 01-17 • Modification Nos. 10-17, 11-17, and 12-17	Multi-Family	40	$220,800	$296,080
3708 Cypress Ave.	• Tract Map No. 73808 • Conditional Use Permit No. 13-15 • Variance No. 02-15	Single-Family	12	$72,384	$97,056
4127-4436 Rowland Ave.	• Tract Map No. 62624 • Conditional Use Permit Nos. 13-14 and 15-15 • Modification No. 13-14	Multi-Family	71	N/A	$917,462
4422-4436 Bannister Ave.	• Vesting Tract Map No. 72192 • Conditional Use Permit Nos. 10-14 and 11-14 • Density Bonus (unnumbered)	Single-Family	22	N/A	$310,640

With regard to subdivisions entitled for fewer than ten (10) dwelling units on or before January 1, 2020, the City Council finds that any potential benefit of recovering the appropriate In-Lieu Quimby Fees would be outweighed by the adverse impacts that the City would experience, including various additional expenses and staff time, in seeking the collection of such fees. As a practical matter, the City has issued Certificates of Occupancy for a total of only thirty-seven (37) dwelling units that are part of projects of fewer than ten (10) units from July 1, 2017 through April 2020.

C. Directs City staff to recover the difference between Non-Quimby Park Fees erroneously assessed for units of the Eligible Projects issued one or more Certificates of Occupancy by the City and the appropriate approved In-Lieu Quimby Fees, by sending a written invoice to the developers of such Eligible Projects, within five (5) business days of the date of adoption of this Resolution, requiring them to, within ninety (90) days of the date of approval of this Resolution, either:

- pay the balance of In-Lieu Quimby Fees payable to the City; or
- enter into an agreement (e.g. promissory note) with the City memorializing a payment plan for the repayment of any such balance due.

SECTION 3. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED by the City Council of the City of El Monte at the regular meeting of this 5th day of May, 2020.

André Quintero
Mayor of the City of El Monte

ATTEST:

Catherine A. Eredia
City Clerk of the City of El Monte

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Catherine A. Eredia, City Clerk of the City of EL Monte, hereby certify that the foregoing Resolution No. ____ was passed and adopted by the City Council of the City of El Monte, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 5th day of May 2020 and that said Resolution was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Catherine A. Eredia
City Clerk of the City of El Monte

RESOLUTION NO. 8664

A RESOLUTION OF THE CITY OF EL MONTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, PROVIDING FOR THE ADOPTION OF A PARK FACILITY IMPACT FEE SCHEDULE FOR APPLICANTS SEEKING CERTAIN DEVELOPMENT APPROVALS

WHEREAS, increased residential development growth within the City of El Monte creates an ever increasing need for new, expanded and/or reconstructed park facilities and other related improvements ("Park Improvements") throughout the City in order to continue providing the public with park facilities and open spaces as expected by persons who live and work within the City; and

WHEREAS, given past reductions by the State of California in property tax and other tax allocations, the City Council finds and determinates it must find alternative sources of revenue to fund Park Improvements within the City to meet its obligations to provide adequate and properly maintained park facilities and open space. Absent the securing of alternative revenues, an ever increasing portion of the cost for necessary Park Improvements, including parkland acquisition, will be paid for out of the City's General Fund and, therefore, be borne by the general public; and

WHEREAS, the City Council finds that the approval of residential development projects constructed by development project applicants ("Applicants") imposes a special burden upon existing public park facilities within the City separate and apart from, and in addition to, that of the current users of such facilities;

WHEREAS, in the interests of fairness to the general public, the City desires to better recover the costs of residential development impacts upon existing park facilities from Applicants who have sought the City's approval for residential development projects;

WHEREAS, the City Council has determined that the most appropriate means to recover the costs of residential development impacts upon public park facilities is to impose certain park facilities impact fees ("Park Facilities Impact Fees") upon Applicants as a condition to the approval of residential development projects;

WHEREAS, the proposed establishment of Park Facilities Impact Fees is based upon the information contained in a document prepared by City staff and the City's special consultant, MuniFinancial, entitled "City of El Monte Park Facilities Impact Fee & Parkland Dedication Study dated September 26, 2005 (Park Development Impact Fee Report");

WHEREAS, detailed descriptions of each of the Park Improvements, their approximate location, size, approximate time of availability and their estimated costs are also set forth in the Park Development Impact Fee Report;

WHEREAS, the Park Development Impact Fee Report complies with California Government Code Section 66001 by establishing the basis for the imposition of fees for new development. The Park Development Impact Fee also complies with Government Code Section 66001 in that it:

1. Identifies the purpose of the proposed Park Facilities Impact Fees;

2. Identifies the use to which the Park Facilities Impact Fees will be put;

3. Demonstrates a reasonable relationship between the Park Facilities Impact Fees' use and the types of projects on which the Park Facilities Impact Fees are imposed;

4. Demonstrates a reasonable relationship between the need for public park facilities and the types of developments on which the Park Facilities Impact Fees are imposed; and

5. Demonstrates a reasonable relationship between the amount of the Park Facilities Impact Fees and the cost of the public park facilities or portions

of the facilities attributable to the developments on which the Park Facilities Impact Fees are imposed; and

WHEREAS, the Park Development Impact Fee Report justifies the imposition of each Park Facilities Impact Fee on new construction by analyzing the City's needs for Park Improvements, assigning the costs on a fair-share basis to the various types of residential development, and assigning the resulting Park Facilities Impact Fee per dwelling unit square footage, based on the anticipated burden of such new dwelling unit on existing park facilities and the need created by such dwelling unit for new and/or expanded facilities and related infrastructure; and

WHEREAS, the Park Facilities Impact Fees collected pursuant to this Resolution shall be used to finance the Park Improvements in the City as described and/or identified in the Park Development Impact Fee Report; and

WHEREAS, the projects and fee methodologies identified in the Park Development Impact Fee Report are consistent with the City's General Plan; and

WHEREAS, after considering the types of projects to be funded by the Park Facilities Impact Fees and the cost estimates contained in the Park Development Impact Fee Report, the City Council approves such projects and approves the cost estimates and finds them reasonable as the basis for calculating and imposing the Park Facilities Impact Fees; and

WHEREAS, copies of the Park Development Impact Fee Report are on file in the City Clerk's office and have been made available for public review in accordance with state law, as more fully described below; and

WHEREAS, there may be those circumstances where an Applicant is willing to construct oversized Park Improvements in lieu of paying certain Park Facilities Impact Fees for a project, and where the City finds that it is in the best interests of the public to allow for the entry into agreements with Applicants which will provide a credit to the Applicant against certain Park Facilities Impact Fees in exchange for the Applicant's construction of oversized Park Improvements; and

WHEREAS, pursuant to Government Code Section 66000, et seq., the City is empowered to impose fees and other exactions to provide necessary public Park Improvements required to mitigate the effects of new residential development in the City; and

WHEREAS, Government Code Sections 66016 and 66018 require that the City adopt new development fees or increase existing development fees only after providing notice and holding a public hearing; and

WHEREAS, the City Council duly noticed and conducted a public hearing on February 3, 2006, at which time the public was invited to make oral and written presentations as part of the regularly scheduled meeting prior to the adoption of this Resolution; and

WHEREAS, at least ten (10) days prior to the public hearing referenced above, the City made available for public inspection the Park Development Impact Fee Report; and

WHEREAS, the City published notice of the public hearing as described above in accordance with Government Code Sections 6062(a) and 66018; and

WHEREAS, the establishment and increase of Park Facilities Impact Fees is statutorily and categorically exempt from the requirements of the California Environmental Quality Act ("CEQA") because the setting of Park Facilities Impact Fees merely establishes a funding mechanism for the provision of future projects and, as such, this Resolution is not an "essential step" culminating in action which may affect the environment and environmental review required under CEQA will be performed when projects funded by Park Facilities Impact Fees are chosen and defined. (*Kaufman & Broad-South Bay, Inc. v. Morgan Hill Unified School District*, (1993) 9 Cal.App.4th 464).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the Park Development Impact Fee Report along with its findings, conclusions, assumptions, methodologies and the anticipated uses for the proceeds of Park Facilities Impact Fees. The Park Development Impact Fee Report is on file with the City Clerk and available for public inspection.

SECTION 2. The City Council hereby adopts the findings set forth in the Recitals above.

SECTION 3. The City Council hereby adopts the "City of El Monte Park Development Impact Fee Schedule" as set forth in attached Exhibit "A". Unless otherwise stated in the Fee Schedule, all Park Facilities Impact Fees shall be paid to the City at the following times:

> **For residential development** - Prior to the date of final inspection, or the date the certificate of occupancy is issued, whichever occurs first. For residential projects containing more than one dwelling unit, all Development Impact Fees shall be paid prior to the date the first dwelling unit within the project receives its final inspection or certificate of occupancy, whichever occurs first

Notwithstanding the above, Park Facilities Impact Fees shall not be collected from projects that have, prior to the effective date of this Resolution, already received all required discretionary land use entitlements and permits from the City Council and/or Planning Commission to proceed with development of the project. (i.e.: general plan amendment, specific plan, tentative map, vesting tentative map, parcel map, zone change, conditional use permit, variance, planned community development (PCD), site plan review, etc.)

SECTION 4. Park Facilities Impact Fees shall only be collected from the following types of projects:

> **For residential development** – Residential development projects where new residential dwelling units are created as a result of the project. Park Development Impact Fees shall not be charged to projects merely involving the replacement, reconstruction, improvement or expansion of pre-existing residential dwelling units (i.e.: room additions, replacement or reconstruction after fire, earthquake or disaster, home improvements or refurbishments, etc.), provided no new (i.e. additional) dwelling units are created by the project or undertaking. The foregoing notwithstanding, the addition of a second unit, "granny flat", or other additional dwelling unit shall constitute the creation of a new residential dwelling unit thereby requiring the payment of Park Facilities Impact Fees.

SECTION 5. The fees imposed by this Resolution shall only apply to those Park Facilities Impact Fees described above. All other community development and user service fees adopted by the City Council pursuant to prior City of El Monte ordinances or resolutions, as may be amended from time to time, or any future ordinances or resolutions adopted for such purposes, shall remain in full force and effect.

SECTION 6. Where the City Manager determines that the public interest would be served by such an agreement, he or she is hereby authorized to execute agreements on behalf of the City with Applicants in order to provide a credit to the Applicant against certain Development Impact Fees in exchange for the Applicant's construction of oversized Park Improvements, on those reasonable terms and conditions as the City Manager may determine on a case by case basis.

SECTION 7. Not more than once each fiscal year, commencing with the 2006-2007 fiscal year, the City may increase, adjust or otherwise revise the Park Impact Fees established by this Resolution by a factor based on changes to the Employee Cost Index for State and Local Government Employees, Total Compensation as published by the U.S. Bureau of Labor Statistics (hereinafter, the "Employee Cost Index"); provided any proposed increase(s) derived

using the Employee Cost Index do not exceed the estimated reasonable cost of development impacts the fee is indented to mitigate. The foregoing notwithstanding, nothing in this paragraph shall prohibit the City from increasing any or all Development User Fees to levels that exceed amounts derived utilizing the Employee Cost Index by itself; provided the proposed increases do not exceed the estimated reasonable cost of the development impacts the fee is intended to mitigate.

SECTION 8. City staff are hereby directed to prepare and file a Notice of Exemption, under the California Environmental Quality Act, within five (5) working days of adoption of this Resolution.

SECTION 9. This Resolution shall take effect immediately provided, however, that the fees established hereunder shall first be imposed and collected not less than sixty (60) days from the date of adoption of this Resolution.

SECTION 10. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED this 21st day of February 2006.

CITY OF EL MONTE

Ernest Gutierrez, Mayor

ATTEST:

Lorene Gutierrez, City Clerk

APPROVED AS TO FORM:

E. Clarke Moseley, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Lorene Gutierrez, City Clerk of the City of El Monte, hereby certify that the foregoing Resolution No. 8664 was passed and adopted by the City Council of the City of El Monte, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 21st day of February, 2006 and that said ordinance was adopted by the following vote, to-wit:

AYES: Mayor Gutierrez, Councilman Barrios, Councilman Gomez, Councilwoman Ishigaki and Councilwoman Wallach

NOES: None

ABSENT: None

Lorene Gutierrez

Lorene Gutierrez
City Clerk of the City of El Monte

Exhibit A

Definitions:

Single Family Residential: Attached and detached one-family dwelling units.
Multiple-Family Residential: All attached dwelling units such as duplexes and condominiums, plus mobile homes, apartments and dormitories

Park Facilities Impact Fee Schedule

Land Use	A. **Facilities Costs** (per capita)	B. **Density** (persons per dwelling unit)	C = AxB **Base Fee** (per dwelling unit)	D **Admin. Charge**[1] (per dwelling unit)	E = C+D **Total Fees** (per dwelling unit)
Single Family					
Parkland	$ 600	4.48	$ 2,688	$54	$ 2,742
Improvements	720	4.48	3,225	65	3,290
Total					$ 6,032
Multi-family					
Parkland	$ 600	4.10	$ 2,460	$49	$ 2,509
Improvements	720	4.10	2,952	59	3,011
Total					$ 5,520

[1]Administration fee equal to 2.0 percent of base fee to fund (1) a standard overhead charge applied to all City programs for legal, accounting, and other departmental and citywide administrative support, (2) capital planning, programming, project management costs associated with the share of projects funded by the impact fee, and (3) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

ORDINANCE NO. 2663

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA AMENDING ORDINANCE NO. 2277, ADOPTING NEW REQUIREMENTS FOR THE DEDICATION OF PARK LAND OR PAYMENT OF FEES IN LIEU THEREOF, AS PROVIDED FOR IN GOVERNMENT CODE SECTION 66477 (THE QUIMBY ACT), AND AMENDING THE TEXT OF SECTION 16.34.030 OF THE EL MONTE MUNICIPAL CODE

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Authority and Purpose. This Ordinance is enacted pursuant to authority granted under Section 66477 of the California Government Code (hereinafter, the "Quimby Act"). The purpose of this Ordinance is to amend Ordinance No. 2277 which was passed and approved by the El Monte City Council on October 10, 1989. (A true and correct photo copy of Ordinance No. 2277 is attached hereto for ease of reference).

SECTION 2. Requirement. In accordance with Government Code Section 66477(a), each subdivider of land subject to the Subdivision Map Act (Government Code Section 66410 et seq.) and the City's subdivision ordinance (Title 16 of the El Monte Municipal Code) shall, as a condition to filing a tentative map or parcel map, dedicate land, pay fees in lieu thereof, or a combination of both, for park and/or recreational purposes, including open space. In accordance with Government Code Section 66477(b), land or fees required under this Ordinance shall be conveyed or paid directly to the City, which provides park and recreational services on a community wide level and to the area within which the proposed development will be located, if the City elects to accept the land or fee, upon approval of the tentative map or parcel map. The subdivider shall dedicate land, pay a fee in lieu thereof, or combination of both in accordance with the standards and formulas set forth in this Ordinance.

SECTION 3. Land Dedication; Formula.

A. Parkland Findings: It is found and determined in accordance with Government Code Section 666477(a)(2), the El Monte General Plan ("General Plan"), and the Park Facilities Impact Fee & Parkland Dedication Study prepared by MuniFinancial dated September 26, 2005 and adopted by the City (hereinafter, the "Report"), that the amount of existing neighborhood and community parkland and open space within the City, as calculated pursuant to Government Code Section 66477(a)(2), is equal to, if not lesser than .45 acres of parkland for each 1,000 persons residing within the City.

B. Park Standard: It is also found and determined that the public interest, convenience, health, safety and welfare require that at least three (3) acres of land for every one thousand (1,000) persons residing in a subdivision that is subject to this Ordinance be devoted to local park and/or recreational purposes as permitted under the Quimby Act. The aforementioned ratio of three (3) acres of land for every one thousand (1,000) persons may hereinafter be referred to as the "Park Standard."

C. Relationship Requirement: In accordance with Government Code Section 66477(a)(5), the amount of land to be dedicated (or, in the alternative, fees to be paid) shall bear a reasonable relationship to the use of the park and/or recreation facilities by the future inhabitants of the subdivision.

D. Land Dedication Formula: In accordance with Government Code Section 66477(a)(2), the amount of land to be dedicated shall be computed by multiplying the product of (*i*) the number of proposed dwelling units based on the proposed map; with (*ii*)

the average number of persons per dwelling unit within the density classification appropriate for the subdivision in question ("Average Density"); with (*iii*) the Park Standard of 3 acres per 1,000 residents of the subdivision. The Average Density for each density classification shall be established, and from time to time amended and/or updated by City Council resolution. The following formula demonstrates the method of calculating the amount of land to be dedicated:

Number of Dwelling Units Based on the Proposed Map	**X**	**<u>Average Density</u>: Average Number of Persons Per Dwelling As Established by City Council Resolution**	**X**	**<u>Park Standard</u>: 0.003 (3 Acres per 1,000 residents of the subdivision)**	**=**	**Number of Acres to be Dedicated**

For purposes of this Ordinance the term "dwelling unit" means each single-family dwelling, any single-family townhome, each dwelling unit in a duplex, apartment house or dwelling, condominium, mobilehome unit, and any other place designed, occupied or intended for occupancy as a separate living quarter by one or more persons for living, sleeping, cooking and eating. By resolution of the El Monte City Council, the City may identify any range of density classifications each of which shall have a corresponding Average Density.

E. <u>Related Improvements</u>: When a subdivider is required to dedicate land pursuant to this Ordinance, the subdivider shall, without credit, as a further condition of such approval, construct and install the following public improvements within the dedicated land and adjoining public right-of-way, which are in addition to any parks and recreation facilities and improvement fees imposed upon the project:

1. Full street improvements and utility connections, including but not limited to, curbs, gutters, relocation of existing public utility facilities, street paving, traffic control devices, street trees, and sidewalks to land which is dedicated pursuant to this Section;

2. Fencing along the property line of that portion of the subdivision contiguous to the dedicated land;

3. Improved drainage through the site of the dedicated land;

4. Water, sewer, grading and drainage improvements, in addition to those grading, drainage, irrigation and planting improvements which might otherwise be required by City ordinance; and

5. Any other minimal improvements which the City Council determines to be essential to the acceptance of the land for park and/or recreational purposes.

F. <u>Access Requirements</u>: All land offered for dedication for park and/or recreational purposes shall have access to at least one existing or proposed public street. The foregoing notwithstanding, this requirement may be waived by the El Monte Planning Commission, if it finds that public street access is unnecessary for either the maintenance of the park area or the use and enjoyment of the park by El Monte residents.

G. <u>Alternative Parkland Sites</u>: If during the ensuing time between dedication of land for park and/or recreational purposes and the commencement of first-stage development, circumstances arise which indicate that another site would be more suitable for local park or recreational purposes serving the subdivison and the neighborhood (such as receipt of a gift of additional park land or a change in school location), the land may be sold upon the approval of the City Council with the resultant funds being used for purchase of a more suitable site. (Prior Ord. No. 2277, Section 11, p. 6).

H. <u>Decision Making Body</u>: The land to be dedicated and the improvements to be made pursuant to this Section shall be approved by the El Monte Planning Commission based on the report(s) of City staff, including reports by the City's Planning

Division and the Community Services Department as detailed in Section 9 (Procedures), below.

I. Identification of Land to be Dedicated: If the subdivider desires to dedicate land within the subdivision pursuant to this Ordinance, the location of the land proposed to be dedicated shall be indicated on the map. If the subdivider desires to dedicate land outside of the subdivision pursuant to this Ordinance, at the time of filing the tentative tract or parcel map, the subdivider of the property shall submit to the El Monte Planning Division an environmental assessment for the land proposed to be dedicated prepared in compliance with the California Environmental Quality Act.

J. Accomplishing the Dedication of Land: The dedication of land to the City pursuant to this Ordinance shall be accomplished in accordance with the provisions of the Subdivision Map Act. As prescribed by the El Monte Planning Commission, real property dedicated to the City pursuant to the provisions of this Ordinance shall be conveyed by grant deed in fee simple or irrevocably offered for dedication to the City by the subdivider free and clear of all encumbrances.

SECTION 4. In-lieu Fee; Formula.

A. Fee Components: If fees are required by the City to be paid in lieu of land dedication, such fees shall consist of a base fee (hereinafter, the "Base Fee") and a corresponding administrative fee (hereinafter, the "Administrative Fee").

B. Base Fee: The total amount of the Base Fees to be paid by the subdivider shall be computed by multiplying: (*i*) the number of dwelling units based on the proposed map; with (*ii*) the cost of park facilities per capita ("Facilities Cost"); with (*iii*) the average number of persons per dwelling unit within the density classification appropriate for the subdivision in question ("Average Density"). The Facilities Cost as well as the Average Density for each density classification shall be established, and from time to time amended and/or updated, by City Council resolution. The following formula demonstrates the method of calculating the total amount of Base Fees to be paid by the subdivider:

Number of Dwelling Units Based on the Proposed Map	**X**	**Facilities Cost: The Cost of Park Facilities Per Capita as established by City Council resolution**	**X**	**Average Density: The average number of persons per dwelling unit within the density classification appropriate for the subdivision in question as established by City Council resolution**	**=**	**Total Amount of Base Fees to be Paid by the Subdivider**

C. ENR Index Adjustments: The City Council finds (*i*) that the Engineering News Record – Construction Cost Index (20-City Average) (hereinafter, the "ENR Index") is a reasonably precise measure of construction cost price fluctuations – cost changes that, in turn, are reasonably reflected in the cost of park facilities per capita on a year-to-year basis; and (*ii*) that the ENR Index contains both a common labor cost component and materials cost component - cost factors intrinsic to the development of park facilities. Therefore, at a minimum, the City from time to time may adjust the Facilities Cost used to calculate the Total Base Fees in accordance with periodic percentage changes in the ENR Index. Such adjustments shall be accomplished by City Council resolution.

D. Administrative Fee: The total amount of the Administrative Fees to be paid by a subdivider shall be computed by multiplying: (*i*) the total amount of Base Fees to be paid by the sudivider as computed pursuant to paragraph (B) of this Section, above; with (*ii*) a fixed-percentage administrative fee multiplier (the "Administrative Fee Multiplier"). The Administrative Fee Multiplier shall be established, and from time to time amended and/or updated, by City Council Resolution.

Total Amount of Base Fees	**X**	**Administrative Fee Multiplier as established by City Council resolution**	**=**	**Total Amount of Admin. Fees to be paid by Subdivider**

E. Total Amount of In-Lieu Fees: The total amount of in-lieu fees to be paid by a subdivider shall be (*i*) the sum of the total amount of Base Fees calculated pursuant to the formula set forth in paragraph (B) of this Section, above, plus (*ii*) the total amount of Administrative Fees calculated pursuant to paragraph (D) of this Section, above.

SECTION 5. Park Provision Agreement. As an alternative to parkland dedication and payment for off-site improvements or the payment of fees in lieu thereof, the City, in the sole and absolute discretion of the City Council, may enter into a park provision agreement with the subdivider. Under the terms of such an agreement, a subdivider may develop and dedicate parkland or pay the cost of the same in lieu thereof, as a credit against, any obligations established under Sections 2 through 4, above, provided the park created by the agreement complies with the Open Space and Conservation Element of the General Plan as the same presently exists or as it (or its functional equivalent) may be modified, amended or updated at the time such agreement is executed. (Prior Ord. No. 2277, Section 6, p. 4).

SECTION 6. Waiver of Dedication and/or Fee Requirement by City Council. The City Council may waive all, or any portion of, the dedication or fees required by this Ordinance if it finds that a subdivsion will serve a public purpose or satisfy a public need and the subdivision is located within a redevelopment project area or involves the participation of the City or the El Monte Community Redevelopment Agency. Moreover, the City Council may, from time to time, and as the need may arise, set forth, by resolution, specific limitations, which will apply to waivers of fees pursuant to this Section. Subdividers acting in concert with the City or the El Monte Community Redevelopment Agency shall present such waiver proposals to the El Monte Planning Division and the El Monte Community Services Dependent.

SECTION 7. Limitations.

A. In accordance with Government Code Section 66477(a)(1), the requirements imposed by Sections 2 through 4, above, shall apply only to tentative maps or parcel maps filed thirty (30) days or more after this Ordinance becomes effective.

B. In accordance with Government Code Section 66477(a)(3), the land, fees, or combination thereof are to be used only for the purpose of developing new or rehabilitating existing neighborhood or community parks or recreational facilities, including open space, to serve the subdivision.

C. In accordance with Government Code Section 66477(a)(5), the amount and location of land to be dedicated or the fees to be paid shall bear a reasonable relationship to the use of the park and recreational facilities by the future inhabitants of the subdivision.

D. In accordance with Government Code Section 66477(a)(6), the City shall develop a schedule specifying how, when, and where it will use the land, fees, or both, to develop park or recreational facilities to serve the residents of the subdivision in a manner consistent with the limitations of this Ordinance and the Subdivision Map Act (Government Code Section 66410 et seq.). Any fees collected under this Ordinance shall be committed within five (5) years after the payment of the fees or the issuance of building permits on one-half (½) of the lots created by the subdivision, whichever occurs later. If the fees are not committed, they, without any deductions, shall be distributed and paid to the then record owners of the subdivision in the same proportion that the size of their lot bears to the total area of all lots within the subdivision.

E. In accordance with Government Code Section 66477(a)(4), park and recreational facilities shall be in accord with principles and standards of the Open Space/Conservation Element of the El Monte General Plan as the same presently exists or as it (or its functional equivalent) may be modified, amended or updated from time to time.

F. In accordance with Government Code Section 66477(a)(7), only the payment of fees may be required in subdivisions containing fifty (50) parcels or less; except that dedication or reservation of land may be required of condominium projects, stock cooperatives, or community apartment projects, as defined in Civil Code Section 1351, that exceed 50 dwelling units, notwithstanding that the number of parcels in such subdivisions may be less than 50.

G. In accordance with Government Code Section 66477(a)(8), the requirements imposed by Section 2 through 4, above, shall not apply to subdivisions containing less than five (5) parcels; however, a condition may be placed on the approval of the parcel map for such subdivisions that if a building permit is requested for construction of a residential structure or structures on one or more of the parcels within four years, the fee described in Section 4 (In-Lieu Fee; Formula), above, may be required to be paid by the owner of each parcel as a condition of the issuance of the building permit.

H. In accordance with Government Code Section 66477(d), the provisions of this ordinance do not apply to commercial or industrial subdivisions. Also in accordance with Government Code Section 66477(d), the provisions of this Ordinance do not apply to condominium projects or stock cooperatives that consist of the subdivision of airspace in an existing apartment building that is more than five (5) years old when no new dwelling units are added.

SECTION 8. <u>Credits</u>.

A. In accordance with Government Code Section 66477(a)(9), if a subdivider provides park and recreational improvements to the dedicated land, as authorized by the City, the value of the park and recreational improvements, together with any equipment located thereon, as approved by the City, shall be a credit against the payment of fees or dedication of land otherwise required by this Ordinance. To be authorized and approved by the City, park and recreational improvements and equipment provided by subdividers pursuant to this Section shall be generally consistent, as determined by the City, with applicable principles and standards for local and neighborhood parks contained in the Open Space/Conservation Element of the General Plan as the same presently exists or as it (or its functional equivalent) may be modified, amended or updated from time to time by the City.

B. In accordance with Government Code Section 66477(e), common interest developments such as community apartments, condominiums, and stock cooperatives, as defined in Section 1351 of the Civil Code, shall be eligible to receive a credit, as determined by the City, against the land required to be dedicated, or the amount of the fee imposed pursuant to this Ordinance, for the value of private open space within the development which is usable for active recreational uses. For the purposes of this Section, "private open space usable for active recreational uses" means private open space that is:

1. At least three quarters (3/4) of an acre in area with the smallest dimension being at least one hundred feet (100') clear excluding yards and setbacks normally required by zoning provisions;

2. Owned and maintained by a homeowners' association, available to all residents of the subdivision without restriction, and designated for park and recreational purposes by recorded covenants which run with the land and cannot be defeated or eliminated without consent of the City Council;

3. Suitable for active park and recreation purposes taking into consideration such factors as shape, topography, access, and improvements proposed; and

4. Generally consistent as determined by the City with applicable principles and standards for local and neighborhood parks contained in the Open Space/Conservation element of the City's General Plan as the same presently

exists or as it (or its functional equivalent) may be modified, amended or updated from time to time by City.

SECTION 9. Procedures.

A. Prior to the approval of any subdivision subject to this Ordinance, the El Monte Planning Commission (hereinafter, the "Planning Commission") shall review and consider the recommendation(s) of City staff regarding the following:

1. The amount of land required; or

2. The amount of fees that may be charged in lieu of land; or

3. The combination of land and fees that may be required; and

4. The location of the dedicated land and, where appropriate, the siting and conceptual design of the park facilities appurtenant thereto, to be dedicated or used in lieu of fees; and

5. The requirements of the Quimby Act;

6. The City's General Plan;

7. The topography, geology, access, and location of the land in the subdivision available for dedication;

8. The location of existing or proposed park sites and recreational facilities; and

9. The desirability of developing the land proposed for dedication for park and/or recreational purposes;

10. Such other factors as may impact the public health, safety and welfare.

The recommendations of City staff may include, without limitation, recommendation and other input provided by the El Monte Planning Division, the El Monte Community Services Department and the Community Services Commission. Such recommendations shall be included as part of the staff report prepared by the El Monte Planning Division as part of the subdivision approval process.

B. At the time of approval of a subdivision subject to this Ordinance, the Planning Commission shall determine whether land, in-lieu fees, or a combination of both shall be dedicated and/or paid by the subdivider in a manner consistent with this Ordinance and applicable provisions of the General Plan.

C. The Planning Commission may approve, modify or disapprove the recommendations of City staff; provided, however, that any modification of the recommendation shall first be referred back to City staff for further report and recommendation. In such event, City staff shall report back to the Planning Commission within thirty (30) days. After the receipt and consideration of the report, or after thirty (30) days have passed in the event no report is received, the Planning Commission may finalize its decision.

D. In-lieu fees paid pursuant to this Ordinance shall be paid at the City's License & Treasury Division and shall be deposited into a subdivision park trust fund or other like fund. Fees deposited into said fund, including interest and other proceeds generated by such deposits, shall be used solely and exclusively for park and/or recreational purposes such as parkland acquisition, parkland development and/or improvements to park-related facilities.

E. No less than once each fiscal year and as many times each year as the City Council may request, the License & Treasury Division shall report to the City Council on

the income, expenditures and status of the subdivision park trust fund. (Prior Ord. No. 2277, Section 8, p. 5).

SECTION 10. Off-site dedication. Dedication of land outside of the subdivision may be authorized by the City, in consultation with the Planning Commission, by action on the tentative map and be credited toward the developer's park land dedication requirement pursuant to this Ordinance.

SECTION 11. Amendment of Section 16.34.030 of the El Monte Municipal Code. Section 16.34.030 (Parkland dedication) of Chapter 16.34 (Dedications, Reservations and Fees) of Title 16 (Subdivisions) of the El Monte Municipal Code is hereby amended in its entirety to now state the following:

> "Pursuant to Section 66477 of the California Government Code (hereinafter, the "Quimby Act"), the subdivider shall be required to dedicate land, pay fees in lieu thereof, or pay and dedicate a combination of both, for park and/or recreational purposes, including open space purposes. The standards for land dedication or in lieu fees are established in City Council Ordinance No. 2663 copies of which can be obtained from the City Clerk as a public record." (Prior Ord. 2277, passed October 10, 1989)

SECTION 12. Environmental Findings. The City has complied with the California Environmental Quality Act ("CEQA") in the approval of the subject regulations in that the adoption of this Ordinance establishing regulations for the dedication of parkland, the payment of fees in lieu thereof, or a combination of both for park and/or recreational purposes creates and/or modifies a pre-existing government funding mechanism which, in and of itself, does not physically change the environment and therefore, is not a project under CEQA. (14 Cal. Code of Regulations Section 15378(b)(4). It is further noted that individual development projects involving the dedication of land or the payment of fees pursuant to this Ordinance shall themselves be subject to independent CEQA review as part of their approval.

SECTION 13. Inconsistent Provisions. Any provision of the El Monte Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to affect the provisions of this Ordinance.

SECTION 14. Controlling State Law. The provisions of this Ordinance and any resolution adopted pursuant hereto shall at all times be subject and subordinate to the provisions of the Quimby Act, as the same presently exists or may hereafter be amended from time to time, to the extent the same are applicable. In the event of any conflict between the provisions of this Ordinance and state law, the latter shall control.

SECTION 15. Constitutionality. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 16. Effective Date. The Mayor shall sign and the City Clerk attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in the official newspaper within fifteen (15) days after its adoption. This ordinance shall become effective 30 days from its adoption.

PASSED, APPROVED AND ADOPTED this 21st day of March 2006.

ERNEST GUTIERREZ
Mayor of the City of El Monte

ATTEST:

Lorene Gutierrez
City Clerk of the City of El Monte

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Lorene Gutierrez, City Clerk of the City of El Monte, hereby certify that the foregoing Ordinance No. 2663 was passed and adopted by the City Council of the City of El Monte, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 21st day of March, 2006 and that said ordinance was adopted by the following vote, to-wit:

AYES: Mayor Gutierrez, Councilman Barrios, Councilman Gomez, Councilwoman Ishigaki and Councilwoman Wallach

NOES: None

ABSENT: None

Lorene Gutierrez
City Clerk of the City of El Monte

RESOLUTION NO. 8673

A RESOLUTION OF THE CITY OF EL MONTE APPROVING THAT CERTAIN PARK FACILITIES IMPACT FEE & PARKLAND DEDICATION STUDY PREPARED BY MUNIFINANCIAL AND APPROVING THE UNDERLYING CALCULATIONS, ASSUMPTIONS AND RECOMMENDATIONS FOR CALCULATING THE AMOUNT OF LAND AND/OR IN-LIEU FEES TO BE DEDICATED AND/OR PAID PURSUANT TO ORDINANCE NO. 2663 AND THE QUIMBY ACT.

WHEREAS, new residential development within the City of El Monte ("City") creates an increased burden on existing park and recreational facilities in the City; and

WHEREAS, Section 66477 of the California Government Code (the "Quimby Act") authorizes municipalities like the City to condition the approval of new subdivisions on the dedication of parkland, fees in-lieu thereof or a combination of both; and

WHEREAS, the El Monte City Council at its regular meeting of March 21, 2006 passed and approved Ordinance No. 2663 amending prior Ordinance No. 2277 which sets forth the methodology and means by which the City exercises its powers under the Quimby Act; and

WHEREAS, Ordinance No. 2663 (hereinafter, the "Quimby Ordinance") provides that certain underlying factors used to calculate the amount land and/or fees to be dedicated and/or paid may established, and from time-to-time amended, modified or updated by City Council resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves that certain September 26, 2005 "Park Facilities Impact Fee & Parkland Dedication Study prepared by MuniFinancial (the "Report") and all findings, calculations and underlying assumptions contained therein, including, but not limited to those, findings, calculations and assumptions relating to the calculation of land to be dedicated under the Quimby Act (California Govt. Code Section 66477) or fees to be paid in-lieu of such dedication. (A true and correct copy of the is on file with the City Clerk and available for public viewing as a public record).

SECTION 2.

A. For purposes of Section 3(D) and Section 4(B) of the Quimby Ordinance, the City of El Monte hereby establishes the following density classifications: (*i*) Single Family Dwelling; and (*ii*) Multi-Family Dwelling.

B. For purposes of this Resolution, the term "dwelling unit" shall have the same meaning as set forth in Section 3(D) of the Quimby Ordinance.

C. For purposes of this Resolution, the term "Single-Family Dwelling" shall mean any of the following varieties of dwelling units: any detached single-family dwelling unit, any single-family townhome, any dwelling unit in a duplex, any second unit dwelling (i.e. granny flat) or any mobilehome. Such dwelling units shall be considered Single Family Dwellings regardless of whether or not they are part of a planned unit development.

D. For purposes of this Resolution, the term "Multi-Family Dwelling" shall include any of the following varieties of dwelling units: any individual dwelling unit within a condominium project as the term "condominium project" is defined under Section 1351 of the California Civil Code or any individual dwelling unit in an apartment complex

SECTION 2. Based on the findings, assumptions and calculations contained in the Report and for the purposes of Sections 3(D) and 4(B) of the Quimby Ordinance, the Average Density for Single-Family Dwellings and Multi-Family Dwellings are found and determined to be the following:

(i) For Single-Family Dwellings: 4.48 persons per dwelling unit.

(ii) For Multi-Family Dwellings: 4.10 persons per dwelling unit.

SECTION 3.

A. For purposes of this Resolution, the term "Facilities Cost" shall have the same meaning as set forth in Section 4(B) of the Quimby Ordinance. Based on the findings, assumptions and calculations contained in the Report, the City Council finds and determines that as of the date of this Resolution the actual Facilities Cost for Single-Family Dwellings and Multi-Family Dwellings are as follows:

(i) For Single Family Dwellings: $3,090.00

(ii) For Multi-Family Dwellings: $3,090.00

Based on the foregoing Report findings, the City Council finds that it has the authority and ability to apply the foregoing sums to the Base Fee formula set forth in Section 4(B) of the Quimby Ordinance. Pursuant to Section 4(C) of the Quimby Ordinance, the City Council further finds that it may adjust the Facilities Costs sums set forth, above, in accordance with periodic percentage changes in the Engineering News Record – Construction Cost Index (20-City Average) ("ENR Index").

B. The foregoing notwithstanding, it is the intent and desire of the City Council to phase-in the Facilities Cost sums of $3,090.00 for Single Family Dwellings and $3,090.00 for Multi-Family Dwellings over a period of five years. To this end, the aforementioned Facilities Cost sums of $3,090.00 for Single Family Dwellings and $3,090 for Multi-Family Dwellings shall essentially function as Facilities Cost ceilings which cannot be exceeded, except to the extent that such sums may be periodically adjusted in accordance with Section 4(C) of the Quimby Ordinance according to periodic percentage changes in the ENR Index. Accordingly, the initial Facilities Cost sum to be applied to the Base Fee formula set forth in Section 4(B) of the Quimby Ordinance shall be set at the following:

(i) For Single Family Dwellings: $1,800.00

(ii) For Multi-Family Dwellings: $1,800.00

Subject to the parameters described above, these initial Facilities Cost figures may be gradually increased over the next five years by City Council resolution.

SECTION 4. For purposes of this Resolution, the term "Administrative Fee Multiplier" shall have the same meaning as set forth in Section 4(D) of the Quimby Ordinance. For purposes of Section 4(D) of the Quimby Ordinance, the Administrative Fee Multiplier is hereby established to be Two Percent (2%) of the calculated Base Fee as the term "Base Fee" is defined under the Quimby Ordinance.

SECTION 5. Environmental Findings. The City has complied with the California Environmental Quality Act ("CEQA") in the approval of the subject provisions in that the adoption of this Resolution creates and/or modifies a pre-existing government funding mechanism which, in and of itself, does not physically change the environment and therefore, is not a project under CEQA. (14 Cal. Code of Regulations Section 15378(b)(4). It is further noted that individual development projects involving the dedication of land or the payment of fees pursuant to this Resolution shall themselves be subject to independent CEQA review as part of their approval.

SECTION 15. Constitutionality. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have passed this Resolution and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Resolution would be subsequently declared invalid or unconstitutional.

SECTION 16. Effective Date. This Resolution shall take effect immediately upon the effective date of the Quimby Ordinance; that is, this Resolution shall become effective in concert with the effectiveness of the Quimby Ordinance.

SECTION 17. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED this 21st day of March 2006.

CITY OF EL MONTE

Ernest G. Gutierrez

Ernest Gutierrez, Mayor

ATTEST:

Lorene Gutierrez

Lorene Gutierrez, City Clerk

APPROVED AS TO FORM:

E. Clarke Moseley

E. Clarke Moseley, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Lorene Gutierrez, City Clerk of the City of El Monte, hereby certify that the foregoing Resolution No. 8673 was passed and adopted by the City Council of the City of El Monte, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 21st day of March, 2006 and that said resolution was adopted by the following vote, to-wit:

AYES: Mayor Gutierrez, Councilman Barrios, Councilman Gomez, Councilwoman Ishigaki and Councilwoman Wallach

NOES: None

ABSENT: None

Lorene Gutierrez

Lorene Gutierrez
City Clerk of the City of El Monte

COPY

CITY OF EL MONTE

INTERDEPARTMENTAL COMMUNICATION
COMMUNITY DEVELOPMENT DEPARTMENT/ENGINEERING DIVISION

APRIL 11, 2006

TO: COMMUNITY DEVELOPMENT DIVISION STAFF

FROM: DANTE HALL, DEPUTY CITY MANAGER FOR COMMUNITY DEVELOPMENT

PREPARED BY: KEV TCHARKHOUTIAN, ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR/CITY ENGINEER

SUBJECT: ORDINANCE 2663-ADOPTING NEW REQUIREMENTS FOR THE DEDICATION OF PARK LAND OR PAYMENT OF FEES IN LIEU THEREOF- INCREASE OF QUIMBY (PARKS AND REC) FEE

Pursuant to Ordinance No. 2663 of the City of El Monte, amending Ordinance No. 2277, Adopting new requirements for the Dedication of Park Land or Payment of fees in lieu thereof, as provided for in the California Government Code Section 66477 (The Quimby Act), the following fees shall be enacted commencing on March 21, 2006.

1. **$8,200.00** for single family dwelling unit
2. **$7,500.00** for multi-family dwelling unit

currently being charged

Starting in January of 2007, the fees shall be increased to:

1. **$14,120.00** for single family dwelling unit
2. **$12,900.00** for multi-family dwelling unit

Please make the following fee changes effective immediately for all residential developments that have not been pre-approved and issued a grading permit by the City Engineer.

Attachments

H:\Documents\Ordinance\Quimby Fee Increase-Ordinance 2663.doc

Project Address	Developer	Type	Tract/Parcel Map or LLA/Lot Merger	Project Application Approved	Planning Commission Approval	1st Building Permit Issued	No. of Homes / Units	Park Facility Impact Fee (PFI) (per Unit)	Quimby Fee (per Unit)	Park Facility Impact Fee (Total)	Quimby Fee (Total)	Delta	Paid to Date	Amount Owed (Quimby Fee)
Projects Entitled														
10561 Santa Fe Drive (Parcel 2)	GVA	Multi-Family	TM 73093		9/11/2012 2/12/2013 12/3/2013 4/14/2015 7/12/2016	In Plan Check	212	$ 5,520	$ 12,922	$ 1,170,240	$ 2,739,464	$ 1,569,224	$ -	$ 2,739,464
10568 Gateway Promenade (Parcel 4)	GVA	Multi-Family	TM 73093		9/11/2012 2/12/2013 12/3/2013 4/14/2015	7/24/18	208	$ 5,520	$ 12,922	$ 1,148,160	$ 2,687,776	$ 1,539,616	$ -	$ 2,687,776
11301-11401 Garvey Ave., Lot 2	Tripointe Homes (Phase 1) Nevis Capital LLC (Phase 2)	Multi-Family	TM 72497		7/1/2014 11/13/2018 (Rev)	Phase 1 5/4/2017 Phase 2 In Plan Check	12	$ 5,520	$ 12,922	$ 66,240	$ 155,064	$ 88,824	$ -	$ 155,064
2610 - 2616 Durfee Ave	Aplus Capital Investment	Multi-Family	TM 74982		1/29/2019	In Plan Check	13	$ 5,520	$ 12,922	$ 71,760	$ 167,986	$ 96,226	$ -	$ 167,986
2704-2728 Santa Anita Avenue	City Ventures	Multi-Family	TM 74701		11/28/17	3/18/2019	40	$ 5,520	$ 12,922	$ 220,800	$ 516,880	$ 296,080	$ 220,800	$ 296,080
3708 Cypress Avenue	Steven Phung	Single Family	TM 73808		11/24/15	5/22/2019	12	$ 6,032	$ 14,120	$ 72,384	$ 169,440	$ 97,056	$ 72,384	$ 97,056
4127-4143 Rowland Avenue	Henry Chaio	Multi-Family	TM 62624		11/10/15	In Plan Check	71	$ 5,520	$ 12,922	$ 391,920	$ 917,462	$ 525,542		$ 917,462
4422-4436 Bannister Avenue	Don Cook	Single Family	TM 72192		10/6/2015 (1)	8/8/18	22	$ 6,032	$ 14,120	$ 132,704	$ 310,640	$ 177,936	$ -	$ 310,640
Subtotal										**$ 3,274,208**	**$ 7,664,712**	**$ 4,390,504**	**$ 293,184**	**$ 7,371,528**

CITY OF EL MONTE

HUMAN RESOURCES / RISK MANAGEMENT DEPARTMENT
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 23, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Honorable Mayor and City Council:

CONSIDERATION AND APPROVAL OF A RESOLUTION UPDATING THE CITYWIDE CLASSIFICATION AND COMPENSATION PLAN AND REPEALING AND REPLACING RESOLUTION NO. 10088 APPROVED FEBRUARY 4, 2020

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Consider and approve the attached Resolution establishing an updated Citywide Classification and Compensation Plan, effective May 1, 2020.

PURPOSE/BACKGROUND

On February 2, 2020, the City Council approved Resolution No. 10088, updating the Citywide Classification and Compensation Plan ("Class/Comp Plan"), effective immediately.

Consistent with certain findings and recommendations of the 2018 Classification and Compensation Study performed by Koff & Associates, and in order to better meet operational needs, certain additional organizational and administrative updates to the Class/Comp Plan are recommended at this time.

The primary purpose of this Class/Comp Plan update is to adopt all remaining updated job descriptions prepared by Koff & Associates that do not involve additional recommendations relating to reclassifications or title changes that have not yet been fully addressed with the respective departments, employees, and bargaining units, or for which certain select recruitments are pending.

DISCUSSION

The following changes are proposed as part of the Class/Comp Plan update, effective May 1, 2020 (except where otherwise stated):

1. Establish the following classifications at the stated Pay Grades and FTEs/Positions:
   - Senior Code Enforcement Officer
     - Pay Grade G148
     - FTEs = 0
   - Code Enforcement Officer I
     - Pay Grade G128
     - FTEs = 0
   - Housing Intern
     - Pay Grade UNPAID
     - Positions = 1
   - Planning Intern
     - Pay Grade UNPAID
     - Positions = 2

2. Reclassify the following classes and any current employees holding positions in those classes as indicated below:
   - Planning Aide – P/T to Planning Technician – P/T

3. Retitle the following classifications as indicated below:
   - Communications Manager to *Police* Communications Manager
   - Dispatcher to *Police* Dispatcher
   - Dispatch Shift Supervisor to *Police* Dispatch Shift Supervisor
   - Lead Heavy Equipment Mechanic to *Senior* Heavy Equipment Mechanic
   - Neighborhood Services Officer to Code Enforcement Officer II
   - Records Supervisor to *Police* Records Supervisor
   - Records Technician to *Police* Records Technician
   - Wastewater Maintenance Worker I and Wastewater Maintenance Worker II to Collections Worker I/II

4. Adopt new or updated classification specifications for the following classes:
   - Accounting Manager
   - Administrative Assistant
   - Animal Control Officer
   - Aquatics Coordinator
   - Aquatics Supervisor
   - Assistant City Manager
   - Assistant City Prosecutor

- Assistant Planner
- Associate Planner
- Background Investigator
- Chief Building Official
- Chief of Police
- City Engineer
- Code Enforcement Officer I/II
- Collections Worker I/II
- Community and Economic Development Director
- Community Liaison
- Deputy Director of Public Works and Utilities
- Finance Director
- Finance Manager
- Graphic Designer
- Heavy Equipment Mechanic
- Housing Intern
- Human Resources and Risk Management Director
- Human Resources/Risk Management Specialist
- Human Resources/Risk Manager
- Information Technology Manager
- Instructor Guard
- Maintenance Worker
- Neighborhood Services Manager
- Office Assistant
- Parking Technician
- Parks, Recreation and Community Services Director
- Planning Intern
- Planning Technician
- Police Cadet
- Police Captain
- Police Communications Manager
- Police Dispatcher
- Police Dispatch Shift Supervisor
- Police Lieutenant
- Police Officer
- Police Records Supervisor
- Police Records Technician
- Police Sergeant
- Pool Manager
- Program Coordinator
- Public Works and Utilities Director
- Recreation Coordinator

- Senior Code Enforcement Officer
- Senior Heavy Equipment Mechanic
- Senior Project Manager
- Social Worker
- Traffic Signal Technician
- Transit Safety Ambassador
- Transportation Driver
- Transportation Operations Manager
- Utilities Manager
- Water Meter Reader
- Water Systems Supervisor

5. Establish a separate position control and pay schedule for Intern positions (Exhibit “C”).

6. Retroactive to January 16, 2020, transfer the one (1) Customer Service Representative position and the incumbent currently holding that position from the Accounting Division to the Treasury Division in the Finance Department.

7. Retroactive to March 1, 2020, transfer all Information Technology classes from the Finance Department and Police Department to the City Manager’s Office.

8. Retroactive to March 5, 2020, amend City Manager pay rate pursuant to Section 2 of the First Amendment to City Manager Employment Agreement.

9. Retroactive to April 1, 2020, transfer the Community Liaison class and incumbent from the Community and Economic Development Department to the Parks, Recreation and Community Services Department.

10. Retroactive to April 16, 2020, increase the FTEs for Records Technician by one (1), from six (6) to seven (7), to address certain needs within the Police Department.

11. Retroactive to April 16, 2020, decrease the FTEs for Senior Equipment Maintenance Technician by one (1), from two (2) to one (1), to offset the aforementioned increase in FTEs for Records Technician.

To summarize the aforementioned changes on a Citywide basis, below are the changes in the total number of authorized/funded positions for both full-time and part-time positions:

- Current full-time positions authorized/funded (as of 2/1/2020) = 311
  - Proposed full-time positions authorized/funded (eff. 5/1/2020) = 311

- Current part-time positions authorized/funded (as of 2/1/2020) = 232
  - Proposed part-time positions authorized/funded (eff. 5/1/2020) = 232
    - *60 of the 232 FTEs proposed are subject to anticipated grant funding through the LA County Regional Park and Open Space District's Youth & Veteran Job Training & Placement Grant for Parks, Recreation & Community Services training programs*

- Current intern positions authorized/funded (as of 2/1/2020) = 0
  - Proposed intern positions authorized/funded (eff. 5/1/2020) = 2
    - *Both intern positions are unpaid*

FISCAL IMPACT

The total approximate savings to the General Fund for the remainder of Fiscal Year 2019/2020 by way of implementing the proposed updates to the Class/Comp Plan is $2,500.

This savings is not currently reflected in the Fiscal Year 2019/2020 budget.

RECOMMENDATION

It is recommended that the City Council consider and approve the attached Resolution establishing an updated Citywide Classification and Compensation Plan, effective May 1, 2020.

Respectfully submitted,

ALMA MARTINEZ
City Manager

JOHN NGUYEN
Human Resources/Risk Management Director

Attachments:

1. Resolution
2. Classification and Compensation Plan – Full Time Classifications Effective May 1, 2020 (Exhibit A of Resolution)
3. Classification and Compensation Plan – Part Time Classifications Effective May 1, 2020 (Exhibit B of Resolution)
4. Classification and Compensation Plan – Intern Classifications Effective May 1, 2020 (Exhibit C of Resolution)
5. Classification Specifications for 22 Classes (Exhibit D of Resolution)

DATE: May 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVED AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL MONTE UPDATING THE CITYWIDE CLASSIFICATION AND COMPENSATION PLAN AND REPEALING AND REPLACING CITY COUNCIL RESOLUTION NO. 10088 APPROVED FEBRUARY 4, 2020

WHEREAS, Section 2.72.040 (Classification) of Chapter 2.72 (Personnel System) of the El Monte Municipal Code (hereinafter, "Section 2.72.040") requires the Human Resources Director to ascertain and record the duties and responsibilities of all positions in the competitive service and to recommend a classification plan, which shall consist of classes of positions in the competitive service defined by class specifications, including title, a description of typical duties and responsibilities of positions in each class, a statement of the training, experience and other qualifications required of applicants to positions in each class; and

WHEREAS, Section 2.72.040 requires the City Council to approve the classification plan and all subsequent amendments and revisions by resolution, provided that before consideration and approval of the classification plan or any amendments or revisions thereto, the authorized bargaining units have received notice of any proposed substantive changes to wages, hours and other terms and conditions of employment and have been given the opportunity to meet and confer on these revisions; and

WHEREAS, under Section 2.72.040, the Human Resources Director must allocate every position in the competitive service to one of the classes established by the classification plan, subject to City Council approval; and

WHEREAS, Section 2.72.040 allows the Human Resources Director to recommend the creation of new classes and the revision or abolishment of existing classes; and

WHEREAS, Section 2.72.050 (Compensation) of Chapter 2.72 (Personnel System) of the El Monte Municipal Code (hereinafter, "Section 2.72.050") provides that the Human Resources Director shall prepare a pay plan covering all classes of positions in the competitive service, showing the minimum and maximum rates of pay for each class; and

WHEREAS, under Section 2.72.050, when determining salary ranges, consideration must be given to the following: 1) the prevailing rates of pay for comparable work in other public and private employment, including consideration of conditions of work as well as basic pay; 2) current costs of living; 3) the ability to recruit and retain employees; 4) internal alignment between classes; 5) suggestions of Department Heads; and 6) the City's financial condition and policies; and

WHEREAS, Section 2.72.050 requires the Human Resources Director to submit the proposed pay plan to the City Council for adoption; and

WHEREAS, the Human Resources Director recommends that certain organizational and administrative updates to the Classification and Compensation Plan be made, effective as of May 1, 2020 (except where otherwise indicated), consistent with certain findings and recommendations set forth in the 2018 Classification and Compensation Study conducted by Koff & Associates.

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

SECTION 1. The City Council, based on the presentation and written report of the Human Resources Director, finds that the foregoing recitals are true and correct and further finds that the Human Resources Director has substantially complied with the procedural requirements of Section 2.72.040 and Section 2.72.050.

SECTION 2. This Resolution repeals, replaces and supersedes Resolution No. 10088 approved by the City Council on February 4, 2020, as well as the plan, schedules and tables set forth therein, and effective May 1, 2020 (except where otherwise indicated), the City Council adopts the following revisions to the Classification and Compensation Plan:

(a) Establish the following classifications at the stated Pay Grades and FTEs/Positions:
- Senior Code Enforcement Officer
  - Pay Grade G148
  - FTEs = 0
- Code Enforcement Officer I
  - Pay Grade G128
  - FTEs = 0
- Housing Intern
  - Pay Grade UNPAID
  - Positions = 1
- Planning Intern
  - Pay Grade UNPAID
  - Positions = 2

(b) Reclassify the following classes and any current employees holding positions in those classes as indicated below:
- Planning Aide – P/T to Planning Technician – P/T

(c) Retitle the following classifications as indicated below:
- Communications Manager to *Police* Communications Manager
- Dispatcher to *Police* Dispatcher
- Dispatch Shift Supervisor to *Police* Dispatch Shift Supervisor

- Lead Heavy Equipment Mechanic to *Senior* Heavy Equipment Mechanic
- Neighborhood Services Officer to Code Enforcement Officer II
- Records Supervisor to *Police* Records Supervisor
- Records Technician to *Police* Records Technician
- Wastewater Maintenance Worker I and Wastewater Maintenance Worker II to Collections Worker I/II

(d) Adopt new or updated classification specifications for the following classes:

- Accounting Manager
- Administrative Assistant
- Animal Control Officer
- Aquatics Coordinator
- Aquatics Supervisor
- Assistant City Manager
- Assistant City Prosecutor
- Assistant Planner
- Associate Planner
- Background Investigator
- Chief Building Official
- Chief of Police
- City Engineer
- Code Enforcement Officer I/II
- Collections Worker I/II
- Community and Economic Development Director
- Community Liaison
- Deputy Director of Public Works and Utilities
- Finance Director
- Finance Manager
- Graphic Designer
- Heavy Equipment Mechanic
- Housing Intern
- Human Resources and Risk Management Director
- Human Resources/Risk Management Specialist
- Human Resources/Risk Manager
- Information Technology Manager
- Instructor Guard
- Maintenance Worker
- Neighborhood Services Manager
- Office Assistant
- Parking Technician
- Parks, Recreation and Community Services Director
- Planning Intern
- Planning Technician

- Police Cadet
- Police Captain
- Police Communications Manager
- Police Dispatcher
- Police Dispatch Shift Supervisor
- Police Lieutenant
- Police Officer
- Police Records Supervisor
- Police Records Technician
- Police Sergeant
- Pool Manager
- Program Coordinator
- Public Works and Utilities Director
- Recreation Coordinator
- Senior Code Enforcement Officer
- Senior Heavy Equipment Mechanic
- Senior Project Manager
- Social Worker
- Traffic Signal Technician
- Transit Safety Ambassador
- Transportation Driver
- Transportation Operations Manager
- Utilities Manager
- Water Meter Reader
- Water Systems Supervisor

(e) Establish a separate position control and pay schedule for Intern positions (Exhibit “C”).

(f) Retroactive to January 16, 2020, transfer the one (1) Customer Service Representative position and the incumbent currently holding that position from the Accounting Division to the Treasury Division in the Finance Department.

(g) Retroactive to March 1, 2020, transfer all Information Technology classes from the Finance Department and Police Department to the City Manager’s Office.

(h) Retroactive to March 5, 2020, amend City Manager pay rate pursuant to Section 2 of the First Amendment to City Manager Employment Agreement.

(i) Retroactive to April 1, 2020, transfer the Community Liaison class and incumbent from the Community and Economic Development Department to the Parks, Recreation and Community Services Department.

(j) Retroactive to April 16, 2020, increase the FTEs for Records Technician by one (1), from six (6) to seven (7).

(k) Retroactive to April 16, 2020, decrease the FTEs for Senior Equipment Maintenance Technician by one (1), from two (2) to one (1).

SECTION 3. This Resolution shall take effect immediately. The City Clerk shall certify to the adoption of this Resolution and enter it into the Book of original Resolutions.

PASSED AND ADOPTED by the City Council of the City of El Monte at its regular meeting on this 5th day of May 2020.

_____
Andre Quintero,
Mayor of the City of El Monte

ATTEST:

_____
Catherine A. Eredia
City Clerk of the City of El Monte

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Catherine A. Eredia, City Clerk of the City of El Monte, do hereby certify that the above and foregoing Resolution No. _____ was passed, approved, and adopted by the City Council of the City of El Monte, signed by the Mayor and attested by the City Clerk at a meeting of said City held on this 5th day of May 2020, and that said Resolution was adopted by the following votes to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Catherine A. Eredia
City Clerk of the City of El Monte

EXHIBIT “A”
CLASSIFICATION AND COMPENSATION PLAN – FULL TIME CLASSIFICATIONS

EXHIBIT “B”
CLASSIFICATION AND COMPENSATION PLAN – PART TIME CLASSIFICATIONS

EXHIBIT “C”
CLASSIFICATION AND COMPENSATION PLAN – INTERN CLASSIFICATIONS

EXHIBIT "D"
CLASSIFICATION SPECIFICATIONS FOR THE FOLLOWING:

1. Accounting Manager
2. Administrative Assistant
3. Animal Control Officer
4. Aquatics Coordinator
5. Aquatics Supervisor
6. Assistant City Manager
7. Assistant City Prosecutor
8. Assistant Planner
9. Associate Planner
10. Background Investigator
11. Chief Building Official
12. Chief of Police
13. City Engineer
14. Code Enforcement Officer I/II
15. Collections Worker I/II
16. Community and Economic Development Director
17. Community Liaison
18. Deputy Director of Public Works and Utilities
19. Finance Director
20. Finance Manager
21. Graphic Designer
22. Heavy Equipment Mechanic
23. Housing Intern
24. Human Resources and Risk Management Director
25. Human Resources/Risk Management Specialist
26. Human Resources/Risk Manager
27. Information Technology Manager
28. Instructor Guard
29. Maintenance Worker
30. Neighborhood Services Manager
31. Office Assistant
32. Parking Technician
33. Parks, Recreation and Community Services Director
34. Planning Intern
35. Planning Technician
36. Police Cadet
37. Police Captain
38. Police Communications Manager
39. Police Dispatcher
40. Police Dispatch Shift Supervisor
41. Police Lieutenant

42. Police Officer
43. Police Records Supervisor
44. Police Records Technician
45. Police Sergeant
46. Pool Manager
47. Program Coordinator
48. Public Works and Utilities Director
49. Recreation Coordinator
50. Senior Code Enforcement Officer
51. Senior Heavy Equipment Mechanic
52. Senior Project Manager
53. Social Worker
54. Traffic Signal Technician
55. Transit Safety Ambassador
56. Transportation Driver
57. Transportation Operations Manager
58. Utilities Manager
59. Water Meter Reader
60. Water Systems Supervisor

City of El Monte Classification and Compensation Plan - Full Time Classifications
Effective May 1, 2020 - Amended May 5, 2020
*(*Eff. 1/16/2020; **Eff. 3/1/2020; ***Eff. 3/5/2020; ****Eff. 4/1/2020; *****Eff. 4/16/2020)*

Correct Position Nos. and update titles for certain classes; retitle Neighborhood Services Officer to Code Enforcement Officer II and Wastewater I and II to Collections Worker I/II; establish Code Enforcement Officer I and Senior Code Enforcement Officer classes; reflect intra and inter-department transfers eff. 1/16/2020, 3/1/2020, 4/1/2020; amend Pay Grade for City Manager eff. 3/5/2020 per employment agreement; eff. 4/16/2020, decrease Sr. Equip Maint Technician FTE and increase Records Technician FTE. *Total FTEs = 312*

Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
CITY CLERK'S OFFICE (3)								
Chief Deputy City Clerk	E	1	M230	MM147				
Step 1					80,983.09	6,748.59	38.93	3,374.30
Step 2					85,033.06	7,086.09	40.88	3,543.04
Step 3					89,285.52	7,440.46	42.93	3,720.23
Step 4					93,750.63	7,812.55	45.07	3,906.28
Step 5					98,439.22	8,203.27	47.33	4,101.63
Deputy City Clerk	NE	1	G414	G117				
Step 1					47,459.00	3,954.92	22.82	1,977.46
Step 2					49,831.97	4,152.66	23.96	2,076.33
Step 3					52,323.51	4,360.29	25.16	2,180.15
Step 4					54,939.77	4,578.31	26.41	2,289.16
Step 5					57,695.44	4,807.95	27.74	2,403.98
Office Assistant	NE	1	G402	G075				
Step 1					32,470.95	2,705.91	15.61	1,352.96
Step 2					34,094.50	2,841.21	16.39	1,420.60
Step 3					35,799.27	2,983.27	17.21	1,491.64
Step 4					37,589.15	3,132.43	18.07	1,566.21
Step 5					39,468.59	3,289.05	18.98	1,644.52
CITY MANAGER'S OFFICE (9)								
City Manager***	E	1	E101	EX144	240,000.00	20,000.00	115.38	10,000.00
Assistant City Manager	E	0	E102	EX134				
Min					184,590.42	15,382.54	88.75	7,691.27
Max					216,300.00	18,025.00	103.99	9,012.50
Senior Project Manager	E	1	M270	MM171				
Step 1					101,959.04	8,496.59	49.02	4,248.29
Step 2					107,057.07	8,921.42	51.47	4,460.71
Step 3					112,409.88	9,367.49	54.04	4,683.75
Step 4					118,030.41	9,835.87	56.75	4,917.93
Step 5					123,931.87	10,327.66	59.58	5,163.83
Information Technology Manager**	E	1	M219	MM167				
Step 1					98,037.54	8,169.80	47.13	4,084.90
Step 2					102,939.48	8,578.29	49.49	4,289.14
Step 3					108,086.44	9,007.20	51.96	4,503.60
Step 4					113,490.72	9,457.56	54.56	4,728.78
Step 5					119,858.52	9,988.21	57.62	4,994.11
Database Administrator**	E	0	M266	MM156				
Step 1					88,519.73	7,376.64	42.56	3,688.32
Step 2					92,945.79	7,745.48	44.69	3,872.74
Step 3					97,593.08	8,132.76	46.92	4,066.38
Step 4					102,472.83	8,539.40	49.27	4,269.70
Step 5					107,600.00	8,966.67	51.73	4,483.33

City of El Monte Classification and Compensation Plan - Full Time Classifications
Effective May 1, 2020 - Amended May 5, 2020
*(*Eff. 1/16/2020; **Eff. 3/1/2020; ***Eff. 3/5/2020; ****Eff. 4/1/2020; *****Eff. 4/16/2020)*

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Public Information Officer (PIO)	E	0	M274	MM153				
Step 1					85,954.29	7,162.86	41.32	3,581.43
Step 2					90,251.95	7,521.00	43.39	3,760.50
Step 3					94,764.47	7,897.04	45.56	3,948.52
Step 4					99,502.72	8,291.89	47.84	4,145.95
Step 5					104,477.94	8,706.50	50.23	4,353.25
Senior Information Technology Analyst**	NE	2	M269	MM150				
Step 1					83,412.60	6,951.05	40.10	3,475.53
Step 2					87,583.08	7,298.59	42.11	3,649.29
Step 3					91,962.22	7,663.52	44.21	3,831.76
Step 4					96,560.45	8,046.70	46.42	4,023.35
Step 5					101,388.47	8,449.04	48.74	4,224.52
Grants Manager	E	0	M222	MM147-1				
Step 1					81,400.18	6,783.35	39.13	3,391.67
Step 2					85,470.17	7,122.51	41.09	3,561.26
Step 3					89,743.63	7,478.64	43.15	3,739.32
Step 4					94,230.85	7,852.57	45.30	3,926.29
Step 5					98,931.26	8,244.27	47.56	4,122.14
Management Analyst	NE	0	M235	MM129				
Step 1					68,188.44	5,682.37	32.78	2,841.19
Step 2					71,597.84	5,966.49	34.42	2,983.24
Step 3					75,531.54	6,294.29	36.31	3,147.15
Step 4					79,308.09	6,609.01	38.13	3,304.50
Step 5					82,874.64	6,906.22	39.84	3,453.11
Executive Assistant to the City Manager	E	1	M237	MM127				
Step 1					66,535.13	5,544.59	31.99	2,772.30
Step 2					69,861.78	5,821.81	33.59	2,910.91
Step 3					73,354.90	6,112.91	35.27	3,056.45
Step 4					77,022.69	6,418.56	37.03	3,209.28
Step 5					80,878.79	6,739.90	38.88	3,369.95
Info Tech Programmer**	NE	1	G304	G161				
Step 1					72,853.07	6,071.09	35.03	3,035.54
Step 2					76,495.67	6,374.64	36.78	3,187.32
Step 3					80,320.60	6,693.38	38.62	3,346.69
Step 4					84,336.55	7,028.05	40.55	3,514.02
Step 5					88,551.01	7,379.25	42.57	3,689.63
Department Secretary	NE	1	G321	G135				
Step 1					56,760.89	4,730.07	27.29	2,365.04
Step 2					59,598.97	4,966.58	28.65	2,483.29
Step 3					62,578.90	5,214.91	30.09	2,607.45
Step 4					65,707.78	5,475.65	31.59	2,737.82
Step 5					68,983.39	5,748.62	33.17	2,874.31

City of El Monte Classification and Compensation Plan - Full Time Classifications
Effective May 1, 2020 - Amended May 5, 2020
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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Graphic Designer	NE	1	G381	G135				
Step 1					56,760.89	4,730.07	27.29	2,365.04
Step 2					59,598.97	4,966.58	28.65	2,483.29
Step 3					62,578.90	5,214.91	30.09	2,607.45
Step 4					65,707.78	5,475.65	31.59	2,737.82
Step 5					68,983.39	5,748.62	33.17	2,874.31
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT (26)								
Administration								
Community & Economic Development Director	E	1	E112	EX123				
Min					144,982.17	12,081.85	69.70	6,040.92
Max					176,221.64	14,685.14	84.72	7,342.57
Deputy Director of Community & Economic Development	E	1	E120	EX116				
Min					136,535.71	11,377.98	65.64	5,688.99
Max					165,959.97	13,830.00	79.79	6,915.00
Economic Development Senior Manager	E	0	M260	MM202				
Step 1					136,535.71	11,377.98	65.64	5,688.99
Step 2					143,362.56	11,946.88	68.92	5,973.44
Step 3					150,530.57	12,544.21	72.37	6,272.11
Step 4					158,057.10	13,171.43	75.99	6,585.71
Step 5					165,959.97	13,830.00	79.79	6,915.00
Management Analyst	NE	1	M235	MM129				
Step 1					68,188.44	5,682.37	32.78	2,841.19
Step 2					71,597.84	5,966.49	34.42	2,983.24
Step 3					75,531.54	6,294.29	36.31	3,147.15
Step 4					79,308.09	6,609.01	38.13	3,304.50
Step 5					82,874.64	6,906.22	39.84	3,453.11
Building & Safety Division								
Chief Building Official	E	1	M271	MM167				
Step 1					98,037.58	8,169.80	47.13	4,084.90
Step 2					102,939.51	8,578.29	49.49	4,289.15
Step 3					108,086.49	9,007.21	51.96	4,503.60
Step 4					113,490.76	9,457.56	54.56	4,728.78
Step 5					119,858.53	9,988.21	57.62	4,994.11
Senior Permit Technician	NE	1	G410	G129-2				
Step 1					54,030.17	4,502.51	25.98	2,251.26
Step 2					56,731.68	4,727.64	27.27	2,363.82
Step 3					59,568.23	4,964.02	28.64	2,482.01
Step 4					62,546.64	5,212.22	30.07	2,606.11
Step 5					65,668.56	5,472.38	31.57	2,736.19

City of El Monte Classification and Compensation Plan - Full Time Classifications
Effective May 1, 2020 - Amended May 5, 2020
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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Housing Division								
Housing Manager	E	1	M209	MM167				
Step 1					98,037.58	8,169.80	47.13	4,084.90
Step 2					102,939.51	8,578.29	49.49	4,289.15
Step 3					108,086.49	9,007.21	51.96	4,503.60
Step 4					113,490.76	9,457.56	54.56	4,728.78
Step 5					119,858.53	9,988.21	57.62	4,994.11
Senior Housing Program Analyst	NE	1	M273	MM156				
Step 1					88,519.78	7,376.65	42.56	3,688.32
Step 2					92,945.81	7,745.48	44.69	3,872.74
Step 3					97,593.10	8,132.76	46.92	4,066.38
Step 4					102,472.78	8,539.40	49.27	4,269.70
Step 5					107,600.01	8,966.67	51.73	4,483.33
Housing Program Coordinator	NE	1	M262	MM145				
Step 1					79,716.97	6,643.08	38.33	3,321.54
Step 2					83,702.82	6,975.24	40.24	3,487.62
Step 3					87,887.97	7,324.00	42.25	3,662.00
Step 4					92,282.42	7,690.20	44.37	3,845.10
Step 5					96,905.65	8,075.47	46.59	4,037.74
Administrative Analyst	NE	1	M282	MM109				
Step 1					56,822.56	4,735.21	27.32	2,367.61
Step 2					59,663.52	4,971.96	28.68	2,485.98
Step 3					62,646.71	5,220.56	30.12	2,610.28
Step 4					65,779.08	5,481.59	31.62	2,740.79
Step 5					69,068.11	5,755.68	33.21	2,877.84
Administrative Technician	NE	1	G400	G128				
Step 1					53,314.64	4,442.89	25.63	2,221.44
Step 2					55,980.41	4,665.03	26.91	2,332.52
Step 3					58,779.40	4,898.28	28.26	2,449.14
Step 4					61,718.31	5,143.19	29.67	2,571.60
Step 5					64,807.00	5,400.58	31.16	2,700.29
Neighborhood Services Division								
Assistant City Prosecutor	E	1	M214	MM160				
Step 1					92,466.97	7,705.58	44.46	3,852.79
Step 2					97,090.33	8,090.86	46.68	4,045.43
Step 3					101,944.82	8,495.40	49.01	4,247.70
Step 4					107,042.05	8,920.17	51.46	4,460.09
Step 5					112,381.37	9,365.11	54.03	4,682.56
Neighborhood Services Manager	E	1	M254	MM159				
Step 1					91,096.68	7,591.39	43.80	3,795.70
Step 2					95,651.49	7,970.96	45.99	3,985.48
Step 3					100,434.10	8,369.51	48.29	4,184.75
Step 4					105,455.77	8,787.98	50.70	4,393.99
Step 5					110,727.92	9,227.33	53.23	4,613.66

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Senior Code Enforcement Officer	NE	0	G416	G148				
Step 1					64,417.61	5,368.13	30.97	2,684.07
Step 2					67,638.61	5,636.55	32.52	2,818.28
Step 3					71,020.41	5,918.37	34.14	2,959.18
Step 4					74,571.31	6,214.28	35.85	3,107.14
Step 5					78,300.00	6,525.00	37.64	3,262.50
Code Enforcement Officer II *(Code Enforcement Officer I/II is flexibly staffed; all FTEs budgeted at II)*	NE	5	G316	G139				
~~Neighborhood Services Officer~~ Step 1					59,068.12	4,922.34	28.40	2,461.17
Step 2					62,021.49	5,168.46	29.82	2,584.23
Step 3					65,122.56	5,426.88	31.31	2,713.44
Step 4					68,378.70	5,698.22	32.87	2,849.11
Step 5					71,787.12	5,982.26	34.51	2,991.13
Code Enforcement Officer I *(Code Enforcement Officer I/II is flexibly staffed; all FTEs budgeted at II)*	NE	0	G415	G128				
~~Neighborhood Services Officer~~ Step 1					53,314.64	4,442.89	25.63	2,221.44
Step 2					55,980.41	4,665.03	26.91	2,332.52
Step 3					58,779.40	4,898.28	28.26	2,449.14
Step 4					61,718.31	5,143.19	29.67	2,571.60
Step 5					64,807.00	5,400.58	31.16	2,700.29
Animal Control Officer	NE	2	G403	G118				
Step 1					48,174.47	4,014.54	23.16	2,007.27
Step 2					50,583.23	4,215.27	24.32	2,107.63
Step 3					53,112.29	4,426.02	25.53	2,213.01
Step 4					55,768.04	4,647.34	26.81	2,323.67
Step 5					58,557.03	4,879.75	28.15	2,439.88
Neighborhood Services Clerk	NE	1	G405	G106				
Step 1					42,990.49	3,582.54	20.67	1,791.27
Step 2					45,140.02	3,761.67	21.70	1,880.83
Step 3					47,397.05	3,949.75	22.79	1,974.88
Step 4					49,766.87	4,147.24	23.93	2,073.62
Step 5					52,248.64	4,354.05	25.12	2,177.03
Planning Division								
City Planner	E	0	M272	MM202				
Step 1					136,535.71	11,377.98	65.64	5,688.99
Step 2					143,362.56	11,946.88	68.92	5,973.44
Step 3					150,530.57	12,544.21	72.37	6,272.11
Step 4					158,057.10	13,171.43	75.99	6,585.71
Step 5					165,959.97	13,830.00	79.79	6,915.00
Senior Planner	E	2	M253	MM154				
Step 1					87,253.79	7,271.15	41.95	3,635.57
Step 2					91,616.40	7,634.70	44.05	3,817.35
Step 3					96,197.21	8,016.43	46.25	4,008.22
Step 4					101,007.08	8,417.26	48.56	4,208.63
Step 5					106,057.54	8,838.13	50.99	4,419.06

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Associate Planner	NE	1	M226	MM134				
Step 1					71,837.60	5,986.47	34.54	2,993.23
Step 2					75,429.46	6,285.79	36.26	3,142.89
Step 3					79,201.00	6,600.08	38.08	3,300.04
Step 4					83,160.99	6,930.08	39.98	3,465.04
Step 5					87,313.32	7,276.11	41.98	3,638.05
Assistant Planner	NE	1	G309	G151				
Step 1					66,354.89	5,529.57	31.90	2,764.79
Step 2					69,669.72	5,805.81	33.50	2,902.90
Step 3					73,159.78	6,096.65	35.17	3,048.32
Step 4					76,825.07	6,402.09	36.94	3,201.04
Step 5					80,665.59	6,722.13	38.78	3,361.07
Landscape Technician	NE	0	G386	G129-2				
Step 1					54,030.17	4,502.51	25.98	2,251.26
Step 2					56,731.68	4,727.64	27.27	2,363.82
Step 3					59,568.23	4,964.02	28.64	2,482.01
Step 4					62,546.64	5,212.22	30.07	2,606.11
Step 5					65,668.56	5,472.38	31.57	2,736.19
Account Clerk	NE	1	G360	G113				
Step 1					45,867.24	3,822.27	22.05	1,911.13
Step 2					48,160.56	4,013.38	23.15	2,006.69
Step 3					50,568.63	4,214.05	24.31	2,107.03
Step 4					53,097.13	4,424.76	25.53	2,212.38
Step 5					55,753.30	4,646.11	26.80	2,323.05
Senior Office Assistant	NE	1	G367	G106				
Step 1					42,990.49	3,582.54	20.67	1,791.27
Step 2					45,140.02	3,761.67	21.70	1,880.83
Step 3					47,397.05	3,949.75	22.79	1,974.88
Step 4					49,766.87	4,147.24	23.93	2,073.62
Step 5					52,248.64	4,354.05	25.12	2,177.03
FINANCE DEPARTMENT (15)								
Administration								
Finance Director	E	1	E113	EX123				
Min					144,982.17	12,081.85	69.70	6,040.92
Max					176,221.64	14,685.14	84.72	7,342.57
Finance Manager	E	1	M258	MM167				
Step 1					98,037.58	8,169.80	47.13	4,084.90
Step 2					102,939.51	8,578.29	49.49	4,289.15
Step 3					108,086.49	9,007.21	51.96	4,503.60
Step 4					113,490.76	9,457.56	54.56	4,728.78
Step 5					119,858.53	9,988.21	57.62	4,994.11

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Accounting Division								
Accounting Manager	E	1	M257	MM167				
Step 1					98,037.58	8,169.80	47.13	4,084.90
Step 2					102,939.51	8,578.29	49.49	4,289.15
Step 3					108,086.49	9,007.21	51.96	4,503.60
Step 4					113,490.76	9,457.56	54.56	4,728.78
Step 5					119,858.53	9,988.21	57.62	4,994.11
Principal Accountant	E	0	M267	MM160-1				
Step 1					92,946.08	7,745.51	44.69	3,872.75
Step 2					97,593.37	8,132.78	46.92	4,066.39
Step 3					102,473.06	8,539.42	49.27	4,269.71
Step 4					107,596.67	8,966.39	51.73	4,483.19
Step 5					112,976.47	9,414.71	54.32	4,707.35
Accountant II *(Accountant I/II is flexibly staffed; all FTEs budgeted at II level)*	E	3	M232	MM131				
Step 1					69,826.87	5,818.91	33.57	2,909.45
Step 2					73,318.18	6,109.85	35.25	3,054.92
Step 3					76,984.03	6,415.34	37.01	3,207.67
Step 4					80,833.31	6,736.11	38.86	3,368.05
Step 5					84,855.74	7,071.31	40.80	3,535.66
Accountant I *(Accountant I/II is flexibly staffed; all FTEs budgeted at II level)*	E	0	M284	MM120-1				
Step 1					62,930.63	5,244.22	30.26	2,622.11
Step 2					66,077.03	5,506.42	31.77	2,753.21
Step 3					69,380.91	5,781.74	33.36	2,890.87
Step 4					72,849.86	6,070.82	35.02	3,035.41
Step 5					76,499.82	6,374.98	36.78	3,187.49
Management Analyst	NE	1	M235	MM129				
Step 1					68,188.44	5,682.37	32.78	2,841.19
Step 2					71,597.84	5,966.49	34.42	2,983.24
Step 3					75,531.54	6,294.29	36.31	3,147.15
Step 4					79,308.09	6,609.01	38.13	3,304.50
Step 5					82,874.64	6,906.22	39.84	3,453.11
Accounting Technician	NE	1	G341	G128				
Step 1					53,314.64	4,442.89	25.63	2,221.44
Step 2					55,980.41	4,665.03	26.91	2,332.52
Step 3					58,779.40	4,898.28	28.26	2,449.14
Step 4					61,718.31	5,143.19	29.67	2,571.60
Step 5					64,807.00	5,400.58	31.16	2,700.29
Payroll Clerk	NE	1	G377	G128				
Step 1					53,314.64	4,442.89	25.63	2,221.44
Step 2					55,980.41	4,665.03	26.91	2,332.52
Step 3					58,779.40	4,898.28	28.26	2,449.14
Step 4					61,718.31	5,143.19	29.67	2,571.60
Step 5					64,807.00	5,400.58	31.16	2,700.29

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Account Clerk	NE	2	G360	G113				
Step 1					45,867.24	3,822.27	22.05	1,911.13
Step 2					48,160.56	4,013.38	23.15	2,006.69
Step 3					50,568.63	4,214.05	24.31	2,107.03
Step 4					53,097.13	4,424.76	25.53	2,212.38
Step 5					55,753.30	4,646.11	26.80	2,323.05
Customer Service Representative*	NE	0	G408	G113				
Step 1					45,867.24	3,822.27	22.05	1,911.13
Step 2					48,160.56	4,013.38	23.15	2,006.69
Step 3					50,568.63	4,214.05	24.31	2,107.03
Step 4					53,097.13	4,424.76	25.53	2,212.38
Step 5					55,753.30	4,646.11	26.80	2,323.05
Purchasing Division								
Purchasing/Contract Manager	E	0	M283	MM163				
Step 1					94,775.60	7,897.97	45.57	3,948.98
Step 2					99,514.40	8,292.87	47.84	4,146.43
Step 3					104,490.18	8,707.52	50.24	4,353.76
Step 4					109,714.63	9,142.89	52.75	4,571.44
Step 5					115,196.36	9,599.70	55.38	4,799.85
Purchasing Clerk	NE	0	G370	G106				
Step 1					42,990.49	3,582.54	20.67	1,791.27
Step 2					45,140.02	3,761.67	21.70	1,880.83
Step 3					47,397.05	3,949.75	22.79	1,974.88
Step 4					49,766.87	4,147.24	23.93	2,073.62
Step 5					52,248.64	4,354.05	25.12	2,177.03
Treasury Division								
Cashier Clerk	NE	1	G350	G118				
Step 1					48,174.47	4,014.54	23.16	2,007.27
Step 2					50,583.23	4,215.27	24.32	2,107.63
Step 3					53,112.29	4,426.02	25.53	2,213.01
Step 4					55,768.04	4,647.34	26.81	2,323.67
Step 5					58,557.03	4,879.75	28.15	2,439.88
Account Clerk	NE	2	G360	G113				
Step 1					45,867.24	3,822.27	22.05	1,911.13
Step 2					48,160.56	4,013.38	23.15	2,006.69
Step 3					50,568.63	4,214.05	24.31	2,107.03
Step 4					53,097.13	4,424.76	25.53	2,212.38
Step 5					55,753.30	4,646.11	26.80	2,323.05
Customer Service Representative*	NE	1	G408	G113				
Step 1					45,867.24	3,822.27	22.05	1,911.13
Step 2					48,160.56	4,013.38	23.15	2,006.69
Step 3					50,568.63	4,214.05	24.31	2,107.03
Step 4					53,097.13	4,424.76	25.53	2,212.38
Step 5					55,753.30	4,646.11	26.80	2,323.05

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
HUMAN RESOURCES/RISK MANAGEMENT DEPARTMENT (6)								
Human Resources/Risk Management Director	E	1	E111	EX104				
Min					131,735.14	10,977.93	63.33	5,488.96
Max					161,744.81	13,478.73	77.76	6,739.37
Human Resources/Risk Manager	E	1	M268	MM167				
Step 1					98,037.58	8,169.80	47.13	4,084.90
Step 2					102,939.51	8,578.29	49.49	4,289.15
Step 3					108,086.49	9,007.21	51.96	4,503.60
Step 4					113,490.76	9,457.56	54.56	4,728.78
Step 5					119,858.53	9,988.21	57.62	4,994.11
Senior Management Analyst	E	2	M223	MM145				
Step 1					79,716.97	6,643.08	38.33	3,321.54
Step 2					83,702.82	6,975.24	40.24	3,487.62
Step 3					87,887.97	7,324.00	42.25	3,662.00
Step 4					92,282.42	7,690.20	44.37	3,845.10
Step 5					96,905.65	8,075.47	46.59	4,037.74
Human Resources/Risk Management Analyst	NE	1	M240	MM129				
Step 1					68,188.44	5,682.37	32.78	2,841.19
Step 2					71,597.84	5,966.49	34.42	2,983.24
Step 3					75,531.54	6,294.29	36.31	3,147.15
Step 4					79,308.09	6,609.01	38.13	3,304.50
Step 5					82,874.64	6,906.22	39.84	3,453.11
Wellness Coordinator	NE	0	G385	G135				
Step 1					56,760.89	4,730.07	27.29	2,365.04
Step 2					59,598.97	4,966.58	28.65	2,483.29
Step 3					62,578.90	5,214.91	30.09	2,607.45
Step 4					65,707.78	5,475.65	31.59	2,737.82
Step 5					68,983.39	5,748.62	33.17	2,874.31
Human Resources/Risk Management Specialist	NE	1	G395	G120				
Step 1					48,568.75	4,047.40	23.35	2,023.70
Step 2					50,997.25	4,249.77	24.52	2,124.89
Step 3					53,547.03	4,462.25	25.74	2,231.13
Step 4					56,224.34	4,685.36	27.03	2,342.68
Step 5					59,038.92	4,919.91	28.38	2,459.95
Office Assistant	NE	0	G402	G075				
Step 1					32,470.95	2,705.91	15.61	1,352.96
Step 2					34,094.50	2,841.21	16.39	1,420.60
Step 3					35,799.27	2,983.27	17.21	1,491.64
Step 4					37,589.15	3,132.43	18.07	1,566.21
Step 5					39,468.59	3,289.05	18.98	1,644.52

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT (17)								
Administration								
Parks, Recreation & Community Services Director	E	1	E117	EX115				
Min					134,863.09	11,238.59	64.84	5,619.30
Max					163,923.69	13,660.31	78.81	6,830.15
Deputy Director of Parks, Recreation & Community Services	E	1	E119	EX100				
Min					107,888.02	8,990.67	51.87	4,495.33
Max					131,138.95	10,928.25	63.05	5,464.12
Management Analyst	NE	1	M235	MM129				
Step 1					68,188.44	5,682.37	32.78	2,841.19
Step 2					71,597.84	5,966.49	34.42	2,983.24
Step 3					75,531.54	6,294.29	36.31	3,147.15
Step 4					79,308.09	6,609.01	38.13	3,304.50
Step 5					82,874.64	6,906.22	39.84	3,453.11
Administrative Technician	NE	1	G400	G128				
Step 1					53,314.64	4,442.89	25.63	2,221.44
Step 2					55,980.41	4,665.03	26.91	2,332.52
Step 3					58,779.40	4,898.28	28.26	2,449.14
Step 4					61,718.31	5,143.19	29.67	2,571.60
Step 5					64,807.00	5,400.58	31.16	2,700.29
Secretary w/Shorthand	NE	1	G342	G128				
Step 1					53,314.64	4,442.89	25.63	2,221.44
Step 2					55,980.41	4,665.03	26.91	2,332.52
Step 3					58,779.40	4,898.28	28.26	2,449.14
Step 4					61,718.31	5,143.19	29.67	2,571.60
Step 5					64,807.00	5,400.58	31.16	2,700.29
Aquatics Division								
Aquatics Supervisor	NE	1	M277	MM139				
Step 1					74,831.44	6,235.95	35.98	3,117.98
Step 2					78,573.09	6,547.76	37.78	3,273.88
Step 3					82,501.75	6,875.15	39.66	3,437.57
Step 4					86,626.91	7,218.91	41.65	3,609.45
Step 5					90,962.61	7,580.22	43.73	3,790.11
Aquatics Coordinator	NE	1	G392	G135				
Step 1					56,760.89	4,730.07	27.29	2,365.04
Step 2					59,598.97	4,966.58	28.65	2,483.29
Step 3					62,578.90	5,214.91	30.09	2,607.45
Step 4					65,707.78	5,475.65	31.59	2,737.82
Step 5					68,983.39	5,748.62	33.17	2,874.31

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Community Wellness & Senior Services Division								
Parks, Recreation & Community Services Supervisor	NE	0	M255	MM139				
Step 1					74,831.44	6,235.95	35.98	3,117.98
Step 2					78,573.09	6,547.76	37.78	3,273.88
Step 3					82,501.75	6,875.15	39.66	3,437.57
Step 4					86,626.91	7,218.91	41.65	3,609.45
Step 5					90,962.61	7,580.22	43.73	3,790.11
Social Worker	NE	1	G365	G121				
Step 1					49,503.27	4,125.27	23.80	2,062.64
Step 2					51,978.50	4,331.54	24.99	2,165.77
Step 3					54,577.38	4,548.11	26.24	2,274.06
Step 4					57,306.32	4,775.53	27.55	2,387.76
Step 5					60,177.89	5,014.82	28.93	2,507.41
Administrative Clerk	NE	1	G372	G100				
Step 1					40,697.80	3,391.48	19.57	1,695.74
Step 2					42,732.85	3,561.07	20.54	1,780.54
Step 3					44,869.35	3,739.11	21.57	1,869.56
Step 4					47,112.92	3,926.08	22.65	1,963.04
Step 5					49,459.56	4,121.63	23.78	2,060.81
Facilities, Special Programs and Events Division								
Community Liaison****	NE	1	M245	MM147				
Step 1					80,983.09	6,748.59	38.93	3,374.30
Step 2					85,033.06	7,086.09	40.88	3,543.04
Step 3					89,285.52	7,440.46	42.93	3,720.23
Step 4					93,750.63	7,812.55	45.07	3,906.28
Step 5					98,439.22	8,203.27	47.33	4,101.63
Parks, Recreation & Community Services Supervisor	NE	1	M255	MM139				
Step 1					74,831.44	6,235.95	35.98	3,117.98
Step 2					78,573.09	6,547.76	37.78	3,273.88
Step 3					82,501.75	6,875.15	39.66	3,437.57
Step 4					86,626.91	7,218.91	41.65	3,609.45
Step 5					90,962.61	7,580.22	43.73	3,790.11
Recreation Division								
Recreation Services Manager	E	1	M250	MM160				
Step 1					92,466.97	7,705.58	44.46	3,852.79
Step 2					97,090.33	8,090.86	46.68	4,045.43
Step 3					101,944.82	8,495.40	49.01	4,247.70
Step 4					107,042.05	8,920.17	51.46	4,460.09
Step 5					112,381.37	9,365.11	54.03	4,682.56

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Recreation Coordinator *(1 of 5 FTEs subject to anticipated grant funding)*	NE	5	G319	G135				
Step 1					56,760.89	4,730.07	27.29	2,365.04
Step 2					59,598.97	4,966.58	28.65	2,483.29
Step 3					62,578.90	5,214.91	30.09	2,607.45
Step 4					65,707.78	5,475.65	31.59	2,737.82
Step 5					68,983.39	5,748.62	33.17	2,874.31
POLICE DEPARTMENT (166 - 122 Sworn, 44 Civilian)								
Sworn Personnel								
Chief of Police	E	1	E103	EX142				
Min					193,075.76	16,089.65	92.82	8,044.82
Max					234,685.50	19,557.13	112.83	9,778.56
Police Captain	E	2	P501	PM115				
Step 1					162,066.28	13,505.52	77.92	6,752.76
Step 2					170,169.54	14,180.79	81.81	7,090.40
Step 3					178,678.05	14,889.84	85.90	7,444.92
Step 4					187,612.01	15,634.33	90.20	7,817.17
Step 5					196,998.38	16,416.53	94.71	8,208.27
Police Lieutenant	E	5	P502	PM100				
Step 1					140,927.20	11,743.93	67.75	5,871.97
Step 2					147,973.51	12,331.13	71.14	6,165.56
Step 3					155,372.22	12,947.68	74.70	6,473.84
Step 4					163,140.88	13,595.07	78.43	6,797.54
Step 5					171,302.94	14,275.24	82.36	7,137.62
Police Sergeant	NE	16	S601	P123-1				
Step 1					97,166.31	8,097.19	46.71	4,048.60
Step 2					102,024.65	8,502.05	49.05	4,251.03
Step 3					107,125.88	8,927.16	51.50	4,463.58
Step 4					112,482.08	9,373.51	54.08	4,686.75
Step 5					118,107.84	9,842.32	56.78	4,921.16
Helicopter Pilot	NE	1	S602	P123				
Step 1					97,106.22	8,092.18	46.69	4,046.09
Step 2					101,961.47	8,496.79	49.02	4,248.39
Step 3					107,059.61	8,921.63	51.47	4,460.82
Step 4					112,412.58	9,367.72	54.04	4,683.86
Step 5					118,032.73	9,836.06	56.75	4,918.03
Police Corporal	NE	13	S606	P107				
Step 1					82,819.56	6,901.63	39.82	3450.82
Step 2					86,960.61	7,246.72	41.81	3623.36
Step 3					91,308.61	7,609.05	43.90	3804.53
Step 4					95,873.94	7,989.49	46.09	3994.75
Step 5					100,663.35	8,388.61	48.40	4194.31

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Police Officer II	NE	12	S609	P106				
Step 1					82,239.16	6,853.26	39.54	3426.63
Step 2					86,351.14	7,195.93	41.51	3597.96
Step 3					90,668.67	7,555.72	43.59	3777.86
Step 4					95,202.13	7,933.51	45.77	3966.76
Step 5					99,963.88	8,330.32	48.06	4165.16
Police Officer/Bonus Assignment *(Combined with Police Officer, maximum FTEs = 72; underfills permitted)*	NE	40	S605	P106				
Step 1					82,239.16	6,853.26	39.54	3,426.63
Step 2					86,351.14	7,195.93	41.51	3,597.96
Step 3					90,668.67	7,555.72	43.59	3,777.86
Step 4					95,202.13	7,933.51	45.77	3,966.76
Step 5					99,963.88	8,330.32	48.06	4,165.16
Police Officer	NE	32	S608	P100				
Step 1					77,685.20	6,473.77	37.35	3,236.88
Step 2					81,569.46	6,797.45	39.22	3,398.73
Step 3					85,647.89	7,137.32	41.18	3,568.66
Step 4					89,930.32	7,494.19	43.24	3,747.10
Step 5					94,427.70	7,868.97	45.40	3,934.49
Civilian Personnel								
Police Communications Manager	E	1	M227	MM141				
Step 1					76,663.57	6,388.63	36.86	3,194.32
Step 2					80,496.78	6,708.07	38.70	3,354.03
Step 3					84,521.56	7,043.46	40.64	3,521.73
Step 4					88,747.64	7,395.64	42.67	3,697.82
Step 5					93,181.99	7,765.17	44.80	3,882.58
Management Analyst	NE	1	M235	MM129				
Step 1					68,188.44	5,682.37	32.78	2,841.19
Step 2					71,597.84	5,966.49	34.42	2,983.24
Step 3					75,531.54	6,294.29	36.31	3,147.15
Step 4					79,308.09	6,609.01	38.13	3,304.50
Step 5					82,874.64	6,906.22	39.84	3,453.11
Senior Administrative Assistant	NE	1	M251	MM120-1				
Step 1					62,930.63	5,244.22	30.26	2,622.11
Step 2					66,077.03	5,506.42	31.77	2,753.21
Step 3					69,380.91	5,781.74	33.36	2,890.87
Step 4					72,849.86	6,070.82	35.02	3,035.41
Step 5					76,499.82	6,374.98	36.78	3,187.49
Police Recruit *(Utilized only to fill Police Officer vacancies; excluded from total FTEs)*	NE	3	G394	G148				
Step 1					64,417.61	5,368.13	30.97	2,684.07
Step 2					67,638.61	5,636.55	32.52	2,818.28
Step 3					71,020.41	5,918.37	34.14	2,959.18
Step 4					74,571.31	6,214.28	35.85	3,107.14
Step 5					78,300.00	6,525.00	37.64	3,262.50

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Custody Supervisor	NE	1	G411	G142				
Step 1					60,601.37	5,050.11	29.14	2,525.06
Step 2					63,631.61	5,302.63	30.59	2,651.32
Step 3					66,813.04	5,567.75	32.12	2,783.88
Step 4					70,153.67	5,846.14	33.73	2,923.07
Step 5					73,670.89	6,139.24	35.42	3,069.62
Police Dispatch Shift Supervisor	NE	4	G312	G142				
Step 1					60,601.37	5,050.11	29.14	2,525.06
Step 2					63,631.61	5,302.63	30.59	2,651.32
Step 3					66,813.04	5,567.75	32.12	2,783.88
Step 4					70,153.67	5,846.14	33.73	2,923.07
Step 5					73,670.89	6,139.24	35.42	3,069.62
ID Technician	NE	1	G330	G133				
Step 1					55,899.28	4,658.27	26.87	2,329.14
Step 2					58,694.25	4,891.19	28.22	2,445.59
Step 3					61,629.05	5,135.75	29.63	2,567.88
Step 4					64,710.49	5,392.54	31.11	2,696.27
Step 5					67,946.59	5,662.22	32.67	2,831.11
Police Records Supervisor	NE	1	G346	G133				
Step 1					55,899.28	4,658.27	26.87	2,329.14
Step 2					58,694.25	4,891.19	28.22	2,445.59
Step 3					61,629.05	5,135.75	29.63	2,567.88
Step 4					64,710.49	5,392.54	31.11	2,696.27
Step 5					67,946.59	5,662.22	32.67	2,831.11
Administrative Specialist	NE	1	G409	G130				
Step 1					54,701.96	4,558.50	26.30	2,279.25
Step 2					57,437.05	4,786.42	27.61	2,393.21
Step 3					60,308.76	5,025.73	28.99	2,512.86
Step 4					63,324.30	5,277.02	30.44	2,638.51
Step 5					66,500.91	5,541.74	31.97	2,770.87
Custody Officer	NE	7	G338	G129				
Step 1					53,592.07	4,466.01	25.77	2,233.00
Step 2					56,271.82	4,689.32	27.05	2,344.66
Step 3					59,085.25	4,923.77	28.41	2,461.89
Step 4					62,039.56	5,169.96	29.83	2,584.98
Step 5					65,142.92	5,428.58	31.32	2,714.29
Police Dispatcher	NE	11	G339	G129				
Step 1					53,592.07	4,466.01	25.77	2,233.00
Step 2					56,271.82	4,689.32	27.05	2,344.66
Step 3					59,085.25	4,923.77	28.41	2,461.89
Step 4					62,039.56	5,169.96	29.83	2,584.98
Step 5					65,142.92	5,428.58	31.32	2,714.29

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Senior Equipment Maintenance Technician*****	NE	1	G343	G128				
Step 1					53,314.64	4,442.89	25.63	2,221.44
Step 2					55,980.41	4,665.03	26.91	2,332.52
Step 3					58,779.40	4,898.28	28.26	2,449.14
Step 4					61,718.31	5,143.19	29.67	2,571.60
Step 5					64,807.00	5,400.58	31.16	2,700.29
Senior Parking Technician	NE	1	G412	G123				
Step 1					50,700.72	4,225.06	24.38	2,112.53
Step 2					53,235.83	4,436.32	25.59	2,218.16
Step 3					55,897.54	4,658.13	26.87	2,329.06
Step 4					58,692.51	4,891.04	28.22	2,445.52
Step 5					61,623.57	5,135.30	29.63	2,567.65
Support Services Specialist	NE	1	G397	G123				
Step 1					50,700.72	4,225.06	24.38	2,112.53
Step 2					53,235.83	4,436.32	25.59	2,218.16
Step 3					55,897.54	4,658.13	26.87	2,329.06
Step 4					58,692.51	4,891.04	28.22	2,445.52
Step 5					61,623.57	5,135.30	29.63	2,567.65
Equipment Maintenance Technician	NE	1	G349	G118				
Step 1					48,174.47	4,014.54	23.16	2,007.27
Step 2					50,583.23	4,215.27	24.32	2,107.63
Step 3					53,112.29	4,426.02	25.53	2,213.01
Step 4					55,768.04	4,647.34	26.81	2,323.67
Step 5					58,557.03	4,879.75	28.15	2,439.88
Parking Technician	NE	1	G357	G114				
Step 1					46,290.70	3,857.56	22.26	1,928.78
Step 2					48,605.39	4,050.45	23.37	2,025.22
Step 3					51,035.43	4,252.95	24.54	2,126.48
Step 4					53,587.26	4,465.60	25.76	2,232.80
Step 5					56,279.04	4,689.92	27.06	2,344.96
Police Records Technician*****	NE	7	G363	G110				
Step 1					44,713.62	3,726.13	21.50	1,863.07
Step 2					46,949.31	3,912.44	22.57	1,956.22
Step 3					49,296.74	4,108.06	23.70	2,054.03
Step 4					51,761.55	4,313.46	24.89	2,156.73
Step 5					54,351.47	4,529.29	26.13	2,264.64
PUBLIC WORKS AND UTILITIES DEPARTMENT (72)								
Administration								
Public Works & Utilities Director	E	1	E114	EX123				
Min					144,982.17	12,081.85	69.70	6,040.92
Max					176,221.64	14,685.14	84.72	7,342.57
Deputy Director of Public Works & Utilities	E	1	E118	EX116				
Min					136,535.71	11,377.98	65.64	5,688.99
Max					165,959.97	13,830.00	79.79	6,915.00

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Senior Project Manager	E	1	M270	MM171				
Step 1					101,959.04	8,496.59	49.02	4,248.29
Step 2					107,057.07	8,921.42	51.47	4,460.71
Step 3					112,409.88	9,367.49	54.04	4,683.75
Step 4					118,030.41	9,835.87	56.75	4,917.93
Step 5					123,931.87	10,327.66	59.58	5,163.83
Department Secretary	NE	1	G321	G135				
Step 1					56,760.89	4,730.07	27.29	2,365.04
Step 2					59,598.97	4,966.58	28.65	2,483.29
Step 3					62,578.90	5,214.91	30.09	2,607.45
Step 4					65,707.78	5,475.65	31.59	2,737.82
Step 5					68,983.39	5,748.62	33.17	2,874.31
Engineering Division								
City Engineer	E	1	M261	MM200				
Step 1					134,239.51	11,186.63	64.54	5,593.31
Step 2					140,951.38	11,745.95	67.77	5,872.97
Step 3					147,999.04	12,333.25	71.15	6,166.63
Step 4					155,398.94	12,949.91	74.71	6,474.96
Step 5					163,100.66	13,591.72	78.41	6,795.86
Senior Civil Engineer	E	1	M286	MM153				
Step 1					85,954.29	7,162.86	41.32	3,581.43
Step 2					90,251.95	7,521.00	43.39	3,760.50
Step 3					94,764.47	7,897.04	45.56	3,948.52
Step 4					99,502.72	8,291.89	47.84	4,145.95
Step 5					104,477.94	8,706.50	50.23	4,353.25
Senior Management Analyst	E	0	M223	MM145				
Step 1					79,716.97	6,643.08	38.33	3,321.54
Step 2					83,702.82	6,975.24	40.24	3,487.62
Step 3					87,887.97	7,324.00	42.25	3,662.00
Step 4					92,282.42	7,690.20	44.37	3,845.10
Step 5					96,905.65	8,075.47	46.59	4,037.74
Associate Civil Engineer	E	2	M280	MM140				
Step 1					75,579.74	6,298.31	36.34	3,149.16
Step 2					79,358.82	6,613.24	38.15	3,306.62
Step 3					83,326.78	6,943.90	40.06	3,471.95
Step 4					87,493.12	7,291.09	42.06	3,645.55
Step 5					91,872.12	7,656.01	44.17	3,828.01
Public Works Inspector	NE	0	M265	MM118				
Step 1					61,813.39	5,151.12	29.72	2,575.56
Step 2					64,904.05	5,408.67	31.20	2,704.34
Step 3					68,149.37	5,679.11	32.76	2,839.56
Step 4					71,556.84	5,963.07	34.40	2,981.54
Step 5					75,134.61	6,261.22	36.12	3,130.61

City of El Monte Classification and Compensation Plan - Full Time Classifications
Effective May 1, 2020 - Amended May 5, 2020
*(*Eff. 1/16/2020; **Eff. 3/1/2020; ***Eff. 3/5/2020; ****Eff. 4/1/2020; *****Eff. 4/16/2020)*

Correct Position Nos. and update titles for certain classes; retitle Neighborhood Services Officer to Code Enforcement Officer II and Wastewater I and II to Collections Worker I/II; establish Code Enforcement Officer I and Senior Code Enforcement Officer classes; reflect intra and inter-department transfers eff. 1/16/2020, 3/1/2020, 4/1/2020; amend Pay Grade for City Manager eff. 3/5/2020 per employment agreement; eff. 4/16/2020, decrease Sr. Equip Maint Technician FTE and increase Records Technician FTE. *Total FTEs = 312*

Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Public Works Clerk	NE	1	G387	G100				
Step 1					40,697.80	3,391.48	19.57	1,695.74
Step 2					42,732.85	3,561.07	20.54	1,780.54
Step 3					44,869.35	3,739.11	21.57	1,869.56
Step 4					47,112.92	3,926.08	22.65	1,963.04
Step 5					49,459.56	4,121.63	23.78	2,060.81
Maintenance Division								
Public Works Operations Superintendent	E	1	M203	MM190				
Step 1					121,318.23	10,109.85	58.33	5,054.93
Step 2					127,384.07	10,615.34	61.24	5,307.67
Step 3					133,753.20	11,146.10	64.30	5,573.05
Step 4					140,440.88	11,703.41	67.52	5,851.70
Step 5					147,458.60	12,288.22	70.89	6,144.11
Public Works Maintenance Supervisor	E	1	M213	MM160				
Step 1					92,466.97	7,705.58	44.46	3,852.79
Step 2					97,090.33	8,090.86	46.68	4,045.43
Step 3					101,944.82	8,495.40	49.01	4,247.70
Step 4					107,042.05	8,920.17	51.46	4,460.09
Step 5					112,381.37	9,365.11	54.03	4,682.56
Public Works Maintenance Field Supervisor	NE	3	M243	MM137				
Step 1					73,669.82	6,139.15	35.42	3,069.58
Step 2					77,353.72	6,446.14	37.19	3,223.07
Step 3					81,221.29	6,768.44	39.05	3,384.22
Step 4					85,281.49	7,106.79	41.00	3,553.40
Step 5					89,547.54	7,462.30	43.05	3,731.15
Administrative Analyst	NE	1	M282	MM109				
Step 1					56,822.56	4,735.21	27.32	2,367.61
Step 2					59,663.52	4,971.96	28.68	2,485.98
Step 3					62,646.71	5,220.56	30.12	2,610.28
Step 4					65,779.08	5,481.59	31.62	2,740.79
Step 5					69,068.11	5,755.68	33.21	2,877.84
~~Lead~~ *Senior* Heavy Equipment Mechanic	NE	1	G315	G141				
Step 1					60,280.15	5,023.35	28.98	2,511.67
Step 2					63,294.22	5,274.52	30.43	2,637.26
Step 3					66,458.94	5,538.24	31.95	2,769.12
Step 4					69,781.79	5,815.15	33.55	2,907.57
Step 5					73,276.55	6,106.38	35.23	3,053.19
Traffic Signal Technician	NE	1	G314	G141				
Step 1					60,280.15	5,023.35	28.98	2,511.67
Step 2					63,294.22	5,274.52	30.43	2,637.26
Step 3					66,458.94	5,538.24	31.95	2,769.12
Step 4					69,781.79	5,815.15	33.55	2,907.57
Step 5					73,276.55	6,106.38	35.23	3,053.19

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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Irrigation Senior Specialist	NE	0	G389	G140				
Step 1					59,798.26	4,983.19	28.75	2,491.59
Step 2					62,788.27	5,232.36	30.19	2,616.18
Step 3					65,927.85	5,493.99	31.70	2,746.99
Step 4					69,224.37	5,768.70	33.28	2,884.35
Step 5					72,692.53	6,057.71	34.95	3,028.86
Aquatics Maintenance Specialist	NE	1	G404	G133				
Step 1					55,899.28	4,658.27	26.87	2,329.14
Step 2					58,694.25	4,891.19	28.22	2,445.59
Step 3					61,629.05	5,135.75	29.63	2,567.88
Step 4					64,710.49	5,392.54	31.11	2,696.27
Step 5					67,946.59	5,662.22	32.67	2,831.11
Cement Mason	NE	0	G331	G133				
Step 1					55,899.28	4,658.27	26.87	2,329.14
Step 2					58,694.25	4,891.19	28.22	2,445.59
Step 3					61,629.05	5,135.75	29.63	2,567.88
Step 4					64,710.49	5,392.54	31.11	2,696.27
Step 5					67,946.59	5,662.22	32.67	2,831.11
Heavy Equipment Mechanic	NE	1	G334	G133				
Step 1					55,899.28	4,658.27	26.87	2,329.14
Step 2					58,694.25	4,891.19	28.22	2,445.59
Step 3					61,629.05	5,135.75	29.63	2,567.88
Step 4					64,710.49	5,392.54	31.11	2,696.27
Step 5					67,946.59	5,662.22	32.67	2,831.11
Plumber	NE	0	G328	G133				
Step 1					55,899.28	4,658.27	26.87	2,329.14
Step 2					58,694.25	4,891.19	28.22	2,445.59
Step 3					61,629.05	5,135.75	29.63	2,567.88
Step 4					64,710.49	5,392.54	31.11	2,696.27
Step 5					67,946.59	5,662.22	32.67	2,831.11
Electrician's Helper	NE	1	G335	G130				
Step 1					54,701.96	4,558.50	26.30	2,279.25
Step 2					57,437.05	4,786.42	27.61	2,393.21
Step 3					60,308.76	5,025.73	28.99	2,512.86
Step 4					63,324.30	5,277.02	30.44	2,638.51
Step 5					66,500.91	5,541.74	31.97	2,770.87
Maintenance Lead Worker	NE	6	G336	G129-1				
Step 1					53,840.30	4,486.69	25.88	2,243.35
Step 2					56,532.35	4,711.03	27.18	2,355.51
Step 3					59,358.88	4,946.57	28.54	2,473.29
Step 4					62,326.96	5,193.91	29.96	2,596.96
Step 5					65,434.87	5,452.91	31.46	2,726.45

City of El Monte Classification and Compensation Plan - Full Time Classifications
Effective May 1, 2020 - Amended May 5, 2020
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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Graffiti Abatement Coordinator	NE	1	G359	G114				
Step 1					46,290.70	3,857.56	22.26	1,928.78
Step 2					48,605.39	4,050.45	23.37	2,025.22
Step 3					51,035.43	4,252.95	24.54	2,126.48
Step 4					53,587.26	4,465.60	25.76	2,232.80
Step 5					56,279.04	4,689.92	27.06	2,344.96
Maintenance Worker	NE	20	G356	G114				
Step 1					46,290.70	3,857.56	22.26	1,928.78
Step 2					48,605.39	4,050.45	23.37	2,025.22
Step 3					51,035.43	4,252.95	24.54	2,126.48
Step 4					53,587.26	4,465.60	25.76	2,232.80
Step 5					56,279.04	4,689.92	27.06	2,344.96
Transportation Division								
Transportation Operations Manager	E	1	M256	MM160				
Step 1					92,466.97	7,705.58	44.46	3,852.79
Step 2					97,090.33	8,090.86	46.68	4,045.43
Step 3					101,944.82	8,495.40	49.01	4,247.70
Step 4					107,042.05	8,920.17	51.46	4,460.09
Step 5					112,381.37	9,365.11	54.03	4,682.56
Transportation Senior Program Specialist	NE	1	M275	MM140				
Step 1					75,579.74	6,298.31	36.34	3,149.16
Step 2					79,358.82	6,613.24	38.15	3,306.62
Step 3					83,326.78	6,943.90	40.06	3,471.95
Step 4					87,493.12	7,291.09	42.06	3,645.55
Step 5					91,872.12	7,656.01	44.17	3,828.01
Transportation Coordinator	NE	3	G320	G135				
Step 1					56,760.89	4,730.07	27.29	2,365.04
Step 2					59,598.97	4,966.58	28.65	2,483.29
Step 3					62,578.90	5,214.91	30.09	2,607.45
Step 4					65,707.78	5,475.65	31.59	2,737.82
Step 5					68,983.39	5,748.62	33.17	2,874.31
Senior Transportation Driver	NE	2	G413	G128				
Step 1					53,314.64	4,442.89	25.63	2,221.44
Step 2					55,980.41	4,665.03	26.91	2,332.52
Step 3					58,779.40	4,898.28	28.26	2,449.14
Step 4					61,718.31	5,143.19	29.67	2,571.60
Step 5					64,807.00	5,400.58	31.16	2,700.29
Transportation Driver	NE	2	G407	G120				
Step 1					48,568.75	4,047.40	23.35	2,023.70
Step 2					50,997.25	4,249.77	24.52	2,124.89
Step 3					53,547.03	4,462.25	25.74	2,231.13
Step 4					56,224.34	4,685.36	27.03	2,342.68
Step 5					59,038.92	4,919.91	28.38	2,459.95

City of El Monte Classification and Compensation Plan - Full Time Classifications
Effective May 1, 2020 - Amended May 5, 2020
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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Administrative Clerk	NE	1	G372	G100				
Step 1					40,697.80	3,391.48	19.57	1,695.74
Step 2					42,732.85	3,561.07	20.54	1,780.54
Step 3					44,869.35	3,739.11	21.57	1,869.56
Step 4					47,112.92	3,926.08	22.65	1,963.04
Step 5					49,459.56	4,121.63	23.78	2,060.81
Utilities Division								
Utilities Manager	E	1	M264	MM197				
Step 1					130,329.56	10,860.80	62.66	5,430.40
Step 2					136,846.00	11,403.83	65.79	5,701.92
Step 3					143,688.21	11,974.02	69.08	5,987.01
Step 4					150,872.62	12,572.72	72.53	6,286.36
Step 5					158,350.45	13,195.87	76.13	6,597.94
Water Systems Supervisor	NE	1	M248	MM160				
Step 1					92,466.97	7,705.58	44.46	3,852.79
Step 2					97,090.33	8,090.86	46.68	4,045.43
Step 3					101,944.82	8,495.40	49.01	4,247.70
Step 4					107,042.05	8,920.17	51.46	4,460.09
Step 5					112,381.37	9,365.11	54.03	4,682.56
Associate Civil Engineer	E	1	M280	MM140				
Step 1					75,579.74	6,298.31	36.34	3,149.16
Step 2					79,358.82	6,613.24	38.15	3,306.62
Step 3					83,326.78	6,943.90	40.06	3,471.95
Step 4					87,493.12	7,291.09	42.06	3,645.55
Step 5					91,872.12	7,656.01	44.17	3,828.01
GIS Analyst	E	1	M285	MM129				
Step 1					68,188.44	5,682.37	32.78	2,841.19
Step 2					71,597.84	5,966.49	34.42	2,983.24
Step 3					75,531.54	6,294.29	36.31	3,147.15
Step 4					79,308.09	6,609.01	38.13	3,304.50
Step 5					82,874.64	6,906.22	39.84	3,453.11
Administrative Analyst	NE	1	M282	MM109				
Step 1					56,822.56	4,735.21	27.32	2,367.61
Step 2					59,663.52	4,971.96	28.68	2,485.98
Step 3					62,646.71	5,220.56	30.12	2,610.28
Step 4					65,779.08	5,481.59	31.62	2,740.79
Step 5					69,068.11	5,755.68	33.21	2,877.84
Senior Shift Operator	NE	1	G388	G146				
Step 1					63,156.94	5,263.08	30.36	2,631.54
Step 2					66,314.71	5,526.23	31.88	2,763.11
Step 3					69,630.47	5,802.54	33.48	2,901.27
Step 4					73,112.00	6,092.67	35.15	3,046.33
Step 5					76,752.06	6,396.00	36.90	3,198.00

City of El Monte Classification and Compensation Plan - Full Time Classifications
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Department/Division	FLSA	FTE	Position No.	Pay Grade	Annual	Monthly	Hourly	Pay Period
Wastewater Collection Systems Lead	NE	1	G380	G142				
Step 1					60,601.37	5,050.11	29.14	2,525.06
Step 2					63,631.61	5,302.63	30.59	2,651.32
Step 3					66,813.04	5,567.75	32.12	2,783.88
Step 4					70,153.67	5,846.14	33.73	2,923.07
Step 5					73,670.89	6,139.24	35.42	3,069.62
Shift Operator	NE	3	G318	G136				
Step 1					57,301.24	4,775.10	27.55	2,387.55
Step 2					60,166.26	5,013.86	28.93	2,506.93
Step 3					63,174.58	5,264.55	30.37	2,632.27
Step 4					66,333.29	5,527.77	31.89	2,763.89
Step 5					69,640.50	5,803.37	33.48	2,901.69
Collections Worker II *(Collections Worker I/II is flexibly staffed)*	NE	1	G379	G129-1				
~~Wastewater Maintenance Worker II~~ Step 1					53,840.30	4,486.69	25.88	2,243.35
Step 2					56,532.35	4,711.03	27.18	2,355.51
Step 3					59,358.88	4,946.57	28.54	2,473.29
Step 4					62,326.96	5,193.91	29.96	2,596.96
Step 5					65,434.87	5,452.91	31.46	2,726.45
Water Meter Reader	NE	1	G354	G117				
Step 1					47,459.00	3,954.92	22.82	1,977.46
Step 2					49,831.97	4,152.66	23.96	2,076.33
Step 3					52,323.51	4,360.29	25.16	2,180.15
Step 4					54,939.77	4,578.31	26.41	2,289.16
Step 5					57,695.44	4,807.95	27.74	2,403.98
Collections Worker I *(Collections Worker I/II is flexibly staffed)*	NE	3	G378	G117				
~~Wastewater Maintenance Worker I~~ Step 1					47,459.00	3,954.92	22.82	1,977.46
Step 2					49,831.97	4,152.66	23.96	2,076.33
Step 3					52,323.51	4,360.29	25.16	2,180.15
Step 4					54,939.77	4,578.31	26.41	2,289.16
Step 5					57,695.44	4,807.95	27.74	2,403.98

City of El Monte Classification and Compensation Plan - Part Time Classifications
Effective May 1, 2020 - Amended May 5, 2020

Change title of Neighborhood Services Officer - P/T class to Code Enforcement Officer - P/T; reclassify Planning Aide - P/T to Planning Technician - P/T; update certain Police Department titles. *Total FTEs = 232*

Department/Division	FTE 0.25	FTE 0.50	FTE 0.75	Seasonal	Position No.	Pay Grade	Hourly Rate
CITY CLERK'S OFFICE (0)							
CITY MANAGER'S OFFICE (2)							
Graphic Artist - P/T			2		T851	PT1625	16.25
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT (4)							
Housing Division							
Administrative Assistant - P/T					T864	PT1653	16.53
Neighborhood Services Division							
Animal Control Officer - P/T			2		T869	PT1987	19.87
Code Enforcement Officer - P/T					T755	PT1987	19.87
~~Neighborhood Services Officer - P/T~~							
Planning Division							
Planning Technician - P/T					T874	PT1500-S	
Step 1							15.00
Step 2			2				15.75
Step 3							16.54
FINANCE DEPARTMENT (1)							
Treasury Division							
Office Assistant - P/T			1		T728	PT1400	14.00
HUMAN RESOURCES/RISK MANAGEMENT DEPARTMENT (0)							
Office Assistant - P/T					T728	PT1400	14.00
PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT (174)							
Administration							
Program Coordinator - P/T					T870	PT-1900-S	
Step 1							19.00
Step 2							19.95
Step 3							20.95
Step 4							21.99
Step 5							23.09
Graphic Artist - P/T					T851	PT1625	16.25
Program Specialist - P/T		1	2		T784	PT1500	15.00
Museum Curator - P/T					T877	PT1325	13.25
Recreation Leader - P/T			2	2	T881	PT1325	13.25

City of El Monte Classification and Compensation Plan - Part Time Classifications
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Change title of Neighborhood Services Officer - P/T class to Code Enforcement Officer - P/T; reclassify Planning Aide - P/T to Planning Technician - P/T; update certain Police Department titles. *Total FTEs = 232*

Department/Division	FTE 0.25	FTE 0.50	FTE 0.75	Seasonal	Position No.	Pay Grade	Hourly Rate
Aquatics Division							
Program Coordinator - P/T					T870	PT1900-S	
Step 1			1				19.00
Step 2							19.95
Step 3							20.95
Step 4							21.99
Step 5							23.09
Pool Manager - P/T					T717	PT1664-S	
Step 1	1		1				16.64
Step 2							17.47
Step 3							18.35
Senior Instructor Guard - P/T *(1 of 3 FTEs 0.75 subject to anticipated grant funding)*			3	1	T774	PT1500	15.00
Assistant Swim Team Coach - P/T					T860	PT1400	14.00
Instructor Guard - P/T	5	5		4	T709	PT1400	14.00
Lifeguard - P/T *(2 of 6 FTEs 0.50 subject to anticipated grant funding)*	3	6		7	T710	PT1325	13.25
Recreation Leader - P/T	2			6	T881	PT1325	13.25
Lifeguard Trainee - P/T *(All FTEs subject to anticipated grant funding)*	40				T882	PT1300	13.00
Community Wellness & Senior Services Division							
Social Worker - P/T			1		T777	PT1965	19.65
Program Coordinator - P/T					T870	PT1900-S	
Step 1							19.00
Step 2							19.95
Step 3							20.95
Step 4							21.99
Step 5							23.09
Senior Nutrition Site Manager - P/T					T712	PT1705	17.05
Program Specialist - P/T			6		T784	PT1500	15.00
Recreation Leader - P/T			2	1	T881	PT1325	13.25

City of El Monte Classification and Compensation Plan - Part Time Classifications
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Change title of Neighborhood Services Officer - P/T class to Code Enforcement Officer - P/T; reclassify Planning Aide - P/T to Planning Technician - P/T; update certain Police Department titles. *Total FTEs = 232*

Department/Division	FTE 0.25	FTE 0.50	FTE 0.75	Seasonal	Position No.	Pay Grade	Hourly Rate
Facilities, Special Programs and Events Division							
Program Coordinator - P/T					T870	PT1900-S	
Step 1			4				19.00
Step 2							19.95
Step 3							20.95
Step 4							21.99
Step 5							23.09
Program Specialist - P/T		3	3		T784	PT1500	15.00
Recreation Leader - P/T		1	2	2	T720	PT1325	13.25
Recreation Division							
Program Coordinator - P/T					T870	PT1900-S	
Step 1	1		3				19.00
Step 2							19.95
Step 3							20.95
Step 4							21.99
Step 5							23.09
Program Specialist - P/T *(2 of 6 FTEs 0.75 subject to anticipated grant funding)*	1		6		T784	PT1500	15.00
Recreation Leader - P/T	4	4	19	4	T881	PT1325	13.25
Recreation Leader Trainee - P/T *(All FTEs subject to anticipated grant funding)*			15		T883	PT1300	13.00
POLICE DEPARTMENT (12)							
Civilian Personnel							
Background Investigator - P/T	1				T761	PT2500	25.00
Police Pilot - P/T	1				T866	PT2500	25.00
Police Dispatcher - P/T					T738	PT2500	25.00
Tactical Flight Officer - P/T					T865	PT2500	25.00
Police Records Technician - P/T					T855	PT1800	18.00
Administrative Assistant - P/T					T864	PT1653	16.53
Reserve Officer/Investigator - P/T		2			T800	PT1342	13.42
Police Cadet - P/T			6		T737	PT1300	13.00
Reserve *Police* Officer - P/T	2				T746	PT1300	13.00

City of El Monte Classification and Compensation Plan - Part Time Classifications
Effective May 1, 2020 - Amended May 5, 2020

Change title of Neighborhood Services Officer - P/T class to Code Enforcement Officer - P/T; reclassify Planning Aide - P/T to Planning Technician - P/T; update certain Police Department titles. *Total FTEs = 232*

Department/Division	FTE 0.25	FTE 0.50	FTE 0.75	Seasonal	Position No.	Pay Grade	Hourly Rate
PUBLIC WORKS & UTILITIES DEPARTMENT (40)							
Administration							
Administrative Assistant - P/T					T864	PT1653	16.53
Beautification Project Leader - P/T					T740	PT1653	16.53
Engineering Division							
Office Assistant - P/T			2		T728	PT1400	14.00
Maintenance Division							
Administrative Assistant - P/T			1		T864	PT1653	16.53
Office Assistant - P/T			2		T728	PT1400	14.00
Maintenance Worker - P/T			21		T853	PT1300	13.00
Transportation Division							
Transportation Sr. Program Specialist - RETIRED ANNUITANT		1			T902	PT4207	42.07
Transportation Driver - P/T	1	2	2	1	T729	PT2000	20.00
Administrative Assistant - P/T			1		T864	PT1653	16.53
Office Assistant - P/T			3		T728	PT1400	14.00
Transit Safety Ambassador - P/T			3		T722	PT1300	13.00

City of El Monte Classification and Compensation Plan - Intern Classifications
Effective May 1, 2020 - Amended May 5, 2020

Establish Housing Intern and Planning Intern classes. *Total positions = 3*

Department/Division	Total Positions	Position No.	Pay Grade	Hourly Rate
CITY CLERK'S OFFICE				
CITY MANAGER'S OFFICE				
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT				
Housing Division				
Housing Intern	1	I100	UNPAID	N/A
Planning Division				
Planning Intern	2	I101	UNPAID	N/A
FINANCE DEPARTMENT				
HUMAN RESOURCES/RISK MANAGEMENT DEPARTMENT				
PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT				
POLICE DEPARTMENT				
PUBLIC WORKS & UTILITIES DEPARTMENT				

EXHIBIT C

MAY 2020
FLSA: EXEMPT

ACCOUNTING MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the accounting staff and operations of the Finance Division, including accounting, accounts payable, payroll, accounts receivable, utility billing and collection, general ledger reporting, purchasing, contract management, grants and fixed assets; performs professional accounting work to ensure regulatory compliance with governmental accounting standards; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Finance Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations and activities of the Accounting Division. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to financial processing, reporting, and record-keeping activities. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This class is distinguished from the Finance Director in that the latter has overall responsibility for all functions of the Finance Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily accounting functions, operations, and activities of the Accounting Division, including, accounting, accounts payable, payroll, accounts receivable, utility billing and collection, general leger reporting, purchasing, contract management, grants and fixed assets.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages and participates in all activities related to the City's accounting function, including the accounting system, accounts payable, accounts receivable, processing and issuance of checks and warrants, and cash receipts.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; assists with the preparation of mid-year, year-end and special reports.
- Audits all purchase orders before issuance; audits and approves before payment all bills, invoices, payrolls, demands, or charges against the City.
- Oversees the maintenance of long-term debt schedules, loans receivable schedules, recognized obligation payment schedules (ROPS) and other successor agency transactions, fixed assets and bonds.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions and outside agencies; provides staff support to commissions, committees and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in public agency finance and accounting; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Principles and practices of public agency finance, including general and governmental accounting, auditing and reporting functions.
- Federal grant compliance and reporting requirements.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, oversee and manage the staff and operations of the Accounting Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field.

Experience:
Six (6) years of increasingly responsible government general accounting or finance experience including three (3) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Certification as a Certified Public Accountant in the State of California is preferred.
- Certification as a licensed Certified Public Accountant, Advanced Accounting Certification (ex., CPFO) and/or California Certified Municipal Treasurer is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of specialized clerical and administrative duties in support of an assigned City department; composes, types, formats, and proofreads a variety of documents and correspondence; oversees and handles all office procedures and other tasks as assigned by management; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory personnel. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Administrative Assistant series performing the full range of administrative tasks within an assigned department, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Administrative Assistant in that the latter in an advanced journey level class performing more specialized and complex work, reporting directly to a department head.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of specialized clerical and administrative duties in support of an assigned City department.
- Answers incoming telephone calls; provides first line support to customer requests; provides information and answers questions; addresses resident issues and concerns; refers issues to the appropriate staff or department; greets visitors and residents at City facilities.
- Composes, types, formats, and proofreads a variety of documents and correspondence including presentations, letters, emails, memoranda, budget reports, spreadsheets, and related business documentation; checks drafts for punctuation, spelling, and grammar, and suggests corrections.
- Serves as liaison for public information, communications, and marketing efforts; coordinates public information and marketing documents with management; edits related flyers, posters, and advertisements as directed.
- Schedules and coordinates meetings, training sessions, reservations, and travel arrangements for staff; prepares staff meeting agendas and informational packets.
- Opens, sorts, and distributes incoming mail, packages, faxes, email communications, correspondence, reports, requests, and complaints to appropriate staff.
- Schedules and prepares conference rooms for meetings; plans and orders meals and refreshments for City events and meetings; stocks and orders supplies and refreshments as needed.
- Organizes, archives, copies, maintains, and retrieves records, documents, reports, and files.

- Maintains accounting, financial, and statistical records of expenses; processes and reconciles vendor invoices; maintains financial receipts, files, transactions, payment records, and copies; tracks and reconciles petty cash and expenses; balances and processes payments for credit card bills and statements; creates purchase order requisitions, change orders, budget transfers, and journal entry request forms; obtains approvals from management and submits to finance; monitors department budgets and expenditures; prepares bank deposits for pick up and transportation.
- Monitors and provides support to cashier staff, processes payments for customers, and processes payments through financial software.
- Creates Personnel Action Forms for employees; obtains signatures from management; sends completed forms to Human Resources Department.
- Reconciles payroll for employees and obtains management approval; collects and submits employee timecards.
- Assists in unlocking customer portals, resetting passwords, registering customers for classes, and answering related questions.
- Maintains calendars for management staff; prepares and sends emails regarding upcoming events; coordinates meetings.
- Researches, purchases, and maintains inventory of office equipment and supplies; arranges for the repair and maintenance of office equipment.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- City-wide policies, processes, and procedures.
- Payroll and finance software used by the City.
- Grant and budget monitoring and tracking techniques.
- Business arithmetic.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Basic principles and practices of record keeping.
- Cash handling techniques.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Maintain confidentiality and assure discreet handling in all aspects of client, staff, and City information.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Interpret, apply, and explain administrative and departmental policies and procedures.

- Enter and retrieve data from a computer system and prepare written materials with enough speed and accuracy to perform the work.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic calculations.
- Compose correspondence and reports independently or from brief instructions.
- File and maintain automated and hardcopy records with accuracy.
- Handle disputes and complaints in a calm and tactful manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Two (2) years of experience in general office responsibilities and procedures.

Licenses and Certifications:
- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

ANIMAL CONTROL OFFICER

DEFINITION

Under general supervision, performs a variety of duties involved in the enforcement and communication of animal services codes, ordinances, and regulations; responds to calls and complaints from citizens for animal services and takes appropriate action; establishes and maintains positive community relations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Neighborhood Services Manager and/or assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing the full range of animal control duties in support of the Neighborhood Services Division. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Patrols areas within the City and enforces animal services codes, ordinances, and regulations; investigates reports of animal abuse; issues citations; takes other appropriate actions.
- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter; arranges for proper storage and humane care.
- Picks up dead or injured animals; provides aid to injured animals; transports animals to veterinarian for treatment or euthanasia.
- Responds to calls from citizens for animal services; investigates complaints involving animals; investigates reports of dogs, cats, or other animals creating nuisances.
- Determines whether calls meet the criteria for emergency response and call out and how quarantines should be handled; evaluates and authorizes immediate care of euthanasia for sick and injured animals, emergency seizure of animals, and owner relinquishments in the field; determines whether a criminal complaint and/or dangerous/vicious animal investigation should be initiated.
- Establishes and maintains positive community relations through public assistance regarding humane animal services, and enforcement of animal regulations, and answers specific and general questions.
- Identifies and investigates animal-related crimes; interviews witnesses, collects evidence, writes reports, and testifies in court.
- Investigates reports of animal bites; completes state mandated quarantines as necessary.
- Answers questions regarding the enforcement of animal services, regulations, adoption, and licensing policies and procedures.
- Prepares reports and cases; maintains records, logs, and files of activities
- Observes and complies with City and mandated safety rules, regulations and protocols.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of handling, collection, impoundment, and registration of a variety of wild and domestic animals in various conditions.
- Identification of various breeds of dogs, cats, and other domestic animals.
- Principles of animal behavior and care.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Operational characteristics of equipment and materials used to capture and subdue animals.
- Practices for documenting inspections, correcting violations, and carrying through on enforcement actions.
- Methods and techniques of investigating a diverse range of animal control problems and issues. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and standard in the area of animal services.
- Principles of record keeping and reporting.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Effectively respond to calls for services.
- Recognize normal and abnormal animal behavior and act accordingly.
- Handle potentially dangerous animals in a safe manner.
- Identify dogs, cats and other domestic animals and their characteristics.
- Medicate or euthanize animals, after completion of the appropriate training.
- Interpret and apply applicable Federal, State, and local laws, codes, and regulations pertaining to animal services.
- Prepare, maintain, and update accurate and detailed documentation of inspection findings and other written materials, records, logs, and reports.
- Operate and maintain a variety of animal control equipment.
- Maintain accurate records and files of work performed.
- Understand and carry out oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Two (2) years of experience in the enforcement and communication of animal services codes, ordinances, and regulations and the humane care and handling of animals.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of, or ability to obtain within six (6) months of hire, a California PC832 Certificate.
- Possession of, or ability to obtain, a Chemical Immobilization Certification is preferred.
- Possession of, or ability to obtain, a Euthanasia by Injection Certification is preferred.
- Successfully complete the Animal Law Enforcement Training Academy (Basic) prior to the conclusion of probation.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to patrol service areas; and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a field classification with frequent standing and walking between work areas required. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and above-mentioned tools and equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees primarily work outside and may be exposed to inclement weather conditions and potentially hazardous physical substances. The principal duties of the class generally involve exposure to dangerous, diseased or injured animals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

AQUATICS COORDINATOR

DEFINITION

Under direction, assists in planning, organizing, and coordinating the City's aquatics programs including senior swim, lap swim, swim lessons, water fitness, water polo, and related activities; assists in facilitating aquatic and recreation programs; assesses and allocates children to proper aquatics programs; monitors classes and ensures participant safety; provides administrative support and program assistance to assigned management personnel; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management and supervisory personnel. Exercises technical and functional direction over and provides training to aquatics, clerical, and recreation staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the aquatics services series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure that City aquatic facilities, programs, activities, and services are safe and effective and provide the highest level of customer satisfaction. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to plan, schedule and direct the aquatics program operations, activities and services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Plans, coordinates, reviews, and evaluates aquatics and recreation programs; plans, directs, trains, evaluates, and supervises the work of lifeguards, pool managers, senior guards, instructor guards, clerical staff, and recreation leaders engaged in aquatic and recreation programs; manages staff schedules; resolves staff concerns, conflicts, and issues.
- Supervises, coordinates, and participates in the day-to-day operations of aquatics programs in conjunction with local school districts; publicizes, educates, and enrolls student participants into aquatics programs; communicates and works closely with school liaisons, coaches, and participants regarding aquatics programs; assesses and allocates children to proper aquatics programs; monitors classes and ensures participant safety.
- Recruits and selects part-time staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned part time staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations.

- Schedules and coordinates meetings and training programs for staff; monitors and assesses staff training to ensure staff is properly trained and certified.
- Collects, monitors, and approves payroll related to aquatics program staff.
- Directs, schedules, equips, and supervises the preparation of facilities in accordance with event specifications.
- Receives and responds to inquiries, concerns, complaints, and comments from users via telephone, e-mail, and in person.
- Inspects pool areas to evaluate work progress, helps resolve work problems, and determines additional needs.
- Prepares requisitions for materials and supplies and participates in preparing equipment specifications.
- Designs, promotes, and establishes quality and safe aquatic related activities according to the needs of the community.
- Establishes and maintains cooperative working relationships with local school districts, agencies, aquatic organizations, and swim clubs.
- Maintains accurate records of services and activities related to aquatic programs; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Aquatics-related programs including swim meets, water polo games, pool rentals, and school and club events; operations of aquatics facilities.
- Procedures for planning, implementing, and maintaining a variety of aquatic and recreation activities and programs.
- Principles and practices of aquatic program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Aquatic site management and oversight.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Municipal budgeting, purchasing, and payroll functions.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.

- Plan and prepare aquatic activity schedules, staffing schedules, reports, and other related program materials.
- Manage multiple projects and tasks of varying complexities and work well under pressure.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Understand the organization and operation of aquatic programs and facilities necessary to assume assigned responsibilities.
- Oversee expenditures and adhere to budgeted allocations; ensure program revenues are collected appropriately.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to an associate degree from an accredited college with coursework in recreation, business administration, or a related field.

Experience:
Four (4) years of increasingly responsible experience coordinating a comprehensive aquatics program in a large water park environment.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a certification in American Red Cross Lifeguarding, CPR, and AED for the Professional Rescuer to be maintained throughout employment.
- Possession of an American Red Cross Instructor in Water Safety Instruction and Lifeguarding to be maintained throughout employment.
- Possession of a certification in American Red Cross Title 22 First Aid for Public Safety Personnel Instructor to be maintained throughout employment.
- Possession of a certification as an American Red Cross Instructor Trainer to be maintained throughout employment.
- Possession of a Pool/Spa Operator and Aquatic Facility Operator to be maintained throughout employment.
- Possession of a certification as a Safe Food Handler to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to the Aquatics Center external environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Work may involve lifting children and adults, in and out of the pool up to 150 pounds in all cases with the use of proper equipment and/or assistance from other staff; pulling a cover over the pool surface with assistance; and lifting, straightening, and moving pool deck furniture and equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids when rendering first aid and cardiopulmonary resuscitation. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.

MAY 2020
FLSA: NON-EXEMPT

AQUATICS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing aquatic program operations, activities, and services; plans and coordinates a comprehensive aquatics program; ensures City facilities, activities, and services are safe and effective; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks, Recreation, and Community Services Director. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This full supervisory-level class exercises independent judgment on diverse and specialized aquatics activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff in the Aquatics Division; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; participates in selection and promotion processes.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the Aquatics division; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Coordinates and conducts staff in-service training and seminars including CPR and First Aid training; conducts lifeguard compliance audits.

- Provides lifeguard service and maintains order in the pool environment, inclusive of safety policy and rules; ensures the proper maintenance and sanitation of the pool and facilities.
- Develops, directs, implements, and approves promotional/marketing materials for various programs and events; communicates project and program information to various levels of leadership.
- Maintains files, databases, and records related to aquatics programs; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of life guarding, adult and/or child cardiopulmonary resuscitation (CPR) methods, and first aid, including rescuer methods as defined by the American Red Cross.
- Competitive swimming programs, aquatic education, aquatic programming, and marketing.
- Principles and practices of developing and implementing aquatics and water safety programs.
- Age specific aquatic programs.
- Financial/payroll processing systems and facility scheduling software; online registration systems and software.
- City and mandated safety rules, regulations, and protocols.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex duties in delivering aquatics programs to participants.

- Plan and develop policies and procedures to benefit adults, children, and families who wish to participate in a variety of aquatic recreational activities.
- Identify and analyze community needs and promote interest in the aquatics program.
- Develop publicity and public relations programs and materials; make presentations.
- React to, and handle, swimmer rescue and medical emergencies in a calm and effective manner.
- Administer first aid and CPR techniques for adults and children.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education**:**
Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation, business administration, or a related field.

Experience**:**
Five (5) years of increasingly responsible experience in the implementation of recreational or aquatics programming or a related field, including two (2) years in a supervisory or lead capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a certification in American Red Cross Lifeguarding, CPR, and AED for the Professional Rescuer to be maintained throughout employment.
- Possession of an American Red Cross Instructor in Water Safety Instruction and Lifeguarding to be maintained throughout employment.
- Possession of a certification in American Red Cross Title 22 First Aid for Public Safety Personnel Instructor to be maintained throughout employment.
- Possession of a certification as an American Red Cross Instructor Trainer to be maintained throughout employment.
- Possession of a Pool/Spa Operator and Aquatic Facility Operator to be maintained throughout employment.
- Possession of a certification as a Safe Food Handler to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear; must be in good physical condition to stay in water for prolonged periods of time. Vision, which may be corrected; and hearing, which must be in a normal range as measured by a standard audiogram, should be good enough to see and hear adults and children in life and/or health safety endangering situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and duplicating equipment and cash register. Positions in this classification occasionally bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information. Work may involve lifting children and adults, in and out of the pool up to 150 pounds or more with assistance; pulling a cover over the pool surface with assistance; and lifting, straightening, and moving pool deck furniture and equipment.

ENVIRONMENTAL CONDITIONS

Incumbents work outdoors and are exposed to variable weather conditions. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids when rendering first aid and cardiopulmonary resuscitation. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

ASSISTANT CITY MANAGER

DEFINITION

Under administrative direction, assumes management responsibility for assigned City departments; assists the City Manager in the overall management of City operations and services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with elected officials, intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; serves as City Manager in his or her absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in all activities of the City's operations, including short- and long-term planning, as well as development and administration of City-wide policies, procedures, and services. This class also manages assigned departments, and provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions, and municipal government activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the City and assigned departments with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the City. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the City Manager in planning, organizing, and directing the services and activities of City departments and programs; assumes management responsibility for assigned department(s).
- Implements directives and policies from the City Manager; provides guidance and direction to department directors to coordinate and direct programs and projects; meets with department directors to identify and resolve organizational and operational problems both within departments and across departmental lines; ensures the successful completion of programs and projects.
- Manages and participates in the development and administration of assigned departmental budgets; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.

- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the City's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Responds to high-level concerns of the Council, department directors, and immediate staff members.
- Plans, delegates, and oversees large-scale projects; plans, implements, oversees, and evaluates new programs provided by various departments.
- Represents the City Manager's Office to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of City-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal government.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the City at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Serves as acting City Manager in the absence of the City Manager.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, services, and funding sources of a municipal government.
- Functions, authority, and responsibilities of an elected City Council.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.

- Public agency budget development, contract administration, and general principles of risk management related to the functions of the assigned area.
- Current social, political, and economic trends affecting City government and service provision.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Applicable Federal, State, and local laws, rules, regulations, and ordinances relevant to assigned areas of responsibility.
- Technical, legal, financial, and public relations issues associated with the management of City programs.
- Methods and techniques in the development of presentations and business correspondence.
- Research and reporting methods, techniques, and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City and assigned program areas.
- Work cooperatively with, provide staff support to, and implement the policies of the City Manager and City Council.
- Provide leadership and direction to all departments of the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, professional, and technical personnel; delegate authority and responsibility.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Establish and maintain positive employer/employee relations with labor groups.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, or a closely related field. A master's degree in public administration is preferred.

Experience:
Eight (8) years of management or administrative experience in a public agency setting or in a related administrative/managerial capacity involving responsibility for agency-wide planning, organization, and implementation, including six (6) years of management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

ASSISTANT CITY PROSECUTOR

DEFINITION

Under general direction, provides direct advisory legal services to the Community and Economic Development Department, the City Manager, and various City boards, committees, and commissions; represents the City before administrative agencies and the courts of the United States and California; enforces the laws and policies of the City through the administrative citation process and in the courts; monitors the activities of support staff; exercises first level oversight of outside counsel who provide legal services on special cases; manages and administers the City's goals and objectives relative to legal services; provides complex and responsible support to the Community and Economic Development Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management and supervisory personnel. Exercises no direct supervision.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the legal and prosecution activities of the Economic Development Department, and for serving as a legal advisor to the City Manager, City Council and department executives. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs highly complex legal research; prepares written and oral opinions on various legal issues for the City Council, Community and Economic Development Department, and various boards and commissions.
- Prosecutes all violators of City ordinances; represents the City in all actions relative to the law.
- Prosecutes misdemeanor and infraction offenses committed within the City arising out of violations of the laws of the state, ordinances of the City, and provisions of the City Ordinance that are within the jurisdiction of the court, including abatement and quality of life prosecutions; reviews warrants and coordinates investigations; negotiates and approves plea bargains and negotiates dispositions; handles and oversees appeals.
- Reviews complex or high-profile law enforcement reports and cases to determine whether to file, reject, or to refer for an office hearing or mediation to gain compliance with state and municipal laws by settling disputes out of court.
- Supports staff in preparing, reviewing, and drafting ordinances, resolutions, and motions; reviews exceptions to model agreements/contracts to be made or entered into by the City and approves the form of such instruments.

- Represents the City at various City Council and commission meetings and in court as directed and renders legal advice on agenda items as may be required; may serve as chief advisor to City boards and commissions as assigned by the Community and Economic Development Director.
- Represents the City, and oversees its representation, in highly sensitive litigation and while coordinating and communicating with outside consultants and legal counsel; appears before courts and administrative proceedings to represent the City's interests as required.
- Provides complex technical assistance with respect to the acquisition, sale, or abandonment of real property including acceptance of deeds on behalf of the City; assists with legal work regarding special assessments and bond issues.
- Investigates assigned litigation claims and complaints against the City and recommends appropriate action.
- Provides verbal and written legal and procedural advice on a daily basis to other City departments and prepares documents as needed.
- Negotiates, prepares, drafts and reviews legal documents including contracts, ordinances, resolutions, agreements, leases and deeds; offers opinions as to legal adequacy.
- Monitors and analyzes current legislation, regulations, administrative law and case law for impact on City business and operations.
- Analyzes recent cases/legislations and recommends changes in policies and procedures to meet legal requirements.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Provides professional legal representation relating to the prosecution of certain criminal citations issued by the City of El Monte Neighborhood Services Division.
- Reviews nuisance abatement actions taken by the Neighborhood Services Division.
- Provides technical assistance for civil court remedies; including Receiverships and Administrative Civil Penalty actions.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Legal principles and procedures, including civil and administrative laws and procedures involving redevelopment, housing, zoning controls, and land use matters.
- Federal, State, and local laws statutes and ordinances with emphasis on civil, contract, and labor law.
- Federal, State, and local trial and appeal procedures and methods of case preparation and presentation.
- Legal principles, issues, and practices related to municipal government functions, including specific government operations and relevant legal issues.
- Judicial procedures and rules of evidence.
- Methods of legal research, including computer research.
- Techniques of business and legal writing and the standard format for court documents, legal memoranda, reports and correspondence.
- Principles and practices of data collection and report preparation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of contract administration and management.
- Organization, duties, powers, limitations, and authority of City government.
- Ordinances, statutes, and court decisions relating to municipal activities.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, regulatory, and legislative organizations.
- City and mandated safety rules, regulations, and protocols.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Provide sound legal advice to the City Council, commissions, committees, and departmental staff.
- Present legal information and advice clearly and persuasively in public sessions.
- Determine alternative legal and administrative approaches to solving problems.
- Analyze and prepare a wide variety of legal documents.
- Conduct research on legal problems and prepare sound legal opinions.
- Prepare and present cases, pleadings, and discoveries in court.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, businesses, and regulatory and legislative organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

<u>Education:</u>
Equivalent to a juris doctorate degree from an accredited law school.

<u>Experience:</u>
Five (5) years of experience in the practice of law, including two (2) years in municipal law.

Licenses and Certifications:

- Possession of a California State Bar license to be maintained throughout employment.
- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

ASSISTANT PLANNER

DEFINITION

Under general supervision, provides professional planning services for City staff, property owners, developers, contractors, and the general public; performs professional, technical, statistical, and analytical duties involving land use or other planning studies for a variety of public or private development projects; prepares and adheres to a variety of documents for compliance with federal, state, and local environmental and planning laws including the City's General Plan, Zoning Code, and Design Guidelines; completes planning tasks and assignments with other staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the first experienced level classification in the professional Planner series. Initially under close supervision, incumbents learn and perform basic and routine professional and technical planning work in current planning. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides information and assistance at the public counter, over the telephone, and via e-mail to the public, developers, property owners, business tenants, contractors, other departments, and outside agencies regarding land use, entitlements, planning inquiries, business occupancy, new construction, development policies, and processing procedures; interfaces with other departments and divisions including building, code enforcement, and engineering to address issues and answer inquiries; ensures submitted plans comply with zoning ordinances and the General Plan.
- Manages entitlement projects for commercial, industrial, and residential properties, zoning clearances, California Environmental Quality Act environmental studies, and documents for projects; ensures applicants understand the planning process; meets multiple deadlines to ensure projects are completed in a timely fashion.
- Reviews landscape and irrigation plans for private property developments for compliance with the municipal code's landscape requirements, tree protection, and the state's water efficiency standards; reviews and makes recommendations to enhance the plant palette and irrigation as needed.

- Reviews and analyzes proposed minor development projects for conformance with adopted City plans, design/architectural guidelines and standards, applicable codes and ordinances, and other regulations; prepares recommendations on approval of such projects.
- Reviews and makes recommendations for tree removal permits and tree preservation plans on private property.
- Prepares staff reports and presentations for the Planning Commission and committee meetings.
- Schedules and coordinates project meetings for planning entitlement projects with applicants, developers, and property owners for project updates; meets and discusses projects with other department/divisions; schedules and coordinates other meetings as required.
- Reviews proposed tentative subdivision and parcel maps and recommends necessary revisions to meet City requirements.
- Conducts site visits and field inspections of proposed development projects, community areas, and entitlement projects to verify the appropriate construction of approved plans.
- Conducts research for land use, zoning, advanced planning, urban design, population trends, transportation, housing, economic, and environmental issues.
- Prepares maps using GIS software for division specific zoning and general plan; prepares maps for other departments and divisions, such as Public Works Engineering, Parks and Recreation, and Housing; collects data through U.S. Census or other databases to prepare maps.
- Prepares statistical tabulations, computations, charts, and graphs to illustrate planning studies in areas of population, transportation, traffic, land use, zoning, and subdivisions.
- Prepares and updates files and records.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and techniques of current and advanced planning, architecture, urban design, and landscaping.
- Applicable California laws related to general plans, subdivisions, zoning and development codes, building/housing codes, and environmental laws including the California Environmental Quality Act (CEQA) and Permit Streamlining Act.
- Landscaping for specific plans and tree removal permits.
- Geographic Information Systems and their application to planning.
- State mandated water efficiency requirements.
- Record keeping principles and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read and understand architectural plans.
- Perform mathematical calculations.
- Create graphics, either hand drawn and/or through use of computer software.
- Create maps utilizing GIS software.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Conduct inspections and make determinations of the general condition of a tree's health and structure.
- Identify and make recommendations based on plant and tree types in plans and out in the field.
- Conduct presentations at public hearings; present ideas and information in public and to internal and external customers.
- Establish and maintain a variety of filing, record-keeping, and tracking systems; read, interpret, and record data.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, geography, architecture, or a closely related field.

Experience:
A minimum of one (1) year of professional experience in planning, zoning, architecture, or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and color vision to create and interpret color coded reports and spreadsheets; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves some fieldwork requiring frequent walking in operational areas to identify problems or

hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

ASSOCIATE PLANNER

DEFINITION

Under direction, provides professional planning services to City staff, developers, contractors, and the general public; performs professional, technical, statistical, and analytical duties involving land use or other planning studies for a variety of public or private development projects; conducts project management work, land use studies, policy development recommendations, revisions, or implementation; prepares a variety of documents for compliance with state or federal environmental laws; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Community and Economic Development. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level class in the professional Planner series. Positions at this level are distinguished from the Assistant Planner level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Planner in that the latter is the advanced journey-level class in the series and is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff involved in a major area of the Planning Division, in addition to performing the more complex planning and project management activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews and analyzes proposed development projects for conformance with adopted City plans, design/architectural guidelines and standards, applicable codes and ordinances, and other regulations; prepares recommendations on approval of such projects.
- Manages entitlement applications for major development projects including commercial, industrial, residential, mixed-use, and City code amendments by performing CEQA review; interfaces with different City divisions, departments, and local agencies; prepares related staff reports and presentations to the Planning Commission and City Council.
- Reviews proposed tentative subdivision and parcel maps and recommends necessary revisions to meet City requirements.
- Reviews landscape and irrigation plans for private property developments for compliance with the municipal code's landscape requirements, tree protection, and the state's water efficiency standards; reviews and makes recommendations to enhance the plant palette and irrigation as needed.
- Conducts assessments of environmental issues in accordance with state and federal guidelines; prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies, negative declarations, and staff reports related to development projects or City projects.

- Serves as initial contact and provides information and assistance at the public counter and over the telephone to the public, developers, property owners, other departments, and outside agencies regarding planning and land use inquiries, specific properties, development policies, and processing procedures; troubleshoots and resolves issues; provides customers with a better understanding of City policies and codes; provides decisive code interpretations and solutions.
- Conducts research for land use, zoning, code amendments, advanced planning, urban design, population trends, transportation, housing, economic, and environmental issues; prepares statistical tabulations, computations, charts, and graphs to illustrate studies these areas.
- Makes decisions and recommendations regarding the site design, aesthetics, and architecture for certain projects.
- Oversees the work of part-time staff and contract planners; oversees and creates the counter schedule for planners; reviews and edits reports and other documents prepared by other planners prior to publication.
- Gathers, analyzes, and presents data on a range of urban planning matters in the form of written, graphic, and/or oral reports for the Director, Planning Commission, City Council, or special committees.
- Coordinates, schedules, prepares materials, and mediates committee and project meetings for planning entitlement projects with applicants and property owners for project updates; meets and discusses projects with other department/divisions.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- Performs site inspections for entitlement projects and zoning compliance.
- Prepares and updates files and records.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Modern principles, practices, and techniques of current and advanced planning, architecture, and urban design, historic preservation, and landscaping.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- Project management and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Site planning and architectural design principles.
- Current trends in federal, state, regional, and local planning.
- Geographic Information Systems and their application to planning.
- State mandated water efficiency requirements.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Record keeping principles and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Perform a wide range of professional planning work.
- Organize, conduct, and present major planning research studies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Coordinate assigned activities with other City departments and agencies as required.
- Evaluate architectural proposals and urban design/site plans.
- Write and review complex CEQA documents.
- Perform plan checks.
- Assist the public with answers to planning questions.
- Make presentations to City Council, boards, and commissions.
- Perform mathematical calculations.
- Read, interpret, and record data.
- Conduct onsite inspections of various properties.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Effectively represent the department and the City in meetings with City staff, governmental agencies, community groups, various business, professional, and regulatory organizations, and with customers.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, geography, architecture, or related field.

Experience:

Two (2) years of professional experience in planning, zoning, architecture, or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves some fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

BACKGROUND INVESTIGATOR

DEFINITION

Under direction, conducts background investigations for sworn and non-sworn police department applicants; interviews applicants and references; coordinates pre-employment Live Scan fingerprinting; collects data and prepares written reports; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing technical duties in support of police department pre-employment background investigations. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to evaluate an individual's background as it relates to employment with the City. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts background investigations for employment with the police department, checking for inconsistencies, errors, omissions, falsifications, and minimum requirements to ensure accuracy and completeness.
- Conducts police applicant personnel background investigations to ensure compliance with California Peace Officer Standards and Training (POST) regulations and guidelines.
- Conducts background investigations of non-sworn police personnel.
- Conducts field investigations and interviews with past employers, co-workers, neighbors, law enforcement officials, and personal references relating to police department applicant employment; collects and verifies information by letter, telephone, or personal contact; composes correspondence and reports.
- Coordinates pre-employment Live Scan fingerprinting.
- Remains current with state and federal laws relating to background investigations.
- Examines court, police, public, and governmental records needed for background investigations.
- Maintains background records on employees and applicants.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including investigation.
- Selection standards as set forth by the Peace Officer Standards and Training (POST) guidelines.
- Applicable federal, State, and local laws, regulatory codes, and procedures relevant to assigned areas of responsibility.
- Research methods and techniques.
- Sources of information for background checks.
- Methods and techniques of discreetly seeking information.
- Methods and techniques of preparing reports and business correspondence.
- Record keeping principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Source, research and conduct a wide range of investigations into the backgrounds of assigned individuals.
- Compare and interpret information, recognize and examine discrepancies, and draw logical conclusions.
- Gather, analyze, and evaluate facts and evidence and reach sound conclusions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear, comprehensive, and concise reports.
- Work confidentially with discretion.
- Undertake a neutral approach to investigations and reporting.
- Understand scope of authority in making independent decisions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade and five (5) years of sworn law enforcement experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a Background Investigator Training Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

CHIEF BUILDING OFFICIAL

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Building Division; ensures City structures are built and inspections are conducted in compliance with federal, state, and local building codes; performs contract administration, project management, and coordinates activities with various outside agencies, contractors, municipalities, and other departments; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Community and Economic Development in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community and Economic Development. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing staff, projects, and activities of the Building Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to plan checks, building permits, and building inspections. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, directs, and oversees the daily functions, operations, and activities of the Building Division, including the City's plan check, permitting, inspection, and record keeping procedures and processes; oversees professional service contracts; performs plan checking functions.
- Participates in the development of goals, objectives, policies and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Monitors activities of the building division work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Participates in the selection of, trains, directs, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures; interprets City policies and procedures to employees.

- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages and coordinates residential fire sprinkler permitting, inspection, and plan check in cooperation with the Fire Department.
- Represents the City in meetings with representatives of governmental agencies, architects, engineers, contractors, property and business owners, and the general public.
- In the event of an emergency organizes and participates in the structural evaluation, documentation of damage, repair, inspection, and approval of public and private structures citywide.
- Confers with and provides professional assistance to members of City departments on matters related to functional areas of responsibility.
- Performs project management duties including reviewing specifications, planning procedures for construction based on project start and completion times and determining staff requirements for each phase on construction; procures tools and materials in conformance with project schedules.
- Inspects or oversees contracted services performing inspection of work during each phase to ensure that workmanship conforms to specifications and the adherence to construction schedules.
- Resolves interpretation issues relating to the adopted building, plumbing, mechanical, and electrical codes; enforces federal, state, and local regulations pertaining to construction.
- Issues condemnation and corrective notices, certificates of occupancy, stop work orders, citations, and other various required notices; prepares and issues complex legal notices to maintain public safety and assist other City departments when necessary with enforcement on dangerous buildings and public nuisances.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records and files; ensures the proper documentation of operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in building, plan checking, and permitting codes and regulations.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval; periodically amends and updates the building, plumbing, mechanical, and electrical codes for City Council adoption.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Maintains files, databases, and records related to building, permitting and inspection activities; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures including the Uniform Building, Plumbing, and Mechanical Codes, and the National Electrical Code.
- Organizational and management practices as applied to the analysis and evaluation of building division programs, policies, and operational needs.
- Principles and practices of contract administration and management.
- Modern and complex principles and practices of building inspection, permit issuance, plan examining, and neighborhood preservation programs, practices, and techniques.
- Methods, materials, techniques, and equipment used in the construction of facilities.
- Research methods and sources of information related to civil engineering and building code enforcement.
- Occupational hazards and standard safety practices necessary in the area of work; safe driving principles and practices.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and ongoing developments, current literature, and sources of information related to the building division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, oversee and manage the staff and operations of the building division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Direct the work of contract consultants.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Recommend and implement goals, objectives, and processes for providing effective and efficient building inspection, plans examination, and permit issuance programs and services.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
- Analyze, interpret, and check complex plans, specifications, and calculations.
- Prepare ordinances and code amendments.
- Advise on standard construction methods and requirements for residential, commercial, and industrial buildings.

- Identify, coordinate, and resolve a wide variety of interests in the development and enforcement of building codes and department policy.
- Read and interpret maps, plans, sketches, schematics, diagrams, blueprints, and engineering drawings.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in construction, civil engineering, architecture, or a related field.

Experience:
Seven (7) years of increasingly responsible experience in design, construction, and/or inspection of public, commercial, industrial, and residential buildings including two (2) years in a supervisory capacity.

Licenses and Certifications:

- Possession of a California Driver's License to be maintained throughout employment.
- Possession of International Code Council (ICC) certification as a Building Plans Examiner or Building Inspector.
- Possession of, of ability to obtain within one year, ICC certification as a Certified Building Official.
- Registration as a Civil/Structural Engineer or Licensed as an Architect with the State of California is preferred.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and color vision to create and interpret color-coded reports and spreadsheets; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

CHIEF OF POLICE

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Police Department including community policing, patrol, traffic, investigations, internal affairs, communications, and supportive services; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Police Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Police Department programs, services, and activities including community policing, patrol, traffic, investigations, internal affairs, communications, and support services.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities

and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Maintains and facilitates public relations and cooperative working relationships with news media, schools, local organizations and the general public, attends and speaks at various community functions and meetings.
- Meets with local and regional law enforcement agencies to discuss matters of mutual interest for more comprehensive law enforcement services to the communities.
- Works with the City's Public Information Officer on press releases and confers with the media in matters related to department operations.
- Reviews the results of personnel investigations, and makes final recommendation on disposition of issues.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public safety.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff compliance with all City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

Knowledge

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Principles and practices of comprehensive municipal law enforcement and community policing program.
- Policies with respect to search, seizure, arrest, evidence, court procedures and the legal rights of citizens and prisoners.
- Principles and practices of criminal law, investigation, interrogation, crime prevention, crime scene management and catastrophic event management.
- Causes, prevention and control of juvenile delinquency.
- Weapons instruction and use related to legal and ethical law enforcement services.
- Principles of Community Oriented Policing and Problem Solving (COPPS).
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
- Recent court decisions and how they affect department and division operations.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Research methods and techniques.
- Federal, state, and local laws, codes and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Build strong communications and trust with disaffected people and communities.
- Translate cultural and legal issues to a diverse public.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.

- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skill, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminal justice, public policy, public administration, or a related field.

A Master's degree in one of the fields above is preferred.

Experience:
Eight (8) years of increasingly responsible sworn law enforcement management experience including three (3) years at the rank of Captain.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of an Advanced Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of a Management Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T).
- Possession of an Executive Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is preferred.
- Possession of an FBI National Academy Graduation Certificate is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to maintain firearms qualifications and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard

office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

This job involves serving as an Incident Commander in highly critical and/or emergency situations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

CITY ENGINEER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Engineering Division including research, survey, design, permitting, construction management, land development services, traffic and transportation, and water, wastewater, and capital projects; establishes and directs the implementation and administration of City-wide policies and programs related to engineering initiatives and administration throughout the City; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works and Utilities Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works and Utilities Director. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Engineering Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to engineering functions. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Engineering Division including research, survey, design, permitting, construction management, land development services, and capital projects for traffic and transportation, water, and wastewater infrastructure.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures;

assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, directs, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Administers the City's capital improvement program.
- Reviews and recommends approval of plans and specifications, designs, cost estimates, environmental documents, reports, and studies for all engineering projects.
- Supervises and monitors the work of all consulting engineers; verifies and approves all contractors' work estimates, payment requests, and change orders.
- Performs site inspections during construction for adherence to specific methods and materials and to ensure compliance with regulations for system safety or design.
- Interprets City policies and procedures to employees; develops and implements staff training programs particularly in employee safety.
- Reviews division reports to ensure compliance with appropriate departmental and City rules, regulations, and policies as well as appropriate federal, state, and local laws.
- Manages and oversees land development services including plan check operations in conjunction with other City departments, and the review and approval of traffic impact analysis reports, encroachment agreements, and various encroachment and right of way permits.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned areas of responsibility.
- Principles and practices of contract administration and management.
- Modern and complex standards, principles, and practices of civil engineering including capital improvement program management, land development and subdivision, transportation planning, traffic engineering, and traffic operations.
- Occupational hazards and standard safety practices necessary in the area of work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the Engineering Division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Engineering Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the Engineering Division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Manage and administer a comprehensive capital improvement program; review and develop designs, plans, long range capital improvement plans, and specifications.
- Identify and respond to the community and Public Works and Utilities Director regarding issues, concerns, and needs.
- Analyze problems, conduct studies, identify alternative solutions, determine project consequences of proposed solutions, and implement approved recommendations.
- Read and interpret maps, plans, sketches, schematics, diagrams, blueprints, and engineering drawings.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Experience:
Six (6) years of increasingly responsible civil engineering program management experience including three (3) years of managerial or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a valid Certificate of Registration as a Professional Civil Engineer in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and color vision to create and interpret color coded reports and spreadsheets; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

CODE ENFORCEMENT OFFICER I/II

DEFINITION

Under immediate (Code Enforcement Officer I) or general (Code Enforcement Officer II) supervision, performs a variety of routine to complex technical and public contact duties related to the City's code compliance program, including the identification, investigation, and correction of violations of the City's municipal, zoning, housing, development, and signage codes; investigates citizen complaints of public nuisances and quality of life and health and safety issues; seeks voluntary compliance or issues citations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Code Enforcement Officer I) or general (Code Enforcement Officer II) supervision from the Neighborhood Services Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Code Enforcement Officer I: This is the entry-level classification in the Code Enforcement Officer series. Initially under close supervision, incumbents learn and perform routine inspection and compliance activities required to ensure compliance with the City's municipal code including, zoning, housing development, building, and signage codes. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Code Enforcement Officer II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Code Enforcement Officer II: This is the fully qualified journey-level classification in the Code Enforcement Officer series. Positions at this level are distinguished from the Code Enforcement Officer I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Code Enforcement Officer in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower level staff.

Positions in the Code Enforcement Officer class series are flexibly staffed; positions at the Code Enforcement Officer II level are normally filled by advancement from the Code Enforcement Officer I level; progression to the Code Enforcement Officer II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Code Enforcement Officer II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

Positions at the Code Enforcement Officer I level may perform some of these duties and responsibilities in a learning capacity.

- Conducts inspection of code violations; receives, records, and investigates complaints from the public and staff regarding violations of municipal, zoning, housing, development, building, and signage codes; documents violations by securing photographs and other pertinent data; researches municipal codes and ordinances and other mandated regulations to establish whether a violation has occurred.
- Monitors the activity of outside commercial displays and signs for code compliance.
- Receives, records and investigates complaints on illegal dumping and takes appropriate action.
- Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with City codes, ordinances, resolutions, and community standards; provides confirmation regarding code regulations to the public by telephone and in person.
- Proactively conducts drive-by or on-site inspections of residential, industrial, and/or commercial areas; notes possible violations at other property sites during the course of field investigations.
- Prepares and issues notices of violation or noncompliance, final notices, citations and other correspondence according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes a notice of violation on property to abate public safety hazards and nuisances.
- Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.
- Issues parking citations for violations of City codes and state law encountered in the normal course of business; communicates and coordinates with appropriate Police Department staff regarding the issuance of parking citations.
- Provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs a variety of public relations and outreach work related to assigned activities.
- Maintains files, databases, and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence
- Observes and complies with all City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare documents used in the legal process.
- Practices for documenting inspections, correcting violations, and carrying through on enforcement options.
- Requirements of municipal code, zoning and related codes, ordinances, and regulations.

- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- City and mandated safety rules, regulations and protocols
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Explain codes and regulations to property owners, residents, and others.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Code Enforcement Officer I/II: Equivalent to completion of the twelfth (12th) grade. Some college-level coursework or technical training in code compliance.

Code Enforcement Officer I: One (1) year of experience in municipal code and zoning compliance experience.

Code Enforcement Officer II: Three (3) years of increasingly responsible municipal code and zoning compliance experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

- Possession of, or ability to obtain prior to completion of probationary period, a California PC832 certificate to be maintained throughout employment.
- California Association of Code Enforcement Officers certification.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and remedial work. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

COLLECTIONS WORKER I/II

DEFINITION

Under immediate (Collections Worker I) or general (Collections Worker II) supervision, performs a variety of duties in the maintenance repair, and construction of the City's wastewater collection system limes, mains and facilities, and its stormwater drain systems; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Collections Worker I) or general (Collections Worker II) supervision from assigned management or supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Collections Worker I: This is the entry-level classification in the collections worker series. Initially under close supervision, incumbents learn and perform routine maintenance, repair, and construction duties of the City's wastewater collection and storm drain systems. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Collections Worker II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Collections Worker II: This is the fully qualified journey-level classification in the collections worker series. Positions at this level are distinguished from the Collections Worker I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Collection Crew Leader in that the latter is responsible for technical and functional supervision of lower-level maintenance staff and is capable of performing the most complex duties assigned to the division.

Positions in the Collections Worker class series are flexibly staffed; positions at the Collections Worker II level are normally filled by advancement from the Collections Worker I level; progression to the Collections Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Collections Worker II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Collections Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Performs inspection, maintenance, and repair activities of City sewers and wastewater equipment; locates and repairs leaks in mains and service lines; cuts and lays pipe.
- Operates and maintains closed circuit television (CCTV) system and equipment used to monitor and prevent problems in the wastewater system.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and rodding.
- Inspects and cleans the interiors of sewers and pump stations; conducts routine test of sewer pipes; cuts and removes roots, grease, and other obstacles from sewers.
- Inspects manhole covers and manholes; ventilates as needed.
- Reads and interprets collection system maps to determine basic flow characteristics and construction details.
- Participates in the containment and clean-up of spills emanating from the collection system; participates in fact gathering to respond to liability claims.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and City workers.
- Performs Underground Service Alert (USA) locates; works with a variety of documentation to locate and report on sewer lines and appurtenances; ensures proper notification of work to be performed.
- Operates a variety of specialized vehicles, tools, and equipment used in the maintenance and repairs of wastewater collection systems.
- Reads maps, blueprints, and instructions in establishing routes and work schedules.
- Completes reports as necessary.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Collections Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the construction, maintenance, and repair of wastewater collection and storm drain systems.
- Methods and techniques of cutting and laying pipe.
- Operational characteristics of CCTV equipment and their application to sewer system diagnostic methods.
- USA alert system operations and requirements.
- Traffic control procedures and traffic sign regulations.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Principles and practices of automatic control valves and backflow prevention devices.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Basic mathematics.
- Principles and practices of record keeping.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform assigned maintenance and repair duties with accuracy and speed.
- Operate specialized wastewater collection maintenance and repair equipment including trenching and excavating equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Operate CCTV systems to inspect sewer lines and identify maintenance issues.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Collections Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Collections Worker I: One (1) year of experience in the construction and maintenance of wastewater collection and/or storm drain systems.

Collections Worker II: Two (2) years of increasingly responsible experience in the construction, maintenance and repair of wastewater collection and storm drain systems.

Licenses and Certifications:

Collections Worker I/II:
- Possession of a valid Class A California Driver's License with tanker endorsement to be maintained throughout employment.

Collections Worker I:
- Possession of a Grade I Wastewater Collection System Operator Certificate issued by the California Water Environment Association (CWEA), to be maintained throughout employment.

Collections Worker II:
- Possession of a Grade II Wastewater Collection System Operator Certificate issued by the California Water Environment Association (CWEA) to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; vision to read printed materials and a computer screen; smell to identify odors; and hearing and speech to communicate in person and over the telephone or radio; possible entry into confined spaces and the use of confined entry equipment , to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Community and Economic Development Department including planning, economic development, housing, code enforcement, animal control, and building and safety functions; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Community and Economic Development Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions, and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Community and Economic Development Department programs, services, and activities including the planning, economic development, housing, code enforcement, animal control, and building and safety functions.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Recruits and provides services to businesses and those who wish to develop in the City with relocation.
- Oversees the Planning Commission and functions as the liaison with the City Manager's Office concerning development issues.
- Plans, directs, and coordinates the activities of the City's Planning Commission; coordinates with other City departments; maintains significant contact with developers and assures development projects benefit the City.
- Directs the research, planning, and implementation efforts designed to achieve economic development objectives as set forth by the City Council and City Manager.
- Directs the formulation of economic development policies and their implementation.
- Meets with internal staff and others including, but not limited to, developers, architects, realtors/brokers, business owners, and landlords to develop new programs or change existing policies to attract and retain new and expanding business.
- Serves as arbitrator/mediator between staff and private sector interests such as developers to ensure equity and avoid costly delays.
- Makes presentations to businesses seeking to relocate or expand in the city.
- Participates in and oversees staff responsible for preparation of grant applications and comprehensive technical, feasibility, and administrative reports and studies.
- Formulates agendas and provides staff support to City Council and commissions; provides policy interpretations and staff support to the board agencies as required.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of planning, economic development, housing, code enforcement, animal control, and building and safety.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.

- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- City codes, ordinances, standard operating manuals, personnel policies and procedures, and applicable memoranda of understanding.
- Practices, principles, procedures, regulations, and techniques of City planning, zoning, and land use.
- Principles and practices of organization, administration, and personnel management.
- Community involvement methods and practices.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Methods and techniques for the development of presentations, contract negotiations, and information distribution; research and reporting methods, techniques, and procedures.
- Applicable Federal, State and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility.
- Theories, principles, and contents of General Plan, land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws.
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Technical, legal, financial, and public relations challenges associated with the management of community and economic development programs.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff; provide training and development opportunities; ensure work is performed effectively; and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Effectively administer a variety of community development programs and administrative activities.
- Arbitrate/mediate between staff and private sector interests to ensure equity and avoid costly delays.
- Perform and negotiate cost/benefit analyses.
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints.
- Make effective public presentations to elected bodies, business groups, the general public, and City staff.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in economics, planning, public administration, or a related field.

A Master's degree in public administration or a related field is preferred.

Experience:
Seven (7) years of increasingly responsible managerial or administrative government experience in economic development, planning, building, housing, code enforcement, or a related field, including five (5) years of management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

COMMUNITY LIAISON

DEFINITION

Under general supervision, performs a variety of duties related to the development, preparation, and implementation of strategic internal and external communications, public information, and community relations activities; prepares informational materials for dissemination through a variety of communications media, public meetings, and events; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing technical duties in support of public relations and community outreach activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of public outreach and community relations activities, events, and public awareness programs for the dissemination of information; serves as a liaison between the City and external stakeholders.
- Develops and maintains contacts with various community groups, organizations, business leaders, media, and government agencies; fosters and promotes positive relations with the general public, community groups, employees, schools, and local government.
- Plans, develops, and administers high-level communication strategies consistent with the goals and objectives of the Department and the City.
- Participates in strategic planning for program operations; assists in the development of policies, procedures, and protocols to implement City goals and objectives for the program.
- Assists with economic development goals and objectives including business attraction, retention, and expansion.
- Develops information and communication pieces for the City's community programs and coordinates the distribution of such information and communications through a variety of avenues, media, internal and external personal contacts with local government agencies, community organizations, businesses, and various communications media.
- Works cooperatively with the Public Information Officer to develop, plan, and coordinate various Citywide activities and communications in support of the Department.
- Attends community meetings and events, including those of the El Monte/South El Monte Chamber of Commerce and other local organizations.
- Organizes and conducts grand openings, ribbon cuttings, and special events.

- Participates on a variety of interdisciplinary committees and commissions and represents the City to a variety of community and stakeholder groups.
- Coordinates procedures guiding the dissemination of information to community stakeholders.
- Designs and conducts periodic surveys to determine community satisfaction and attitudes on a variety of issues.
- Promotes awareness of City goals, projects, and programs through resident and employee targeted events, publications, graphics, and other media.
- Prepares and delivers written and oral communications and presentations to a variety of stakeholders.
- Conducts research and analyzes data related to community issues/concerns; prepares detailed reports; evaluates and recommends changes to programs and practices.
- Maintains databases and record keeping and filing systems.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, techniques, and methods of public information, outreach, and community relations.
- Principles and practices of municipal management and government.
- Methods of preparing informational materials and disseminating them through the various media, including the methods and techniques of graphic design, layout and print production.
- Current principles, techniques, and objectives of marketing, public information, media relations, and community relations programs.
- Local community resources and regional community service programs.
- Best practices for social media and digital content.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Record keeping principles and procedures.
- City and mandated safety rules, regulations and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform a variety of public outreach and community relations activities for the City.
- Identify target audiences and develop pertinent messages.
- Prepare a diverse range of presentations and public information materials.
- Oversee and participate in community education and public outreach related projects, studies, and programs.
- Research, design, plan, and implement public information or educational campaigns.
- Participate in the development of a variety of written materials for informational purposes.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, and professional, organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to an associate degree from an accredited college in public administration, business administration, political science, communication, journalism or a related field.

Experience:
Two (2) years of experience performing community liaison and administrative functions for a public office, government agency, or nonprofit community organization.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

DEPUTY DIRECTOR OF PUBLIC WORKS AND UTILITIES

DEFINITION

Under administrative direction, assist with planning, organizing, directing, and supervising the activities of the Public Works and Utilities Department; provides administrative oversight of day-to-day activities including the implementation and administration of city-wide policies and programs and the establishment and enforcement of departmental policies and procedures; fosters cooperative working relationships among City departments, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Public Works and Utilities Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works and Utilities Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a deputy department director classification that oversees, directs, and participates in all activities of the Public Works and Utilities Department including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Public Works and Utilities Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines. This class is distinguished from the Public Works and Utilities Director in that the latter has overall management responsibility for all public works and utility programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for all Public Works and Utilities Department programs, services, and activities including project management, oversight of capital projects; serves in an acting capacity during the Public Works and Utilities Director Director's absence.
- Manages the development and administration of the annual budget and capital improvement budgets for the department; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Public Works and Utilities Director.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
- Manages revenues from a variety of funds/sources; ensures appropriate fee-for-service levels, fund balance levels and reserves.
- Administers service and equipment/supply contracts; ensures contract provisions are in compliance with City standards and specifications and time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Participates in capital improvement project (CIP) planning activities; provides input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Manages and directs the development of construction and modernization plans for the City; meets with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City development requirements.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Public Works and Utilities Director.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and other types of public works services as they relate to the area of assignment.
- Directs the maintenance of working and official departmental files.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
- Ensures staff compliance with all City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities, of an elected City Council.
- Modern and complex principles and practices of street maintenance, sewer maintenance, solid waste contract management, and street signs/safety devices.
- Emergency preparedness and response techniques and practices.
- Methods, materials and techniques used in the construction of public works projects.
- Methods and techniques of developing technical and administrative reports, and business correspondence
- Research methods and techniques.
- Federal, state, and local laws, codes and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- With the Director of Public Works and Utilities to develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Oversee and participate in the management of comprehensive public works administration;
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a related field.

Experience:
Six (6) years of increasingly responsible public works administrative and/or operational experience, including three (3) years of management responsibility.

Licenses and Certifications:

- Possession of a California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

FINANCE DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance Department including municipal financial administration, accounting, business licensing, purchasing, treasury, and information systems functions; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions, and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Finance Department programs, services, and activities including the municipal financial administration, accounting, business licensing, purchasing, treasury, and information systems divisions.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Prepares for and responds to governmental audits.
- Develops the City's annual operating and capital projects budgets; collaborates with and receives input from various departments for preparing budgets; manages numerous revenue funds and expenditure accounts.
- Develops and prepares the City's overall financial management strategy for review by the City Manager and City Council; prepares quarterly financial statements for ongoing oversight and review by the City Manager and City Council.
- Manages the City's investment portfolio in a safe manner while ensuring appropriate financial returns to support City programs.
- Manages the City's key revenue programs including business license taxes, developer impact and processing fees, and state, federal, and county grants and subventions.
- Directs and oversees the completion and submission of mandated financial or grant program reports, and the City's Comprehensive Annual Financial Report (CAFR) in an accurate and timely manner.
- Oversees upgrades to the City's financial management system to streamline accounting, budgeting, and payroll operations.
- Serves as a mentor and coach to Finance Department staff to cultivate an atmosphere of productivity and service while assisting and motivating staff to acquire and build upon skills necessary to work in a high performing Finance Department.
- Works closely with the City's Executive Management Team to review proposed developments to ensure projects do not have a negative impact on City finances.
- Presents sound recommendations to the City Manager and City Council on financing methodologies to fund major capital improvement projects.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and accounting.
- Directs the maintenance of working and official departmental files.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Local government finance and accounting, debt administration and financing techniques, auditing principles, and cost accounting methods.
- Governmental accounting standards, municipal codes, policies, and procedures, and established practices.
- Bond funding; local government investment practices; and investment opportunities.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Research methods and techniques.
- Federal, state, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Foster a culture of professionalism and customer service while exemplifying a strong sense of personal and professional ethics, integrity, and humanity.
- Prepare cost-benefit studies.
- Stay abreast of industry trends and innovations in the field of municipal finance while embracing new technology, tools, and best practices.
- Demonstrate strong interpersonal skills and good listening skills.
- Negotiate contracts.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, economics, accounting, business administration, public administration, or a related field.

A master's degree in one of the fields above is preferred.

Experience:
Seven (7) years of increasingly responsible management and/or administrative experience in municipal finance, accounting, or a related field, including five (5) years of management and/or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a Certified Public Accountant (CPA) designation is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen and color vision to read and interpret charts and graphs; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

FINANCE MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the business license, permits, revenue collection, cashiering, and utility billing functions; prepares monthly and annual financial reports and schedules; compiles annual City budget; manages revenues; supervises the reconciliation of accounts and records and the posting of revenues; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Finance Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direct supervision over technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the business license, permits, revenue collection, cashiering, and utility billing functions. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to financial processing, reporting, and record-keeping activities. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the business license, permits, revenue collection, cashiering, and utility billing functions, including preparing, monitoring, forecasting, and analyzing financial information, financial processing, reporting, and record-keeping.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Compiles and presents the annual municipal budget for consideration by the City Manager and City Council; provides information on annual budget requests as required; oversees and participates in the preparation of the annual position payroll budget.
- Oversees the City's central customer service counter; interacts with the public and responds to requests for information via e-mails, telephone calls, and other correspondence; advises City departments, other governmental agencies, and the public on City financial and accounting practices, policies, procedures, and data.
- Handles all cash management functions; serves as administrator of the online banking system; approves wire transfers; oversees daily banking transactions to ensure bank activities are recorded timely and accurately for all City bank accounts; ensures funds are available to pay employees and vendors.
- Troubleshoots issues and seeks consultation related to automated financial and timekeeping systems; implements and coordinates with payment gateways to receive online credit card payments.
- Oversees and responds to consultants performing services and studies on the City's behalf; works with vendors regarding overdue invoices or stale dated checks.
- Coordinates and supervises the annual financial audit including special audits performed by regulatory agencies.
- Serves as backup support for management and subordinate staff when needed; approves and provides staff support on purchase orders, change orders, and other purchasing related matters when needed.
- Monitors expenses and revenues to ensure estimations are on target; recommends realignments during the mid-year budget review if necessary.
- Provides staff support to the Elected City Treasurer by serving as the Deputy City Treasurer; oversees the City's Treasury Division including centralized cashiering, collection of business licenses and business permits, and utility billing and collection.
- Monitors revenue collection ensuring revenues are processed in a timely manner and properly recorded; transfers funds to and from the Local Agency Investment Fund to cover City cash demands and generate interest revenue; monitors the City's investments and participates in the preparation of the Treasurer's report.
- Represents the Business License Division at semi-monthly Permit Committee public meetings; oversees the business permit issuance process; and serves as advisor for municipal code amendments and policy enhancements.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in public agency finance and accounting; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Established internal control procedures and guidelines.
- Generally accepted accounting principles; modern and complex principles and practices of municipal finance and accounting; and municipal finance best practices.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the business license, permits, revenue collection, cashiering, and utility billing functions.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Apply generally accepted accounting principles in a municipal finance setting.

- Make financial forecasts and projections; analyze and interpret fiscal and accounting records and data.
- Audit, analyze, and utilize financial information and accounting systems and procedures; ensure systems comply with applicable laws, regulations, and policies.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field.

Experience:
Five (5) years of increasingly responsible government finance experience including three (3) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Certification as a licensed Certified Public Accountant is highly desired.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

GRAPHIC DESIGNER

DEFINITION

Under direction, creates promotional materials and videos to publicize City programs and classes; develops the overall layout and production design for advertisements, brochures, magazines, banners, and City reports; provides artwork for promotional materials; establishes consistency and unity with City publications and ensures information available to the public is accurate; takes photographs for use in City marketing materials and class catalogs; provides administrative support duties to assigned departmental projects and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified journey-level classification is responsible for independently performing a diverse range of technical and creative duties in support of the City's public information services program, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Public Information Officer in that the latter performs the more complex work assigned to the series, such as overseeing Citywide strategic and ongoing communications, social media, branding, and media efforts and providing technical and functional direction over lower level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Creates, designs, and updates promotional materials including flyers, banners, billboards, logos, t-shirts, brochures, and packaging products using publishing and graphics software.
- Creates, designs, and updates artwork, including copy layout, photo editing, photo selection, and content editing for promotional materials; establishes consistency and unity among City publications.
- Ensures information available to the public is accurate; creates visual concepts that communicate the City's ideas and resources to inspire and inform residents.
- Designs and publishes the City's quarterly community programming brochure.
- Prepares, prints, and orders various supplies including retractable banners, overlays, and t-shirts; receives quotes, places orders, and coordinates with outside vendors for printing materials and manufacturing supplies; maintains regular communication to ensure all orders are received without complications and within budgeted costs; ensures quality of City publications and supplies ordered.
- Edits and updates the City's website and social media pages to include new information, links, and images.
- Shoots and edits promotional videos for publication.

- Schedules photography shootings; takes photographs of recreation classes and events; selects photos taken and adds them to the City's photo library.
- Prints, cuts, and prepares banners; spray mounts promotional materials; updates the City marquee.
- Determines the best methods for marketing programs or events.
- Responds to the community, outside agencies, and internal departments regarding City programs.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Creative methods of communicating to a diverse population through the use of media.
- Graphics design and editing software.
- Graphic art and design concepts, processes, and procedures, including illustration of various media, form design, reproduction, layout, and camera processes.
- Web design and layout, including graphical user interface and information architecture principles.
- Standard and accepted principles, techniques, and methods of preparing and disseminating public information and community relations materials.
- Marketing concepts including branding and social media platforms.
- Design principles including typography, negative and positive space, color theory, and layout.
- Photography fundamentals including shutter speed, aperture, composition, lighting, and staging.
- Large format printers.
- The City's style guide for City publications.
- Standard office procedures and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Communicate ideas through text and imagery.
- Work with digital design platforms and various new technologies.
- Generate creative ideas and solutions.
- Generate video content.
- Visualize abstract ideas and concepts; transpose ideas and thoughts onto written and audiovisual media graphically.
- Prepare a diverse range of presentations and public information materials.
- Produce neat, accurate, and quality line work and design.
- Edit completed audiovisual media for presentation.
- File and maintain automated and hardcopy records with accuracy.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education**:**
Equivalent to an associate degree with major coursework in graphic design, illustration, or a related field.

Experience**:**
Three (3) years of experience in graphic design, photography, use of social media platforms, or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen and color vision to ensure designs look visually appealing; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; may require some kneeling to take photos and adjust equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May work outdoors to attend events and take photographs. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

HEAVY EQUIPMENT MECHANIC

DEFINITION

Under general supervision, performs semi-skilled to skilled mechanical maintenance and repair work related to City light and heavy vehicles and equipment; uses diagnostic equipment to inspect and locate mechanical difficulties; ensures that all vehicles and equipment are in safe and operational condition and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing technical duties in support of maintenance and repair of assigned vehicles and equipment. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Heavy Equipment Mechanic in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs skilled journey level mechanical maintenance and repair of light and heavy gasoline-powered automotive equipment, diesel-powered automotive equipment, and other mechanical equipment.
- Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks, and a variety of diesel, gasoline, electric, and natural gas-powered maintenance and construction equipment.
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches; tunes up engines; diagnoses fuel injection problems; replaces ignition parts; cleans and adjusts carburetors.
- Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment on City vehicles and off-road equipment.
- Inspects, diagnoses, and locates mechanical difficulties on dump trucks and construction equipment.
- Ensures that all vehicles and equipment are in safe and operational condition; makes road emergency vehicle and equipment repairs to all City owned vehicles and equipment.
- Provides technical information for equipment and vehicle bid specifications; provides bid specifications for tools and equipment.
- Diagnoses mechanical, electronic, gas, diesel, or compressed natural gas (CNG) fuel systems.
- Tests and repairs starters, alternators, and generators; recharges or replaces batteries; diagnoses and makes minor repairs on air conditioning systems and equipment.

- Performs light welding in the fabricating and repair of equipment, structures, tools, and other related parts; designs, lays out, and fabricates equipment parts; rebuilds broken equipment and parts as necessary.
- Performs safety and preventive maintenance tasks on vehicles, equipment, and machinery.
- Assists other maintenance and mechanical personnel in the field on emergency repairs or breakdowns.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment and tools at the close of the workday.
- Maintains accurate manual and computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools practices, methods, equipment, tools, and materials used in overhaul repairs including a wide variety of light and heavy automotive and power equipment.
- Operating principles of gasoline, diesel and natural gas engines and mechanical repair of light and heavy-duty trucks and construction equipment.
- Operational characteristics of electrical and electronic components used in modern vehicles and equipment.
- Methods and techniques of using diagnostic equipment to evaluate maintenance needs in a diverse range of vehicles and equipment.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Occupational hazards and safety equipment and practices related to the work.
- Principles and procedures of record-keeping and reporting.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Inspect, locate, correct or adjust malfunctions or defects in complex repairs needed for all systems in diverse range of vehicles and equipment
- Troubleshoot and determine appropriate action in the maintenance and repair of automobiles, trucks, and a variety of diesel gasoline, electric, and natural gas-powered maintenance and construction equipment.
- Use a diverse range of diagnostic tools to identify maintenance needs.
- Operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.

- Make accurate arithmetic calculations.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools and lighting.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade supplemented by vocational training in vehicle maintenance and repair.

Experience:
Three (3) years of experience in automotive and power equipment repair and maintenance.

Licenses and Certifications:

- Possession of valid Class A California Driver's License with tanker endorsement, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a maintenance shop; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves maintenance shop and some fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees primarily work in a maintenance shop and occasionally in the field and are exposed to loud noise levels, vibration, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

HOUSING INTERN

DEFINITION

Under direct supervision, assists professional and technical housing staff with a variety of technical and administrative support activities related to the City's housing programs and functions.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned management and supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is used to provide college students an opportunity to gain hands-on experience in a professional setting while pursuing a degree in a related field. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class operates in a learning capacity, interns may have only limited or no directly related work experience.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs research related to special projects and other key issues in the housing division;
- Assists professional housing staff in the collection of data and preparation of staff reports, presentations, letters, application forms/handouts and public notifications;
- Assists professional staff with annual affidavit certifications and registration notices;
- Assists professional housing staff with presentations public and community meetings and events;
- Creates files and databases (Loan Ledger) to organize housing records;
- Updates and maintains a variety of files related to housing activities;
- Performs or accompanies housing staff on site visits;
- Assists with information and referrals services;
- Responds to the community, outside agencies and internal departments regarding housing programs;
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of housing programs.
- Methods and techniques to verify information received from applicants.
- Community resources available to low income clients.
- Applicable Federal, State and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility.
- Modern construction methods and technology as they relate to housing rehabilitation and remodeling.

- General principles and practices of municipal government budget preparation and administration.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, document processing, and filing systems.
- City and mandated safety rules, regulations and protocols.
- Financial record keeping, accounting, and budgeting practices.
- Business mathematics.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand, interpret, explain, and apply programs, regulations, procedures, and guidelines.
- Maintain and update accurate records and files.
- Represent the department at outreach activities.
- Prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues.
- Perform accurate mathematical calculations.
- Handle sensitive and confidential information.
- Research, analyze, and evaluate programs, policies, and procedures.
- Interpret, apply, and explain applicable federal, state, and local codes, regulations, policies, technical processes, and procedures.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Concurrent enrollment in an undergraduate or graduate program in urban planning, public or business administration, real estate or a related field at an accredited college or university.

Experience:
None.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout internship.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

HUMAN RESOURCES/RISK MANAGEMENT DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Human Resources and Risk Management Department including recruitment and selection, benefits administration, employee and labor relations, compliance with labor laws, risk management and safety, organizational training and development, and classification and compensation; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Human Resources and Risk Management Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions, and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Human Resources and Risk Management Department programs, services, and activities including recruitment and selection, benefits administration, employee and labor relations, compliance with labor laws, risk management and safety, organizational training and development, and classification and compensation.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Explains, justifies, and defends department programs, policies, activities, and budgetary adjustments as appropriate and necessary.
- Oversees the distribution of worker's compensation benefits, settlements, and administration; attends court hearings for the City in matters of worker's compensation and liability property damages; directs accident investigations and field safety inspections with regards to compliance with Americans with Disabilities Act (ADA), OSHA, and City safety regulations, standards, and policies.
- Develops, implements, and conducts risk management training and education of staff; ensures compliance with Federal and State laws, regulations, and standards as they are updated or changed.
- Oversees and participates in developing, receiving, reviewing, and processing information for a variety of departmental, State mandated, and statistical reports and records, including Occupational Safety Health Act (OSHA) logs, annual self-insured worker's compensation reports, auto and/or employee accident reports, property damage reports, claims analysis, worker's compensation claims expenses, medical auditing summary, and other related reports.
- Investigates and resolves sensitive, confidential, and controversial employee issues and complaints.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of human resources and risk management.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.

- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- Functions, authority, and responsibilities, of an elected City Council.
- Principles, practices, methods and techniques of planning, developing and administering risk management and loss control programs, particularly related to ensuring adequate general and financial liability protection.
- Practices and procedures for managing, administering, analyzing, adjudicating and litigating claims.
- Principles, practices, and procedures of public administration in a municipal setting.
- Theory, principles, practices, and techniques encompassing multiple programs in a comprehensive human resources system.
- Principles and practices of labor/management relations, including negotiation and contract administration techniques.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; risk management, worker's compensation, and occupational safety.
- Technical, legal, financial, and public relations problems associated with the management of human resources programs.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Research methods and techniques.
- Federal, state, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Represent the City effectively in negotiations and other dealings with employee representatives on a variety of issues.
- Analyze, classify, and rate risks, exposure and loss expectancies; evaluate alternatives and make recommendations on courses of action to mitigate risk and loss.
- Effectively represent the City in claims hearings and litigation, and settlement meetings.
- Ensure the confidentiality of sensitive employee information for past, current, and future employees.
- Identify and respond to issues, concerns, and requests from employees, labor groups, executive team members, City Councilmembers, and the community.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of department and agency goals.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, business or public administration, risk management, industrial relations, or a related field.

A Master's degree in business or public administration, human resources, organizational development, executive leadership, or a related field is preferred.

Experience:
Seven (7) years of increasingly responsible public sector management and/or administrative experience in human resources, risk management, industrial relations, or a related field, including five (5) years of management experience.

Licenses and Certifications:

- Possession of a California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

HUMAN RESOURCES/RISK MANAGEMENT SPECIALIST

DEFINITION

Under general supervision, performs a variety of specialized and confidential clerical and administrative duties in support of the City's human resources and risk management programs; areas of responsibility include, but are not limited to, recruitment and selection, employee benefits, training and safety programs; prepares various forms of correspondence and communication including letters, reports, bulletins, announcements and memoranda; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified journey-level classification is responsible for independently performing specialized duties in support of the City's human resources and risk management programs. Positions at this level exercise judgment and initiative in their assigned tasks and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in coordinating and planning recruitment and selection processes; develops recruitment plans; prepares job announcements; places advertisements; schedules, proctors, and scores employment tests; coordinates testing with hiring departments; prepares interview rating notebooks, schedules interviews, and compiles interview rating forms.
- Contacts prospective employees; schedules live scan fingerprinting and pre-employment drug, and medical, TB testing; within specified guidelines, advises hiring department regarding results.
- Conducts orientation processes for new hires; compiles, completes, and files related documentation; inputs new employee information into automated payroll system.
- Participates in the administration of employee and retiree benefit programs including group life, health, and disability insurance programs; coordinates claim processing, premium compilation, and invoice payments; counsels employees regarding benefit programs; administers employee leave programs.
- Participates in maintaining safety programs such as the safety committee and safety training, compliance, and documentation; interfaces with various agencies and vendors to maintain compliance.
- Monitors and coordinates employee events, training programs, and other activities; develops promotional programs and materials; coordinates with department representatives to implement programs; tracks and monitors attendance.
- Prepares salary, benefit, and classification surveys including computing and compiling survey data and results.

- Prepares various forms of correspondence and communication including letters, reports, bulletins, announcements and memoranda; maintains electronic communication information; provides salary or benefit information and employment verification information as requested.
- Researches, compiles, and analyzes data for a variety of human resources and risk management projects and reports; ensures compliance with employment laws.
- Answers incoming telephone calls; provides information and answers questions; addresses employee and applicant issues and concerns; refers issues to the appropriate staff or department; greets visitors.
- Organizes, archives, copies, maintains, and retrieves records, documents, reports, and files.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of public sector human resources and risk management functions.
- Basic benefit program principles and practices, including claims processing, benefits reporting and insurance/benefit plan recordkeeping.
- Standard employee benefit plans, coverages, and insurance recordkeeping requirements.
- Methods and techniques of conducting initial screening on candidate applications.
- Methods and techniques of conducting employee orientation sessions.
- City personnel rules, policies and labor contract provisions.
- Operations and requirements of the City's HRIS and risk management systems.
- Applicable Federal, State and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility.
- Basic principles of record keeping.
- Business arithmetic and basic statistical techniques.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide technical and administrative support to the City's human resources and risk management systems and programs.
- Review human resources documents for completeness and accuracy.
- Assist in multiple tasks within the recruitment, testing, and selection process.
- Review and reconcile employee benefit records.
- Perform detailed human resources office support work accurately.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Develop, organize, and maintain accurate reports and complex filing systems.
- Understand and apply a wide variety of human resources and risk management regulations, policies, and procedures.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting City employee relations.
- Interpret, apply, and explain applicable federal, state, and local codes, regulations, policies, technical processes, and procedures.

- Enter data into a computer system and prepare written materials with enough speed and accuracy to perform the work.
- Make accurate mathematical calculations.
- Handle disputes and complaints in a calm and tactful manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade supplemented by specialized college level coursework in human resources management, risk management, or a related field.

Experience:
Two (2) years of experience providing technical support to a human resources or risk management program.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

HUMAN RESOURCES/RISK MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Human Resources and Risk Management Division, including recruitment, selection, employee benefits, employee and labor relations, human resources information systems, classification and compensation, employee training and development, general liability, workers' compensation, and safety management and training; provides employment related services and advice to City departments and employees; provides services related to insurance and tort liability claims against the City; identifies, develops, and implements processes and controls to minimize the City's exposure to financial, personnel, and property losses; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Human Resources/Risk Management Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources/Risk Management Director. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Human Resources and Risk Management Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to risk management and human resources functions and programs. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Human Resources and Risk Management Division including recruitment, selection, employee benefits, employee and labor relations, human resources information systems, classification and compensation, employee training and development, general liability, workers' compensation, and safety management and training.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Human Resources and Risk Management Division; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages the City's workers compensation and general liability programs; administers the City's Occupational Safety and Health Programs; complies with the Department of Transportation's Drug and Alcohol Testing program; investigates, documents, verifies, reviews, negotiates, adjusts, denies, and settles claims against the City within established guidelines; represents the City in risk/insurance joint powers authorities; identifies, negotiates, and procures property and excess casualty insurance; attends court hearings and makes appearances for the City in matters of worker's compensation and liability property claims; identifies, selects, implements and monitors programs designed to reduce frequency and severity of loss to City personnel, City property damage, and private property.
- Facilitates the City's employee benefits and unemployment programs; coordinates medical, dental, and vision insurance plans with brokers; participates in the design and structure of new benefit programs and improvement of existing benefit plans; provides a full range of benefits counseling to staff and management regarding the California Public Employees' Retirement System (CalPERS), tax-deferred programs, disability, leaves of absence, and all health insurance programs.
- Reviews and edits proposed disciplinary documentation for consistency and compliance using appropriate guidelines for written warnings, suspensions, demotions, Skelly responses, grievances, performance improvement plans, performance evaluations, and terminations; meets with employee representatives to discuss and exchange information regarding employee performance matters.
- Oversees classification and compensation programs; develops and maintains the classification plan; develops, reviews, and maintains classification specifications; plans organizes, and directs compensation studies; recommends salary adjustments for bargaining unit and non-represented employees; serves as a consultant to management to resolve compensation issues; and provides strategic approaches to compensation design and implementation.
- Participates in the development, implementation, and tracking of employee training and development efforts; evaluates and recommends training needs and priorities; develops training content and selects trainers; addresses concerns and questions regarding training and employee development.
- Provides information and serves as backup during labor contract negotiations with employee organizations; oversees investigations and fact finding as required for resolution on employee relations matters and complaints; coordinates and participates on various labor-management committees; addresses issues and concerns related to labor relations.
- Prepares and administers timely and appropriate responses to state and federal claims of employee harassment, discrimination, and retaliation; investigates and prepares written responses; and represents the City in related legal proceedings.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions and outside agencies; provides staff support to commissions, committees, and task forces as necessary.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in human resources and risk management; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, policies, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Modern and complex principles, practices, regulations, and techniques in the field of human resources, employee benefits, and risk management.
- Research methods, data collection, sampling techniques, and statistical analysis.
- Risk management and loss control principles and techniques.
- General liability and workers' compensation laws and claim settlement procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Human Resources and Risk Management Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.

- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality while operating under required reporting laws and regulations.
- Provide appropriate human resources and risk management services and advice to City departments and employees.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, human resource management, risk management, or a related field.

Experience:
Six (6) years of increasingly responsible government human resources and/or risk management experience including three (3) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of, or ability to obtain, designation as an Associate in Risk Management (ARM).
- Possession of, or ability to obtain, designation from SHRM as a professional in Human Resources or IPMA-HR is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

INFORMATION TECHNOLOGY MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the City's Information Technology Division; provides leadership in implementing information technology initiatives; ensures the division's services fulfill the business goals and objectives of the City; performs long-range planning related to the acquisition, maintenance, and replacement of hardware and software throughout the City; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to management in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff. Exercises direct supervision over professional and technical support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the City's Information Technology Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to information technology systems and initiatives. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the City's Information Technology Division; provides leadership in implementing information technology initiatives, and ensures the division's services fulfill the business goals and objectives of the City.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages and participates in the administration and maintenance of the City's information technology infrastructure; evaluates, selects, and recommends City-wide information systems purchases; develops long-term information systems strategies to plan for and control systems upgrades and growth; evaluates and recommends new technologies; and encourages innovation among technical staff in the utilization and implementation of ideas and techniques.
- Performs special projects as assigned; participates in deliberations to address technology operational issues and in the development of management recommendations for system improvements; implements adopted technology strategic plans, policies, and standards.
- Resolves computer system related problems as they occur; provides direction and technical supervision to internal staff and external consultants whose work involves systems related tasks and work methods.
- Provides high-quality internal customer service to all City departments; performs technical support, installation, maintenance, and repair of computers and other information systems equipment.
- Meets with other departments regarding their information technology and computer system needs, projects, and initiatives; determines the scope and priorities of projects; discusses and recommends system capacity and equipment acquisitions.
- Recommends and develops plans for systems development and operations, hardware and software purchases, budgets, and staffing; develops, implements, and monitors information technology system policies and controls to ensure data accuracy, security, and legal and regulatory compliance.
- Manages staff to perform systems analysis and upkeep of the City’s telephone, voicemail, legacy financial system, and Police Department computer systems including CAD/RMS and mobile data computers.
- Manages computer operation scheduling, backup, storage, and retrieval functions.
- Provides software support to end users in the selection, procurement, usage and maintenance of programs and hardware.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in information technology; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Best practices with respect to the development, implementation and management of information technology systems hardware and software.
- Infrastructure components including computer networks, personal computers, telecommunications, and other electronic office automation systems.
- Hardware and software characteristics of various technology systems and a general understanding of system features and their integration capabilities.
- Systems design and development process, including requirements analysis, feasibility studies, software design, programming, beta testing, installation, evaluation, and operational management.
- Principles and practices of database management and administration.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Information Technology Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Organize, manage, implement, and maintain efficient and effective automated systems to ensure the reliability and integrity of the system infrastructure and the City's data integrity.
- Evaluate a situation, make effective decisions under pressure, and take appropriate action.
- Manage technology contracts and projects.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in computer science, management information technology, or a related field.

Experience:
Six (6) years of increasingly responsible experience in the management or administration of a comprehensive technology program, of which three (3) years should be in a management or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file

information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

INSTRUCTOR GUARD

DEFINITION

Under general supervision, performs a variety of work in connection with programs and activities of an aquatic facility; plans and conducts swimming lessons and classes; serves in a lifeguard capacity by explaining and enforcing swimming programs and pool policies, regulations, and rules, and ensuring the safety of pool patrons; performs rescues and first aid as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for conducting swimming lessons and classes, attentively observing swimmers and soliciting the general public's compliance with pool policies and safety guidelines. Incumbents perform the full range of swimming instructor and lifeguard duties as assigned, working independently, and exercising judgment and initiative. Positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Instructs swim lesson classes in conjunction with the local American Red Cross unit; assesses swim lesson participants and makes recommendations on correct class placements; updates lesson plans; serves as the first point of contact for parents regarding the progression of their child in swim lessons and addresses any concerns the parents have regarding the classes and the aquatics program.
- Acts as lifeguard during pool hours and at all events held at the pool.
- Implements and enforces City policies, rules, and procedures.
- Listens and responds to patrons' needs for assistance or information and provides the public with general information, in person and over the phone.
- Inspects and maintains swimming and pool equipment for functionality; recommends maintenance and repair as needed.
- Maintains pool and restroom areas in a safe and clean condition.
- Maintains logs and records of activities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and techniques of swim instruction.
- Methods and techniques of assessing students' swimming capabilities.
- Swimming pool and guest safety and emergency procedures.
- Life-guarding skills and methods.
- Emergency care and assessment; CPR, AED, and first aid practices.
- City rules and regulations with respect to pool and patron safety methods.
- Operational characteristics of water rescue safety equipment and devices.
- Basic maintenance and cleaning practices.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Modify and conduct swimming lessons based on students' age and skill set.
- Assist with swim meets and pool rentals.
- Provide courteous assistance to facility patrons.
- Attentively observe and monitor the safety of swimmers and other guests using aquatic center facilities.
- Work with children and adults in a recreational setting.
- Exercise professional judgment to act effectively in emergency situations.
- Interpret and implement aquatic center policies and practices.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work in an efficient, effective, safe, and timely manner.
- Understand and carry out oral instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience:
Equivalent to the completion of the tenth (10th) grade and one (1) year of lifeguard, instructor guard or pool manager experience in an aquatics facility.

The minimum age for positions in this classification is seventeen (17) years.

Licenses and Certifications:

- Possession of a valid American Red Cross/Lifeguard Training certificate, or equivalent.
- Must be certified in First Aid for Public Safety Personnel (Title 22) within one (1) year of employment.

- Possession of American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer certificate.
- Possession of a Water Safety Instructor Certification

PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and to stay in the pool for prolonged periods of time. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Vision and hearing which must be sufficient to see and hear adults and children in crowded and noisy conditions situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or by using a telephone and radio in. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must possess the ability to swim distances, and dive to pool depths, as determined by testing/certification authorities, and to lift 100 pounds or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.

MAY 2020
FLSA: NON-EXEMPT

MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of work in the maintenance repair, and construction of City streets, sidewalks, parks, park buildings, trees, equipment, and facilities; performs a variety of work in the removal of graffiti from buildings, fences, concrete channels, and other structures; patrols City streets and surveys need for graffiti removal; uses and operates manual tools and light and moderate to heavy equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing maintenance repair, and construction duties of City streets, sidewalks, parks, park buildings, trees, equipment, and facilities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Maintenance Crew Leader in that the latter is responsible for technical and functional supervision of lower-level maintenance staff and is capable of performing the most complex duties assigned to the division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Operates tools, equipment, and vehicles including power mowers, edger, blowers, weed eaters, power sprayers, and other equipment; operates heavy equipment including; front loaders, backhoes, skip loaders, boom trucks, tractors, stump grinders, and brush chippers.
- Performs preventative maintenance procedures and minor maintenance and adjustments on equipment utilized within the department.
- Installs, repairs, and cleans storm drains, catch basins, and culverts.
- Removes and replaces concrete or asphalt; sets forms, mixes and pours concrete or asphalt for curbs, gutters, drains, culverts, sidewalks, and streets.
- Removes and replaces road surface material and debris; loads, transports, and unloads gravel, dirt, supplies, and equipment.
- Paints and maintains all City owned street legends; installs and maintains all City owned signage.
- Places traffic control and warning signs; serves as a flagman; sets up barricades.
- Trims and prunes trees; picks up tree cuttings, brush, and debris resulting from trimming trees; loads trucks or chipping machine; cuts and clears grounds, brush and undergrowth; removes and grinds stumps.
- Waters, mows, weeds, trims, renovates, and fertilizes lawns, shrubs, trees and flower beds.
- Plants, maintains and transplants trees, plants, flowers, shrubs and brush.

- Spades and prepares grounds around plants and shrubs, including mixing and applying fertilizer, insecticides, and herbicides.
- Maintains plantings and grounds, playground equipment and structures, pools decks and bleachers.
- Sweeps and cleans municipal parking facilities, chops weeds.
- Rakes leaves; cleans walks, fields, courts and other facilities.
- Picks up rubbish and paper; performs general grounds cleaning.
- Performs custodial tasks in recreation facilities including sweeping, mopping, disinfecting, and keeping restrooms and locker room supplies adequately stocked.
- Performs minor maintenance on sprinklers and irrigation equipment.
- Sets up tables, chairs and other meeting equipment in recreation buildings.
- Inspects City premises for graffiti vandalism, uses appropriate chemicals and high-pressure equipment to remove graffiti.
- Inspects assigned City infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Drives vehicles to transport material, tools, and equipment; assists in moving and installing equipment and supplies.
- Responds to inquiries from the general public.
- Observes and complies with all City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Public works maintenance principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, systems, parks, trees, and facilities.
- Methods and techniques related to the proper handling of toxic chemicals and pesticides.
- Practices and procedures used in weed abatement, watering, fertilizing, and spraying of plants, turf, and trees.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Operational characteristics of specialized parks maintenance and repair equipment.
- Traffic control procedures and traffic sign regulations.
- Basic mathematics.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform construction, modification, maintenance and repair work on assigned municipal infrastructure, facilities, systems, parks, trees, and/or appurtenances.
- Operate specialized park, construction and maintenance light to heavy vehicles and equipment.
- Properly handle toxic chemicals such as fertilizers, pesticides, and herbicides.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.

- Read and interpret construction drawings, blueprints, maps, and specifications.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Two (2) years of construction or maintenance experience.

Licenses and Certifications:

- Possession of, or ability to obtain within six (6) months of employment, a Class A California Driver's License with a DOT medical certificate to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 100 pounds on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

NEIGHBORHOOD SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Neighborhood Services Division within the Community and Economic Development Department; programmatic areas of responsibility include the identification, investigation, and correction of violations of the City's municipal, zoning and related compliance codes; manages the animal control function including the work of City staff, combined with management of the City's contract with the Los Angeles County Department of Animal Care and Control; coordinates assigned activities with other divisions, departments, outside agencies, and the general public; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Community and Economic Development Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community and Economic Development Director. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Neighborhood Services Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to enforcement of zoning, uniform building codes, and public health, safety codes, and animal control functions. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Neighborhood Services Division, including, but not limited to the enforcement of the City's municipal, zoning and related compliance codes, and animal control services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures;

assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Plans, coordinates, and reviews administrative remedies for compliance programs, including the issuance of misdemeanor citations and Administrative Civil Orders, imposition of civil penalties, administration of hearing schedules and appeals, and hearings to adjudicate cases pertaining to businesses and residents.
- Supervises and monitors the enforcement of City ordinances and programs including solid waste, property maintenance, trash, tumbleweed abatement, commercial displays and signs, animal control and licensing, and neighborhood preservation.
- Inspects code violations and recommends effective solutions; prepares written reports for court proceedings and inspection warrants; attends administrative and court hearings; monitors criminal prosecutions, legal proceedings, civil public municipal abatement prosecution, and civil penalty enforcement actions.
- Responds to animal related emergencies; participates in the coordination of and responds to calls for service; may participate in the care, treatment, and custody of animals; represents the animal control unit at meetings of professional organizations, other agencies, citizen groups, and/or private individuals; explains ordinances, policies, and procedures relating to the care and keeping of animals to the public and staff.
- Ensures staff is responding to and proactively enforcing municipal code violations as to minimize blight, unmaintained yards, vacant and abandoned buildings, vandalism, fires, etc.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to the City Council, various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in municipal code and zoning enforcement, and animal service programs and functions; researches emerging products and enhancements and their applicability to City needs.
- Prepares and conducts public/community outreach meetings.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files and records.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.

- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Court documents and procedures including issuing citations and obtaining various types of inspection warrants.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Neighborhood Services Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Develop and implement practices which are designed to foster compliance with municipal code, zoning and animal control operations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Make formal and informal presentations to large groups.
- Resolve difficult and sensitive citizen inquiries.
- Conduct inspections of properties.
- Remain current on evolving regulations, laws, and trends.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, urban planning, community development, political science, social services, or a related field.

Experience:
Six (6) years of increasingly responsible municipal code enforcement experience including three (3) years in a leadership or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a California PC832 certificate to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

OFFICE ASSISTANT

DEFINITION

Under general supervision, performs a variety of clerical and administrative duties in support of City staff and functions; serves at the counter and on the phone and answers inquiries and responds to complaints from the public; reviews and routes mail and phone calls to appropriate staff; processes invoices, purchase orders, billings, time sheets, and office supply orders; collects fees and payments from the public; maintains records of revenues and expenditures; prepares and coordinates cash deposits; files documents and records; reserves and confirms rentals of City facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the administrative support series is responsible or performing the full range of clerical and administrative duties in support of an assigned department. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Office Assistant in that the latter performs the more complex work assigned to the series, such as providing specialized administrative and secretarial support to commissions and committees, and/or tracking and monitoring departmental operational documents.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Answers incoming telephone calls; provides information and answers questions; addresses issues and concerns from members of the public, vendors, and City staff; refers issues to the appropriate staff or department; checks and replies to voicemail and email messages; greets visitors and residents at City facilities; distributes literature pertaining to City services and events.
- Composes, types, formats, and proofreads a variety of documents and correspondence including presentations, staff reports, public notices, letters, emails, memoranda, certificates, invitations, budget reports, spreadsheets, community outreach materials, flyers, postcards, directories, and commendations; checks drafts for punctuation, spelling, and grammar, and suggests corrections.
- Collects and distributes incoming mail, packages, email communications, correspondence, reports, requests for service, and complaints to appropriate staff; receives, processes, and tracks documents such as permit applications, contract agreements, proposals, plans and specifications, plan submittals, insurance certificates, subpoenas, summons, petitions, and claims.
- Schedules and prepares City facilities for meetings and special events; reserves and confirms rentals of City facilities; maintains online calendars for facility use; opens, locks, and secures facilities; processes facility request applications; prepares sign-in sheets for events, workshops, and other functions.

- Organizes, archives, scans, copies, maintains, and retrieves records, documents, reports, and files; maintains and/or establishes filing systems; audits files for compliance with federal, state, and local laws and records retention schedules; mails out public notices.
- Collects fees and payments from the public; maintains records of and reconciles revenues collected; provides support to cashiering staff; prepares and coordinates cash deposits.
- Orders supplies, equipment, and materials; ensures adequate inventory of department supplies; seeks competitive price quotes from various vendors; schedules equipment repairs and maintenance issues.
- Prepares and processes invoices, purchase orders, change orders, billings, and time sheets; monitors departmental revenues and expenses; gathers bids; assembles purchase requisitions; enters data for budget tracking.
- Processes and tracks payroll; receives and verifies timesheets; verifies account numbers on timesheets; enters payroll data into automated timekeeping system.
- Schedules and coordinates appointments, meetings, seminars, conferences, and training sessions; acts as meeting and/or committee secretary; prepares meeting agendas and informational packets;
- Observes and complies with all City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- City-wide and department-specific policies, processes, and procedures.
- General office business and administrative practices.
- Payroll and finance software used by the City.
- Business arithmetic.
- Basic principles of handling cash including making cash deposits.
- Principles and practices of record keeping.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand and respond to requests for assistance from the public and City staff, both on the telephone and in person, and take detailed messages.
- Receive, open, review, sort, date stamp, and distribute mail.
- Prepare and type a variety of documents and forms such as correspondence, agendas, public notices, and reports using correct punctuation and grammar.
- Handle requests or complaints in a professional manner.
- Organize and prepare supplies and materials for programs and activities.
- Implement new or revised departmental programs as directed.
- Review and process invoices from vendors for payment; and monitor expenditures.
- Follow written and verbal instructions.
- Demonstrate responsibility when handling sensitive matters or confidential documents.
- Perform assignments with a high degree of independence.
- Be detail oriented.
- Interpret, apply, and explain applicable federal, state, and local codes, regulations, policies, technical processes, and procedures.

- Make accurate arithmetic calculations.
- File and maintain automated and hardcopy records with accuracy.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Two (2) years of responsible general clerical administrative experience.

Licenses and Certifications:

- None.
- Typing Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

PARKING TECHNICIAN

DEFINITION

Under general supervision, enforces City parking regulations in an assigned area; provides general information and assistance to the public; impounds and provides for the storage of vehicles as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Police Sergeant. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing the full range of enforcement of parking regulations duties in support of the Police Department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Parking Technician in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Patrols assigned routes to enforce parking and related traffic ordinances; issues citations; writes warnings.
- Patrols assigned routes to enforce street sweeping parking ordinances; issues citations as necessary; writes warnings.
- Completes follow-up enforcement on previously marked abandoned vehicles.
- Issues non-moving traffic citations for violations observed.
- Impounds and provides for the storage of vehicles.
- Deploys Traffic Division Speed Board including calibration.
- Responds to questions and complaints from the public or refers to supervisor, as necessary.
- Directs traffic, sets cone patterns and street closures for DUI checkpoints, special events, and traffic collisions.
- Maintains accurate records, log sheets, and files; submits copies of citations to appropriate staff; prepares related daily and monthly reports.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and procedures used in parking enforcement including citation issuance procedures.

- Functions, principles, and practices of law enforcement agencies.
- Departmental operational policies and procedures relevant to assigned areas of responsibility.
- Terminology and procedures used in public safety dispatching.
- City geography, maps, streets, and landmarks
- Basic principles of record keeping.
- Principles and practices of data collection and report preparation.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Explain codes and regulations to vehicle owners, residents, and others.
- Memorize codes, names, street locations, and other information.
- Read and interpret maps and other pertinent documentation.
- Understand and interpret policies and procedures standards relevant to work performed.
- Assess situations while remaining calm and using sound, independent judgment.
- Maintain accurate records and files.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Organize own work, set priorities, and meet critical deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Two (2) years of general experience in work which involves interactions with the public.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a valid California PC832 certificate to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform light physical work, to operate a motor vehicle and patrol areas of the City; and to operate varied tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to

identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, moving vehicles, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

PARKS, RECREATION, AND COMMUNITY SERVICES DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Parks, Recreation, and Community Services Department including recreation, community services, senior services, special events, aquatics, and facility reservation programs; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Assistant City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant City Manager and City Manager. Exercises direct supervision over management supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Parks, Recreation, and Community Services Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Parks, Recreation, and Community Services Department programs, services, and activities including the, park planning, recreation, community services, senior services, special events, aquatics, and facility reservation programs.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Assists in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Participates in and directs research, analysis, and compilation of comprehensive reports for the City Manager, Assistant City Manager, City Council, Ad Hoc Commissions, and the public.
- Serves as the City's representative at meetings with community groups and schools, neighborhood interest groups, and other interested stakeholders; responds to and resolves difficult and complex citizen service requests and departmental issues.
- Assists in the design and development of new facilities and programs and improvements to existing facilities and programs; partners with other agencies and volunteer groups to maximize the effectiveness of departmental programs.
- Prepares and submits county, state, federal, and private grant applications.
- Formulates agendas and provides staff support to commissions; provides policy interpretations and staff support to the board agencies as required.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of parks, recreation, and community services.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Assistant City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Operational characteristics, services, and activities of a comprehensive municipal parks, recreation, and community services program, including aquatics facilities and programs.
- Grant administration and implementation.
- Modern and complex principles, practices, and techniques of parks, and arts, recreation, and leisure services activity, administration organization and operation.
- Community involvement methods and practices.
- Principles and practices of organization, administration, and personnel management.
- Recreational, cultural, and social needs of all age groups.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Research methods and techniques.
- Federal, state, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large program budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff; provide training and development opportunities; ensure work is performed effectively; and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Direct the preparation of studies, analysis, reports, contracts, and related documents.
- Perform duties of an emergency worker in the event of a natural or other disaster.
- Direct the management of comprehensive parks, recreation, and community services programs.
- Understand diverse park and recreation needs of the community and implement effective programs and projects.
- Attend City Council meetings and/or make presentations, as required.
- Analyze, develop, and set rates for a variety of fee schedules.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation, public administration, or a related field.

A master's degree in a related field is preferred.

Experience:
Seven (7) years of managerial or administrative government experience in recreation, community services, public administration, or a related field, with a minimum of five (5) years of management experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is

primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

PLANNING INTERN

DEFINITION

Under direct supervision, assists assigned planning staff and management with a variety of technical and administrative support activities related to the City's planning and community development functions.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned management and supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is used to provide college students an opportunity to gain hands-on experience in a professional setting while pursuing a degree in urban planning or a related field. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class operates in a learning capacity, interns may have only limited or no directly related work experience.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists professional planning staff in the collection of data and preparation of staff reports, presentations, zoning letters, application forms/handouts and public notifications;
- Assists professional planning staff in reviewing construction plans for compliance with design guidelines, zoning standards and landscape requirements;
- Assists professional planning staff with presentations at public meeting and events;
- Performs research related to special projects and other key issues in the planning division;
- Creates, updates, and maintains files and databases to organize planning records;
- Assembles the local address file, with residential and non-residential addresses, with Geographic Information Systems (GIS) support;
- Updates and maintains the City's address file; performs or accompanies planning staff on site visits to confirm uses and addresses;
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of urban and regional planning and zoning.
- Operational characteristics of Geographic Information Systems (GIS) software and their application to planning processes.
- Basic concepts of architecture, and landscaping, as they relate to the process of urban planning.
- City planning and permitting processes.

- Principles of landscaping as applied to construction and maintenance of project areas.
- Methods and techniques of conducting and documenting site inspections.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Researching and reporting methods, techniques, and procedures.
- Methods and techniques of effective technical report preparation.
- Record keeping principles and practices.
- Business mathematics.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns of the public.
- Read plans and specifications and make site visits.
- Read, interpret, apply, and explain technical written material and Federal, State, and local policies, procedures, laws, regulations, ordinances, and City planning policies and procedures.
- Receive and respond to routine questions from the general public, contractors and developers or refer to higher level planning staff.
- Review applications for accuracy and completeness; process and/or submit to planning staff for action.
- Conduct routine research on planning and zoning related matters and prepare findings.
- Read and understand technical drawings and specifications.
- Perform mathematical computations with precision.
- Establish and maintain a variety of filing, record-keeping, and tracking systems for assigned projects.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use geographic information system software and create graphics either hand drawn and/or through use of computer software.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Concurrent enrollment in an undergraduate or graduate program in urban planning, land development or a related field at an accredited college or university.

Experience:
None.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout internship.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When conducting field inspections, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

PLANNING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical support activities related to current and advance planning, including a review of development and land use applications, zoning, site plans, and related documents for proper handling; performs routine plan check duties; provides assistance to the public on planning, community development, zoning, and permit issues; provides staff assistance to the planning staff and management; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently providing technical duties in support of the City's planning and community development functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situation arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides information and assistance at the front counter, on the phone, and through e-mail communication by answering questions and providing information regarding zoning, development standards, and approved development proposals.
- Performs routine plan check functions for various projects; receives and reviews, applications for planning permits for accuracy and completeness; routes applications to appropriate planning staff.
- Reviews applications for building permits; within authorized guidelines, may approve routine permits; if outside scope of authority, routes permit applications to appropriate planning staff.
- Provides administrative support to professional planners on basic current and advanced planning projects, coordination with project applicants, preparation and posting of legal notices, and conducting background research.
- Researches land use and development entitlements and prepares documentation for lending institutions, real estate brokers, and property owners for approval by professional planning staff.
- Performs administrative duties including typing, filing, copying documents, and record keeping; prepares forms and provides graphic displays, photographs, or other exhibits as needed.
- Performs site inspections for entitlement projects and zoning compliance; documents and submits findings for action by planning staff.
- Conducts research for land use, zoning, advanced planning, urban design, populations trends, transportation, housing, economic, and environmental issues.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of urban and regional planning and zoning.
- Operational characteristics of Geographic Information Systems (GIS) software and their application to planning processes.
- Basic concepts of architecture, and landscaping, as they relate to the process of urban planning.
- City planning and permitting processes.
- Principles of landscaping as applied to construction and maintenance of project areas.
- Methods and techniques of conducting and documenting site inspections.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Researching and reporting methods, techniques, and procedures.
- Methods and techniques of effective technical report preparation.
- Record keeping principles and practices.
- Business mathematics.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns of the public.
- Read plans and specifications and make site visits.
- Read, interpret, apply, and explain technical written material and Federal, State, and local policies, procedures, laws, regulations, ordinances, and City planning policies and procedures.
- Receive and respond to a variety of questions from the general public, contractors and developers or refer to higher level planning staff.
- Review applications for accuracy and completeness; process and/or submit to planning staff for action.
- Conduct routine research on planning and zoning related matters and prepare findings.
- Read and understand technical drawings and specifications.
- Perform mathematical computations with precision.
- Establish and maintain a variety of filing, record-keeping, and tracking systems for assigned projects.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use geographic information system software and create graphics either hand drawn and/or through use of computer software.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade supplemented by college level coursework in urban planning, land development or a related field.

Experience:
Two years of experience providing technical support to a planning or land development program.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When conducting field inspections, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

POLICE CADET

DEFINITION

Under immediate supervision, performs a wide variety of non-sworn duties in the Police Department, including investigations, traffic, property and evidence, and/or administration; provides general office support as assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for performing routine non-sworn civilian status work in the Police Department. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is used as a training class, employees may have only limited or no directly related work experience.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Learns, understands and applies Department and mandated applicable laws, ordinances, policies and procedures.
- Provides technical assistance to the public at the front desk and over the telephone; evaluates and processes disturbance calls, complaints, and requests for police services; gathers information, records complaints, and prepares routine crime reports; directs callers to other departmental personnel or other agencies as appropriate.
- Prepares and processes a variety of reports, forms, citations, applications, and permits; types, compiles, and tabulates basic statistical and financial data; tracks status of cases and warrants; maintains related files and records.
- Prepares and issues parking citations to vehicles parked illegally; arranges for the towing and storage or impound of abandoned vehicles, illegally parked vehicles with expired licenses, or vehicles in violation of other related laws and ordinances.
- Directs and controls traffic during special events and peak traffic conditions.
- Receives emergency and non-emergency telephone calls from the public for police, fire, or other services; communicates with callers to determine the nature of the call and provide appropriate assistance; maintains composure to ensure that complete and accurate information is transmitted to public safety and medical personnel.
- Receives, classifies, indexes and stores property and evidence seized and recovered by police personnel, including money, firearms, narcotics, stolen property, and hazardous materials.
- Assists with field investigations of crime scenes; protects crime scenes from contamination; takes photographs, and collects other related property and evidence; examines and processes evidence on scene and at the Police Department.
- Transports police vehicles to City yard for service.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- General functions of a municipal law enforcement agency.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Word processing methods, techniques, and programs.
- Principles of business letter writing.
- Basic principles of record keeping.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Accept supervisory authority.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Obtain, record and retain complete and accurate information from diverse individuals, including those who are upset, angry or difficult to understand.
- Maintain professionalism, courtesy and composure at all times including emergency and high stress situations.
- Learn and understand the organization and operation of the Department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare and maintain accurate and precise written documents such as technical reports, records and correspondence that may serve as evidence in court.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, set priorities, and meet critical deadlines.
- Understand and follow oral and written instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word-processing and other software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines in sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade and enrollment in an accredited two-year or four-year college/university within six (6) months of employment, in a field applicable to law enforcement.

To remain employed as a Police Cadet, and at the discretion of the Chief of Police, the individual must be enrolled in a minimum of three (3) semester units (or equivalent) and maintain a grade point average of 2.0 or better.

At the discretion of the Chief of Police, a Police Cadet may remain employed in such capacity after completion of a four-year degree.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle and drive on surface streets; vision to read printed materials, a computer screen, and examine evidence; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking uneven terrain and landscapes when performing parking enforcement duties. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate parking enforcement related tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees partly work in the office and partly in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

MAY 2020
FLSA: EXEMPT

POLICE CAPTAIN

DEFINITION

Under general direction, plans, organizes, oversees, and manages the staff, operations and activities of a division within the Police Department; coordinates assigned activities with other City departments and outside agencies; conducts a variety of organizational, investigatory, and operational studies; provides complex and responsible support to the Chief of Police and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police. Exercises general supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, directing and managing an assigned division within the Police Department. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include organizing and overseeing patrol operations, investigative functions, custody, or administrative support activities. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This class is distinguished from the Chief of Police in that the latter has overall management responsibility for all City police law enforcement programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of a division within the Police Department encompassing several police functional areas, including patrol, detective bureau, jail and prisoner custody operations, public service or investigations, and administrative support services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees division budgets.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends changes to the Chief of Police.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to public safety programs, policies, and procedures.
- Responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management protocol; assumes role of Incident Commander as needed.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution.
- Prepares, reviews, and completes various reports, including City Council agenda reports and department-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison for the assigned division to other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Chief of Police; develops and reviews staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal law enforcement department.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of law enforcement administration, organization and management.
- Methods and techniques of public relations.

- Recent legislation and court decisions and their impact on department operations.
- Principles and philosophies of community policing, including strategic issues and problem solving.
- Incident Command System operations and protocols.
- Weapons instruction and use related to legal and ethical law enforcement services.
- Regional, state and national policing trends and best practices.
- Principles, practices, methods, and techniques law enforcement including patrol, investigations, and special operations functions.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching municipal police services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to law enforcement operations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Manage an assigned division within the Police Department.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Police Department.
- Administer complex and technical operations, maintenance, and related programs in an independent and collaborative manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Building communication and trust with disaffected people and communities that reside and operate within the community.
- Translate and communicate cultural and legal issues to a diverse public.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminal justice, police science, public administration, or a related field.

Experience:
Six (6) years of increasingly responsible law enforcement program experience, including three (3) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of an Advanced Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of a Management Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is preferred.

PHYSICAL DEMANDS

Positions work in an office or station environment, and use standard office equipment, including a computer. Incumbents must also possess mobility to work in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards.

ENVIRONMENTAL CONDITIONS

Employees work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions,

moving vehicles, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

MAY 2020
FLSA: EXEMPT

POLICE COMMUNICATION MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical and administrative support related to all programs and activities of the Police Communications Division; administers current and long-term planning activities; manages the effective use of the division's resources to improve organizational productivity and customer service; provides complex and responsible support to an assigned Police Captain in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Police Captain. Exercises direct supervision over supervisory and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating police dispatching services, including receiving police and emergency calls, dispatching Police units and answering non-emergency calls for public safety and other City departments. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include organizing and overseeing day-to-day police communications activities. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Police Communications Division, including receiving police and emergency calls, dispatching Police units following prescribed procedures, and answering non-emergency calls for public safety and other City departments.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division's budget.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Police Captain.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

- Oversees the maintenance of radio and telephone dispatching systems, including 911 and telephone or radio recording systems; ensures that equipment is properly operated, maintained, and secured when not in use; oversees and schedules the service, repair, and replacement of equipment as needed.
- Directs the preparation of communications related records including processing and managing files; maintains file security, ensuring information is released in accordance with mandated requirements.
- Performs system applications duties including transition tables, code names, password resets, building partitions, detecting errors and related tasks.
- Develops, administers and conducts in-service training of new staff; conducts a periodic review of training manuals and revises as needed; recommends additional staff training needs.
- Directs the enforcement of the Alarm System Ordinance.
- Oversees and participates in assembling and compiling information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy and completion of reports and maintaining files.
- Provides highly complex staff assistance to an assigned Police Captain; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of police communication services; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; identifies and reports findings and takes necessary corrective action.
- Ensures staff compliance with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, methods, and techniques of law enforcement agencies.
- Principles, practices, methods, techniques and terminology used in public safety dispatching, including computer aided dispatch and related emergency systems.
- City and County geography, maps, streets, landmarks, and driving directions.
- Principles and practices of budget administration and accountability.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Principles and practices of data collection and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Police Communications Division.
- Manage and monitor complex projects, on-time, and within budget.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Establish and maintain a variety of manual and computerized record keeping systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
An associate degree from an accredited college in criminal justice, law enforcement, public administration or a related field.

Experience:
Five (5) years of increasingly responsible public safety dispatching experience including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid P.O.S.T. Dispatcher Basic certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

POLICE DISPATCH SHIFT SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews and supervises the work of staff performing police and emergency call taking and dispatching services within the Police Department; plans and coordinates the processing of police and emergency calls and dispatching of Police units; answers non-emergency calls for public safety and other City departments; coordinates, monitors, and provides technical input for assigned police call-taking and dispatching related projects and programs; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Communication Manager. Exercises direct supervision over clerical staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the police dispatcher class series that exercises independent judgment on diverse and specialized police call taking and dispatching duties with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from the Police Communication Manager in that the latter has full management responsibility for all Police communication operations and related programs and functions of the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff for an assigned shift in the Communications Division responsible for all police call-taking and dispatching services; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the police dispatch work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.

- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Supervises the use of communications equipment; ensures that equipment is properly operated, maintained, and secured when not in use; oversees and schedules the service, repair, and replacement of equipment as needed.
- Performs the most complex call-taking and dispatching duties and provides technical assistance to assigned shifts.
- Enters, updates, and retrieves a variety of records from database, including stolen vehicles, vehicle registration information, and warranted or missing persons.
- Accesses Federal, State, and local law enforcement information databases to obtain information regarding outstanding warrants, criminal history, records information, and vehicle data; relays such information to sworn staff.
- Monitors jail and station cameras.
- Provides staff assistance to the Police Communication Manager; prepares and presents staff reports and other necessary correspondence; ensures the proper documentation of activities.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Maintains files, databases, and records related to call taking and dispatching services; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Techniques for eliciting and providing accurate and timely information in emergency situations.
- Policies with respect to the confidentiality and release of sensitive information.
- Staff scheduling methods to ensure optimal coverage.
- Operational characteristics of computer-aided communication systems and devices.
- Terminology used in dispatch operations.
- Principles, practices, methods, and techniques of law enforcement agencies.
- Principles, practices, methods, techniques and terminology used in public safety dispatching, including computer aided dispatch and related emergency systems.
- City and County geography, maps, streets, landmarks, and driving directions.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Develop short- and long-term staffing schedules.
- Assess and prioritize emergency situations using sound independent judgment in a calm manner.
- Dispatch appropriate response units for a diverse range of emergency situations.
- Perform the most complex call-taking and dispatching duties and operate related communications equipment properly and effectively.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Read, understand, and interpret maps and other pertinent documentation.
- Memorize codes, names, street locations, and other information.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Four (4) years of increasingly responsible public safety dispatching experience including one (1) year of lead experience.

Licenses and Certifications:

- Possession of a valid P.O.S.T. Public Safety Dispatcher Basic certificate.

- Possession of, or ability to obtain, a valid C.L.E.T.S. Operator certificate.
- Possession of, or ability to obtain, a valid P.O.S.T. Communications Training Officer certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a centralized communication operations environment, using public safety emergency services equipment including computer-aided dispatch systems, telephones, radios and other communication devices, as well as standard office equipment including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and radio. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Performance of the work frequently requires positions to remain at a workstation for extended periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a centralized communication operations environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

POLICE DISPATCHER

DEFINITION

Under general supervision, receives police and emergency calls and dispatches Police units following prescribed procedures; answers non-emergency calls for public safety and other City departments; performs a variety of general administrative support duties including record keeping, typing, and filing; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Dispatch Shift Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing the full range of receiving and dispatching emergency call duties in support of the Police Department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Police Dispatch Shift Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of staff on an assigned shift.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives calls, complaints and inquiries from the public for police or other emergency services over the phone; answers 911 calls; screens incoming calls to determine necessity, priority and type of response required in accordance with established procedures.
- Dispatches public safety emergency units using a computerized dispatch system, including determining priority of emergency and contacting and sending appropriate response unit.
- Operates computer, telephone, and radio console and telecommunication equipment simultaneously while performing dispatching activities; tests and inspects equipment as assigned.
- Logs call data in a written or automated format; monitors calls after initial dispatch to provide additional coordination, support, or information.
- Enters, updates, and retrieves a variety of records from a database, including stolen vehicles, vehicle registration information, and warranted or missing persons.
- Accesses Federal, State, and local law enforcement information databases to obtain information regarding outstanding warrants, criminal history, records information, and vehicle data; relays such information to sworn staff.
- Monitors jail and station cameras.
- Acts as a liaison to the public and representatives of other agencies for the department; provides initial non-emergency contact with the public and representatives of other agencies for the requesting of police records or related services; determines the nature of the contact; provides factual information regarding services, policies, and procedures; directs the caller to the proper individual or agency.

- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files.
- Attends necessary training, shift briefing sessions, participates in drills, and test scenarios to prepare for unexpected emergencies.
- Observes and complies with all City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of law enforcement agencies.
- Techniques for eliciting and providing accurate and timely information in emergency situations.
- Principles, practices, methods, techniques and terminology used in public safety dispatching, including computer aided dispatch and related emergency systems.
- Operational characteristics of computer-aided communication systems and devices.
- Terminology used in dispatch operations.
- City and County geography, maps, streets, and landmarks.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Principles and practices of data collection and report preparation.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assess and prioritize emergency situations while remaining calm and using sound, independent judgment.
- Dispatch appropriate response units for a diverse range of emergency situations.
- Memorize codes, names, street locations, and other information.
- Read and interpret maps and other pertinent documentation.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Obtain necessary information from individuals in stressful or emergency situations.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Perform technical, detailed, and responsible office support work.
- Compose correspondence independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Organize own work, set priorities, and meet critical deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Two (2) years of clerical or technical administrative experience working in a job with extensive interaction with the public, preferably in a law enforcement environment.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a centralized communication operations environment, using public safety emergency services equipment including computer-aided dispatch systems, telephones, radios and other communication devices, as well as standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and radio. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Performance of the work frequently requires positions to remain at a workstation for extended periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a centralized communication operations environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

POLICE LIEUTENANT

DEFINITION

Under general direction, depending upon assignment, plans, organizes, oversees, coordinates, and reviews the work of sworn and non-sworn staff on an assigned shift within a unit of the Police Department; areas of responsibility may include, but are not limited to, patrol, investigation, community policing, or administration; provides highly complex and responsible support to sworn management in areas of expertise; oversees, reviews, and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Police Captain. Exercises direct supervision over sworn and non-sworn staff.

CLASS CHARACTERISTICS

This classification is responsible for supervising the functions of the patrol, investigation, and community policing unit(s) in the Police Department on an assigned shift. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Incumbents organize and oversee day-to-day services and activities and are responsible for providing professional-level support to the Police Captain and Police Chief in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and other law enforcement agencies. This class is distinguished from Police Captain in that the latter has overall management responsibility for management of a division within the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of sworn and non-sworn staff on an assigned shift within a unit of the Police Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; maintains the operational readiness of the police facility, personnel and resources needed to complete their mission.
- Participates in the development of goals, objectives, policies and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of an assigned area in the police department; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside law enforcement agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.

- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution as necessary.
- Reviews crime reports and current publications in law enforcement to determine trends and make recommendations for changes within the organization.
- Researches short- and long-term projects; documents findings and identifies any needed resources or equipment for project implementation.
- Responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management protocol; assumes role of Incident Commander as needed.
- Coordinates the City's preparedness for emergency response to any man-made or natural disaster; collaborates across City departments to better its ability to respond to disasters and to ensure the continuity of government; ensures staff training in emergency response measures.
- Maintains files, databases, and records related to police services; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in meetings with members of other public and private organizations, community groups, and the public.
- Attends and participates in professional group meetings and stays current on new trends and innovations in the field of law enforcement.
- Ensures staff observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal law enforcement department.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of law enforcement administration, organization and management.
- Methods and techniques of public relations.
- Recent legislation and court decisions and their impact on department operations.
- Principles and practices of budget development and administration.
- Principles and philosophies of community policing, including strategic issues and problem solving.
- Incident Command System for large scale emergencies which impact response capabilities.
- Regional, state and national policing trends and best practices.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, practices, methods, and techniques law enforcement including patrol, investigations, and special operations functions.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.
- Causes, prevention, and control of juvenile delinquency.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Direct and supervise law enforcement activities within a unit on an assigned shift.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Evaluate crime trends and formulate plans to address changes in trends.
- Conduct investigations of general and specialized crimes.
- Examine allegations of employee wrongdoing and, when necessary, investigate misconduct in compliance with mandated regulations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminal justice, police science or a related field.

Experience:
Five (5) years of law enforcement experience including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a P.O.S.T. Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training.

PHYSICAL DEMANDS

Positions work in an office or station environment, and use standard office equipment, including a computer. Incumbents must also possess mobility to work in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards.

ENVIRONMENTAL CONDITIONS

Employees work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

MAY 2020
FLSA: NON-EXEMPT

POLICE OFFICER

DEFINITION

Under general supervision, performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property, and the enforcement of Federal, State, and local laws and ordinances; patrols areas of the City and conducts surveillance; assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This sworn classification is responsible for independently performing law enforcement duties in support of the Police Department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series responsible for organizing, assigning, supervising, and reviewing the work of staff on an assigned shift.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public.
- Patrols an area of the City to observe and address suspicious or potential criminal activity; responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve problems, diffuse situations, and enforce laws and ordinances.
- Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Observes, monitors, and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; assists motorists with inoperable vehicles and arranges for removal of stranded vehicles; provides direction and traffic control in accident or incident situations, special events, or other congested situations.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility, as required.
- Secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.

- Provides emergency medical attention to the public when responding to calls for assistance and requests appropriate medical assistance as necessary.
- Provides mutual aid to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Prepares and maintains reports, logs, records, and accurate files.
- Serves writs, warrants, subpoenas, and other legal documents.
- Assignment Areas:
  - Investigation Services – conducts criminal and civil case investigations; interviews victims, witnesses, suspects, and other parties to obtain leads and establish the nature and causes of potential crimes and violations of statutes; conducts background investigations for proper business, and alcoholic beverage licenses; researches various records and prepares investigative and special reports.
    - Conducts comprehensive investigations into felony and high-level crimes including conducting surveillance activities and coordinating and maintaining crime scene activities.
  - Traffic – enforces specialized Traffic and Motor Vehicle Codes and prepares traffic and collision reports and investigation records; sets up DUI monitoring; coordinates work with Department of Motor Vehicles and Courts; attends meetings, prepares logs, and makes presentations.
  - K9 – works with a canine partner in the execution of their duties; assumes responsibility for the training, health, care, feeding and well-being of the partner on the job and off the job, ensuring an adequate and secure space for the canine in the Officer's residence; responds to mutual aid calls where the use of a K9 officer is prescribed.
  - S.W.A.T. Detail – responds to emergency calls involving hostages, barricaded suspects, suicide threats, bomb threats, deadly use of force, high risk search and arrest warrant service, and related incidents involving public safety.
  - Professional Standards Units – oversees or conducts background and subrosa investigations; compiles background investigator findings, references, education, and responses from various law enforcement agencies and prepares complete background file for hiring approval by Chief of Police or designee.
  - Field Training Officer – supervises and evaluates new police officers by conducting training in the field; observes and affirms proficiency, and/or recommends any needed additional training.
  - Corporal – assists higher level sworn supervisory or management staff in scheduling, organizing and overseeing staff and operations within an assigned shift.
- Assists the City Attorney or the District Attorney staff in preparing, documenting, and developing cases and gathering information; testifies in court as required.
- Attends meetings, conferences, workshops, and training sessions; reviews publications and materials to become and remain current on principles, practices, and new developments in law enforcement.
- Oversees the use and care of equipment as required.
- Observes and complies with all City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of a comprehensive municipal law enforcement department.
- Principles, practices, methods, and techniques of law enforcement including patrol, investigations, and special operations functions.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.

- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, and crime prevention.
- Operational characteristics of vehicles and equipment used in law enforcement.
- Criminal court system processes and regulations.
- Methods and techniques of interviewing and eliciting information from victims and witnesses.
- Causes, prevention, and control of juvenile delinquency.
- Traffic control, enforcement, and education methods.
- Police records, communications, property, and custody system operations.
- Procedures in handling warrants, filing complaints, court appearances, and testifying.
- Investigation and identification techniques and equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Methods and techniques of preparing police reports and related documentation.
- Techniques of first aid and CPR.
- Principles and procedures of record keeping
- City and mandated safety rules, regulations and protocols
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform law enforcement duties within an assigned program area to ensure the protection and safety of citizens and property.
- Observe accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Interpret apply and explain complex laws, codes, regulations, and ordinances.
- Identify and be responsive to community issues, concerns, and needs.
- Conduct effective interviews with victims and witnesses.
- Pursue, apprehend and subdue suspects in accordance with mandated procedures.
- Process crime scenes and maintain chain of custody of evidence.
- Monitor changes in laws and court decisions and apply them in work situations.
- Make sound, independent decisions in emergency situations.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade. Specialized training in law enforcement, criminal justice, or a related field is highly desirable.

Experience:
None.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).

PHYSICAL DEMANDS

Must possess mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards.

Positions also work in a secondary office or station environment, and use standard office equipment, including a computer.

ENVIRONMENTAL CONDITIONS

Employees work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

MAY 2020
FLSA: NON-EXEMPT

POLICE RECORDS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews and supervises the work of police records staff within the Police Department; plans and coordinates a comprehensive records management program, including records maintenance, processing, and distribution; ensures that functions meet all applicable laws, regulations, and City policies; coordinates, monitors, and provides technical input for assigned records management related projects and programs; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Police Captain. Exercises direct supervision over technical staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the Police Records series that exercises independent judgment on diverse and specialized police records management activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of police records staff in the Police Department trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the police records work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Supervises the use of records management systems and equipment; ensures that systems and equipment are properly operated, maintained, and secured when not in use; oversees and schedules the service, repair, and replacement of systems and equipment as needed.
- Oversees the maintenance, update, and disposal of records according to established policies and procedures, including indexing a wide variety of violations and notifications, tracking and filing reports, and redacting confidential information when required; purges records and files as required.
- Performs the most complex records maintenance, processing, and distribution and front counter customer service duties and provides technical assistance to assigned staff; manages the release of property and verifies police records and related information to the public and to other public agencies in accordance with established regulations.
- Supervises the preparation of documents for court, retrieves and prepares subpoenas for records and process records sealing; processes UVISA applications.
- Oversees and participates in assembling and compiling information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy and completion of reports and maintaining files.
- On occasion, escorts and controls female prisoners and arrestees including pat down and strip down searches, and the collection of urine samples in the absence of a female officer.
- Maintains files, databases, and records related to police records; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Legal obligations with respect to the release of data and reports.
- Operational characteristics of automated records management systems (RMS).
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of law enforcement agencies.
- Police terminology and law enforcement codes.
- Principles, practices, methods, and techniques of records management, including records disbursement procedures.
- Business letter writing and the standard format for reports and correspondence.
- Business arithmetic and basic statistical techniques.
- Principles and practices of data collection and report preparation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most difficult police records management and customer service duties and operate related records system databases properly and effectively.
- Organize, implement, and direct police records management and customer service activities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make accurate arithmetic, financial, and statistical computations.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Four (4) years of increasingly responsible police records technician experience including one (1) year of lead experience

Licenses and Certifications:

- Possession of a valid P.O.S.T. Basic Records Clerk certificate.
- Possession of a valid C.L.E.T.S. Operator certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

POLICE RECORDS TECHNICIAN

DEFINITION

Under general supervision, performs a variety of specialized clerical and technical duties involved in processing various police records and reports; receives, enters, researches, and assimilates data in a records management system and other database systems; identifies and maintains crime activity and known offender information and statistics; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing the full range of technical police record processing and maintenance duties in support of the Police Department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Police Records Supervisor in that the latter is the full supervisory-level class responsible for organizing, assigning, supervising, and reviewing the work of staff involved in police records management.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of customer service functions applicable to police department operations including records release and maintenance, receiving, responding to, and entering requests for police reports and screening and forwarding telephone calls.
- Provides general information regarding department policies, procedures, requests for information, and requests for service in person and by telephone, and coordinating work with other City departments.
- Process citations including dispositions, parking citations, administrative citations, moving citations, warrants and bonds.
- Maintains and updates records according to established policies and procedures, including indexing a wide variety of violations and notifications, tracking and filing reports, and redacting confidential information when required; purges records and files as required.
- Enters a variety of statistical data and reporting into computer systems with a high degree of accuracy.
- Assembles and compiles information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy and completion of reports and maintaining files.
- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, and memoranda; checks drafts for punctuation, spelling, and grammar and suggests corrections.

- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and unit policies and procedures in determining completeness of applications, records, and files.
- Performs a variety of administrative support duties, including answering and directing telephone calls, processing mail, preparing court packages, sorts, files, copies, and distributes a variety of documents.
- Provides research assistance to officers and other law enforcement personnel.
- On occasion, escorts and controls female prisoners and arrestees including pat down and strip searches, and collection of urine samples in the absence of a female officer.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of law enforcement agencies.
- Police terminology and law enforcement codes.
- Principles, practices, methods, and techniques of records management, including records disbursement procedures.
- Operation of computer-aided communications equipment, including multiple telephone lines and radio systems.
- Business arithmetic.
- Research and reporting methods.
- Legal obligations with respect to the release of data and reports.
- Record keeping principles and procedures.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret, apply, and explain applicable Federal, State, and local codes, regulations, policies, technical processes, and procedures.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Make accurate arithmetic and statistical calculations.
- File and maintain automated and hardcopy records with accuracy.
- Maintain confidentiality of data encountered in the source of work.
- Compile and summarize information.
- Research a variety of topics in assigned areas of responsibility.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Two (2) years of responsible general office administrative or clerical experience, preferably in a law enforcement environment.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

POLICE SERGEANT

DEFINITION

Under direction, plans, schedules, assigns, reviews and supervises the work of officers and non-sworn staff on an assigned shift within the Police Department; performs the full range of field and office work in connection with patrol, traffic, investigative, youth services, and training programs; assists in the preparation of cases and testifies in court; fosters cooperative working relationships with other City departments, outside agencies, and the public served; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises direct supervision over sworn and non-sworn staff on an assigned shift.

CLASS CHARACTERISTICS

This is the first full supervisory-level class in the sworn series that exercises independent judgment on diverse and specialized police service activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from Police Lieutenant in that the latter has shift management responsibility for a major unit of the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of sworn and non-sworn staff on an assigned shift; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors activities of an assigned shift; conducts shift briefings; ensures field resources are properly allocated and prioritized by calls for service; identifies and predicts risk management issues before they occur.
- Provides direct supervision and line level coordination to critical incidents while communicating operational progress and/or needs to management; identify staffing and equipment needed to safely accomplish the task.
- Performs the duties of sworn police officers; responds to emergency calls for service to protect citizens and property; pursues and apprehends suspects; makes arrests; secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development.

- Identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies including counterparts in other law enforcement agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Coordinates investigations involving officers and assigns investigator caseload for follow-up; assists officers in follow-up investigations, and participates in investigations including the routine gathering of evidence, questioning of witnesses, and apprehension of suspects; assists officers in preparation of reports in cases for trial and appears in court to present evidence and testimony.
- Assignment Areas:
    - Polygraph Examiner – works with investigators to conduct polygraph examinations of suspects, witnesses and victims to complete criminal investigations.
    - Firearms Instructor – conducts department-wide training and quarterly qualifications; ensures additional firearms training with personnel as needed or desired.
    - SWAT Operator/Sniper Team Training Manager – supervises the SWAT sniper team; coordinates training including barricaded and hostage situations; serves as an entry team member.
    - Detective Bureau – oversees the Internet Crimes Against Children Task Force (ICAC) in cooperation with the Los Angeles Police Department (LAPD) and the Federal Bureau of Investigation (FBI); seeks out and pursues child pornography offenders.
    - Public Information Officer – generates press releases regarding police activity to engage the public's assistance in solving crimes; meets with the press on assigned matters.
    - Aviation – oversees operational flight scheduling and staffing; monitors flight safety concerns, aviation safety management systems, human factors and risk assessment; supervises scheduled and unscheduled police aircraft maintenance.
        - Reviews aircraft and pilot logbooks for accuracy to ensure compliance with federal aviation requirements and adherence to departmental policy/procedures; maintains Tactical Flight Officer currency and supplemental flight crews in the absence of other assigned personnel.
    - Traffic – supervises and reviews all issued citations for accuracy including police, arrest and traffic collision reports; coordinates patrols of schools including public education, citation issuance and the impounding of vehicles driven by unlicensed drivers; prepares educational campaigns utilizing social media; monitors social media to receive feedback and interact with community members.
    - Training – identifies and determines training needs for new hires; ensures that all staff are scheduled to receive mandated training; monitors schedules to ensure all training has been executed; reviews daily observations for training progress.
    - Professional Standards Unit – investigates administrative and formal complaints of alleged misconduct generated by personnel typically within the Police Department against other Police Department personnel, civilian or sworn; ensures employee POBR rights are not violated. Works with the Human Resources and Risk Manager on claims and risk management issues; serves on the Safety Committee.

- Administration – works with the Permit Committee when companies are filming productions in the City; identifies where public safety might be jeopardized; ensures there is a security plan and that officers are available to provide security; assists the Planning Committee in the investigations of all small business license permits.

- Provides mutual aid to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Maintains files, databases, and records related to assigned police services; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in meetings with community groups, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal law enforcement department.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques law enforcement including patrol, investigations, and special operations functions.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.
- Methods and techniques of interviewing and eliciting information from victims and witnesses.
- Operational characteristics of a diverse range of equipment used in law enforcement programs.
- Causes, prevention, and control of juvenile delinquency.
- Traffic control, enforcement, and education methods.
- Police records, communications, property, and custody system operations.
- Procedures in handling warrants, filing complaints, court appearances, and testifying in court.
- Investigation and identification techniques and equipment.
- Methods and techniques of preparing police reports and related documentation.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Techniques of first aid and CPR.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform law enforcement duties within an assigned program to ensure the safety and protection of citizens and property.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Monitor changes in laws and court decisions and apply to work situations.
- Conduct effective interviews with victims and witnesses.
- Pursue, apprehend and subdue suspects in accordance with mandated procedures.
- Process crime scenes and maintain chain of custody of evidence.
- Observe crime and accident scenes and other situations accurately and recall faces, names, descriptive characteristics, facts of incidents, and places.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in criminal justice, criminology, police science or a related field.

Experience:
Four (4) years of increasingly responsible sworn law enforcement experience including one (1) year of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).

PHYSICAL DEMANDS

Must possess mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards.

Positions also work in a secondary office or station environment, and use standard office equipment, including a computer.

ENVIRONMENTAL CONDITIONS

Employees work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

MAY 2020
FLSA: NON-EXEMPT

POOL MANAGER

DEFINITION

Under direction, oversees the daily administrative operations and activities of the City's aquatic pool facilities; ensures that the City's pool facilities are maintained in a safe and effective working condition to provide the highest level of safety for public use; explains and enforces swimming programs and pool policies, rules and regulations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over, and provides training to, assigned staff.

CLASS CHARACTERISTICS

This classification is responsible for overseeing the work of staff performing administrative tasks, and for ensuring that the City's pool facilities are maintained in a safe and effective working condition to provide the highest level of safety for public use. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of administrative operations staff. Assignments are given with general guidelines, and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. The incumbent also participates in operational activities such as lifeguarding and class instruction.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversees the daily administrative operations of the City's aquatic pool facilities; ensures that the City's pool facilities are maintained in a safe and effective working condition to provide the highest level of safety for public use.
- Provides work direction to administrative staff; assists in staff selection.
- Receives and responds to questions, concerns, and complaints from patrons; determines issues and resolves, or refers to supervisor as appropriate; listens and responds to patrons' need for assistance or information on aquatic programs.
- Supervises daily counts and collection of money.
- Monitors facility use; ensures that the pool, restrooms and locker rooms are maintained in a safe, neat, and clean condition.
- Provides aquatic safety and supervision for patrons; monitors activities in the pool and City aquatic facilities to avoid and prevent accidents, and to ensure the safety and well-being of patrons; promotes public safety at an aquatic facility at all times.
- Performs the work of facility staff including, but not limited to, lifeguarding, class instruction, and rescue of swimmers in distress; administers artificial respiration, cardiopulmonary resuscitation (CPR) and first aid; calls emergency services such police, fire, or ambulance.

- Implements and monitors City policies and procedures; enforces aquatics regulations; cautions swimmers regarding unsafe swimming.
- Inspects and maintains swimming and pool equipment for functionality; prepares and submits requests for equipment, supplies, repairs to buildings and equipment, and grounds maintenance.
- Performs inspections of water; prepares reports on water condition and accidents.
- Participates in training sessions, including safety drills and other emergency procedures.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Business administration practices.
- Cash handling policies and procedures.
- Organization and operation of the aquatics facility including maintenance and safety requirements.
- Operational characteristics of water rescue safety equipment and devices.
- Principles and techniques of lifeguarding, including lifesaving methods and procedures.
- First aid and adult and/or child CPR methods.
- City rules and regulations with respect to pool and patron safety methods.
- Principles and practices of recordkeeping.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public and City staff.

Ability to:

- Plan and coordinate the work of assigned administrative staff.
- Effectively provide staff leadership and work direction.
- Ensure administrative operations are performed efficiently.
- Ensure facilities and equipment are maintained in a clean, safe, and secure manner.
- Interpret and implement aquatic center policies and practices.
- Work with children and adults in a recreational setting.
- Ensure that staff attend and participate in required trainings and safety procedures.
- Attentively observe and monitor the safety of swimmers and other guests using aquatic center facilities.
- Exercise professional judgment to act effectively in emergency situations.
- Administer first aid and CPR techniques for adults and children.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Maintain accurate records and reports.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Understand and carry out oral instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience:
Equivalent to the completion of the twelfth (12th) grade desirable and three (3) years of lifeguard or instructor guard experience including one (1) year of supervisory experience as a senior guard, assistant pool manager or pool manager.

Licenses and Certifications:

- Possession of a valid American Red Cross/Lifeguard Training certificate, or equivalent.
- Must be certified in First Aid for Public Safety Personnel (Title 22) within one (1) year of employment.
- Possession of American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer certificate.
- Possession of a Water Safety Instructor Certification
- Possession of a Lifeguard Instructor certification within one (1) year of employment

PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and to stay in the pool for prolonged periods of time. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Vision and hearing which must be sufficient to see and hear adults and children in crowded and noisy conditions. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or by using a telephone and radio in noisy conditions. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate safety equipment. Must possess the ability to swim distances, and dive to pool depths as determined by testing/certification authorities, and to lift 100 pounds or heavier weights with assistance from other staff and/or the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.

MAY 2020
FLSA: NON-EXEMPT

PROGRAM COORDINATOR

DEFINITION

Under direction, assists in planning, organizing, and coordinating one or more recreation programs and/or facilities; programs may include but are not limited to senior, adult, and youth recreation, sports, field trips, and special events; assists in facilitating programs in recreation and sports facilities; provides administrative support and program assistance to assigned management personnel; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This Coordinator classification is responsible for performing a variety of activities in support of the City's recreation programs. Positions in the classification rely on experience and judgment to ensure that recreation programs are properly implemented. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to perform the work. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates, directs and participates in the day-to-day operations of assigned programs and/or facilities.
- Plans, supervises, coordinates, reviews, and evaluates assigned programs, activities, and services; monitors recreation program revenue and expenditures.
- Recruits and selects part-time staff and volunteers; provides supervision, training, orientation, and guidance to assigned part time staff; prepares weekly and daily schedules.
- Plans, coordinates, promotes, and implements a variety of scheduled programs including after-school programs, holiday programming, summer recreation food program, adult sports or community center activities and events.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of scheduled program operations, activities, and services.
- Orders and purchases equipment, supplies, and uniforms; accounts for petty cash; submits receipts for reimbursement; collects, monitors, and approves employee hours worked and related payroll expenses.
- Compiles information and data for grant funded projects and reports; completes grant reimbursement requests for various programs; tracks related fees and deposits.
- Conducts surveys and research of new innovative programs, inclusive of feasibility studies and budget development.

- Provides facility coverage and maintains cleanliness and upkeep of buildings; secures and maintains high visibility of park and facilities.
- Monitors the coordination, implementation and supervision of the cashiering system, timekeeping, and the Financial Software system.
- Assists patrons with program and class registration; monitors and prepares class rosters; processes registration fees, writes receipts.
- Assists in processing facility rental permits.
- Maintains accurate records of services and activities related to recreation programs; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of comprehensive recreation programs serving a diverse community.
- Principles of providing functional direction and training.
- Basic principles of recreational programming.
- Procedures for planning, implementing, and maintaining a variety of programs, special events and activities.
- Operational characteristics of equipment used in recreation programs.
- City procurement policies and procedures.
- Recreational, cultural, age-specific, and social needs of the community.
- Special Event Permits, City Municipal Codes, and Permit Regulations.
- Local community groups, organizations, and businesses.
- Business arithmetic and basic financial techniques.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in implementing a variety of recreational, cultural and sports programs.
- Source the materials and equipment needed to implement assigned programs.
- Develop and implement safe work and play practices.
- Understand the organization and operation of assigned recreation programs and facilities necessary to assume assigned responsibilities.
- Plan, organize, coordinate, promote, implement, and supervise a variety of services and scheduled programs, trips, and special events.
- Make accurate arithmetic and financial computations.
- Prepare clear and concise reports, correspondence, and other written materials.

- Maintain accurate logs, records, and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to an associate degree from an accredited college with major coursework in recreation, child development, business or public administration, or a related field.

Experience:
Five (5) years of increasingly responsible experience coordinating comprehensive recreational programs.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a certification in American Red Cross CPR, First Aid, and AED within 30 days of employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in an external environment, position requires sitting, standing, walking on slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather, and dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.

MAY 2020
FLSA: EXEMPT

PUBLIC WORKS AND UTILITIES DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Public Works and Utilities Department including engineering, maintenance, transportation operations, environmental and utility divisions; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Works and Utilities Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Public Works and Utilities Department programs, services, and activities including the engineering, maintenance, transportation operations, environmental and utility divisions.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, utilities, streets, and related matters; provides information regarding these matters.
- Reviews and approves plans and specifications, designs, cost estimates, environmental documents, reports, and studies for all engineering projects
- Performs site inspections during construction to ensure methods and materials are in compliance with regulations for system safety or design.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works and utilities.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- Principles and practices of public works program development, management in a municipal setting, and public works long-term maintenance planning and budgeting.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities, of an elected City Council.
- Methods and techniques of developing technical and administrative reports, and business correspondence
- Research methods and techniques.
- Federal, state, and local laws, codes and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations; effectively administer a variety of public works programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Manage and administer a comprehensive capital improvement program; review and develop designs, plans, long range capital improvement plans, and specifications.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Experience:
Seven (7) years of management and/or administrative experience in civil engineering, municipal public works maintenance, or related field, including five (5) years management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

RECREATION COORDINATOR

DEFINITION

Under general direction, assists in planning, organizing, and coordinating one or more recreation programs and/or facilities; programs may include but are not limited to senior, adult, and youth recreation, sports, field trips, and special events; assists in facilitating programs in recreation and sports facilities; provides administrative support and program assistance to assigned management personnel; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the recreation services series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure that City facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to plan, schedule and direct the recreation program operations, activities and services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, supervises, coordinates, reviews, and evaluates recreation programs, activities, and services; establishes schedules and methods for providing community and recreation services; recommends improvements or modifications.
- Supervises, coordinates, and participates in the day-to-day operations of recreation programs and/or facilities.
- Recruits and selects part-time staff and provides recommendations; monitors activities of the parks and recreation work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Recruits and selects part-time staff and volunteers to operate senior, adult, and youth recreation, sports, field trips, special events, and related programs and activities; provides supervision, training, orientation, and guidance to assigned part time staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations.
- Identifies staff development and training needs; schedules and coordinates meetings and training programs for staff, coaches, and officials; prepares agendas and meeting packets and sets-up meeting rooms; monitors and assesses training to ensure staff is properly trained and certified.

- Plans, coordinates, supervises, promotes, and implements a variety of programs including recreation activities, field trips, sports leagues, City-wide special events, leisure time activities such as contract classes, cultural arts, after-school programs, homework assistance, cheerleading programs, senior activities, nutrition programs, volunteer programs, and special sports events and parks programs.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Orders and purchases equipment, supplies, and uniforms; accounts for petty cash; submits receipts for reimbursement; collects, monitors, and approves employee hours worked and related payroll expenses.
- Prepares and coordinates the development of publicity for special events and programs, including news releases, flyers, pamphlets, brochures, and announcements.
- Conducts periodic inspections of parks and facilities; ensures areas of concern are addressed; provides updated information and progress on maintenance and renovation projects at park sites; communicates emergency issues that may arise at the park and facility sites.
- Maintains accurate records of services and activities related to recreation programs; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, methods, and techniques of recreation, sports, and leisure services programs, management, operations, facilities, and equipment.
- Procedures for planning, implementing, and maintaining a variety of recreation, special events and senior activities.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Special Event Permits, City Municipal Codes, and Permit Regulations.
- Safe food handling techniques.
- Rules and regulations of sports, coaching in a competitive and non-competitive setting, field dimensions, and equipment needs.
- Recreation site management and oversight.
- Local community groups, organizations, and businesses.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Manage multiple projects and tasks of varying complexities and work well under pressure.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Understand the organization and operation of recreation and sports programs and facilities necessary to assume assigned responsibilities.
- Develop, plan, organize, coordinate, promote, implement, supervise, and evaluate a variety of services and recreation programs, trips, and special events.
- Carry out administrative tasks such as scheduling, reviewing time sheets, preparing maintenance reports, and conducting training meetings.
- Coach and officiate a variety of sports.
- Oversee expenditures and adhere to budgeted allocations; ensure program revenues are collected appropriately.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to an associate degree from an accredited college with major coursework in recreation, child development, business or public administration, or a related field.

Experience:
Five (5) years of increasingly responsible experience coordinating comprehensive recreational programs.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a certification in American Red Cross CPR, First Aid, and AED.
- Possession of a Safe Food Handler certification to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and color vision to create and interpret color coded reports and spreadsheets; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in an external environment, position requires sitting, standing, walking on slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.

MAY 2020
FLSA: NON-EXEMPT

SENIOR CODE ENFORCEMENT OFFICER

DEFINITION

Under direction, provides technical and functional direction to assigned code enforcement staff; performs the most complex duties related to the City's code compliance program, including the identification, investigation, and correction of violations of the City's municipal, municipal, zoning, housing, development, and signage codes; investigates citizen complaints of public nuisances and quality of life issues; seeks voluntary compliance or issues citations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Neighborhood Services Manager. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Code Enforcement Officer series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform inspection and compliance activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Neighborhood Services Manager in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of operations within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional supervision to assigned staff; reviews and controls quality of work; participates in performing complex code compliance duties.
- Plans and manages all daily functions and operations; implements and strategizes new procedures.
- Plans, schedules, prioritizes, and assigns code compliance activities in consultation with the Neighborhood Services Manager; communicates status of code compliance inspections and abatement procedures to appropriate staff, working cooperatively to schedule activities in accordance with established priorities.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, codes, and regulations.
- Assists in the implementation of goals, objectives, policies, procedures, and work standards including recommending improvements; assists in developing work plans, procedures, and schedules.
- Conducts inspections and investigations to enforce municipal and regulatory codes and ensure compliance with code enforcement programs.

- Receives, records, and investigates complaints from the public and staff regarding violations of municipal, zoning codes, ordinances, housing standards, and signage.
- Documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and State regulations to establish whether a violation has occurred.
- Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; provides confirmation to the public by telephone and in person regarding code regulations.
- Prepares and issues notices of violation or noncompliance, final notices, citations and other correspondence according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes a notice of violation on property to abate public safety hazards and public nuisances.
- Meets with City planning, building, engineering, police, and public works staff and legal counsel regarding complaints; coordinates activities with other code compliance personnel and departments.
- Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.
- Oversees and/or makes drive-by or on-site inspections of residential, industrial, and/or commercial areas; notes possible violations at other property sites during field investigations; conducts complex field inspections.
- Issues parking citations for violations of City codes and state law encountered in the normal course of business; communicates and coordinates with appropriate Police Department staff regarding the issuance of parking citations.
- Provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; responds to questions, complaints, and inquiries.
- Performs a variety of public relations and outreach work related to assigned activities.
- Maintains files, databases, and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff compliance with all City and mandated safety rules, regulations and protocols.
- Assists in the implementation of training program for staff.
- Acts in the absence of the Neighborhood Services Manager.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Requirements of zoning and related codes, ordinances, and regulations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research and reporting methods, techniques, and procedures.

- Record keeping principles and procedures.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Explain codes and regulations to property owners, residents, and others.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate mathematical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade. Some college-level coursework or technical training in code compliance.

Experience:
Four (4) years of increasingly responsible municipal code and zoning compliance experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a California PC832 certificate to be maintained throughout employment.
- California Association of Code Enforcement Officers certifications.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and remedial work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

SENIOR HEAVY EQUIPMENT MECHANIC

DEFINITION

Under direction, performs advanced level skilled craft work in mechanical maintenance and repair work related to City vehicles and equipment, including utility, and street maintenance equipment; sets priorities and directs the work of assigned staff on a day-to-day basis; provides technical and specialized assistance to assigned management and supervisory staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management and supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Heavy Equipment Mechanic series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional supervision to assigned equipment maintenance staff; reviews and controls quality of work; trains employees in work methods, use of and operation of equipment, and relevant safety precautions.
- Performs advanced skilled journey level mechanical maintenance and repair of light and heavy gasoline-powered automotive equipment, diesel-powered automotive equipment, and other mechanical equipment.
- Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks, and a variety of diesel, gasoline, electric, and natural gas-powered maintenance and construction equipment.
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches; tunes up engines; diagnoses fuel injection problems; replaces ignition parts; cleans and adjusts carburetors.
- Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment on City vehicles and off-road equipment.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Maintains accurate manual and computerized logs and records of work performed and materials and equipment used; prepares reports as required.

- Monitors and ensures compliance with mandated inspections and testing programs including, but not limited to, CHP Motor Terminal Inspection Program, Bureau of Automotive Repair Emission Testing Program, and Title 13 Opacimeter Emission Testing Program; maintains preventive maintenance schedules and procedures for City vehicles and equipment.
- Recommends and assists in the implementation of equipment maintenance, goals and objectives; identifies maintenance problems and areas; establishes schedules and methods for providing equipment maintenance and repair services.
- Plans and lays out equipment maintenance work projects; prepares time, material and equipment estimates for assigned jobs; requisitions materials, orders parts; maintains inventory of parts and supplies.
- Maintains and keeps current all air quality Permits, Underground Storage Tank Permits and other permits as related to equipment or facilities within the Maintenance Division.
- Assists other maintenance and mechanical personnel in the field on emergency repairs or breakdowns.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment and tools at the close of the workday.
- Ensures staff compliance with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, methods, equipment, materials, and tools practices, methods, equipment, tools, and materials used in overhaul repairs including a wide variety of light and heavy automotive and power equipment.
- Operating principles of gasoline, diesel and natural gas engines and mechanical repair of light and heavy-duty trucks and construction equipment.
- Principles and practices of preventive maintenance.
- Methods and techniques of using diagnostic equipment to evaluate maintenance needs in a diverse range of vehicles and equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Occupational hazards and safety equipment and practices related to the work.
- Principles and procedures of record-keeping and reporting.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect, locate, correct or adjust malfunctions or defects in complex repairs needed for all systems in diverse range of vehicles and equipment.

- Troubleshoot and determine appropriate action in the maintenance and repair of automobiles, trucks, and a variety of diesel gasoline, electric, and natural gas-powered maintenance and construction equipment.
- Operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.
- Perform quality control on repairs to ensure vehicles are released in safe working condition.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic calculations.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools and lighting.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade supplemented by vocational training in vehicle maintenance and repair.

Experience:
Five (5) years of increasingly responsible experience in automotive and power equipment repair and maintenance.

Licenses and Certifications:

- Possession of a valid Class A California Driver's License with a tanker endorsement to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a maintenance shop; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves shop and some fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees primarily work in a maintenance shop and occasionally in the field and are exposed to loud noise levels, vibration, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

SENIOR PROJECT MANAGER

DEFINITION

Under general direction, provides complex administrative support to the assigned department by managing critical and/or sensitive projects and priority initiatives; tasks include, but are not limited to, research, analysis, and reports, monitoring legislative and other intergovernmental activities, and acting as liaison between project stakeholders, City government and the general public; improves the overall economic and physical environment of the City through implementation of better policies, programs, practices, and delivery of private development and capital improvement projects; provides highly responsible and complex staff assistance to assigned City executive management; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned City executive manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This Project Management classification is responsible for performing diverse, specialized, and complex work involving accountability and decision-making; areas of responsibility include the recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards, budget development and administration and management of administrative or capital improvement projects. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews, develops, proposes, and implements goals, objectives, policies, and priorities for assigned projects including the preparation and administration of budgets, work programs, staffing plans, and contracts.
- Oversees and facilitates implementation and completion of special and complex projects as assigned; conducts technical and administrative analysis on programs and services; identifies and recommends changes in organizational design and measures to improve efficiency of operations.
- Directs, coordinates, and oversees the activities of interdepartmental teams, consultants, and contractors in the completion of projects and special activities.
- Resolves problems and issues; ensures internal staff or external consultants or contractors assigned to projects provide a high degree of service.
- Researches, prepares, and presents formal written and oral staff reports to City management, City Council, boards, commissions, committees, and other government agencies.
- Prepares, reviews, and edits City Council staff reports and serves as the liaison between management and staff regarding agenda items review; directs and participates in the preparation of correspondence, reports, resolutions, ordinances, contracts, and presentation materials.

- Analyzes financial reporting processes; participates in the preparation of program, division, and/or department budgets; monitors expenditures and ensures projects do not exceed approved budget; provides cost estimates and analysis for budgeting purposes.
- Researches and identifies public and private grant opportunities and prepares grant applications; applies for funding to implement projects; researches cost estimates for proposed capital improvement projects.
- Prepares, reviews, and coordinates requests for proposals, requests for qualifications, and bid processes; reviews and presents recommendations for selection of contractors; participates in negotiating contracts and agreements between the City and contractors; initiates, drafts, and prepares contracts, agreements, and other legal documents; monitors contract compliance; conducts site visits to inspect contract work in progress.
- Represents the department at various public meetings; meets, interacts, discusses, and negotiates projects with organizational and community leaders, consultants, developers, lenders, stakeholders, consultants, and a variety of federal, state, and local agencies and private organizations.
- Reviews and ensures materials and programs implemented by City departments meet communication quality standards; prepares and disseminates departmental and City-wide communications including flyers and web-based publicity.
- Prepares community surveys; receives and responds to requests for public information from residents, other public agencies, consultants, stakeholders, and the general public at large, particularly if complex or sensitive in nature.
- Establishes and maintains project files, databases, record keeping, and filing systems.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles and practices of public administration.
- Project management principles.
- Principles and practices of contract negotiation, management and administration.
- Mathematical concepts.
- The City's procurement processes.
- Functions, authority, and responsibilities of an elected City Council.
- Rules governing the conduct of public meetings.
- Principles and practices of budget development and administration.
- Principles and practices of grant funding and management.
- Methods and techniques of research, statistical analysis, report preparation, and presentations.
- Applicable federal, state, and local codes, ordinances and regulations relevant to assigned areas of responsibility.
- Principles and practices of business letter writing and report preparation.
- Principles and procedures of record keeping, document processing, and filing systems.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large project budgets.
- Coordinate and manage assigned programs and programs.
- Prepare plans, specifications, and bid documents.
- Conduct strategic planning for assigned projects.
- Design and implement workflow systems.
- Perform accurate mathematic and statistical calculations.
- Prepare, maintain, and update accurate detailed records and files.
- Prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues.
- Interpret and evaluate statistical data.
- Research, analyze, and evaluate programs, policies, and procedures; make and implement recommendations for comprehensive, systemic reforms and improvements.
- Handle sensitive and confidential information.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, political science, finance, urban and regional planning, or a related field.

Experience:
Five (5) years of professional experience within a public agency performing complex and special project work.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

SOCIAL WORKER

DEFINITION

Under direction, performs a wide range of social casework and related services, including assessment, development and implementation of plans to meet client needs, education, referral and crisis intervention services; advocates for and provides intervention design to promote health and overall well-being, prevention and access to healthcare and social services; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management and supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification performs case management work, involving tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to provide case management services to a diverse population. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Identifies and analyzes client needs for service, sets priorities, explores alternatives and works with interdisciplinary teams, clients and their families to develop individualized treatment and service plans.
- Participates in case conferences to plan or coordinate treatment and the delivery of supportive services.
- Counsels clients in individual and group settings to help them overcome dependencies, recover from illness and/or adjust to life, and short-term situations.
- Provides case management services, including referrals to community resources that will assist clients in addressing physical, mental health and other needs including financial assistance, legal aid, housing, job placement and/or education and training; helps remove barriers to the utilization of health care services.
- Advocates for clients and provides crisis intervention and short-term treatment and supportive services; monitors, evaluates, and records client progress according to treatment and service plan goals.
- Assists clients in adhering to treatment plans by setting up appointments, arranging transportation or providing support.
- Conducts ongoing assessments and reassessments to identify changes in client status and ensure they adhere to the treatment and service plan.
- Conducts home visits for safety and health evaluations.

- Provides educational sessions to clients and/or community members about mental, social, health, abuse and/or available community resources.
- Documents assessments, treatment and service plans, progress notes and other case information as required by Medicare, Medi-Cal and other mandated regulations according to established procedures.
- Prepares correspondence involving social evaluation of client, client follow-up and related matters.
- Keeps required statistics.
- Participates in program and community outreach activities.
- Participates in the recruitment and retention of clients through outreach interventions.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of social casework including assessment, case management, counseling methods, and trends and issues in the field.
- Principles of human behavior, gerontology, and the aging process.
- Public healthcare and social service programs and resources available to low income, elderly, and disabled individuals.
- Principles, practices, methods, and techniques of interviewing for the purpose of acquiring information to make assessments, identify needs and record patient information.
- Social and cultural factors within populations served.
- Safety policies and safe practices applicable to the work.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Recent and on-going developments, current literature, and sources of information related to social service best practices.
- Record keeping principles and procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Appropriately identify and assess client needs and develop plans for care and supportive services utilizing departmental and community resources.
- Conduct in-home visits to check on the well-being of frail and elderly clients, and to follow up on care plan goals.
- Interview effectively for the purposes of acquiring client information and developing treatment and service plans.
- Perform crises counseling and follow up care and services.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in social work or a related field.

Experience:
Three (3) years of increasingly responsible social services program support experience serving the needs of a diverse population.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

TRAFFIC SIGNAL TECHNICIAN

DEFINITION

Under general supervision, performs skilled electrical work in the installation, maintenance, replacement and repair of the City's traffic signal system and the computerized traffic signal components, and a variety of semi-skilled and skilled work in the maintenance, repair, alteration and construction of City buildings and facilities; uses and operates a variety of manual and power tools; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing technical duties in support of City traffic signal infrastructure, streetlights and facilities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs inspection, installation, maintenance, and repair activities of City traffic systems to ensure safe and efficient access for the public, including streetlights, traffic signals, street signs, and other traffic control devices.
- Operate an aerial bucket truck and/or crane truck in the performance of a variety of electrical duties, including repairing City streetlights, safety lights and traffic signals by replacing bulbs, wiring, fuses, circuit breakers, ballasts and signal head parts.
- Identifies, responds to, troubleshoots, and repairs high voltage streetlight and electrical panels.
- Performs technical work such as repairing signal equipment, programming signal controllers, and installing and modifying related equipment.
- Monitors contractors working with and around traffic control systems and related equipment to ensure the work is appropriately performed to code; addresses discrepancies as necessary.
- Operates and maintains vehicles and specialized tools and equipment related to the installation, inspection, maintenance, and repair of traffic systems and controls.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Provides information to the public concerning traffic related activities; responds to complaints and answers questions from public or refers to supervisor, as necessary.
- Responds to maintenance and repair emergency situations as required.
- Maintains accurate logs and records of work performed and materials and equipment used; maintains billing and account records for various vendors.
- Observes and complies with all City and mandated safety rules, regulations and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods, materials, tools, and practices used in the troubleshooting, preventative maintenance, and repair of devices used in street lighting and traffic control.
- Components and parts of electronic and electrical devices used in traffic control equipment.
- Principles, methods, and practices in the design of traffic signals and signal phasing.
- Precautions necessary for working with electricity and high voltage.
- Blueprint and symbol identification.
- Basic principles of mathematics.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of installation, repair, and maintenance duties on high voltage electrical equipment, traffic signal devices, and systems.
- Inspect, test, repair, and adjust traffic control devices and related equipment.
- Safely and effectively use, operate, and maintain equipment and tools required for the work.
- Read and interpret plans, wiring diagrams, blue prints, and technical regulations.
- Use computers and software used in traffic signal controllers.
- Apply technical knowledge and follow proper traffic signal operation practices and procedures.
- Determine priorities and make independent judgments in emergency situations.
- Bring a traffic signal cabinet/controller on-line.
- Test and troubleshoot communication cables.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Three (3) years of experience in installation, inspection, maintenance, and/or repair of traffic signal and street lighting devices.

Licenses and Certifications:

- Possession of a valid California Class A Driver's License to be maintained throughout employment.
- Possess and maintain a valid International Municipal Signal Association (IMSA) Level II Traffic Signal Certification.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which includes working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

TRANSIT SAFETY AMBASSADOR

DEFINITION

Under general supervision, represents the City of El Monte and provides excellent customer service to all visitors, residents, and commuters on a daily basis; ensures safety, cleanliness and adherence to City Codes; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing customer service duties in support of the City of El Monte's transit services program. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Transportation Coordinator in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in transit operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Patrols assigned area on foot and/or in a vehicle to observe, deter and report unsafe or unlawful activities.
- Provides transit information and customer service at the El Monte Metrolink and Trolley Stations.
- Directs persons and vehicles to comply with passenger loading/unloading and parking regulations.
- Issues traffic and safety warnings.
- Conducts daily routine safety inspections on each shift; prepares written reports and records daily activities.
- Removes trash in and around buildings; performs light cleaning of train platform.
- Works closely with and assists maintenance staff in keeping pedestrian traffic areas free of debris and possible hazards.
- Observes and complies with all City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic safety precautions and procedures related to transit services and related facilities.
- Basic principles and procedures of record keeping.

- City geography, maps, streets, landmarks, and driving directions.
- Sources of information on City transit services and schedules.
- Methods and techniques of conducting safety related inspections within assigned area of responsibility.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Present a positive public image of the City of El Monte transportation system.
- Remain professional and courteous when dealing with the occasional disagreeable or disorderly commuters.
- Exercise independent judgment and initiative without close supervision.
- Maintain accurate logs, records, and basic written records of work performed.
- Patrol parking areas, facilities and adjacent areas to maintain order and security.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
One (1) year of experience in traffic control, patrol, or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

TRANSPORTATION DRIVER

DEFINITION

Under general supervision, operates buses and vans providing scheduled, special and dial-a-ride transportation services for the public; provides customer service and presents a positive image of the El Monte Transportation Division to the public; picks up and delivers transit passengers; assists disabled passengers in boarding and disembarking vehicles; inspects vehicles and equipment for safe operating conditions; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisory and management staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing the full range of transportation vehicle operations, customer service and safety related duties in support of the El Monte Transportation Division. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Senior Transportation Driver in that the latter is responsible for technical and functional supervision of lower-level staff and is capable of performing the most complex duties assigned to the division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Operates a diverse range of vehicles used to provide scheduled, special and dial-a-ride transit services for the public.
- Picks up and delivers transit passengers; assists disabled passengers in boarding and disembarking using specialized equipment where needed; provides customer service and presents a positive image of the Transportation Division to the public.
- Operates transit vehicles safely under a variety of weather and road conditions.
- Performs thorough pre- and post-trip vehicle and equipment inspections; ensures that vehicles meet the safe mandated operating standards; reports the need for maintenance and repair work.
- Inputs passenger and route information via computerized tablet and/or paper route sheet; checks schedules and routes; notes detours for road closures or special pick-ups; collects correct fare and verifies eligible and valid passes.
- Makes prompt, accurate accident and incident reports; provides first-aid assistance as necessary; contacts supervisor and/or emergency services as directed.
- Uses two-way radio or cellular device to report interruption of service or request medical assistance.
- Compiles data on passengers served; assists in preparing and maintaining a variety of records and reports related to services provided.
- Ensures vehicles operated are maintained in a clean and orderly condition; searches vehicle for trash and lost items, sweeps and clean bus windows as needed.

- Responds to questions regarding routes, schedules, transfer points, and fares; refers to supervisor as needed.
- Fuels assigned vehicles.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics of a variety of vehicles used to transport passengers including specialized devices for vehicle accessibility.
- Safe driving practices related to the operation of public transit vehicles including buses and vans.
- ADA (American's with Disabilities Act) regulations regarding public transit operations.
- Methods and techniques of conducting daily and routine vehicle safety inspection within established guidelines.
- Basic mathematics and cash handling techniques.
- City geography, maps, streets, landmarks, and driving directions.
- Basic principles of record keeping.
- Principles and practices of data collection and report preparation.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate public transit vehicles skillfully and safely including the use of specialized equipment to assist passengers with vehicle accessibility.
- Present a positive public image of the City of El Monte transportation system.
- Respond decisively and effectively in emergency situations.
- Read and interpret maps and schedules.
- Collect and account for fares received.
- Maintain schedules on assigned routes.
- Exercise independent judgment and initiative without close supervision.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize own work, set priorities, and meet critical deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade.

Experience:
Two (2) years (24) months experience within the last five (5) years in the safe operation of a transit, paratransit, recreation or school bus.

The minimum age for employees in this classification is twenty-one (21) years.

Licenses and Certifications:

- Possession a valid California School Bus Certificate or Commercial Class B Driver's License with Passenger Endorsement, Verification of Transit Training (VTT) Certificate, Air Brake endorsement, and current California Department of Motor Vehicle Medical Certificate, to be maintained throughout employment.
- Possession of, or ability to obtain within one (1) year, a CPR and First Aid certification to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a predominantly vehicle driving/operation environment; to operate a motor vehicle and drive on highways, surface streets and city roads in light to heavy traffic conditions; strength, stamina, and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Vehicle operation visual requirements include near and distance, color vision, night vision, peripheral vision, depth perception and the ability to adjust focus. The job involves sitting for long periods of time while operating vehicles, and walking on multiple types of surfaces to inspect vehicles and assist passengers. Finger dexterity, reaching with hands and arms, and using leg/foot to reach or handle vehicle controls and lifting devices to operate assigned equipment is needed. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a driving environment and are frequently exposed to road and traffic conditions, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, and fumes, hazardous substances Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

TRANSPORTATION OPERATIONS MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Transportation Division, including transportation demand management, and transit and paratransit services; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works and Utilities Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works and Utilities Director. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations and activities of the Transportation Division. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to transportation planning and operations. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Transportation division, including transportation demand management, transit and paratransit services; and coordination of the City's externally funded programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Supervises the development and implementation of the City's employee ride-sharing and trip reduction program; monitors similar private employer transportation demand management programs; assists developers in achieving compliance with the City's Trip Reduction Ordinance.
- Plans, develops and prepares grant applications; oversees the planning and development of park-and-ride facilities, and monitors various regional transit planning issues; coordinates special transportation needs requirements for a variety of special City events.
- Oversees annual National Transit Database/Federal Transit Administration (NTD/FTA) reporting; assists with audits regarding transportation funding, ridership data reporting and vehicle miles reporting.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions and outside agencies; provides staff support to commissions, committees and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in transit planning and operations; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Methods and techniques of evaluating operational efficiencies and making recommendations for improvements.
- Principles and practices of transportation demand side management.

- Operational characteristics of vehicles and equipment used in transit agencies and associated maintenance and acquisition requirements.
- Principles and practices related to the safe, efficient and effective transportation of a diverse range of passengers.
- Driving safety regulations and Vehicle Code provisions governing the work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, oversee and manage the staff and operations of the Transportation division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Ability to develop and administer program components in response to a variety of diverse needs.
- Design, develop and implement programs to ensure optimal safety for staff and the general public in all transit operations functions.
- Lead or manage capital and operational projects from inception to implementation.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in transportation planning, business administration, public administration, or a related field.

Experience:
Six (6) years of increasingly responsible transportation program management experience, including three (3) years of management or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: EXEMPT

UTILITIES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Utilities Division, including the City's water, wastewater, and storm drain utility systems, water production, quality, and distribution; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works and Utilities Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Public Works and Utilities. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations and activities of the Utilities division. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to the City's water, wastewater, and storm drain utility systems. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Utilities Division, including the City's water, wastewater, and storm drain utility systems, water production, quality, and distribution.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality
- Monitors and analyzes utility billings, revenues, and expenditures; performs utility rate modeling; recommends utility rates to management.
- Administers inter-agency agreements regarding the City's utility systems.
- Oversees regulatory compliance and reporting requirements attributed to sewer, water, storm drain/storm water, water quality and conservation, and industrial discharge permits.
- Evaluates proposed private development projects for required infrastructure needs; evaluates the City's infrastructure to accommodate the project requirements; develops estimates for plan check and infrastructure impact fees.
- Ensures conformance with local ordinances, regulatory statutes, and industry practices; provides plan checks for Wet Utility Plans, Hydrology Reports, Storm Water Pollution Prevention Plans, and Private Development Work for Low Impact Development opportunities.
- Coordinates proposed infrastructure maintenance and replacement needs; serves as project manager on assigned projects; establishes design criteria to be used by project staff, outside consultants, and/or private developers; reviews as-built plans to ensure compliance with original plans and specifications.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions and outside agencies; provides staff support to commissions, committees and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in municipal utility systems; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Policies, procedures, and practices of a municipal potable water supply and distribution system including wastewater collection and pumping systems.
- Principles and practices of engineering and construction, including project and construction management as applied to municipal wastewater systems, storm drain pump stations and potable water supply, distribution and development.
- Environmental engineering principles, practices, and methods.
- Principles and practices of urban runoff, water, sewer, and storm drain system design, system repair methods, maintenance practices, and industry standards.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, oversee and manage the staff and operations of the Utilities Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Apply knowledge of civil engineering including pipeline design, hydraulic analysis, hydrology and control systems including development, review and modification of complex engineering plans, designs, and specifications.
- Monitor phases of construction projects and prepare progress reports and payments.
- Identify and prepare funding opportunities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Analyze and recommend innovative solutions to issues related to water quality, conservation, and recapture.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, business administration, public administration or a related field.

Experience:
Six (6) years of increasingly responsible public works utilities operations and maintenance experience including three (3) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment;
- Possession of a California State Department of Public Health Water Treatment Grade III Certificate to be maintained throughout employment;
- Possession of a California State Department of Public Health Distribution Grade IV Certificate to be maintained throughout employment; and
- Possession of a Grade II Collection System Certificate within 24 months of being hired to be maintained throughout employment.
- Possession of registration as a Professional Engineer is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

WATER METER READER

DEFINITION

Under general supervision, performs fieldwork in reading water meters and recording amounts consumed for billing purposes; performs a variety of tasks in the installation, repair, and maintenance of the City's water meter boxes and related equipment; makes field service calls to customers to perform a variety of service and collection tasks; turns water service on and off per customer request or City policy; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisory or management personnel. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing technical duties in support of customer service and meter reading. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Utilizes a hand-held meter-reading computer to retrieve data from water meters in accordance with an assigned schedule and route including taking transfer and final readings; notes any unusual computer messages and takes appropriate actions to remedy issues.
- Performs a variety of semi-skilled work to inspect, maintain, and repair valves, meters, water distribution pipelines; shuts down mains and valves to isolate water lines under inspection or repair.
- Performs customer service duties such as turn-ons and shut-offs, checking for leaks or dead meters; reports water use violations; assists customers in resolving water volume and pressure problems.
- Observes condition of meter or other unusual conditions relative to need for repair; maintains meters, boxes, lids, and landscape around meter boxes; installs water meters and customer valves.
- Provides customers with specialized information about their water service (e.g., when consumption is unusually high, when an obstruction prevents reading of meter, and/or when service shut-offs may be required for maintenance purposes).
- Reads and interprets maps and diagrams in the performance of the work.
- Answers customer inquiries and refer customers to the proper City personnel if additional information is requested.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Meter reading devices and sizes and types of water meters.
- Methods and procedures for installing, testing, maintaining, and repairing water meters.
- Utility billing procedures.
- Operation and minor maintenance of a variety of hand and power tools and vehicles.
- Basic principles, practices, tools, and materials for maintaining and repairing water meters and other related equipment.
- Basic traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Install, read, and repair a variety of types of water meters.
- Post data accurately on forms and prepare simple records.
- Read and interpret street maps.
- Perform maintenance and repair work on water meters and related equipment.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to the completion of the twelfth (12th) grade.

Experience:
Two (2) years of experience in the maintenance and repair of underground utilities and/or water meters or a related mechanical maintenance field.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
  - Possession of a Grade I Water Distribution Operator Certificate to be maintained throughout employment.
  - Possession of a Grade I Water Treatment Operator certification to be maintained throughout employment.
  - Possession of a Grade II Water Distribution Operator Certificate within 24 months of being hired, to be maintained throughout employment.
  - Possession of a Grade II Water Treatment Operator certification within 24 months of being hired, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

MAY 2020
FLSA: NON-EXEMPT

WATER SYSTEMS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews and supervises the work of staff performing a variety of tasks related to water production and distribution duties within the Utilities Division; plans, and coordinates the day-to-day operations of the water distribution systems, water production, storage, distribution systems, and facilities including construction, maintenance and repair; provides responsible technical assistance to the Utilities Manager; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the Water Systems series that exercises independent judgment on diverse and specialized water systems operations and maintenance activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of water systems operations and maintenance staff in the Utilities Division; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the water systems operations and maintenance work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Schedules maintenance and repair of potable water production and distribution systems and coordinates work with other divisions.
- Oversees the monitoring and adjustment of the Supervisory Control and Data Acquisition Systems (SCADA), pump stations, regulators, generators, wells, tanks, and other related facilities.
- Coordinates the Department's Backflow Prevention Program and maintains Program Reports.
- Maintains files, databases, and records related to potable water for administration and governmental entities; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Receives and evaluates after-hour, weekend and holiday requests for action relating to water, systems operations; recommends action to be taken in the event of emergency situations such as natural disasters, power failure, mechanical failure or contamination of the systems.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles and practices of preventive maintenance.
- Principles, practices, methods, and techniques used in the installation, construction, maintenance, repair, and operation of water mains, services, pumping plants, water treatment plants, and related facilities and equipment.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex maintenance and operations duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Read, understand, and interpret blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12th) grade, supplemented by specialized coursework in water technology or a related field.

Experience:
Five (5) years of increasingly responsible experience in water production and distribution, system maintenance and repair, of which two (2) years of which should be in a supervisory or lead capacity.

Licenses and Certifications:

- Possession of a valid Class A California Driver's License with tanker endorsement to be maintained throughout employment.
- Possession of a Grade III Water Treatment Operator Certificate issued by the California Department of Public Health (CDPH) to be maintained throughout employment.
- Possession of a Grade III Water Distribution Operator Certificate issued by the California Department of Public Health Distribution (CDPH) to be maintained throughout employment.
- Possession of a California Water Environment Association Grade I Collection System Certificate within 6 months of being hired to be maintained throughout employment.
- Possession of a Grade II Collection System Certificate within 24 months of being hired to be maintained throughout employment.
- Possession of a Grade II Water Treatment Operator Certificate issued by the California Department of Public Health (CDPH) to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around water utilities systems and related facilities; strength, stamina, and mobility to perform light to medium physical work, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around public works utilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

CITY OF EL MONTE

HUMAN RESOURCES/RISK MANAGEMENT DEPARTMENT
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 29, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Honorable Mayor and City Council:

RECEIVE AND FILE THE DECEMBER 30, 2019 CLASSIFICATION AND TOTAL COMPENSATION STUDY FINAL REPORT PREPARED BY KOFF & ASSOCIATES

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Receive and file the December 30, 2019 Classification and Total Compensation Study Final Report prepared by Koff & Associates.

PURPOSE

The Citywide Classification and Total Compensation Study ("Class/Comp Study") was undertaken and completed in response to City Council Strategic Goal #1, Task #5 – performance of a Citywide total compensation study, as was later expanded to include a Citywide classification study and participation by employee bargaining unit representatives throughout the process.

The December 30, 2019 Classification and Total Compensation Study Final Report ("Koff Report" or "Report"), prepared by Koff & Associates and presented herewith, provides the City with the following tools and recommendations to be utilized and incorporated as applicable and feasible, subject to current and projected operational needs, budgetary constraints, meet and confer obligations, and City Council approval/authorization:

1. A set of ten (10) cities that are considered comparable to the City of El Monte for purposes of employee classification and compensation ("comp cities" or "labor market").
2. A comprehensive set of one hundred eleven (111) job classifications that accurately and appropriately reflect all jobs being performed by City employees.

3. Uniform and up-to-date job descriptions for all recommended job classifications.
4. Allocation of current employees into the appropriate classifications.
5. Market data comparisons of total compensation for fifty-two (52), or approximately half, of the recommended job classifications.
6. Market data comparisons of additional compensation items or benefits that could not feasibly be included in total compensation.
7. Uniform salary schedules with five (5) steps per pay range/grade, five percent (5%) between steps, and two-and-a-half percent (2.5%) between ranges/grades.
8. Salary range/grade placement for all recommended classifications.

While reviewing, evaluating, and attempting to apply or incorporate the findings and recommendations presented in the Koff Report, it is important to remember that, as is the case with any Class/Comp Study, the information contained therein and upon which the findings and recommendations are based is fixed at a particular point in time.

For purposes of the Classification Study – Volume I, the fixed point in time is approximately October 2018 through April 2019. This means that employees hired, promoted, demoted, transferred, or reclassified during or subsequent to this period were not studied and are either reflected in the Report as identified by the City or not reflected at all. However, the classifications recommended and job descriptions developed as part of the Study provide standardized procedures and considerations by which to make changes to or develop new position allocations and job descriptions as the needs of the City continue to evolve.

For purposes of the Total Compensation Study – Volume II, the fixed point in time is approximately March 2019 through May 2019. Given that most cities, including the ten (10) established as the City's labor market, generally experience or effect compensation related changes at the start of a calendar year (January 1) or a fiscal year (often July 1), the Report provides an accurate comparison of total compensation as of January 1, 2019, but does not expressly indicate how the City compares to its labor market today or how it will compare as of July 1, 2020. However, the Report does include notations of certain future changes that were already known/available at the time the data was collected, enabling the City to make some informed assumptions about current or future comparisons. The Report also provides a uniform and comprehensive format and process by which to conduct future updates and comparisons.

BACKGROUND

Koff & Associates ("Koff") was selected to perform the Citywide Classification and Compensation Study through a competitive selection process that included the issuance of a Request for Proposals ("RFP"). A total of six (6) proposals were received, evaluated, and scored, and the four (4) highest scoring consultants were invited to interview with the City for further evaluation.

In an effort to ensure ample opportunity for key stakeholders to participate and engage in the process from beginning to end, a City Selection & Study Committee ("Study Committee") was established and is currently constituted as follows:

1. Ed Rardin – SEIU General Unit Primary Rep
2. Armando Huerta – SEIU General Unit Secondary Rep
3. Michelle Solorzano – SEIU GMMU Primary Rep
4. Anne Blakeley – SEIU GMMU Secondary Rep
5. Adam Girgle/Jeff Girgle – POA Rep (Interchangeable)
6. Michael Buckhannon – PMMA Rep
7. Kristen Enomoto – HR/RM Rep
8. John Nguyen – HR/RM Director
9. Bruce Foltz – Finance Director
10. Alma Martinez – City Manager

The Executive Management Team was also engaged throughout the Study process. Below is a summary of the key steps and milestones completed by the Study Committee, the Executive Management Team, or both:

1. Development of the scope of work for the RFP/Study.
2. Selection and recommendation to City Council of the most qualified consultant to conduct the Study.
3. Participation in kick-off and employee orientation meetings conducted by Koff.
4. Development of the list of comparator agencies to be utilized in the Study.
5. Coordination of time and availability for employees to complete Position Description Questionnaires ("PDQs") and participate in individual or group interviews conducted by Koff.
6. Participation in follow-up meetings and discussions with Koff to clarify or elaborate on information provided in employee PDQs and interviews, or to provide similar information for positions in which no PDQs were submitted nor interviews conducted.
7. Reviewed and provided feedback on draft job descriptions.
8. Participated in and provided feedback on presentations by Koff of preliminary findings and recommendations.

SUMMARY OF STUDY RESULTS

CLASSIFICATION STUDY – VOLUME I

As previously mentioned, the Classification Study resulted in the recommendation of one hundred eleven (111) classifications to accurately reflect all jobs currently being performed by City employees. The list of classifications is available in Appendix III to the Classification Study – Volume I.

The majority of the City's classification titles remain unchanged; some are new in order to create a more cohesive series (i.e. Office Assistant and *Senior Office Assistant*);

some were the result of placing positions into a more broadly encompassing classification (i.e. *Maintenance Specialist* rather than Aquatics Maintenance Specialist or Plumber); and some were the result of consolidating multiple levels into a single classification where no discernable difference in duties and responsibilities were found, and the levels were being utilized more like steps within a single classification (i.e. *Recreation Leader* rather than Recreation Leader I, II, and Senior).

Forty-three (43) classifications were recommended to be retitled to more clearly reflect the level and scope of work being performed, consolidate work into broader categories that could be used throughout a department or Citywide, and establish consistency with the labor market and industry standards. The list of recommended title changes can be found in Table 1 on pages 14-15 of the Classification Study – Volume I.

Seventy-seven (77) positions were recommend to be reclassified based on Koff's findings that these incumbents were working out of class due to changes in the level and scope of work that have occurred within those positions over time. Fifty-five (55) of the recommended reclassifications were in the Parks, Recreation and Community Services Department, most of which were the result of the Recreation Leader series being consolidated into a single classification.

<u>TOTAL COMPENSATION STUDY – VOLUME II</u>

Below are the comparator agencies that make up the City's labor market for purposes of the Total Compensation Study, as well as for future surveys:

1. City of Alhambra
2. City of Azusa
3. City of Baldwin Park
4. City of Covina
5. City of Hawthorne *(declined to participate in Study)*
6. City of La Habra
7. City of Norwalk
8. City of Pomona
9. City of West Covina
10. City of Whittier

The aforementioned comparator agencies were determined based on recommendations from the Study Committee and the Executive Management Team, and a point-based model developed by Koff to assign an overall comparison score to all recommended agencies based on the following comparative criteria:

1. Geographic proximity
2. Population
3. Full Time Equivalents ("FTEs")
4. Expenditures
5. Expenditures per capita

6. FTE to population ratio
7. Cost of living average
8. Comparable services

In addition to base salary, the following benefits data was included and quantified for purposes of total compensation:

1. Retirement – pension, social security, deferred compensation
2. Insurance – cafeteria allowance, medical, dental, vision, life, LTD, STD, etc.
3. Leaves – vacation, holidays, administrative
4. Auto Allowance

Eighty-three (83) classifications were selected by Koff and the City as "benchmarks," meaning they were compared to the labor market and were used as a means of anchoring the City's overall compensation plan to the market. However, only fifty-two (52) of these classifications were actually able to be utilized as benchmarks. In order to qualify as a "benchmark," the classification must have at least four (4) matches in the labor market. In order to be considered a match, the benchmark classification must have at least a seventy percent (70%) likeness to the classification to which it is being compared, based on the total body of work and minimum requirements of the position, irrespective of the classification title. A summary of the results of the benchmark classifications can be found in Table 3 on pages 8-10 of the Total Compensation Study – Volume II.

When comparing base salary only, twenty-three (23) of the City's benchmark classifications were below the market median, while twenty-nine (29) were above the market median (see below):

# of Classifications	0-5%	6-10%	11-15%	16-30%	TOTAL
Below Market Median	6	10	4	3	23
Above Market Median	15	9	3	2	29

When comparing total compensation, only eight (8) of the City's benchmark classifications were below the market median, while forty-one (41) were above the market median (see below):

# of Classifications	0-5%	6-10%	11-15%	16-30%	TOTAL
Below Market Median	7	0	1	0	8
Above Market Median	13	7	14	7	41

Overall, these results indicate that the City's benefits package puts the City at a more competitive advantage over its labor market. Further analysis indicated that, on average, the City's classifications are 1.4% above the market median for base salaries, and 7.9% above the market median for total compensation, meaning the City "gains" a 6.5% competitive advantage over its labor market when taking benefits into account. This is largely attributable to the Employer Paid Member Contributions ("EPMC") for the

CalPERS retirement benefit that will phase out over the next three years (2020 – 2022). None of the City's comparator agencies provided any EPMC as of January 1, 2019 (or earlier), and three (3) required employees to pay a portion of the employer's contribution.

For non-benchmark classifications, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for said classifications. This included applying differentials of approximately ten percent (10%) between trainee (entry) and experienced (journey) classes within a series, and fifteen to twenty-five percent (15 – 25%) between a full supervisory class and the highest level supervised. Additionally, consideration was given to how similar classes across different series align within the City's organizational structure, as well as to how the City's internal relationships within a given series compare to those found in the labor market.

As previously mentioned, additional compensation and benefits related data was collected and compiled for comparison purposes. These include longevity, certificate pay, education incentives, translator/bilingual pay, allowances/stipends/reimbursements, leave pay outs, jury duty, bereavement leave, sick leave, hiring incentives, premium pay/special assignment pay, and shooting pay. This data can be found in Appendix V to the Total Compensation Study – Volume II.

PROPOSED SALARY STRUCTURE AND RANGE PLACEMENTS

Based on their findings and the different factors that may influence adjustments to base salaries (i.e. cost of living adjustments ("COLAs"), minimum wage, etc.), Koff recommended three separate salary schedules as follows:

- Safety
- Miscellaneous
- Minimum Wage Based

Each salary schedule is structured identically, with five (5) steps per pay range, five percent (5%) between steps, and two-and-a-half percent (2.5%) between pay ranges. Each salary schedule has been designed with a formula that connects all pay ranges and steps, allowing for "one-touch" updating for COLAs or changes in minimum wage. Due to the formulaic connection, there is a compounding effect when comparing relationships that span several pay ranges (i.e. the differential between Pay Range 1 and Pay Range 5 is slightly higher than ten percent (10%)). The proposed salary schedules can be found in Appendix III to the Total Compensation Study – Volume II.

Based on their market data findings and internal relationships analysis, Koff recommended salary range placement for each classification within its respective salary schedule. For all benefitted safety and miscellaneous classifications, the recommended placement was based on total compensation findings, whereas the recommended placement for non-benefitted minimum wage based classifications was based on base

salary findings. Koff's recommended placements were also adjusted where necessary to better align with market-supported groupings or to avoid compaction issues. The proposed salary range placements can be found in Appendix IV to the Total Compensation Study – Volume II.

Koff did not make any specific recommendations regarding the implementation of market alignment adjustments, but rather offered several examples and factors for the City to consider when attempting to determine the most feasible and appropriate method(s) in which to do so.

DISCUSSION AND NEXT STEPS

A number of pay related Study recommendations have already been implemented, specifically those in which incumbents were significantly "under-market" or "under-classified." Additionally, a number of the updated job descriptions have also been adopted, and an additional batch, for which the meet and confer process was recently completed, is included in the proposed updates to the Citywide Classification and Compensation Plan scheduled to be presented at the May 5, 2020 City Council meeting, alongside this item. This batch was limited to those for which recruitments were pending or for which no title change or reclassification were recommended.

All remaining job descriptions and pay related Study recommendations will be reviewed and discussed comprehensively with the City Manager and Department Directors as part of the fiscal year 2020/2021 budget preparation process. Any changes the City proposes to make as a result of that process, whether based on Koff's recommendations or other considerations, will be presented to affected bargaining units for negotiation and/or meet and confer on impacts, as applicable, prior to being presented to the City Council for consideration and approval.

FISCAL IMPACT

There is no fiscal impact associated with receiving and filing the Classification and Total Compensation Study Final Report.

The City contracted with Koff based on a competitive composite hourly rate of $139 and a grand total not-to-exceed cost of $174,584 for both the Class/Comp Study and an Optional Management Level Organizational Assessment ("Optional Assessment"), each estimated as follows:

- $145,394 for the Class/Comp Study
- $29,190 for the Optional Assessment

The City spent a total of $154,846 to complete the Class/Comp Study. The classification portion of the Study required a little more time and work than was initially anticipated. As a result, the City elected not to proceed with the Optional Assessment.

RECOMMENDATION

It is recommended that the City Council receive and file the December 30, 2019 Classification and Total Compensation Study Final Report prepared by Koff & Associates.

Respectfully submitted,

ALMA MARTINEZ
City Manager

JOHN NGUYEN
Human Resources/Risk Management Director

Attachments: 1. Koff & Associates Classification and Total Compensation Study Final Report

DATE: May 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVED AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

December 30, 2019

Classification and Total Compensation Study

Final Report

City of El Monte

KOFF & ASSOCIATES

GEORG S. KRAMMER
Chief Executive Officer

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Berkeley, CA 94710
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December 30, 2019

Classification Study – Volume I
Final Report

City of El Monte

KOFF & ASSOCIATES

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December 30, 2019

Mr. John Nguyen
Interim Human Resources/Risk Management Director
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731-3293

Dear Mr. Nguyen:

Koff & Associates is pleased to present the final classification and compensation report for the study of all positions in the City of El Monte. Volume I documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for all City of El Monte employees, and class specifications. Volume II, to be sent under separate cover, documents the market compensation survey, findings, and recommendations.

This first volume incorporates a summary of the study's multi-step process, which included results of written Position Description Questionnaires, interviews with employees and management, and employee review and comments in the form of draft class descriptions, and class allocation recommendations.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Georg S. Krammer
Chief Executive Officer

TABLE OF CONTENTS

EXECUTIVE SUMMARY 1
Background 1
CLASSIFICATION STUDY GOALS 1
CLASSIFICATION STUDY PROCESS 2
CLASSIFICATION CONCEPTS 2
Positions vs. Classifications 2
The Relationship Between Classification and Compensation 3
The Purpose of Having a Classification Plan 3
Classification Descriptions 4
Fair Labor Standards Act 6
CLASSIFICATION FINDINGS AND RECOMMENDATIONS 7
Classification Structure and Allocation Factors 7
Classification Allocation Recommendations 13
Title Change 14
Reclassification 15
No Change 16
New/Eliminated Classifications 16
CONCLUSION 17

LIST OF TABLES

Table 1. Title Change Recommendations 14
Table 2. Reclassification Recommendations 16

APPENDICES

Appendix I: New Classification Descriptions
Appendix II: Recommended Position Allocations
Appendix III: List of Classifications

EXECUTIVE SUMMARY

Background

In August 2018, the City of El Monte ("City") contracted with Koff & Associates (K&A) to conduct a classification and total compensation study for all of the City's classifications. All classification and compensation findings, recommendations, and options for implementations are in Volumes I and II of this report.

This classification review process was precipitated by:

- The concern of City Council, management, and the employee groups that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- To ensure that class descriptions reflect current programs, responsibilities, and technology;
- The desire to have a compensation plan that can meet the needs of the City; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the City.

The goal of the classification and compensation study is to assist the City in developing a competitive pay and benefit structure, which is based upon market data to ensure that the plan is fiscally responsible, and that meets the needs of the City with regards to recruitment and retention of qualified staff.

CLASSIFICATION STUDY GOALS

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQs) and interviews with employees and management;
- Prepare an updated classification plan, including recommended class descriptions and position allocations that recognizes the scope and level of the various classes and positions, and is perceived equitable by management and employees alike;
- Provide class descriptions and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow the City to maintain the classification system on a regular basis.

CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with City management to clarify study scope, objectives, processes, and deliverables.
- Orientation meetings were held to which all employees were invited, to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the PDQs.
- After the PDQs were completed by employees and reviewed by management and consultant staff, interviews were conducted with employees and management.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management and employee review.
- After resolution of issues, wherever possible, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

CLASSIFICATION CONCEPTS

Positions vs. Classifications

"Position" and "Classification" are two terms that are often used interchangeably but have very different meanings. As used in this report:

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled or vacant. Often the word "job" is used in place of the word "position."
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, abilities, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance.

When positions are classified, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are thus evaluated and classified on the basis of such factors as knowledge, skills, and abilities required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others

and/or for budget expenditures, contacts with others (both inside and outside of the organization), and the impact of the position on the organization and working conditions.

The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Compensation findings and recommendations for the City are covered in Volume II of this report.

The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

- Employees can be hired with a broad spectrum of knowledge, skill, and/or academic preparation and can readily learn the details of the City, the department, and the position on-the-job; or
- There is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies, or workload.

Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;
- There is a minimum of time or capability for on-the-job training; or

- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors and we have chosen the middle ground in this study as being most practicable in the City's changing environment and service delivery expectations, as well as being in line with the City's strategic plan. This approach resulted in recommendations to retitle classifications to more accurately reflect current responsibilities or use more contemporary titles (e.g. Administrative Technician to Administrative Assistant), or to reclassify certain individuals into existing or entirely new classifications that more accurately reflect current responsibilities (e.g. Program Specialist to Facilities Attendant). Detailed allocation recommendations are found in Appendix I of the report.

Classification Descriptions

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. The recommended class descriptions are included in Appendix II of this report.

As mentioned earlier, the class descriptions are based upon the information from the written PDQs completed by each employee, the individual job audit interviews (if required), and from information provided by employees and managers during the review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class description. A position description, often known as a "desk manual", generally lists each duty an employee performs and may also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.

The sections of each class description are as follows:

Title: This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification, and compensation purposes within the City. Often working titles are used within a department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public

that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within the City and across departmental lines.

Definition: This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work and any unusual or unique factors. The phrase "performs related work as required" is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

Supervision Received and Exercised: This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class "fits" in the organization and alludes to possible career advancement opportunities.

Class Characteristics: This can be considered the "editorial" section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

Examples of Typical Job Functions: This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Skills. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change depending upon program requirements, technology, and organizational needs.

Qualifications: This element of the description has several sections:

- A listing of the job-related knowledge and skills required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission's Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.
- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.
- Licenses and/or certifications identify those specifically required in order to perform the work. These certifications are often required by an agency higher than the City (i.e., the State), and can therefore be appropriately included as requirements.

Physical Demands: This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail (although they are more specifically covered

for documentation purposes in the PDQs) but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as "finger dexterity needed to access, enter, and retrieve data using a computer keyboard") and to provide an initial basis for determining reasonable accommodation for ADA purposes.

Working Conditions: These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

Fair Labor Standards Act

One of the major components of the job analysis and classification review is the determination of each classification's appropriate Fair Labor Standards Act (FLSA) status, i.e., exempt vs. non-exempt from the FLSA overtime rules and regulations.

As we review position description questionnaires and notes from the interviews, we analyze each classification's essential functions to determine FLSA status. There are three levels for the determination of the appropriate FLSA status that are utilized and on which we base our recommendations. Below are the steps used for the determination of Exempt FLSA status.

Salary Basis Test: The incumbents in a classification are paid at least $455 per week ($23,660 per year), not subject to reduction due to variations in quantity/quality of work performed. Note: computer professionals' salary minimum is defined in hourly terms as $27.63 per hour.

Exemption Applicability: The incumbents in a classification perform any of the following types of jobs:

- Executive: Employee whose primary duty is to manage the business or a recognized department/entity and who customarily directs the work of two or more employees. This also includes individuals who hire, fire, or make recommendations that carry particular weight regarding employment status. Examples: executive, director, owner, manager, supervisor.
- Administrative: Employee whose primary activities are performing office work or non-manual work on matters of significance relating to the management or business operations of the firm or its customers and which require the exercise of discretion and independent judgment. Examples: coordinator, administrator, analyst, accountant.
- Professional: Employee who primarily performs work requiring advanced knowledge/education and which includes consistent exercise of discretion and independent judgment. The advanced knowledge must be in a field of science or learning acquired in a prolonged course of specialized intellectual instruction. Examples: attorney, physician, statistician, architect, biologist, pharmacist, engineer, teacher.
- Computer professional: Employee who primarily performs work as a computer systems analyst, programmer, software engineer or similarly skilled work in the computer field

performing a) application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; b) design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specification; or c) design, documentation, testing, creation or modification of computer programs based on and related to user or system design specifications; or a combination of the duties described above, the performance of which requires the same level of skills. Examples: system analyst, database analyst, network architect, software engineer, programmer.

Job Analysis: A thorough job analysis of the job duties must be performed to determine exempt status. An exempt position must pass both the salary basis and duties tests. The job analysis should include:

- Review of the minimum qualifications established for the job;
- Review of prior class descriptions, questionnaires, and related documentation;
- Confirmation of duty accuracy with management; and
- Review and analysis of workflow, organizational relationships, policies, and other available organizational data.

Non-exempt classifications work within detailed and well-defined sets of rules and regulations, policies, procedures, and practices that must be followed when making decisions. Although the knowledge base required to perform the work may be significant, the framework within which incumbents work is fairly restrictive and finite. (Please note that FLSA does not allow for the consideration of workload and scheduling when it comes to exemption status).

Finally, often times a classification performs both non-exempt and exempt duties, so we analyze time spent on each type of duties. If a classification performs mostly non-exempt duties (i.e. more than 50% of his or her time), then the classification would be considered non-exempt.

CLASSIFICATION FINDINGS AND RECOMMENDATIONS

Classification Structure and Allocation Factors

The proposed classification plan provides the City with a systematic classification structure based on the interrelationship between duties performed, the nature and level of responsibilities, and other work-related requirements of the jobs.

A classification plan is not a stable, unchanging entity. Classification plans may be updated and revised by conducting classification studies that are organizational wide (review of the all classifications and positions) or position-specific. The methodology used for both types of studies is the same, as outlined above.

For either type of study, when identifying appropriate placement of new and/or realigned positions within the classification structure, there are general allocation factors to consider. By

analyzing these factors, the City will be able to change and grow the organization while maintaining the classification plan.

Type and Level of Knowledge and Skill Required

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the job experience, and required certification or professional registration. The varying levels are as follows:

- **The entry-level into any occupational field**

  This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical course work, or obtaining a four-year or advanced college or university degree. Little to no experience is required.

- **The experienced or journey-level (fully competent-level) in any occupational field**

  This knowledge and skill level recognizes a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity. Certifications may be required for demonstrating possession of the required knowledge and skills.

- **The advanced level in any occupational field**

  This knowledge and skill level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved. Supervisory knowledge and skills are considered in a separate factor and should not influence any assessment of this factor.

Supervisory/Management Responsibility

This factor defines the staff and/or program management responsibility, including short and long-range planning, budget development and administration, resource allocation, policy and procedure development, and supervision and direction of staff.

- **No ongoing direction of staff**

  The employee is responsible for the performance of his or her own work and may provide side-by-side instruction to a co-worker.

- **Lead direction of staff or program coordination**

  The employee plans, assigns, directs, and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures is normally involved. If staff direction is not involved, the employee must have responsibility for independently coordinating one or more programs or projects on a regular basis.

- **Full first-line supervisor**

  The employee performs the supervisory duties listed above, and, in addition, makes effective recommendation and/or carries out selection, performance evaluation, and disciplinary procedures. If staff supervision is not involved, the employee must have programmatic responsibility, including development and implementing goals, objectives, policies and procedures, and budget development and administration.

- **Manager**

  The employee is considered management, often supervising through subordinate levels of supervision. In addition to the responsibilities outlined above, responsibilities include allocating staff and budget resources among competing demands and performing significant program and service delivery planning and evaluation. Where there are multiple management levels, such as in the City of El Monte, some positions report to a department head; and department heads normally report to the City Manager.

- **Executive Management**

  The employee has total administrative responsibility for the City and reports to the City Council.

Supervision Received

- **Direct Supervision**

  Direct supervision is usually received by entry-level employees and trainees, i.e., employees who are new to the organization and/or position they are filling. Initially under close supervision, incumbents learn to apply concepts and work procedures and methods in assigned area of responsibility to resolve problems of moderate scope and complexity. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

- **General Supervision**

  General supervision is usually received by the experienced and journey-level employees, i.e., employees who have been in a position for a period of time and have had the opportunity to be trained and learn most, if not all, duties and responsibilities of the assigned classification. Incumbents are cross-trained to perform the full range of technical work in all of the areas of assignment.

  At the experienced-level, positions exercise some independent discretion and judgment in selecting and applying work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.

Journey-level positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned projects, programs, and team(s). Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results are not reviewed in detail.

- **General Direction**

  General direction is usually received by senior level or management positions. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

- **Administrative and Policy Direction**

  Administrative direction is usually received by executive management classifications. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives within legal and general policy and regulatory guidelines. The incumbent is responsible for the efficient and economical performance of the organization's operations.

Problem Solving

This factor involves analyzing, evaluating, reasoning, and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations, and standards available to the employee.

- **Structured problem solving**

  Employees learn to apply concepts and work procedures and methods in assigned area of responsibility and to resolve problems and issues that are specific, less complex, and/or repetitive. Exceptions or changes in procedures are explained in detail as they arise.

- **Independent, guided problem solving**

  Work situations require making independent decisions among a variety of alternatives; however, policies, procedures, standards, and regulations and/or management are available to guide the employee towards problem resolution.

- **Application of discriminating choices**

  Work situations require independent judgment and decision-making authority when identifying, evaluating, adapting, and applying appropriate concepts, guidelines, references, laws, regulations, policies, and procedures to resolve diverse and complex problems and issues.

- **Creative, evaluative, or critical thinking**

  The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution.

Authority for Making Decisions and Taking Action

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws, and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

- **Direct, limited work responsibility**

  The employee is responsible for the successful performance of his or her own work with little latitude for discretion or decision-making. Work is usually supervised while in progress and fits an established structure or pattern. Direct supervision is readily available.

- **Decision-making within guidelines**

  The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur but are handled within procedures and rules. Impact of decisions is normally limited to the work unit, project, or program to which assigned.

- **Independent action with focus on work achieved**

  The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant program or City-wide service delivery and/or budgetary impact.

- **Decisions made within general policy or elected official guidance**

  The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of the City are with this employee.

Interaction with Others

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.

- **Exchange of factual information**

  The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

- **Interpretation and explanation of policies and procedures**

  The employee is required to interpret policies and procedures, apply and explain them, and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout the City.

- **Influencing individuals or groups**

  The employee is required to interpret laws, policies, and procedures to individuals who may be confrontational or to deal with members of professional, business, community, or other groups or regulatory agencies as a representative of the City.

- **Negotiation with organizations from a position of authority**

  The employee often deals with the City Council, elected officials, government agencies, and other outside agencies, and the public to advance and represent the priorities and interests of the City, provide policy direction, and/or negotiate solutions to difficult problems.

Working Conditions/Physical Demands

This factor includes specific physical, situational, and other factors that influence the employee's working situation.

- **Normal office or similar setting**

  The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required but compensated for). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing up to 25 pounds, and communicating with others in a generally non-stressful manner.

- **Varied working conditions with some physical or emotional demands**

  The work is normally performed indoors, but may have some exposure to noise, heat, weather, or other uncomfortable conditions. Stand-by, call back, or regular overtime may be required. The employee may have to meet frequent deadlines, work extended hours, and maintain attention to detail at a computer or other machinery, deal with difficult people, or regularly perform moderate physical activity.

- **Difficult working conditions and/or physical demands**

  The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may be subject to regular emergency callback and extended shifts; and/or the work may require extraordinary physical demands.

Based on the above factors, in the maintenance of the classification plan when an employee is assigned an additional duty or responsibility and requests a change in classification, it is reasonable to ask:

- What additional knowledge and skills are required to perform the duty?
- How does one gain this additional knowledge and skills – through extended training, through a short-term seminar, through on-the-job experience?
- Does this duty or responsibility require new or additional supervisory responsibilities?
- Is there a greater variety of or are there more complex problems that need to be solved as a result of the new duty?
- Does the employee have to make a greater variety of or more difficult decisions as a result of this new duty?
- Are the impacts of decisions greater because of this new duty (effects on staff, budget, City-wide activities, and/or relations with other agencies)?
- Are guidelines, policies, and/or procedures provided to the employee for the performance of this new duty?
- Is the employee interacting with internal and external stakeholders and others more frequently or for a different purpose as a result of this new assignment?
- Have the working or physical conditions of the job changed as a result of this new assignment?

The analysis of the factors outlined above, as well as the answers to these questions, were used to determine recommended classifications for all City employees. The factors above will also help to guide the placement of specific positions to the existing classification structure and/or revision of entire classification structure in the future.

Classification Allocation Recommendations

All class descriptions were updated in order to ensure that the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills.

When evaluating the allocation of positions, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are evaluated and classified on the basis of such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and working conditions.

Furthermore, it is necessary to: (i) identify the duties that the incumbents are currently being required to perform; (ii) determine if those duties are captured in the current classification

description; and (iii) identify the percentage of duties being performed, if any, which are outside of the current classification.

Title Change

One change in the classification plan, as noted above, was the title change for 43 (forty-three) classifications.

Table 1. Title Change Recommendations

Current Classification Title	Proposed Classification Title
Accountant	Accountant I/II
Accounting Technician	Finance Technician I/II
Administrative Clerk	Office Assistant
Administrative Technician	Administrative Assistant
Administrative Technician	Administrative Specialist
Aquatics Maintenance Specialist	Maintenance Specialist
Cashier Clerk	Senior Account Clerk
City Council Liaison	Community Liaison
Customer Service Representative	Account Clerk
Department Secretary	Senior Administrative Assistant
Deputy City Clerk/Records Manager	Chief Deputy City Clerk
Director Human Resources/Risk Management	Human Resources and Risk Management Director
Economic Development Director	Community and Economic Development Director
Electrician's Helper	Electrician Assistant
Equipment Service Leadworker	Senior Equipment Mechanic
Equipment Service Worker	Equipment Maintenance Technician
Graffiti Abatement Coordinator	Maintenance Worker
Housing Program Coordinator	Housing Program Analyst
I.D. Technician	Property and Evidence Technician
Information Technology Programmer	Information Technology Specialist
Jailer	Custody Officer
Lead Clerk	Senior Office Assistant
Lead Heavy Equipment Mechanic	Senior Heavy Equipment Mechanic
Maintenance Lead Worker	Maintenance Crew Leader
Managing Swim Team Coach	Swim Team Coach
Neighborhood Services Clerk	Senior Office Assistant

Current Classification Title	Proposed Classification Title
Neighborhood Services Officer	Code Enforcement Officer I/II
Payroll Clerk	Account Clerk
Plumber	Maintenance Specialist
Public Works Clerk	Office Assistant
Public Works Maintenance Supervisor	Public Works Supervisor
Public Works Operations Superintendent	Public Works Operations Manager
Public Works-Maintenance Field Supervisor	Public Works Supervisor
Recreation Leader I	Recreation Leader
Secretary with Shorthand	Administrative Assistant
Secretary/Archivist	Deputy City Clerk
Senior Administrative Analyst	Accountant I
Senior Housing Program Coordinator	Senior Housing Program Analyst
Senior Shift Operator	Water System Crew Leader
Shift Operator	Water Systems Operator I
Transportation Senior Program Specialist	Transportation Analyst
Wastewater Collection System Lead	Collections Crew Leader
Wastewater Maintenance I/II	Collections Worker I/II

Title changes are recommended to more clearly reflect the level and scope being performed, to consolidate work into broader categories that could be used City-wide, as well as establish consistency with the labor market and industry standards. Any compensation recommendations (detailed in Volume II) are not dependent upon a new title, but upon the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance. All recommended position allocations in Appendix I.

Reclassification

Reclassification recommendations are made for positions that are working out of class due to level and scope of work and/or job functions that have been added or removed from to those positions over time.

The study resulted in the reclassification of 77 (seventy-seven) incumbents in the classifications presented in Table 2. Of these 77 (seventy-seven) incumbents, 55 (fifty-five) were in the Parks, Recreation and Community Services Department; most of these reclassifications were the result of the Recreation Leader series being consolidated into a single level classification. These recommendations are based on the individual positions interviewed. Not every incumbent in the current classification are recommended for a reclassification.

In addition, the reclassification listing includes positions which were the result of actions taken by the City during the course of the study including promotions, transfers and reclassifications.

Table 2. Reclassification Recommendations

Current Classification Title	Proposed Classification Title
Administrative Analyst	Administrative Specialist
Administrative Assistant	Office Assistant
Graphic Artist	Graphic Designer
Landscape Technician	Assistant Planner
Lead Jailer	Custody Supervisor
Lifeguard	Instructor Guard
Maintenance Worker	Maintenance Crew Leader
Parking Technician	Senior Parking Technician
Planning Aide	Planning Technician
Police Cadet – P/T	Police Recruit
Police Training Clerk	Administrative Specialist
Program Coordinator	Office Assistant
Program Coordinator	Senior Facilities Attendant
Program Specialist	Facilities Attendant
Recreation Leader II	Recreation Leader
Recreation Services Manager	Recreation Supervisor
Senior Information Technology Analyst	Information Technology Analyst
Senior Recreation Leader	Facilities Attendant
Senior Recreation Leader	Recreation Leader
Senior Recreation Leader I	Program Specialist
Senior Recreation Leader I	Office Assistant
Senior Recreation Leader I (C)	Office Assistant
Support Services Specialist	Office Assistant
Transportation Driver	Senior Transportation Driver
Wastewater Maintenance II	Water Systems Supervisor
Wellness Coordinator	Administrative Analyst

No Change

Three hundred and fifty (350) positions did not experience any changes in title or classification as a result of the study.

New/Eliminated Classifications

The classification study resulted in one hundred eleven (111) classifications, which are presented in Appendix III in alphabetical order; some of these classifications were new (Office Assistant and

Senior Office Assistant series); some were the result of placing positions into a broad classification (Maintenance Specialist) and some were the result of consolidating multiple levels into a single level classification (such as the Recreation Leader I, Recreation Leader II, Senior Recreation Leader and Senior Recreation Leader I which were consolidated into a single level Recreation Leader classification). At some point, the City may want to adjust its list of approved classifications to reflect these new additions and/or deletions to its current classification structure.

CONCLUSION

The revised classification descriptions serve as a general description of the work performed and provide a framework of the expectations of each position for the employee. Requests for the addition of new positions and classifications and/or reclassification of an existing position should follow established City policies and procedures. Any decisions related to the addition of new positions and classifications, reclassification of an existing position, and promotion of an existing position will depend on the needs and resources of the City and the availability of work, as well as the ability of existing positions to meet the qualifications of and perform the duties of the higher-level class.

Finally, as mentioned previously, a classification plan is not a static, unchanging entity. The classification plan should be reviewed on a regular, on-going basis and may be amended or revised as required.

It has been a pleasure working with City on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

Georg A. Krammer
Chief Executive Officer

Appendix I

New Classification Descriptions

Appendix II

Recommended Position Allocations

City of El Monte Final Allocation Listing
City Manager, City Clerk, Human Resources Departments
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Acosta	Ian	City Manager's Office	Graphic Artist	Graphic Designer	Reclassification
Aguilar	Leticia	City Manager's Office	Executive Assistant To The City Manager	Executive Assistant To The City Manager	No Change
Casas	Karina	City Manager's Office	Office Assistant	Office Assistant	No Change
Contreras	Griselda	City Clerk	Deputy City Clerk/Records Manager	Chief Deputy City Clerk	Title Change
Enomoto	Kristen	Human Resources/Risk Management Department	Senior Management Analyst	Senior Management Analyst	No Change
Hong	Ray	City Manager's Office	Graphic Artist	Graphic Designer	Reclassification
King	Bianca	Human Resources/Risk Management Department	Human Resources/Risk Management Analyst	Human Resources/Risk Management Analyst	No Change
Magdaleno	Marcella	City Manager's Office	Department Secretary	Senior Administrative Assistant	Title Change
Martinez	Alma	City Manager's Office	City Manager	City Manager	No Change
Martinez	Annabel	Human Resources/Risk Management Department	Human Resource/Risk Management Specialist	Human Resource/Risk Management Specialist	No Change
Mccray	Angela	Human Resources/Risk Management Department	Director Human Resources/Risk Management	Human Resources And Risk Management Director	Title Change
Nguyen	John	Human Resources/Risk Management Department	Human Resources/Risk Manager	Human Resources/Risk Manager	No Change
Segura	Priscilla	City Manager's Office	Public Information Officer	Public Information Officer	No Change
Solorzano	Michelle	City Manager's Office	Senior Project Manager	Senior Project Manager	No Change
Vacant		City Manager's Office	Assistant City Manager	Assistant City Manager	No Change
Vacant		Human Resources/Risk Management Department	Human Resource/Risk Management Specialist	Human Resource/Risk Management Specialist	No Change
Vacant		Human Resources/Risk Management Department	Office Assistant	Office Assistant	No Change
Vacant/ Unfunded		City Clerk	Secretary/Archivist	Deputy City Clerk	Title Change
Valdivia	Erik	City Manager's Office	Graphic Designer	Graphic Designer	No Change

No Change
Title Change
Reclassification

City of El Monte Final Allocation Listing
Finance Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Blakeley	Anne	Finance	Finance Manager	Finance Manager	No Change
Ceballos	Victor	Treasury	Customer Service Representative	Account Clerk	Title Change
Cervantes	Michelle	Finance	Accounting Technician	Finance Technician I	Title Change
Choi	Peter	Information Technology	Info Tech Programmer	Information Technology Specialist	Title Change
Colon	Jenilee	Finance	Account Clerk	Account Clerk	No Change
Dominguez	Tiffany	Finance	Senior Administrative Analyst	Accountant I	Title Change
Foltz	Bruce	Finance	Finance Director	Finance Director	No Change
Guevara	Margot	Treasury	Office Assistant	Office Assistant	No Change
Gutierrez	Joseph	Licensing	Customer Service Representative	Account Clerk	Title Change
Hernandez	Ivonne	Treasury	Cashier Clerk	Senior Account Clerk	Title Change
Lee	Kristina	Finance	Accountant	Accountant I	Title Change
Perez	Elva	Finance	Account Clerk	Account Clerk	No Change
Rodriguez	Christine	Finance	Accounting Technician	Finance Technician II	Title Change
Rosado	Christine	Finance	Payroll Clerk	Account Clerk	Title Change
Saldana	Jaime	Licensing	Account Clerk	Account Clerk	No Change
Szeto	Amber	Finance	Account Clerk	Account Clerk	No Change
Toledo	Marilyn	Finance	Accounting Manager	Accounting Manager	No Change
Tsui	Carmen	Finance	Accountant	Accountant II	Title Change

No Change
Title Change
Reclassification

City of El Monte Final Allocation Listing
Economic Development Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Abrego	Werner	Planning Services Division	Planning Aide	Planning Technician	Reclassification
Aguirre	Gina	Economic Development	Assistant City Prosecutor	Assistant City Prosecutor	No Change
Aranda	Delia	Neighborhood Services Division	Neighborhood Services Officer	Code Enforcement Officer I	Title Change
Averell	Carol	Economic Development	Housing Manager	Housing Manager	No Change
Bobadilla	Arelly	Economic Development	Management Analyst	Management Analyst	No Change
Bolderoff	Rosa	Economic Development	Administrative Assistant	Office Assistant	Reclassification
Bu	Tony	Planning Services Division	Associate Planner	Associate Planner	No Change
Coca-Ambriz	Delmyu	Housing	Wellness Coordinator	Administrative Analyst	Reclassification
Crippen-Thomas	Sheila	Economic Development	City Council Liaison	Community Liaison	Title Change
Donavanik	Betty	Economic Development	Economic Development Director	Community and Economic Development Director	Title Change
Fancey	Jeannette	Neighborhood Services Division	Neighborhood Services Clerk	Senior Office Assistant	Title Change
Flores	Lily	Economic Development	Housing Program Coordinator	Housing Program Analyst	Title Change
Fullerton	Mark	Neighborhood Services Division	Neighborhood Services Officer	Code Enforcement Officer II	Title Change
Garcia	Steven	Neighborhood Services Division	Animal Control Officer	Animal Control Officer	No Change
Garcia	Danielle	Economic Development	Administrative Technician	Administrative Specialist	Title Change
Graciano	Cristina	Planning Services Division	Landscape Technician	Assistant Planner	Reclassification
Kim	David	Planning Services Division	Asst Planner	Assistant Planner	No Change
Lee	Nancy	Planning Services Division	Senior Planner	Senior Planner	No Change
Luongo	Katherine	Neighborhood Services Division	Neighborhood Services Officer	Code Enforcement Officer II	Title Change
Mikaelian	Jason	Planning Services Division	City Planner	City Planner	No Change
Morris	Todd	Economic Development	Chief Building Official	Chief Building Official	No Change
Quon	Desmond	Neighborhood Services Division	Neighborhood Services Officer	Code Enforcement Officer II	Title Change
Ramos	Matthew	Neighborhood Services Division	Neighborhood Services Manager	Neighborhood Services Manager	No Change
Rardin	Edward	Neighborhood Services Division	Neighborhood Services Officer	Code Enforcement Officer II	Title Change
Raygoza	Israel	Neighborhood Services Division	Neighborhood Services Officer	Code Enforcement Officer II	Title Change
Reina	Marcia	Economic Development	Senior Housing Program Coordinator	Senior Housing Program Analyst	Title Change
Saldana	Jose Jaime	Neighborhood Services Division	Animal Control Officer	Animal Control Officer	No Change
Sandoval	Selina	Economic Development	Administrative Technician	Administrative Specialist	Title Change
Sturgess	Adam	Neighborhood Services Division	Animal Control Officer	Animal Control Officer	No Change
Vaca	Francisco	Neighborhood Services Division	Animal Control Officer	Animal Control Officer	No Change
Vacant		Planning Services Division	Planning Aide	Planning Technician	Reclassification
Vacant		Planning Services Division	Lead Clerk	Senior Office Assistant	Title Change
Vacant/Unfunded		Planning Services Division	Senior Planner	Senior Planner	No Change
Vega-Hernandez	Marlene	Planning Services Division	Planning Aide	Planning Technician	Reclassification

No Change
Title Change
Reclassification

City of El Monte Final Allocation Listing
Parks, Recreation, and Community Services Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Abbott	Emily	Parks, Recreation & Community Srvcs./Hourly	Senior Instructor Guard (C)	Senior Instructor Guard	No Change
Amador	Martha Marie	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Andrade	Andrea	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader	Recreation Leader	Reclassification
Anguiano	Jacqueline	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader	Recreation Leader	Reclassification
Antezana	Alexander	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Arriaga	Larry	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Badajos	Lauren	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Banuelos	Brittany	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader I	Program Specialist	Reclassification
Banuelos	Destiny	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Barajas Jr	Martin	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Bernal	Martha	Parks,Recreation & Community Srvcs./Hourly	Program Coordinator	Program Coordinator	No Change
Bravo	Leslie	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Burl	Victoria	Parks, Recreation & Community Services	Recreation Supervisor	Recreation Supervisor	No Change
Cabrera	Marlene	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader I	Program Specialist	Reclassification
Carrasco	Christopher	Parks, Recreation & Community Services	Recreation Coordinator	Recreation Coordinator	No Change
Casillas Perez	Carlos Daniel	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Instructor Guard	Reclassification
Castaneda	Alberto	Parks, Recreation & Community Services	Aquatics Coordinator	Aquatics Coordinator	No Change
Chavez	Miranda	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change

City of El Monte Final Allocation Listing
Parks, Recreation, and Community Services Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Clark	Kathryn	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Cobian	Veronica	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Coca-Ambriz	Delmy	Parks, Recreation & Community Services	Comm Well & Senior Serv Coord	Community Wellness and Senior Services Coordinator	No Change
Crippen	Donna	Parks,Recreation & Community Srvcs./Hourly	Museum Curator	Museum Curator	No Change
Crowley	Cody	Parks, Recreation & Community Services	Recreation Coordinator	Recreation Coordinator	No Change
Del Real	Lisa	Parks, Recreation & Community Services	Recreation Services Manager	Recreation Supervisor	Reclassification
Dominguez	Jessica	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Dufauchard	Devin	Parks,Recreation & Community Srvcs./Hourly	Pool Manager	Pool Manager	No Change
Espinosa	Francisco	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Esqueda	Jose	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader	Recreation Leader	Reclassification
Estrada	Erika	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Feldmann	David	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Flores	Michael	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Instructor Guard	Reclassification
Flores	Jennifer	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Galvan	Rodolfo	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Gamez	Clarissa	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader I	Program Specialist	Reclassification
Garcia	Jesus	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Garcia	Nicholas	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change

City of El Monte Final Allocation Listing
Parks, Recreation, and Community Services Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Garcia	Diamond	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Garcia	Diane	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Garcia	Amanda	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Garcia	Ashley	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Gardea Lucero	Ana Valeria	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Gardea Lucero	Nathalie	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Godinez	Arlene	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Godoy	Alejandra	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Gomez	Cynthia	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Gonzalez	Karina	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Gutierrez Maya	Jonathan	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Hernandez	Pamela	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader I	Office Assistant	Reclassification
Hernandez Miranda	Leandro	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Herrera	Roberto	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Huizar	Lina	Parks,Recreation & Community Srvcs./Hourly	Program Coordinator	Office Assistant	Reclassification
Ivanez	Vanessa	Parks,Recreation & Community Srvcs./Hourly	Program Coordinator	Program Coordinator	No Change
Juranek	Matthew	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Knott	Jocelynn	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification

City of El Monte Final Allocation Listing
Parks, Recreation, and Community Services Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Lara Gomez	Manuel	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Laspesa	Mariela	Parks, Recreation & Community Services	Secretary with Shorthand	Administrative Assistant	Title Change
Le	Brandson	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Lopez	Jennifer	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Lopez	Michael	Parks,Recreation & Community Srvcs./Hourly	Senior Instructor Guard	Senior Instructor Guard	No Change
Lopez	Marisol	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Instructor Guard	Reclassification
Lucero	Edith	Parks,Recreation & Community Srvcs./Hourly	Case Aide	Case Aide	No Change
Machuca	David Michael	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Facilities Attendant	Reclassification
Macias	Ruben	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Macias	Gabriela	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Mai	David	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Facilities Attendant	Reclassification
Mark	Trinity	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Marroquin	Alexandra	Parks, Recreation & Community Services	Parks, Rec & Com Serv Director	Parks, Rec & Com Serv Director	No Change
Martinez	Carlos	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Martinez	Manuel	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Martinez	Vanessa	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader	Recreation Leader	Reclassification
Mendez	Rosario	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Merino	Erick	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change

City of El Monte Final Allocation Listing
Parks, Recreation, and Community Services Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Meza	Veronica	Parks, Recreation & Community Services	Recreation Coordinator	Recreation Coordinator	No Change
Munoz	Jose	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Negrete	Jocelyn	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Nurhadi	Issa	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Instructor Guard	Reclassification
Omana	Christian	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Padilla	Jesse	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Pearson	Jazmin	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader	Recreation Leader	Reclassification
Perez	Ilse	Parks,Recreation & Community Srvcs./Hourly	Social Worker	Social Worker	No Change
Pinto	Agustin	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Quiroz	Christopher	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Ramirez	Teresa	Parks, Recreation & Community Services	Aquatics Supervisor	Aquatics Supervisor	No Change
Ramirez	Anthony	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Ramirez	Maricel	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Register	Sara	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Reyes-Carreon	Drago	Parks,Recreation & Community Srvcs./Hourly	Pool Manager	Pool Manager	No Change
Rodriguez	Isaias	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Rodriguez	Vanessa	Parks,Recreation & Community Srvcs./Hourly	Program Coordinator	Program Coordinator	No Change
Rodriguez	Emily	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change

City of El Monte Final Allocation Listing
Parks, Recreation, and Community Services Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Romero	Julian	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Saldana	Esmeralda	Parks,Recreation & Community Srvcs./Hourly	Program Coordinator	Program Coordinator	No Change
Salmon	Florence	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader	Recreation Leader	Reclassification
Sandoval	Frida	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Instructor Guard	Reclassification
Sandoval	Mariana	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Sarmiento	Lizbeth	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Seibly	Austin	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Instructor Guard	Reclassification
Servin	Amber	Parks, Recreation & Community Services	Management Analyst	Management Analyst	No Change
Servin	Laureen	Parks,Recreation & Community Srvcs./Hourly	Program Coordinator	Office Assistant	Reclassification
Siordia	Isela	Parks, Recreation & Community Services	Administrative Clerk	Office Assistant	Title Change
Soto	Israel	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Steinert	Kathryn	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Stern	Ambar	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Sun	Alexander	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Sustayta	Michelle	Parks,Recreation & Community Srvcs./Hourly	Senior Instructor Guard	Senior Instructor Guard	No Change
Sustayta	Anais	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Instructor Guard	Reclassification
Talamantes	Amy	Parks, Recreation & Community Services	Administrative Technician	Administrative Assistant	Title Change
Tapia	Pablo	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification

City of El Monte Final Allocation Listing
Parks, Recreation, and Community Services Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Torres	Louie	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Trac	Rachel Ngan	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Urena	Arnulfo	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Uy	Paul	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Vacant		Parks, Recreation & Community Services	Recreation Supervisor	Recreation Supervisor	No Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Senior Instructor Guard	Senior Instructor Guard	No Change
Vacant		Parks, Recreation & Community Services	Social Worker	Social Worker	No Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader	Facilities Attendant	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader I (C)	Office Assistant	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification

City of El Monte Final Allocation Listing
Parks, Recreation, and Community Services Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader I	Recreation Leader	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Program Coordinator	Senior Facilities Attendant	Reclassification
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change

City of El Monte Final Allocation Listing
Parks, Recreation, and Community Services Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vacant		Parks,Recreation & Community Srvcs./Hourly	Managing Swim Team Coach	Swim Team Coach	Title Change
Vacant/Unfunded		Parks, Recreation & Community Services	Deputy Director Of Parks, Rec & Comm Svcs	Deputy Director Of Parks, Recreation, and Community Services	No Change
Vargas	Thomas	Parks,Recreation & Community Srvcs./Hourly	Senior Recreation Leader I	Recreation Leader	Reclassification
Vega	Jennifer	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Lifeguard	No Change
Vega	Belinda	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader II	Recreation Leader	Reclassification
Velasquez	Amy	Parks,Recreation & Community Srvcs./Hourly	Recreation Leader I	Recreation Leader	Title Change
Vuong	Fayez	Parks,Recreation & Community Srvcs./Hourly	Instructor Guard	Instructor Guard	No Change
Wideman	Davis	Parks,Recreation & Community Srvcs./Hourly	Program Specialist	Program Specialist	No Change
Yneges	Sela	Parks,Recreation & Community Srvcs./Hourly	Lifeguard	Instructor Guard	Reclassification
Zuniga	Jessica	Parks, Recreation & Community Services	Recreation Coordinator	Recreation Coordinator	No Change

No Change
Title Change
Reclassification

City of El Monte Final Allocation Listing
Public Works Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Saldana	Julietta	Public Works Maintenance/Part-Time	Administrative Assistant	Administrative Assistant	No Change
Grant	Stephanie	Engineering/Transportation	Administrative Assistant	Administrative Assistant	No Change
Drevdahl	Frank	Public Works Maintenance	Administrative Analyst	Administrative Specialist	Reclassification
Garcia	Priscilla	Public Works Maintenance	Administrative Analyst	Administrative Specialist	Reclassification
Chung	Jimmy	Engineering/Transportation	Associate Civil Engineer	Associate Civil Engineer	No Change
Vacant		Engineering/Transportation	City Engineer	City Engineer	No Change
Humble	James	Public Works Maintenance	Wastewater Collection Sys Lead	Collections Crew Leader	Title Change
Robles	Armando	Public Works Maintenance	Wastewater Maintenance I	Collections Worker I	Title Change
Chavira	Arturo	Public Works Maintenance	Wastewater Maintenance I	Collections Worker I	Title Change
Gallegos	David	Public Works Maintenance	Wastewater Maintenance I	Collections Worker I	Title Change
Mendez	Salvador	Engineering/Transportation	Deputy Director Of Public Works & Utilities	Deputy Director Of Public Works & Utilities	No Change
Dapello	Raymond	Public Works Maintenance	Electrician's Helper	Electrician Assistant	Title Change
Tudugalla	Saliya	Public Works Maintenance	Heavy Equip Mechanic	Heavy Equipment Mechanic	No Change
Gomez	Jairo	Public Works Maintenance	Maintenance Lead Worker	Maintenance Crew Leader	Title Change
Sliger	John	Public Works Maintenance	Maintenance Lead Worker	Maintenance Crew Leader	Title Change
Najera	Jose	Public Works Maintenance	Maintenance Worker	Maintenance Crew Leader	Reclassification
Leal	Juan	Public Works Maintenance	Maintenance Lead Worker	Maintenance Crew Leader	Title Change
Triay	Robert	Public Works Maintenance	Maintenance Lead Worker	Maintenance Crew Leader	Title Change
Rodriguez	Samuel	Public Works Maintenance	Maintenance Lead Worker	Maintenance Crew Leader	Title Change
Vacant		Public Works Maintenance	Maintenance Lead Worker	Maintenance Crew Leader	Title Change
Sotelo	Javier	Public Works Maintenance	Aquatics Maintenance Specialist	Maintenance Specialist	Title Change
Vacant		Public Works Maintenance	Plumber	Maintenance Specialist	Title Change
Gutierrez	Adali	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Hermosillo	Adrian	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Chavira	Anthony	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Pfister	Antonia	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Tate	Brandon	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Cerna	Christopher	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Gutierrez	Danny	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Bernal	Eric	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Velasquez	Fabian	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change

City of El Monte Final Allocation Listing
Public Works Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Anderson	Henry	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Santana	Ian	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Fernandez	Jesus	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Granados	Jose	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Garibay	Juan	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Bullock	Kenny	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Mendoza	Larry	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Godinez	Linda	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Leal	Luis	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Berumen	Maclovio	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Le Gaspe	Manuel	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Cherry	Maurice	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Huerta	Michael	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Sale	Michael	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Del Real	Miguel	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Coronel	Nicholas	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Rodriguez	Pedro	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Zendejas	Peter	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Quezada	Rafael	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Zamora	Raul	Public Works Maintenance	Graffiti Abatement Coord	Maintenance Worker	Title Change
Quintanilla	Raymond	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Medina Garcia	Ricardo	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Monarrez	Rudy	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Cook	Ryan	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Romero	Steve	Public Works Maintenance/Part-Time	Maintenance Worker	Maintenance Worker	No Change
Hudgins	Trevor	Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change

City of El Monte Final Allocation Listing
Public Works Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Vacant		Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Vacant		Public Works Maintenance	Maintenance Worker	Maintenance Worker	No Change
Elhawary	Audy	Engineering/Transportation	Office Assistant	Office Assistant	No Change
Ghaly	Ayman	Engineering/Transportation	Office Assistant	Office Assistant	No Change
Zamorano	Carina	Public Works Maintenance/Part-Time	Office Assistant	Office Assistant	No Change
Martinez	Deana	Public Works Maintenance/Part-Time	Office Assistant	Office Assistant	No Change
Fregoso	Fernando	Engineering/Transportation	Office Assistant	Office Assistant	No Change
Pollock	Joy	Engineering/Transportation	Office Assistant	Office Assistant	No Change
Gooding	Kimberly	Engineering/Transportation	Office Assistant	Office Assistant	No Change
Calvillo	Rosa	Engineering/Transportation	Administrative Clerk	Office Assistant	Title Change
Gaona-Montelongo	Yury	Public Works Maintenance	Public Works Clerk	Office Assistant	Title Change
Yu	Braden	Engineering/Transportation	Public Works & Utilities Director	Public Works & Utilities Director	No Change
Vacant		Engineering/Transportation	Public Works Inspector	Public Works Inspector	No Change
Ortiz	Christopher	Public Works Maintenance	Public Works Operations Superintendent	Public Works Operations Manager	Title Change
Moreno	Jerry	Public Works Maintenance	Pw-Maintenance Field Supervisor	Public Works Supervisor	Title Change
Perrine	Randy	Public Works Maintenance	Public Works Maint. Supervisor	Public Works Supervisor	Title Change
Montanez	Richard	Public Works Maintenance	Pw-Maintenance Field Supervisor	Public Works Supervisor	Title Change
Ramirez	Vincent	Public Works Maintenance	Pw-Maintenance Field Supervisor	Public Works Supervisor	Title Change
Vacant		Engineering/Transportation	Department Secretary	Senior Administrative Assistant	Title Change
Rodriguez	Ricardo	Public Works Maintenance	Lead Heavy Equip Mechanic	Senior Heavy Equipment Mechanic	Title Change
Vacant		Engineering/Transportation	Senior Project Manager	Senior Project Manager	No Change
Jaimes	Clara	Engineering/Transportation	Transportation Driver	Senior Transportation Driver	Reclassification
Gonzalez	James	Engineering/Transportation	Transportation Driver	Senior Transportation Driver	Reclassification
Mendoza	Louis	Public Works Maintenance	Traffic Signal Technician	Traffic Signal Technician	No Change
Rabenold	Jo	Engineering/Transportation	Transit Safety Ambassador	Transit Safety Ambassador	No Change
Morgan	Samoshi	Engineering/Transportation	Transit Safety Ambassador	Transit Safety Ambassador	No Change
Fierros	Victor	Engineering/Transportation	Transit Safety Ambassador	Transit Safety Ambassador	No Change
Stevens	Gwynn	Engineering/Transportation	Transportation Senior Program Specialist	Transportation Analyst	Title Change
Huerta	Armando	Engineering/Transportation	Transportation Coordinator	Transportation Coordinator	No Change
Tafoya	Bertha	Engineering/Transportation	Transportation Coordinator	Transportation Coordinator	No Change
Jiordano	Anthony	Engineering/Transportation	Transportation Driver	Transportation Driver	No Change
Dorsey	Darryl	Engineering/Transportation	Transportation Driver	Transportation Driver	No Change
Alvarado Munoz	Fernando	Engineering/Transportation	Transportation Driver	Transportation Driver	No Change
Castellanos	Jose	Engineering/Transportation	Transportation Driver	Transportation Driver	No Change

City of El Monte Final Allocation Listing
Public Works Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Becerra	Socorro	Engineering/Transportation	Transportation Driver	Transportation Driver	No Change
Curry	Veronica	Engineering/Transportation	Transportation Driver	Transportation Driver	No Change
Vacant		Engineering/Transportation	Transportation Driver	Transportation Driver	No Change
Zadok	Sarah	Engineering/Transportation	Transportation Operations Manager	Transportation Operations Manager	No Change
Kadel	Bret	Public Works Maintenance	Utilities Manager	Utilities Manager	No Change
Torrez	Eddie	Public Works Maintenance	Water Meter Reader	Water Meter Reader	No Change
Rosario	Anthony	Public Works Maintenance	Senior Shift Operator	Water System Crew Leader	Title Change
Vacant		Public Works Maintenance	Water Systems Supervisor	Water System Supervisor	No Change
Maldonado	Ramon	Public Works Maintenance	Shift Operator	Water Systems Operator I	Title Change
Avalos	Richard	Public Works Maintenance	Shift Operator	Water Systems Operator I	Title Change
Ritter	Timothy	Public Works Maintenance	Shift Operator	Water Systems Operator I	Title Change
Rudnick	Lewis	Public Works Maintenance	Wastewater Maintenance II	Water Systems Supervisor	Reclassification

No Change
Title Change
Reclassification

City of El Monte Final Allocation Listing
Police Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Abbott	Ryan	Police/Safety	Police Officer II	Police Officer	No Change
Acosta	William	Police/Safety	Police Officer II	Police Officer	No Change
Alvarez	Anthony	Police Reserves	Reserve Officer/Investigator - P/T	Reserve Police Officer	No Change
Andrade	Edith	Police Civilian	Records Technician	Police Records Technician	No Change
Armstrong	Timothy	Police Civilian	Jailer	Custody Officer	Title Change
Arrieta	Daniel	Police Civilian	Support Services Specialist	Office Assistant	Reclassification
Atkinson	Jared	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Avalos	David	Police/Safety	Corporal	Police Officer	No Change
Avalos Jr	David	Police/Safety	Police Officer	Police Officer	No Change
Avila	Andrew	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Ayala	Andrew	Police Hourly	Police Cadet - P/T	Police Cadet	No Change
Balzano	Michael	Police/Safety	Police Officer	Police Officer	No Change
Barrientos	Carmella	Police Civilian	ID Technician	Property And Evidence Technician	Title Change
Barrios	Haydee	Police Civilian	Records Technician	Police Records Technician	No Change
Bashford	Eric	Police/Safety	Police Officer II	Police Officer	No Change
Batres	Rafael	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Beaumont	Erica	Police Civilian	Records Technician	Police Records Technician	No Change
Bonneau	Ruth	Police Civilian	Dispatch Shift Supervisor	Police Dispatch Shift Supervisor	No Change
Buckhannon	Michael	Police/Safety	Lieutenant	Police Lieutenant	No Change
Burse	Jacob	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Calatayud	Justin	Police/Safety	Police Officer	Police Officer	No Change
Cano	Christopher	Police/Safety	Lieutenant	Police Lieutenant	No Change
Cano	Jordan	Police Hourly	Police Cadet - P/T	Police Recruit	Reclassification
Carlson	Charles	Police Reserves	Reserve Police Officer	Reserve Police Officer	No Change
Casados	Juan	Police/Safety	Corporal	Police Officer	No Change
Castillo	Arlen	Police/Safety	Corporal	Police Officer	No Change
Castruita	Salvadore	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Ceballos Caldera	Raudel	Police/Safety	Police Officer	Police Officer	No Change
Chandra	Yohan	Police Civilian	Senior Information Technology Ana	Information Technology Analyst	Reclassification
Chao	Jason	Police/Safety	Sergeant	Police Sergeant	No Change
Chiu	Dennis Tan	Police/Safety	Police Officer	Police Officer	No Change
Choe	Aram	Police/Safety	Sergeant	Police Sergeant	No Change
Clark	Kevin	Police/Safety	Police Officer	Police Officer	No Change
Cobian	Rogelio	Police/Safety	Sergeant	Police Sergeant	No Change
Contreras	Julio	Police Civilian	Equipment Service Worker	Equipment Maintenance Technician	Title Change
Cortes	Elizabeth	Police Civilian	Police Training Clerk	Administrative Specialist	Reclassification
Cowell	Monica	Police Civilian	Management Analyst	Management Analyst	No Change
Cowell	Cody	Police/Safety	Police Officer/Bonus Assignment	Police Officer	No Change

City of El Monte Final Allocation Listing
Police Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Crabtree	Bradley	Police/Safety	Police Officer	Police Officer	No Change
Cramer	Ernie	Police/Safety	Lieutenant	Police Lieutenant	No Change
Cueva	Gerardo	Police/Safety	Police Officer	Police Officer	No Change
Cuevas	Miriam	Police/Safety	Police Officer	Police Officer	No Change
Danison	Ronald	Police/Safety	Police Officer II	Police Officer	No Change
Demerjian	Dennis	Police Reserves	Reserve Officer - P/T	Police Reserve Officer	No Change
Diaz	Hever	Police/Safety	Police Officer	Police Officer	No Change
Dominguez	Tyler	Police/Safety	Police Officer	Police Officer	No Change
Duran	Jessica	Police Civilian	Police Dispatcher	Police Dispatcher	No Change
Duran	Clayton	Police/Safety	Police Officer	Police Officer	No Change
Edwards	Jonathan	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Elkin Iii	Robert	Police Civilian	Jailer	Custody Officer	Title Change
Enriquez	Sergio	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Escobar	Genoveve	Police Hourly	Police Dispatcher - P/T	Police Dispatcher	No Change
Fierro	George	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Figueroa	Aldair	Police/Safety	Police Officer/Bonus Assignment	Police Officer	No Change
Fisher	Jake	Police/Safety	Sergeant	Police Sergeant	No Change
Flores	Rene	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Fonseca	Steven	Police/Safety	Police Officer	Police Officer	No Change
Frey	Christopher	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Fullington	Jeffrey	Police/Safety	Police Officer II	Police Officer	No Change
Gall	Gary	Police/Safety	Sergeant	Police Sergeant	No Change
Gambino	Maria	Police Civilian	Records Technician	Police Records Technician	No Change
Garcia	David	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Garcia	Joe	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Garlick	Carl	Police/Safety	Helicopter Pilot	Police Officer	No Change
Girgle	Jeffery	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Girgle	Adam	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Glick	Brian	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Gonzalez	Mark	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Gonzalez	Sandra	Police Civilian	Police Dispatcher	Police Dispatcher	No Change
Gonzalez	Enrique	Police/Safety	Police Officer	Police Officer	No Change
Gonzalez	Richard	Police/Safety	Police Officer II	Police Officer	No Change
Gonzalez	Virginia	Police Civilian	Records Technician	Police Records Technician	No Change
Gonzalez	Patricia	Police Civilian	Senior Administrative Assistant	Senior Administrative Assistant	No Change
Guadarrama	Beatriz	Police/Safety	Sergeant	Police Sergeant	No Change
Gutierrez	Valerie	Police Civilian	Dispatch Shift Supervisor	Police Dispatch Shift Supervisor	No Change
Gutierrez	Arturo	Police/Safety	Sergeant	Police Sergeant	No Change

City of El Monte Final Allocation Listing
Police Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Hernandez	Dalia	Police Hourly	Police Cadet - P/T	Police Cadet	No Change
Hernandez	Alfredo	Police/Safety	Police Officer	Police Officer	No Change
Hernandez	Hector	Police/Safety	Police Officer II	Police Officer	No Change
Hernandez	Victor	Police Reserves	Reserve Police Officer	Reserve Police Officer	No Change
Hoglin	Daniel	Police Civilian	Police Dispatcher	Police Dispatcher	No Change
Hurtado Jr	Ruben	Police/Safety	Police Officer	Police Officer	No Change
Ibarra	Guadalupe	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Islas	Jonathan	Police/Safety	Police Officer	Police Officer	No Change
Jauregui	Daniel	Police/Safety	Corporal	Police Officer	No Change
Jauregui	Kristen	Police Civilian	Police Dispatcher	Police Dispatcher	No Change
Jenkins	Jack	Police Reserves	Reserve Police Officer	Reserve Police Officer	No Change
Johnston	Eric	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Kearney	Nicholas	Police/Safety	Police Officer II	Police Officer	No Change
Knight	Douglas	Police/Safety	Sergeant	Police Sergeant	No Change
Lakin	Brett	Police/Safety	Sergeant	Police Sergeant	No Change
Larriva	Raymond	Police Reserves	Reserve Officer/Investigator - P/T	Reserve Police Officer	No Change
Lee	Tammy	Police Civilian	Senior Information Technology Ana	Information Technology Analyst	Reclassification
Lona	Nicole	Police/Safety	Police Officer	Police Officer	No Change
Lopez	Peter	Police/Safety	Corporal	Police Officer	No Change
Lowry	Benjamin	Police/Safety	Lieutenant	Police Lieutenant	No Change
Timmins	Kenneth	Police Civilian	Jailer	Custody Officer	Title Change
Luna	Richard	Police/Safety	Sergeant	Police Sergeant	No Change
Luongo	Daniel	Police Civilian	Parking Technician	Senior Parking Technician	Reclassification
Marquez	Brenda	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Marquez	Nadia	Police Civilian	Police Dispatcher	Police Dispatcher	No Change
Martin	Kelly	Police Civilian	Lead Jailer	Custody Supervisor	Reclassification
Martinez	Alejandro	Police/Safety	Sergeant	Police Sergeant	No Change
Martinez	Josue James	Police Hourly	Police Cadet - P/T	Police Recruit	Reclassification
Martinez Jr	Arturo	Police Civilian	Jailer	Custody Officer	Title Change
Mijangos	Luis	Police/Safety	Police Officer	Police Officer	No Change
Molina	Carlos	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Montierth	Craig	Police/Safety	Corporal	Police Officer	No Change
Mora	Andrew	Police/Safety	Corporal	Police Officer	No Change
Moy	Jonathan	Police/Safety	Sergeant	Police Sergeant	No Change
Nafarrate	Eduardo	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Norris	Gabriela	Police/Safety	Corporal	Police Officer	No Change
Nurre	Shannon	Police Civilian	Communications Manager - Police Department	Police Communications Manager	No Change

City of El Monte Final Allocation Listing
Police Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Olmos	Valerie	Police Civilian	Records Technician	Police Records Technician	No Change
Ortiz	Melissa	Police/Safety	Police Officer	Police Officer	No Change
Paredes	Michael	Police/Safety	Corporal	Police Officer	No Change
Pitts	Jimmie	Police/Safety	Sergeant	Police Sergeant	No Change
Polanco	Victor	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Quintana	Francisco Ruben	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Ramirez	Francisco	Police/Safety	Corporal	Police Officer	No Change
Ramirez	Rocio	Police Civilian	Jailer	Custody Officer	Title Change
Ramos	Erick	Police/Safety	Police Officer	Police Officer	No Change
Rasic	Peter	Police/Safety	Lieutenant	Police Lieutenant	No Change
Reilly	Patrick	Police Reserves	Reserve Police Officer	Reserve Police Officer	No Change
Reneer	Wyatt	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Reynoso	David	Police/Safety	Chief Of Police	Chief Of Police	No Change
Robinson	Gary	Police Hourly	Background Investigator - P/T	Background Investigator	No Change
Rodriguez	Jack	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Rodriguez	Isacc	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Rojas	Jesus	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Rojas	Maribel	Police Hourly	Police Cadet - P/T	Police Recruit	No Change
Romero	Daniel	Police/Safety	Police Officer	Police Officer	No Change
Ruiz	Victor	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Saenz	Arturo	Police/Safety	Corporal	Police Officer	No Change
Salmon	Jacob	Police/Safety	Corporal	Police Officer	No Change
Sanchez	Eric	Police/Safety	Sergeant	Police Sergeant	No Change
Santa Anna	Armando	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Sardina	Agueda	Police Civilian	Dispatch Shift Supervisor	Police Dispatch Shift Supervisor	No Change
Sardina	Roger	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Shannon-Cano	Kerry	Police/Safety	Police Officer II	Police Officer	No Change
Shimazu	Blaine	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Singleterry	James	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Smith	David	Police/Safety	Sergeant	Police Sergeant	No Change
Snook	Mark	Police/Safety	Sergeant	Police Sergeant	No Change
Soberanes	Luis	Police/Safety	Police Officer	Police Officer	No Change
Soriano	Natalia	Police Civilian	Police Dispatcher	Police Dispatcher	No Change
Sparks	Leslie	Police Civilian	Records Supervisor	Police Records Supervisor	No Change
Stratis	Nicholas	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Tate	Danny	Police/Safety	Corporal	Police Officer	No Change
Tate	Martha	Police/Safety	Police Officer II	Police Officer	No Change
Tello	Carlos	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change

City of El Monte Final Allocation Listing
Police Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Timmins	Dennis	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Torres	Kari	Police Civilian	Police Dispatcher	Police Dispatcher	No Change
Tran	Anh	Police Civilian	Information Technology Manager	Information Technology Manager	No Change
Trejo	Joseph	Police/Safety	Police Officer	Police Officer	No Change
Tromp	Bryan	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Tronaas	Chris	Police Reserves	Police Pilot - P/T	Reserve Police Officer	No Change
Urias	Cassandra	Police Civilian	Jailer	Custody Officer	Title Change
Urias Iii	Julian	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Vacant		Police Reserves	Cold Case Investigator - P/T	Cold Case Investigator/Part Time	No Change
Vacant		Police Reserves	Cold Case Investigator/Part Time	Cold Case Investigator/Part Time	No Change
Vacant		Police/Safety	Lieutenant	Police Lieutenant	No Change
Vacant		Police Civilian	Parking Technician	Parking Technician	No Change
Vacant		Police Hourly	Police Cadet - P/T	Police Cadet	No Change
Vacant		Police Civilian	Police Dispatcher	Police Dispatcher	No Change
Vacant		Police/Safety	Police Officer	Police Officer	No Change
Vacant		Police/Safety	Police Officer II	Police Officer	No Change
Vacant		Police Hourly	Police Pilot - P/T	Police Pilot	No Change
Vacant		Police Civilian	Records Technician	Police Records Technician	No Change
Vacant		Police Hourly	Records Technician - P/T	Police Records Technician	No Change
Vacant		Police Reserves	Reserve Police Lieutenant	Reserve Police Lieutenant	No Change
Vacant		Police Reserves	Reserve Police Lieutenant	Reserve Police Lieutenant	No Change
Vacant		Police Reserves	Reserve Police Lieutenant	Reserve Police Lieutenant	No Change
Vacant		Police Reserves	Reserve Police Lieutenant	Reserve Police Lieutenant	No Change
Vacant		Police Reserves	Reserve Police Lieutenant	Reserve Police Lieutenant	No Change
Vacant		Police Hourly	I.D. Technician	Property And Evidence Technician	Title Change
Vacant/Underfill		Police Civilian	Records Supervisor	Police Records Supervisor	No Change
Valenzuela	Armando	Police Reserves	Reserve Police Officer	Reserve Police Officer	No Change
Valle	Frankie	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Vargas	Russell	Police/Safety	Police Officer	Police Officer	No Change
Vasquez	Melissa	Police Civilian	Police Dispatcher	Police Dispatcher	No Change
Vautrin	David	Police/Safety	Captain	Police Captain	No Change
Vautrin	Delia	Police Civilian	Police Dispatcher	Police Dispatcher	No Change
Vega	Raul	Police/Safety	Police Officer	Police Officer	No Change
Walterscheid	Eric	Police/Safety	Officer/Bonus Assignment	Police Officer	No Change
Weiser	Rene	Police Civilian	Police Dispatcher	Police Dispatcher	No Change
White Bear	Windy	Police Civilian	Dispatch Shift Supervisor	Police Dispatch Shift Supervisor	No Change
Williams	Christopher	Police/Safety	Captain	Police Captain	No Change
Williams Jr	Richard	Police Reserves	Reserve Police Officer	Reserve Police Officer	No Change

City of El Monte Final Allocation Listing
Police Department
December, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Action
Wong	Alan	Police Civilian	Equipment Service Leadworker	Senior Equipment Maintenance Technician	Title Change
Yanez	Pedro	Police/Safety	Police Officer II	Police Officer	No Change
Zavala	Bryan	Police Hourly	Police Cadet - P/T	Police Cadet	No Change

No Change
Title Change
Reclassification

Appendix III

List of Classifications

City of El Monte
Final List of Classifications
December, 2019

1. Account Clerk
2. Accountant I/II
3. Accounting Manager
4. Administrative Assistant
5. Administrative Specialist
6. Animal Control Officer
7. Aquatics Coordinator
8. Aquatics Supervisor
9. Assistant City Manager
10. Assistant City Prosecutor
11. Assistant Planner
12. Associate Civil Engineer
13. Associate Planner
14. Background Investigator
15. Chief Building Official
16. Chief Deputy City Clerk
17. Chief Of Police
18. City Engineer
19. City Planner
20. Code Enforcement Officer I/II
21. Collections Crew Leader
22. Collections Worker I/II
23. Community and Economic Development Director
24. Community Liaison
25. Community Services Officer
26. Custody Officer
27. Custody Supervisor
28. Deputy City Clerk
29. Deputy Director Of Parks, Recreation, and Community Services
30. Deputy Director Of Public Works & Utilities
31. Electrician Assistant
32. Equipment Maintenance Technician
33. Executive Assistant To The City Manager
34. Facilities Attendant
35. Finance Director
36. Finance Manager
37. Finance Technician I/II
38. Graphic Designer
39. Heavy Equipment Mechanic
40. Housing Manager
41. Housing Program Analyst
42. Human Resources And Risk Management Director
43. Human Resources/Risk Management Analyst
44. Human Resources/Risk Management Specialist

45. Human Resources/Risk Manager
46. Information Technology Analyst
47. Information Technology Manager
48. Information Technology Specialist
49. Instructor Guard
50. Lifeguard
51. Maintenance Crew Leader
52. Maintenance Specialist
53. Maintenance Worker
54. Management Analyst
55. Neighborhood Services Manager
56. Office Assistant
57. Parking Technician
58. Parks, Recreation and Community Services Director
59. Planning Technician
60. Police Cadet
61. Police Captain
62. Police Communication Manager
63. Police Dispatch Shift Supervisor
64. Police Dispatcher
65. Police Lieutenant
66. Police Officer
67. Police Records Supervisor
68. Police Records Technician
69. Police Sergeant
70. Pool Manager
71. Program Coordinator
72. Program Specialist
73. Property And Evidence Technician
74. Public Information Officer
75. Public Works and Utilities Director
76. Public Works Inspector
77. Public Works Operations Manager
78. Public Works Supervisor
79. Recreation Coordinator
80. Recreation Leader
81. Recreation Leader Trainee
82. Recreation Services Manager
83. Recreation Supervisor
84. Senior Accountant
85. Senior Account Clerk
86. Senior Administrative Assistant
87. Senior Code Enforcement Officer
88. Senior Equipment Maintenance Technician

89. Senior Facilities Attendant
90. Senior Heavy Equipment Mechanic
91. Senior Housing Program Analyst
92. Senior Instructor Guard
93. Senior Management Analyst
94. Senior Office Assistant
95. Senior Parking Technician
96. Senior Planner
97. Senior Project Manager
98. Senior Transportation Driver
99. Social Worker
100. Traffic Signal Technician
101. Transit Safety Ambassador
102. Transportation Analyst
103. Transportation Coordinator
104. Transportation Driver
105. Transportation Operations Manager
106. Utilities Manager
107. Water Meter Reader
108. Water Systems Crew Leader
109. Water Systems Operator I/II
110. Water Systems Supervisor
111. Wellness Coordinator

December 30, 2019

Total Compensation Study – Volume II

Final Report

City of El Monte

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December 30, 2019

Mr. John Nguyen
Interim Human Resources/Risk Management Director
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731-3293

Dear Mr. Nguyen:

Koff & Associates is pleased to present the Total Compensation Study Final Report to the City of El Monte. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with the City of El Monte and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Georg S. Krammer
Chief Executive Officer

TABLE OF CONTENTS

EXECUTIVE SUMMARY 1
Background 1
Summary of Findings 1
STUDY PROCESS 1
Benchmark Classifications 1
Comparator Agencies 3
Salary and Benefits Data 4
Data Collection 6
Matching Methodology 6
Data Spreadsheets 7
MARKET COMPENSATION FINDINGS 8
Base Salary 10
Total Compensation 11
Benefits 11
INTERNAL SALARY RELATIONSHIPS 11
RECOMMENDATIONS 12
Pay Philosophy 12
Proposed Salary Structure 13
Proposed Salary Range Placements 13
Options for Implementation 14
USING THE MARKET DATA AS A TOOL 15

LIST OF TABLES

Table 1. Benchmark Classification 2
Table 2. Comparator Agencies 4
Table 3. Market Compensation Results Summary 8
Table 4. Three-Year Implementation Proposal 14

APPENDICES

Appendix I: Results Summary
Appendix II: Market Compensation Findings
Appendix III: Proposed Salary Range Schedule
Appendix IV: Salary Range Placement Recommendations
Appendix V: Additional Benefits

EXECUTIVE SUMMARY

Background

In August 2018, Koff & Associates ("K&A") conducted a comprehensive Total Compensation Study for the City of El Monte ("City"). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the City Council, management and employee groups that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of the City; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the City.

The goals of the compensation study are to assist the City in developing a competitive pay and benefit plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of the City with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. The results of the total compensation study showed:

- The City's ***base salaries, overall, in comparison to the market median are 0.4% below the market***.
- The City's ***total compensation, overall, in comparison to the market median is 8.4% above the market***.
- The City's ***benefits package*** puts the City in a more competitive position compared to the market and, therefore, salary decisions should be based on total compensation versus base salary market results.
- K&A considers a classification falling within 5% of the median to be competitive.

STUDY PROCESS

Benchmark Classifications

For the City's total compensation study, 83 classifications were selected in order to collect salary and benefits data within the defined labor market. Classifications that we would expect to provide a sufficient sample for analysis were selected as "benchmarks" to use as the basis to build the compensation plan. Benchmark classifications are those classifications that are

compared to the market, and these classifications are used as a means of anchoring the City's overall compensation plan to the market. Other classifications not surveyed will be included in the compensation plan and aligned to the benchmark classifications using internal equity principles.

The benchmark classifications are listed in Table 1.

Table 1. Benchmark Classification

Classification Title	
Accountant II	Management Analyst
Accounting Manager	Neighborhood Services Manager
Administrative Assistant	Office Assistant
Animal Control Officer	Parking Technician
Aquatics Coordinator	Parks, Recreation & Community Services Director
Aquatics Maintenance Specialist	Planning Technician
Aquatics Supervisor	Plumber
Assistant City Manager	Police Captain
Associate Civil Engineer	Police Communications Manager
Associate Planner	Police Dispatch Shift Supervisor
Chief Building Official	Police Dispatcher
Chief of Police	Police Lieutenant
City Engineer	Police Officer
City Planner	Police Records Supervisor
Code Enforcement Officer II	Police Records Technician
Collections Worker II	Police Sergeant
Community and Economic Development Director	Program Coordinator
Community Liaison	Program Specialist
Community Services Officer	Property and Evidence Technician
Custody Officer	Public Information Officer
Custody Supervisor	Public Works & Utilities Director
Deputy City Clerk/Records Manager	Public Works Inspector
Electrician	Public Works Operations Manager
Equipment Maintenance Technician	Public Works Supervisor
Executive Assistant to the City Manager	Recreation Coordinator
Facilities Attendant	Recreation Leader
Finance Director	Recreation Services Manager
Finance Technician II	Recreation Supervisor
Graphic Designer	Senior Project Manager
Heavy Equipment Mechanic	Social Worker
Housing Manager	Traffic Signal Technician

Classification Title	
Housing Program Analyst	Transit Safety Ambassador
Human Resources and Risk Management Director	Transportation Analyst
Human Resources/Risk Management Analyst	Transportation Coordinator
Human Resources/Risk Management Specialist	Transportation Driver
Human Resources/Risk Manager	Transportation Operations Manager
Information Technology Analyst	Utilities Manager
Information Technology Manager	Water Meter Reader
Information Technology Specialist	Water System Operator II
Instructor Guard	Water System Supervisor
Lifeguard	Wellness Coordinator
Maintenance Worker	

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. Factors used in the identification of comparator agencies are:

1. **Organizational type and structure –** It is generally recommended that agencies of a similar size and providing similar services to that of the City be used as comparators.

   When it comes to technical classes, the size of an organization is not as critical, as these classes perform fairly similar work. The difference in size of an organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility all grow with larger organizations. When it is difficult to find agencies that are similarly sized, it is important to get a good balance of smaller and larger agencies.

2. **Similarity of population, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.

3. **Scope of services provided** – For the majority of classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal for comparators and most comparator agencies surveyed provide similar services to the City.

4. **Labor market and geographic location** – In the reality that is today's labor market, many agencies are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the communities they serve. The geographic labor market area, where the City may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations. Furthermore, by selecting employers within a geographic proximity to the City, the resulting labor market data generally reflects the region's cost of living, housing costs, growth rate, and other demographic characteristics to the same extent as competing employers to the City.

All factors mentioned should be considered in selecting the group of comparator agencies. The City agreed to a list of ten agencies.

Table 2. Comparator Agencies

Agency
1. City of Alhambra
2. City of Azusa
3. City of Baldwin Park
4. City of Covina
5. City of Hawthorne *
6. City of La Habra
7. City of Norwalk
8. City of Pomona
9. City of West Covina
10. City of Whittier

* The City of Hawthorne declined to participate in the study.

Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix II [Benefit Detail] of this report; these amounts were added to base salaries for total compensation purposes).

1. Monthly Base Salary

The top of the salary range and/or control point. All figures are presented on a monthly basis.

2. Employee Retirement

The retirement reflects the benefits offered to the majority of the employees:

- **PERS Formula:** The service retirement formula for each agency's Classic plan.
- **Enhanced Formula Cost:** The baseline PERS formula is 2%@62 for miscellaneous employees and 2%@57 for safety employees. There is typically a cost to the employer for offering a formula with a higher benefit than the baseline formula. For each enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A multiplied that percentage by the top monthly salary to calculate the cost of the enhanced formula. The percentage value for each enhanced formula is:
  - **Miscellaneous Employees**
    - 2%@60: = 1.5%
    - 2%@55: = 2.7%

  - 2.5%@55: =4.9%
  - 2.7%@55: = 6.4%

- **Safety Employees**
  - 2.7%@57 := 4.6%
  - 2%@50 : = 5.1%
  - 3%@55 : = 7.1%
  - 3%@50 : = 8.9%

- **Employer Paid Member Contribution:** The amount of the employee's contribution to PERS that is paid by the employer (Employer Paid Member Contribution).
- **Single Highest Year**: The period for determining the average monthly pay rate when calculating retirement benefits. The base period is 36 highest paid consecutive months. When final compensation is based on a shorter period of time, such as 12 months' highest paid consecutive months, there is a cost to the employer. Similar to the enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A multiplied the PERS actuarial value percentage by the top monthly salary to calculate the cost of the final compensation.
- **Social Security**: If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally-determined maximum contribution of $11,075 per month was reported. Note that the maximum contribution rate is that of 2019 in order to be consistent with the timeframe during which data was collected.
- **Other**: Any other retirement contributions made by the employer.

3. Deferred Compensation

Deferred compensation contributions provided to all employees of a classification with or without requiring the employee to make a contribution is reported.

4. Insurances

The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Medical
- Dental
- Vision
- Life and Accidental Death and Dismemberment ("AD&D") Insurances
- Long-Term Disability Insurance
- Short-Term Disability Insurance

- Other

5. Leaves

Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs.

- **Vacation**: The number of paid time off (or vacation) hours available to all employees who have completed five years of employment.
- **Holidays**: The number of holiday hours (including floating hours) available to employees.
- **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act ("FLSA") Exempt and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

6. Auto Allowance

This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at $450. Mileage reimbursement is not included.

7. Other

This category includes any additional other benefits not captured above available to all in the class.

All of the benefit elements are negotiated benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other benefit costs, such as sick leave, tuition reimbursement, and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis.

Data Collection

Data was collected during the months of March through May 2019, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the City's classification descriptions as the foundation for comparison.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the City. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined.

K&A's methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification's "likeness" be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses "hybrids" which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at the City is performed by two or more classifications at a comparator agency. A "hybrid" representing a span in scope means that the comparator agency has one class that is "bigger" in scope and responsibility and one class that is "smaller," where the City's class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Data Spreadsheets

For each benchmark classification, there are three information pages:

- Top Monthly Base Salary Data
- Benefit Detail (Monthly Equivalent Values)
- Total Compensation Data

The average (mean) and median (midpoint) of the comparator agencies are reported on the top monthly salary and total compensation data spreadsheets. The % above or below that the City is compared to the average and median is also reported.

The mean is the sum of the comparator agencies' salaries/total compensation divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, K&A requires that there be a minimum of four comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for 53 of the 83 benchmark classifications.

When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.

MARKET COMPENSATION FINDINGS

The following table represents a summary of the market top monthly (base) salary and total compensation (base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market median and total compensation market median is listed. The table is sorted alphabetically by title.

Table 3. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Accountant II	6	2.1%	9.9%
Accounting Manager	7	-13.6%	-3.3%
Administrative Assistant	8	0.7%	8.0%
Animal Control Officer	2	Insufficient Data	
Aquatics Coordinator	1	Insufficient Data	
Aquatics Maintenance Specialist	1	Insufficient Data	
Aquatics Supervisor	1	Insufficient Data	
Assistant City Manager	4	8.0%	14.3%
Associate Civil Engineer	8	-17.0%	-0.8%
Associate Planner	9	2.1%	11.6%
Chief Building Official	7	-8.1%	-0.7%
Chief of Police	8	3.5%	10.4%
City Engineer	5	7.0%	12.2%
City Planner	7	19.7%	19.9%
Code Enforcement Officer II	8	1.1%	10.7%

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Collections Worker II	6	5.7%	13.3%
Community and Economic Development Director	8	-3.7%	3.6%
Community Liaison	0	Insufficient Data	
Community Services Officer	9	Proposed	
Deputy City Clerk/Records Manager	7	-9.6%	-4.7%
Electrician	3	Insufficient Data	
Equipment Maintenance Technician	1	Insufficient Data	
Executive Assistant to the City Manager	8	4.2%	13.4%
Facilities Attendant	3	Insufficient Data	
Finance Director	8	-8.5%	1.4%
Finance Technician II	9	2.2%	7.4%
Graphic Designer	1	Insufficient Data	
Heavy Equipment Mechanic	8	2.7%	12.4%
Housing Manager	3	Insufficient Data	
Housing Program Analyst	4	7.8%	16.9%
Human Resources and Risk Management Director	7	-4.0%	2.9%
Human Resources/Risk Management Analyst	7	-3.0%	4.6%
Human Resources/Risk Management Specialist	8	-12.5%	-0.5%
Human Resources/Risk Manager	5	-10.4%	-0.1%
Information Technology Analyst	4	2.7%	10.5%
Information Technology Manager	3	Insufficient Data	
Information Technology Specialist	2	Insufficient Data	
Instructor Guard	6	-12.3%	-12.3%
Jail Supervisor	1	Insufficient Data	
Jailer	3	Insufficient Data	
Lifeguard	5	-12.6%	N/A
Maintenance Worker	9	-6.6%	5.6%
Management Analyst	9	2.2%	11.2%
Neighborhood Services Manager	2	Insufficient Data	
Office Assistant	9	-21.8%	-2.9%
Parking Technician	5	5.2%	4.3%
Parks, Recreation & Community Services Director	6	-2.8%	4.6%
Planning Technician	3	Insufficient Data	
Plumber	0	Insufficient Data	
Police Captain	8	8.0%	17.8%
Police Communications Manager	1	Insufficient Data	
Police Dispatch Shift Supervisor	2	Insufficient Data	
Police Dispatcher	8	-6.9%	3.2%
Police Lieutenant	8	9.3%	17.9%
Police Officer	8	-5.8%	5.2%
Police Records Supervisor	7	-27.5%	-12.8%

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Police Records Technician	8	1.7%	12.0%
Police Sergeant	8	-6.8%	3.3%
Program Coordinator	1	Insufficient Data	
Program Specialist	1	Insufficient Data	
Property and Evidence Technician	7	9.7%	15.5%
Public Information Officer	1	Insufficient Data	
Public Works & Utilities Director	9	-3.5%	3.6%
Public Works Inspector	6	-10.2%	2.8%
Public Works Operations Manager	5	12.4%	15.8%
Public Works Supervisor	9	15.9%	21.0%
Recreation Coordinator	9	6.8%	11.4%
Recreation Leader	9	-8.2%	N/A
Recreation Services Manager	6	0.7%	12.0%
Recreation Supervisor	9	9.7%	15.8%
Senior Project Manager	4	25.4%	28.8%
Social Worker	2	Insufficient Data	
Traffic Signal Technician	3	Insufficient Data	
Transit Safety Ambassador	1	Insufficient Data	
Transportation Analyst	1	Insufficient Data	
Transportation Coordinator	1	Insufficient Data	
Transportation Driver	1	Insufficient Data	
Transportation Operations Manager	1	Insufficient Data	
Utilities Manager	5	7.8%	15.3%
Water Meter Reader	6	-6.6%	4.1%
Water System Operator II	7	3.0%	7.9%
Water System Supervisor	6	11.8%	16.1%
Wellness Coordinator	0	Insufficient Data	

Note that some of the benchmarks were part-time on-benefitted classes; for that reason, no total compensation value was calculated for these classes.

Base Salary

Base salary market results show that 23 classifications are paid below the market median and 29 classifications are paid above the market median.

# of Classifications	0-5%	6-10%	11-15%	16-30%	Total
Below the Market Median	6	10	4	3	23
Above the Market Median	15	9	3	2	29

Total Compensation

Total compensation market results show that 8 classifications are paid below the market median and 41 classifications are paid above the market median.

# of Classifications	0-5%	6-10%	11-15%	16-30%	Total
Below the Market Median	7	0	1	0	8
Above the Market Median	13	7	14	7	41

Generally, a classification falling within 5% of the median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy, actual scope of work, and position requirements. However, the City can adopt a different standard.

Overall, the differences between market base salaries and total compensation indicate that the City's benefits package puts the City at a more competitive advantage. Further analysis indicates that, on average, classifications are 1.4% above the market median for base salaries, while that figure changes to 7.9% above the market median for total compensation, which is a 6.5% difference (i.e., the City "gains" a 6.5% competitive advantage when taking benefits into consideration).

Benefits

The market benefits data reveals the major contributing factors that give the City a competitive advantage is the City's contributions to health insurance and retirement including its practice of paying the full amount of EPMC for all employees.

INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, the City may need to utilize internal alignment practices if the number of staff grows and additional classifications are added or classifications change. While analyzing internal relationships, the same factors analyzed when comparing the City's classifications to the labor market are used when making internal salary alignment recommendations.

In addition, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, the City can adopt a closer standard.
- Certain internal percentages are often applied. Those that are the most common are:

- The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
- A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
- A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.

➢ When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.

For the purposes of this study, K&A utilized market data to develop the salary recommendations for 53 of the 83 surveyed classifications, and used internal equity principles to make the salary recommendations for all classifications that were not benchmarked or for which insufficient market data was available. For the non-benchmarked classifications, internal alignments with other classifications will need to be considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and "worth" to the City. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for City management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

It is also important to analyze market data and internal relationships within class series as well as across the organization, and make adjustments to salary range placements, as necessary, based on the needs of the organization.

The City may want to make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by the City to determine market indexing and salary determination.

RECOMMENDATIONS

Pay Philosophy

The City has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the City's pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce.

Proposed Salary Structure

For the City's new compensation system, K&A developed three separate schedules:

- Miscellaneous employees
- Safety employees
- Part-time employees

Each salary range has five steps with 5% between each step and 2.5% between ranges; Appendix III presents the recommended salary range structures.

It is important to note that the salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for COLAs to be applied to only one-dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 2.5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 2.5% differentials between ranges, four ranges should represent a 10% differential. However, because the compounding effect of 2.5%, on top of 2.5%, on top of 2.5%, and so on, the differential between Range 1 and Range 5 is not exactly 10%, but it is slightly greater.

Proposed Salary Range Placements

Appendix IV illustrates the proposed salary range placement for each classification based on the market data as well as the internal relationship analysis. Consistent with the range structures described in the previous section, range placement tables are provided for:

- Miscellaneous employees
- Safety employees
- Part-time employees

With the exception of the part-time range structure placements (since these are non-benefitted classifications), the recommendations for all other miscellaneous and safety classifications are based on total compensation market results. The following calculation was used:

1. Multiplied the City's current top monthly salary by the percentage difference between the City's total compensation and the total compensation market median to calculate the Market Placement Salary.
2. The classification was then placed within the proposed salary range with a Step 5 salary closest to the Market Placement Salary.

K&A also modified the current internal alignment in certain instances where it seemed warranted based on market-supported groupings and/or compaction issues.

For all classifications, this primary implementation procedure must be completed only at the initial time of implementation. In the future, if the City decides to implement annual across-the-board cost of living adjustment increases, only the salary schedule that was developed and included herein needs to be increased by the appropriate percentage, and each individual salary

range will move up with this adjustment. This will ensure that the internal salary relationships are preserved and the salary schedule remains structured and easily administered.

Options for Implementation

While the City may be interested in bringing all salaries to the market median, in most cases this goal may not be reached with a single adjustment. In this case, one option is to use a phased implementation approach. Normally, if the compensation implementation program must be carried over months or years, the classes that are farthest from the market median should receive the greatest equity increase (separate from any cost of living increase). If a class falls within 5% of the market median, it would be logical to make no equity adjustment in the first round of changes. However, if a class is more than 5% (or in this case, more than 20%) below the market median, a higher percentage change may be initially warranted to reduce the disparity.

For example, if the City decided to implement the recommendations over a three-year period, then the following guidelines could be applied for the initial increase of the three-year implementation plan:

Table 4. Three-Year Implementation Proposal

Market Disparity	% Increase
0 to 4.99%	0 to 2.49%
5.0% to 9.99%	2.5% to 4.99%
10.0% to 14.99%	5.0% to 7.49%
15.0% to 19.99%	7.5% to 9.99%
20.0% and above	10.0%

The initial first year adjustment would provide a portion of the equity increase and place the class into the closest step (but not below) where they are now. Subsequent increases would be spaced on a similar schedule (at annual intervals) based upon the remaining disparity after each adjustment.

Please note that typically, for those classes that had a market disparity of 0 to 4.99%, we recommend a 0% increase in the first year and an adjustment in the second year. Depending upon the City's financial situation, which will have to be reviewed before each further adjustment is made, all market disparity adjustments are intended to be completed by the third year. The City may also consider a similar implementation plan over a longer period of time, like a five-year implementation plan.

Another option is to move employees into the salary range that is recommended for each class based on this market study and to the step within the new range that is closest to their current compensation. If employees' current salaries are significantly below market so that their current compensation falls below the bottom of the newly recommended range, then larger adjustments would be needed to move those employees at least to the bottom of the new salary range.

The City may spend additional time to go through a process of deliberation and decision-making as to what compensation philosophy it should implement to attract, motivate, and retain a high-quality workforce. However, the City may want to consider adjusting those classifications' salaries that are currently below the market median as soon as possible, assuming that incumbents' performance meets the City's level of expectation.

When classifications are over market, K&A typically recommends Y-rating employees whose current pay exceeds the maximum of the recommended range until the market numbers "catch up" with their current salary. To Y-rate an employee means to keep the employee's salary frozen and to provide no salary increases (including no cost of living adjustments) until the employee's current salary is within the recommended salary range. This will result in no immediate loss of income, but will delay any future increases until the incumbent's salary is within the salary range.

Other options to "freezing" a classification's salary in place until the market catches up are:

- "**Grandfathering" of salary ranges:** This means that the salary range for the classification is adjusted down to what the market numbers are. However, current incumbents would continue being paid at the current rate of pay (which would put them outside of the new and adjusted salary range for the class) until they separate from employment with City. Any new-hires would be paid within the newly established salary range.
- **Single-incumbent classes:** If a class only has one incumbent, an option would be to wait until the person separates from employment with City and then adjust the salary range for the class according to the market.
- **Recent hires:** Some employees who have recently been hired may still be at one of the lower steps within their current salary range. So, even if the top of their current salary range is above market, the incumbents are currently still paid below the market maximum because they are not at the top of their current salary range. In this case, an immediate salary range adjustment could be made to bring the salary range within the market. This would bring the affected incumbents either to the top of the market range or very close to it, but they would not technically be Y-rated or lose any pay.

Another option, of course, is to actually reduce salaries down to the market. However, from an employee relations perspective this may not be a viable option.

USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for the City to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the City's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the City an instrument to make future compensation decisions.

It has been a pleasure working with City on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

Georg S. Krammer
Chief Executive Officer

Appendix I

Results Summary

City of El Monte - Results Summary
April 2019

Classification	Top Monthly Salary Data					Total Monthly Compensation Data					# of Matches
	Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Total Monthly Comp	Average of Comparators	% above or below	Median of Comparators	% above or below	
Accountant II	$ 6,735	$ 6,492	3.6%	$ 6,592	2.1%	$ 10,018	$ 8,972	10.4%	$ 9,030	9.9%	6
Accounting Manager	$ 9,143	$ 9,715	-6.3%	$ 10,390	-13.6%	$ 12,996	$ 13,179	-1.4%	$ 13,421	-3.3%	7
Administrative Assistant	$ 5,143	$ 5,008	2.6%	$ 5,108	0.7%	$ 7,795	$ 7,080	9.2%	$ 7,170	8.0%	8
Animal Control Officer	$ 4,647	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 7,191	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	2
Aquatics Coordinator	$ 5,475	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,199	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Aquatics Maintenance Specialist	$ 5,393	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,099	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Aquatics Supervisor	$ 7,219	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 10,618	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Assistant City Manager	$ 17,167	$ 15,457	10.0%	$ 15,788	8.0%	$ 23,987	$ 20,701	13.7%	$ 20,567	14.3%	4
Associate Civil Engineer	$ 7,291	$ 8,237	-13.0%	$ 8,528	-17.0%	$ 10,707	$ 10,869	-1.5%	$ 10,797	-0.8%	8
Associate Planner	$ 6,930	$ 6,996	-1.0%	$ 6,787	2.1%	$ 10,259	$ 9,358	8.8%	$ 9,072	11.6%	9
Chief Building Official	$ 9,513	$ 10,242	-7.7%	$ 10,285	-8.1%	$ 13,854	$ 13,584	1.9%	$ 13,949	-0.7%	7
Chief Of Police	$ 18,626	$ 18,356	1.5%	$ 17,974	3.5%	$ 27,546	$ 24,662	10.5%	$ 24,676	10.4%	8
City Engineer	$ 12,945	$ 11,973	7.5%	$ 12,042	7.0%	$ 17,898	$ 15,583	12.9%	$ 15,714	12.2%	5
City Planner	$ 13,171	$ 10,788	18.1%	$ 10,577	19.7%	$ 18,179	$ 14,576	19.8%	$ 14,564	19.9%	7
Code Enforcement Officer II	$ 5,697	$ 5,651	0.8%	$ 5,632	1.1%	$ 8,470	$ 7,824	7.6%	$ 7,565	10.7%	8
Collections Worker II	$ 5,193	$ 4,834	6.9%	$ 4,895	5.7%	$ 7,856	$ 6,875	12.5%	$ 6,809	13.3%	6
Community and Economic Development Director	$ 13,986	$ 14,439	-3.2%	$ 14,508	-3.7%	$ 19,930	$ 19,374	2.8%	$ 19,214	3.6%	8
Community Liaison	$ 7,813	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 11,351	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	0
Community Services Officer	proposed	$ 4,786		$ 4,895		proposed	$ 6,817		$ 6,816		9
Custody Officer	$ 5,170	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 7,828	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Custody Supervisor	$ 5,434	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,149	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Deputy City Clerk/Records Manager	$ 7,414	$ 8,503	-14.7%	$ 8,128	-9.6%	$ 10,859	$ 11,596	-6.8%	$ 11,365	-4.7%	7
Electrician	proposed	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	proposed	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Equipment Maintenance Technician	$ 4,647	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 7,191	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Executive Assistant To The City Manager	$ 6,419	$ 6,079	5.3%	$ 6,151	4.2%	$ 9,628	$ 8,465	12.1%	$ 8,342	13.4%	8
Facilities Attendant	proposed	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	proposed	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Finance Director	$ 13,986	$ 14,878	-6.4%	$ 15,177	-8.5%	$ 19,930	$ 19,691	1.2%	$ 19,642	1.4%	8
Finance Technician II	$ 5,143	$ 4,871	5.3%	$ 5,030	2.2%	$ 7,795	$ 6,928	11.1%	$ 7,219	7.4%	9
Graphic Designer	$ 5,475	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,199	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Heavy Equipment Mechanic	$ 5,393	$ 5,274	2.2%	$ 5,249	2.7%	$ 8,099	$ 7,434	8.2%	$ 7,095	12.4%	8
Housing Manager	$ 9,513	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 13,654	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Housing Program Analyst	$ 7,691	$ 6,857	10.8%	$ 7,090	7.8%	$ 11,201	$ 9,116	18.6%	$ 9,308	16.9%	4
Human Resources And Risk Management Director	$ 12,837	$ 13,389	-4.3%	$ 13,348	-4.0%	$ 18,465	$ 17,693	4.2%	$ 17,934	2.9%	7
Human Resources/Risk Management Analyst	$ 6,577	$ 6,871	-4.5%	$ 6,774	-3.0%	$ 9,824	$ 9,276	5.6%	$ 9,375	4.6%	7
Human Resources/Risk Management Specialist	$ 4,686	$ 5,067	-8.1%	$ 5,270	-12.5%	$ 7,238	$ 7,163	1.0%	$ 7,274	-0.5%	8
Human Resources/Risk Manager	$ 9,513	$ 10,499	-10.4%	$ 10,498	-10.4%	$ 13,454	$ 14,080	-4.7%	$ 13,469	-0.1%	5
Information Technology Analyst	$ 7,852	$ 7,571	3.6%	$ 7,639	2.7%	$ 11,400	$ 10,256	10.0%	$ 10,204	10.5%	4
Information Technology Manager	$ 9,513	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 13,654	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Information Technology Specialist	$ 7,028	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 10,089	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	2
Instructor Guard	$ 2,427	$ 2,694	-11.0%	$ 2,725	-12.3%	N/A	N/A	N/A	N/A	N/A	6
Lifeguard	$ 2,253	$ 2,505	-11.2%	$ 2,538	-12.6%	N/A	N/A	N/A	N/A	N/A	5
Maintenance Worker	$ 4,467	$ 4,588	-2.7%	$ 4,761	-6.6%	$ 6,971	$ 6,599	5.3%	$ 6,580	5.6%	9
Management Analyst	$ 6,577	$ 6,606	-0.4%	$ 6,431	2.2%	$ 9,824	$ 9,059	7.8%	$ 8,728	11.2%	9
Neighborhood Services Manager	$ 8,788	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 12,558	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	2
Office Assistant	$ 3,132	$ 3,858	-23.2%	$ 3,815	-21.8%	$ 5,347	$ 5,763	-7.8%	$ 5,500	-2.9%	9
Parking Technician	$ 4,467	$ 4,236	5.2%	$ 4,236	5.2%	$ 6,971	$ 6,314	9.4%	$ 6,673	4.3%	5
Parks, Recreation & Community Services Director	$ 13,010	$ 13,583	-4.4%	$ 13,372	-2.8%	$ 18,686	$ 18,068	3.3%	$ 17,820	4.6%	6
Planning Technician	$ 5,212	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 7,879	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Plumber	$ 5,393	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,099	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	0
Police Captain	$ 15,477	$ 14,495	6.3%	$ 14,234	8.0%	$ 22,540	$ 19,490	13.5%	$ 18,530	17.8%	8
Police Communications Manager	$ 7,395	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 10,835	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Police Dispatch Shift Supervisor	$ 5,847	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,652	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	2
Police Dispatcher	$ 5,170	$ 5,436	-5.1%	$ 5,524	-6.9%	$ 7,828	$ 7,540	3.7%	$ 7,578	3.2%	8
Police Lieutenant	$ 13,467	$ 12,723	5.5%	$ 12,209	9.3%	$ 19,832	$ 17,009	14.2%	$ 16,286	17.9%	8
Police Officer	$ 7,424	$ 7,880	-6.1%	$ 7,857	-5.8%	$ 11,264	$ 10,735	4.7%	$ 10,675	5.2%	8
Police Records Supervisor	$ 4,776	$ 6,229	-30.4%	$ 6,088	-27.5%	$ 7,348	$ 8,567	-16.6%	$ 8,287	-12.8%	7
Police Records Technician	$ 4,314	$ 4,156	3.6%	$ 4,240	1.7%	$ 6,785	$ 5,910	12.9%	$ 5,974	12.0%	8
Police Sergeant	$ 9,285	$ 9,988	-7.6%	$ 9,912	-6.8%	$ 13,701	$ 13,494	1.5%	$ 13,243	3.3%	8
Program Coordinator	$ 4,002	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	N/A	N/A	N/A	N/A	N/A	1
Program Specialist	$ 2,600	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	N/A	N/A	N/A	N/A	N/A	1
Property And Evidence Technician	$ 5,393	$ 4,732	12.2%	$ 4,869	9.7%	$ 8,099	$ 6,834	15.6%	$ 6,843	15.5%	7
Public Information Officer	$ 8,292	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 11,944	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Public Works & Utilities Director	$ 13,986	$ 14,530	-3.9%	$ 14,471	-3.5%	$ 19,930	$ 19,274	3.3%	$ 19,218	3.6%	9

City of El Monte - Results Summary
April 2019

Classification	Top Monthly Salary Data					Total Monthly Compensation Data					# of Matches
	Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Total Monthly Comp	Average of Comparators	% above or below	Median of Comparators	% above or below	
Public Works Inspector	$ 5,963	$ 6,735	-12.9%	$ 6,572	-10.2%	$ 9,064	$ 8,976	1.0%	$ 8,812	2.8%	6
Public Works Operations Manager	$ 11,703	$ 10,168	13.1%	$ 10,250	12.4%	$ 16,163	$ 13,676	15.4%	$ 13,601	15.8%	5
Public Works Supervisor	$ 8,919	$ 7,438	16.6%	$ 7,500	15.9%	$ 12,720	$ 9,975	21.6%	$ 10,055	21.0%	9
Recreation Coordinator	$ 5,475	$ 5,066	7.5%	$ 5,103	6.8%	$ 8,199	$ 7,152	12.8%	$ 7,264	11.4%	9
Recreation Leader	$ 2,115	$ 2,426	-14.7%	$ 2,288	-8.2%	N/A	N/A	N/A	N/A	N/A	9
Recreation Services Manager	$ 8,919	$ 8,805	1.3%	$ 8,854	0.7%	$ 12,920	$ 11,901	7.9%	$ 11,375	12.0%	6
Recreation Supervisor	$ 7,219	$ 6,538	9.4%	$ 6,519	9.7%	$ 10,618	$ 8,943	15.8%	$ 8,941	15.8%	9
Senior Project Manager	$ 9,836	$ 7,322	25.6%	$ 7,342	25.4%	$ 13,854	$ 9,753	29.6%	$ 9,869	28.8%	4
Social Worker	$ 4,776	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 7,348	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	2
Traffic Signal Technician	$ 5,816	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,614	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	3
Transit Safety Ambassador	$ 2,080	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	N/A	N/A	N/A	N/A	N/A	1
Transportation Analyst	$ 7,291	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 10,707	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Transportation Coordinator	$ 5,475	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,199	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Transportation Driver	$ 4,686	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 7,238	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Transportation Operations Manager	$ 8,919	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 12,920	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	1
Utilities Manager	$ 12,568	$ 11,379	9.5%	$ 11,588	7.8%	$ 17,232	$ 14,522	15.7%	$ 14,601	15.3%	5
Water Meter Reader	$ 4,579	$ 5,078	-10.9%	$ 4,883	-6.6%	$ 7,108	$ 6,997	1.6%	$ 6,817	4.1%	6
Water System Operator II	$ 5,527	$ 5,458	1.2%	$ 5,360	3.0%	$ 8,262	$ 7,553	8.6%	$ 7,611	7.9%	7
Water System Supervisor	$ 8,919	$ 8,305	6.9%	$ 7,867	11.8%	$ 12,720	$ 10,975	13.7%	$ 10,677	16.1%	6
Wellness Coordinator	$ 5,315	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	$ 8,005	Insuff. Data	Insuff. Data	Insuff. Data	Insuff. Data	0
		AVERAGE:	-0.4%	AVERAGE:	-0.4%		AVERAGE:	7.8%	AVERAGE:	8.4%	
		MEDIAN:	1.0%	MEDIAN:	1.4%		MEDIAN:	8.6%	MEDIAN:	9.9%	

Appendix II

Market Compensation Findings

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Accountant II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of La Habra	Accountant II	$ 7,031	$ 2,143	$ 9,175	7/7/2018	unknown	unknown
2	City of Pomona	Senior Accountant	$ 6,931	$ 2,050	$ 8,981	10/1/2018	10/1/2019	Unknown
3	City of El Monte	Accountant II	$ 6,735	$ 3,284	$ 10,018	1/1/2019	1/1/2020	unknown
4	City of Covina	Senior Accountant	$ 6,714	$ 2,365	$ 9,079	7/7/2018	7/6/2019	2.00%
5	City of Whittier	Accountant	$ 6,470	$ 3,246	$ 9,716	7/1/2018	unknown	unknown
6	City of Baldwin Park	Accountant	$ 5,965	$ 2,344	$ 8,309	7/1/2018	7/1/2019	2.00%
7	City of West Covina	Accountant	$ 5,838	$ 2,737	$ 8,575	7/1/2018	7/1/2019	unknown
8	City of Norwalk	N/C						
9	City of Azusa	N/C						
10	City of Alhambra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,492	$ 8,972
% City of El Monte Above/Below	3.6%	10.4%
Median of Comparators	$ 6,592	$ 9,030
% City of El Monte Above/Below	2.1%	9.9%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Accountant II	N/C	N/C	Accountant	Senior Accountant	N/R	Accountant II	N/C	Senior Accountant	Accountant	Accountant
	Top Step	$ 6,735			$ 5,965	$ 6,714		$ 7,031		$ 6,931	$ 5,838	$ 6,470
Retirement	Classic	2%@55			2.7%@55	2.5%@55		2%@60		2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 182			$ 382	$ 329		$ 105		$ 104	$ 88	$ 317
	EE Cost Sharing							$ -70				$ -259
	ER Paid Member Contrib	$ 471										
	Calc Classic EPMC as Spec Comp	$ 33										
	Single Highest Year	$ 34			$ 36	$ 40					$ 29	$ 39
	Social Security											
	Deferred Compensation				$ 100						$ 100	$ 97
	Other Ret.											
Insurance	Cafeteria	$ 1,511			$ 1,100	$ 1,096		$ 1,270				$ 2,058
	Health									$ 725	$ 1,608	
	Dental	$ 138								$ 75	$ 62	
	Vision	$ 23			$ 34						$ 17	$ 24
	Life				$ 8	$ 15					$ 9	$ 11
	LTD	$ 18			$ 27						$ 38	
	STD/SDI				$ 16							
Leaves	Vacation	$ 389			$ 344	$ 529		$ 406		$ 533	$ 337	$ 373
	Holidays	$ 356			$ 298	$ 355		$ 297		$ 347	$ 337	$ 336
	Admin Leave	$ 130						$ 135		$ 267	$ 112	$ 249
Allow	Auto											
	Benefit Package Total	$ 3,284	$ 0	$ 0	$ 2,344	$ 2,365	$ 0	$ 2,143	$ 0	$ 2,050	$ 2,737	$ 3,246

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Accountant II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Accountant II	$ 6,735	$ 3,284	$ 10,018	1/1/2019	1/1/2020	unknown
2	City of Whittier	Accountant	$ 6,470	$ 3,246	$ 9,716	7/1/2018	unknown	unknown
3	City of La Habra	Accountant II	$ 7,031	$ 2,143	$ 9,175	7/7/2018	unknown	unknown
4	City of Covina	Senior Accountant	$ 6,714	$ 2,365	$ 9,079	7/7/2018	7/6/2019	2.00%
5	City of Pomona	Senior Accountant	$ 6,931	$ 2,050	$ 8,981	10/1/2018	10/1/2019	Unknown
6	City of West Covina	Accountant	$ 5,838	$ 2,737	$ 8,575	7/1/2018	7/1/2019	unknown
7	City of Baldwin Park	Accountant	$ 5,965	$ 2,344	$ 8,309	7/1/2018	7/1/2019	2.00%
8	City of Norwalk	N/C						
9	City of Azusa	N/C						
10	City of Alhambra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,492	$ 8,972
% City of El Monte Above/Below	3.6%	10.4%
Median of Comparators	$ 6,592	$ 9,030
% City of El Monte Above/Below	2.1%	9.9%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Accounting Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk[1]	Controller/Deputy Treasurer	$ 11,000	$ 5,129	$ 16,129	7/1/2018	7/1/2019	Unknown
2	City of La Habra	Finance Manager	$ 10,809	$ 2,613	$ 13,421	7/7/2018	unknown	unknown
3	City of Pomona	Accounting Manager	$ 10,498	$ 2,971	$ 13,469	10/1/2018	10/1/2019	Unknown
4	City of Baldwin Park	Accounting Manager	$ 10,390	$ 4,671	$ 15,061	7/1/2018	7/1/2019	2.00%
5	**City of El Monte**	**Accounting Manager**	**$ 9,143**	**$ 3,854**	**$ 12,996**	**1/1/2019**	**1/1/2020**	**unknown**
6	City of Alhambra	Accounting Manager	$ 8,727	$ 3,260	$ 11,987	7/1/2018	7/1/2019	unknown
7	City of West Covina	Accounting Manager	$ 8,358	$ 3,340	$ 11,698	7/1/2018	7/1/2019	unknown
8	City of Azusa	Assistant Director of Finance	$ 8,226	$ 2,262	$ 10,487	7/1/2017	unknown	unknown
9	City of Whittier	N/C						
10	City of Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 9,715	$ 13,179
% City of El Monte Above/Below	-6.3%	-1.4%
Median of Comparators	$ 10,390	$ 13,421
% City of El Monte Above/Below	-13.6%	-3.3%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

1 - City of Norwalk: Position has responsibility for debt management and treasury.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Accounting Manager	Accounting Manager	Assistant Director of Finance	Accounting Manager	N/C	N/R	Finance Manager	Controller / Deputy Treasurer	Accounting Manager	Accounting Manager	N/C
	Top Step	$ 9,143	$ 8,727	$ 8,226	$ 10,390			$ 10,809	$ 11,000	$ 10,498	$ 8,358	
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55			2%@60	2%@55	2%@60	2%@60	
	Enhanced Formula Cost	$ 247	$ 559	$ 222	$ 665			$ 162	$ 297	$ 157	$ 125	
	EE Cost Sharing			$ -576				$ -108				
	ER Paid Member Contrib	$ 640										
	Calc Classic EPMC as Spec Comp	$ 45										
	Single Highest Year	$ 46	$ 52		$ 62						$ 42	
	Social Security											
	Deferred Compensation			$ 150	$ 500				$ 440		$ 150	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,875			$ 1,270				
	Health								$ 2,194	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 38				$ 30		$ 43	
	Life		$ 2	$ 23	$ 9				$ 5		$ 17	
	LTD	$ 18	$ 18	$ 28	$ 47				$ 100		$ 54	
	STD/SDI			$ 37	$ 27							
Leaves	Vacation	$ 527	$ 470	$ 506	$ 599			$ 624	$ 635	$ 808	$ 482	
	Holidays	$ 484	$ 537	$ 475	$ 549			$ 457	$ 508	$ 525	$ 514	
	Admin Leave	$ 176	$ 378	$ 198	$ 300			$ 208	$ 423	$ 681	$ 241	
Allow	Auto								$ 400			
	Benefit Package Total	$ 3,854	$ 3,260	$ 2,262	$ 4,671	$ 0	$ 0	$ 2,613	$ 5,129	$ 2,971	$ 3,340	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Accounting Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk[1]	Controller/Deputy Treasurer	$ 11,000	$ 5,129	$ 16,129	7/1/2018	7/1/2019	Unknown
2	City of Baldwin Park	Accounting Manager	$ 10,390	$ 4,671	$ 15,061	7/1/2018	7/1/2019	2.00%
3	City of Pomona	Accounting Manager	$ 10,498	$ 2,971	$ 13,469	10/1/2018	10/1/2019	Unknown
4	City of La Habra	Finance Manager	$ 10,809	$ 2,613	$ 13,421	7/7/2018	unknown	unknown
5	**City of El Monte**	**Accounting Manager**	**$ 9,143**	**$ 3,854**	**$ 12,996**	**1/1/2019**	**1/1/2020**	**unknown**
6	City of Alhambra	Accounting Manager	$ 8,727	$ 3,260	$ 11,987	7/1/2018	7/1/2019	unknown
7	City of West Covina	Accounting Manager	$ 8,358	$ 3,340	$ 11,698	7/1/2018	7/1/2019	unknown
8	City of Azusa	Assistant Director of Finance	$ 8,226	$ 2,262	$ 10,487	7/1/2017	unknown	unknown
9	City of Whittier	N/C						
10	City of Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 9,715	$ 13,179
% City of El Monte Above/Below	-6.3%	-1.4%
Median of Comparators	$ 10,390	$ 13,421
% City of El Monte Above/Below	-13.6%	-3.3%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

1 - City of Norwalk: Position has responsibility for debt management and treasury.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Administrative Assistant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Administrative Secretary	$ 5,663	$ 2,105	$ 7,768	7/1/2018	7/1/2019	unknown
2	City of Covina	Senior Administrative Technician	$ 5,299	$ 2,100	$ 7,399	7/7/2018	7/6/2019	2.00%
3	City of Alhambra	Executive Assistant	$ 5,292	$ 2,238	$ 7,530	7/1/2018	7/1/2019	unknown
4	City of Azusa	Administrative Technician	$ 5,241	$ 1,700	$ 6,941	7/1/2017	unknown	unknown
5	City of El Monte	Administrative Assistant	$ 5,143	$ 2,652	$ 7,795	1/1/2019	1/1/2020	unknown
6	City of La Habra	Secretary	$ 4,974	$ 1,880	$ 6,855	7/7/2018	7/6/2019	2.00%
7	City of Whittier	Administrative Secretary	$ 4,727	$ 2,695	$ 7,422	7/1/2018	unknown	unknown
8	City of Pomona	Administrative Assistant III	$ 4,533	$ 1,443	$ 5,976	10/1/2018	10/1/2019	Unknown
9	City of West Covina	Administrative Assistant II	$ 4,338	$ 2,412	$ 6,750	7/1/2018	7/1/2019	unknown
10	City of Baldwin Park	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,008	$ 7,080
% City of El Monte Above/Below	2.6%	9.2%
Median of Comparators	$ 5,108	$ 7,170
% City of El Monte Above/Below	0.7%	8.0%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Administrative Assistant	Executive Assistant	Administrative Technician	N/C	Senior Administrative Technician	N/R	Secretary	Administrative Secretary	Administrative Assistant III	Administrative Assistant II	Administrative Secretary
	Top Step	$ 5,143	$ 5,292	$ 5,241		$ 5,299		$ 4,974	$ 5,663	$ 4,533	$ 4,338	$ 4,727
Retirement	Classic	2%@55	2.7%@55	2%@55		2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 139	$ 339	$ 142		$ 260		$ 75	$ 153	$ 68	$ 65	$ 232
	EE Cost Sharing			$ -367				$ -50				$ -189
	ER Paid Member Contrib	$ 360										
	Calc Classic EPMC as Spec Comp	$ 25										
	Single Highest Year	$ 26	$ 32			$ 32					$ 22	$ 28
	Social Security											
	Deferred Compensation			$ 45							$ 100	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200		$ 1,096		$ 1,315				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental								$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6						$ 13		$ 17	$ 24
	Life		$ 2	$ 14		$ 15			$ 3		$ 9	$ 5
	LTD		$ 11	$ 18					$ 51		$ 28	
	STD/SDI			$ 23								
Leaves	Vacation	$ 297	$ 285	$ 323		$ 418		$ 287	$ 327	$ 349	$ 250	$ 273
	Holidays	$ 272	$ 326	$ 302		$ 280		$ 210	$ 261	$ 227	$ 250	$ 245
	Admin Leave							$ 43				$ 18
Allow	Auto											
	Benefit Package Total	$ 2,652	$ 2,238	$ 1,700	$ 0	$ 2,100	$ 0	$ 1,880	$ 2,105	$ 1,443	$ 2,412	$ 2,695

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Administrative Assistant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Administrative Assistant	$ 5,143	$ 2,652	$ 7,795	1/1/2019	1/1/2020	unknown
2	City of Norwalk	Administrative Secretary	$ 5,663	$ 2,105	$ 7,768	7/1/2018	7/1/2019	unknown
3	City of Alhambra	Executive Assistant	$ 5,292	$ 2,238	$ 7,530	7/1/2018	7/1/2019	unknown
4	City of Whittier	Administrative Secretary	$ 4,727	$ 2,695	$ 7,422	7/1/2018	unknown	unknown
5	City of Covina	Senior Administrative Technician	$ 5,299	$ 2,100	$ 7,399	7/7/2018	7/6/2019	2.00%
6	City of Azusa	Administrative Technician	$ 5,241	$ 1,700	$ 6,941	7/1/2017	unknown	unknown
7	City of La Habra	Secretary	$ 4,974	$ 1,880	$ 6,855	7/7/2018	7/6/2019	2.00%
8	City of West Covina	Administrative Assistant II	$ 4,338	$ 2,412	$ 6,750	7/1/2018	7/1/2019	unknown
9	City of Pomona	Administrative Assistant III	$ 4,533	$ 1,443	$ 5,976	10/1/2018	10/1/2019	Unknown
10	City of Baldwin Park	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,008	$ 7,080
% City of El Monte Above/Below	2.6%	9.2%
Median of Comparators	$ 5,108	$ 7,170
% City of El Monte Above/Below	0.7%	8.0%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Animal Control Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of La Habra	Animal Control Officer	$ 5,506	$ 1,948	$ 7,454	7/7/2018	7/6/2019	2.50%
2	City of Azusa	Administrative Technician	$ 5,241	$ 1,700	$ 6,941	7/1/2017	unknown	unknown
3	City of El Monte	Animal Control Officer	$ 4,647	$ 2,544	$ 7,191	1/1/2019	1/1/2020	unknown
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Animal Control Officer	N/C	Administrative Technician	N/C	N/C	N/R	Animal Control Officer	N/C	N/C	N/C	N/C
	Top Step	$ 4,647		$ 5,241				$ 5,506				
Retirement	Classic	2%@55		2%@55				2%@60				
	Enhanced Formula Cost	$ 125		$ 142				$ 83				
	EE Cost Sharing			$ -367				$ -55				
	ER Paid Member Contrib	$ 325										
	Calc Classic EPMC as Spec Comp	$ 23										
	Single Highest Year	$ 23										
	Social Security											
	Deferred Compensation			$ 45								
	Other Ret.											
Insurance	Cafeteria	$ 1,511		$ 1,200				$ 1,370				
	Health											
	Dental											
	Vision	$ 23										
	Life			$ 14								
	LTD			$ 18								
	STD/SDI			$ 23								
Leaves	Vacation	$ 268		$ 323				$ 318				
	Holidays	$ 246		$ 302				$ 212				
	Admin Leave							$ 21				
Allow	Auto											
	Benefit Package Total	$ 2,544	$ 0	$ 1,700	$ 0	$ 0	$ 0	$ 1,948	$ 0	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Animal Control Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of La Habra	Animal Control Officer	$ 5,506	$ 1,948	$ 7,454	7/7/2018	7/6/2019	2.50%
2	City of El Monte	Animal Control Officer	$ 4,647	$ 2,544	$ 7,191	1/1/2019	1/1/2020	unknown
3	City of Azusa	Administrative Technician	$ 5,241	$ 1,700	$ 6,941	7/1/2017	unknown	unknown
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Aquatics Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Recreation Coordinator	$ 5,865	$ 2,133	$ 7,998	7/1/2018	7/1/2019	Unknown
2	City of El Monte	Aquatics Coordinator	$ 5,475	$ 2,724	$ 8,199	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Aquatics Coordinator	N/C	N/C	N/C	N/C	N/R	N/C	Recreation Coordinator	N/C	N/C	N/C
	Top Step	$ 5,475							$ 5,865			
Retirement	Classic	2%@55							2%@55			
	Enhanced Formula Cost	$ 148							$ 158			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 383										
	Calc Classic EPMC as Spec Comp	$ 27										
	Single Highest Year	$ 27										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health								$ 1,200			
	Dental								$ 97			
	Vision	$ 23							$ 13			
	Life								$ 3			
	LTD								$ 53			
	STD/SDI											
Leaves	Vacation	$ 316							$ 338			
	Holidays	$ 290							$ 271			
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,724	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,133	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Aquatics Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Aquatics Coordinator	$ 5,475	$ 2,724	$ 8,199	1/1/2019	1/1/2020	unknown
2	City of Norwalk	Recreation Coordinator	$ 5,865	$ 2,133	$ 7,998	7/1/2018	7/1/2019	Unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Aquatics Maintenance Specialist

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Aquatics Maintenance Specialist	$ 5,393	$ 2,706	$ 8,099	1/1/2019	1/1/2020	unknown
2	City of Norwalk	Maintenance Worker II	$ 5,158	$ 2,034	$ 7,192	7/1/2018	7/1/2019	Unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Aquatics Maintenance Specialist	N/C	N/C	N/C	N/C	N/R	N/C	Maintenance Worker II	N/C	N/C	N/C
	Top Step	$ 5,393							$ 5,158			
Retirement	Classic	2%@55							2%@55			
	Enhanced Formula Cost	$ 146							$ 139			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 377										
	Calc Classic EPMC as Spec Comp	$ 26										
	Single Highest Year	$ 27										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health								$ 1,200			
	Dental								$ 97			
	Vision	$ 23							$ 13			
	Life								$ 2			
	LTD								$ 47			
	STD/SDI											
Leaves	Vacation	$ 311							$ 298			
	Holidays	$ 285							$ 238			
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,706	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,034	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Aquatics Maintenance Specialist

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Aquatics Maintenance Specialist	$ 5,393	$ 2,706	$ 8,099	1/1/2019	1/1/2020	unknown
2	City of Norwalk	Maintenance Worker II	$ 5,158	$ 2,034	$ 7,192	7/1/2018	7/1/2019	Unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Aquatics Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Aquatics Supervisor	$ 7,219	$ 3,398	$ 10,618	1/1/2019	1/1/2020	unknown
2	City of Norwalk	Recreation Supervisor	$ 7,203	$ 2,321	$ 9,524	7/1/2018	7/1/2019	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Aquatics Supervisor	N/C	N/C	N/C	N/C	N/R	N/C	Recreation Supervisor	N/C	N/C	N/C
	Top Step	$ 7,219							$ 7,203			
Retirement	Classic	2%@55							2%@55			
	Enhanced Formula Cost	$ 195							$ 194			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 505										
	Calc Classic EPMC as Spec Comp	$ 35										
	Single Highest Year	$ 36										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health								$ 1,200			
	Dental	$ 138							$ 97			
	Vision	$ 23							$ 13			
	Life								$ 3			
	LTD	$ 18							$ 65			
	STD/SDI											
Leaves	Vacation	$ 417							$ 416			
	Holidays	$ 382							$ 332			
	Admin Leave	$ 139										
Allow	Auto											
	Benefit Package Total	$ 3,398	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,321	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Aquatics Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Aquatics Supervisor	$ 7,219	$ 3,398	$ 10,618	1/1/2019	1/1/2020	unknown
2	City of Norwalk	Recreation Supervisor	$ 7,203	$ 2,321	$ 9,524	7/1/2018	7/1/2019	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Assistant City Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Assistant City Manager	$ 17,167	$ 6,820	$ 23,987	3/19/2019	unknown	unknown
2	City of Alhambra	Assistant City Manager	$ 16,427	$ 5,672	$ 22,099	7/1/2018	7/1/2019	unknown
3	City of Whittier	Assistant City Manager	$ 16,101	$ 5,426	$ 21,527	7/1/2018	unknown	unknown
4	City of Covina	Assistant City Manager	$ 15,476	$ 4,132	$ 19,607	7/7/2018	7/6/2019	2.00%
5	City of Norwalk	Deputy City Manager	$ 13,823	$ 5,746	$ 19,569	7/1/2018	7/1/2019	Unknown
6	City of La Habra	N/C						
7	City of Baldwin Park	N/C						
8	City of Pomona	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 15,457	$ 20,701
% City of El Monte Above/Below	10.0%	13.7%
Median of Comparators	$ 15,788	$ 20,567
% City of El Monte Above/Below	8.0%	14.3%
Number of Matches	4	4

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Assistant City Manager	Assistant City Manager	N/C	N/C	Assistant City Manager	N/R	N/C	Deputy City Manager	N/C	N/C	Assistant City Manager
	Top Step	$ 17,167	$ 16,427			$ 15,476			$ 13,823			$ 16,101
Retirement	Classic	2%@55	2.7%@55			2.5%@55			2%@55			2.5%@55
	Enhanced Formula Cost	$ 464	$ 1,051			$ 758			$ 373			$ 789
	EE Cost Sharing					$ -464						$ -644
	ER Paid Member Contrib	$ 1,202										
	Calc Classic EPMC as Spec Comp	$ 84										
	Single Highest Year	$ 86	$ 99			$ 93						$ 97
	Social Security											
	Deferred Compensation								$ 553			$ 242
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238			$ 1,096						$ 2,058
	Health								$ 2,194			
	Dental	$ 138							$ 97			
	Vision	$ 23	$ 6						$ 30			$ 24
	Life	$ 6	$ 35			$ 15			$ 6			$ 25
	LTD	$ 18	$ 21						$ 126			$ 142
	STD/SDI											
Leaves	Vacation	$ 1,321	$ 885			$ 1,220			$ 797			$ 929
	Holidays	$ 908	$ 1,011			$ 818			$ 638			$ 836
	Admin Leave	$ 660	$ 1,327			$ 595			$ 532			$ 619
Allow	Auto	$ 400							$ 400			$ 310
	Benefit Package Total	$ 6,820	$ 5,672	$ 0	$ 0	$ 4,132	$ 0	$ 0	$ 5,746	$ 0	$ 0	$ 5,426

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Assistant City Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Assistant City Manager	$ 17,167	$ 6,820	$ 23,987	3/19/2019	unknown	unknown
2	City of Alhambra	Assistant City Manager	$ 16,427	$ 5,672	$ 22,099	7/1/2018	7/1/2019	unknown
3	City of Whittier	Assistant City Manager	$ 16,101	$ 5,426	$ 21,527	7/1/2018	unknown	unknown
4	City of Covina	Assistant City Manager	$ 15,476	$ 4,132	$ 19,607	7/7/2018	7/6/2019	2.00%
5	City of Norwalk	Deputy City Manager	$ 13,823	$ 5,746	$ 19,569	7/1/2018	7/1/2019	Unknown
6	City of La Habra	N/C						
7	City of Baldwin Park	N/C						
8	City of Pomona	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 15,457	$ 20,701
% City of El Monte Above/Below	10.0%	13.7%
Median of Comparators	$ 15,788	$ 20,567
% City of El Monte Above/Below	8.0%	14.3%
Number of Matches	4	4

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Associate Civil Engineer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of La Habra	Associate Civil Engineer	$ 9,320	$ 2,428	$ 11,747	7/7/2018	unknown	unknown
2	City of Alhambra[1]	Engineering Associate	$ 8,803	$ 2,896	$ 11,699	7/1/2018	7/1/2019	unknown
3	City of Norwalk[4]	Associate Engineer	$ 8,775	$ 2,542	$ 11,317	7/1/2018	7/1/2019	Unknown
4	City of Whittier	Civil Engineer	$ 8,744	$ 3,651	$ 12,395	7/1/2018	unknown	unknown
5	City of Azusa[2]	Engineering Associate	$ 8,311	$ 1,966	$ 10,277	7/1/2017	unknown	unknown
6	City of Pomona[5]	Engineering Associate	$ 7,802	$ 1,907	$ 9,709	10/1/2018	10/1/2019	Unknown
7	**City of El Monte**	**Associate Civil Engineer**	**$ 7,291**	**$ 3,415**	**$ 10,707**	**1/1/2019**	**1/1/2020**	**unknown**
8	City of Baldwin Park[3]	Associate Engineer	$ 7,123	$ 2,558	$ 9,681	7/1/2018	7/1/2019	2.00%
9	City of West Covina	Civil Engineering Associate	$ 7,022	$ 3,107	$ 10,129	7/1/2018	7/1/2019	unknown
10	City of Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,237	$ 10,869
% City of El Monte Above/Below	-13.0%	-1.5%
Median of Comparators	$ 8,528	$ 10,797
% City of El Monte Above/Below	-17.0%	-0.8%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

1 - City of Alhambra: PE not required.

2 - City of Azusa: Professional Engineering License not required.

3 - City of Baldwin Park: Professional Engineer license not required.

4 - City of Norwalk: PE desirable.

5 - City of Pomona: Professional Engineering License not required.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Associate Civil Engineer	Engineering Associate	Engineering Associate	Associate Engineer	N/C	N/R	Associate Civil Engineer	Associate Engineer	Engineering Associate	Civil Engineering Associate	Civil Engineer
	Top Step	$ 7,291	$ 8,803	$ 8,311	$ 7,123			$ 9,320	$ 8,775	$ 7,802	$ 7,022	$ 8,744
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55			2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 197	$ 563	$ 224	$ 456			$ 140	$ 237	$ 117	$ 105	$ 428
	EE Cost Sharing			$ -582				$ -93				$ -350
	ER Paid Member Contrib	$ 510										
	Calc Classic EPMC as Spec Comp	$ 36										
	Single Highest Year	$ 36	$ 53		$ 43						$ 35	$ 52
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 150	$ 131
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,100			$ 1,270				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 43	$ 24
	Life		$ 2	$ 23	$ 8				$ 4		$ 17	$ 11
	LTD	$ 18	$ 18	$ 28	$ 32				$ 80		$ 46	
	STD/SDI			$ 37	$ 19							
Leaves	Vacation	$ 421	$ 474	$ 511	$ 411			$ 538	$ 506	$ 600	$ 405	$ 504
	Holidays	$ 386	$ 542	$ 479	$ 356			$ 394	$ 405	$ 390	$ 432	$ 454
	Admin Leave	$ 140						$ 179			$ 203	$ 336
Allow	Auto											
	Benefit Package Total	$ 3,415	$ 2,896	$ 1,966	$ 2,558	$ 0	$ 0	$ 2,428	$ 2,542	$ 1,907	$ 3,107	$ 3,651

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Associate Civil Engineer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Civil Engineer	$ 8,744	$ 3,651	$ 12,395	7/1/2018	unknown	unknown
2	City of La Habra	Associate Civil Engineer	$ 9,320	$ 2,428	$ 11,747	7/7/2018	unknown	unknown
3	City of Alhambra[1]	Engineering Associate	$ 8,803	$ 2,896	$ 11,699	7/1/2018	7/1/2019	unknown
4	City of Norwalk[4]	Associate Engineer	$ 8,775	$ 2,542	$ 11,317	7/1/2018	7/1/2019	Unknown
5	City of El Monte	Associate Civil Engineer	$ 7,291	$ 3,415	$ 10,707	1/1/2019	1/1/2020	unknown
6	City of Azusa[2]	Engineering Associate	$ 8,311	$ 1,966	$ 10,277	7/1/2017	unknown	unknown
7	City of West Covina	Civil Engineering Associate	$ 7,022	$ 3,107	$ 10,129	7/1/2018	7/1/2019	unknown
8	City of Pomona[5]	Engineering Associate	$ 7,802	$ 1,907	$ 9,709	10/1/2018	10/1/2019	Unknown
9	City of Baldwin Park[3]	Associate Engineer	$ 7,123	$ 2,558	$ 9,681	7/1/2018	7/1/2019	2.00%
10	City of Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,237	$ 10,869
% City of El Monte Above/Below	-13.0%	-1.5%
Median of Comparators	$ 8,528	$ 10,797
% City of El Monte Above/Below	-17.0%	-0.8%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

1 - City of Alhambra: PE not required.

2 - City of Azusa: Professional Engineering License not required.

3 - City of Baldwin Park: Professional Engineer license not required.

4 - City of Norwalk: PE desirable.

5 - City of Pomona: Professional Engineering License not required.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Associate Planner

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Associate Planner	$ 7,918	$ 2,731	$ 10,649	7/1/2018	7/1/2019	unknown
2	City of Whittier	Associate Planner	$ 7,669	$ 3,073	$ 10,742	7/1/2018	unknown	unknown
3	City of Norwalk[1]	Assistant Planner / Senior Planner	$ 7,640	$ 2,382	$ 10,022	7/1/2018	7/1/2019	Unknown
4	City of El Monte	Associate Planner	$ 6,930	$ 3,330	$ 10,259	1/1/2019	1/1/2020	unknown
5	City of Baldwin Park	Associate Planner	$ 6,876	$ 2,512	$ 9,388	7/1/2018	7/1/2019	2.00%
6	City of Azusa	Associate Planner	$ 6,787	$ 1,834	$ 8,621	7/1/2017	unknown	unknown
7	City of Covina	Associate Planner	$ 6,763	$ 2,309	$ 9,072	7/8/2017	unknown	unknown
8	City of La Habra	Associate Planner	$ 6,742	$ 2,081	$ 8,823	7/7/2018	7/6/2019	2.00%
9	City of Pomona	Associate Planner	$ 6,729	$ 1,755	$ 8,484	10/1/2018	10/1/2019	Unknown
10	City of West Covina	Planning Associate	$ 5,843	$ 2,575	$ 8,418	7/1/2018	7/1/2019	unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,996	$ 9,358
% City of El Monte Above/Below	-1.0%	8.8%
Median of Comparators	$ 6,787	$ 9,072
% City of El Monte Above/Below	2.1%	11.6%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Norwalk: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Associate Planner	Associate Planner	Associate Planner	Associate Planner	Associate Planner	N/R	Associate Planner	Assistant Planner / Senior Planner	Associate Planner	Planning Associate	Associate Planner
	Top Step	$ 6,930	$ 7,918	$ 6,787	$ 6,876	$ 6,763		$ 6,742	$ 7,640	$ 6,729	$ 5,843	$ 7,669
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 187	$ 507	$ 183	$ 440	$ 331		$ 101	$ 206	$ 101	$ 88	$ 376
	EE Cost Sharing			$ -475				$ -67				$ -307
	ER Paid Member Contrib	$ 485										
	Calc Classic EPMC as Spec Comp	$ 34										
	Single Highest Year	$ 35	$ 48		$ 41	$ 41					$ 29	$ 46
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 50	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,100	$ 1,096		$ 1,315				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 17	$ 24
	Life		$ 2	$ 19	$ 8	$ 15			$ 3		$ 9	$ 5
	LTD	$ 18	$ 17	$ 23	$ 31				$ 69		$ 38	
	STD/SDI			$ 30	$ 18							
Leaves	Vacation	$ 400	$ 426	$ 418	$ 397	$ 468		$ 389	$ 441	$ 518	$ 337	$ 442
	Holidays	$ 366	$ 487	$ 392	$ 344	$ 358		$ 285	$ 353	$ 336	$ 337	$ 398
	Admin Leave	$ 133						$ 58				$ 30
Allow	Auto											
	Benefit Package Total	$ 3,330	$ 2,731	$ 1,834	$ 2,512	$ 2,309	$ 0	$ 2,081	$ 2,382	$ 1,755	$ 2,575	$ 3,073

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Associate Planner

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Associate Planner	$ 7,669	$ 3,073	$ 10,742	7/1/2018	unknown	unknown
2	City of Alhambra	Associate Planner	$ 7,918	$ 2,731	$ 10,649	7/1/2018	7/1/2019	unknown
3	City of El Monte	Associate Planner	$ 6,930	$ 3,330	$ 10,259	1/1/2019	1/1/2020	unknown
4	City of Norwalk[1]	Assistant Planner / Senior Planner	$ 7,640	$ 2,382	$ 10,022	7/1/2018	7/1/2019	Unknown
5	City of Baldwin Park	Associate Planner	$ 6,876	$ 2,512	$ 9,388	7/1/2018	7/1/2019	2.00%
6	City of Covina	Associate Planner	$ 6,763	$ 2,309	$ 9,072	7/8/2017	unknown	unknown
7	City of La Habra	Associate Planner	$ 6,742	$ 2,081	$ 8,823	7/7/2018	7/6/2019	2.00%
8	City of Azusa	Associate Planner	$ 6,787	$ 1,834	$ 8,621	7/1/2017	unknown	unknown
9	City of Pomona	Associate Planner	$ 6,729	$ 1,755	$ 8,484	10/1/2018	10/1/2019	Unknown
10	City of West Covina	Planning Associate	$ 5,843	$ 2,575	$ 8,418	7/1/2018	7/1/2019	unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,996	$ 9,358
% City of El Monte Above/Below	-1.0%	8.8%
Median of Comparators	$ 6,787	$ 9,072
% City of El Monte Above/Below	2.1%	11.6%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Norwalk: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Chief Building Official

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of La Habra	Chief Building Official	$ 11,813	$ 2,738	$ 14,550	7/7/2018	unknown	unknown
2	City of Norwalk	Building and Safety Manager	$ 11,000	$ 4,509	$ 15,509	7/1/2018	7/1/2019	Unknown
3	City of Whittier	Building Services Manager/Building Official	$ 10,687	$ 3,997	$ 14,684	7/1/2018	unknown	unknown
4	City of West Covina	Building Official	$ 10,285	$ 3,664	$ 13,949	7/1/2018	7/1/2019	unknown
5	City of Baldwin Park	Building Official/Plan Check Supervisor	$ 10,125	$ 3,378	$ 13,503	7/1/2018	7/1/2019	2.00%
6	**City of El Monte**	**Chief Building Official**	**$ 9,513**	**$ 4,341**	**$ 13,854**	**1/1/2019**	**1/1/2020**	**unknown**
7	City of Covina	Building Official	$ 8,963	$ 2,785	$ 11,747	7/7/2018	7/6/2019	2.00%
8	City of Azusa	Building Official	$ 8,824	$ 2,326	$ 11,150	7/1/2017	unknown	unknown
9	City of Alhambra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,242	$ 13,584
% City of El Monte Above/Below	-7.7%	1.9%
Median of Comparators	$ 10,285	$ 13,949
% City of El Monte Above/Below	-8.1%	-0.7%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Chief Building Official	N/C	Building Official	Building Official / Plan Check Supervisor	Building Official	N/R	Chief Building Official	Building and Safety Manager	N/C	Building Official	Building Services Manager / Building Official
	Top Step	$ 9,513		$ 8,824	$ 10,125	$ 8,963		$ 11,813	$ 11,000		$ 10,285	$ 10,687
Retirement	Classic	2%@55		2%@55	2.7%@55	2.5%@55		2%@60	2%@55		2%@60	2.5%@55
	Enhanced Formula Cost	$ 257		$ 238	$ 648	$ 439		$ 177	$ 297		$ 154	$ 524
	EE Cost Sharing			$ -618				$ -118				$ -427
	ER Paid Member Contrib	$ 666										
	Calc Classic EPMC as Spec Comp	$ 47										
	Single Highest Year	$ 48			$ 61	$ 54					$ 51	$ 64
	Social Security											
	Deferred Compensation			$ 150	$ 100				$ 220		$ 150	$ 160
	Other Ret.											
Insurance	Cafeteria	$ 1,511		$ 1,200	$ 1,100	$ 1,096		$ 1,270				$ 2,058
	Health								$ 2,194		$ 1,608	
	Dental	$ 138							$ 97		$ 62	
	Vision	$ 23			$ 34				$ 30		$ 43	$ 24
	Life			$ 24		$ 15			$ 5		$ 17	$ 11
	LTD	$ 18		$ 28	$ 46				$ 100		$ 54	
	STD/SDI			$ 39	$ 26							
Leaves	Vacation	$ 549		$ 543	$ 584	$ 707		$ 682	$ 635		$ 593	$ 617
	Holidays	$ 503		$ 509	$ 487	$ 474		$ 500	$ 508		$ 633	$ 555
	Admin Leave	$ 183		$ 212	$ 292			$ 227	$ 423		$ 297	$ 411
Allow	Auto	$ 400										
	Benefit Package Total	$ 4,341	$ 0	$ 2,326	$ 3,378	$ 2,785	$ 0	$ 2,738	$ 4,509	$ 0	$ 3,664	$ 3,997

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Chief Building Official

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Building and Safety Manager	$ 11,000	$ 4,509	$ 15,509	7/1/2018	7/1/2019	Unknown
2	City of Whittier	Building Services Manager/Building Official	$ 10,687	$ 3,997	$ 14,684	7/1/2018	unknown	unknown
3	City of La Habra	Chief Building Official	$ 11,813	$ 2,738	$ 14,550	7/7/2018	unknown	unknown
4	City of West Covina	Building Official	$ 10,285	$ 3,664	$ 13,949	7/1/2018	7/1/2019	unknown
5	City of El Monte	Chief Building Official	$ 9,513	$ 4,341	$ 13,854	1/1/2019	1/1/2020	unknown
6	City of Baldwin Park	Building Official/Plan Check Supervisor	$ 10,125	$ 3,378	$ 13,503	7/1/2018	7/1/2019	2.00%
7	City of Covina	Building Official	$ 8,963	$ 2,785	$ 11,747	7/7/2018	7/6/2019	2.00%
8	City of Azusa	Building Official	$ 8,824	$ 2,326	$ 11,150	7/1/2017	unknown	unknown
9	City of Alhambra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,242	$ 13,584
% City of El Monte Above/Below	-7.7%	1.9%
Median of Comparators	$ 10,285	$ 13,949
% City of El Monte Above/Below	-8.1%	-0.7%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Chief Of Police

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Baldwin Park	Chief of Police	$ 19,890	$ 7,844	$ 27,734	7/1/2018	7/1/2019	2.00%
2	City of Pomona	Police Chief	$ 19,696	$ 6,998	$ 26,694	10/1/2018	10/1/2019	Unknown
3	City of Whittier	Chief of Police	$ 18,678	$ 7,075	$ 25,753	7/1/2018	unknown	unknown
4	City of El Monte	Chief Of Police	$ 18,626	$ 8,920	$ 27,546	3/19/2019	unknown	unknown
5	City of La Habra	Police Chief	$ 17,977	$ 4,250	$ 22,228	7/7/2018	unknown	unknown
6	City of Alhambra	Chief of Police	$ 17,971	$ 6,625	$ 24,597	7/1/2018	7/1/2019	unknown
7	City of Covina	Chief of Police	$ 17,827	$ 5,640	$ 23,467	7/7/2018	7/6/2019	2.00%
8	City of West Covina	Chief of Police	$ 17,667	$ 7,089	$ 24,756	7/1/2018	unknown	unknown
9	City of Azusa	Police Chief	$ 17,139	$ 4,930	$ 22,069	1/1/2018	unknown	unknown
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 18,356	$ 24,662
% City of El Monte Above/Below	1.5%	10.5%
Median of Comparators	$ 17,974	$ 24,676
% City of El Monte Above/Below	3.5%	10.4%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Chief Of Police	Chief of Police	Police Chief	Chief of Police	Chief of Police	N/R	Police Chief	N/C	Police Chief	Chief of Police	Chief of Police
	Top Step	$ 18,626	$ 17,971	$ 17,139	$ 19,890	$ 17,827		$ 17,977		$ 19,696	$ 17,667	$ 18,678
Retirement	Classic	3%@50	3%@50	3%@55	3%@50	3%@55		2%@50		3%@55	3%@55	3%@50
	Enhanced Formula Cost	$ 1,658	$ 1,599	$ 1,217	$ 1,770	$ 1,266		$ 917		$ 1,398	$ 1,254	$ 1,662
	EE Cost Sharing			$ -1,543				$ -180				$ -560
	ER Paid Member Contrib	$ 1,676										
	Calc Classic EPMC as Spec Comp	$ 151										
	Single Highest Year	$ 205	$ 198	$ 189	$ 219	$ 196				$ 217	$ 194	$ 205
	Social Security											
	Deferred Compensation			$ 480	$ 500						$ 300	$ 280
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,828	$ 1,875	$ 1,096		$ 1,370				$ 2,058
	Health									$ 725	$ 1,608	
	Dental	$ 138								$ 75	$ 62	
	Vision	$ 23	$ 6		$ 38						$ 17	$ 24
	Life	$ 6	$ 38	$ 39	$ 16	$ 48					$ 17	$ 25
	LTD	$ 18	$ 21	$ 28	$ 51						$ 108	$ 164
	STD/SDI			$ 72	$ 38							
Leaves	Vacation	$ 1,433	$ 968	$ 1,055	$ 1,148	$ 1,406		$ 1,037		$ 1,515	$ 1,019	$ 1,078
	Holidays	$ 985	$ 1,106	$ 989	$ 1,052	$ 943		$ 761		$ 985	$ 1,019	$ 970
	Admin Leave	$ 716	$ 1,452	$ 577	$ 689	$ 686		$ 346		$ 2,083	$ 1,189	$ 718
Allow	Auto	$ 400			$ 450						$ 300	$ 450
	Benefit Package Total	$ 8,920	$ 6,625	$ 4,930	$ 7,844	$ 5,640	$ 0	$ 4,250	$ 0	$ 6,998	$ 7,089	$ 7,075

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Chief Of Police

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Baldwin Park	Chief of Police	$ 19,890	$ 7,844	$ 27,734	7/1/2018	7/1/2019	2.00%
2	City of El Monte	Chief Of Police	$ 18,626	$ 8,920	$ 27,546	3/19/2019	unknown	unknown
3	City of Pomona	Police Chief	$ 19,696	$ 6,998	$ 26,694	10/1/2018	10/1/2019	Unknown
4	City of Whittier	Chief of Police	$ 18,678	$ 7,075	$ 25,753	7/1/2018	unknown	unknown
5	City of West Covina	Chief of Police	$ 17,667	$ 7,089	$ 24,756	7/1/2018	unknown	unknown
6	City of Alhambra	Chief of Police	$ 17,971	$ 6,625	$ 24,597	7/1/2018	7/1/2019	unknown
7	City of Covina	Chief of Police	$ 17,827	$ 5,640	$ 23,467	7/7/2018	7/6/2019	2.00%
8	City of La Habra	Police Chief	$ 17,977	$ 4,250	$ 22,228	7/7/2018	unknown	unknown
9	City of Azusa	Police Chief	$ 17,139	$ 4,930	$ 22,069	1/1/2018	unknown	unknown
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 18,356	$ 24,662
% City of El Monte Above/Below	1.5%	10.5%
Median of Comparators	$ 17,974	$ 24,676
% City of El Monte Above/Below	3.5%	10.4%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

City Engineer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pomona	City Engineer	$ 13,439	$ 3,580	$ 17,019	10/1/2018	10/1/2019	Unknown
2	City of La Habra	City Engineer	$ 13,298	$ 2,922	$ 16,220	7/7/2018	unknown	unknown
3	City of El Monte	City Engineer	$ 12,945	$ 4,954	$ 17,898	1/1/2019	1/1/2020	unknown
4	City of Covina	City Engineer	$ 12,042	$ 3,672	$ 15,714	9/29/2018	7/6/2019	2.00%
5	City of Norwalk	City Engineer	$ 11,000	$ 4,509	$ 15,509	7/1/2018	7/1/2019	Unknown
6	City of Baldwin Park	Engineering Manager	$ 10,086	$ 3,369	$ 13,456	7/1/2018	7/1/2019	2.00%
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 11,973	$ 15,583
% City of El Monte Above/Below	7.5%	12.9%
Median of Comparators	$ 12,042	$ 15,714
% City of El Monte Above/Below	7.0%	12.2%
Number of Matches	5	5

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	City Engineer	N/C	N/C	Engineering Manager	City Engineer	N/R	City Engineer	City Engineer	City Engineer	N/C	N/C
	Top Step	$ 12,945			$ 10,086	$ 12,042		$ 13,298	$ 11,000	$ 13,439		
Retirement	Classic	2%@55			2.7%@55	2.5%@55		2%@60	2%@55	2%@60		
	Enhanced Formula Cost	$ 350			$ 646	$ 590		$ 199	$ 297	$ 202		
	EE Cost Sharing							$ -133				
	ER Paid Member Contrib	$ 906										
	Calc Classic EPMC as Spec Comp	$ 63										
	Single Highest Year	$ 65			$ 61	$ 72						
	Social Security											
	Deferred Compensation				$ 100				$ 220			
	Other Ret.											
Insurance	Cafeteria	$ 1,511			$ 1,100	$ 1,096		$ 1,270				
	Health								$ 2,194	$ 725		
	Dental	$ 138							$ 97	$ 75		
	Vision	$ 23			$ 34				$ 30			
	Life					$ 15			$ 5			
	LTD	$ 18			$ 45				$ 100			
	STD/SDI				$ 26							
Leaves	Vacation	$ 747			$ 582	$ 949		$ 767	$ 635	$ 1,034		
	Holidays	$ 685			$ 485	$ 637		$ 563	$ 508	$ 672		
	Admin Leave	$ 249			$ 291	$ 313		$ 256	$ 423	$ 872		
Allow	Auto	$ 200										
	Benefit Package Total	$ 4,954	$ 0	$ 0	$ 3,369	$ 3,672	$ 0	$ 2,922	$ 4,509	$ 3,580	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

City Engineer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	City Engineer	$ 12,945	$ 4,954	$ 17,898	1/1/2019	1/1/2020	unknown
2	City of Pomona	City Engineer	$ 13,439	$ 3,580	$ 17,019	10/1/2018	10/1/2019	Unknown
3	City of La Habra	City Engineer	$ 13,298	$ 2,922	$ 16,220	7/7/2018	unknown	unknown
4	City of Covina	City Engineer	$ 12,042	$ 3,672	$ 15,714	9/29/2018	7/6/2019	2.00%
5	City of Norwalk	City Engineer	$ 11,000	$ 4,509	$ 15,509	7/1/2018	7/1/2019	Unknown
6	City of Baldwin Park	Engineering Manager	$ 10,086	$ 3,369	$ 13,456	7/1/2018	7/1/2019	2.00%
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 11,973	$ 15,583
% City of El Monte Above/Below	7.5%	12.9%
Median of Comparators	$ 12,042	$ 15,714
% City of El Monte Above/Below	7.0%	12.2%
Number of Matches	5	5

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

City Planner

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	City Planner	$ 13,171	$ 5,007	$ 18,179	1/1/2019	1/1/2020	unknown
2	City of West Covina	Planning Director	$ 12,183	$ 4,853	$ 17,036	7/1/2017	unknown	unknown
3	City of La Habra	Planning Manager	$ 11,872	$ 2,745	$ 14,617	7/7/2018	unknown	unknown
4	City of Pomona	Planning Manager	$ 11,588	$ 3,197	$ 14,785	10/1/2018	10/1/2019	Unknown
5	City of Whittier	Planning Services Manager	$ 10,577	$ 3,977	$ 14,554	7/1/2018	unknown	unknown
6	City of Norwalk	Planning Manager	$ 10,080	$ 4,326	$ 14,406	7/1/2018	7/1/2019	Unknown
7	City of Baldwin Park	City Planner	$ 9,981	$ 4,583	$ 14,564	7/1/2018	7/1/2019	2.00%
8	City of Covina	City Planner	$ 9,235	$ 2,835	$ 12,071	7/7/2018	7/6/2019	2.00%
9	City of Alhambra	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,788	$ 14,576
% City of El Monte Above/Below	18.1%	19.8%
Median of Comparators	$ 10,577	$ 14,564
% City of El Monte Above/Below	19.7%	19.9%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	City Planner	N/C	N/C	City Planner	City Planner	N/R	Planning Manager	Planning Manager	Planning Manager	Planning Director	Planning Services Manager
	Top Step	$ 13,171			$ 9,981	$ 9,235		$ 11,872	$ 10,080	$ 11,588	$ 12,183	$ 10,577
Retirement	Classic	2%@55			2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 356			$ 639	$ 453		$ 178	$ 272	$ 174	$ 183	$ 518
	EE Cost Sharing							$ -119				$ -423
	ER Paid Member Contrib	$ 922										
	Calc Classic EPMC as Spec Comp	$ 65										
	Single Highest Year	$ 66			$ 60	$ 55					$ 61	$ 63
	Social Security											
	Deferred Compensation				$ 500				$ 202		$ 300	$ 159
	Other Ret.											
Insurance	Cafeteria	$ 1,511			$ 1,875	$ 1,096		$ 1,270				$ 2,058
	Health								$ 2,194	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23			$ 38				$ 30		$ 17	$ 24
	Life				$ 9	$ 15			$ 5		$ 17	$ 11
	LTD	$ 18			$ 45				$ 92		$ 79	
	STD/SDI				$ 26							
Leaves	Vacation	$ 760			$ 576	$ 728		$ 685	$ 582	$ 891	$ 703	$ 610
	Holidays	$ 697			$ 528	$ 488		$ 502	$ 465	$ 579	$ 703	$ 549
	Admin Leave	$ 253			$ 288			$ 228	$ 388	$ 752	$ 820	$ 407
Allow	Auto	$ 200									$ 300	
	Benefit Package Total	$ 5,007	$ 0	$ 0	$ 4,583	$ 2,835	$ 0	$ 2,745	$ 4,326	$ 3,197	$ 4,853	$ 3,977

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

City Planner

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	City Planner	$ 13,171	$ 5,007	$ 18,179	1/1/2019	1/1/2020	unknown
2	City of West Covina	Planning Director	$ 12,183	$ 4,853	$ 17,036	7/1/2017	unknown	unknown
3	City of Pomona	Planning Manager	$ 11,588	$ 3,197	$ 14,785	10/1/2018	10/1/2019	Unknown
4	City of La Habra	Planning Manager	$ 11,872	$ 2,745	$ 14,617	7/7/2018	unknown	unknown
5	City of Baldwin Park	City Planner	$ 9,981	$ 4,583	$ 14,564	7/1/2018	7/1/2019	2.00%
6	City of Whittier	Planning Services Manager	$ 10,577	$ 3,977	$ 14,554	7/1/2018	unknown	unknown
7	City of Norwalk	Planning Manager	$ 10,080	$ 4,326	$ 14,406	7/1/2018	7/1/2019	Unknown
8	City of Covina	City Planner	$ 9,235	$ 2,835	$ 12,071	7/7/2018	7/6/2019	2.00%
9	City of Alhambra	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,788	$ 14,576
% City of El Monte Above/Below	18.1%	19.8%
Median of Comparators	$ 10,577	$ 14,564
% City of El Monte Above/Below	19.7%	19.9%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Code Enforcement Officer II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Code Compliance Inspector	$ 6,551	$ 2,230	$ 8,781	7/1/2018	7/1/2019	Unknown
2	City of Alhambra	Code Enforcement Officer	$ 6,475	$ 2,460	$ 8,935	7/1/2018	7/1/2019	unknown
3	City of La Habra	Community Preservation Inspector	$ 5,806	$ 1,975	$ 7,781	7/7/2018	7/6/2019	2.00%
4	City of Whittier	Code Enforcement Officer II	$ 5,742	$ 2,825	$ 8,567	7/1/2018	unknown	unknown
5	City of El Monte	Code Enforcement Officer II	$ 5,697	$ 2,772	$ 8,470	1/1/2019	1/1/2020	unknown
6	City of Pomona	Code Compliance Inspector	$ 5,522	$ 1,584	$ 7,106	10/1/2018	10/1/2019	Unknown
7	City of Azusa	Community Improvement Inspector	$ 5,178	$ 1,695	$ 6,873	7/1/2017	unknown	unknown
8	City of Baldwin Park	Code Enforcement Officer	$ 5,030	$ 2,171	$ 7,202	7/1/2018	7/1/2019	2.00%
9	City of West Covina	Code Enforcement Officer	$ 4,907	$ 2,442	$ 7,349	7/1/2018	7/1/2019	unknown
10	City of Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,651	$ 7,824
% City of El Monte Above/Below	0.8%	7.6%
Median of Comparators	$ 5,632	$ 7,565
% City of El Monte Above/Below	1.1%	10.7%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Code Enforcement Officer II	Code Enforcement Officer	Community Improvement Inspector	Code Enforcement Officer	N/C	N/R	Community Preservation Inspector	Code Compliance Inspector	Code Compliance Inspector	Code Enforcement Officer	Code Enforcement Officer II
	Top Step	$ 5,697	$ 6,475	$ 5,178	$ 5,030			$ 5,806	$ 6,551	$ 5,522	$ 4,907	$ 5,742
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55			2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 154	$ 414	$ 140	$ 322			$ 87	$ 177	$ 83	$ 74	$ 281
	EE Cost Sharing			$ -362				$ -58				$ -230
	ER Paid Member Contrib	$ 399										
	Calc Classic EPMC as Spec Comp	$ 28										
	Single Highest Year	$ 28	$ 39		$ 30						$ 25	$ 34
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 50	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,100			$ 1,315				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental								$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 17	$ 24
	Life		$ 2	$ 14	$ 8				$ 3		$ 9	$ 5
	LTD		$ 14	$ 18	$ 23				$ 60		$ 32	
	STD/SDI			$ 23	$ 13							
Leaves	Vacation	$ 329	$ 349	$ 319	$ 290			$ 335	$ 378	$ 425	$ 283	$ 331
	Holidays	$ 301	$ 398	$ 299	$ 252			$ 246	$ 302	$ 276	$ 283	$ 298
	Admin Leave							$ 50				$ 22
Allow	Auto											
	Benefit Package Total	$ 2,772	$ 2,460	$ 1,695	$ 2,171	$ 0	$ 0	$ 1,975	$ 2,230	$ 1,584	$ 2,442	$ 2,825

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Code Enforcement Officer II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Code Enforcement Officer	$ 6,475	$ 2,460	$ 8,935	7/1/2018	7/1/2019	unknown
2	City of Norwalk	Code Compliance Inspector	$ 6,551	$ 2,230	$ 8,781	7/1/2018	7/1/2019	Unknown
3	City of Whittier	Code Enforcement Officer II	$ 5,742	$ 2,825	$ 8,567	7/1/2018	unknown	unknown
4	City of El Monte	Code Enforcement Officer II	$ 5,697	$ 2,772	$ 8,470	1/1/2019	1/1/2020	unknown
5	City of La Habra	Community Preservation Inspector	$ 5,806	$ 1,975	$ 7,781	7/7/2018	7/6/2019	2.00%
6	City of West Covina	Code Enforcement Officer	$ 4,907	$ 2,442	$ 7,349	7/1/2018	7/1/2019	unknown
7	City of Baldwin Park	Code Enforcement Officer	$ 5,030	$ 2,171	$ 7,202	7/1/2018	7/1/2019	2.00%
8	City of Pomona	Code Compliance Inspector	$ 5,522	$ 1,584	$ 7,106	10/1/2018	10/1/2019	Unknown
9	City of Azusa	Community Improvement Inspector	$ 5,178	$ 1,695	$ 6,873	7/1/2017	unknown	unknown
10	City of Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,651	$ 7,824
% City of El Monte Above/Below	0.8%	7.6%
Median of Comparators	$ 5,632	$ 7,565
% City of El Monte Above/Below	1.1%	10.7%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Collections Worker II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of La Habra	Sewer Services Technician V	$ 5,584	$ 1,885	$ 7,469	7/7/2018	7/6/2019	5.00%
2	City of Alhambra	Wastewater Utility Worker II	$ 5,360	$ 2,251	$ 7,611	7/1/2018	7/1/2019	unknown
3	City of El Monte	Collections Worker II	$ 5,193	$ 2,663	$ 7,856	1/1/2019	1/1/2020	unknown
4	City of Azusa	Street Maintenance Worker II	$ 4,909	$ 1,671	$ 6,580	7/1/2017	unknown	unknown
5	City of Pomona	Wastewater Maintenance Technician II	$ 4,882	$ 1,493	$ 6,375	10/1/2018	10/1/2019	Unknown
6	City of Whittier	Sewer Equipment Operator	$ 4,387	$ 2,651	$ 7,038	7/1/2018	unknown	unknown
7	City of West Covina	Maintenance Worker II	$ 3,880	$ 2,297	$ 6,177	7/1/2018	7/1/2019	unknown
8	City of Baldwin Park	N/C						
9	City of Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,834	$ 6,875
% City of El Monte Above/Below	6.9%	12.5%
Median of Comparators	$ 4,895	$ 6,809
% City of El Monte Above/Below	5.7%	13.3%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Collections Worker II	Wastewater Utility Worker II	Street Maintenance Worker II	N/C	N/C	N/R	Sewer Services Technician V	N/C	Wastewater Maintenance Technician II	Maintenance Worker II	Sewer Equipment Operator
	Top Step	$ 5,193	$ 5,360	$ 4,909				$ 5,584		$ 4,882	$ 3,880	$ 4,387
Retirement	Classic	2%@55	2.7%@55	2%@55				2%@60		2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 140	$ 343	$ 133				$ 84		$ 73	$ 58	$ 215
	EE Cost Sharing			$ -344				$ -56				$ -175
	ER Paid Member Contrib	$ 364										
	Calc Classic EPMC as Spec Comp	$ 25										
	Single Highest Year	$ 26	$ 32								$ 19	$ 26
	Social Security											
	Deferred Compensation			$ 45							$ 50	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200				$ 1,315				$ 2,058
	Health									$ 725	$ 1,608	
	Dental									$ 75	$ 62	
	Vision	$ 23	$ 6								$ 17	$ 24
	Life		$ 2	$ 14							$ 9	$ 5
	LTD		$ 11	$ 17							$ 25	
	STD/SDI			$ 22								
Leaves	Vacation	$ 300	$ 289	$ 302				$ 258		$ 376	$ 224	$ 253
	Holidays	$ 275	$ 330	$ 283				$ 236		$ 244	$ 224	$ 228
	Admin Leave							$ 48				$ 17
Allow	Auto											
	Benefit Package Total	$ 2,663	$ 2,251	$ 1,671	$ 0	$ 0	$ 0	$ 1,885	$ 0	$ 1,493	$ 2,297	$ 2,651

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Collections Worker II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Collections Worker II	$ 5,193	$ 2,663	$ 7,856	1/1/2019	1/1/2020	unknown
2	City of Alhambra	Wastewater Utility Worker II	$ 5,360	$ 2,251	$ 7,611	7/1/2018	7/1/2019	unknown
3	City of La Habra	Sewer Services Technician V	$ 5,584	$ 1,885	$ 7,469	7/7/2018	7/6/2019	5.00%
4	City of Whittier	Sewer Equipment Operator	$ 4,387	$ 2,651	$ 7,038	7/1/2018	unknown	unknown
5	City of Azusa	Street Maintenance Worker II	$ 4,909	$ 1,671	$ 6,580	7/1/2017	unknown	unknown
6	City of Pomona	Wastewater Maintenance Technician II	$ 4,882	$ 1,493	$ 6,375	10/1/2018	10/1/2019	Unknown
7	City of West Covina	Maintenance Worker II	$ 3,880	$ 2,297	$ 6,177	7/1/2018	7/1/2019	unknown
8	City of Baldwin Park	N/C						
9	City of Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,834	$ 6,875
% City of El Monte Above/Below	6.9%	12.5%
Median of Comparators	$ 4,895	$ 6,809
% City of El Monte Above/Below	5.7%	13.3%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Community and Economic Development Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Director of Community Development	$ 15,725	$ 5,356	$ 21,081	7/1/2018	unknown	unknown
2	City of Pomona	Development Services Director	$ 15,584	$ 4,660	$ 20,244	10/1/2018	10/1/2019	Unknown
3	City of La Habra	Director of Community and Economic Development	$ 15,194	$ 3,158	$ 18,352	7/7/2018	unknown	unknown
4	City of Alhambra	Director of Community Development	$ 14,566	$ 5,173	$ 19,738	7/1/2018	7/1/2019	unknown
5	City of Covina	Community Development Director	$ 14,450	$ 3,932	$ 18,382	7/7/2018	7/6/2019	2.00%
6	City of El Monte	Community and Economic Development Director	$ 13,986	$ 5,945	$ 19,930	3/19/2019	unknown	unknown
7	City of Baldwin Park	Director of Community Development	$ 13,660	$ 5,954	$ 19,614	7/1/2018	7/1/2019	2.00%
8	City of Azusa	Director of Economic and Community Development	$ 13,167	$ 5,648	$ 18,814	1/28/2019	unknown	unknown
9	City of Norwalk	Director of Community Development	$ 13,165	$ 5,603	$ 18,768	7/1/2018	7/1/2019	Unknown
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 14,439	$ 19,374
% City of El Monte Above/Below	-3.2%	2.8%
Median of Comparators	$ 14,508	$ 19,214
% City of El Monte Above/Below	-3.7%	3.6%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Community and Economic Development Director	Director of Community Development	Director of Economic and Community Development	Director of Community Development	Community Development Director	N/R	Director of Community and Economic Development	Director of Community Development	Development Services Director	N/C	Director of Community Development
	Top Step	$ 13,986	$ 14,566	$ 13,167	$ 13,660	$ 14,450		$ 15,194	$ 13,165	$ 15,584		$ 15,725
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60		2.5%@55
	Enhanced Formula Cost	$ 378	$ 932	$ 356	$ 874	$ 708		$ 228	$ 355	$ 234		$ 771
	EE Cost Sharing			$ -658		$ -434		$ -152				$ -629
	ER Paid Member Contrib	$ 979										
	Calc Classic EPMC as Spec Comp	$ 69										
	Single Highest Year	$ 70	$ 87		$ 82	$ 87						$ 94
	Social Security											
	Deferred Compensation			$ 180	$ 500				$ 527			$ 236
	Other Ret.			$ 1,843								
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,346	$ 1,875	$ 1,096		$ 1,270				$ 2,058
	Health								$ 2,194	$ 725		
	Dental	$ 138							$ 97	$ 75		
	Vision	$ 23	$ 6		$ 38				$ 30			$ 24
	Life	$ 6	$ 31	$ 32	$ 16	$ 15			$ 6			$ 25
	LTD	$ 18	$ 21	$ 28	$ 51				$ 120			$ 138
	STD/SDI			$ 59	$ 36							
Leaves	Vacation	$ 1,076	$ 784	$ 810	$ 788	$ 1,139		$ 877	$ 760	$ 1,199		$ 907
	Holidays	$ 740	$ 896	$ 760	$ 722	$ 764		$ 643	$ 608	$ 779		$ 816
	Admin Leave	$ 538	$ 1,176	$ 443	$ 473	$ 556		$ 292	$ 506	$ 1,648		$ 605
Allow	Auto	$ 400		$ 450	$ 500				$ 400			$ 310
	Benefit Package Total	$ 5,945	$ 5,173	$ 5,648	$ 5,954	$ 3,932	$ 0	$ 3,158	$ 5,603	$ 4,660	$ 0	$ 5,356

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Community and Economic Development Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Director of Community Development	$ 15,725	$ 5,356	$ 21,081	7/1/2018	unknown	unknown
2	City of Pomona	Development Services Director	$ 15,584	$ 4,660	$ 20,244	10/1/2018	10/1/2019	Unknown
3	City of El Monte	Community and Economic Development Director	$ 13,986	$ 5,945	$ 19,930	3/19/2019	unknown	unknown
4	City of Alhambra	Director of Community Development	$ 14,566	$ 5,173	$ 19,738	7/1/2018	7/1/2019	unknown
5	City of Baldwin Park	Director of Community Development	$ 13,660	$ 5,954	$ 19,614	7/1/2018	7/1/2019	2.00%
6	City of Azusa	Director of Economic and Community Development	$ 13,167	$ 5,648	$ 18,814	1/28/2019	unknown	unknown
7	City of Norwalk	Director of Community Development	$ 13,165	$ 5,603	$ 18,768	7/1/2018	7/1/2019	Unknown
8	City of Covina	Community Development Director	$ 14,450	$ 3,932	$ 18,382	7/7/2018	7/6/2019	2.00%
9	City of La Habra	Director of Community and Economic Development	$ 15,194	$ 3,158	$ 18,352	7/7/2018	unknown	unknown
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 14,439	$ 19,374
% City of El Monte Above/Below	-3.2%	2.8%
Median of Comparators	$ 14,508	$ 19,214
% City of El Monte Above/Below	-3.7%	3.6%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Community Liaison

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Community Liaison	$ 7,813	$ 3,539	$ 11,351	1/1/2019	1/1/2020	unknown
2	City of Baldwin Park	N/C						
3	City of Norwalk	N/C						
4	City of West Covina	N/C						
5	City of Covina	N/C						
6	City of Azusa	N/C						
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of La Habra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	0	0

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Community Liaison	N/C	N/C	N/C	N/C	N/R	N/C	N/C	N/C	N/C	N/C
	Top Step	$ 7,813										
Retirement	Classic	2%@55										
	Enhanced Formula Cost	$ 211										
	EE Cost Sharing											
	ER Paid Member Contrib	$ 547										
	Calc Classic EPMC as Spec Comp	$ 38										
	Single Highest Year	$ 39										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health											
	Dental	$ 138										
	Vision	$ 23										
	Life											
	LTD	$ 18										
	STD/SDI											
Leaves	Vacation	$ 451										
	Holidays	$ 413										
	Admin Leave	$ 150										
Allow	Auto											
	Benefit Package Total	$ 3,539	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Community Liaison

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Community Liaison	$ 7,813	$ 3,539	$ 11,351	1/1/2019	1/1/2020	unknown
2	City of Baldwin Park	N/C						
3	City of Norwalk	N/C						
4	City of West Covina	N/C						
5	City of Covina	N/C						
6	City of Azusa	N/C						
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of La Habra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	0	0

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Community Services Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte[1]	Community Services Officer	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of La Habra	Community Service Officer II	$ 5,723	$ 1,971	$ 7,694	7/7/2018	7/6/2019	2.50%
3	City of Azusa	Community Services Officer - Field	$ 5,125	$ 1,690	$ 6,816	7/1/2017	unknown	unknown
4	City of Baldwin Park	Community Service Officer	$ 4,928	$ 2,226	$ 7,154	7/1/2018	7/1/2019	2.00%
5	City of Norwalk	Public Safety Officer I	$ 4,917	$ 2,000	$ 6,917	7/1/2018	7/1/2019	unknown
6	City of Whittier	Community Services Officer	$ 4,895	$ 2,716	$ 7,611	7/1/2018	unknown	unknown
7	City of Covina	Community Services Officer	$ 4,769	$ 1,956	$ 6,725	7/7/2018	7/6/2019	2.00%
8	City of Pomona	Community Services Officer II	$ 4,423	$ 1,428	$ 5,851	10/1/2018	10/1/2019	Unknown
9	City of Alhambra	Police Service Officer	$ 4,333	$ 2,058	$ 6,391	7/1/2018	7/1/2019	unknown
10	City of West Covina	Community Services Officer	$ 3,959	$ 2,234	$ 6,193	7/1/2016	unknown	unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,786	$ 6,817
% City of El Monte Above/Below		
Median of Comparators	$ 4,895	$ 6,816
% City of El Monte Above/Below		
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - No established salary level for this new class.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Community Services Officer	Police Service Officer	Community Services Officer - Field	Community Service Officer	Community Services Officer	N/R	Community Service Officer II	Public Safety Officer I	Community Services Officer II	Community Services Officer	Community Services Officer
	Top Step	**Proposed**	$ 4,333	$ 5,125	$ 4,928	$ 4,769		$ 5,723	$ 4,917	$ 4,423	$ 3,959	$ 4,895
Retirement	Classic		2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost		$ 277	$ 138	$ 315	$ 234		$ 86	$ 133	$ 66	$ 59	$ 240
	EE Cost Sharing			$ -359	$ -246			$ -57				$ -196
	ER Paid Member Contrib											
	Calc Classic EPMC as Spec Comp											
	Single Highest Year		$ 26		$ 30	$ 29					$ 20	$ 29
	Social Security											
	Deferred Compensation			$ 45	$ 99							
	Other Ret.											
Insurance	Cafeteria		$ 1,238	$ 1,200	$ 1,400	$ 1,096		$ 1,370				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental								$ 97	$ 75	$ 53	
	Vision		$ 6		$ 32				$ 13		$ 17	$ 24
	Life		$ 2	$ 14	$ 8	$ 15			$ 2		$ 9	$ 5
	LTD		$ 9	$ 17	$ 22				$ 45		$ 26	
	STD/SDI			$ 23	$ 13							
Leaves	Vacation		$ 233	$ 315	$ 284	$ 330		$ 330	$ 284	$ 340	$ 228	$ 282
	Holidays		$ 267	$ 296	$ 270	$ 252		$ 220	$ 227	$ 221	$ 213	$ 254
	Admin Leave							$ 22				$ 19
Allow	Auto											
	Benefit Package Total	**$ 0**	**$ 2,058**	**$ 1,690**	**$ 2,226**	**$ 1,956**	**$ 0**	**$ 1,971**	**$ 2,000**	**$ 1,428**	**$ 2,234**	**$ 2,716**

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Community Services Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte[1]	Community Services Officer	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of La Habra	Community Service Officer II	$ 5,723	$ 1,971	$ 7,694	7/7/2018	7/6/2019	2.50%
3	City of Whittier	Community Services Officer	$ 4,895	$ 2,716	$ 7,611	7/1/2018	unknown	unknown
4	City of Baldwin Park	Community Service Officer	$ 4,928	$ 2,226	$ 7,154	7/1/2018	7/1/2019	2.00%
5	City of Norwalk	Public Safety Officer I	$ 4,917	$ 2,000	$ 6,917	7/1/2018	7/1/2019	unknown
6	City of Azusa	Community Services Officer - Field	$ 5,125	$ 1,690	$ 6,816	7/1/2017	unknown	unknown
7	City of Covina	Community Services Officer	$ 4,769	$ 1,956	$ 6,725	7/7/2018	7/6/2019	2.00%
8	City of Alhambra	Police Service Officer	$ 4,333	$ 2,058	$ 6,391	7/1/2018	7/1/2019	unknown
9	City of West Covina	Community Services Officer	$ 3,959	$ 2,234	$ 6,193	7/1/2016	unknown	unknown
10	City of Pomona	Community Services Officer II	$ 4,423	$ 1,428	$ 5,851	10/1/2018	10/1/2019	Unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,786	$ 6,817
% City of El Monte Above/Below		
Median of Comparators	$ 4,895	$ 6,816
% City of El Monte Above/Below		
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - No established salary level for this new class

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Custody Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Custody Officer	$ 5,170	$ 2,658	$ 7,828	1/1/2019	1/1/2020	unknown
2	City of Covina	Jailer	$ 4,863	$ 1,746	$ 6,609	7/7/2018	7/6/2019	2.00%
3	City of Pomona	Jailer	$ 4,647	$ 1,460	$ 6,107	10/1/2018	10/1/2019	Unknown
4	City of West Covina	Jailer	$ 4,123	$ 2,256	$ 6,379	7/1/2016	unknown	unknown
5	City of Norwalk	N/C						
6	City of Azusa	N/C						
7	City of Baldwin Park	N/C						
8	City of Alhambra	N/C						
9	City of Whittier	N/C						
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Custody Officer	N/C	N/C	N/C	Jailer	N/R	N/C	N/C	Jailer	Jailer	N/C
	Top Step	$ 5,170				$ 4,863				$ 4,647	$ 4,123	
Retirement	Classic	2%@55				2.5%@55				2%@60	2%@60	
	Enhanced Formula Cost	$ 140				$ 238				$ 70	$ 62	
	EE Cost Sharing											
	ER Paid Member Contrib	$ 362										
	Calc Classic EPMC as Spec Comp	$ 25										
	Single Highest Year	$ 26				$ 29					$ 21	
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511				$ 1,096						
	Health									$ 725	$ 1,608	
	Dental									$ 75	$ 53	
	Vision	$ 23									$ 17	
	Life					$ 15					$ 9	
	LTD										$ 27	
	STD/SDI											
Leaves	Vacation	$ 298				$ 337				$ 357	$ 238	
	Holidays	$ 273				$ 30				$ 232	$ 222	
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,658	$ 0	$ 0	$ 0	$ 1,746	$ 0	$ 0	$ 0	$ 1,460	$ 2,256	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Custody Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Custody Officer	$ 5,170	$ 2,658	$ 7,828	1/1/2019	1/1/2020	unknown
2	City of Covina	Jailer	$ 4,863	$ 1,746	$ 6,609	7/7/2018	7/6/2019	2.00%
3	City of West Covina	Jailer	$ 4,123	$ 2,256	$ 6,379	7/1/2016	unknown	unknown
4	City of Pomona	Jailer	$ 4,647	$ 1,460	$ 6,107	10/1/2018	10/1/2019	Unknown
5	City of Norwalk	N/C						
6	City of Azusa	N/C						
7	City of Baldwin Park	N/C						
8	City of Alhambra	N/C						
9	City of Whittier	N/C						
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Custody Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pomona	Jail Supervisor	$ 6,405	$ 1,709	$ 8,114	10/1/2018	10/1/2019	Unknown
2	City of El Monte	Custody Supervisor	$ 5,434	$ 2,715	$ 8,149	1/1/2019	1/1/2020	unknown
3	City of Covina	N/C						
4	City of Norwalk	N/C						
5	City of West Covina	N/C						
6	City of Azusa	N/C						
7	City of Baldwin Park	N/C						
8	City of Alhambra	N/C						
9	City of Whittier	N/C						
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Custody Supervisor	N/C	N/C	N/C	N/C	N/R	N/C	N/C	Jail Supervisor	N/C	N/C
	Top Step	$ 5,434								$ 6,405		
Retirement	Classic	2%@55								2%@60		
	Enhanced Formula Cost	$ 147								$ 96		
	EE Cost Sharing											
	ER Paid Member Contrib	$ 380										
	Calc Classic EPMC as Spec Comp	$ 27										
	Single Highest Year	$ 27										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health									$ 725		
	Dental									$ 75		
	Vision	$ 23										
	Life											
	LTD											
	STD/SDI											
Leaves	Vacation	$ 314								$ 493		
	Holidays	$ 287								$ 320		
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,715	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 1,709	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Custody Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Custody Supervisor	$ 5,434	$ 2,715	$ 8,149	1/1/2019	1/1/2020	unknown
2	City of Pomona	Jail Supervisor	$ 6,405	$ 1,709	$ 8,114	10/1/2018	10/1/2019	Unknown
3	City of Covina	N/C						
4	City of Norwalk	N/C						
5	City of West Covina	N/C						
6	City of Azusa	N/C						
7	City of Baldwin Park	N/C						
8	City of Alhambra	N/C						
9	City of Whittier	N/C						
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Deputy City Clerk/Records Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Chief Deputy City Clerk	$ 10,072	$ 3,253	$ 13,325	7/7/2018	7/6/2019	2.00%
2	City of West Covina	Assistant City Clerk	$ 9,898	$ 4,375	$ 14,273	7/1/2017	unknown	unknown
3	City of Azusa	Chief Deputy City Clerk	$ 9,066	$ 2,352	$ 11,418	7/1/2018	unknown	unknown
4	City of Norwalk	Assistant City Clerk	$ 8,128	$ 2,513	$ 10,641	7/1/2018	7/1/2019	Unknown
5	City of La Habra	Assistant City Clerk	$ 8,036	$ 2,268	$ 10,304	7/7/2018	unknown	unknown
6	City of El Monte	Deputy City Clerk/Records Manager	$ 7,414	$ 3,444	$ 10,859	1/1/2019	1/1/2020	unknown
7	City of Baldwin Park	Chief Deputy City Clerk	$ 7,351	$ 4,014	$ 11,365	7/1/2018	7/1/2019	2.00%
8	City of Alhambra	Assistant City Clerk	$ 6,973	$ 2,875	$ 9,848	7/1/2018	7/1/2019	unknown
9	City of Whittier	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,503	$ 11,596
% City of El Monte Above/Below	-14.7%	-6.8%
Median of Comparators	$ 8,128	$ 11,365
% City of El Monte Above/Below	-9.6%	-4.7%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Deputy City Clerk / Records Manager	Assistant City Clerk	Chief Deputy City Clerk	Chief Deputy City Clerk	Chief Deputy City Clerk	N/R	Assistant City Clerk	Assistant City Clerk	N/C	Assistant City Clerk	N/C
	Top Step	$ 7,414	$ 6,973	$ 9,066	$ 7,351	$ 10,072		$ 8,036	$ 8,128		$ 9,898	
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55		2%@60	
	Enhanced Formula Cost	$ 200	$ 446	$ 245	$ 470	$ 494		$ 121	$ 219		$ 148	
	EE Cost Sharing			$ -635				$ -80				
	ER Paid Member Contrib	$ 519										
	Calc Classic EPMC as Spec Comp	$ 36										
	Single Highest Year	$ 37	$ 42		$ 44	$ 60					$ 49	
	Social Security											
	Deferred Compensation			$ 150	$ 500						$ 300	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,875	$ 1,096		$ 1,270				
	Health								$ 1,200		$ 1,608	
	Dental	$ 138							$ 97		$ 62	
	Vision	$ 23	$ 6		$ 38				$ 13		$ 17	
	Life		$ 2	$ 25	$ 9	$ 15			$ 4		$ 17	
	LTD	$ 18	$ 15	$ 28	$ 33				$ 74		$ 64	
	STD/SDI			$ 40	$ 19							
Leaves	Vacation	$ 428	$ 375	$ 558	$ 424	$ 794		$ 464	$ 469		$ 571	
	Holidays	$ 392	$ 429	$ 523	$ 389	$ 533		$ 340	$ 375		$ 571	
	Admin Leave[1]	$ 143	$ 322	$ 218	$ 212	$ 261		$ 155	$ 63		$ 666	
Allow	Auto										$ 300	
	Benefit Package Total	$ 3,444	$ 2,875	$ 2,352	$ 4,014	$ 3,253	$ 0	$ 2,268	$ 2,513	$ 0	$ 4,375	$ 0

N/C - Non Comparator
1 - City of Alhambra: Employees who have not used sick leave within one full calendar year may receive 8 hrs of personal leave.

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Deputy City Clerk/Records Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of West Covina	Assistant City Clerk	$ 9,898	$ 4,375	$ 14,273	7/1/2017	unknown	unknown
2	City of Covina	Chief Deputy City Clerk	$ 10,072	$ 3,253	$ 13,325	7/7/2018	7/6/2019	2.00%
3	City of Azusa	Chief Deputy City Clerk	$ 9,066	$ 2,352	$ 11,418	7/1/2018	unknown	unknown
4	City of Baldwin Park	Chief Deputy City Clerk	$ 7,351	$ 4,014	$ 11,365	7/1/2018	7/1/2019	2.00%
5	City of El Monte	Deputy City Clerk/Records Manager	$ 7,414	$ 3,444	$ 10,859	1/1/2019	1/1/2020	unknown
6	City of Norwalk	Assistant City Clerk	$ 8,128	$ 2,513	$ 10,641	7/1/2018	7/1/2019	Unknown
7	City of La Habra	Assistant City Clerk	$ 8,036	$ 2,268	$ 10,304	7/7/2018	unknown	unknown
8	City of Alhambra	Assistant City Clerk	$ 6,973	$ 2,875	$ 9,848	7/1/2018	7/1/2019	unknown
9	City of Whittier	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,503	$ 11,596
% City of El Monte Above/Below	-14.7%	-6.8%
Median of Comparators	$ 8,128	$ 11,365
% City of El Monte Above/Below	-9.6%	-4.7%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Electrician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte[1]	Electrician	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Alhambra	Electrician	$ 6,401	$ 2,446	$ 8,847	7/1/2018	7/1/2019	unknown
3	City of Whittier	Maintenance Electrician	$ 5,800	$ 2,833	$ 8,633	7/1/2018	unknown	unknown
4	City of West Covina	Electrician II	$ 5,118	$ 2,472	$ 7,590	7/1/2018	7/1/2019	unknown
5	City of Azusa	N/C						
6	City of Baldwin Park	N/C						
7	City of Covina	N/C						
8	City of La Habra	N/C						
9	City of Norwalk	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below		
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below		
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

1 - No established salary level for this new class.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Electrician	Electrician	N/C	N/C	N/C	N/R	N/C	N/C	N/C	Electrician II	Maintenance Electrician
	Top Step	Proposed	$ 6,401								$ 5,118	$ 5,800
Retirement	Classic		2.7%@55								2%@60	2.5%@55
	Enhanced Formula Cost		$ 410								$ 77	$ 284
	EE Cost Sharing											$ -232
	ER Paid Member Contrib											
	Calc Classic EPMC as Spec Comp											
	Single Highest Year		$ 38								$ 26	$ 35
	Social Security											
	Deferred Compensation										$ 50	
	Other Ret.											
Insurance	Cafeteria		$ 1,238									$ 2,058
	Health										$ 1,608	
	Dental										$ 62	
	Vision		$ 6								$ 17	$ 24
	Life		$ 2								$ 9	$ 5
	LTD		$ 13								$ 33	
	STD/SDI											
Leaves	Vacation		$ 345								$ 295	$ 335
	Holidays		$ 394								$ 295	$ 301
	Admin Leave											$ 22
Allow	Auto											
	Benefit Package Total	$ 0	$ 2,446	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,472	$ 2,833

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Electrician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte[1]	Electrician	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Alhambra	Electrician	$ 6,401	$ 2,446	$ 8,847	7/1/2018	7/1/2019	unknown
3	City of Whittier	Maintenance Electrician	$ 5,800	$ 2,833	$ 8,633	7/1/2018	unknown	unknown
4	City of West Covina	Electrician II	$ 5,118	$ 2,472	$ 7,590	7/1/2018	7/1/2019	unknown
5	City of Azusa	N/C						
6	City of Baldwin Park	N/C						
7	City of Covina	N/C						
8	City of La Habra	N/C						
9	City of Norwalk	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below		
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below		
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

1 - No established salary level for this new class.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Equipment Maintenance Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pomona	Equipment Mechanic	$ 4,882	$ 1,493	$ 6,375	10/1/2018	10/1/2019	Unknown
2	City of El Monte	Equipment Maintenance Technician	$ 4,647	$ 2,544	$ 7,191	1/1/2019	1/1/2020	unknown
3	City of Covina	N/C						
4	City of Norwalk	N/C						
5	City of West Covina	N/C						
6	City of Azusa	N/C						
7	City of Baldwin Park	N/C						
8	City of Alhambra	N/C						
9	City of Whittier	N/C						
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Equipment Maintenance Technician	N/C	N/C	N/C	N/C	N/R	N/C	N/C	Equipment Mechanic	N/C	N/C
	Top Step	$ 4,647								$ 4,882		
Retirement	Classic	2%@55								2%@60		
	Enhanced Formula Cost	$ 125								$ 73		
	EE Cost Sharing											
	ER Paid Member Contrib	$ 325										
	Calc Classic EPMC as Spec Comp	$ 23										
	Single Highest Year	$ 23										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health									$ 725		
	Dental									$ 75		
	Vision	$ 23										
	Life											
	LTD											
	STD/SDI											
Leaves	Vacation	$ 268								$ 376		
	Holidays	$ 246								$ 244		
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,544	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 1,493	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Equipment Maintenance Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Equipment Maintenance Technician	$ 4,647	$ 2,544	$ 7,191	1/1/2019	1/1/2020	unknown
2	City of Pomona	Equipment Mechanic	$ 4,882	$ 1,493	$ 6,375	10/1/2018	10/1/2019	Unknown
3	City of Covina	N/C						
4	City of Norwalk	N/C						
5	City of West Covina	N/C						
6	City of Azusa	N/C						
7	City of Baldwin Park	N/C						
8	City of Alhambra	N/C						
9	City of Whittier	N/C						
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Executive Assistant To The City Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pomona	Executive Assistant	$ 6,899	$ 2,227	$ 9,126	10/1/2018	10/1/2019	Unknown
2	City of Whittier	Executive Assistant to the City Manager	$ 6,608	$ 3,143	$ 9,751	7/1/2018	unknown	unknown
3	City of El Monte	Executive Assistant To The City Manager	$ 6,419	$ 3,209	$ 9,628	1/1/2019	1/1/2020	unknown
4	City of Norwalk	Secretary to City Manager	$ 6,416	$ 2,211	$ 8,627	7/1/2018	7/1/2019	unknown
5	City of Alhambra	Executive Assistant to the City Manager	$ 6,248	$ 2,778	$ 9,025	7/1/2018	7/1/2019	unknown
6	City of Azusa	Executive Assistant to the City Manager	$ 6,054	$ 1,771	$ 7,825	8/11/2017	unknown	unknown
7	City of Covina	Executive Assistant to the City Manager	$ 5,854	$ 2,204	$ 8,058	7/7/2018	7/6/2019	2.00%
8	City of West Covina	Executive Assistant to City Manager	$ 5,337	$ 2,553	$ 7,890	7/1/2018	7/1/2019	unknown
9	City of Baldwin Park	Executive Secretary	$ 5,220	$ 2,196	$ 7,417	7/1/2018	7/1/2019	2.00%
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,079	$ 8,465
% City of El Monte Above/Below	5.3%	12.1%
Median of Comparators	$ 6,151	$ 8,342
% City of El Monte Above/Below	4.2%	13.4%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Executive Assistant To The City Manager	Executive Assistant to the City Manager	Executive Assistant to the City Manager	Executive Secretary	Executive Assistant to the City Manager	N/R	N/C	Secretary to City Manager	Executive Assistant	Executive Assistant to City Manager	Executive Assistant to the City Manager
	Top Step	$ 6,419	$ 6,248	$ 6,054	$ 5,220	$ 5,854			$ 6,416	$ 6,899	$ 5,337	$ 6,608
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55			2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 173	$ 400	$ 163	$ 334	$ 287			$ 173	$ 103	$ 80	$ 324
	EE Cost Sharing			$ -424								$ -264
	ER Paid Member Contrib	$ 449										
	Calc Classic EPMC as Spec Comp	$ 31										
	Single Highest Year	$ 32	$ 37		$ 31	$ 35					$ 27	$ 40
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 100	$ 99
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,100	$ 1,096						$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 17	$ 24
	Life		$ 2	$ 17	$ 8	$ 15			$ 3		$ 9	$ 11
	LTD	$ 18	$ 13	$ 21	$ 23				$ 58		$ 35	
	STD/SDI			$ 27	$ 14							
Leaves	Vacation	$ 370	$ 336	$ 373	$ 301	$ 462			$ 370	$ 531	$ 308	$ 381
	Holidays	$ 339	$ 384	$ 349	$ 251	$ 310			$ 296	$ 345	$ 308	$ 343
	Admin Leave	$ 123	$ 360							$ 448		$ 127
Allow	Auto											
	Benefit Package Total	$ 3,209	$ 2,778	$ 1,771	$ 2,196	$ 2,204	$ 0	$ 0	$ 2,211	$ 2,227	$ 2,553	$ 3,143

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Executive Assistant To The City Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Executive Assistant to the City Manager	$ 6,608	$ 3,143	$ 9,751	7/1/2018	unknown	unknown
2	City of El Monte	Executive Assistant To The City Manager	$ 6,419	$ 3,209	$ 9,628	1/1/2019	1/1/2020	unknown
3	City of Pomona	Executive Assistant	$ 6,899	$ 2,227	$ 9,126	10/1/2018	10/1/2019	Unknown
4	City of Alhambra	Executive Assistant to the City Manager	$ 6,248	$ 2,778	$ 9,025	7/1/2018	7/1/2019	unknown
5	City of Norwalk	Secretary to City Manager	$ 6,416	$ 2,211	$ 8,627	7/1/2018	7/1/2019	unknown
6	City of Covina	Executive Assistant to the City Manager	$ 5,854	$ 2,204	$ 8,058	7/7/2018	7/6/2019	2.00%
7	City of West Covina	Executive Assistant to City Manager	$ 5,337	$ 2,553	$ 7,890	7/1/2018	7/1/2019	unknown
8	City of Azusa	Executive Assistant to the City Manager	$ 6,054	$ 1,771	$ 7,825	8/11/2017	unknown	unknown
9	City of Baldwin Park	Executive Secretary	$ 5,220	$ 2,196	$ 7,417	7/1/2018	7/1/2019	2.00%
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,079	$ 8,465
% City of El Monte Above/Below	5.3%	12.1%
Median of Comparators	$ 6,151	$ 8,342
% City of El Monte Above/Below	4.2%	13.4%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Facilities Attendant

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte[1]	Facilities Attendant	Proposed	N/A	N/A	N/A
2	City of Pomona	Facilities Custodian	$ 3,453	10/1/2018	10/1/2019	Unknown
3	City of Norwalk	Maintenance Assistant	$ 2,718	7/1/2018	7/1/2019	Unknown
4	City of Covina	Community Resources Assistant II	$ 2,681	12/22/2018	unknown	unknown
5	City of Alhambra	N/C				
6	City of Azusa	N/C				
7	City of Baldwin Park	N/C				
8	City of La Habra	N/C				
9	City of West Covina	N/C				
10	City of Whittier	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	Insuff. Data
% City of El Monte Above/Below	
Median of Comparators	Insuff. Data
% City of El Monte Above/Below	
Number of Matches	3

N/C - Non Comparator

N/R - Non Responsive

1 - No established salary level for this new class.

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Facilities Attendant

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte[1]	Facilities Attendant	Proposed	N/A	N/A	N/A
2	City of Pomona	Facilities Custodian	$ 3,453	10/1/2018	10/1/2019	Unknown
3	City of Norwalk	Maintenance Assistant	$ 2,718	7/1/2018	7/1/2019	Unknown
4	City of Covina	Community Resources Assistant II	$ 2,681	12/22/2018	unknown	unknown
5	City of Alhambra	N/C				
6	City of Azusa	N/C				
7	City of Baldwin Park	N/C				
8	City of La Habra	N/C				
9	City of West Covina	N/C				
10	City of Whittier	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	Insuff. Data
% City of El Monte Above/Below	
Median of Comparators	Insuff. Data
% City of El Monte Above/Below	
Number of Matches	3

N/C - Non Comparator

N/R - Non Responsive

1 - No established salary level for this new class.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Finance Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Director of Finance	$ 16,409	$ 5,667	$ 22,076	7/1/2018	7/1/2019	unknown
2	City of Pomona	Finance Director/City Treasurer	$ 16,373	$ 4,855	$ 21,228	10/1/2018	10/1/2019	Unknown
3	City of La Habra	Director of Finance	$ 15,497	$ 3,195	$ 18,692	7/7/2018	unknown	unknown
4	City of Covina	Director of Finance	$ 15,300	$ 4,097	$ 19,397	7/7/2018	7/6/2019	2.00%
5	City of Baldwin Park	Director of Finance	$ 15,055	$ 6,256	$ 21,311	7/1/2018	7/1/2019	2.00%
6	City of West Covina	Finance Director	$ 14,540	$ 5,346	$ 19,886	7/1/2017	unknown	unknown
7	City of El Monte	Finance Director	$ 13,986	$ 5,945	$ 19,930	3/19/2019	unknown	unknown
8	City of Norwalk	Director of Finance/City Treasurer	$ 13,165	$ 5,603	$ 18,768	7/1/2018	7/1/2019	unknown
9	City of Azusa	Director of Finance	$ 12,688	$ 3,485	$ 16,173	5/23/2017	unknown	unknown
10	City of Whittier	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 14,878	$ 19,691
% City of El Monte Above/Below	-6.4%	1.2%
Median of Comparators	$ 15,177	$ 19,642
% City of El Monte Above/Below	-8.5%	1.4%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Finance Director	Director of Finance	Director of Finance	Director of Finance	Director of Finance	N/R	Director of Finance	Director of Finance / City Treasurer	Finance Director / City Treasurer	Finance Director	N/C
	Top Step	$ 13,986	$ 16,409	$ 12,688	$ 15,055	$ 15,300		$ 15,497	$ 13,165	$ 16,373	$ 14,540	
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	
	Enhanced Formula Cost	$ 378	$ 1,050	$ 343	$ 963	$ 750		$ 232	$ 355	$ 246	$ 218	
	EE Cost Sharing			$ -888		$ -459		$ -155				
	ER Paid Member Contrib	$ 979										
	Calc Classic EPMC as Spec Comp	$ 69										
	Single Highest Year	$ 70	$ 98		$ 90	$ 92					$ 73	
	Social Security											
	Deferred Compensation			$ 330	$ 500				$ 527		$ 300	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,346	$ 1,875	$ 1,096		$ 1,270				
	Health								$ 2,194	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 38				$ 30		$ 17	
	Life	$ 6	$ 34	$ 31	$ 16	$ 15			$ 6		$ 17	
	LTD	$ 18	$ 21	$ 28	$ 51				$ 120		$ 94	
	STD/SDI			$ 57	$ 38							
Leaves	Vacation	$ 1,076	$ 884	$ 781	$ 869	$ 1,206		$ 894	$ 760	$ 1,259	$ 839	
	Holidays	$ 740	$ 1,010	$ 732	$ 796	$ 809		$ 656	$ 608	$ 819	$ 839	
	Admin Leave	$ 538	$ 1,325	$ 427	$ 521	$ 588		$ 298	$ 506	$ 1,732	$ 979	
Allow	Auto	$ 400		$ 300	$ 500				$ 400		$ 300	
	Benefit Package Total	$ 5,945	$ 5,667	$ 3,485	$ 6,256	$ 4,097	$ 0	$ 3,195	$ 5,603	$ 4,855	$ 5,346	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Finance Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Director of Finance	$ 16,409	$ 5,667	$ 22,076	7/1/2018	7/1/2019	unknown
2	City of Baldwin Park	Director of Finance	$ 15,055	$ 6,256	$ 21,311	7/1/2018	7/1/2019	2.00%
3	City of Pomona	Finance Director/City Treasurer	$ 16,373	$ 4,855	$ 21,228	10/1/2018	10/1/2019	Unknown
4	City of El Monte	Finance Director	$ 13,986	$ 5,945	$ 19,930	3/19/2019	unknown	unknown
5	City of West Covina	Finance Director	$ 14,540	$ 5,346	$ 19,886	7/1/2017	unknown	unknown
6	City of Covina	Director of Finance	$ 15,300	$ 4,097	$ 19,397	7/7/2018	7/6/2019	2.00%
7	City of Norwalk	Director of Finance/City Treasurer	$ 13,165	$ 5,603	$ 18,768	7/1/2018	7/1/2019	unknown
8	City of La Habra	Director of Finance	$ 15,497	$ 3,195	$ 18,692	7/7/2018	unknown	unknown
9	City of Azusa	Director of Finance	$ 12,688	$ 3,485	$ 16,173	5/23/2017	unknown	unknown
10	City of Whittier	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 14,878	$ 19,691
% City of El Monte Above/Below	-6.4%	1.2%
Median of Comparators	$ 15,177	$ 19,642
% City of El Monte Above/Below	-8.5%	1.4%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Finance Technician II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Payroll Technician	$ 5,563	$ 2,150	$ 7,713	7/7/2018	7/6/2019	2.00%
2	City of Azusa	Accounts Payable Specialist	$ 5,497	$ 1,722	$ 7,219	7/1/2017	unknown	unknown
3	City of Norwalk	Account Clerk III	$ 5,455	$ 2,076	$ 7,531	7/1/2018	7/1/2019	Unknown
4	City of Alhambra	Senior Account Clerk	$ 5,260	$ 2,232	$ 7,492	7/1/2018	7/1/2019	unknown
5	**City of El Monte**	**Finance Technician II**	**$ 5,143**	**$ 2,652**	**$ 7,795**	**1/1/2019**	**1/1/2020**	**unknown**
6	City of La Habra	Account Clerk III	$ 5,030	$ 1,887	$ 6,917	7/7/2018	7/6/2019	2.00%
7	City of Whittier	Accounting Technician	$ 4,704	$ 2,692	$ 7,396	7/1/2018	unknown	unknown
8	City of West Covina	Accounting Technician	$ 4,424	$ 2,424	$ 6,848	7/1/2018	7/1/2019	unknown
9	City of Pomona	Accounting Technician II	$ 4,008	$ 1,369	$ 5,377	10/1/2018	10/1/2019	Unknown
10	City of Baldwin Park	Finance Clerk	$ 3,895	$ 1,962	$ 5,856	7/1/2018	7/1/2019	2.00%
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,871	$ 6,928
% City of El Monte Above/Below	5.3%	11.1%
Median of Comparators	$ 5,030	$ 7,219
% City of El Monte Above/Below	2.2%	7.4%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Finance Technician II	Senior Account Clerk	Accounts Payable Specialist	Finance Clerk	Payroll Technician	N/R	Account Clerk III	Account Clerk III	Accounting Technician II	Accounting Technician	Accounting Technician
	Top Step	$ 5,143	$ 5,260	$ 5,497	$ 3,895	$ 5,563		$ 5,030	$ 5,455	$ 4,008	$ 4,424	$ 4,704
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 139	$ 337	$ 148	$ 249	$ 273		$ 75	$ 147	$ 60	$ 66	$ 231
	EE Cost Sharing			$ -385				$ -50				$ -188
	ER Paid Member Contrib	$ 360										
	Calc Classic EPMC as Spec Comp	$ 25										
	Single Highest Year	$ 26	$ 32		$ 23	$ 33					$ 22	$ 28
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 100	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,100	$ 1,096		$ 1,315				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental								$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 17	$ 24
	Life		$ 2	$ 15	$ 8	$ 15			$ 2		$ 9	$ 5
	LTD		$ 11	$ 19	$ 18				$ 50		$ 29	
	STD/SDI			$ 25	$ 10							
Leaves	Vacation	$ 297	$ 283	$ 338	$ 225	$ 439		$ 290	$ 315	$ 308	$ 255	$ 271
	Holidays	$ 272	$ 324	$ 317	$ 195	$ 294		$ 213	$ 252	$ 200	$ 255	$ 244
	Admin Leave							$ 44				$ 18
Allow	Auto											
	Benefit Package Total	$ 2,652	$ 2,232	$ 1,722	$ 1,962	$ 2,150	$ 0	$ 1,887	$ 2,076	$ 1,369	$ 2,424	$ 2,692

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Finance Technician II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Finance Technician II	$ 5,143	$ 2,652	$ 7,795	1/1/2019	1/1/2020	unknown
2	City of Covina	Payroll Technician	$ 5,563	$ 2,150	$ 7,713	7/7/2018	7/6/2019	2.00%
3	City of Norwalk	Account Clerk III	$ 5,455	$ 2,076	$ 7,531	7/1/2018	7/1/2019	Unknown
4	City of Alhambra	Senior Account Clerk	$ 5,260	$ 2,232	$ 7,492	7/1/2018	7/1/2019	unknown
5	City of Whittier	Accounting Technician	$ 4,704	$ 2,692	$ 7,396	7/1/2018	unknown	unknown
6	City of Azusa	Accounts Payable Specialist	$ 5,497	$ 1,722	$ 7,219	7/1/2017	unknown	unknown
7	City of La Habra	Account Clerk III	$ 5,030	$ 1,887	$ 6,917	7/7/2018	7/6/2019	2.00%
8	City of West Covina	Accounting Technician	$ 4,424	$ 2,424	$ 6,848	7/1/2018	7/1/2019	unknown
9	City of Baldwin Park	Finance Clerk	$ 3,895	$ 1,962	$ 5,856	7/1/2018	7/1/2019	2.00%
10	City of Pomona	Accounting Technician II	$ 4,008	$ 1,369	$ 5,377	10/1/2018	10/1/2019	Unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,871	$ 6,928
% City of El Monte Above/Below	5.3%	11.1%
Median of Comparators	$ 5,030	$ 7,219
% City of El Monte Above/Below	2.2%	7.4%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Graphic Designer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Creative Coordinator	$ 5,865	$ 2,133	$ 7,998	7/1/2018	7/1/2019	Unknown
2	City of El Monte	Graphic Designer	$ 5,475	$ 2,724	$ 8,199	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Graphic Designer	N/C	N/C	N/C	N/C	N/R	N/C	Creative Coordinator	N/C	N/C	N/C
	Top Step	$ 5,475							$ 5,865			
Retirement	Classic	2%@55							2%@55			
	Enhanced Formula Cost	$ 148							$ 158			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 383										
	Calc Classic EPMC as Spec Comp	$ 27										
	Single Highest Year	$ 27										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health								$ 1,200			
	Dental								$ 97			
	Vision	$ 23							$ 13			
	Life								$ 3			
	LTD								$ 53			
	STD/SDI											
Leaves	Vacation	$ 316							$ 338			
	Holidays	$ 290							$ 271			
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,724	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,133	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Graphic Designer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Graphic Designer	$ 5,475	$ 2,724	$ 8,199	1/1/2019	1/1/2020	unknown
2	City of Norwalk	Creative Coordinator	$ 5,865	$ 2,133	$ 7,998	7/1/2018	7/1/2019	Unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Heavy Equipment Mechanic

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Equipment Mechanic	$ 6,085	$ 2,164	$ 8,249	7/1/2018	7/1/2019	Unknown
2	City of Alhambra	Automotive Mechanic	$ 5,790	$ 2,332	$ 8,121	7/1/2018	7/1/2019	unknown
3	City of El Monte	Heavy Equipment Mechanic	$ 5,393	$ 2,706	$ 8,099	1/1/2019	1/1/2020	unknown
4	City of Pomona	Heavy Equipment Mechanic	$ 5,389	$ 1,565	$ 6,954	10/1/2018	10/1/2019	Unknown
5	City of Whittier	Fleet Mechanic II	$ 5,302	$ 2,769	$ 8,071	7/1/2018	unknown	unknown
6	City of La Habra	Equipment Mechanic	$ 5,196	$ 1,846	$ 7,042	7/7/2018	7/6/2019	2.00%
7	City of Covina	Equipment Mechanic	$ 4,968	$ 1,991	$ 6,959	7/8/2017	unknown	unknown
8	City of Baldwin Park	Equipment Mechanic	$ 4,732	$ 2,198	$ 6,930	7/1/2018	7/1/2019	2.00%
9	City of West Covina	Mechanic II	$ 4,731	$ 2,418	$ 7,149	7/1/2018	7/1/2019	unknown
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,274	$ 7,434
% City of El Monte Above/Below	2.2%	8.2%
Median of Comparators	$ 5,249	$ 7,095
% City of El Monte Above/Below	2.7%	12.4%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Heavy Equipment Mechanic	Automotive Mechanic	N/C	Equipment Mechanic	Equipment Mechanic	N/R	Equipment Mechanic	Equipment Mechanic	Heavy Equipment Mechanic	Mechanic II	Fleet Mechanic II
	Top Step	$ 5,393	$ 5,790		$ 4,732	$ 4,968		$ 5,196	$ 6,085	$ 5,389	$ 4,731	$ 5,302
Retirement	Classic	2%@55	2.7%@55		2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 146	$ 371		$ 303	$ 243		$ 78	$ 164	$ 81	$ 71	$ 260
	EE Cost Sharing							$ -52				$ -212
	ER Paid Member Contrib	$ 377										
	Calc Classic EPMC as Spec Comp	$ 26										
	Single Highest Year	$ 27	$ 35		$ 28	$ 30					$ 24	$ 32
	Social Security											
	Deferred Compensation										$ 50	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238			$ 1,096		$ 1,315				$ 2,058
	Health				$ 1,200				$ 1,200	$ 725	$ 1,608	
	Dental				$ 52				$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 17	$ 24
	Life		$ 2		$ 8	$ 15			$ 3		$ 9	$ 5
	LTD		$ 12		$ 21				$ 55		$ 31	
	STD/SDI				$ 12							
Leaves	Vacation	$ 311	$ 312		$ 273	$ 344		$ 240	$ 351	$ 415	$ 273	$ 306
	Holidays	$ 285	$ 356		$ 266	$ 263		$ 220	$ 281	$ 269	$ 273	$ 275
	Admin Leave							$ 45				$ 20
Allow	Auto											
	Benefit Package Total	$ 2,706	$ 2,332	$ 0	$ 2,198	$ 1,991	$ 0	$ 1,846	$ 2,164	$ 1,565	$ 2,418	$ 2,769

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Heavy Equipment Mechanic

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Equipment Mechanic	$ 6,085	$ 2,164	$ 8,249	7/1/2018	7/1/2019	Unknown
2	City of Alhambra	Automotive Mechanic	$ 5,790	$ 2,332	$ 8,121	7/1/2018	7/1/2019	unknown
3	City of El Monte	Heavy Equipment Mechanic	$ 5,393	$ 2,706	$ 8,099	1/1/2019	1/1/2020	unknown
4	City of Whittier	Fleet Mechanic II	$ 5,302	$ 2,769	$ 8,071	7/1/2018	unknown	unknown
5	City of West Covina	Mechanic II	$ 4,731	$ 2,418	$ 7,149	7/1/2018	7/1/2019	unknown
6	City of La Habra	Equipment Mechanic	$ 5,196	$ 1,846	$ 7,042	7/7/2018	7/6/2019	2.00%
7	City of Covina	Equipment Mechanic	$ 4,968	$ 1,991	$ 6,959	7/8/2017	unknown	unknown
8	City of Pomona	Heavy Equipment Mechanic	$ 5,389	$ 1,565	$ 6,954	10/1/2018	10/1/2019	Unknown
9	City of Baldwin Park	Equipment Mechanic	$ 4,732	$ 2,198	$ 6,930	7/1/2018	7/1/2019	2.00%
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,274	$ 7,434
% City of El Monte Above/Below	2.2%	8.2%
Median of Comparators	$ 5,249	$ 7,095
% City of El Monte Above/Below	2.7%	12.4%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Housing Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Housing Manager	$ 11,623	$ 3,914	$ 15,536	7/1/2018	7/1/2019	unknown
2	City of Norwalk	Housing Manager	$ 10,080	$ 4,326	$ 14,406	7/1/2018	7/1/2019	Unknown
3	City of El Monte	Housing Manager	$ 9,513	$ 4,141	$ 13,654	1/1/2019	1/1/2020	unknown
4	City of Baldwin Park	Housing Manager	$ 9,136	$ 4,400	$ 13,535	7/1/2018	7/1/2019	2.00%
5	City of Whittier	N/C						
6	City of La Habra	N/C						
7	City of Pomona	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Housing Manager	Housing Manager	N/C	Housing Manager	N/C	N/R	N/C	Housing Manager	N/C	N/C	N/C
	Top Step	$ 9,513	$ 11,623		$ 9,136				$ 10,080			
Retirement	Classic	2%@55	2.7%@55		2.7%@55				2%@55			
	Enhanced Formula Cost	$ 257	$ 744		$ 585				$ 272			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 666										
	Calc Classic EPMC as Spec Comp	$ 47										
	Single Highest Year	$ 48	$ 70		$ 55							
	Social Security											
	Deferred Compensation				$ 500				$ 202			
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238		$ 1,875							
	Health								$ 2,194			
	Dental	$ 138							$ 97			
	Vision	$ 23	$ 6		$ 38				$ 30			
	Life		$ 2		$ 9				$ 5			
	LTD	$ 18	$ 21		$ 41				$ 92			
	STD/SDI				$ 24							
Leaves	Vacation	$ 549	$ 626		$ 527				$ 582			
	Holidays	$ 503	$ 715		$ 483				$ 465			
	Admin Leave[1]	$ 183	$ 492		$ 264				$ 388			
Allow	Auto	$ 200										
	Benefit Package Total	$ 4,141	$ 3,914	$ 0	$ 4,400	$ 0	$ 0	$ 0	$ 4,326	$ 0	$ 0	$ 0

N/C - Non Comparator
1 - City of Alhambra: Employees who have not used sick leave within one full calendar year may receive 8 hrs of personal leave.

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Housing Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Housing Manager	$ 11,623	$ 3,914	$ 15,536	7/1/2018	7/1/2019	unknown
2	City of Norwalk	Housing Manager	$ 10,080	$ 4,326	$ 14,406	7/1/2018	7/1/2019	Unknown
3	City of El Monte	Housing Manager	$ 9,513	$ 4,141	$ 13,654	1/1/2019	1/1/2020	unknown
4	City of Baldwin Park	Housing Manager	$ 9,136	$ 4,400	$ 13,535	7/1/2018	7/1/2019	2.00%
5	City of Whittier	N/C						
6	City of La Habra	N/C						
7	City of Pomona	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Housing Program Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Housing Program Analyst	$ 7,691	$ 3,510	$ 11,201	1/1/2019	1/1/2020	unknown
2	City of Alhambra	Management Analyst	$ 7,587	$ 2,997	$ 10,584	7/1/2018	7/1/2019	unknown
3	City of Norwalk	Community Development Specialist	$ 7,438	$ 2,354	$ 9,792	unknown	unknown	unknown
4	City of La Habra	Housing Specialist/Associate Planner	$ 6,742	$ 2,081	$ 8,823	7/7/2018	7/6/2019	2.00%
5	City of Pomona	Housing Loan Coordinator II	$ 5,661	$ 1,603	$ 7,264	10/1/2018	10/1/2019	Unknown
6	City of Whittier	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,857	$ 9,116
% City of El Monte Above/Below	10.8%	18.6%
Median of Comparators	$ 7,090	$ 9,308
% City of El Monte Above/Below	7.8%	16.9%
Number of Matches	4	4

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Housing Program Analyst	Management Analyst	N/C	N/C	N/C	N/R	Housing Specialist / Associate Planner	Community Development Specialist	Housing Loan Coordinator II	N/C	N/C
	Top Step	$ 7,691	$ 7,587					$ 6,742	$ 7,438	$ 5,661		
Retirement	Classic	2%@55	2.7%@55					2%@60	2%@55	2%@60		
	Enhanced Formula Cost	$ 208	$ 486					$ 101	$ 201	$ 85		
	EE Cost Sharing							$ -67				
	ER Paid Member Contrib	$ 538										
	Calc Classic EPMC as Spec Comp	$ 38										
	Single Highest Year	$ 38	$ 46									
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238					$ 1,315				
	Health								$ 1,200	$ 725		
	Dental	$ 138							$ 97	$ 75		
	Vision	$ 23	$ 6						$ 13			
	Life		$ 2						$ 3			
	LTD	$ 18	$ 16						$ 68			
	STD/SDI											
Leaves	Vacation	$ 444	$ 409					$ 389	$ 429	$ 435		
	Holidays	$ 407	$ 467					$ 285	$ 343	$ 283		
	Admin Leave	$ 148	$ 328					$ 58				
Allow	Auto											
	Benefit Package Total	$ 3,510	$ 2,997	$ 0	$ 0	$ 0	$ 0	$ 2,081	$ 2,354	$ 1,603	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Housing Program Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Housing Program Analyst	$ 7,691	$ 3,510	$ 11,201	1/1/2019	1/1/2020	unknown
2	City of Alhambra	Management Analyst	$ 7,587	$ 2,997	$ 10,584	7/1/2018	7/1/2019	unknown
3	City of Norwalk	Community Development Specialist	$ 7,438	$ 2,354	$ 9,792	unknown	unknown	unknown
4	City of La Habra	Housing Specialist/Associate Planner	$ 6,742	$ 2,081	$ 8,823	7/7/2018	7/6/2019	2.00%
5	City of Pomona	Housing Loan Coordinator II	$ 5,661	$ 1,603	$ 7,264	10/1/2018	10/1/2019	Unknown
6	City of Whittier	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,857	$ 9,116
% City of El Monte Above/Below	10.8%	18.6%
Median of Comparators	$ 7,090	$ 9,308
% City of El Monte Above/Below	7.8%	16.9%
Number of Matches	4	4

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Human Resources And Risk Management Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pomona	Human Resources/Risk Management Director	$ 15,584	$ 4,660	$ 20,244	10/1/2018	10/1/2019	Unknown
2	City of La Habra	Director of Human Resources	$ 14,823	$ 3,111	$ 17,934	7/7/2018	unknown	unknown
3	City of Covina	Director of Human Resources	$ 13,395	$ 3,726	$ 17,121	7/7/2018	7/6/2019	2.00%
4	City of Alhambra	Director of Human Resources/Risk Management	$ 13,348	$ 4,846	$ 18,194	7/1/2018	7/1/2019	unknown
5	City of Norwalk	Director of Human Resources/Risk Manager	$ 13,165	$ 5,603	$ 18,768	7/1/2018	7/1/2019	unknown
6	City of El Monte	Human Resources And Risk Management Director	$ 12,837	$ 5,628	$ 18,465	3/19/2019	unknown	unknown
7	City of West Covina	Human Resources and Risk Management Director	$ 12,366	$ 4,892	$ 17,258	7/1/2017	unknown	unknown
8	City of Azusa	Director of Human Resources and Risk Management	$ 11,042	$ 3,294	$ 14,336	4/6/2017	unknown	unknown
9	City of Baldwin Park	N/C						
10	City of Whittier	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 13,389	$ 17,693
% City of El Monte Above/Below	-4.3%	4.2%
Median of Comparators	$ 13,348	$ 17,934
% City of El Monte Above/Below	-4.0%	2.9%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Human Resources And Risk Management Director	Director of Human Resources / Risk Management	Director of Human Resources and Risk Management	N/C	Director of Human Resources	N/R	Director of Human Resources	Director of Human Resources / Risk Manager	Human Resources / Risk Management Director	Human Resources and Risk Management Director	N/C
	Top Step	$ 12,837	$ 13,348	$ 11,042		$ 13,395		$ 14,823	$ 13,165	$ 15,584	$ 12,366	
Retirement	Classic	2%@55	2.7%@55	2%@55		2.5%@55		2%@60	2%@55	2%@60	2%@60	
	Enhanced Formula Cost	$ 347	$ 854	$ 298		$ 656		$ 222	$ 355	$ 234	$ 185	
	EE Cost Sharing			$ -773		$ -402		$ -148				
	ER Paid Member Contrib	$ 899										
	Calc Classic EPMC as Spec Comp	$ 63										
	Single Highest Year	$ 64	$ 80			$ 80					$ 62	
	Social Security											
	Deferred Compensation			$ 330					$ 527		$ 300	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,346		$ 1,096		$ 1,270				
	Health								$ 2,194	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6						$ 30		$ 17	
	Life	$ 6	$ 28	$ 28		$ 15			$ 6		$ 17	
	LTD	$ 18	$ 21	$ 28					$ 120		$ 80	
	STD/SDI			$ 49								
Leaves	Vacation	$ 987	$ 719	$ 679		$ 1,056		$ 855	$ 760	$ 1,199	$ 713	
	Holidays	$ 679	$ 821	$ 637		$ 708		$ 627	$ 608	$ 779	$ 713	
	Admin Leave	$ 494	$ 1,078	$ 372		$ 515		$ 285	$ 506	$ 1,648	$ 832	
Allow	Auto	$ 400		$ 300					$ 400		$ 300	
	Benefit Package Total	$ 5,628	$ 4,846	$ 3,294	$ 0	$ 3,726	$ 0	$ 3,111	$ 5,603	$ 4,660	$ 4,892	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Human Resources And Risk Management Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pomona	Human Resources/Risk Management Director	$ 15,584	$ 4,660	$ 20,244	10/1/2018	10/1/2019	Unknown
2	City of Norwalk	Director of Human Resources/Risk Manager	$ 13,165	$ 5,603	$ 18,768	7/1/2018	7/1/2019	unknown
3	City of El Monte	Human Resources And Risk Management Director	$ 12,837	$ 5,628	$ 18,465	3/19/2019	unknown	unknown
4	City of Alhambra	Director of Human Resources/Risk Management	$ 13,348	$ 4,846	$ 18,194	7/1/2018	7/1/2019	unknown
5	City of La Habra	Director of Human Resources	$ 14,823	$ 3,111	$ 17,934	7/7/2018	unknown	unknown
6	City of West Covina	Human Resources and Risk Management Director	$ 12,366	$ 4,892	$ 17,258	7/1/2017	unknown	unknown
7	City of Covina	Director of Human Resources	$ 13,395	$ 3,726	$ 17,121	7/7/2018	7/6/2019	2.00%
8	City of Azusa	Director of Human Resources and Risk Management	$ 11,042	$ 3,294	$ 14,336	4/6/2017	unknown	unknown
9	City of Whittier	N/C						
10	City of Baldwin Park	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 13,389	$ 17,693
% City of El Monte Above/Below	-4.3%	4.2%
Median of Comparators	$ 13,348	$ 17,934
% City of El Monte Above/Below	-4.0%	2.9%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Human Resources/Risk Management Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Human Resources Analyst	$ 7,587	$ 2,997	$ 10,584	7/1/2018	7/1/2019	unknown
2	City of Norwalk	Senior Human Resources Analyst	$ 7,398	$ 2,405	$ 9,803	7/1/2018	7/1/2019	unknown
3	City of Baldwin Park	Human Resources Analyst II	$ 6,876	$ 2,499	$ 9,375	7/1/2018	7/1/2019	2.00%
4	City of West Covina	Human Resources Analyst II	$ 6,774	$ 3,063	$ 9,837	7/1/2018	7/1/2019	unknown
5	City of Pomona	Human Resources Analyst II	$ 6,729	$ 1,755	$ 8,484	10/1/2018	10/1/2019	Unknown
6	City of El Monte	Human Resources/Risk Management Analyst	$ 6,577	$ 3,246	$ 9,824	1/1/2019	1/1/2020	unknown
7	City of Covina	Human Resources Analyst	$ 6,511	$ 2,327	$ 8,838	7/7/2018	7/6/2019	2.00%
8	City of Azusa	Human Resources/Risk Management Analyst	$ 6,225	$ 1,786	$ 8,010	8/12/2017	unknown	unknown
9	City of Whittier	N/C						
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,871	$ 9,276
% City of El Monte Above/Below	-4.5%	5.6%
Median of Comparators	$ 6,774	$ 9,375
% City of El Monte Above/Below	-3.0%	4.6%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Human Resources / Risk Management Analyst	Human Resources Analyst	Human Resources / Risk Management Analyst	Human Resources Analyst II	Human Resources Analyst	N/R	N/C	Senior Human Resources Analyst	Human Resources Analyst II	Human Resources Analyst II	N/C
	Top Step	$ 6,577	$ 7,587	$ 6,225	$ 6,876	$ 6,511			$ 7,398	$ 6,729	$ 6,774	
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55			2%@55	2%@60	2%@60	
	Enhanced Formula Cost	$ 178	$ 486	$ 168	$ 440	$ 319			$ 200	$ 101	$ 102	
	EE Cost Sharing			$ -436								
	ER Paid Member Contrib	$ 460										
	Calc Classic EPMC as Spec Comp	$ 32										
	Single Highest Year	$ 33	$ 46		$ 41	$ 39					$ 34	
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 150	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,100	$ 1,096						
	Health								$ 1,200	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 43	
	Life		$ 2	$ 17	$ 8	$ 15			$ 3		$ 17	
	LTD	$ 18	$ 16	$ 21	$ 31				$ 67		$ 44	
	STD/SDI			$ 28	$ 18							
Leaves	Vacation	$ 379	$ 409	$ 383	$ 397	$ 513			$ 427	$ 518	$ 391	
	Holidays	$ 348	$ 467	$ 359	$ 331	$ 344			$ 341	$ 336	$ 417	
	Admin Leave	$ 126	$ 328						$ 57		$ 195	
Allow	Auto											
	Benefit Package Total	$ 3,246	$ 2,997	$ 1,786	$ 2,499	$ 2,327	$ 0	$ 0	$ 2,405	$ 1,755	$ 3,063	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Human Resources/Risk Management Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Human Resources Analyst	$ 7,587	$ 2,997	$ 10,584	7/1/2018	7/1/2019	unknown
2	City of West Covina	Human Resources Analyst II	$ 6,774	$ 3,063	$ 9,837	7/1/2018	7/1/2019	unknown
3	City of El Monte	Human Resources/Risk Management Analyst	$ 6,577	$ 3,246	$ 9,824	1/1/2019	1/1/2020	unknown
4	City of Norwalk	Senior Human Resources Analyst	$ 7,398	$ 2,405	$ 9,803	7/1/2018	7/1/2019	unknown
5	City of Baldwin Park	Human Resources Analyst II	$ 6,876	$ 2,499	$ 9,375	7/1/2018	7/1/2019	2.00%
6	City of Covina	Human Resources Analyst	$ 6,511	$ 2,327	$ 8,838	7/7/2018	7/6/2019	2.00%
7	City of Pomona	Human Resources Analyst II	$ 6,729	$ 1,755	$ 8,484	10/1/2018	10/1/2019	Unknown
8	City of Azusa	Human Resources/Risk Management Analyst	$ 6,225	$ 1,786	$ 8,010	8/12/2017	unknown	unknown
9	City of Whittier	N/C						
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,871	$ 9,276
% City of El Monte Above/Below	-4.5%	5.6%
Median of Comparators	$ 6,774	$ 9,375
% City of El Monte Above/Below	-3.0%	4.6%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Human Resources/Risk Management Specialist

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Human Resources Assistant	$ 5,731	$ 3,004	$ 8,735	7/1/2018	unknown	unknown
2	City of La Habra	Human Resources Technician	$ 5,526	$ 1,943	$ 7,469	7/7/2018	7/6/2019	2.00%
3	City of Baldwin Park	Personnel Technician	$ 5,324	$ 2,215	$ 7,540	7/1/2018	7/1/2019	2.00%
4	City of Covina	Senior Administrative Technician	$ 5,299	$ 2,100	$ 7,399	7/7/2018	7/6/2019	2.00%
5	City of Azusa	Human Resources Technician	$ 5,241	$ 1,700	$ 6,941	8/13/2017	unknown	unknown
6	City of West Covina	Human Resources Technician	$ 4,688	$ 2,461	$ 7,149	7/1/2018	7/1/2019	unknown
7	City of El Monte	Human Resources/Risk Management Specialist	$ 4,686	$ 2,552	$ 7,238	1/1/2019	1/1/2020	unknown
8	City of Norwalk	Office Assistant II	$ 4,622	$ 1,959	$ 6,581	7/1/2018	7/1/2019	Unknown
9	City of Pomona	Human Resources Assistant	$ 4,107	$ 1,383	$ 5,490	10/1/2018	10/1/2019	Unknown
10	City of Alhambra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,067	$ 7,163
% City of El Monte Above/Below	-8.1%	1.0%
Median of Comparators	$ 5,270	$ 7,274
% City of El Monte Above/Below	-12.5%	-0.5%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Human Resources / Risk Management Specialist	N/C	Human Resources Technician	Personnel Technician	Senior Administrative Technician	N/R	Human Resources Technician	Office Assistant II	Human Resources Assistant	Human Resources Technician	Human Resources Assistant
	Top Step	$ 4,686		$ 5,241	$ 5,324	$ 5,299		$ 5,526	$ 4,622	$ 4,107	$ 4,688	$ 5,731
Retirement	Classic	2%@55		2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 127		$ 142	$ 341	$ 260		$ 83	$ 125	$ 62	$ 70	$ 281
	EE Cost Sharing			$ -367				$ -55				$ -229
	ER Paid Member Contrib	$ 328										
	Calc Classic EPMC as Spec Comp	$ 23										
	Single Highest Year	$ 23			$ 32	$ 32					$ 23	$ 34
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 100	$ 86
	Other Ret.											
Insurance	Cafeteria	$ 1,511		$ 1,200	$ 1,100	$ 1,096		$ 1,315				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental								$ 97	$ 75	$ 62	
	Vision	$ 23			$ 34				$ 13		$ 17	$ 24
	Life			$ 14	$ 8	$ 15			$ 2		$ 9	$ 11
	LTD			$ 18	$ 24				$ 42		$ 30	
	STD/SDI			$ 23	$ 14							
Leaves	Vacation	$ 270		$ 323	$ 307	$ 418		$ 319	$ 267	$ 316	$ 270	$ 331
	Holidays	$ 248		$ 302	$ 256	$ 280		$ 234	$ 213	$ 205	$ 270	$ 298
	Admin Leave							$ 48				$ 110
Allow	Auto											
	Benefit Package Total	$ 2,552	$ 0	$ 1,700	$ 2,215	$ 2,100	$ 0	$ 1,943	$ 1,959	$ 1,383	$ 2,461	$ 3,004

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Human Resources/Risk Management Specialist

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Human Resources Assistant	$ 5,731	$ 3,004	$ 8,735	7/1/2018	unknown	unknown
2	City of Baldwin Park	Personnel Technician	$ 5,324	$ 2,215	$ 7,540	7/1/2018	7/1/2019	2.00%
3	City of La Habra	Human Resources Technician	$ 5,526	$ 1,943	$ 7,469	7/7/2018	7/6/2019	2.00%
4	City of Covina	Senior Administrative Technician	$ 5,299	$ 2,100	$ 7,399	7/7/2018	7/6/2019	2.00%
5	City of El Monte	Human Resources/Risk Management Specialist	$ 4,686	$ 2,552	$ 7,238	1/1/2019	1/1/2020	unknown
6	City of West Covina	Human Resources Technician	$ 4,688	$ 2,461	$ 7,149	7/1/2018	7/1/2019	unknown
7	City of Azusa	Human Resources Technician	$ 5,241	$ 1,700	$ 6,941	8/13/2017	unknown	unknown
8	City of Norwalk	Office Assistant II	$ 4,622	$ 1,959	$ 6,581	7/1/2018	7/1/2019	Unknown
9	City of Pomona	Human Resources Assistant	$ 4,107	$ 1,383	$ 5,490	10/1/2018	10/1/2019	Unknown
10	City of Alhambra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,067	$ 7,163
% City of El Monte Above/Below	-8.1%	1.0%
Median of Comparators	$ 5,270	$ 7,274
% City of El Monte Above/Below	-12.5%	-0.5%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Human Resources/Risk Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of La Habra	Human Resources Manager	$ 11,754	$ 2,730	$ 14,484	7/7/2018	unknown	unknown
2	City of Baldwin Park	Human Resources/Risk Manager	$ 11,455	$ 4,901	$ 16,356	7/1/2018	7/1/2019	2.00%
3	City of Pomona[1]	Human Resources Manager / Risk Manager	$ 10,498	$ 2,971	$ 13,469	10/1/2018	10/1/2019	Unknown
4	City of Whittier	Human Resources Manager	$ 9,595	$ 3,802	$ 13,397	7/1/2018	unknown	unknown
5	City of El Monte	Human Resources/Risk Manager	$ 9,513	$ 3,941	$ 13,454	1/1/2019	1/1/2020	unknown
6	City of Alhambra	Human Resources Manager	$ 9,194	$ 3,500	$ 12,695	7/1/2018	7/1/2019	unknown
7	City of West Covina	N/C						
8	City of Norwalk	N/C						
9	City of Azusa	N/C						
10	City of Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,499	$ 14,080
% City of El Monte Above/Below	-10.4%	-4.7%
Median of Comparators	$ 10,498	$ 13,469
% City of El Monte Above/Below	-10.4%	-0.1%
Number of Matches	5	5

N/C - Non Comparator

N/R - Non Responsive

1 - City of Pomona: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Human Resources / Risk Manager	Human Resources Manager	N/C	Human Resources / Risk Manager	N/C	N/R	Human Resources Manager	N/C	Human Resources Manager / Risk Manager	N/C	Human Resources Manager
	Top Step	$ 9,513	$ 9,194		$ 11,455			$ 11,754		$ 10,498		$ 9,595
Retirement	Classic	2%@55	2.7%@55		2.7%@55			2%@60		2%@60		2.5%@55
	Enhanced Formula Cost	$ 257	$ 588		$ 733			$ 176		$ 157		$ 470
	EE Cost Sharing							$ -118				$ -384
	ER Paid Member Contrib	$ 666										
	Calc Classic EPMC as Spec Comp	$ 47										
	Single Highest Year	$ 48	$ 55		$ 69							$ 58
	Social Security											
	Deferred Compensation				$ 500							$ 144
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238		$ 1,875			$ 1,270				$ 2,058
	Health									$ 725		
	Dental	$ 138								$ 75		
	Vision	$ 23	$ 6		$ 38							$ 24
	Life		$ 2		$ 9							$ 11
	LTD	$ 18	$ 19		$ 51							
	STD/SDI				$ 30							
Leaves	Vacation	$ 549	$ 495		$ 661			$ 678		$ 808		$ 554
	Holidays	$ 503	$ 566		$ 606			$ 497		$ 525		$ 498
	Admin Leave	$ 183	$ 530		$ 330			$ 226		$ 681		$ 369
Allow	Auto											
	Benefit Package Total	$ 3,941	$ 3,500	$ 0	$ 4,901	$ 0	$ 0	$ 2,730	$ 0	$ 2,971	$ 0	$ 3,802

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Human Resources/Risk Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Baldwin Park	Human Resources/Risk Manager	$ 11,455	$ 4,901	$ 16,356	7/1/2018	7/1/2019	2.00%
2	City of La Habra	Human Resources Manager	$ 11,754	$ 2,730	$ 14,484	7/7/2018	unknown	unknown
3	City of Pomona[1]	Human Resources Manager / Risk Manager	$ 10,498	$ 2,971	$ 13,469	10/1/2018	10/1/2019	Unknown
4	City of El Monte	Human Resources/Risk Manager	$ 9,513	$ 3,941	$ 13,454	1/1/2019	1/1/2020	unknown
5	City of Whittier	Human Resources Manager	$ 9,595	$ 3,802	$ 13,397	7/1/2018	unknown	unknown
6	City of Alhambra	Human Resources Manager	$ 9,194	$ 3,500	$ 12,695	7/1/2018	7/1/2019	unknown
7	City of West Covina	N/C						
8	City of Norwalk	N/C						
9	City of Azusa	N/C						
10	City of Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,499	$ 14,080
% City of El Monte Above/Below	-10.4%	-4.7%
Median of Comparators	$ 10,498	$ 13,469
% City of El Monte Above/Below	-10.4%	-0.1%
Number of Matches	5	5

N/C - Non Comparator

N/R - Non Responsive

1 - City of Pomona: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Information Technology Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Information Technology Analyst	$ 7,852	$ 3,548	$ 11,400	1/1/2019	1/1/2020	unknown
2	City of Whittier	Information Systems Analyst	$ 7,752	$ 3,474	$ 11,226	7/1/2018	unknown	unknown
3	City of West Covina	Information Technology Analyst II	$ 7,724	$ 3,229	$ 10,953	7/1/2018	7/1/2019	unknown
4	City of Azusa	Senior Information Technology Analyst	$ 7,554	$ 1,901	$ 9,455	7/1/2017	unknown	unknown
5	City of La Habra	Information Technology Systems Analyst	$ 7,253	$ 2,139	$ 9,392	7/7/2018	7/6/2019	2.00%
6	City of Alhambra	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of Pomona	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,571	$ 10,256
% City of El Monte Above/Below	3.6%	10.0%
Median of Comparators	$ 7,639	$ 10,204
% City of El Monte Above/Below	2.7%	10.5%
Number of Matches	4	4

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Information Technology Analyst	N/C	Senior Information Technology Analyst	N/C	N/C	N/R	Information Technology Systems Analyst	N/C	N/C	Information Technology Analyst II	Information Systems Analyst
	Top Step	$ 7,852		$ 7,554				$ 7,253			$ 7,724	$ 7,752
Retirement	Classic	2%@55		2%@55				2%@60			2%@60	2.5%@55
	Enhanced Formula Cost	$ 212		$ 204				$ 109			$ 116	$ 380
	EE Cost Sharing			$ -529				$ -73				$ -310
	ER Paid Member Contrib	$ 550										
	Calc Classic EPMC as Spec Comp	$ 38										
	Single Highest Year	$ 39									$ 39	$ 47
	Social Security											
	Deferred Compensation			$ 45							$ 150	$ 116
	Other Ret.											
Insurance	Cafeteria	$ 1,511		$ 1,200				$ 1,315				$ 2,058
	Health										$ 1,608	
	Dental	$ 138									$ 62	
	Vision	$ 23									$ 43	$ 24
	Life			$ 21							$ 17	$ 11
	LTD	$ 18		$ 26							$ 50	
	STD/SDI			$ 34								
Leaves	Vacation	$ 453		$ 465				$ 418			$ 446	$ 447
	Holidays	$ 415		$ 436				$ 307			$ 475	$ 403
	Admin Leave	$ 151						$ 63			$ 223	$ 298
Allow	Auto											
	Benefit Package Total	$ 3,548	$ 0	$ 1,901	$ 0	$ 0	$ 0	$ 2,139	$ 0	$ 0	$ 3,229	$ 3,474

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Information Technology Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Information Technology Analyst	$ 7,852	$ 3,548	$ 11,400	1/1/2019	1/1/2020	unknown
2	City of Whittier	Information Systems Analyst	$ 7,752	$ 3,474	$ 11,226	7/1/2018	unknown	unknown
3	City of West Covina	Information Technology Analyst II	$ 7,724	$ 3,229	$ 10,953	7/1/2018	7/1/2019	unknown
4	City of Azusa	Senior Information Technology Analyst	$ 7,554	$ 1,901	$ 9,455	7/1/2017	unknown	unknown
5	City of La Habra	Information Technology Systems Analyst	$ 7,253	$ 2,139	$ 9,392	7/7/2018	7/6/2019	2.00%
6	City of Alhambra	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of Pomona	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,571	$ 10,256
% City of El Monte Above/Below	3.6%	10.0%
Median of Comparators	$ 7,639	$ 10,204
% City of El Monte Above/Below	2.7%	10.5%
Number of Matches	4	4

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Information Technology Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Azusa[1]	[Information Technology Systems and Network Manager / Police Department Information Systems Manager]	$ 10,663	$ 2,524	$ 13,187	3/11/2018	unknown	unknown
2	City of Covina	Information Technology Services Manager	$ 9,899	$ 3,216	$ 13,115	7/7/2018	7/6/2019	2.00%
3	City of West Covina	Information Technology Manager	$ 9,705	$ 3,566	$ 13,271	7/1/2018	7/1/2019	unknown
4	City of El Monte	Information Technology Manager	$ 9,513	$ 4,141	$ 13,654	1/1/2019	1/1/2020	unknown
5	City of Alhambra	N/C						
6	City of Whittier	N/C						
7	City of Baldwin Park	N/C						
8	City of La Habra	N/C						
9	City of Pomona	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

1 - City of Azusa: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Information Technology Manager	N/C	[Information Technology Systems and Network Manager / Police Department Information Systems Manager]	N/C	Information Technology Services Manager	N/R	N/C	N/C	N/C	Information Technology Manager	N/C
	Top Step	$ 9,513		$ 10,663		$ 9,899					$ 9,705	
Retirement	Classic	2%@55		2%@55		2.5%@55					2%@60	
	Enhanced Formula Cost	$ 257		$ 288		$ 485					$ 146	
	EE Cost Sharing			$ -746								
	ER Paid Member Contrib	$ 666										
	Calc Classic EPMC as Spec Comp	$ 47										
	Single Highest Year	$ 48				$ 59					$ 49	
	Social Security											
	Deferred Compensation			$ 150							$ 150	
	Other Ret.											
Insurance	Cafeteria	$ 1,511		$ 1,200		$ 1,096						
	Health										$ 1,608	
	Dental	$ 138									$ 62	
	Vision	$ 23									$ 43	
	Life			$ 29		$ 15					$ 17	
	LTD	$ 18		$ 28							$ 54	
	STD/SDI			$ 48								
Leaves	Vacation	$ 549		$ 656		$ 780					$ 560	
	Holidays	$ 503		$ 615		$ 523					$ 597	
	Admin Leave	$ 183		$ 256		$ 257					$ 280	
Allow	Auto	$ 200										
	Benefit Package Total	$ 4,141	$ 0	$ 2,524	$ 0	$ 3,216	$ 0	$ 0	$ 0	$ 0	$ 3,566	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Information Technology Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Information Technology Manager	$ 9,513	$ 4,141	$ 13,654	1/1/2019	1/1/2020	unknown
2	City of West Covina	Information Technology Manager	$ 9,705	$ 3,566	$ 13,271	7/1/2018	7/1/2019	unknown
3	City of Azusa[1]	[Information Technology Systems and Network Manager / Police Department Information Systems Manager]	$ 10,663	$ 2,524	$ 13,187	3/11/2018	unknown	unknown
4	City of Covina	Information Technology Services Manager	$ 9,899	$ 3,216	$ 13,115	7/7/2018	7/6/2019	2.00%
5	City of Whittier	N/C						
6	City of Alhambra	N/C						
7	City of La Habra	N/C						
8	City of Baldwin Park	N/C						
9	City of Pomona	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

1 - City of Azusa: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Information Technology Specialist

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Information Technology Specialist	$ 7,028	$ 3,062	$ 10,089	1/1/2019	1/1/2020	unknown
2	City of West Covina	User Support Specialist	$ 6,121	$ 2,782	$ 8,903	7/1/2018	7/1/2019	unknown
3	City of Azusa[1]	Information Technology Analyst	$ 6,031	$ 1,769	$ 7,800	7/1/2017	unknown	unknown
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of La Habra	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of Pomona	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

N/R - Non Responsive

1 - City of Azusa: AA level class.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Information Technology Specialist	N/C	Information Technology Analyst	N/C	N/C	N/R	N/C	N/C	N/C	User Support Specialist	N/C
	Top Step	$ 7,028		$ 6,031							$ 6,121	
Retirement	Classic	2%@55		2%@55							2%@60	
	Enhanced Formula Cost	$ 190		$ 163							$ 92	
	EE Cost Sharing			$ -422								
	ER Paid Member Contrib	$ 492										
	Calc Classic EPMC as Spec Comp	$ 34										
	Single Highest Year	$ 35									$ 31	
	Social Security											
	Deferred Compensation			$ 45							$ 100	
	Other Ret.											
Insurance	Cafeteria	$ 1,511		$ 1,200								
	Health										$ 1,608	
	Dental										$ 62	
	Vision	$ 23									$ 17	
	Life			$ 17							$ 9	
	LTD			$ 21							$ 40	
	STD/SDI			$ 27								
Leaves	Vacation	$ 405		$ 371							$ 353	
	Holidays	$ 372		$ 348							$ 353	
	Admin Leave										$ 118	
Allow	Auto											
	Benefit Package Total	$ 3,062	$ 0	$ 1,769	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,782	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Information Technology Specialist

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Information Technology Specialist	$ 7,028	$ 3,062	$ 10,089	1/1/2019	1/1/2020	unknown
2	City of West Covina	User Support Specialist	$ 6,121	$ 2,782	$ 8,903	7/1/2018	7/1/2019	unknown
3	City of Azusa[1]	Information Technology Analyst	$ 6,031	$ 1,769	$ 7,800	7/1/2017	unknown	unknown
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of La Habra	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of Pomona	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

N/R - Non Responsive

1 - City of Azusa: AA level class

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Instructor Guard

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Instructor Guard	$ 3,016	7/1/2018	7/1/2019	Unknown
2	City of West Covina	Lifeguard Instructor	$ 2,791	1/1/2019	unknown	unknown
3	City of Azusa	Instructor Guard	$ 2,780	1/1/2019	unknown	unknown
4	City of Baldwin Park	Water Safety Instructor	$ 2,669	7/1/2018	7/1/2019	unknown
5	City of Alhambra	Lifeguard/ Instructor	$ 2,654	7/1/2018	unknown	unknown
6	City of El Monte	Instructor Guard	$ 2,427	unknown	unknown	unknown
7	City of La Habra	Swim Instructor/Lifeguard	$ 2,253	unknown	unknown	unknown
8	City of Whittier	N/C				
9	City of Covina	N/C				
10	City of Pomona	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	$ 2,694
% City of El Monte Above/Below	-11.0%
Median of Comparators	$ 2,725
% City of El Monte Above/Below	-12.3%
Number of Matches	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Instructor Guard

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Instructor Guard	$ 3,016	7/1/2018	7/1/2019	Unknown
2	City of West Covina	Lifeguard Instructor	$ 2,791	1/1/2019	unknown	unknown
3	City of Azusa	Instructor Guard	$ 2,780	1/1/2019	unknown	unknown
4	City of Baldwin Park	Water Safety Instructor	$ 2,669	7/1/2018	7/1/2019	unknown
5	City of Alhambra	Lifeguard/ Instructor	$ 2,654	7/1/2018	unknown	unknown
6	City of El Monte	Instructor Guard	$ 2,427	unknown	unknown	unknown
7	City of La Habra	Swim Instructor/Lifeguard	$ 2,253	unknown	unknown	unknown
8	City of Whittier	N/C				
9	City of Covina	N/C				
10	City of Pomona	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	$ 2,694
% City of El Monte Above/Below	-11.0%
Median of Comparators	$ 2,725
% City of El Monte Above/Below	-12.3%
Number of Matches	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Lifeguard

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Lifeguard	$ 2,718	7/1/2018	7/1/2019	Unknown
2	City of Baldwin Park	Lifeguard	$ 2,617	7/1/2018	7/1/2019	unknown
3	City of West Covina	Lifeguard	$ 2,538	1/1/2019	unknown	unknown
4	City of Azusa	Lifeguard	$ 2,529	1/1/2019	unknown	unknown
5	City of El Monte	Lifeguard	$ 2,253	unknown	unknown	unknown
6	City of Whittier	Lifeguard II	$ 2,122	1/1/2019	unknown	unknown
7	City of Alhambra	N/C				
8	City of La Habra	N/C				
9	City of Covina	N/C				
10	City of Pomona	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	$ 2,505
% City of El Monte Above/Below	-11.2%
Median of Comparators	$ 2,538
% City of El Monte Above/Below	-12.6%
Number of Matches	5

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Lifeguard

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Lifeguard	$ 2,718	7/1/2018	7/1/2019	Unknown
2	City of Baldwin Park	Lifeguard	$ 2,617	7/1/2018	7/1/2019	unknown
3	City of West Covina	Lifeguard	$ 2,538	1/1/2019	unknown	unknown
4	City of Azusa	Lifeguard	$ 2,529	1/1/2019	unknown	unknown
5	**City of El Monte**	**Lifeguard**	**$ 2,253**	**unknown**	**unknown**	**unknown**
6	City of Whittier	Lifeguard II	$ 2,122	1/1/2019	unknown	unknown
7	City of Alhambra	N/C				
8	City of La Habra	N/C				
9	City of Covina	N/C				
10	City of Pomona	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	$ 2,505
% City of El Monte Above/Below	-11.2%
Median of Comparators	$ 2,538
% City of El Monte Above/Below	-12.6%
Number of Matches	5

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Maintenance Worker

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Maintenance Worker II	$ 5,158	$ 2,034	$ 7,192	7/1/2018	7/1/2019	Unknown
2	City of Azusa[2]	[Streets Maintenance Worker II / Park Maintenance Worker II]	$ 4,909	$ 1,671	$ 6,580	7/1/2017	unknown	unknown
3	City of Alhambra[1]	[Street Maintenance Worker / Parks Worker II / Building Maintenance Worker]	$ 4,888	$ 2,162	$ 7,050	7/1/2018	7/1/2019	unknown
4	City of Covina[3]	[Building Maintenance Worker / Street Worker]	$ 4,809	$ 1,963	$ 6,772	7/8/2017	unknown	unknown
5	City of La Habra[4]	[Service Worker II / Building Maintenance Worker]	$ 4,761	$ 1,801	$ 6,562	7/7/2018	7/6/2019	2.00%
6	City of El Monte	Maintenance Worker	$ 4,467	$ 2,505	$ 6,971	1/1/2019	1/1/2020	unknown
7	City of Baldwin Park	Maintenance Worker II	$ 4,393	$ 2,133	$ 6,526	7/1/2018	7/1/2019	2.00%
8	City of Whittier[5]	[Street Maintenance Worker II / Park Maintenance Worker II]	$ 4,387	$ 2,651	$ 7,038	7/1/2018	unknown	unknown
9	City of Pomona	Public Services Maintenance Worker II	$ 4,107	$ 1,383	$ 5,490	10/1/2018	10/1/2019	Unknown
10	City of West Covina	Maintenance Worker II	$ 3,880	$ 2,297	$ 6,177	7/1/2018	7/1/2019	unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,588	$ 6,599
% City of El Monte Above/Below	-2.7%	5.3%
Median of Comparators	$ 4,761	$ 6,580
% City of El Monte Above/Below	-6.6%	5.6%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Alhambra: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Azusa: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Covina: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - City of La Habra: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

5 - City of Whittier: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Maintenance Worker	[Street Maintenance Worker / Parks Worker II / Building Maintenance Worker]	[Streets Maintenance Worker II / Park Maintenance Worker II]	Maintenance Worker II	[Building Maintenance Worker / Street Worker]	N/R	[Service Worker II / Building Maintenance Worker]	Maintenance Worker II	Public Services Maintenance Worker II	Maintenance Worker II	[Street Maintenance Worker II / Park Maintenance Worker II]
	Top Step	$ 4,467	$ 4,888	$ 4,909	$ 4,393	$ 4,809		$ 4,761	$ 5,158	$ 4,107	$ 3,880	$ 4,387
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 121	$ 313	$ 133	$ 281	$ 236		$ 71	$ 139	$ 62	$ 58	$ 215
	EE Cost Sharing			$ -344				$ -48				$ -175
	ER Paid Member Contrib	$ 313										
	Calc Classic EPMC as Spec Comp	$ 22										
	Single Highest Year	$ 22	$ 29		$ 26	$ 29					$ 19	$ 26
	Social Security											
	Deferred Compensation			$ 45							$ 50	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200		$ 1,096		$ 1,315				$ 2,058
	Health				$ 1,200				$ 1,200	$ 725	$ 1,608	
	Dental				$ 52				$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 17	$ 24
	Life		$ 2	$ 14	$ 8	$ 15			$ 2		$ 9	$ 5
	LTD		$ 10	$ 17	$ 20				$ 47		$ 25	
	STD/SDI			$ 22	$ 11							
Leaves	Vacation	$ 258	$ 263	$ 302	$ 253	$ 333		$ 220	$ 298	$ 316	$ 224	$ 253
	Holidays	$ 236	$ 301	$ 283	$ 247	$ 254		$ 201	$ 238	$ 205	$ 224	$ 228
	Admin Leave							$ 41				$ 17
Allow	Auto											
	Benefit Package Total	$ 2,505	$ 2,162	$ 1,671	$ 2,133	$ 1,963	$ 0	$ 1,801	$ 2,034	$ 1,383	$ 2,297	$ 2,651

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Maintenance Worker

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Maintenance Worker II	$ 5,158	$ 2,034	$ 7,192	7/1/2018	7/1/2019	Unknown
2	City of Alhambra[1]	[Street Maintenance Worker / Parks Worker II / Building Maintenance Worker]	$ 4,888	$ 2,162	$ 7,050	7/1/2018	7/1/2019	unknown
3	City of Whittier[5]	[Street Maintenance Worker II / Park Maintenance Worker II]	$ 4,387	$ 2,651	$ 7,038	7/1/2018	unknown	unknown
4	City of El Monte	Maintenance Worker	$ 4,467	$ 2,505	$ 6,971	1/1/2019	1/1/2020	unknown
5	City of Covina[3]	[Building Maintenance Worker / Street Worker]	$ 4,809	$ 1,963	$ 6,772	7/8/2017	unknown	unknown
6	City of Azusa[2]	[Streets Maintenance Worker II / Park Maintenance Worker II]	$ 4,909	$ 1,671	$ 6,580	7/1/2017	unknown	unknown
7	City of La Habra[4]	[Service Worker II / Building Maintenance Worker]	$ 4,761	$ 1,801	$ 6,562	7/7/2018	7/6/2019	2.00%
8	City of Baldwin Park	Maintenance Worker II	$ 4,393	$ 2,133	$ 6,526	7/1/2018	7/1/2019	2.00%
9	City of West Covina	Maintenance Worker II	$ 3,880	$ 2,297	$ 6,177	7/1/2018	7/1/2019	unknown
10	City of Pomona	Public Services Maintenance Worker II	$ 4,107	$ 1,383	$ 5,490	10/1/2018	10/1/2019	Unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,588	$ 6,599
% City of El Monte Above/Below	-2.7%	5.3%
Median of Comparators	$ 4,761	$ 6,580
% City of El Monte Above/Below	-6.6%	5.6%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Alhambra: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Azusa: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Covina: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

4 - City of La Habra: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

5 - City of Whittier: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Management Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Management Analyst II	$ 7,752	$ 3,474	$ 11,226	7/1/2018	unknown	unknown
2	City of West Covina	Management Analyst II	$ 7,089	$ 3,118	$ 10,207	7/1/2018	7/1/2019	unknown
3	City of La Habra	Management Analyst	$ 6,656	$ 2,072	$ 8,728	7/7/2018	7/6/2019	2.00%
4	City of El Monte	Management Analyst	$ 6,577	$ 3,246	$ 9,824	1/1/2019	1/1/2020	unknown
5	City of Covina	Management Analyst	$ 6,511	$ 2,327	$ 8,838	7/7/2018	7/6/2019	2.00%
6	City of Norwalk	Management Analyst	$ 6,431	$ 2,262	$ 8,693	7/1/2018	7/1/2019	Unknown
7	City of Alhambra[1]	[Administrative Analyst / Management Analyst]	$ 6,414	$ 2,726	$ 9,140	7/1/2018	7/1/2019	unknown
8	City of Pomona	Management Analyst	$ 6,250	$ 1,927	$ 8,177	10/1/2018	10/1/2019	Unknown
9	City of Azusa	Management Analyst	$ 6,194	$ 1,783	$ 7,977	8/15/2017	unknown	unknown
10	City of Baldwin Park	Management Analyst	$ 6,161	$ 2,380	$ 8,541	7/1/2018	7/1/2019	2.00%
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,606	$ 9,059
% City of El Monte Above/Below	-0.4%	7.8%
Median of Comparators	$ 6,431	$ 8,728
% City of El Monte Above/Below	2.2%	11.2%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Alhambra: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Management Analyst	[Administrative Analyst / Management Analyst]	Management Analyst	Management Analyst	Management Analyst	N/R	Management Analyst	Management Analyst	Management Analyst	Management Analyst II	Management Analyst II
	Top Step	$ 6,577	$ 6,414	$ 6,194	$ 6,161	$ 6,511		$ 6,656	$ 6,431	$ 6,250	$ 7,089	$ 7,752
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 178	$ 411	$ 167	$ 394	$ 319		$ 100	$ 174	$ 94	$ 106	$ 380
	EE Cost Sharing			$ -434				$ -67				$ -310
	ER Paid Member Contrib	$ 460										
	Calc Classic EPMC as Spec Comp	$ 32										
	Single Highest Year	$ 33	$ 38		$ 37	$ 39					$ 35	$ 47
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 150	$ 116
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,100	$ 1,096		$ 1,315				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 43	$ 24
	Life		$ 2	$ 17	$ 8	$ 15			$ 3		$ 17	$ 11
	LTD	$ 18	$ 13	$ 21	$ 28				$ 58		$ 46	
	STD/SDI			$ 28	$ 16							
Leaves	Vacation	$ 379	$ 345	$ 381	$ 355	$ 513		$ 384	$ 371	$ 481	$ 409	$ 447
	Holidays	$ 348	$ 395	$ 357	$ 308	$ 344		$ 282	$ 297	$ 313	$ 436	$ 403
	Admin Leave	$ 126	$ 278					$ 58	$ 49	$ 240	$ 204	$ 298
Allow	Auto											
	Benefit Package Total	$ 3,246	$ 2,726	$ 1,783	$ 2,380	$ 2,327	$ 0	$ 2,072	$ 2,262	$ 1,927	$ 3,118	$ 3,474

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Management Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Management Analyst II	$ 7,752	$ 3,474	$ 11,226	7/1/2018	unknown	unknown
2	City of West Covina	Management Analyst II	$ 7,089	$ 3,118	$ 10,207	7/1/2018	7/1/2019	unknown
3	City of El Monte	Management Analyst	$ 6,577	$ 3,246	$ 9,824	1/1/2019	1/1/2020	unknown
4	City of Alhambra[1]	[Administrative Analyst / Management Analyst]	$ 6,414	$ 2,726	$ 9,140	7/1/2018	7/1/2019	unknown
5	City of Covina	Management Analyst	$ 6,511	$ 2,327	$ 8,838	7/7/2018	7/6/2019	2.00%
6	City of La Habra	Management Analyst	$ 6,656	$ 2,072	$ 8,728	7/7/2018	7/6/2019	2.00%
7	City of Norwalk	Management Analyst	$ 6,431	$ 2,262	$ 8,693	7/1/2018	7/1/2019	Unknown
8	City of Baldwin Park	Management Analyst	$ 6,161	$ 2,380	$ 8,541	7/1/2018	7/1/2019	2.00%
9	City of Pomona	Management Analyst	$ 6,250	$ 1,927	$ 8,177	10/1/2018	10/1/2019	Unknown
10	City of Azusa	Management Analyst	$ 6,194	$ 1,783	$ 7,977	8/15/2017	unknown	unknown
11	City of Hawthorne	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,606	$ 9,059
% City of El Monte Above/Below	-0.4%	7.8%
Median of Comparators	$ 6,431	$ 8,728
% City of El Monte Above/Below	2.2%	11.2%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Alhambra: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Neighborhood Services Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Neighborhood Services Manager	$ 8,788	$ 3,770	$ 12,558	1/1/2019	1/1/2020	unknown
2	City of La Habra	Community Preservation Manager	$ 8,036	$ 2,268	$ 10,304	7/7/2018	unknown	unknown
3	City of Azusa	Community Improvement Manager	$ 8,009	$ 2,238	$ 10,247	7/1/2017	unknown	unknown
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Neighborhood Services Manager	N/C	Community Improvement Manager	N/C	N/C	N/R	Community Preservation Manager	N/C	N/C	N/C	N/C
	Top Step	$ 8,788		$ 8,009				$ 8,036				
Retirement	Classic	2%@55		2%@55				2%@60				
	Enhanced Formula Cost	$ 237		$ 216				$ 121				
	EE Cost Sharing			$ -561				$ -80				
	ER Paid Member Contrib	$ 615										
	Calc Classic EPMC as Spec Comp	$ 43										
	Single Highest Year	$ 44										
	Social Security											
	Deferred Compensation			$ 150								
	Other Ret.											
Insurance	Cafeteria	$ 1,511		$ 1,200				$ 1,270				
	Health											
	Dental	$ 138										
	Vision	$ 23										
	Life			$ 22								
	LTD	$ 18		$ 27								
	STD/SDI			$ 36								
Leaves	Vacation	$ 507		$ 493				$ 464				
	Holidays	$ 465		$ 462				$ 340				
	Admin Leave	$ 169		$ 193				$ 155				
Allow	Auto											
	Benefit Package Total	$ 3,770	$ 0	$ 2,238	$ 0	$ 0	$ 0	$ 2,268	$ 0	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Neighborhood Services Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Neighborhood Services Manager	$ 8,788	$ 3,770	$ 12,558	1/1/2019	1/1/2020	unknown
2	City of La Habra	Community Preservation Manager	$ 8,036	$ 2,268	$ 10,304	7/7/2018	unknown	unknown
3	City of Azusa	Community Improvement Manager	$ 8,009	$ 2,238	$ 10,247	7/1/2017	unknown	unknown
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Office Assistant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Office Assistant II	$ 4,622	$ 1,959	$ 6,581	7/1/2018	7/1/2019	Unknown
2	City of Alhambra	Clerical Assistant II	$ 4,427	$ 2,076	$ 6,503	7/1/2018	7/1/2019	unknown
3	City of Azusa	Office Specialist II	$ 3,910	$ 1,585	$ 5,494	7/1/2017	unknown	unknown
4	City of Covina	Office Assistant II	$ 3,907	$ 1,803	$ 5,710	7/8/2017	unknown	unknown
5	City of Whittier	Office Specialist II	$ 3,815	$ 2,578	$ 6,393	7/1/2018	unknown	unknown
6	City of La Habra	Clerk Typist	$ 3,691	$ 1,734	$ 5,425	7/7/2018	7/6/2019	2.00%
7	City of Pomona	Administrative Clerk	$ 3,540	$ 1,302	$ 4,842	10/1/2018	10/1/2019	Unknown
8	City of Baldwin Park	Administrative Clerk II	$ 3,527	$ 1,894	$ 5,420	7/1/2018	7/1/2019	2.00%
9	City of West Covina	Office Assistant II	$ 3,287	$ 2,213	$ 5,500	7/1/2018	7/1/2019	unknown
10	City of El Monte	Office Assistant	$ 3,132	$ 2,214	$ 5,347	1/1/2019	1/1/2020	unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 3,858	$ 5,763
% City of El Monte Above/Below	-23.2%	-7.8%
Median of Comparators	$ 3,815	$ 5,500
% City of El Monte Above/Below	-21.8%	-2.9%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Office Assistant	Clerical Assistant II	Office Specialist II	Administrative Clerk II	Office Assistant II	N/R	Clerk Typist	Office Assistant II	Administrative Clerk	Office Assistant II	Office Specialist II
	Top Step	$ 3,132	$ 4,427	$ 3,910	$ 3,527	$ 3,907		$ 3,691	$ 4,622	$ 3,540	$ 3,287	$ 3,815
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 85	$ 283	$ 106	$ 226	$ 191		$ 55	$ 125	$ 53	$ 49	$ 187
	EE Cost Sharing			$ -274				$ -37				$ -153
	ER Paid Member Contrib	$ 219										
	Calc Classic EPMC as Spec Comp	$ 15										
	Single Highest Year	$ 16	$ 27		$ 21	$ 23					$ 16	$ 23
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 50	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,100	$ 1,096		$ 1,315				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental								$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 17	$ 24
	Life		$ 2	$ 11	$ 8	$ 15			$ 2		$ 9	$ 5
	LTD		$ 9	$ 13	$ 16				$ 42		$ 21	
	STD/SDI			$ 17	$ 9							
Leaves	Vacation	$ 181	$ 238	$ 241	$ 203	$ 270		$ 213	$ 267	$ 272	$ 190	$ 220
	Holidays	$ 166	$ 272	$ 226	$ 176	$ 207		$ 156	$ 213	$ 177	$ 190	$ 198
	Admin Leave							$ 32				$ 15
Allow	Auto											
	Benefit Package Total	$ 2,214	$ 2,076	$ 1,585	$ 1,894	$ 1,803	$ 0	$ 1,734	$ 1,959	$ 1,302	$ 2,213	$ 2,578

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Office Assistant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Office Assistant II	$ 4,622	$ 1,959	$ 6,581	7/1/2018	7/1/2019	Unknown
2	City of Alhambra	Clerical Assistant II	$ 4,427	$ 2,076	$ 6,503	7/1/2018	7/1/2019	unknown
3	City of Whittier	Office Specialist II	$ 3,815	$ 2,578	$ 6,393	7/1/2018	unknown	unknown
4	City of Covina	Office Assistant II	$ 3,907	$ 1,803	$ 5,710	7/8/2017	unknown	unknown
5	City of West Covina	Office Assistant II	$ 3,287	$ 2,213	$ 5,500	7/1/2018	7/1/2019	unknown
6	City of Azusa	Office Specialist II	$ 3,910	$ 1,585	$ 5,494	7/1/2017	unknown	unknown
7	City of La Habra	Clerk Typist	$ 3,691	$ 1,734	$ 5,425	7/7/2018	7/6/2019	2.00%
8	City of Baldwin Park	Administrative Clerk II	$ 3,527	$ 1,894	$ 5,420	7/1/2018	7/1/2019	2.00%
9	City of El Monte	Office Assistant	$ 3,132	$ 2,214	$ 5,347	1/1/2019	1/1/2020	unknown
10	City of Pomona	Administrative Clerk	$ 3,540	$ 1,302	$ 4,842	10/1/2018	10/1/2019	Unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 3,858	$ 5,763
% City of El Monte Above/Below	-23.2%	-7.8%
Median of Comparators	$ 3,815	$ 5,500
% City of El Monte Above/Below	-21.8%	-2.9%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Parking Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Baldwin Park	Parking Enforcement Officer	$ 4,928	$ 2,226	$ 7,154	7/1/2018	7/1/2019	2.00%
2	City of Covina	Parking Enforcement Officer	$ 4,725	$ 1,948	$ 6,673	7/7/2018	7/6/2019	2.00%
3	City of El Monte	Parking Technician	$ 4,467	$ 2,505	$ 6,971	1/1/2019	1/1/2020	unknown
4	City of Whittier	Parking Enforcement Officer	$ 4,236	$ 2,632	$ 6,868	7/1/2018	unknown	unknown
5	City of West Covina	Parking Enforcement Officer	$ 3,664	$ 2,266	$ 5,930	7/1/2018	7/1/2019	unknown
6	City of Pomona	Parking Enforcement Officer	$ 3,628	$ 1,315	$ 4,943	10/1/2018	10/1/2019	Unknown
7	City of Norwalk	N/C						
8	City of Azusa	N/C						
9	City of Alhambra	N/C						
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,236	$ 6,314
% City of El Monte Above/Below	5.2%	9.4%
Median of Comparators	$ 4,236	$ 6,673
% City of El Monte Above/Below	5.2%	4.3%
Number of Matches	5	5

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Parking Technician	N/C	N/C	Parking Enforcement Officer	Parking Enforcement Officer	N/R	N/C	N/C	Parking Enforcement Officer	Parking Enforcement Officer	Parking Enforcement Officer
	Top Step	$ 4,467			$ 4,928	$ 4,725				$ 3,628	$ 3,664	$ 4,236
Retirement	Classic	2%@55			2.7%@55	2.5%@55				2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 121			$ 315	$ 232				$ 54	$ 55	$ 208
	EE Cost Sharing				$ -246							$ -169
	ER Paid Member Contrib	$ 313										
	Calc Classic EPMC as Spec Comp	$ 22										
	Single Highest Year	$ 22			$ 30	$ 28					$ 18	$ 25
	Social Security											
	Deferred Compensation				$ 99						$ 50	
	Other Ret.											
Insurance	Cafeteria	$ 1,511			$ 1,400	$ 1,096						$ 2,058
	Health									$ 725	$ 1,608	
	Dental									$ 75	$ 62	
	Vision	$ 23			$ 32						$ 17	$ 24
	Life				$ 8	$ 15					$ 9	$ 5
	LTD				$ 22						$ 24	
	STD/SDI				$ 13							
Leaves	Vacation	$ 258			$ 284	$ 327				$ 279	$ 211	$ 244
	Holidays	$ 236			$ 270	$ 250				$ 181	$ 211	$ 220
	Admin Leave											$ 16
Allow	Auto											
	Benefit Package Total	$ 2,505	$ 0	$ 0	$ 2,226	$ 1,948	$ 0	$ 0	$ 0	$ 1,315	$ 2,266	$ 2,632

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Parking Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Baldwin Park	Parking Enforcement Officer	$ 4,928	$ 2,226	$ 7,154	7/1/2018	7/1/2019	2.00%
2	City of El Monte	Parking Technician	$ 4,467	$ 2,505	$ 6,971	1/1/2019	1/1/2020	unknown
3	City of Whittier	Parking Enforcement Officer	$ 4,236	$ 2,632	$ 6,868	7/1/2018	unknown	unknown
4	City of Covina	Parking Enforcement Officer	$ 4,725	$ 1,948	$ 6,673	7/7/2018	7/6/2019	2.00%
5	City of West Covina	Parking Enforcement Officer	$ 3,664	$ 2,266	$ 5,930	7/1/2018	7/1/2019	unknown
6	City of Pomona	Parking Enforcement Officer	$ 3,628	$ 1,315	$ 4,943	10/1/2018	10/1/2019	Unknown
7	City of Norwalk	N/C						
8	City of Azusa	N/C						
9	City of Alhambra	N/C						
10	City of La Habra	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,236	$ 6,314
% City of El Monte Above/Below	5.2%	9.4%
Median of Comparators	$ 4,236	$ 6,673
% City of El Monte Above/Below	5.2%	4.3%
Number of Matches	5	5

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Parks, Recreation & Community Services Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Baldwin Park	Director of Recreation and Community Services	$ 15,026	$ 6,250	$ 21,276	7/1/2018	7/1/2019	2.00%
2	City of La Habra	Director of Community Services	$ 14,389	$ 3,058	$ 17,447	7/7/2018	unknown	unknown
3	City of Covina	Director of Parks and Recreation and Library Services	$ 13,395	$ 3,726	$ 17,121	7/7/2018	7/6/2019	2.00%
4	City of Alhambra	Director of Parks and Recreation	$ 13,348	$ 4,846	$ 18,194	7/1/2018	7/1/2019	unknown
5	City of Norwalk	Director of Recreation and Park Services	$ 13,165	$ 5,603	$ 18,768	7/1/2018	7/1/2019	unknown
6	City of El Monte	Parks, Recreation & Community Services Director	$ 13,010	$ 5,676	$ 18,686	3/19/2019	unknown	unknown
7	City of Azusa	Director of Recreation and Family Services	$ 12,177	$ 3,426	$ 15,603	1/3/2018	unknown	unknown
8	City of Whittier	N/C						
9	City of Pomona	N/C						
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 13,583	$ 18,068
% City of El Monte Above/Below	-4.4%	3.3%
Median of Comparators	$ 13,372	$ 17,820
% City of El Monte Above/Below	-2.8%	4.6%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Parks, Recreation & Community Services Director	Director of Parks and Recreation	Director of Recreation and Family Services	Director of Recreation and Community Services	Director of Parks and Recreation and Library Services	N/R	Director of Community Services	Director of Recreation and Park Services	N/C	N/C	N/C
	Top Step	$ 13,010	$ 13,348	$ 12,177	$ 15,026	$ 13,395		$ 14,389	$ 13,165			
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55			
	Enhanced Formula Cost	$ 351	$ 854	$ 329	$ 962	$ 656		$ 216	$ 355			
	EE Cost Sharing			$ -852		$ -402		$ -144				
	ER Paid Member Contrib	$ 911										
	Calc Classic EPMC as Spec Comp	$ 64										
	Single Highest Year	$ 65	$ 80		$ 90	$ 80						
	Social Security											
	Deferred Compensation			$ 330	$ 500				$ 527			
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,346	$ 1,875	$ 1,096		$ 1,270				
	Health								$ 2,194			
	Dental	$ 138							$ 97			
	Vision	$ 23	$ 6		$ 38				$ 30			
	Life	$ 6	$ 28	$ 30	$ 16	$ 15			$ 6			
	LTD	$ 18	$ 21	$ 28	$ 51				$ 120			
	STD/SDI			$ 54	$ 38							
Leaves	Vacation	$ 1,001	$ 719	$ 749	$ 867	$ 1,056		$ 830	$ 760			
	Holidays	$ 688	$ 821	$ 703	$ 795	$ 708		$ 609	$ 608			
	Admin Leave	$ 500	$ 1,078	$ 410	$ 520	$ 515		$ 277	$ 506			
Allow	Auto	$ 400		$ 300	$ 500				$ 400			
	Benefit Package Total	$ 5,676	$ 4,846	$ 3,426	$ 6,250	$ 3,726	$ 0	$ 3,058	$ 5,603	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Parks, Recreation & Community Services Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Baldwin Park	Director of Recreation and Community Services	$ 15,026	$ 6,250	$ 21,276	7/1/2018	7/1/2019	2.00%
2	City of Norwalk	Director of Recreation and Park Services	$ 13,165	$ 5,603	$ 18,768	7/1/2018	7/1/2019	unknown
3	City of El Monte	Parks, Recreation & Community Services Director	$ 13,010	$ 5,676	$ 18,686	3/19/2019	unknown	unknown
4	City of Alhambra	Director of Parks and Recreation	$ 13,348	$ 4,846	$ 18,194	7/1/2018	7/1/2019	unknown
5	City of La Habra	Director of Community Services	$ 14,389	$ 3,058	$ 17,447	7/7/2018	unknown	unknown
6	City of Covina	Director of Parks and Recreation and Library Services	$ 13,395	$ 3,726	$ 17,121	7/7/2018	7/6/2019	2.00%
7	City of Azusa	Director of Recreation and Family Services	$ 12,177	$ 3,426	$ 15,603	1/3/2018	unknown	unknown
8	City of Whittier	N/C						
9	City of Pomona	N/C						
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 13,583	$ 18,068
% City of El Monte Above/Below	-4.4%	3.3%
Median of Comparators	$ 13,372	$ 17,820
% City of El Monte Above/Below	-2.8%	4.6%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Planning Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte[1]	Planning Technician	$ 5,212	$ 2,667	$ 7,879	3/19/2019	unknown	unknown
2	City of Covina	Planning Technician	$ 5,018	$ 2,000	$ 7,017	7/8/2017	unknown	unknown
3	City of Pomona	Planning Technician	$ 5,000	$ 1,510	$ 6,510	10/1/2018	10/1/2019	Unknown
4	City of Azusa	Planning Technician	$ 4,811	$ 1,663	$ 6,474	7/1/2017	unknown	unknown
5	City of Alhambra	N/C						
6	City of Whittier	N/C						
7	City of Baldwin Park	N/C						
8	City of La Habra	N/C						
9	City of West Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

1 - Salary level for Landscape Technician

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Planning Technician	N/C	Planning Technician	N/C	Planning Technician	N/R	N/C	N/C	Planning Technician	N/C	N/C
	Top Step	$ 5,212		$ 4,811		$ 5,018				$ 5,000		
Retirement	Classic	2%@55		2%@55		2.5%@55				2%@60		
	Enhanced Formula Cost	$ 141		$ 130		$ 246				$ 75		
	EE Cost Sharing			$ -337								
	ER Paid Member Contrib	$ 365										
	Calc Classic EPMC as Spec Comp	$ 26										
	Single Highest Year	$ 26				$ 30						
	Social Security											
	Deferred Compensation			$ 45								
	Other Ret.											
Insurance	Cafeteria	$ 1,511		$ 1,200		$ 1,096						
	Health									$ 725		
	Dental									$ 75		
	Vision	$ 23										
	Life			$ 13		$ 15						
	LTD			$ 16								
	STD/SDI			$ 21								
Leaves	Vacation	$ 301		$ 296		$ 347				$ 385		
	Holidays	$ 276		$ 278		$ 265				$ 250		
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,667	$ 0	$ 1,663	$ 0	$ 2,000	$ 0	$ 0	$ 0	$ 1,510	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Planning Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte[1]	Planning Technician	$ 5,212	$ 2,667	$ 7,879	3/19/2019	unknown	unknown
2	City of Covina	Planning Technician	$ 5,018	$ 2,000	$ 7,017	7/8/2017	unknown	unknown
3	City of Pomona	Planning Technician	$ 5,000	$ 1,510	$ 6,510	10/1/2018	10/1/2019	Unknown
4	City of Azusa	Planning Technician	$ 4,811	$ 1,663	$ 6,474	7/1/2017	unknown	unknown
5	City of Alhambra	N/C						
6	City of Whittier	N/C						
7	City of Baldwin Park	N/C						
8	City of La Habra	N/C						
9	City of West Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

1 - Salary level for Landscape Technician.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Plumber

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Plumber	$ 5,393	$ 2,706	$ 8,099	1/1/2019	1/1/2020	unknown
2	City of Baldwin Park	N/C						
3	City of Norwalk	N/C						
4	City of West Covina	N/C						
5	City of Covina	N/C						
6	City of Azusa	N/C						
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of La Habra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	0	0

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Plumber	N/C	N/C	N/C	N/C	N/R	N/C	N/C	N/C	N/C	N/C
	Top Step	$ 5,393										
Retirement	Classic	2%@55										
	Enhanced Formula Cost	$ 146										
	EE Cost Sharing											
	ER Paid Member Contrib	$ 377										
	Calc Classic EPMC as Spec Comp	$ 26										
	Single Highest Year	$ 27										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health											
	Dental											
	Vision	$ 23										
	Life											
	LTD											
	STD/SDI											
Leaves	Vacation	$ 311										
	Holidays	$ 285										
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,706	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Plumber

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Plumber	$ 5,393	$ 2,706	$ 8,099	1/1/2019	1/1/2020	unknown
2	City of Baldwin Park	N/C						
3	City of Norwalk	N/C						
4	City of West Covina	N/C						
5	City of Covina	N/C						
6	City of Azusa	N/C						
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of La Habra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	0	0

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Police Captain

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of West Covina	Police Captain	$ 16,783	$ 6,517	$ 23,300	5/6/2017	unknown	unknown
2	City of El Monte	Police Captain	$ 15,477	$ 7,062	$ 22,540	3/19/2019	1/1/2020	3.00%
3	City of Covina	Police Captain	$ 15,195	$ 4,823	$ 20,018	7/8/2017	unknown	unknown
4	City of Azusa	Police Captain	$ 14,775	$ 5,531	$ 20,306	7/1/2017	unknown	unknown
5	City of La Habra	Police Captain	$ 14,607	$ 3,710	$ 18,317	7/7/2018	unknown	unknown
6	City of Whittier	Police Captain	$ 13,862	$ 4,605	$ 18,467	7/1/2018	unknown	unknown
7	City of Baldwin Park	Police Captain	$ 13,656	$ 4,796	$ 18,452	7/1/2018	7/1/2019	2.00%
8	City of Alhambra[1]	Assistant Police Chief	$ 13,557	$ 4,969	$ 18,526	7/1/2018	7/1/2019	unknown
9	City of Pomona	Police Captain	$ 13,524	$ 5,009	$ 18,533	10/1/2018	9/30/2019	Unknown
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 14,495	$ 19,490
% City of El Monte Above/Below	6.3%	13.5%
Median of Comparators	$ 14,234	$ 18,530
% City of El Monte Above/Below	8.0%	17.8%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

1 - City of Alhambra: Division manager; 2 incumbents.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Police Captain	Assistant Police Chief	Police Captain	Police Captain	Police Captain	N/R	Police Captain	N/C	Police Captain	Police Captain	Police Captain
	Top Step	$ 15,477	$ 13,557	$ 14,775	$ 13,656	$ 15,195		$ 14,607		$ 13,524	$ 16,783	$ 13,862
Retirement	Classic	3%@50	3%@50	3%@55	3%@50	3%@55		2%@50		3%@55	3%@55	3%@50
	Enhanced Formula Cost	$ 1,377	$ 1,207	$ 1,049	$ 1,215	$ 1,079		$ 745		$ 960	$ 1,192	$ 1,234
	EE Cost Sharing							$ -146				$ -416
	ER Paid Member Contrib	$ 1,393										
	Calc Classic EPMC as Spec Comp	$ 125										
	Single Highest Year	$ 170	$ 149	$ 163	$ 150	$ 167				$ 149	$ 185	$ 152
	Social Security											
	Deferred Compensation			$ 200								$ 208
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,513	$ 1,400	$ 1,096		$ 1,370				$ 2,058
	Health									$ 925	$ 1,608	
	Dental	$ 138								$ 75	$ 53	
	Vision	$ 23	$ 6		$ 32						$ 40	$ 24
	Life		$ 2	$ 41	$ 8	$ 41					$ 17	$ 11
	LTD	$ 18	$ 21	$ 28	$ 51						$ 108	
	STD/SDI			$ 66	$ 36							
Leaves	Vacation	$ 893	$ 730	$ 1,193	$ 788	$ 1,286		$ 843		$ 1,040	$ 968	$ 800
	Holidays	$ 819	$ 834	$ 923	$ 722	$ 760		$ 618		$ 845	$ 968	
	Admin Leave	$ 595	$ 782	$ 355	$ 394	$ 394		$ 281		$ 1,014	$ 928	$ 533
Allow	Auto										$ 450	
	Benefit Package Total	$ 7,062	$ 4,969	$ 5,531	$ 4,796	$ 4,823	$ 0	$ 3,710	$ 0	$ 5,009	$ 6,517	$ 4,605

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Police Captain

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of West Covina	Police Captain	$ 16,783	$ 6,517	$ 23,300	5/6/2017	unknown	unknown
2	City of El Monte	Police Captain	$ 15,477	$ 7,062	$ 22,540	3/19/2019	1/1/2020	3.00%
3	City of Azusa	Police Captain	$ 14,775	$ 5,531	$ 20,306	7/1/2017	unknown	unknown
4	City of Covina	Police Captain	$ 15,195	$ 4,823	$ 20,018	7/8/2017	unknown	unknown
5	City of Pomona	Police Captain	$ 13,524	$ 5,009	$ 18,533	10/1/2018	9/30/2019	Unknown
6	City of Alhambra[1]	Assistant Police Chief	$ 13,557	$ 4,969	$ 18,526	7/1/2018	7/1/2019	unknown
7	City of Whittier	Police Captain	$ 13,862	$ 4,605	$ 18,467	7/1/2018	unknown	unknown
8	City of Baldwin Park	Police Captain	$ 13,656	$ 4,796	$ 18,452	7/1/2018	7/1/2019	2.00%
9	City of La Habra	Police Captain	$ 14,607	$ 3,710	$ 18,317	7/7/2018	unknown	unknown
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 14,495	$ 19,490
% City of El Monte Above/Below	6.3%	13.5%
Median of Comparators	$ 14,234	$ 18,530
% City of El Monte Above/Below	8.0%	17.8%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

1 - City of Alhambra: Division manager; 2 incumbents.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Police Communications Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of West Covina	Communications Manager	$ 7,690	$ 3,223	$ 10,913	7/1/2018	7/1/2019	unknown
2	City of El Monte	Police Communications Manager	$ 7,395	$ 3,440	$ 10,835	1/1/2019	1/1/2020	unknown
3	City of Baldwin Park	N/C						
4	City of Norwalk	N/C						
5	City of Covina	N/C						
6	City of Azusa	N/C						
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of La Habra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Police Communications Manager	N/C	N/C	N/C	N/C	N/R	N/C	N/C	N/C	Communications Manager	N/C
	Top Step	$ 7,395									$ 7,690	
Retirement	Classic	2%@55									2%@60	
	Enhanced Formula Cost	$ 200									$ 115	
	EE Cost Sharing											
	ER Paid Member Contrib	$ 518										
	Calc Classic EPMC as Spec Comp	$ 36										
	Single Highest Year	$ 37									$ 38	
	Social Security											
	Deferred Compensation										$ 150	
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health										$ 1,608	
	Dental	$ 138									$ 62	
	Vision	$ 23									$ 43	
	Life										$ 17	
	LTD	$ 18									$ 50	
	STD/SDI											
Leaves	Vacation	$ 427									$ 444	
	Holidays	$ 391									$ 473	
	Admin Leave	$ 142									$ 222	
Allow	Auto											
	Benefit Package Total	$ 3,440	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 3,223	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Police Communications Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of West Covina	Communications Manager	$ 7,690	$ 3,223	$ 10,913	7/1/2018	7/1/2019	unknown
2	City of El Monte	Police Communications Manager	$ 7,395	$ 3,440	$ 10,835	1/1/2019	1/1/2020	unknown
3	City of Baldwin Park	N/C						
4	City of Norwalk	N/C						
5	City of Covina	N/C						
6	City of Azusa	N/C						
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of La Habra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Police Dispatch Shift Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of West Covina	Communications Supervisor	$ 6,480	$ 2,825	$ 9,305	7/1/2018	7/1/2019	unknown
2	City of Baldwin Park	Civilian Dispatcher Supervisor	$ 6,435	$ 2,467	$ 8,902	7/1/2018	7/1/2019	2.00%
3	City of El Monte	Police Dispatch Shift Supervisor	$ 5,847	$ 2,805	$ 8,652	1/1/2019	1/1/2020	unknown
4	City of Norwalk	N/C						
5	City of Covina	N/C						
6	City of Azusa	N/C						
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of La Habra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Police Dispatch Shift Supervisor	N/C	N/C	Civilian Dispatcher Supervisor	N/C	N/R	N/C	N/C	N/C	Communications Supervisor	N/C
	Top Step	$ 5,847			$ 6,435						$ 6,480	
Retirement	Classic	2%@55			2.7%@55						2%@60	
	Enhanced Formula Cost	$ 158			$ 412						$ 97	
	EE Cost Sharing				$ -322							
	ER Paid Member Contrib	$ 409										
	Calc Classic EPMC as Spec Comp	$ 29										
	Single Highest Year	$ 29			$ 39						$ 32	
	Social Security											
	Deferred Compensation				$ 129						$ 150	
	Other Ret.											
Insurance	Cafeteria	$ 1,511			$ 1,400							
	Health										$ 1,608	
	Dental										$ 62	
	Vision	$ 23			$ 32						$ 43	
	Life				$ 8						$ 17	
	LTD				$ 29						$ 42	
	STD/SDI				$ 17							
Leaves	Vacation	$ 337			$ 371						$ 374	
	Holidays	$ 309			$ 353						$ 399	
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,805	$ 0	$ 0	$ 2,467	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,825	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Police Dispatch Shift Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of West Covina	Communications Supervisor	$ 6,480	$ 2,825	$ 9,305	7/1/2018	7/1/2019	unknown
2	City of Baldwin Park	Civilian Dispatcher Supervisor	$ 6,435	$ 2,467	$ 8,902	7/1/2018	7/1/2019	2.00%
3	City of El Monte	Police Dispatch Shift Supervisor	$ 5,847	$ 2,805	$ 8,652	1/1/2019	1/1/2020	unknown
4	City of Norwalk	N/C						
5	City of Covina	N/C						
6	City of Azusa	N/C						
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of La Habra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Police Dispatcher

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of La Habra	Communications Operator	$ 5,810	$ 1,980	$ 7,790	7/7/2018	7/6/2019	2.50%
2	City of Whittier	Police Dispatcher II	$ 5,771	$ 2,829	$ 8,600	7/1/2018	unknown	unknown
3	City of Pomona	Police Dispatcher II	$ 5,661	$ 1,603	$ 7,264	10/1/2018	10/1/2019	Unknown
4	City of Covina	Public Safety Dispatcher	$ 5,654	$ 1,849	$ 7,503	7/7/2018	7/6/2019	2.00%
5	City of Alhambra	Dispatcher	$ 5,395	$ 2,258	$ 7,652	7/1/2018	7/1/2019	unknown
6	City of West Covina	Public Safety Dispatcher	$ 5,289	$ 2,417	$ 7,706	3/9/2019	unknown	unknown
7	**City of El Monte**	**Police Dispatcher**	**$ 5,170**	**$ 2,658**	**$ 7,828**	**1/1/2019**	**1/1/2020**	**unknown**
8	City of Azusa	Police Dispatcher	$ 5,096	$ 1,688	$ 6,784	7/1/2017	unknown	unknown
9	City of Baldwin Park	Civilian Dispatcher	$ 4,812	$ 2,208	$ 7,020	7/1/2018	7/1/2019	2.00%
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,436	$ 7,540
% City of El Monte Above/Below	-5.1%	3.7%
Median of Comparators	$ 5,524	$ 7,578
% City of El Monte Above/Below	-6.9%	3.2%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Police Dispatcher	Dispatcher	Police Dispatcher	Civilian Dispatcher	Public Safety Dispatcher	N/R	Communications Operator	N/C	Police Dispatcher II	Public Safety Dispatcher	Police Dispatcher II
	Top Step	$ 5,170	$ 5,395	$ 5,096	$ 4,812	$ 5,654		$ 5,810		$ 5,661	$ 5,289	$ 5,771
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60		2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 140	$ 345	$ 138	$ 308	$ 277		$ 87		$ 85	$ 79	$ 283
	EE Cost Sharing			$ -357	$ -241			$ -58				$ -231
	ER Paid Member Contrib	$ 362										
	Calc Classic EPMC as Spec Comp	$ 25										
	Single Highest Year	$ 26	$ 32		$ 29	$ 34					$ 26	$ 35
	Social Security											
	Deferred Compensation			$ 45	$ 96							
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,400	$ 1,096		$ 1,370				$ 2,058
	Health									$ 725	$ 1,608	
	Dental									$ 75	$ 53	
	Vision	$ 23	$ 6		$ 32						$ 17	$ 24
	Life		$ 2	$ 14	$ 8	$ 15					$ 9	$ 5
	LTD		$ 11	$ 17	$ 22						$ 34	
	STD/SDI			$ 23	$ 13							
Leaves	Vacation	$ 298	$ 290	$ 314	$ 278	$ 391		$ 335		$ 435	$ 305	$ 333
	Holidays	$ 273	$ 332	$ 294	$ 264	$ 35		$ 223		$ 283	$ 285	$ 300
	Admin Leave							$ 22				$ 22
Allow	Auto											
	Benefit Package Total	$ 2,658	$ 2,258	$ 1,688	$ 2,208	$ 1,849	$ 0	$ 1,980	$ 0	$ 1,603	$ 2,417	$ 2,829

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Police Dispatcher

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Police Dispatcher II	$ 5,771	$ 2,829	$ 8,600	7/1/2018	unknown	unknown
2	City of El Monte	Police Dispatcher	$ 5,170	$ 2,658	$ 7,828	1/1/2019	1/1/2020	unknown
3	City of La Habra	Communications Operator	$ 5,810	$ 1,980	$ 7,790	7/7/2018	7/6/2019	2.50%
4	City of West Covina	Public Safety Dispatcher	$ 5,289	$ 2,417	$ 7,706	3/9/2019	unknown	unknown
5	City of Alhambra	Dispatcher	$ 5,395	$ 2,258	$ 7,652	7/1/2018	7/1/2019	unknown
6	City of Covina	Public Safety Dispatcher	$ 5,654	$ 1,849	$ 7,503	7/7/2018	7/6/2019	2.00%
7	City of Pomona	Police Dispatcher II	$ 5,661	$ 1,603	$ 7,264	10/1/2018	10/1/2019	Unknown
8	City of Baldwin Park	Civilian Dispatcher	$ 4,812	$ 2,208	$ 7,020	7/1/2018	7/1/2019	2.00%
9	City of Azusa	Police Dispatcher	$ 5,096	$ 1,688	$ 6,784	7/1/2017	unknown	unknown
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,436	$ 7,540
% City of El Monte Above/Below	-5.1%	3.7%
Median of Comparators	$ 5,524	$ 7,578
% City of El Monte Above/Below	-6.9%	3.2%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Police Lieutenant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of West Covina	Police Lieutenant	$ 15,667	$ 5,890	$ 21,557	5/6/2017	unknown	unknown
2	City of Covina	Police Lieutenant	$ 13,485	$ 3,814	$ 17,299	7/8/2017	unknown	unknown
3	City of El Monte	Police Lieutenant	$ 13,467	$ 6,364	$ 19,832	3/19/2019	1/1/2020	3.00%
4	City of La Habra	Police Lieutenant	$ 12,890	$ 3,187	$ 16,077	7/7/2018	7/6/2019	3.00%
5	City of Azusa	Police Lieutenant	$ 12,448	$ 4,455	$ 16,903	7/1/2017	unknown	unknown
6	City of Whittier	Police Lieutenant	$ 11,970	$ 4,262	$ 16,232	7/1/2018	unknown	unknown
7	City of Alhambra	Police Lieutenant-Commander	$ 11,840	$ 4,501	$ 16,341	7/1/2018	7/1/2019	unknown
8	City of Pomona	Police Lieutenant	$ 11,760	$ 4,192	$ 15,952	10/1/2018	10/1/2019	Unknown
9	City of Baldwin Park	Police Lieutenant	$ 11,721	$ 3,989	$ 15,710	7/1/2018	7/1/2019	2.00%
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 12,723	$ 17,009
% City of El Monte Above/Below	5.5%	14.2%
Median of Comparators	$ 12,209	$ 16,286
% City of El Monte Above/Below	9.3%	17.9%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Police Lieutenant	Police Lieutenant-Commander	Police Lieutenant	Police Lieutenant	Police Lieutenant	N/R	Police Lieutenant	N/C	Police Lieutenant	Police Lieutenant	Police Lieutenant
	Top Step	$ 13,467	$ 11,840	$ 12,448	$ 11,721	$ 13,485		$ 12,890		$ 11,760	$ 15,667	$ 11,970
Retirement	Classic	3%@50	3%@50	3%@55	3%@50	3%@55		2%@50		3%@55	3%@55	3%@50
	Enhanced Formula Cost	$ 1,199	$ 1,054	$ 884	$ 1,043	$ 957		$ 657		$ 835	$ 1,112	$ 1,065
	EE Cost Sharing							$ -129				$ -359
	ER Paid Member Contrib	$ 1,212										
	Calc Classic EPMC as Spec Comp	$ 109										
	Single Highest Year	$ 148	$ 130	$ 137	$ 129	$ 148				$ 129	$ 172	$ 132
	Social Security											
	Deferred Compensation			$ 200								$ 180
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,513	$ 1,400	$ 1,096		$ 1,370				$ 2,058
	Health									$ 925	$ 1,608	
	Dental	$ 138								$ 75	$ 53	
	Vision	$ 23	$ 6		$ 32						$ 40	$ 24
	Life		$ 2	$ 34	$ 8	$ 36					$ 17	$ 11
	LTD	$ 18	$ 21	$ 28	$ 51						$ 102	
	STD/SDI			$ 56	$ 30							
Leaves	Vacation	$ 777	$ 638	$ 1,005	$ 676	$ 1,141		$ 744		$ 905	$ 904	$ 691
	Holidays	$ 712	$ 729	$ 598	$ 620	$ 84		$ 496		$ 735	$ 904	
	Admin Leave	$ 518	$ 683			$ 350		$ 50		$ 588	$ 527	$ 460
Allow	Auto										$ 450	
	Benefit Package Total	$ 6,364	$ 4,501	$ 4,455	$ 3,989	$ 3,814	$ 0	$ 3,187	$ 0	$ 4,192	$ 5,890	$ 4,262

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Police Lieutenant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of West Covina	Police Lieutenant	$ 15,667	$ 5,890	$ 21,557	5/6/2017	unknown	unknown
2	City of El Monte	Police Lieutenant	$ 13,467	$ 6,364	$ 19,832	3/19/2019	1/1/2020	3.00%
3	City of Covina	Police Lieutenant	$ 13,485	$ 3,814	$ 17,299	7/8/2017	unknown	unknown
4	City of Azusa	Police Lieutenant	$ 12,448	$ 4,455	$ 16,903	7/1/2017	unknown	unknown
5	City of Alhambra	Police Lieutenant-Commander	$ 11,840	$ 4,501	$ 16,341	7/1/2018	7/1/2019	unknown
6	City of Whittier	Police Lieutenant	$ 11,970	$ 4,262	$ 16,232	7/1/2018	unknown	unknown
7	City of La Habra	Police Lieutenant	$ 12,890	$ 3,187	$ 16,077	7/7/2018	7/6/2019	3.00%
8	City of Pomona	Police Lieutenant	$ 11,760	$ 4,192	$ 15,952	10/1/2018	10/1/2019	Unknown
9	City of Baldwin Park	Police Lieutenant	$ 11,721	$ 3,989	$ 15,710	7/1/2018	7/1/2019	2.00%
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 12,723	$ 17,009
% City of El Monte Above/Below	5.5%	14.2%
Median of Comparators	$ 12,209	$ 16,286
% City of El Monte Above/Below	9.3%	17.9%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Police Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Police Officer	$ 8,280	$ 2,447	$ 10,727	7/7/2018	7/6/2019	2.00%
2	City of Azusa	Police Officer	$ 8,269	$ 2,286	$ 10,555	7/1/2017	unknown	unknown
3	City of La Habra	Police Officer	$ 8,109	$ 2,513	$ 10,622	7/7/2018	7/6/2019	3.00%
4	City of Alhambra	Police Officer	$ 7,858	$ 2,939	$ 10,797	7/1/2018	7/1/2019	unknown
5	City of Whittier	Police Officer	$ 7,855	$ 3,614	$ 11,469	7/1/2018	unknown	unknown
6	City of Pomona	Police Officer	$ 7,609	$ 2,648	$ 10,257	10/1/2018	10/1/2019	Unknown
7	City of West Covina	Police Officer	$ 7,548	$ 3,308	$ 10,856	7/1/2018	7/1/2019	unknown
8	City of Baldwin Park	Police Officer	$ 7,509	$ 3,089	$ 10,597	7/1/2018	7/1/2019	2.00%
9	**City of El Monte**	**Police Officer**	**$ 7,424**	**$ 3,841**	**$ 11,264**	**1/1/2019**	**1/1/2020**	**3.00%**
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,880	$ 10,735
% City of El Monte Above/Below	-6.1%	4.7%
Median of Comparators	$ 7,857	$ 10,675
% City of El Monte Above/Below	-5.8%	5.2%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Police Officer	Police Officer	Police Officer	Police Officer	Police Officer	N/R	Police Officer	N/C	Police Officer	Police Officer	Police Officer
	Top Step	$ 7,424	$ 7,858	$ 8,269	$ 7,509	$ 8,280		$ 8,109		$ 7,609	$ 7,548	$ 7,855
Retirement	Classic	3%@50	3%@50	3%@55	3%@50	3%@55		2%@50		3%@55	3%@55	3%@50
	Enhanced Formula Cost	$ 661	$ 699	$ 587	$ 668	$ 588		$ 414		$ 540	$ 536	$ 699
	EE Cost Sharing			$ -744				$ -81				$ -236
	ER Paid Member Contrib	$ 668										
	Calc Classic EPMC as Spec Comp	$ 60										
	Single Highest Year	$ 82	$ 86	$ 91	$ 83	$ 91				$ 84	$ 83	$ 86
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,400	$ 1,096		$ 1,370				$ 2,058
	Health									$ 925	$ 1,608	
	Dental									$ 75	$ 62	
	Vision	$ 23	$ 6		$ 32						$ 43	$ 24
	Life		$ 2	$ 23	$ 8	$ 15					$ 17	
	LTD	$ 16		$ 28	$ 34							
	STD/SDI			$ 37	$ 20							
Leaves	Vacation	$ 428	$ 423	$ 668	$ 433	$ 605		$ 468		$ 585	$ 435	$ 483
	Holidays	$ 393	$ 484	$ 398	$ 412	$ 52		$ 312		$ 439	$ 523	$ 408
	Admin Leave[1]							$ 31				$ 91
Allow	Auto											
	Benefit Package Total	$ 3,841	$ 2,939	$ 2,286	$ 3,089	$ 2,447	$ 0	$ 2,513	$ 0	$ 2,648	$ 3,308	$ 3,614

N/C - Non Comparator
1 - City of Alhambra: Employees who have not used sick leave within one full calendar year may receive 8 hrs of personal leave.

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Police Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Police Officer	$ 7,855	$ 3,614	$ 11,469	7/1/2018	unknown	unknown
2	City of El Monte	Police Officer	$ 7,424	$ 3,841	$ 11,264	1/1/2019	1/1/2020	3.00%
3	City of West Covina	Police Officer	$ 7,548	$ 3,308	$ 10,856	7/1/2018	7/1/2019	unknown
4	City of Alhambra	Police Officer	$ 7,858	$ 2,939	$ 10,797	7/1/2018	7/1/2019	unknown
5	City of Covina	Police Officer	$ 8,280	$ 2,447	$ 10,727	7/7/2018	7/6/2019	2.00%
6	City of La Habra	Police Officer	$ 8,109	$ 2,513	$ 10,622	7/7/2018	7/6/2019	3.00%
7	City of Baldwin Park	Police Officer	$ 7,509	$ 3,089	$ 10,597	7/1/2018	7/1/2019	2.00%
8	City of Azusa	Police Officer	$ 8,269	$ 2,286	$ 10,555	7/1/2017	unknown	unknown
9	City of Pomona	Police Officer	$ 7,609	$ 2,648	$ 10,257	10/1/2018	10/1/2019	Unknown
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,880	$ 10,735
% City of El Monte Above/Below	-6.1%	4.7%
Median of Comparators	$ 7,857	$ 10,675
% City of El Monte Above/Below	-5.8%	5.2%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Police Records Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Police Records Supervisor I	$ 6,875	$ 3,053	$ 9,928	7/1/2018	unknown	unknown
2	City of Covina	Police Records Supervisor	$ 6,783	$ 2,554	$ 9,336	7/8/2017	unknown	unknown
3	City of West Covina	Police Records Supervisor	$ 6,685	$ 3,048	$ 9,733	7/1/2018	7/1/2019	unknown
4	City of La Habra	Records Specialist Supervisor	$ 6,088	$ 2,009	$ 8,097	7/7/2018	7/6/2019	2.50%
5	City of Baldwin Park	Records Supervisor	$ 5,905	$ 2,382	$ 8,287	7/1/2018	7/1/2019	2.00%
6	City of Azusa	Police Records Supervisor	$ 5,877	$ 1,755	$ 7,633	12/19/2017	unknown	unknown
7	City of Pomona[1]	Police Records Shift Supervisor	$ 5,389	$ 1,565	$ 6,954	10/1/2018	10/1/2019	Unknown
8	City of El Monte	Police Records Supervisor	$ 4,776	$ 2,572	$ 7,348	1/1/2019	1/1/2020	unknown
9	City of Alhambra	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,229	$ 8,567
% City of El Monte Above/Below	-30.4%	-16.6%
Median of Comparators	$ 6,088	$ 8,287
% City of El Monte Above/Below	-27.5%	-12.8%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

1 - City of Pomona: Position serves as a lead.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Police Records Supervisor	N/C	Police Records Supervisor	Records Supervisor	Police Records Supervisor	N/R	Records Specialist Supervisor	N/C	Police Records Shift Supervisor	Police Records Supervisor	Police Records Supervisor I
	Top Step	$ 4,776		$ 5,877	$ 5,905	$ 6,783		$ 6,088		$ 5,389	$ 6,685	$ 6,875
Retirement	Classic	2%@55		2%@55	2.7%@55	2.5%@55		2%@60		2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 129		$ 159	$ 378	$ 332		$ 91		$ 81	$ 100	$ 337
	EE Cost Sharing			$ -411	$ -295			$ -61				$ -275
	ER Paid Member Contrib	$ 334										
	Calc Classic EPMC as Spec Comp	$ 23										
	Single Highest Year	$ 24			$ 35	$ 41					$ 33	$ 41
	Social Security											
	Deferred Compensation			$ 45	$ 118						$ 150	$ 103
	Other Ret.											
Insurance	Cafeteria	$ 1,511		$ 1,200	$ 1,400	$ 1,096		$ 1,370				$ 2,058
	Health									$ 725	$ 1,608	
	Dental									$ 75	$ 62	
	Vision	$ 23			$ 32						$ 43	$ 24
	Life			$ 16	$ 8	$ 15					$ 17	$ 11
	LTD			$ 20	$ 27						$ 43	
	STD/SDI			$ 26	$ 15							
Leaves	Vacation	$ 276		$ 362	$ 341	$ 535		$ 351		$ 415	$ 386	$ 397
	Holidays	$ 253		$ 339	$ 324	$ 359		$ 234		$ 269	$ 411	$ 357
	Admin Leave					$ 176		$ 23			$ 193	
Allow	Auto											
	Benefit Package Total	$ 2,572	$ 0	$ 1,755	$ 2,382	$ 2,554	$ 0	$ 2,009	$ 0	$ 1,565	$ 3,048	$ 3,053

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Police Records Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Police Records Supervisor I	$ 6,875	$ 3,053	$ 9,928	7/1/2018	unknown	unknown
2	City of West Covina	Police Records Supervisor	$ 6,685	$ 3,048	$ 9,733	7/1/2018	7/1/2019	unknown
3	City of Covina	Police Records Supervisor	$ 6,783	$ 2,554	$ 9,336	7/8/2017	unknown	unknown
4	City of Baldwin Park	Records Supervisor	$ 5,905	$ 2,382	$ 8,287	7/1/2018	7/1/2019	2.00%
5	City of La Habra	Records Specialist Supervisor	$ 6,088	$ 2,009	$ 8,097	7/7/2018	7/6/2019	2.50%
6	City of Azusa	Police Records Supervisor	$ 5,877	$ 1,755	$ 7,633	12/19/2017	unknown	unknown
7	**City of El Monte**	**Police Records Supervisor**	**$ 4,776**	**$ 2,572**	**$ 7,348**	**1/1/2019**	**1/1/2020**	**unknown**
8	City of Pomona[1]	Police Records Shift Supervisor	$ 5,389	$ 1,565	$ 6,954	10/1/2018	10/1/2019	Unknown
9	City of Alhambra	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,229	$ 8,567
% City of El Monte Above/Below	-30.4%	-16.6%
Median of Comparators	$ 6,088	$ 8,287
% City of El Monte Above/Below	-27.5%	-12.8%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

1 - City of Pomona: Position serves as a lead.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Police Records Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of La Habra	Police Records Specialist	$ 4,436	$ 1,836	$ 6,272	7/7/2018	7/6/2019	2.50%
2	City of Alhambra	Police Clerk	$ 4,427	$ 2,076	$ 6,503	7/1/2018	7/1/2019	unknown
3	City of Whittier	Police Services Assistant II	$ 4,321	$ 2,643	$ 6,964	7/1/2018	unknown	unknown
4	City of El Monte	Police Records Technician	$ 4,314	$ 2,471	$ 6,785	1/1/2019	1/1/2020	unknown
5	City of Azusa	Police Records Specialist II	$ 4,271	$ 0	$ 4,271	7/1/2017	unknown	unknown
6	City of Pomona	Police Records Specialist II	$ 4,209	$ 1,397	$ 5,606	10/1/2018	10/1/2019	Unknown
7	City of Baldwin Park	Police Records Specialist II	$ 3,987	$ 2,076	$ 6,064	7/1/2018	7/1/2019	2.00%
8	City of Covina	Police Records Clerk	$ 3,912	$ 1,804	$ 5,716	7/8/2017	unknown	unknown
9	City of West Covina	Police Records Specialist II	$ 3,687	$ 2,196	$ 5,883	7/1/2016	unknown	unknown
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,156	$ 5,910
% City of El Monte Above/Below	3.6%	12.9%
Median of Comparators	$ 4,240	$ 5,974
% City of El Monte Above/Below	1.7%	12.0%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Police Records Technician	Police Clerk	Police Records Specialist II	Police Records Specialist II	Police Records Clerk	N/R	Police Records Specialist	N/C	Police Records Specialist II	Police Records Specialist II	Police Services Assistant II
	Top Step	$ 4,314	$ 4,427	$ 4,271	$ 3,987	$ 3,912		$ 4,436		$ 4,209	$ 3,687	$ 4,321
Retirement	Classic	2%@55	2.7%@55		2.7%@55	2.5%@55		2%@60		2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 116	$ 283		$ 255	$ 192		$ 67		$ 63	$ 55	$ 212
	EE Cost Sharing				$ -199			$ -44				$ -173
	ER Paid Member Contrib	$ 302										
	Calc Classic EPMC as Spec Comp	$ 21										
	Single Highest Year	$ 22	$ 27		$ 24	$ 23					$ 18	$ 26
	Social Security											
	Deferred Compensation				$ 80							
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238		$ 1,400	$ 1,096		$ 1,370				$ 2,058
	Health									$ 725	$ 1,608	
	Dental									$ 75	$ 53	
	Vision	$ 23	$ 6		$ 32						$ 17	$ 24
	Life		$ 2		$ 8	$ 15					$ 9	$ 5
	LTD		$ 9		$ 18						$ 24	
	STD/SDI				$ 10							
Leaves	Vacation	$ 249	$ 238		$ 230	$ 271		$ 256		$ 324	$ 213	$ 249
	Holidays	$ 228	$ 272		$ 219	$ 207		$ 171		$ 210	$ 199	$ 224
	Admin Leave							$ 17				$ 17
Allow	Auto											
	Benefit Package Total	$ 2,471	$ 2,076	$ 0	$ 2,076	$ 1,804	$ 0	$ 1,836	$ 0	$ 1,397	$ 2,196	$ 2,643

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Police Records Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Police Services Assistant II	$ 4,321	$ 2,643	$ 6,964	7/1/2018	unknown	unknown
2	City of El Monte	Police Records Technician	$ 4,314	$ 2,471	$ 6,785	1/1/2019	1/1/2020	unknown
3	City of Alhambra	Police Clerk	$ 4,427	$ 2,076	$ 6,503	7/1/2018	7/1/2019	unknown
4	City of La Habra	Police Records Specialist	$ 4,436	$ 1,836	$ 6,272	7/7/2018	7/6/2019	2.50%
5	City of Baldwin Park	Police Records Specialist II	$ 3,987	$ 2,076	$ 6,064	7/1/2018	7/1/2019	2.00%
6	City of West Covina	Police Records Specialist II	$ 3,687	$ 2,196	$ 5,883	7/1/2016	unknown	unknown
7	City of Covina	Police Records Clerk	$ 3,912	$ 1,804	$ 5,716	7/8/2017	unknown	unknown
8	City of Pomona	Police Records Specialist II	$ 4,209	$ 1,397	$ 5,606	10/1/2018	10/1/2019	Unknown
9	City of Azusa	Police Records Specialist II	$ 4,271	$ 0	$ 4,271	7/1/2017	unknown	unknown
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,156	$ 5,910
% City of El Monte Above/Below	3.6%	12.9%
Median of Comparators	$ 4,240	$ 5,974
% City of El Monte Above/Below	1.7%	12.0%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Police Sergeant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Police Sergeant	$ 10,699	$ 3,336	$ 14,035	7/8/2017	unknown	unknown
2	City of La Habra	Police Sergeant	$ 10,435	$ 2,841	$ 13,276	7/7/2018	7/6/2019	3.00%
3	City of Azusa	Police Sergeant	$ 10,431	$ 3,765	$ 14,195	7/1/2017	unknown	unknown
4	City of Whittier	Police Sergeant	$ 10,024	$ 4,265	$ 14,289	7/1/2018	unknown	unknown
5	City of Pomona	Police Sergeant	$ 9,800	$ 3,123	$ 12,923	10/1/2018	10/1/2019	Unknown
6	City of Alhambra	Police Sergeant	$ 9,690	$ 3,520	$ 13,210	7/1/2018	7/1/2019	unknown
7	City of West Covina	Police Sergeant	$ 9,414	$ 3,698	$ 13,112	7/1/2018	7/1/2019	unknown
8	City of Baldwin Park	Police Sergeant	$ 9,407	$ 3,506	$ 12,913	7/1/2018	7/1/2019	2.00%
9	**City of El Monte**	**Police Sergeant**	**$ 9,285**	**$ 4,415**	**$ 13,701**	**1/1/2019**	**1/1/2020**	**3.00%**
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 9,988	$ 13,494
% City of El Monte Above/Below	-7.6%	1.5%
Median of Comparators	$ 9,912	$ 13,243
% City of El Monte Above/Below	-6.8%	3.3%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Police Sergeant	Police Sergeant	Police Sergeant	Police Sergeant	Police Sergeant	N/R	Police Sergeant	N/C	Police Sergeant	Police Sergeant	Police Sergeant
	Top Step	$ 9,285	$ 9,690	$ 10,431	$ 9,407	$ 10,699		$ 10,435		$ 9,800	$ 9,414	$ 10,024
Retirement	Classic	3%@50	3%@50	3%@55	3%@50	3%@55		2%@50		3%@55	3%@55	3%@50
	Enhanced Formula Cost	$ 826	$ 862	$ 741	$ 837	$ 760		$ 532		$ 696	$ 668	$ 892
	EE Cost Sharing							$ -104				$ -301
	ER Paid Member Contrib	$ 836										
	Calc Classic EPMC as Spec Comp	$ 75										
	Single Highest Year	$ 102	$ 107	$ 115	$ 103	$ 118				$ 108	$ 104	$ 110
	Social Security											
	Deferred Compensation			$ 150								$ 150
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,513	$ 1,400	$ 1,096		$ 1,370				$ 2,058
	Health									$ 925	$ 1,608	
	Dental									$ 75	$ 62	
	Vision	$ 23	$ 6		$ 32						$ 43	$ 24
	Life		$ 2	$ 29	$ 8	$ 15					$ 17	
	LTD	$ 16		$ 28	$ 42							
	STD/SDI			$ 47	$ 24							
Leaves	Vacation	$ 536	$ 522	$ 642	$ 543	$ 782		$ 602		$ 754	$ 543	$ 617
	Holidays	$ 491	$ 596	$ 501	$ 516	$ 566		$ 401		$ 565	$ 652	$ 520
	Admin Leave		$ 186					$ 40				$ 193
Allow	Auto											
	Benefit Package Total	$ 4,415	$ 3,520	$ 3,765	$ 3,506	$ 3,336	$ 0	$ 2,841	$ 0	$ 3,123	$ 3,698	$ 4,265

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Police Sergeant

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Police Sergeant	$ 10,024	$ 4,265	$ 14,289	7/1/2018	unknown	unknown
2	City of Azusa	Police Sergeant	$ 10,431	$ 3,765	$ 14,195	7/1/2017	unknown	unknown
3	City of Covina	Police Sergeant	$ 10,699	$ 3,336	$ 14,035	7/8/2017	unknown	unknown
4	City of El Monte	Police Sergeant	$ 9,285	$ 4,415	$ 13,701	1/1/2019	1/1/2020	3.00%
5	City of La Habra	Police Sergeant	$ 10,435	$ 2,841	$ 13,276	7/7/2018	7/6/2019	3.00%
6	City of Alhambra	Police Sergeant	$ 9,690	$ 3,520	$ 13,210	7/1/2018	7/1/2019	unknown
7	City of West Covina	Police Sergeant	$ 9,414	$ 3,698	$ 13,112	7/1/2018	7/1/2019	unknown
8	City of Pomona	Police Sergeant	$ 9,800	$ 3,123	$ 12,923	10/1/2018	10/1/2019	Unknown
9	City of Baldwin Park	Police Sergeant	$ 9,407	$ 3,506	$ 12,913	7/1/2018	7/1/2019	2.00%
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 9,988	$ 13,494
% City of El Monte Above/Below	-7.6%	1.5%
Median of Comparators	$ 9,912	$ 13,243
% City of El Monte Above/Below	-6.8%	3.3%
Number of Matches	8	8

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Program Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Azusa	Recreation Coordinator	$ 4,320	7/1/2017	unknown	unknown
2	City of El Monte	Program Coordinator	$ 4,002	1/22/2019	unknown	unknown
3	City of La Habra	N/C				
4	City of Whittier	N/C				
5	City of Alhambra	N/C				
6	City of Pomona	N/C				
7	City of Baldwin Park	N/C				
8	City of Covina	N/C				
9	City of West Covina	N/C				
10	City of Norwalk	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Median of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Number of Matches	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Program Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Azusa	Recreation Coordinator	$ 4,320	7/1/2017	unknown	unknown
2	City of El Monte	Program Coordinator	$ 4,002	1/22/2019	unknown	unknown
3	City of La Habra	N/C				
4	City of Whittier	N/C				
5	City of Alhambra	N/C				
6	City of Pomona	N/C				
7	City of Baldwin Park	N/C				
8	City of Covina	N/C				
9	City of West Covina	N/C				
10	City of Norwalk	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Median of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Number of Matches	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Program Specialist

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Community Resources Specialist	$ 2,957	12/22/2018	unknown	unknown
2	City of El Monte	Program Specialist	$ 2,600	1/22/2019	unknown	unknown
3	City of Baldwin Park	N/C				
4	City of Norwalk	N/C				
5	City of West Covina	N/C				
6	City of Azusa	N/C				
7	City of Alhambra	N/C				
8	City of Whittier	N/C				
9	City of La Habra	N/C				
10	City of Pomona	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Median of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Number of Matches	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Program Specialist

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Community Resources Specialist	$ 2,957	12/22/2018	unknown	unknown
2	City of El Monte	Program Specialist	$ 2,600	1/22/2019	unknown	unknown
3	City of Baldwin Park	N/C				
4	City of Norwalk	N/C				
5	City of West Covina	N/C				
6	City of Azusa	N/C				
7	City of Alhambra	N/C				
8	City of Whittier	N/C				
9	City of La Habra	N/C				
10	City of Pomona	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Median of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Number of Matches	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Property And Evidence Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Property and Evidence Technician	$ 5,418	$ 2,262	$ 7,680	7/1/2018	7/1/2019	unknown
2	City of El Monte	Property And Evidence Technician	$ 5,393	$ 2,706	$ 8,099	1/1/2019	1/1/2020	unknown
3	City of Baldwin Park	Police Technician	$ 5,095	$ 2,253	$ 7,348	7/1/2018	7/1/2019	2.00%
4	City of Whittier	Property and Evidence Technician	$ 4,994	$ 2,729	$ 7,723	7/1/2018	unknown	unknown
5	City of Covina	Property and Evidence Clerk	$ 4,869	$ 1,973	$ 6,843	7/7/2018	7/6/2019	2.00%
6	City of Pomona	Property and Evidence Technician	$ 4,423	$ 1,428	$ 5,851	10/1/2018	10/1/2019	Unknown
7	City of La Habra	Property and Evidence Technician	$ 4,368	$ 1,829	$ 6,197	7/7/2018	7/6/2019	2.50%
8	City of West Covina	Community Services Officer	$ 3,959	$ 2,234	$ 6,193	7/1/2016	unknown	unknown
9	City of Norwalk	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,732	$ 6,834
% City of El Monte Above/Below	12.2%	15.6%
Median of Comparators	$ 4,869	$ 6,843
% City of El Monte Above/Below	9.7%	15.5%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Property and Evidence Technician	Property and Evidence Technician	N/C	Police Technician	Property and Evidence Clerk	N/R	Property and Evidence Technician	N/C	Property and Evidence Technician	Community Services Officer	Property and Evidence Technician
	Top Step	$ 5,393	$ 5,418		$ 5,095	$ 4,869		$ 4,368		$ 4,423	$ 3,959	$ 4,994
Retirement	Classic	2%@55	2.7%@55		2.7%@55	2.5%@55		2%@60		2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 146	$ 347		$ 326	$ 239		$ 66		$ 66	$ 59	$ 245
	EE Cost Sharing				$ -255			$ -44				$ -200
	ER Paid Member Contrib	$ 377										
	Calc Classic EPMC as Spec Comp	$ 26										
	Single Highest Year	$ 27	$ 33		$ 31	$ 29					$ 20	$ 30
	Social Security											
	Deferred Compensation				$ 102							
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238		$ 1,400	$ 1,096		$ 1,370				$ 2,058
	Health									$ 725	$ 1,608	
	Dental									$ 75	$ 53	
	Vision	$ 23	$ 6		$ 32						$ 17	$ 24
	Life		$ 2		$ 8	$ 15					$ 9	$ 5
	LTD		$ 11		$ 23						$ 26	
	STD/SDI				$ 13							
Leaves	Vacation	$ 311	$ 292		$ 294	$ 337		$ 252		$ 340	$ 228	$ 288
	Holidays	$ 285	$ 333		$ 279	$ 258		$ 168		$ 221	$ 213	$ 259
	Admin Leave							$ 17				$ 19
Allow	Auto											
	Benefit Package Total	$ 2,706	$ 2,262	$ 0	$ 2,253	$ 1,973	$ 0	$ 1,829	$ 0	$ 1,428	$ 2,234	$ 2,729

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Property And Evidence Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Property And Evidence Technician	$ 5,393	$ 2,706	$ 8,099	1/1/2019	1/1/2020	unknown
2	City of Whittier	Property and Evidence Technician	$ 4,994	$ 2,729	$ 7,723	7/1/2018	unknown	unknown
3	City of Alhambra	Property and Evidence Technician	$ 5,418	$ 2,262	$ 7,680	7/1/2018	7/1/2019	unknown
4	City of Baldwin Park	Police Technician	$ 5,095	$ 2,253	$ 7,348	7/1/2018	7/1/2019	2.00%
5	City of Covina	Property and Evidence Clerk	$ 4,869	$ 1,973	$ 6,843	7/7/2018	7/6/2019	2.00%
6	City of La Habra	Property and Evidence Technician	$ 4,368	$ 1,829	$ 6,197	7/7/2018	7/6/2019	2.50%
7	City of West Covina	Community Services Officer	$ 3,959	$ 2,234	$ 6,193	7/1/2016	unknown	unknown
8	City of Pomona	Property and Evidence Technician	$ 4,423	$ 1,428	$ 5,851	10/1/2018	10/1/2019	Unknown
9	City of Norwalk	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 4,732	$ 6,834
% City of El Monte Above/Below	12.2%	15.6%
Median of Comparators	$ 4,869	$ 6,843
% City of El Monte Above/Below	9.7%	15.5%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Public Information Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Communications and Public Affairs Manager	$ 10,080	$ 4,326	$ 14,406	7/1/2018	7/1/2019	Unknown
2	City of El Monte	Public Information Officer	$ 8,292	$ 3,652	$ 11,944	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Public Information Officer	N/C	N/C	N/C	N/C	N/R	N/C	Communications and Public Affairs Manager	N/C	N/C	N/C
	Top Step	$ 8,292							$ 10,080			
Retirement	Classic	2%@55							2%@55			
	Enhanced Formula Cost	$ 224							$ 272			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 580										
	Calc Classic EPMC as Spec Comp	$ 41										
	Single Highest Year	$ 41										
	Social Security											
	Deferred Compensation								$ 202			
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health								$ 2,194			
	Dental	$ 138							$ 97			
	Vision	$ 23							$ 30			
	Life								$ 5			
	LTD	$ 18							$ 92			
	STD/SDI											
Leaves	Vacation	$ 478							$ 582			
	Holidays	$ 439							$ 465			
	Admin Leave	$ 159							$ 388			
Allow	Auto											
	Benefit Package Total	$ 3,652	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 4,326	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Public Information Officer

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Communications and Public Affairs Manager	$ 10,080	$ 4,326	$ 14,406	7/1/2018	7/1/2019	Unknown
2	City of El Monte	Public Information Officer	$ 8,292	$ 3,652	$ 11,944	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Public Works & Utilities Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of La Habra	Public Works Director	$ 15,965	$ 3,253	$ 19,218	7/7/2018	unknown	unknown
2	City of Whittier	Director of Public Works	$ 15,753	$ 5,361	$ 21,114	7/1/2018	unknown	unknown
3	City of Covina	Director of Public Works	$ 15,300	$ 4,097	$ 19,397	7/7/2018	7/6/2019	2.00%
4	City of West Covina	Public Works Director	$ 14,875	$ 5,416	$ 20,291	7/1/2017	unknown	unknown
5	City of Pomona	Public Works Director	$ 14,471	$ 4,384	$ 18,856	10/1/2018	10/1/2019	Unknown
6	City of Baldwin Park	Director of Public Works	$ 14,343	$ 6,103	$ 20,446	7/1/2018	7/1/2019	2.00%
7	**City of El Monte**	**Public Works & Utilities Director**	**$ 13,986**	**$ 5,945**	**$ 19,930**	**3/19/2019**	**unknown**	**unknown**
8	City of Alhambra[1]	[Director of Public Works / Director of Utilities]	$ 13,615	$ 4,918	$ 18,533	7/1/2018	7/1/2019	unknown
9	City of Azusa	Director of Public Works	$ 13,287	$ 3,555	$ 16,841	1/3/2018	unknown	unknown
10	City of Norwalk	Director of Public Services	$ 13,165	$ 5,603	$ 18,768	7/1/2018	7/1/2019	Unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 14,530	$ 19,274
% City of El Monte Above/Below	-3.9%	3.3%
Median of Comparators	$ 14,471	$ 19,218
% City of El Monte Above/Below	-3.5%	3.6%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Alhambra: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salaries displayed are the same for both matches.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Public Works & Utilities Director	[Director of Public Works / Director of Utilities]	Director of Public Works	Director of Public Works	Director of Public Works	N/R	Public Works Director	Director of Public Services	Public Works Director	Public Works Director	Director of Public Works
	Top Step	$ 13,986	$ 13,615	$ 13,287	$ 14,343	$ 15,300		$ 15,965	$ 13,165	$ 14,471	$ 14,875	$ 15,753
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 378	$ 871	$ 359	$ 918	$ 750		$ 239	$ 355	$ 217	$ 223	$ 772
	EE Cost Sharing			$ -930		$ -459		$ -160				$ -630
	ER Paid Member Contrib	$ 979										
	Calc Classic EPMC as Spec Comp	$ 69										
	Single Highest Year	$ 70	$ 82		$ 86	$ 92					$ 74	$ 95
	Social Security											
	Deferred Compensation			$ 330	$ 500				$ 527		$ 300	$ 236
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,346	$ 1,875	$ 1,096		$ 1,270				$ 2,058
	Health								$ 2,194	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 38				$ 30		$ 17	$ 24
	Life	$ 6	$ 29	$ 32	$ 16	$ 15			$ 6		$ 17	$ 25
	LTD	$ 18	$ 21	$ 28	$ 51				$ 120		$ 96	$ 139
	STD/SDI			$ 59	$ 37							
Leaves	Vacation	$ 1,076	$ 733	$ 818	$ 828	$ 1,206		$ 921	$ 760	$ 1,113	$ 858	$ 909
	Holidays	$ 740	$ 838	$ 767	$ 759	$ 809		$ 675	$ 608	$ 724	$ 858	$ 818
	Admin Leave	$ 538	$ 1,100	$ 447	$ 497	$ 588		$ 307	$ 506	$ 1,531	$ 1,001	$ 606
Allow	Auto	$ 400		$ 300	$ 500				$ 400		$ 300	$ 310
	Benefit Package Total	$ 5,945	$ 4,918	$ 3,555	$ 6,103	$ 4,097	$ 0	$ 3,253	$ 5,603	$ 4,384	$ 5,416	$ 5,361

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Public Works & Utilities Director

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Director of Public Works	$ 15,753	$ 5,361	$ 21,114	7/1/2018	unknown	unknown
2	City of Baldwin Park	Director of Public Works	$ 14,343	$ 6,103	$ 20,446	7/1/2018	7/1/2019	2.00%
3	City of West Covina	Public Works Director	$ 14,875	$ 5,416	$ 20,291	7/1/2017	unknown	unknown
4	City of El Monte	Public Works & Utilities Director	$ 13,986	$ 5,945	$ 19,930	3/19/2019	unknown	unknown
5	City of Covina	Director of Public Works	$ 15,300	$ 4,097	$ 19,397	7/7/2018	7/6/2019	2.00%
6	City of La Habra	Public Works Director	$ 15,965	$ 3,253	$ 19,218	7/7/2018	unknown	unknown
7	City of Pomona	Public Works Director	$ 14,471	$ 4,384	$ 18,856	10/1/2018	10/1/2019	Unknown
8	City of Norwalk	Director of Public Services	$ 13,165	$ 5,603	$ 18,768	7/1/2018	7/1/2019	Unknown
9	City of Alhambra[1]	[Director of Public Works / Director of Utilities]	$ 13,615	$ 4,918	$ 18,533	7/1/2018	7/1/2019	unknown
10	City of Azusa	Director of Public Works	$ 13,287	$ 3,555	$ 16,841	1/3/2018	unknown	unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 14,530	$ 19,274
% City of El Monte Above/Below	-3.9%	3.3%
Median of Comparators	$ 14,471	$ 19,218
% City of El Monte Above/Below	-3.5%	3.6%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Alhambra: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salaries displayed are the same for both matches.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Public Works Inspector

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Public Works Inspector	$ 7,395	$ 2,633	$ 10,028	7/1/2018	7/1/2019	unknown
2	City of Norwalk	Public Works Inspector II	$ 7,241	$ 2,326	$ 9,567	7/1/2018	7/1/2019	Unknown
3	City of Pomona	Public Works Inspector II	$ 6,729	$ 1,755	$ 8,484	10/1/2018	10/1/2019	Unknown
4	City of Azusa	Public Works Inspector	$ 6,415	$ 1,802	$ 8,217	7/1/2017	unknown	unknown
5	City of La Habra	Public Works Inspector	$ 6,380	$ 2,040	$ 8,420	7/7/2018	7/6/2019	2.00%
6	City of Whittier	Public Works Inspector II	$ 6,250	$ 2,890	$ 9,140	7/1/2018	unknown	unknown
7	City of El Monte	Public Works Inspector	$ 5,963	$ 3,101	$ 9,064	1/1/2019	1/1/2020	unknown
8	City of Baldwin Park	N/C						
9	City of Covina	N/C						
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,735	$ 8,976
% City of El Monte Above/Below	-12.9%	1.0%
Median of Comparators	$ 6,572	$ 8,812
% City of El Monte Above/Below	-10.2%	2.8%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Public Works Inspector	Public Works Inspector	Public Works Inspector	N/C	N/C	N/R	Public Works Inspector	Public Works Inspector II	Public Works Inspector II	N/C	Public Works Inspector II
	Top Step	$ 5,963	$ 7,395	$ 6,415				$ 6,380	$ 7,241	$ 6,729		$ 6,250
Retirement	Classic	2%@55	2.7%@55	2%@55				2%@60	2%@55	2%@60		2.5%@55
	Enhanced Formula Cost	$ 161	$ 473	$ 173				$ 96	$ 196	$ 101		$ 306
	EE Cost Sharing			$ -449				$ -64				$ -250
	ER Paid Member Contrib	$ 417										
	Calc Classic EPMC as Spec Comp	$ 29										
	Single Highest Year	$ 30	$ 44									$ 38
	Social Security											
	Deferred Compensation			$ 45								
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200				$ 1,315				$ 2,058
	Health								$ 1,200	$ 725		
	Dental	$ 138							$ 97	$ 75		
	Vision	$ 23	$ 6						$ 13			$ 24
	Life		$ 2	$ 18					$ 3			$ 5
	LTD	$ 18	$ 16	$ 22					$ 66			
	STD/SDI			$ 29								
Leaves	Vacation	$ 344	$ 398	$ 395				$ 368	$ 418	$ 518		$ 361
	Holidays	$ 315	$ 455	$ 370				$ 270	$ 334	$ 336		$ 325
	Admin Leave	$ 115						$ 55				$ 24
Allow	Auto											
	Benefit Package Total	$ 3,101	$ 2,633	$ 1,802	$ 0	$ 0	$ 0	$ 2,040	$ 2,326	$ 1,755	$ 0	$ 2,890

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Public Works Inspector

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Public Works Inspector	$ 7,395	$ 2,633	$ 10,028	7/1/2018	7/1/2019	unknown
2	City of Norwalk	Public Works Inspector II	$ 7,241	$ 2,326	$ 9,567	7/1/2018	7/1/2019	Unknown
3	City of Whittier	Public Works Inspector II	$ 6,250	$ 2,890	$ 9,140	7/1/2018	unknown	unknown
4	City of El Monte	Public Works Inspector	$ 5,963	$ 3,101	$ 9,064	1/1/2019	1/1/2020	unknown
5	City of Pomona	Public Works Inspector II	$ 6,729	$ 1,755	$ 8,484	10/1/2018	10/1/2019	Unknown
6	City of La Habra	Public Works Inspector	$ 6,380	$ 2,040	$ 8,420	7/7/2018	7/6/2019	2.00%
7	City of Azusa	Public Works Inspector	$ 6,415	$ 1,802	$ 8,217	7/1/2017	unknown	unknown
8	City of Baldwin Park	N/C						
9	City of Covina	N/C						
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,735	$ 8,976
% City of El Monte Above/Below	-12.9%	1.0%
Median of Comparators	$ 6,572	$ 8,812
% City of El Monte Above/Below	-10.2%	2.8%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Public Works Operations Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Public Works Operations Manager	$ 11,703	$ 4,460	$ 16,163	1/1/2019	1/1/2020	unknown
2	City of Norwalk	Public Services Manager	$ 11,000	$ 4,509	$ 15,509	7/1/2018	7/1/2019	Unknown
3	City of La Habra	Operations Manager	$ 10,969	$ 2,633	$ 13,601	7/7/2018	unknown	unknown
4	City of West Covina	Public Services Superintendent	$ 10,250	$ 3,658	$ 13,908	7/1/2018	7/1/2019	unknown
5	City of Whittier	Street Manager	$ 9,427	$ 3,772	$ 13,199	7/1/2018	unknown	unknown
6	City of Alhambra	Streets Superintendent	$ 9,194	$ 2,970	$ 12,164	7/1/2018	7/1/2019	unknown
7	City of Pomona	N/C						
8	City of Baldwin Park	N/C						
9	City of Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,168	$ 13,676
% City of El Monte Above/Below	13.1%	15.4%
Median of Comparators	$ 10,250	$ 13,601
% City of El Monte Above/Below	12.4%	15.8%
Number of Matches	5	5

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Public Works Operations Manager	Streets Superintendent	N/C	N/C	N/C	N/R	Operations Manager	Public Services Manager	N/C	Public Services Superintendent	Street Manager
	Top Step	$ 11,703	$ 9,194					$ 10,969	$ 11,000		$ 10,250	$ 9,427
Retirement	Classic	2%@55	2.7%@55					2%@60	2%@55		2%@60	2.5%@55
	Enhanced Formula Cost	$ 316	$ 588					$ 165	$ 297		$ 154	$ 462
	EE Cost Sharing							$ -110				$ -377
	ER Paid Member Contrib	$ 819										
	Calc Classic EPMC as Spec Comp	$ 57										
	Single Highest Year	$ 59	$ 55								$ 51	$ 57
	Social Security											
	Deferred Compensation								$ 220		$ 150	$ 141
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238					$ 1,270				$ 2,058
	Health								$ 2,194		$ 1,608	
	Dental	$ 138							$ 97		$ 62	
	Vision	$ 23	$ 6						$ 30		$ 43	$ 24
	Life		$ 2						$ 5		$ 17	$ 11
	LTD	$ 18	$ 19						$ 100		$ 54	
	STD/SDI											
Leaves	Vacation	$ 675	$ 495					$ 633	$ 635		$ 591	$ 544
	Holidays	$ 619	$ 566					$ 464	$ 508		$ 631	$ 489
	Admin Leave[1]	$ 225						$ 211	$ 423		$ 296	$ 363
Allow	Auto											
	Benefit Package Total	$ 4,460	$ 2,970	$ 0	$ 0	$ 0	$ 0	$ 2,633	$ 4,509	$ 0	$ 3,658	$ 3,772

N/C - Non Comparator

1 - City of Alhambra: Employees who have not used sick leave within one full calendar year may receive 8 hrs of personal leave.

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Public Works Operations Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Public Works Operations Manager	$ 11,703	$ 4,460	$ 16,163	1/1/2019	1/1/2020	unknown
2	City of Norwalk	Public Services Manager	$ 11,000	$ 4,509	$ 15,509	7/1/2018	7/1/2019	Unknown
3	City of West Covina	Public Services Superintendent	$ 10,250	$ 3,658	$ 13,908	7/1/2018	7/1/2019	unknown
4	City of La Habra	Operations Manager	$ 10,969	$ 2,633	$ 13,601	7/7/2018	unknown	unknown
5	City of Whittier	Street Manager	$ 9,427	$ 3,772	$ 13,199	7/1/2018	unknown	unknown
6	City of Alhambra	Streets Superintendent	$ 9,194	$ 2,970	$ 12,164	7/1/2018	7/1/2019	unknown
7	City of Pomona	N/C						
8	City of Baldwin Park	N/C						
9	City of Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 10,168	$ 13,676
% City of El Monte Above/Below	13.1%	15.4%
Median of Comparators	$ 10,250	$ 13,601
% City of El Monte Above/Below	12.4%	15.8%
Number of Matches	5	5

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Public Works Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Public Works Supervisor	$ 8,919	$ 3,801	$ 12,720	1/1/2019	1/1/2020	unknown
2	City of Alhambra	Building Maintenance Supervisor	$ 8,010	$ 2,748	$ 10,758	7/1/2018	7/1/2019	unknown
3	City of La Habra[2]	[Streets Maintenance Supervisor / Parks/Trees Supervisor]	$ 7,956	$ 2,338	$ 10,294	7/7/2018	unknown	unknown
4	City of Covina[1]	[Street Maintenance Supervisor / Park Maintenance Supervisor]	$ 7,536	$ 2,518	$ 10,055	7/7/2018	7/6/2019	2.00%
5	City of Norwalk	Maintenance Supervisor	$ 7,529	$ 2,367	$ 9,896	7/1/2018	7/1/2019	Unknown
6	City of West Covina	Maintenance Services Supervisor	$ 7,500	$ 3,190	$ 10,690	7/1/2018	7/1/2019	unknown
7	City of Pomona[3]	Public Services Supervisor / Parks and Landscape Supervisor	$ 7,430	$ 2,140	$ 9,570	10/1/2018	10/1/2019	Unknown
8	City of Whittier[4]	[Facilities Maintenance Supervisor / Street Maintenance Supervisor]	$ 7,261	$ 3,107	$ 10,368	7/1/2018	unknown	unknown
9	City of Azusa	Public Works Supervisor	$ 7,062	$ 1,858	$ 8,920	7/1/2017	unknown	unknown
10	City of Baldwin Park	Public Works Supervisor	$ 6,658	$ 2,566	$ 9,223	7/1/2018	7/1/2019	2.00%
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,438	$ 9,975
% City of El Monte Above/Below	16.6%	21.6%
Median of Comparators	$ 7,500	$ 10,055
% City of El Monte Above/Below	15.9%	21.0%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Covina: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of La Habra: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

3 - City of Pomona: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

4 - City of Whittier: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Public Works Supervisor	Building Maintenance Supervisor	Public Works Supervisor	Public Works Supervisor	[Street Maintenance Supervisor / Park Maintenance Supervisor]	N/R	[Streets Maintenance Supervisor / Parks/Trees Supervisor]	Maintenance Supervisor	Public Services Supervisor / Parks and Landscape Supervisor	Maintenance Services Supervisor	[Facilities Maintenance Supervisor / Street Maintenance Supervisor]
	Top Step	$ 8,919	$ 8,010	$ 7,062	$ 6,658	$ 7,536		$ 7,956	$ 7,529	$ 7,430	$ 7,500	$ 7,261
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 241	$ 513	$ 191	$ 426	$ 369		$ 119	$ 203	$ 111	$ 113	$ 356
	EE Cost Sharing			$ -494								$ -290
	ER Paid Member Contrib	$ 624										
	Calc Classic EPMC as Spec Comp	$ 44										
	Single Highest Year	$ 45	$ 48		$ 40	$ 45					$ 38	$ 44
	Social Security											
	Deferred Compensation			$ 45							$ 150	$ 109
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200		$ 1,096		$ 1,270				$ 2,058
	Health				$ 1,200				$ 1,200	$ 725	$ 1,608	
	Dental	$ 138			$ 52				$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 43	$ 24
	Life		$ 2	$ 19	$ 8	$ 15			$ 3		$ 17	$ 11
	LTD	$ 18	$ 17	$ 24	$ 30				$ 68		$ 49	
	STD/SDI			$ 32	$ 17							
Leaves	Vacation	$ 515	$ 431	$ 435	$ 384	$ 594		$ 459	$ 434	$ 572	$ 433	$ 419
	Holidays	$ 472	$ 493	$ 407	$ 374	$ 399		$ 337	$ 347	$ 372	$ 462	$ 377
	Admin Leave[1]	$ 172						$ 153		$ 286	$ 216	
Allow	Auto											
	Benefit Package Total	$ 3,801	$ 2,748	$ 1,858	$ 2,566	$ 2,518	$ 0	$ 2,338	$ 2,367	$ 2,140	$ 3,190	$ 3,107

N/C - Non Comparator

1 - City of Alhambra: Employees who have not used sick leave within one full calendar year may receive 8 hrs of personal leave.

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Public Works Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Public Works Supervisor	$ 8,919	$ 3,801	$ 12,720	1/1/2019	1/1/2020	unknown
2	City of Alhambra	Building Maintenance Supervisor	$ 8,010	$ 2,748	$ 10,758	7/1/2018	7/1/2019	unknown
3	City of West Covina	Maintenance Services Supervisor	$ 7,500	$ 3,190	$ 10,690	7/1/2018	7/1/2019	unknown
4	City of Whittier[4]	[Facilities Maintenance Supervisor / Street Maintenance Supervisor]	$ 7,261	$ 3,107	$ 10,368	7/1/2018	unknown	unknown
5	City of La Habra[2]	[Streets Maintenance Supervisor / Parks/Trees Supervisor]	$ 7,956	$ 2,338	$ 10,294	7/7/2018	unknown	unknown
6	City of Covina[1]	[Street Maintenance Supervisor / Park Maintenance Supervisor]	$ 7,536	$ 2,518	$ 10,055	7/7/2018	7/6/2019	2.00%
7	City of Norwalk	Maintenance Supervisor	$ 7,529	$ 2,367	$ 9,896	7/1/2018	7/1/2019	Unknown
8	City of Pomona[3]	Public Services Supervisor / Parks and Landscape Supervisor	$ 7,430	$ 2,140	$ 9,570	10/1/2018	10/1/2019	Unknown
9	City of Baldwin Park	Public Works Supervisor	$ 6,658	$ 2,566	$ 9,223	7/1/2018	7/1/2019	2.00%
10	City of Azusa	Public Works Supervisor	$ 7,062	$ 1,858	$ 8,920	7/1/2017	unknown	unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,438	$ 9,975
% City of El Monte Above/Below	16.6%	21.6%
Median of Comparators	$ 7,500	$ 10,055
% City of El Monte Above/Below	15.9%	21.0%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of Covina: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of La Habra: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

3 - City of Pomona: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

4 - City of Whittier: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Recreation Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Recreation Coordinator	$ 5,865	$ 2,133	$ 7,998	7/1/2018	7/1/2019	Unknown
2	City of Alhambra	Program Coordinator	$ 5,830	$ 2,339	$ 8,169	7/1/2018	7/1/2019	unknown
3	City of Pomona	Recreation Coordinator	$ 5,661	$ 1,603	$ 7,264	10/1/2018	10/1/2019	Unknown
4	City of Whittier	Community Services Coordinator II	$ 5,518	$ 2,796	$ 8,314	7/1/2018	unknown	unknown
5	City of El Monte	Recreation Coordinator	$ 5,475	$ 2,724	$ 8,199	1/1/2019	1/1/2020	unknown
6	City of West Covina	Community Services Coordinator	$ 5,103	$ 2,470	$ 7,573	7/1/2018	7/1/2019	unknown
7	City of Baldwin Park	Program Coordinator	$ 4,882	$ 2,144	$ 7,026	7/1/2018	7/1/2019	2.00%
8	City of Covina	Recreation Coordinator	$ 4,494	$ 1,907	$ 6,401	7/8/2017	unknown	unknown
9	City of Azusa	Recreation Coordinator	$ 4,320	$ 1,620	$ 5,940	7/1/2017	unknown	unknown
10	City of La Habra	Community Services Recreation Coordinator	$ 3,919	$ 1,760	$ 5,679	7/7/2018	7/6/2019	2.00%
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,066	$ 7,152
% City of El Monte Above/Below	7.5%	12.8%
Median of Comparators	$ 5,103	$ 7,264
% City of El Monte Above/Below	6.8%	11.4%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Recreation Coordinator	Program Coordinator	Recreation Coordinator	Program Coordinator	Recreation Coordinator	N/R	Community Services Recreation Coordinator	Recreation Coordinator	Recreation Coordinator	Community Services Coordinator	Community Services Coordinator II
	Top Step	$ 5,475	$ 5,830	$ 4,320	$ 4,882	$ 4,494		$ 3,919	$ 5,865	$ 5,661	$ 5,103	$ 5,518
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 148	$ 373	$ 117	$ 312	$ 220		$ 59	$ 158	$ 85	$ 77	$ 270
	EE Cost Sharing			$ -302				$ -39				$ -221
	ER Paid Member Contrib	$ 383										
	Calc Classic EPMC as Spec Comp	$ 27										
	Single Highest Year	$ 27	$ 35		$ 29	$ 27					$ 26	$ 33
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 50	
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,100	$ 1,096		$ 1,315				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental								$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 17	$ 24
	Life		$ 2	$ 12	$ 8	$ 15			$ 3		$ 9	$ 5
	LTD		$ 12	$ 15	$ 22				$ 53		$ 33	
	STD/SDI			$ 19	$ 13							
Leaves	Vacation	$ 316	$ 314	$ 266	$ 282	$ 311		$ 226	$ 338	$ 435	$ 294	$ 318
	Holidays	$ 290	$ 359	$ 249	$ 244	$ 238		$ 166	$ 271	$ 283	$ 294	$ 287
	Admin Leave							$ 34				$ 21
Allow	Auto											
	Benefit Package Total	$ 2,724	$ 2,339	$ 1,620	$ 2,144	$ 1,907	$ 0	$ 1,760	$ 2,133	$ 1,603	$ 2,470	$ 2,796

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Recreation Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Whittier	Community Services Coordinator II	$ 5,518	$ 2,796	$ 8,314	7/1/2018	unknown	unknown
2	City of El Monte	Recreation Coordinator	$ 5,475	$ 2,724	$ 8,199	1/1/2019	1/1/2020	unknown
3	City of Alhambra	Program Coordinator	$ 5,830	$ 2,339	$ 8,169	7/1/2018	7/1/2019	unknown
4	City of Norwalk	Recreation Coordinator	$ 5,865	$ 2,133	$ 7,998	7/1/2018	7/1/2019	Unknown
5	City of West Covina	Community Services Coordinator	$ 5,103	$ 2,470	$ 7,573	7/1/2018	7/1/2019	unknown
6	City of Pomona	Recreation Coordinator	$ 5,661	$ 1,603	$ 7,264	10/1/2018	10/1/2019	Unknown
7	City of Baldwin Park	Program Coordinator	$ 4,882	$ 2,144	$ 7,026	7/1/2018	7/1/2019	2.00%
8	City of Covina	Recreation Coordinator	$ 4,494	$ 1,907	$ 6,401	7/8/2017	unknown	unknown
9	City of Azusa	Recreation Coordinator	$ 4,320	$ 1,620	$ 5,940	7/1/2017	unknown	unknown
10	City of La Habra	Community Services Recreation Coordinator	$ 3,919	$ 1,760	$ 5,679	7/7/2018	7/6/2019	2.00%
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,066	$ 7,152
% City of El Monte Above/Below	7.5%	12.8%
Median of Comparators	$ 5,103	$ 7,264
% City of El Monte Above/Below	6.8%	11.4%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Recreation Leader

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Community Resources Specialist	$ 2,957	12/22/2018	unknown	unknown
2	City of Norwalk	Recreation Leader II	$ 2,718	7/1/2018	7/1/2019	Unknown
3	City of Azusa	Recreation Leader	$ 2,655	1/1/2019	unknown	unknown
4	City of Alhambra	Recreation Leader II	$ 2,654	7/1/2018	unknown	unknown
5	City of West Covina	Recreation Leader	$ 2,288	1/1/2019	unknown	unknown
6	City of Baldwin Park	Recreation Leader II	$ 2,279	7/1/2018	7/1/2019	unknown
7	City of Whittier	Recreation Specialist II	$ 2,120	1/1/2019	unknown	unknown
8	**City of El Monte**	**Recreation Leader**	**$ 2,115**	**1/22/2019**	**unknown**	**unknown**
9	City of La Habra	Recreation Leader	$ 2,080	unknown	unknown	unknown
10	City of Pomona	Community Service Specialist I - Recreation Leader	$ 2,080	12/23/2018	unknown	Unknown
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	$ 2,426
% City of El Monte Above/Below	-14.7%
Median of Comparators	$ 2,288
% City of El Monte Above/Below	-8.2%
Number of Matches	9

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Recreation Leader

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Community Resources Specialist	$ 2,957	12/22/2018	unknown	unknown
2	City of Norwalk	Recreation Leader II	$ 2,718	7/1/2018	7/1/2019	Unknown
3	City of Azusa	Recreation Leader	$ 2,655	1/1/2019	unknown	unknown
4	City of Alhambra	Recreation Leader II	$ 2,654	7/1/2018	unknown	unknown
5	City of West Covina	Recreation Leader	$ 2,288	1/1/2019	unknown	unknown
6	City of Baldwin Park	Recreation Leader II	$ 2,279	7/1/2018	7/1/2019	unknown
7	City of Whittier	Recreation Specialist II	$ 2,120	1/1/2019	unknown	unknown
8	City of El Monte	Recreation Leader	$ 2,115	1/22/2019	unknown	unknown
9	City of La Habra	Recreation Leader	$ 2,080	unknown	unknown	unknown
10	City of Pomona	Community Service Specialist I - Recreation Leader	$ 2,080	12/23/2018	unknown	Unknown
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	$ 2,426
% City of El Monte Above/Below	-14.7%
Median of Comparators	$ 2,288
% City of El Monte Above/Below	-8.2%
Number of Matches	9

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Recreation Services Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Recreation Superintendent	$ 10,080	$ 4,326	$ 14,406	7/1/2018	7/1/2019	Unknown
2	City of Whittier	Community Services Manager	$ 9,420	$ 3,771	$ 13,191	7/1/2018	unknown	unknown
3	City of Pomona	Community Services Manager	$ 9,053	$ 2,672	$ 11,725	10/1/2018	10/1/2019	Unknown
4	City of El Monte	Recreation Services Manager	$ 8,919	$ 4,001	$ 12,920	1/1/2019	1/1/2020	unknown
5	City of La Habra	Recreation Manager	$ 8,654	$ 2,345	$ 10,999	7/7/2018	unknown	unknown
6	City of Azusa	Recreation Superintendent - Programs and Services	$ 7,841	$ 2,219	$ 10,061	7/1/2017	unknown	unknown
7	City of West Covina	Community Services Manager	$ 7,784	$ 3,240	$ 11,024	7/1/2018	7/1/2019	unknown
8	City of Alhambra	N/C						
9	City of Baldwin Park	N/C						
10	City of Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,805	$ 11,901
% City of El Monte Above/Below	1.3%	7.9%
Median of Comparators	$ 8,854	$ 11,375
% City of El Monte Above/Below	0.7%	12.0%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Recreation Services Manager	N/C	Recreation Superintendent - Programs and Services	N/C	N/C	N/R	Recreation Manager	Recreation Superintendent	Community Services Manager	Community Services Manager	Community Services Manager
	Top Step	$ 8,919		$ 7,841				$ 8,654	$ 10,080	$ 9,053	$ 7,784	$ 9,420
Retirement	Classic	2%@55		2%@55				2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 241		$ 212				$ 130	$ 272	$ 136	$ 117	$ 462
	EE Cost Sharing			$ -549				$ -87				$ -377
	ER Paid Member Contrib	$ 624										
	Calc Classic EPMC as Spec Comp	$ 44										
	Single Highest Year	$ 45									$ 39	$ 57
	Social Security											
	Deferred Compensation			$ 150					$ 202		$ 150	$ 141
	Other Ret.											
Insurance	Cafeteria	$ 1,511		$ 1,200				$ 1,270				$ 2,058
	Health								$ 2,194	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23							$ 30		$ 43	$ 24
	Life			$ 22					$ 5		$ 17	$ 11
	LTD	$ 18		$ 27					$ 92		$ 50	
	STD/SDI			$ 35								
Leaves	Vacation	$ 515		$ 483				$ 499	$ 582	$ 696	$ 449	$ 543
	Holidays	$ 472		$ 452				$ 366	$ 465	$ 453	$ 479	$ 489
	Admin Leave	$ 172		$ 188				$ 166	$ 388	$ 588	$ 225	$ 362
Allow	Auto	$ 200										
	Benefit Package Total	$ 4,001	$ 0	$ 2,219	$ 0	$ 0	$ 0	$ 2,345	$ 4,326	$ 2,672	$ 3,240	$ 3,771

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Recreation Services Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Recreation Superintendent	$ 10,080	$ 4,326	$ 14,406	7/1/2018	7/1/2019	Unknown
2	City of Whittier	Community Services Manager	$ 9,420	$ 3,771	$ 13,191	7/1/2018	unknown	unknown
3	City of El Monte	Recreation Services Manager	$ 8,919	$ 4,001	$ 12,920	1/1/2019	1/1/2020	unknown
4	City of Pomona	Community Services Manager	$ 9,053	$ 2,672	$ 11,725	10/1/2018	10/1/2019	Unknown
5	City of West Covina	Community Services Manager	$ 7,784	$ 3,240	$ 11,024	7/1/2018	7/1/2019	unknown
6	City of La Habra	Recreation Manager	$ 8,654	$ 2,345	$ 10,999	7/7/2018	unknown	unknown
7	City of Azusa	Recreation Superintendent - Programs and Services	$ 7,841	$ 2,219	$ 10,061	7/1/2017	unknown	unknown
8	City of Alhambra	N/C						
9	City of Baldwin Park	N/C						
10	City of Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,805	$ 11,901
% City of El Monte Above/Below	1.3%	7.9%
Median of Comparators	$ 8,854	$ 11,375
% City of El Monte Above/Below	0.7%	12.0%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Recreation Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Parks and Recreation Supervisor	$ 7,536	$ 2,518	$ 10,055	7/7/2018	7/6/2019	2.00%
2	City of El Monte	Recreation Supervisor	$ 7,219	$ 3,398	$ 10,618	1/1/2019	1/1/2020	unknown
3	City of Norwalk	Recreation Supervisor	$ 7,203	$ 2,321	$ 9,524	7/1/2018	7/1/2019	unknown
4	City of Pomona	Recreation Supervisor	$ 6,897	$ 2,044	$ 8,941	10/1/2018	10/1/2019	Unknown
5	City of Whittier	Community Services Supervisor	$ 6,877	$ 3,054	$ 9,931	7/1/2018	unknown	unknown
6	City of Azusa	Recreation Supervisor	$ 6,519	$ 1,811	$ 8,330	7/1/2017	unknown	unknown
7	City of West Covina	Recreation Services Supervisor	$ 6,297	$ 2,980	$ 9,277	7/1/2018	7/1/2019	unknown
8	City of Baldwin Park	Program Supervisor	$ 6,163	$ 2,381	$ 8,544	7/1/2018	7/1/2019	2.00%
9	City of Alhambra	Recreation Supervisor	$ 5,785	$ 2,576	$ 8,361	7/1/2018	7/1/2019	unknown
10	City of La Habra[1]	Recreation Supervisor	$ 5,567	$ 1,962	$ 7,528	7/7/2018	unknown	unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,538	$ 8,943
% City of El Monte Above/Below	9.4%	15.8%
Median of Comparators	$ 6,519	$ 8,941
% City of El Monte Above/Below	9.7%	15.8%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of La Habra: 4 year degree not required.

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Recreation Supervisor	Recreation Supervisor	Recreation Supervisor	Program Supervisor	Parks and Recreation Supervisor	N/R	Recreation Supervisor	Recreation Supervisor	Recreation Supervisor	Recreation Services Supervisor	Community Services Supervisor
	Top Step	$ 7,219	$ 5,785	$ 6,519	$ 6,163	$ 7,536		$ 5,567	$ 7,203	$ 6,897	$ 6,297	$ 6,877
Retirement	Classic	2%@55	2.7%@55	2%@55	2.7%@55	2.5%@55		2%@60	2%@55	2%@60	2%@60	2.5%@55
	Enhanced Formula Cost	$ 195	$ 370	$ 176	$ 394	$ 369		$ 84	$ 194	$ 103	$ 94	$ 337
	EE Cost Sharing			$ -456				$ -56				$ -275
	ER Paid Member Contrib	$ 505										
	Calc Classic EPMC as Spec Comp	$ 35										
	Single Highest Year	$ 36	$ 35		$ 37	$ 45					$ 31	$ 41
	Social Security											
	Deferred Compensation			$ 45	$ 100						$ 150	$ 103
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200	$ 1,100	$ 1,096		$ 1,270				$ 2,058
	Health								$ 1,200	$ 725	$ 1,608	
	Dental	$ 138							$ 97	$ 75	$ 62	
	Vision	$ 23	$ 6		$ 34				$ 13		$ 43	$ 24
	Life		$ 2	$ 18	$ 8	$ 15			$ 3		$ 17	$ 11
	LTD	$ 18	$ 12	$ 22	$ 28				$ 65		$ 41	
	STD/SDI			$ 29	$ 16							
Leaves	Vacation	$ 417	$ 312	$ 401	$ 356	$ 594		$ 321	$ 416	$ 531	$ 363	$ 397
	Holidays	$ 382	$ 356	$ 376	$ 308	$ 399		$ 236	$ 332	$ 345	$ 388	$ 357
	Admin Leave	$ 139	$ 245					$ 107		$ 265	$ 182	
Allow	Auto											
	Benefit Package Total	$ 3,398	$ 2,576	$ 1,811	$ 2,381	$ 2,518	$ 0	$ 1,962	$ 2,321	$ 2,044	$ 2,980	$ 3,054

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Recreation Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Recreation Supervisor	$ 7,219	$ 3,398	$ 10,618	1/1/2019	1/1/2020	unknown
2	City of Covina	Parks and Recreation Supervisor	$ 7,536	$ 2,518	$ 10,055	7/7/2018	7/6/2019	2.00%
3	City of Whittier	Community Services Supervisor	$ 6,877	$ 3,054	$ 9,931	7/1/2018	unknown	unknown
4	City of Norwalk	Recreation Supervisor	$ 7,203	$ 2,321	$ 9,524	7/1/2018	7/1/2019	unknown
5	City of West Covina	Recreation Services Supervisor	$ 6,297	$ 2,980	$ 9,277	7/1/2018	7/1/2019	unknown
6	City of Pomona	Recreation Supervisor	$ 6,897	$ 2,044	$ 8,941	10/1/2018	10/1/2019	Unknown
7	City of Baldwin Park	Program Supervisor	$ 6,163	$ 2,381	$ 8,544	7/1/2018	7/1/2019	2.00%
8	City of Alhambra	Recreation Supervisor	$ 5,785	$ 2,576	$ 8,361	7/1/2018	7/1/2019	unknown
9	City of Azusa	Recreation Supervisor	$ 6,519	$ 1,811	$ 8,330	7/1/2017	unknown	unknown
10	City of La Habra[1]	Recreation Supervisor	$ 5,567	$ 1,962	$ 7,528	7/7/2018	unknown	unknown
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 6,538	$ 8,943
% City of El Monte Above/Below	9.4%	15.8%
Median of Comparators	$ 6,519	$ 8,941
% City of El Monte Above/Below	9.7%	15.8%
Number of Matches	9	9

N/C - Non Comparator

N/R - Non Responsive

1 - City of La Habra: 4 year degree not required.

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Senior Project Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Senior Project Manager	$ 9,836	$ 4,018	$ 13,854	1/1/2019	1/1/2020	unknown
2	City of Covina	Senior Management Analyst	$ 7,790	$ 2,566	$ 10,356	7/7/2018	7/6/2019	2.00%
3	City of Pomona	Senior Management Analyst	$ 7,430	$ 2,140	$ 9,570	10/1/2018	10/1/2019	unknown
4	City of Alhambra	Project Manager	$ 7,254	$ 2,913	$ 10,167	7/1/2018	7/1/2019	unknown
5	City of Azusa	Senior Management Analyst	$ 6,813	$ 2,105	$ 8,919	7/1/2017	unknown	unknown
6	City of Whittier	N/C						
7	City of Baldwin Park	N/C						
8	City of La Habra	N/C						
9	City of West Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,322	$ 9,753
% City of El Monte Above/Below	25.6%	29.6%
Median of Comparators	$ 7,342	$ 9,869
% City of El Monte Above/Below	25.4%	28.8%
Number of Matches	4	4

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Senior Project Manager	Project Manager	Senior Management Analyst	N/C	Senior Management Analyst	N/R	N/C	N/C	Senior Management Analyst	N/C	N/C
	Top Step	$ 9,836	$ 7,254	$ 6,813		$ 7,790				$ 7,430		
Retirement	Classic	2%@55	2.7%@55	2%@55		2.5%@55				2%@60		
	Enhanced Formula Cost	$ 266	$ 464	$ 184		$ 382				$ 111		
	EE Cost Sharing			$ -477								
	ER Paid Member Contrib	$ 689										
	Calc Classic EPMC as Spec Comp	$ 48										
	Single Highest Year	$ 49	$ 44			$ 47						
	Social Security											
	Deferred Compensation			$ 150								
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200		$ 1,096						
	Health									$ 725		
	Dental	$ 138								$ 75		
	Vision	$ 23	$ 6									
	Life		$ 2	$ 19		$ 15						
	LTD	$ 18	$ 15	$ 23								
	STD/SDI			$ 30								
Leaves	Vacation	$ 567	$ 391	$ 419		$ 614				$ 572		
	Holidays	$ 520	$ 446	$ 393		$ 412				$ 372		
	Admin Leave[1]	$ 189	$ 307	$ 164						$ 286		
Allow	Auto											
	Benefit Package Total	$ 4,018	$ 2,913	$ 2,105	$ 0	$ 2,566	$ 0	$ 0	$ 0	$ 2,140	$ 0	$ 0

N/C - Non Comparator
1 - City of Alhambra: Employees who have not used sick leave within one full calendar year may receive 8 hrs of personal leave.

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Senior Project Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Senior Project Manager	$ 9,836	$ 4,018	$ 13,854	1/1/2019	1/1/2020	unknown
2	City of Covina	Senior Management Analyst	$ 7,790	$ 2,566	$ 10,356	7/7/2018	7/6/2019	2.00%
3	City of Alhambra	Project Manager	$ 7,254	$ 2,913	$ 10,167	7/1/2018	7/1/2019	unknown
4	City of Pomona	Senior Management Analyst	$ 7,430	$ 2,140	$ 9,570	10/1/2018	10/1/2019	unknown
5	City of Azusa	Senior Management Analyst	$ 6,813	$ 2,105	$ 8,919	7/1/2017	unknown	unknown
6	City of Whittier	N/C						
7	City of Baldwin Park	N/C						
8	City of La Habra	N/C						
9	City of West Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 7,322	$ 9,753
% City of El Monte Above/Below	25.6%	29.6%
Median of Comparators	$ 7,342	$ 9,869
% City of El Monte Above/Below	25.4%	28.8%
Number of Matches	4	4

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Social Worker

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Social Worker II	$ 4,917	$ 2,000	$ 6,917	7/1/2018	7/1/2019	Unknown
2	City of Alhambra	Case Worker	$ 4,876	$ 2,160	$ 7,036	7/1/2018	7/1/2019	unknown
3	City of El Monte	Social Worker	$ 4,776	$ 2,572	$ 7,348	1/1/2019	1/1/2020	unknown
4	City of Whittier	N/C						
5	City of La Habra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

$ 4,917
$ 4,876
$4,896.30

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Social Worker	Case Worker	N/C	N/C	N/C	N/R	N/C	Social Worker II	N/C	N/C	N/C
	Top Step	$ 4,776	$ 4,876						$ 4,917			
Retirement	Classic	2%@55	2.7%@55						2%@55			
	Enhanced Formula Cost	$ 129	$ 312						$ 133			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 334										
	Calc Classic EPMC as Spec Comp	$ 23										
	Single Highest Year	$ 24	$ 29									
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238									
	Health								$ 1,200			
	Dental								$ 97			
	Vision	$ 23	$ 6						$ 13			
	Life		$ 2						$ 2			
	LTD		$ 10						$ 45			
	STD/SDI											
Leaves	Vacation	$ 276	$ 263						$ 284			
	Holidays	$ 253	$ 300						$ 227			
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,572	$ 2,160	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,000	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Social Worker

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Social Worker	$ 4,776	$ 2,572	$ 7,348	1/1/2019	1/1/2020	unknown
2	City of Alhambra	Case Worker	$ 4,876	$ 2,160	$ 7,036	7/1/2018	7/1/2019	unknown
3	City of Norwalk	Social Worker II	$ 4,917	$ 2,000	$ 6,917	7/1/2018	7/1/2019	Unknown
4	City of Whittier	N/C						
5	City of La Habra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	2	2

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Traffic Signal Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Traffic Signal Technician II	$ 6,606	$ 2,237	$ 8,843	7/1/2018	7/1/2019	Unknown
2	City of El Monte	Traffic Signal Technician	$ 5,816	$ 2,798	$ 8,614	1/1/2019	1/1/2020	unknown
3	City of Pomona	Signal/Lighting Technician	$ 5,661	$ 1,603	$ 7,264	10/1/2018	10/1/2019	Unknown
4	City of Alhambra	Electrical Maintenance Worker II	$ 5,389	$ 2,256	$ 7,645	7/1/2018	7/1/2019	unknown
5	City of La Habra	N/C						
6	City of Whittier	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Traffic Signal Technician	Electrical Maintenance Worker II	N/C	N/C	N/C	N/R	N/C	Traffic Signal Technician II	Signal / Lighting Technician	N/C	N/C
	Top Step	$ 5,816	$ 5,389						$ 6,606	$ 5,661		
Retirement	Classic	2%@55	2.7%@55						2%@55	2%@60		
	Enhanced Formula Cost	$ 157	$ 345						$ 178	$ 85		
	EE Cost Sharing											
	ER Paid Member Contrib	$ 407										
	Calc Classic EPMC as Spec Comp	$ 29										
	Single Highest Year	$ 29	$ 32									
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238									
	Health								$ 1,200	$ 725		
	Dental								$ 97	$ 75		
	Vision	$ 23	$ 6						$ 13			
	Life		$ 2						$ 3			
	LTD		$ 11						$ 60			
	STD/SDI											
Leaves	Vacation	$ 336	$ 290						$ 381	$ 435		
	Holidays	$ 308	$ 332						$ 305	$ 283		
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,798	$ 2,256	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,237	$ 1,603	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Traffic Signal Technician

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Traffic Signal Technician II	$ 6,606	$ 2,237	$ 8,843	7/1/2018	7/1/2019	Unknown
2	City of El Monte	Traffic Signal Technician	$ 5,816	$ 2,798	$ 8,614	1/1/2019	1/1/2020	unknown
3	City of Alhambra	Electrical Maintenance Worker II	$ 5,389	$ 2,256	$ 7,645	7/1/2018	7/1/2019	unknown
4	City of Pomona	Signal/Lighting Technician	$ 5,661	$ 1,603	$ 7,264	10/1/2018	10/1/2019	Unknown
5	City of La Habra	N/C						
6	City of Whittier	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	3	3

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Transit Safety Ambassador

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Station Attendant	$ 2,969	7/1/2018	7/1/2019	Unknown
2	City of El Monte	Transit Safety Ambassador	$ 2,080	3/19/2019	unknown	unknown
3	City of La Habra	N/C				
4	City of Whittier	N/C				
5	City of Alhambra	N/C				
6	City of Pomona	N/C				
7	City of Baldwin Park	N/C				
8	City of Covina	N/C				
9	City of West Covina	N/C				
10	City of Azusa	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Median of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Number of Matches	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Transit Safety Ambassador

Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Station Attendant	$ 2,969	7/1/2018	7/1/2019	Unknown
2	City of El Monte	Transit Safety Ambassador	$ 2,080	3/19/2019	unknown	unknown
3	City of La Habra	N/C				
4	City of Whittier	N/C				
5	City of Alhambra	N/C				
6	City of Pomona	N/C				
7	City of Baldwin Park	N/C				
8	City of Covina	N/C				
9	City of West Covina	N/C				
10	City of Azusa	N/C				
11	City of Hawthorne	N/R				

Summary Results	Top Monthly
Average of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Median of Comparators	Insuff. Data
% City of El Monte Above/Below	Insuff. Data
Number of Matches	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Transportation Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Senior Management Analyst	$ 7,398	$ 2,405	$ 9,803	7/1/2018	7/1/2019	unknown
2	City of El Monte	Transportation Analyst	$ 7,291	$ 3,415	$ 10,707	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Transportation Analyst	N/C	N/C	N/C	N/C	N/R	N/C	Senior Management Analyst	N/C	N/C	N/C
	Top Step	$ 7,291							$ 7,398			
Retirement	Classic	2%@55							2%@55			
	Enhanced Formula Cost	$ 197							$ 200			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 510										
	Calc Classic EPMC as Spec Comp	$ 36										
	Single Highest Year	$ 36										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health								$ 1,200			
	Dental	$ 138							$ 97			
	Vision	$ 23							$ 13			
	Life								$ 3			
	LTD	$ 18							$ 67			
	STD/SDI											
Leaves	Vacation	$ 421							$ 427			
	Holidays	$ 386							$ 341			
	Admin Leave	$ 140							$ 57			
Allow	Auto											
	Benefit Package Total	$ 3,415	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,405	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Transportation Analyst

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Transportation Analyst	$ 7,291	$ 3,415	$ 10,707	1/1/2019	1/1/2020	unknown
2	City of Norwalk	Senior Management Analyst	$ 7,398	$ 2,405	$ 9,803	7/1/2018	7/1/2019	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Transportation Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Transit Operations Supervisor	$ 6,055	$ 2,160	$ 8,215	7/1/2018	7/1/2019	unknown
2	City of El Monte	Transportation Coordinator	$ 5,475	$ 2,724	$ 8,199	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Transportation Coordinator	N/C	N/C	N/C	N/C	N/R	N/C	Transit Operations Supervisor	N/C	N/C	N/C
	Top Step	$ 5,475							$ 6,055			
Retirement	Classic	2%@55							2%@55			
	Enhanced Formula Cost	$ 148							$ 163			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 383										
	Calc Classic EPMC as Spec Comp	$ 27										
	Single Highest Year	$ 27										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health								$ 1,200			
	Dental								$ 97			
	Vision	$ 23							$ 13			
	Life								$ 3			
	LTD								$ 55			
	STD/SDI											
Leaves	Vacation	$ 316							$ 349			
	Holidays	$ 290							$ 279			
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,724	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,160	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Transportation Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Transit Operations Supervisor	$ 6,055	$ 2,160	$ 8,215	7/1/2018	7/1/2019	unknown
2	City of El Monte	Transportation Coordinator	$ 5,475	$ 2,724	$ 8,199	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Transportation Driver

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Coach Operator	$ 5,285	$ 2,052	$ 7,337	7/1/2018	7/1/2019	unknown
2	City of El Monte	Transportation Driver	$ 4,686	$ 2,552	$ 7,238	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Transportation Driver	N/C	N/C	N/C	N/C	N/R	N/C	Coach Operator	N/C	N/C	N/C
	Top Step	$ 4,686							$ 5,285			
Retirement	Classic	2%@55							2%@55			
	Enhanced Formula Cost	$ 127							$ 143			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 328										
	Calc Classic EPMC as Spec Comp	$ 23										
	Single Highest Year	$ 23										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health								$ 1,200			
	Dental								$ 97			
	Vision	$ 23							$ 13			
	Life								$ 2			
	LTD								$ 48			
	STD/SDI											
Leaves	Vacation	$ 270							$ 305			
	Holidays	$ 248							$ 244			
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,552	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,052	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Transportation Driver

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Coach Operator	$ 5,285	$ 2,052	$ 7,337	7/1/2018	7/1/2019	unknown
2	City of El Monte	Transportation Driver	$ 4,686	$ 2,552	$ 7,238	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Transportation Operations Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Manager of Transit Operations	$ 10,080	$ 4,326	$ 14,406	7/1/2018	7/1/2019	Unknown
2	City of El Monte	Transportation Operations Manager	$ 8,919	$ 4,001	$ 12,920	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Transportation Operations Manager	N/C	N/C	N/C	N/C	N/R	N/C	Manager of Transit Operations	N/C	N/C	N/C
	Top Step	$ 8,919							$ 10,080			
Retirement	Classic	2%@55							2%@55			
	Enhanced Formula Cost	$ 241							$ 272			
	EE Cost Sharing											
	ER Paid Member Contrib	$ 624										
	Calc Classic EPMC as Spec Comp	$ 44										
	Single Highest Year	$ 45										
	Social Security											
	Deferred Compensation								$ 202			
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health								$ 2,194			
	Dental	$ 138							$ 97			
	Vision	$ 23							$ 30			
	Life								$ 5			
	LTD	$ 18							$ 92			
	STD/SDI											
Leaves	Vacation	$ 515							$ 582			
	Holidays	$ 472							$ 465			
	Admin Leave	$ 172							$ 388			
Allow	Auto	$ 200										
	Benefit Package Total	$ 4,001	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 4,326	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Transportation Operations Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Norwalk	Manager of Transit Operations	$ 10,080	$ 4,326	$ 14,406	7/1/2018	7/1/2019	Unknown
2	City of El Monte	Transportation Operations Manager	$ 8,919	$ 4,001	$ 12,920	1/1/2019	1/1/2020	unknown
3	City of La Habra	N/C						
4	City of Whittier	N/C						
5	City of Alhambra	N/C						
6	City of Pomona	N/C						
7	City of Baldwin Park	N/C						
8	City of Covina	N/C						
9	City of West Covina	N/C						
10	City of Azusa	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	1	1

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Utilities Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Utilities Manager	$ 12,568	$ 4,664	$ 17,232	1/1/2019	1/1/2020	unknown
2	City of Alhambra	Deputy Director of Utilities	$ 12,089	$ 4,206	$ 16,295	7/1/2018	7/1/2019	unknown
3	City of Azusa	Assistant Director of Water Operations	$ 11,940	$ 2,661	$ 14,601	7/1/2017	unknown	unknown
4	City of Pomona	Water Operations Manager	$ 11,588	$ 3,197	$ 14,785	10/1/2018	10/1/2019	Unknown
5	City of La Habra	Water/Sewer Manager	$ 11,244	$ 2,667	$ 13,910	7/7/2018	unknown	unknown
6	City of Covina	Water Utility Manager	$ 10,032	$ 2,984	$ 13,017	7/7/2018	7/6/2019	2.00%
7	City of Whittier	N/C						
8	City of Baldwin Park	N/C						
9	City of West Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 11,379	$ 14,522
% City of El Monte Above/Below	9.5%	15.7%
Median of Comparators	$ 11,588	$ 14,601
% City of El Monte Above/Below	7.8%	15.3%
Number of Matches	5	5

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Utilities Manager	Deputy Director of Utilities	Assistant Director of Water Operations	N/C	Water Utility Manager	N/R	Water/Sewer Manager	N/C	Water Operations Manager	N/C	N/C
	Top Step	$ 12,568	$ 12,089	$ 11,940		$ 10,032		$ 11,244		$ 11,588		
Retirement	Classic	2%@55	2.7%@55	2%@55		2.5%@55		2%@60		2%@60		
	Enhanced Formula Cost	$ 339	$ 774	$ 322		$ 492		$ 169		$ 174		
	EE Cost Sharing			$ -836				$ -112				
	ER Paid Member Contrib	$ 880										
	Calc Classic EPMC as Spec Comp	$ 62										
	Single Highest Year	$ 63	$ 73			$ 60						
	Social Security											
	Deferred Compensation			$ 150								
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,200		$ 1,096		$ 1,270				
	Health									$ 725		
	Dental	$ 138								$ 75		
	Vision	$ 23	$ 6									
	Life		$ 2	$ 33		$ 15						
	LTD	$ 18	$ 21	$ 28								
	STD/SDI			$ 53								
Leaves	Vacation	$ 725	$ 651	$ 735		$ 791		$ 649		$ 891		
	Holidays	$ 665	$ 744	$ 689		$ 531		$ 476		$ 579		
	Admin Leave[1]	$ 242	$ 697	$ 287				$ 216		$ 752		
Allow	Auto											
	Benefit Package Total	$ 4,664	$ 4,206	$ 2,661	$ 0	$ 2,984	$ 0	$ 2,667	$ 0	$ 3,197	$ 0	$ 0

N/C - Non Comparator
1 - City of Alhambra: Employees who have not used sick leave within one full calendar year may receive 8 hrs of personal leave.

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Utilities Manager

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Utilities Manager	$ 12,568	$ 4,664	$ 17,232	1/1/2019	1/1/2020	unknown
2	City of Alhambra	Deputy Director of Utilities	$ 12,089	$ 4,206	$ 16,295	7/1/2018	7/1/2019	unknown
3	City of Pomona	Water Operations Manager	$ 11,588	$ 3,197	$ 14,785	10/1/2018	10/1/2019	Unknown
4	City of Azusa	Assistant Director of Water Operations	$ 11,940	$ 2,661	$ 14,601	7/1/2017	unknown	unknown
5	City of La Habra	Water/Sewer Manager	$ 11,244	$ 2,667	$ 13,910	7/7/2018	unknown	unknown
6	City of Covina	Water Utility Manager	$ 10,032	$ 2,984	$ 13,017	7/7/2018	7/6/2019	2.00%
7	City of Whittier	N/C						
8	City of Baldwin Park	N/C						
9	City of West Covina	N/C						
10	City of Norwalk	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 11,379	$ 14,522
% City of El Monte Above/Below	9.5%	15.7%
Median of Comparators	$ 11,588	$ 14,601
% City of El Monte Above/Below	7.8%	15.3%
Number of Matches	5	5

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Water Meter Reader

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Azusa	Meter Reader	$ 5,883	$ 2,017	$ 7,900	8/1/2018	8/1/2019	2.50%
2	City of Alhambra	Field Service Representative	$ 5,654	$ 2,306	$ 7,960	7/1/2018	7/1/2019	unknown
3	City of Norwalk	Water Service Worker I	$ 5,051	$ 2,019	$ 7,070	7/1/2018	7/1/2019	Unknown
4	City of La Habra	Water Services Technician II	$ 4,715	$ 1,796	$ 6,511	7/7/2018	7/6/2019	5.00%
5	City of Covina	Water Quality Technician	$ 4,633	$ 1,932	$ 6,565	7/8/2017	unknown	unknown
6	**City of El Monte**	**Water Meter Reader**	**$ 4,579**	**$ 2,529**	**$ 7,108**	**1/1/2019**	**1/1/2020**	**unknown**
7	City of Pomona	Meter Technician	$ 4,533	$ 1,443	$ 5,976	10/1/2018	10/1/2019	Unknown
8	City of Whittier	N/C						
9	City of Baldwin Park	N/C						
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,078	$ 6,997
% City of El Monte Above/Below	-10.9%	1.6%
Median of Comparators	$ 4,883	$ 6,817
% City of El Monte Above/Below	-6.6%	4.1%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Water Meter Reader	Field Service Representative	Meter Reader	N/C	Water Quality Technician	N/R	Water Services Technician II	Water Service Worker I	Meter Technician	N/C	N/C
	Top Step	$ 4,579	$ 5,654	$ 5,883		$ 4,633		$ 4,715	$ 5,051	$ 4,533		
Retirement	Classic	2%@55	2.7%@55	2%@55		2.5%@55		2%@60	2%@55	2%@60		
	Enhanced Formula Cost	$ 124	$ 362	$ 159		$ 227		$ 71	$ 136	$ 68		
	EE Cost Sharing			$ -412				$ -47				
	ER Paid Member Contrib	$ 321										
	Calc Classic EPMC as Spec Comp	$ 22										
	Single Highest Year	$ 23	$ 34			$ 28						
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,506		$ 1,096		$ 1,315				
	Health								$ 1,200	$ 725		
	Dental								$ 97	$ 75		
	Vision	$ 23	$ 6						$ 13			
	Life		$ 2	$ 16		$ 15			$ 2			
	LTD		$ 12	$ 20					$ 46			
	STD/SDI			$ 26								
Leaves	Vacation	$ 264	$ 304	$ 362		$ 321		$ 218	$ 291	$ 349		
	Holidays	$ 242	$ 348	$ 339		$ 245		$ 199	$ 233	$ 227		
	Admin Leave							$ 41				
Allow	Auto											
	Benefit Package Total	$ 2,529	$ 2,306	$ 2,017	$ 0	$ 1,932	$ 0	$ 1,796	$ 2,019	$ 1,443	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Water Meter Reader

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Alhambra	Field Service Representative	$ 5,654	$ 2,306	$ 7,960	7/1/2018	7/1/2019	unknown
2	City of Azusa	Meter Reader	$ 5,883	$ 2,017	$ 7,900	8/1/2018	8/1/2019	2.50%
3	City of El Monte	Water Meter Reader	$ 4,579	$ 2,529	$ 7,108	1/1/2019	1/1/2020	unknown
4	City of Norwalk	Water Service Worker I	$ 5,051	$ 2,019	$ 7,070	7/1/2018	7/1/2019	Unknown
5	City of Covina	Water Quality Technician	$ 4,633	$ 1,932	$ 6,565	7/8/2017	unknown	unknown
6	City of La Habra	Water Services Technician II	$ 4,715	$ 1,796	$ 6,511	7/7/2018	7/6/2019	5.00%
7	City of Pomona	Meter Technician	$ 4,533	$ 1,443	$ 5,976	10/1/2018	10/1/2019	Unknown
8	City of Whittier	N/C						
9	City of Baldwin Park	N/C						
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,078	$ 6,997
% City of El Monte Above/Below	-10.9%	1.6%
Median of Comparators	$ 4,883	$ 6,817
% City of El Monte Above/Below	-6.6%	4.1%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Water System Operator II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Water System Operator II	$ 6,172	$ 2,204	$ 8,377	7/8/2017	unknown	unknown
2	City of Norwalk	Water Service Worker II	$ 6,158	$ 2,174	$ 8,332	7/1/2018	7/1/2019	Unknown
3	City of Azusa	Water Distribution Worker II	$ 5,826	$ 2,012	$ 7,838	8/1/2018	8/1/2019	2.50%
4	City of El Monte	Water System Operator II	$ 5,527	$ 2,735	$ 8,262	1/1/2019	1/1/2020	unknown
5	City of Alhambra	Water Utility Worker II	$ 5,360	$ 2,251	$ 7,611	7/1/2018	7/1/2019	unknown
6	City of La Habra	Water Services Technician III	$ 4,962	$ 1,822	$ 6,784	7/7/2018	7/6/2019	5.00%
7	City of Pomona	Water Utility Worker II	$ 4,882	$ 1,493	$ 6,375	10/1/2018	10/1/2019	Unknown
8	City of Whittier	Water Utility Worker II	$ 4,847	$ 2,710	$ 7,557	7/1/2018	unknown	unknown
9	City of Baldwin Park	N/C						
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,458	$ 7,553
% City of El Monte Above/Below	1.2%	8.6%
Median of Comparators	$ 5,360	$ 7,611
% City of El Monte Above/Below	3.0%	7.9%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Water System Operator II	Water Utility Worker II	Water Distribution Worker II	N/C	Water System Operator II	N/R	Water Services Technician III	Water Service Worker II	Water Utility Worker II	N/C	Water Utility Worker II
	Top Step	$ 5,527	$ 5,360	$ 5,826		$ 6,172		$ 4,962	$ 6,158	$ 4,882		$ 4,847
Retirement	Classic	2%@55	2.7%@55	2%@55		2.5%@55		2%@60	2%@55	2%@60		2.5%@55
	Enhanced Formula Cost	$ 149	$ 343	$ 157		$ 302		$ 74	$ 166	$ 73		$ 238
	EE Cost Sharing			$ -408				$ -50				$ -194
	ER Paid Member Contrib	$ 387										
	Calc Classic EPMC as Spec Comp	$ 27										
	Single Highest Year	$ 28	$ 32			$ 37						$ 29
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,506		$ 1,096		$ 1,315				$ 2,058
	Health								$ 1,200	$ 725		
	Dental								$ 97	$ 75		
	Vision	$ 23	$ 6						$ 13			$ 24
	Life		$ 2	$ 16		$ 15			$ 3			$ 5
	LTD		$ 11	$ 20					$ 56			
	STD/SDI			$ 26								
Leaves	Vacation	$ 319	$ 289	$ 359		$ 427		$ 229	$ 355	$ 376		$ 280
	Holidays	$ 292	$ 330	$ 336		$ 326		$ 210	$ 284	$ 244		$ 252
	Admin Leave							$ 43				$ 19
Allow	Auto											
	Benefit Package Total	$ 2,735	$ 2,251	$ 2,012	$ 0	$ 2,204	$ 0	$ 1,822	$ 2,174	$ 1,493	$ 0	$ 2,710

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Water System Operator II

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Covina	Water System Operator II	$ 6,172	$ 2,204	$ 8,377	7/8/2017	unknown	unknown
2	City of Norwalk	Water Service Worker II	$ 6,158	$ 2,174	$ 8,332	7/1/2018	7/1/2019	Unknown
3	City of El Monte	Water System Operator II	$ 5,527	$ 2,735	$ 8,262	1/1/2019	1/1/2020	unknown
4	City of Azusa	Water Distribution Worker II	$ 5,826	$ 2,012	$ 7,838	8/1/2018	8/1/2019	2.50%
5	City of Alhambra	Water Utility Worker II	$ 5,360	$ 2,251	$ 7,611	7/1/2018	7/1/2019	unknown
6	City of Whittier	Water Utility Worker II	$ 4,847	$ 2,710	$ 7,557	7/1/2018	unknown	unknown
7	City of La Habra	Water Services Technician III	$ 4,962	$ 1,822	$ 6,784	7/7/2018	7/6/2019	5.00%
8	City of Pomona	Water Utility Worker II	$ 4,882	$ 1,493	$ 6,375	10/1/2018	10/1/2019	Unknown
9	City of Baldwin Park	N/C						
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 5,458	$ 7,553
% City of El Monte Above/Below	1.2%	8.6%
Median of Comparators	$ 5,360	$ 7,611
% City of El Monte Above/Below	3.0%	7.9%
Number of Matches	7	7

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Water System Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pomona	Distribution and Wastewater Operations Supervisor	$ 9,990	$ 2,602	$ 12,592	10/1/2018	10/1/2019	Unknown
2	City of Azusa	Water Distribution Supervisor	$ 9,236	$ 2,304	$ 11,540	8/1/2018	8/1/2019	2.50%
3	City of El Monte	Water System Supervisor	$ 8,919	$ 3,801	$ 12,720	1/1/2019	1/1/2020	unknown
4	City of Norwalk	Water Utilities Supervisor	$ 7,905	$ 2,420	$ 10,325	7/1/2018	7/1/2019	Unknown
5	City of Whittier	Water Distribution Supervisor	$ 7,829	$ 3,186	$ 11,015	7/1/2018	unknown	unknown
6	City of Covina	Water System Supervisor	$ 7,522	$ 2,516	$ 10,038	7/7/2018	7/6/2019	2.00%
7	City of Alhambra	Utility Maintenance Supervisor	$ 7,347	$ 2,991	$ 10,338	7/1/2018	7/1/2019	unknown
8	City of La Habra	N/C						
9	City of Baldwin Park	N/C						
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,305	$ 10,975
% City of El Monte Above/Below	6.9%	13.7%
Median of Comparators	$ 7,867	$ 10,677
% City of El Monte Above/Below	11.8%	16.1%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Water System Supervisor	Utility Maintenance Supervisor	Water Distribution Supervisor	N/C	Water System Supervisor	N/R	N/C	Water Utilities Supervisor	Distribution and Wastewater Operations Supervisor	N/C	Water Distribution Supervisor
	Top Step	$ 8,919	$ 7,347	$ 9,236		$ 7,522			$ 7,905	$ 9,990		$ 7,829
Retirement	Classic	2%@55	2.7%@55	2%@55		2.5%@55			2%@55	2%@60		2.5%@55
	Enhanced Formula Cost	$ 241	$ 470	$ 249		$ 369			$ 213	$ 150		$ 384
	EE Cost Sharing			$ -647								$ -313
	ER Paid Member Contrib	$ 624										
	Calc Classic EPMC as Spec Comp	$ 44										
	Single Highest Year	$ 45	$ 44			$ 45						$ 47
	Social Security											
	Deferred Compensation											$ 117
	Other Ret.											
Insurance	Cafeteria	$ 1,511	$ 1,238	$ 1,506		$ 1,096						$ 2,058
	Health								$ 1,200	$ 725		
	Dental	$ 138							$ 97	$ 75		
	Vision	$ 23	$ 6						$ 13			$ 24
	Life		$ 2	$ 25		$ 15			$ 4			$ 11
	LTD	$ 18	$ 15	$ 28					$ 72			
	STD/SDI			$ 41								
Leaves	Vacation	$ 515	$ 396	$ 568		$ 593			$ 456	$ 768		$ 452
	Holidays	$ 472	$ 452	$ 533		$ 398			$ 365	$ 500		$ 407
	Admin Leave[1]	$ 172	$ 367							$ 384		
Allow	Auto											
	Benefit Package Total	$ 3,801	$ 2,991	$ 2,304	$ 0	$ 2,516	$ 0	$ 0	$ 2,420	$ 2,602	$ 0	$ 3,186

N/C - Non Comparator
1 - City of Alhambra: Employees who have not used sick leave within one full calendar year may receive 8 hrs of personal leave.

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Water System Supervisor

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Water System Supervisor	$ 8,919	$ 3,801	$ 12,720	1/1/2019	1/1/2020	unknown
2	City of Pomona	Distribution and Wastewater Operations Supervisor	$ 9,990	$ 2,602	$ 12,592	10/1/2018	10/1/2019	Unknown
3	City of Azusa	Water Distribution Supervisor	$ 9,236	$ 2,304	$ 11,540	8/1/2018	8/1/2019	2.50%
4	City of Whittier	Water Distribution Supervisor	$ 7,829	$ 3,186	$ 11,015	7/1/2018	unknown	unknown
5	City of Alhambra	Utility Maintenance Supervisor	$ 7,347	$ 2,991	$ 10,338	7/1/2018	7/1/2019	unknown
6	City of Norwalk	Water Utilities Supervisor	$ 7,905	$ 2,420	$ 10,325	7/1/2018	7/1/2019	Unknown
7	City of Covina	Water System Supervisor	$ 7,522	$ 2,516	$ 10,038	7/7/2018	7/6/2019	2.00%
8	City of La Habra	N/C						
9	City of Baldwin Park	N/C						
10	City of West Covina	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	$ 8,305	$ 10,975
% City of El Monte Above/Below	6.9%	13.7%
Median of Comparators	$ 7,867	$ 10,677
% City of El Monte Above/Below	11.8%	16.1%
Number of Matches	6	6

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Market Compensation Data (sorted by Top Monthly Salary)
April 2019

Wellness Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Wellness Coordinator	$ 5,315	$ 2,689	$ 8,005	1/1/2019	1/1/2020	unknown
2	City of Baldwin Park	N/C						
3	City of Norwalk	N/C						
4	City of West Covina	N/C						
5	City of Covina	N/C						
6	City of Azusa	N/C						
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of La Habra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	0	0

N/C - Non Comparator

N/R - Non Responsive

City of El Monte - Benefit Detail
April 2019

	Agency	City of El Monte	City of Alhambra	City of Azusa	City of Baldwin Park	City of Covina	City of Hawthorne	City of La Habra	City of Norwalk	City of Pomona	City of West Covina	City of Whittier
	Benchmark/ Comparator Agency Match	Wellness Coordinator	N/C	N/C	N/C	N/C	N/R	N/C	N/C	N/C	N/C	N/C
	Top Step	$ 5,315										
Retirement	Classic	2%@55										
	Enhanced Formula Cost	$ 144										
	EE Cost Sharing											
	ER Paid Member Contrib	$ 372										
	Calc Classic EPMC as Spec Comp	$ 26										
	Single Highest Year	$ 27										
	Social Security											
	Deferred Compensation											
	Other Ret.											
Insurance	Cafeteria	$ 1,511										
	Health											
	Dental											
	Vision	$ 23										
	Life											
	LTD											
	STD/SDI											
Leaves	Vacation	$ 307										
	Holidays	$ 281										
	Admin Leave											
Allow	Auto											
	Benefit Package Total	$ 2,689	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

City of El Monte - Market Compensation Data (sorted by Total Compensation)
April 2019

Wellness Coordinator

Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of El Monte	Wellness Coordinator	$ 5,315	$ 2,689	$ 8,005	1/1/2019	1/1/2020	unknown
2	City of Baldwin Park	N/C						
3	City of Norwalk	N/C						
4	City of West Covina	N/C						
5	City of Covina	N/C						
6	City of Azusa	N/C						
7	City of Alhambra	N/C						
8	City of Whittier	N/C						
9	City of La Habra	N/C						
10	City of Pomona	N/C						
11	City of Hawthorne	N/R						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Median of Comparators	Insuff. Data	Insuff. Data
% City of El Monte Above/Below	Insuff. Data	Insuff. Data
Number of Matches	0	0

N/C - Non Comparator

N/R - Non Responsive

Appendix III

Proposed Salary Range Schedule

City of El Monte
Proposed Salary Range Schedule - Safety
December, 2019

Salary Range	Annually					Monthly					Semi-Monthly					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	27,329	28,696	30,130	31,637	33,219	2,277	2,391	2,511	2,636	2,768	1,138.72	1,195.65	1,255.43	1,318.21	1,384.12	13.14	13.80	14.49	15.21	15.97
2	28,012	29,413	30,884	32,428	34,049	2,334	2,451	2,574	2,702	2,837	1,167.18	1,225.54	1,286.82	1,351.16	1,418.72	13.47	14.14	14.85	15.59	16.37
3	28,713	30,148	31,656	33,239	34,900	2,393	2,512	2,638	2,770	2,908	1,196.36	1,256.18	1,318.99	1,384.94	1,454.19	13.80	14.49	15.22	15.98	16.78
4	29,431	30,902	32,447	34,070	35,773	2,453	2,575	2,704	2,839	2,981	1,226.27	1,287.59	1,351.96	1,419.56	1,490.54	14.15	14.86	15.60	16.38	17.20
5	30,166	31,675	33,258	34,921	36,667	2,514	2,640	2,772	2,910	3,056	1,256.93	1,319.78	1,385.76	1,455.05	1,527.80	14.50	15.23	15.99	16.79	17.63
6	30,920	32,466	34,090	35,794	**37,584**	2,577	2,706	2,841	2,983	3,132	1,288.35	1,352.77	1,420.41	1,491.43	1,566.00	14.87	15.61	16.39	17.21	18.07
7	31,693	33,278	34,942	36,689	38,524	2,641	2,773	2,912	3,057	3,210	1,320.56	1,386.59	1,455.92	1,528.71	1,605.15	15.24	16.00	16.80	17.64	18.52
8	32,486	34,110	35,816	37,606	39,487	2,707	2,843	2,985	3,134	3,291	1,353.57	1,421.25	1,492.32	1,566.93	1,645.28	15.62	16.40	17.22	18.08	18.98
9	33,298	34,963	36,711	38,547	40,474	2,775	2,914	3,059	3,212	3,373	1,387.41	1,456.78	1,529.62	1,606.11	1,686.41	16.01	16.81	17.65	18.53	19.46
10	34,130	35,837	37,629	39,510	41,486	2,844	2,986	3,136	3,293	3,457	1,422.10	1,493.20	1,567.86	1,646.26	1,728.57	16.41	17.23	18.09	19.00	19.95
11	34,984	36,733	38,569	40,498	42,523	2,915	3,061	3,214	3,375	3,544	1,457.65	1,530.53	1,607.06	1,687.41	1,771.79	16.82	17.66	18.54	19.47	20.44
12	35,858	37,651	39,534	41,510	43,586	2,988	3,138	3,294	3,459	3,632	1,494.09	1,568.80	1,647.24	1,729.60	1,816.08	17.24	18.10	19.01	19.96	20.95
13	36,755	38,592	40,522	42,548	44,676	3,063	3,216	3,377	3,546	3,723	1,531.45	1,608.02	1,688.42	1,772.84	1,861.48	17.67	18.55	19.48	20.46	21.48
14	37,674	39,557	41,535	43,612	45,792	3,139	3,296	3,461	3,634	3,816	1,569.73	1,648.22	1,730.63	1,817.16	1,908.02	18.11	19.02	19.97	20.97	22.02
15	38,615	40,546	42,573	44,702	46,937	3,218	3,379	3,548	3,725	3,911	1,608.98	1,689.42	1,773.90	1,862.59	1,955.72	18.57	19.49	20.47	21.49	22.57
16	39,581	41,560	43,638	45,820	48,111	3,298	3,463	3,636	3,818	4,009	1,649.20	1,731.66	1,818.24	1,909.15	2,004.61	19.03	19.98	20.98	22.03	23.13
17	40,570	42,599	44,729	46,965	49,313	3,381	3,550	3,727	3,914	4,109	1,690.43	1,774.95	1,863.70	1,956.88	2,054.73	19.50	20.48	21.50	22.58	23.71
18	41,585	43,664	45,847	48,139	50,546	3,465	3,639	3,821	4,012	4,212	1,732.69	1,819.32	1,910.29	2,005.81	2,106.10	19.99	20.99	22.04	23.14	24.30
19	42,624	44,755	46,993	49,343	51,810	3,552	3,730	3,916	4,112	4,317	1,776.01	1,864.81	1,958.05	2,055.95	2,158.75	20.49	21.52	22.59	23.72	24.91
20	43,690	45,874	48,168	50,576	53,105	3,641	3,823	4,014	4,215	4,425	1,820.41	1,911.43	2,007.00	2,107.35	2,212.72	21.00	22.05	23.16	24.32	25.53
21	44,782	47,021	49,372	51,841	54,433	3,732	3,918	4,114	4,320	4,536	1,865.92	1,959.21	2,057.17	2,160.03	2,268.03	21.53	22.61	23.74	24.92	26.17
22	45,902	48,197	50,606	53,137	55,794	3,825	4,016	4,217	4,428	4,649	1,912.57	2,008.19	2,108.60	2,214.03	2,324.74	22.07	23.17	24.33	25.55	26.82
23	47,049	49,402	51,872	54,465	57,189	3,921	4,117	4,323	4,539	4,766	1,960.38	2,058.40	2,161.32	2,269.38	2,382.85	22.62	23.75	24.94	26.19	27.49
24	48,225	50,637	53,168	55,827	58,618	4,019	4,220	4,431	4,652	4,885	2,009.39	2,109.86	2,215.35	2,326.12	2,442.43	23.19	24.34	25.56	26.84	28.18
25	49,431	51,903	54,498	57,223	60,084	4,119	4,325	4,541	4,769	5,007	2,059.62	2,162.61	2,270.74	2,384.27	2,503.49	23.76	24.95	26.20	27.51	28.89
26	50,667	53,200	55,860	58,653	61,586	4,222	4,433	4,655	4,888	5,132	2,111.11	2,216.67	2,327.50	2,443.88	2,566.07	24.36	25.58	26.86	28.20	29.61
27	51,933	54,530	57,257	60,119	63,125	4,328	4,544	4,771	5,010	5,260	2,163.89	2,272.09	2,385.69	2,504.98	2,630.23	24.97	26.22	27.53	28.90	30.35
28	53,232	55,893	58,688	61,622	64,704	4,436	4,658	4,891	5,135	5,392	2,217.99	2,328.89	2,445.33	2,567.60	2,695.98	25.59	26.87	28.22	29.63	31.11
29	54,563	57,291	60,155	63,163	66,321	4,547	4,774	5,013	5,264	5,527	2,273.44	2,387.11	2,506.47	2,631.79	2,763.38	26.23	27.54	28.92	30.37	31.89
30	55,927	58,723	61,659	64,742	67,979	4,661	4,894	5,138	5,395	5,665	2,330.28	2,446.79	2,569.13	2,697.59	2,832.46	26.89	28.23	29.64	31.13	32.68
31	57,325	60,191	63,201	66,361	69,679	4,777	5,016	5,267	5,530	5,807	2,388.53	2,507.96	2,633.36	2,765.03	2,903.28	27.56	28.94	30.38	31.90	33.50
32	58,758	61,696	64,781	68,020	71,421	4,896	5,141	5,398	5,668	5,952	2,448.25	2,570.66	2,699.19	2,834.15	2,975.86	28.25	29.66	31.14	32.70	34.34
33	60,227	63,238	66,400	69,720	73,206	5,019	5,270	5,533	5,810	6,101	2,509.45	2,634.92	2,766.67	2,905.00	3,050.25	28.96	30.40	31.92	33.52	35.20
34	61,733	64,819	68,060	71,463	75,036	5,144	5,402	5,672	5,955	6,253	2,572.19	2,700.80	2,835.84	2,977.63	3,126.51	29.68	31.16	32.72	34.36	36.08
35	63,276	66,440	69,762	73,250	76,912	5,273	5,537	5,813	6,104	6,409	2,636.49	2,768.32	2,906.73	3,052.07	3,204.67	30.42	31.94	33.54	35.22	36.98
36	64,858	68,101	71,506	75,081	78,835	5,405	5,675	5,959	6,257	6,570	2,702.41	2,837.53	2,979.40	3,128.37	3,284.79	31.18	32.74	34.38	36.10	37.90
37	66,479	69,803	73,293	76,958	80,806	5,540	5,817	6,108	6,413	6,734	2,769.97	2,908.46	3,053.89	3,206.58	3,366.91	31.96	33.56	35.24	37.00	38.85
38	68,141	71,548	75,126	78,882	82,826	5,678	5,962	6,260	6,573	6,902	2,839.21	2,981.18	3,130.23	3,286.75	3,451.08	32.76	34.40	36.12	37.92	39.82
39	69,845	73,337	77,004	80,854	84,897	5,820	6,111	6,417	6,738	7,075	2,910.20	3,055.70	3,208.49	3,368.91	3,537.36	33.58	35.26	37.02	38.87	40.82
40	71,591	75,170	78,929	82,875	87,019	5,966	6,264	6,577	6,906	7,252	2,982.95	3,132.10	3,288.70	3,453.14	3,625.79	34.42	36.14	37.95	39.84	41.84
41	73,381	77,050	80,902	84,947	89,195	6,115	6,421	6,742	7,079	7,433	3,057.52	3,210.40	3,370.92	3,539.47	3,716.44	35.28	37.04	38.90	40.84	42.88
42	75,215	78,976	82,925	87,071	91,424	6,268	6,581	6,910	7,256	7,619	3,133.96	3,290.66	3,455.19	3,627.95	3,809.35	36.16	37.97	39.87	41.86	43.95
43	77,095	80,950	84,998	89,248	93,710	6,425	6,746	7,083	7,437	7,809	3,212.31	3,372.93	3,541.57	3,718.65	3,904.58	37.07	38.92	40.86	42.91	45.05
44	79,023	82,974	87,123	91,479	96,053	6,585	6,914	7,260	7,623	8,004	3,292.62	3,457.25	3,630.11	3,811.62	4,002.20	37.99	39.89	41.89	43.98	46.18
45	80,998	85,048	89,301	93,766	98,454	6,750	7,087	7,442	7,814	8,205	3,374.93	3,543.68	3,720.86	3,906.91	4,102.25	38.94	40.89	42.93	45.08	47.33
46	83,023	87,175	91,533	96,110	100,915	6,919	7,265	7,628	8,009	8,410	3,459.31	3,632.27	3,813.89	4,004.58	4,204.81	39.92	41.91	44.01	46.21	48.52
47	85,099	89,354	93,822	98,513	103,438	7,092	7,446	7,818	8,209	8,620	3,545.79	3,723.08	3,909.23	4,104.70	4,309.93	40.91	42.96	45.11	47.36	49.73
48	87,226	91,588	96,167	100,976	106,024	7,269	7,632	8,014	8,415	8,835	3,634.44	3,816.16	4,006.96	4,207.31	4,417.68	41.94	44.03	46.23	48.55	50.97
49	89,407	93,877	98,571	103,500	108,675	7,451	7,823	8,214	8,625	9,056	3,725.30	3,911.56	4,107.14	4,312.50	4,528.12	42.98	45.13	47.39	49.76	52.25
50	91,642	96,224	101,036	106,087	111,392	7,637	8,019	8,420	8,841	9,283	3,818.43	4,009.35	4,209.82	4,420.31	4,641.32	44.06	46.26	48.57	51.00	53.55
51	93,933	98,630	103,562	108,740	114,177	7,828	8,219	8,630	9,062	9,515	3,913.89	4,109.58	4,315.06	4,530.82	4,757.36	45.16	47.42	49.79	52.28	54.89

City of El Monte
Proposed Salary Range Schedule - Safety
December, 2019

Salary Range	Annually					Monthly					Semi-Monthly					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
52	96,282	101,096	106,151	111,458	117,031	8,023	8,425	8,846	9,288	9,753	4,011.74	4,212.32	4,422.94	4,644.09	4,876.29	46.29	48.60	51.03	53.59	56.26
53	98,689	103,623	108,804	114,245	119,957	8,224	8,635	9,067	9,520	9,996	4,112.03	4,317.63	4,533.51	4,760.19	4,998.20	47.45	49.82	52.31	54.93	57.67
54	101,156	106,214	111,524	117,101	122,956	8,430	8,851	9,294	9,758	10,246	4,214.83	4,425.57	4,646.85	4,879.19	5,123.15	48.63	51.06	53.62	56.30	59.11
55	103,685	108,869	114,313	120,028	126,030	8,640	9,072	9,526	10,002	10,502	4,320.20	4,536.21	4,763.02	5,001.17	5,251.23	49.85	52.34	54.96	57.71	60.59
56	106,277	111,591	117,170	123,029	129,180	8,856	9,299	9,764	10,252	10,765	4,428.21	4,649.62	4,882.10	5,126.20	5,382.51	51.09	53.65	56.33	59.15	62.11
57	108,934	114,381	120,100	126,105	132,410	9,078	9,532	10,008	10,509	11,034	4,538.91	4,765.86	5,004.15	5,254.36	5,517.08	52.37	54.99	57.74	60.63	63.66
58	111,657	117,240	123,102	129,257	135,720	9,305	9,770	10,259	10,771	11,310	4,652.38	4,885.00	5,129.25	5,385.72	5,655.00	53.68	56.37	59.18	62.14	65.25
59	114,449	120,171	126,180	132,489	139,113	9,537	10,014	10,515	11,041	11,593	4,768.69	5,007.13	5,257.48	5,520.36	5,796.38	55.02	57.77	60.66	63.70	66.88
60	117,310	123,175	129,334	135,801	142,591	9,776	10,265	10,778	11,317	11,883	4,887.91	5,132.31	5,388.92	5,658.37	5,941.29	56.40	59.22	62.18	65.29	68.55
61	120,243	126,255	132,567	139,196	146,156	10,020	10,521	11,047	11,600	12,180	5,010.11	5,260.61	5,523.64	5,799.83	6,089.82	57.81	60.70	63.73	66.92	70.27
62	123,249	129,411	135,882	142,676	149,810	10,271	10,784	11,323	11,890	12,484	5,135.36	5,392.13	5,661.74	5,944.82	6,242.06	59.25	62.22	65.33	68.59	72.02
63	126,330	132,646	139,279	146,243	153,555	10,527	11,054	11,607	12,187	12,796	5,263.75	5,526.93	5,803.28	6,093.44	6,398.12	60.74	63.77	66.96	70.31	73.82
64	129,488	135,963	142,761	149,899	157,394	10,791	11,330	11,897	12,492	13,116	5,395.34	5,665.11	5,948.36	6,245.78	6,558.07	62.25	65.37	68.63	72.07	75.67
65	132,725	139,362	146,330	153,646	161,328	11,060	11,613	12,194	12,804	13,444	5,530.22	5,806.73	6,097.07	6,401.92	6,722.02	63.81	67.00	70.35	73.87	77.56
66	136,043	142,846	149,988	157,487	165,362	11,337	11,904	12,499	13,124	13,780	5,668.48	5,951.90	6,249.50	6,561.97	6,890.07	65.41	68.68	72.11	75.72	79.50
67	139,445	146,417	153,738	161,425	169,496	11,620	12,201	12,811	13,452	14,125	5,810.19	6,100.70	6,405.73	6,726.02	7,062.32	67.04	70.39	73.91	77.61	81.49
68	142,931	150,077	157,581	165,460	173,733	11,911	12,506	13,132	13,788	14,478	5,955.44	6,253.22	6,565.88	6,894.17	7,238.88	68.72	72.15	75.76	79.55	83.53
69	146,504	153,829	161,521	169,597	178,076	12,209	12,819	13,460	14,133	14,840	6,104.33	6,409.55	6,730.03	7,066.53	7,419.85	70.43	73.96	77.65	81.54	85.61
70	150,167	157,675	165,559	173,837	182,528	12,514	13,140	13,797	14,486	15,211	6,256.94	6,569.79	6,898.28	7,243.19	7,605.35	72.20	75.81	79.60	83.58	87.75
71	153,921	161,617	169,698	178,182	187,092	12,827	13,468	14,141	14,849	15,591	6,413.36	6,734.03	7,070.73	7,424.27	7,795.48	74.00	77.70	81.59	85.66	89.95
72	157,769	165,657	173,940	182,637	191,769	13,147	13,805	14,495	15,220	15,981	6,573.70	6,902.38	7,247.50	7,609.88	7,990.37	75.85	79.64	83.63	87.81	92.20
73	161,713	169,799	178,289	187,203	196,563	13,476	14,150	14,857	15,600	16,380	6,738.04	7,074.94	7,428.69	7,800.12	8,190.13	77.75	81.63	85.72	90.00	94.50
74	165,756	174,044	182,746	191,883	201,477	13,813	14,504	15,229	15,990	16,790	6,906.49	7,251.81	7,614.41	7,995.13	8,394.88	79.69	83.67	87.86	92.25	96.86
75	169,900	178,395	187,314	196,680	206,514	14,158	14,866	15,610	16,390	17,210	7,079.15	7,433.11	7,804.77	8,195.00	8,604.75	81.68	85.77	90.05	94.56	99.29
76	174,147	182,855	191,997	201,597	211,677	14,512	15,238	16,000	16,800	17,640	7,256.13	7,618.94	7,999.88	8,399.88	8,819.87	83.72	87.91	92.31	96.92	101.77
77	178,501	187,426	196,797	206,637	216,969	14,875	15,619	16,400	17,220	18,081	7,437.53	7,809.41	8,199.88	8,609.88	9,040.37	85.82	90.11	94.61	99.34	104.31
78	182,963	192,112	201,717	211,803	222,393	15,247	16,009	16,810	17,650	18,533	7,623.47	8,004.65	8,404.88	8,825.12	9,266.38	87.96	92.36	96.98	101.83	106.92
79	187,537	196,914	206,760	217,098	227,953	15,628	16,410	17,230	18,092	18,996	7,814.06	8,204.76	8,615.00	9,045.75	9,498.04	90.16	94.67	99.40	104.37	109.59
80	192,226	201,837	211,929	222,525	233,652	16,019	16,820	17,661	18,544	19,471	8,009.41	8,409.88	8,830.38	9,271.89	9,735.49	92.42	97.04	101.89	106.98	112.33
81	197,032	206,883	217,227	228,089	239,493	16,419	17,240	18,102	19,007	19,958	8,209.65	8,620.13	9,051.14	9,503.69	9,978.88	94.73	99.46	104.44	109.66	115.14
82	201,957	212,055	222,658	233,791	245,480	16,830	17,671	18,555	19,483	20,457	8,414.89	8,835.63	9,277.41	9,741.28	10,228.35	97.09	101.95	107.05	112.40	118.02
83	207,006	217,357	228,224	239,636	251,617	17,251	18,113	19,019	19,970	20,968	8,625.26	9,056.52	9,509.35	9,984.82	10,484.06	99.52	104.50	109.72	115.21	120.97
84	212,181	222,790	233,930	245,626	257,908	17,682	18,566	19,494	20,469	21,492	8,840.89	9,282.94	9,747.08	10,234.44	10,746.16	102.01	107.11	112.47	118.09	123.99
85	217,486	228,360	239,778	251,767	264,356	18,124	19,030	19,982	20,981	22,030	9,061.91	9,515.01	9,990.76	10,490.30	11,014.81	104.56	109.79	115.28	121.04	127.09
86	222,923	234,069	245,773	258,061	270,964	18,577	19,506	20,481	21,505	22,580	9,288.46	9,752.88	10,240.53	10,752.56	11,290.18	107.17	112.53	118.16	124.07	130.27
87	228,496	239,921	251,917	264,513	277,739	19,041	19,993	20,993	22,043	23,145	9,520.67	9,996.71	10,496.54	11,021.37	11,572.44	109.85	115.35	121.11	127.17	133.53
88	234,209	245,919	258,215	271,126	284,682	19,517	20,493	21,518	22,594	23,723	9,758.69	10,246.62	10,758.96	11,296.90	11,861.75	112.60	118.23	124.14	130.35	136.87
89	240,064	252,067	264,670	277,904	291,799	20,005	21,006	22,056	23,159	24,317	10,002.66	10,502.79	11,027.93	11,579.33	12,158.29	115.42	121.19	127.25	133.61	140.29
90	246,065	258,369	271,287	284,851	299,094	20,505	21,531	22,607	23,738	24,924	10,252.72	10,765.36	11,303.63	11,868.81	12,462.25	118.30	124.22	130.43	136.95	143.80
91	252,217	264,828	278,069	291,973	306,571	21,018	22,069	23,172	24,331	25,548	10,509.04	11,034.49	11,586.22	12,165.53	12,773.81	121.26	127.32	133.69	140.37	147.39
92	258,522	271,449	285,021	299,272	314,236	21,544	22,621	23,752	24,939	26,186	10,771.77	11,310.36	11,875.87	12,469.67	13,093.15	124.29	130.50	137.03	143.88	151.07
93	264,985	278,235	292,147	306,754	322,092	22,082	23,186	24,346	25,563	26,841	11,041.06	11,593.12	12,172.77	12,781.41	13,420.48	127.40	133.77	140.46	147.48	154.85
94	271,610	285,191	299,450	314,423	330,144	22,634	23,766	24,954	26,202	27,512	11,317.09	11,882.94	12,477.09	13,100.94	13,755.99	130.58	137.11	143.97	151.16	158.72
95	278,400	292,320	306,936	322,283	338,397	23,200	24,360	25,578	26,857	28,200	11,600.02	12,180.02	12,789.02	13,428.47	14,099.89	133.85	140.54	147.57	154.94	162.69
96	285,360	299,628	314,610	330,340	346,857	23,780	24,969	26,217	27,528	28,905	11,890.02	12,484.52	13,108.74	13,764.18	14,452.39	137.19	144.05	151.25	158.82	166.76
97	292,494	307,119	322,475	338,599	355,529	24,375	25,593	26,873	28,217	29,627	12,187.27	12,796.63	13,436.46	14,108.28	14,813.70	140.62	147.65	155.04	162.79	170.93
98	299,807	314,797	330,537	347,064	364,417	24,984	26,233	27,545	28,922	30,368	12,491.95	13,116.55	13,772.37	14,460.99	15,184.04	144.14	151.34	158.91	166.86	175.20
99	307,302	322,667	338,800	355,740	373,527	25,608	26,889	28,233	29,645	31,127	12,804.25	13,444.46	14,116.68	14,822.52	15,563.64	147.74	155.13	162.88	171.03	179.58
100	314,984	330,734	347,270	364,634	382,866	26,249	27,561	28,939	30,386	31,905	13,124.35	13,780.57	14,469.60	15,193.08	15,952.73	151.43	159.01	166.96	175.30	184.07

City of El Monte
Proposed Salary Range Schedule - Miscellaneous
December 2019

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	30,166	31,675	33,258	34,921	36,667	2,514	2,640	2,772	2,910	3,056	1,160.24	1,218.25	1,279.17	1,343.13	1,410.28	14.50	15.23	15.99	16.79	17.63
2	30,920	32,466	34,090	35,794	**37,584**	2,577	2,706	2,841	2,983	3,132	1,189.25	1,248.71	1,311.15	1,376.70	1,445.54	14.87	15.61	16.39	17.21	18.07
3	31,693	33,278	34,942	36,689	38,524	2,641	2,773	2,912	3,057	3,210	1,218.98	1,279.93	1,343.92	1,411.12	1,481.68	15.24	16.00	16.80	17.64	18.52
4	32,486	34,110	35,816	37,606	39,487	2,707	2,843	2,985	3,134	3,291	1,249.45	1,311.93	1,377.52	1,446.40	1,518.72	15.62	16.40	17.22	18.08	18.98
5	33,298	34,963	36,711	38,547	40,474	2,775	2,914	3,059	3,212	3,373	1,280.69	1,344.72	1,411.96	1,482.56	1,556.69	16.01	16.81	17.65	18.53	19.46
6	34,130	35,837	37,629	39,510	41,486	2,844	2,986	3,136	3,293	3,457	1,312.71	1,378.34	1,447.26	1,519.62	1,595.60	16.41	17.23	18.09	19.00	19.95
7	34,984	36,733	38,569	40,498	42,523	2,915	3,061	3,214	3,375	3,544	1,345.53	1,412.80	1,483.44	1,557.61	1,635.49	16.82	17.66	18.54	19.47	20.44
8	35,858	37,651	39,534	41,510	43,586	2,988	3,138	3,294	3,459	3,632	1,379.16	1,448.12	1,520.53	1,596.55	1,676.38	17.24	18.10	19.01	19.96	20.95
9	36,755	38,592	40,522	42,548	44,676	3,063	3,216	3,377	3,546	3,723	1,413.64	1,484.32	1,558.54	1,636.47	1,718.29	17.67	18.55	19.48	20.46	21.48
10	37,674	39,557	41,535	43,612	45,792	3,139	3,296	3,461	3,634	3,816	1,448.98	1,521.43	1,597.50	1,677.38	1,761.25	18.11	19.02	19.97	20.97	22.02
11	38,615	40,546	42,573	44,702	46,937	3,218	3,379	3,548	3,725	3,911	1,485.21	1,559.47	1,637.44	1,719.31	1,805.28	18.57	19.49	20.47	21.49	22.57
12	39,581	41,560	43,638	45,820	48,111	3,298	3,463	3,636	3,818	4,009	1,522.34	1,598.45	1,678.38	1,762.30	1,850.41	19.03	19.98	20.98	22.03	23.13
13	40,570	42,599	44,729	46,965	49,313	3,381	3,550	3,727	3,914	4,109	1,560.40	1,638.42	1,720.34	1,806.35	1,896.67	19.50	20.48	21.50	22.58	23.71
14	41,585	43,664	45,847	48,139	50,546	3,465	3,639	3,821	4,012	4,212	1,599.41	1,679.38	1,763.35	1,851.51	1,944.09	19.99	20.99	22.04	23.14	24.30
15	42,624	44,755	46,993	49,343	51,810	3,552	3,730	3,916	4,112	4,317	1,639.39	1,721.36	1,807.43	1,897.80	1,992.69	20.49	21.52	22.59	23.72	24.91
16	43,690	45,874	48,168	50,576	53,105	3,641	3,823	4,014	4,215	4,425	1,680.38	1,764.40	1,852.61	1,945.25	2,042.51	21.00	22.05	23.16	24.32	25.53
17	44,782	47,021	49,372	51,841	54,433	3,732	3,918	4,114	4,320	4,536	1,722.39	1,808.51	1,898.93	1,993.88	2,093.57	21.53	22.61	23.74	24.92	26.17
18	45,902	48,197	50,606	53,137	55,794	3,825	4,016	4,217	4,428	4,649	1,765.45	1,853.72	1,946.40	2,043.72	2,145.91	22.07	23.17	24.33	25.55	26.82
19	47,049	49,402	51,872	54,465	57,189	3,921	4,117	4,323	4,539	4,766	1,809.58	1,900.06	1,995.06	2,094.82	2,199.56	22.62	23.75	24.94	26.19	27.49
20	48,225	50,637	53,168	55,827	58,618	4,019	4,220	4,431	4,652	4,885	1,854.82	1,947.56	2,044.94	2,147.19	2,254.55	23.19	24.34	25.56	26.84	28.18
21	49,431	51,903	54,498	57,223	60,084	4,119	4,325	4,541	4,769	5,007	1,901.19	1,996.25	2,096.06	2,200.87	2,310.91	23.76	24.95	26.20	27.51	28.89
22	50,667	53,200	55,860	58,653	61,586	4,222	4,433	4,655	4,888	5,132	1,948.72	2,046.16	2,148.47	2,255.89	2,368.68	24.36	25.58	26.86	28.20	29.61
23	51,933	54,530	57,257	60,119	63,125	4,328	4,544	4,771	5,010	5,260	1,997.44	2,097.31	2,202.18	2,312.29	2,427.90	24.97	26.22	27.53	28.90	30.35
24	53,232	55,893	58,688	61,622	64,704	4,436	4,658	4,891	5,135	5,392	2,047.38	2,149.74	2,257.23	2,370.09	2,488.60	25.59	26.87	28.22	29.63	31.11
25	54,563	57,291	60,155	63,163	66,321	4,547	4,774	5,013	5,264	5,527	2,098.56	2,203.49	2,313.66	2,429.35	2,550.81	26.23	27.54	28.92	30.37	31.89
26	55,927	58,723	61,659	64,742	67,979	4,661	4,894	5,138	5,395	5,665	2,151.02	2,258.58	2,371.50	2,490.08	2,614.58	26.89	28.23	29.64	31.13	32.68
27	57,325	60,191	63,201	66,361	69,679	4,777	5,016	5,267	5,530	5,807	2,204.80	2,315.04	2,430.79	2,552.33	2,679.95	27.56	28.94	30.38	31.90	33.50
28	58,758	61,696	64,781	68,020	71,421	4,896	5,141	5,398	5,668	5,952	2,259.92	2,372.92	2,491.56	2,616.14	2,746.95	28.25	29.66	31.14	32.70	34.34
29	60,227	63,238	66,400	69,720	73,206	5,019	5,270	5,533	5,810	6,101	2,316.42	2,432.24	2,553.85	2,681.54	2,815.62	28.96	30.40	31.92	33.52	35.20
30	61,733	64,819	68,060	71,463	75,036	5,144	5,402	5,672	5,955	6,253	2,374.33	2,493.04	2,617.70	2,748.58	2,886.01	29.68	31.16	32.72	34.36	36.08
31	63,276	66,440	69,762	73,250	76,912	5,273	5,537	5,813	6,104	6,409	2,433.69	2,555.37	2,683.14	2,817.30	2,958.16	30.42	31.94	33.54	35.22	36.98
32	64,858	68,101	71,506	75,081	78,835	5,405	5,675	5,959	6,257	6,570	2,494.53	2,619.25	2,750.22	2,887.73	3,032.11	31.18	32.74	34.38	36.10	37.90
33	66,479	69,803	73,293	76,958	80,806	5,540	5,817	6,108	6,413	6,734	2,556.89	2,684.74	2,818.97	2,959.92	3,107.92	31.96	33.56	35.24	37.00	38.85
34	68,141	71,548	75,126	78,882	82,826	5,678	5,962	6,260	6,573	6,902	2,620.81	2,751.85	2,889.45	3,033.92	3,185.62	32.76	34.40	36.12	37.92	39.82
35	69,845	73,337	77,004	80,854	84,897	5,820	6,111	6,417	6,738	7,075	2,686.33	2,820.65	2,961.68	3,109.77	3,265.26	33.58	35.26	37.02	38.87	40.82
36	71,591	75,170	78,929	82,875	87,019	5,966	6,264	6,577	6,906	7,252	2,753.49	2,891.17	3,035.73	3,187.51	3,346.89	34.42	36.14	37.95	39.84	41.84
37	73,381	77,050	80,902	84,947	89,195	6,115	6,421	6,742	7,079	7,433	2,822.33	2,963.45	3,111.62	3,267.20	3,430.56	35.28	37.04	38.90	40.84	42.88
38	75,215	78,976	82,925	87,071	91,424	6,268	6,581	6,910	7,256	7,619	2,892.89	3,037.53	3,189.41	3,348.88	3,516.32	36.16	37.97	39.87	41.86	43.95
39	77,095	80,950	84,998	89,248	93,710	6,425	6,746	7,083	7,437	7,809	2,965.21	3,113.47	3,269.14	3,432.60	3,604.23	37.07	38.92	40.86	42.91	45.05
40	79,023	82,974	87,123	91,479	96,053	6,585	6,914	7,260	7,623	8,004	3,039.34	3,191.31	3,350.87	3,518.42	3,694.34	37.99	39.89	41.89	43.98	46.18
41	80,998	85,048	89,301	93,766	98,454	6,750	7,087	7,442	7,814	8,205	3,115.32	3,271.09	3,434.64	3,606.38	3,786.70	38.94	40.89	42.93	45.08	47.33
42	83,023	87,175	91,533	96,110	100,915	6,919	7,265	7,628	8,009	8,410	3,193.21	3,352.87	3,520.51	3,696.54	3,881.36	39.92	41.91	44.01	46.21	48.52
43	85,099	89,354	93,822	98,513	103,438	7,092	7,446	7,818	8,209	8,620	3,273.04	3,436.69	3,608.52	3,788.95	3,978.40	40.91	42.96	45.11	47.36	49.73
44	87,226	91,588	96,167	100,976	106,024	7,269	7,632	8,014	8,415	8,835	3,354.86	3,522.61	3,698.74	3,883.67	4,077.86	41.94	44.03	46.23	48.55	50.97
45	89,407	93,877	98,571	103,500	108,675	7,451	7,823	8,214	8,625	9,056	3,438.73	3,610.67	3,791.20	3,980.77	4,179.80	42.98	45.13	47.39	49.76	52.25
46	91,642	96,224	101,036	106,087	111,392	7,637	8,019	8,420	8,841	9,283	3,524.70	3,700.94	3,885.99	4,080.28	4,284.30	44.06	46.26	48.57	51.00	53.55
47	93,933	98,630	103,562	108,740	114,177	7,828	8,219	8,630	9,062	9,515	3,612.82	3,793.46	3,983.13	4,182.29	4,391.41	45.16	47.42	49.79	52.28	54.89
48	96,282	101,096	106,151	111,458	117,031	8,023	8,425	8,846	9,288	9,753	3,703.14	3,888.30	4,082.71	4,286.85	4,501.19	46.29	48.60	51.03	53.59	56.26
49	98,689	103,623	108,804	114,245	119,957	8,224	8,635	9,067	9,520	9,996	3,795.72	3,985.51	4,184.78	4,394.02	4,613.72	47.45	49.82	52.31	54.93	57.67

City of El Monte
Proposed Salary Range Schedule - Miscellaneous
December 2019

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
50	101,156	106,214	111,524	117,101	122,956	8,430	8,851	9,294	9,758	10,246	3,890.61	4,085.14	4,289.40	4,503.87	4,729.06	48.63	51.06	53.62	56.30	59.11
51	103,685	108,869	114,313	120,028	126,030	8,640	9,072	9,526	10,002	10,502	3,987.88	4,187.27	4,396.64	4,616.47	4,847.29	49.85	52.34	54.96	57.71	60.59
52	106,277	111,591	117,170	123,029	129,180	8,856	9,299	9,764	10,252	10,765	4,087.57	4,291.95	4,506.55	4,731.88	4,968.47	51.09	53.65	56.33	59.15	62.11
53	108,934	114,381	120,100	126,105	132,410	9,078	9,532	10,008	10,509	11,034	4,189.76	4,399.25	4,619.22	4,850.18	5,092.68	52.37	54.99	57.74	60.63	63.66
54	111,657	117,240	123,102	129,257	135,720	9,305	9,770	10,259	10,771	11,310	4,294.51	4,509.23	4,734.70	4,971.43	5,220.00	53.68	56.37	59.18	62.14	65.25
55	114,449	120,171	126,180	132,489	139,113	9,537	10,014	10,515	11,041	11,593	4,401.87	4,621.96	4,853.06	5,095.72	5,350.50	55.02	57.77	60.66	63.70	66.88
56	117,310	123,175	129,334	135,801	142,591	9,776	10,265	10,778	11,317	11,883	4,511.92	4,737.51	4,974.39	5,223.11	5,484.26	56.40	59.22	62.18	65.29	68.55
57	120,243	126,255	132,567	139,196	146,156	10,020	10,521	11,047	11,600	12,180	4,624.72	4,855.95	5,098.75	5,353.69	5,621.37	57.81	60.70	63.73	66.92	70.27
58	123,249	129,411	135,882	142,676	149,810	10,271	10,784	11,323	11,890	12,484	4,740.33	4,977.35	5,226.22	5,487.53	5,761.91	59.25	62.22	65.33	68.59	72.02
59	126,330	132,646	139,279	146,243	153,555	10,527	11,054	11,607	12,187	12,796	4,858.84	5,101.78	5,356.87	5,624.72	5,905.95	60.74	63.77	66.96	70.31	73.82
60	129,488	135,963	142,761	149,899	157,394	10,791	11,330	11,897	12,492	13,116	4,980.31	5,229.33	5,490.80	5,765.33	6,053.60	62.25	65.37	68.63	72.07	75.67
61	132,725	139,362	146,330	153,646	161,328	11,060	11,613	12,194	12,804	13,444	5,104.82	5,360.06	5,628.07	5,909.47	6,204.94	63.81	67.00	70.35	73.87	77.56
62	136,043	142,846	149,988	157,487	165,362	11,337	11,904	12,499	13,124	13,780	5,232.44	5,494.06	5,768.77	6,057.21	6,360.07	65.41	68.68	72.11	75.72	79.50
63	139,445	146,417	153,738	161,425	169,496	11,620	12,201	12,811	13,452	14,125	5,363.25	5,631.42	5,912.99	6,208.64	6,519.07	67.04	70.39	73.91	77.61	81.49
64	142,931	150,077	157,581	165,460	173,733	11,911	12,506	13,132	13,788	14,478	5,497.33	5,772.20	6,060.81	6,363.85	6,682.04	68.72	72.15	75.76	79.55	83.53
65	146,504	153,829	161,521	169,597	178,076	12,209	12,819	13,460	14,133	14,840	5,634.77	5,916.51	6,212.33	6,522.95	6,849.09	70.43	73.96	77.65	81.54	85.61
66	150,167	157,675	165,559	173,837	182,528	12,514	13,140	13,797	14,486	15,211	5,775.64	6,064.42	6,367.64	6,686.02	7,020.32	72.20	75.81	79.60	83.58	87.75
67	153,921	161,617	169,698	178,182	187,092	12,827	13,468	14,141	14,849	15,591	5,920.03	6,216.03	6,526.83	6,853.17	7,195.83	74.00	77.70	81.59	85.66	89.95
68	157,769	165,657	173,940	182,637	191,769	13,147	13,805	14,495	15,220	15,981	6,068.03	6,371.43	6,690.00	7,024.50	7,375.73	75.85	79.64	83.63	87.81	92.20
69	161,713	169,799	178,289	187,203	196,563	13,476	14,150	14,857	15,600	16,380	6,219.73	6,530.72	6,857.25	7,200.11	7,560.12	77.75	81.63	85.72	90.00	94.50
70	165,756	174,044	182,746	191,883	201,477	13,813	14,504	15,229	15,990	16,790	6,375.22	6,693.98	7,028.68	7,380.12	7,749.12	79.69	83.67	87.86	92.25	96.86
71	169,900	178,395	187,314	196,680	206,514	14,158	14,866	15,610	16,390	17,210	6,534.60	6,861.33	7,204.40	7,564.62	7,942.85	81.68	85.77	90.05	94.56	99.29
72	174,147	182,855	191,997	201,597	211,677	14,512	15,238	16,000	16,800	17,640	6,697.97	7,032.87	7,384.51	7,753.73	8,141.42	83.72	87.91	92.31	96.92	101.77
73	178,501	187,426	196,797	206,637	216,969	14,875	15,619	16,400	17,220	18,081	6,865.42	7,208.69	7,569.12	7,947.58	8,344.96	85.82	90.11	94.61	99.34	104.31
74	182,963	192,112	201,717	211,803	222,393	15,247	16,009	16,810	17,650	18,533	7,037.05	7,388.90	7,758.35	8,146.27	8,553.58	87.96	92.36	96.98	101.83	106.92
75	187,537	196,914	206,760	217,098	227,953	15,628	16,410	17,230	18,092	18,996	7,212.98	7,573.63	7,952.31	8,349.92	8,767.42	90.16	94.67	99.40	104.37	109.59
76	192,226	201,837	211,929	222,525	233,652	16,019	16,820	17,661	18,544	19,471	7,393.30	7,762.97	8,151.12	8,558.67	8,986.61	92.42	97.04	101.89	106.98	112.33
77	197,032	206,883	217,227	228,089	239,493	16,419	17,240	18,102	19,007	19,958	7,578.14	7,957.04	8,354.89	8,772.64	9,211.27	94.73	99.46	104.44	109.66	115.14
78	201,957	212,055	222,658	233,791	245,480	16,830	17,671	18,555	19,483	20,457	7,767.59	8,155.97	8,563.77	8,991.95	9,441.55	97.09	101.95	107.05	112.40	118.02
79	207,006	217,357	228,224	239,636	251,617	17,251	18,113	19,019	19,970	20,968	7,961.78	8,359.87	8,777.86	9,216.75	9,677.59	99.52	104.50	109.72	115.21	120.97
80	212,181	222,790	233,930	245,626	257,908	17,682	18,566	19,494	20,469	21,492	8,160.82	8,568.86	8,997.31	9,447.17	9,919.53	102.01	107.11	112.47	118.09	123.99
81	217,486	228,360	239,778	251,767	264,356	18,124	19,030	19,982	20,981	22,030	8,364.84	8,783.09	9,222.24	9,683.35	10,167.52	104.56	109.79	115.28	121.04	127.09
82	222,923	234,069	245,773	258,061	270,964	18,577	19,506	20,481	21,505	22,580	8,573.96	9,002.66	9,452.80	9,925.44	10,421.71	107.17	112.53	118.16	124.07	130.27
83	228,496	239,921	251,917	264,513	277,739	19,041	19,993	20,993	22,043	23,145	8,788.31	9,227.73	9,689.12	10,173.57	10,682.25	109.85	115.35	121.11	127.17	133.53
84	234,209	245,919	258,215	271,126	284,682	19,517	20,493	21,518	22,594	23,723	9,008.02	9,458.42	9,931.34	10,427.91	10,949.31	112.60	118.23	124.14	130.35	136.87
85	240,064	252,067	264,670	277,904	291,799	20,005	21,006	22,056	23,159	24,317	9,233.22	9,694.88	10,179.63	10,688.61	11,223.04	115.42	121.19	127.25	133.61	140.29
86	246,065	258,369	271,287	284,851	299,094	20,505	21,531	22,607	23,738	24,924	9,464.05	9,937.26	10,434.12	10,955.82	11,503.62	118.30	124.22	130.43	136.95	143.80
87	252,217	264,828	278,069	291,973	306,571	21,018	22,069	23,172	24,331	25,548	9,700.65	10,185.69	10,694.97	11,229.72	11,791.21	121.26	127.32	133.69	140.37	147.39
88	258,522	271,449	285,021	299,272	314,236	21,544	22,621	23,752	24,939	26,186	9,943.17	10,440.33	10,962.35	11,510.46	12,085.99	124.29	130.50	137.03	143.88	151.07
89	264,985	278,235	292,147	306,754	322,092	22,082	23,186	24,346	25,563	26,841	10,191.75	10,701.34	11,236.40	11,798.22	12,388.14	127.40	133.77	140.46	147.48	154.85
90	271,610	285,191	299,450	314,423	330,144	22,634	23,766	24,954	26,202	27,512	10,446.54	10,968.87	11,517.31	12,093.18	12,697.84	130.58	137.11	143.97	151.16	158.72
91	278,400	292,320	306,936	322,283	338,397	23,200	24,360	25,578	26,857	28,200	10,707.71	11,243.09	11,805.25	12,395.51	13,015.28	133.85	140.54	147.57	154.94	162.69
92	285,360	299,628	314,610	330,340	346,857	23,780	24,969	26,217	27,528	28,905	10,975.40	11,524.17	12,100.38	12,705.40	13,340.67	137.19	144.05	151.25	158.82	166.76
93	292,494	307,119	322,475	338,599	355,529	24,375	25,593	26,873	28,217	29,627	11,249.78	11,812.27	12,402.89	13,023.03	13,674.18	140.62	147.65	155.04	162.79	170.93

City of El Monte
Proposed Salary Range Schedule - Minimum Wage Based
January 2020
Annual and Monthly Salaries Based on 2,080 Hours/Year

Salary Range	Annually					Monthly					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	26,380	27,699	29,084	30,538	32,065	2,198	2,308	2,424	2,545	2,672	12.68	13.32	13.98	14.68	15.42
2	27,040	28,392	29,811	31,302	**32,867**	2,253	2,366	2,484	2,608	2,739	13.00	13.65	14.33	15.05	15.80
3	27,716	29,102	30,557	32,084	33,689	2,310	2,425	2,546	2,674	2,807	13.32	13.99	14.69	15.43	16.20
4	28,409	29,829	31,321	32,887	34,531	2,367	2,486	2,610	2,741	2,878	13.66	14.34	15.06	15.81	16.60
5	29,119	30,575	32,104	33,709	35,394	2,427	2,548	2,675	2,809	2,950	14.00	14.70	15.43	16.21	17.02
6	29,847	31,339	32,906	34,551	36,279	2,487	2,612	2,742	2,879	3,023	14.35	15.07	15.82	16.61	17.44
7	30,593	32,123	33,729	35,415	37,186	2,549	2,677	2,811	2,951	3,099	14.71	15.44	16.22	17.03	17.88
8	31,358	32,926	34,572	36,301	38,116	2,613	2,744	2,881	3,025	3,176	15.08	15.83	16.62	17.45	18.32
9	32,142	33,749	35,436	37,208	39,069	2,678	2,812	2,953	3,101	3,256	15.45	16.23	17.04	17.89	18.78
10	32,945	34,593	36,322	38,138	40,045	2,745	2,883	3,027	3,178	3,337	15.84	16.63	17.46	18.34	19.25
11	33,769	35,457	37,230	39,092	41,046	2,814	2,955	3,103	3,258	3,421	16.24	17.05	17.90	18.79	19.73
12	34,613	36,344	38,161	40,069	42,073	2,884	3,029	3,180	3,339	3,506	16.64	17.47	18.35	19.26	20.23
13	35,479	37,252	39,115	41,071	43,124	2,957	3,104	3,260	3,423	3,594	17.06	17.91	18.81	19.75	20.73
14	36,365	38,184	40,093	42,098	44,202	3,030	3,182	3,341	3,508	3,684	17.48	18.36	19.28	20.24	21.25
15	37,275	39,138	41,095	43,150	45,308	3,106	3,262	3,425	3,596	3,776	17.92	18.82	19.76	20.75	21.78
16	38,206	40,117	42,123	44,229	46,440	3,184	3,343	3,510	3,686	3,870	18.37	19.29	20.25	21.26	22.33
17	39,162	41,120	43,176	45,334	47,601	3,263	3,427	3,598	3,778	3,967	18.83	19.77	20.76	21.80	22.89
18	40,141	42,148	44,255	46,468	48,791	3,345	3,512	3,688	3,872	4,066	19.30	20.26	21.28	22.34	23.46
19	41,144	43,201	45,361	47,630	50,011	3,429	3,600	3,780	3,969	4,168	19.78	20.77	21.81	22.90	24.04
20	42,173	44,281	46,496	48,820	51,261	3,514	3,690	3,875	4,068	4,272	20.28	21.29	22.35	23.47	24.64
21	43,227	45,388	47,658	50,041	52,543	3,602	3,782	3,971	4,170	4,379	20.78	21.82	22.91	24.06	25.26
22	44,308	46,523	48,849	51,292	53,856	3,692	3,877	4,071	4,274	4,488	21.30	22.37	23.49	24.66	25.89
23	45,415	47,686	50,071	52,574	55,203	3,785	3,974	4,173	4,381	4,600	21.83	22.93	24.07	25.28	26.54
24	46,551	48,878	51,322	53,888	56,583	3,879	4,073	4,277	4,491	4,715	22.38	23.50	24.67	25.91	27.20
25	47,715	50,100	52,605	55,236	57,997	3,976	4,175	4,384	4,603	4,833	22.94	24.09	25.29	26.56	27.88
26	48,908	51,353	53,921	56,617	59,447	4,076	4,279	4,493	4,718	4,954	23.51	24.69	25.92	27.22	28.58
27	50,130	52,637	55,269	58,032	60,934	4,178	4,386	4,606	4,836	5,078	24.10	25.31	26.57	27.90	29.29
28	51,383	53,953	56,650	59,483	62,457	4,282	4,496	4,721	4,957	5,205	24.70	25.94	27.24	28.60	30.03
29	52,668	55,301	58,067	60,970	64,018	4,389	4,608	4,839	5,081	5,335	25.32	26.59	27.92	29.31	30.78
30	53,985	56,684	59,518	62,494	65,619	4,499	4,724	4,960	5,208	5,468	25.95	27.25	28.61	30.05	31.55
31	55,334	58,101	61,006	64,056	67,259	4,611	4,842	5,084	5,338	5,605	26.60	27.93	29.33	30.80	32.34
32	56,718	59,554	62,531	65,658	68,941	4,726	4,963	5,211	5,471	5,745	27.27	28.63	30.06	31.57	33.14
33	58,136	61,042	64,095	67,299	70,664	4,845	5,087	5,341	5,608	5,889	27.95	29.35	30.81	32.36	33.97
34	59,589	62,569	65,697	68,982	72,431	4,966	5,214	5,475	5,748	6,036	28.65	30.08	31.59	33.16	34.82
35	61,079	64,133	67,339	70,706	74,242	5,090	5,344	5,612	5,892	6,187	29.36	30.83	32.37	33.99	35.69

City of El Monte
Proposed Salary Range Schedule - Minimum Wage Based
January 2020
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Salary Range	Annually					Monthly					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
36	62,606	65,736	69,023	72,474	76,098	5,217	5,478	5,752	6,039	6,341	30.10	31.60	33.18	34.84	36.59
37	64,171	67,379	70,748	74,286	78,000	5,348	5,615	5,896	6,190	6,500	30.85	32.39	34.01	35.71	37.50
38	65,775	69,064	72,517	76,143	79,950	5,481	5,755	6,043	6,345	6,663	31.62	33.20	34.86	36.61	38.44
39	67,420	70,791	74,330	78,047	81,949	5,618	5,899	6,194	6,504	6,829	32.41	34.03	35.74	37.52	39.40
40	69,105	72,560	76,188	79,998	83,998	5,759	6,047	6,349	6,666	7,000	33.22	34.88	36.63	38.46	40.38
41	70,833	74,374	78,093	81,998	86,098	5,903	6,198	6,508	6,833	7,175	34.05	35.76	37.54	39.42	41.39
42	72,603	76,234	80,045	84,048	88,250	6,050	6,353	6,670	7,004	7,354	34.91	36.65	38.48	40.41	42.43
43	74,419	78,140	82,046	86,149	90,456	6,202	6,512	6,837	7,179	7,538	35.78	37.57	39.45	41.42	43.49
44	76,279	80,093	84,098	88,303	92,718	6,357	6,674	7,008	7,359	7,726	36.67	38.51	40.43	42.45	44.58
45	78,186	82,095	86,200	90,510	95,036	6,516	6,841	7,183	7,543	7,920	37.59	39.47	41.44	43.51	45.69
46	80,141	84,148	88,355	92,773	97,411	6,678	7,012	7,363	7,731	8,118	38.53	40.46	42.48	44.60	46.83
47	82,144	86,251	90,564	95,092	99,847	6,845	7,188	7,547	7,924	8,321	39.49	41.47	43.54	45.72	48.00
48	84,198	88,408	92,828	97,469	102,343	7,016	7,367	7,736	8,122	8,529	40.48	42.50	44.63	46.86	49.20
49	86,303	90,618	95,149	99,906	104,902	7,192	7,551	7,929	8,326	8,742	41.49	43.57	45.74	48.03	50.43
50	88,460	92,883	97,527	102,404	107,524	7,372	7,740	8,127	8,534	8,960	42.53	44.66	46.89	49.23	51.69

Appendix IV

Salary Range Placement Recommendations

City of El Monte
Proposed Range Placement Recommendations - Safety
December 2019

Class Title	Current Maximum Monthly Salary	% from Total Comp Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Police Captain	$15,477	17.8%	$12,722	63	$12,796	-17.32%	X	Market and range placement
Police Lieutenant	$13,467	17.9%	$11,057	57	$11,034	-18.07%	X	Market and range placement
Police Officer	$7,424	5.2%	$7,038	39	$7,075	-4.70%	X	Market and range placement
Police Sergeant	$9,285	3.3%	$8,979	49	$9,056	-2.47%	X	Market and range placement

Legend for columns:
Column 1 - Classification Title.
Column 2 - CIty's current monthly maximum salaries.
Column 3 - Percentage difference from the total compensation median.
Column 4 - Market placement shows the monthly market values derived from the total compensation survey results.
Column 5 - Salary range number of the proposed salary range schedule.
Column 6 - Monthly maximum salary of the proposed salary ranges.
Column 7 - This percentage expresses the difference between the City's current salaries and the proposed salaries.
Column 8 - This identifies whether the class was a study benchmark.
Column 9 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

City of El Monte
Proposed Range Placement Recommendations - Miscellaneous
December 2019

Class Title	Current Maximum Monthly Salary	% from Total Comp Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Account Clerk	$4,425		$4,425	9	$3,723	-15.86%		Internal alignment - 10% below Senior Account Clerk
Accountant I	N/A			25	$5,527			Internal alignment - 10% below Accountant II
Accountant II	$6,735	9.9%	$6,068	29	$6,101	-9.42%	X	Market and range placement
Accounting Manager	$9,143	-3.3%	$9,445	47	$9,515	4.07%	X	Market and range placement
Administrative Assistant	$5,143	8.0%	$4,732	19	$4,766	-7.34%	X	Market and range placement
Administrative Specialist	$5,143		$5,143	23	$5,260	2.28%		Internal alignment - 10% above Administrative Assistant
Animal Control Officer	$4,647	Insufficient Data		17	$4,536	-2.39%	X	Set salary based on Community Services Officer data; reduced benefits by average of 8.4%.
Aquatics Coordinator	$5,475	Insufficient Data		20	$4,885	-10.78%	X	Internal alignment - tie to Recreation Coordinator
Aquatics Supervisor	$7,129	Insufficient Data		29	$6,101	-14.43%	X	Internal alignment - tie to Recreation Supervisor
Assistant City Manager	$17,167	14.3%	$14,712	65	$14,840	-13.56%	X	Market and range placement
Assistant City Prosecutor	$8,919		$8,919	45	$9,056	1.54%		Internal alignment - 10% below Human Resources and Risk Manager
Assistant Planner	$6,402		$6,402	25	$5,527	-13.67%		Internal alignment - 10% below Associate Planner
Associate Civil Engineer	$7,291	-0.8%	$7,349	37	$7,433	1.95%	X	Market and range placement
Associate Planner	$6,930	11.6%	$6,126	29	$6,101	-11.97%	X	Market and range placement
Chief Building Official	$9,513	-0.7%	$9,580	47	$9,515	0.02%	X	Market and range placement
Chief Deputy City Clerk	$7,414	-4.7%	$7,762	39	$7,809	5.33%	X	Market and range placement
Chief Of Police	$18,626	10.4%	$16,689	70	$16,790	-9.86%	X	Market and range placement
City Engineer	$12,945	12.2%	$11,366	54	$11,310	-12.63%	X	Market and range placement
City Planner	$13,171	19.9%	$10,550	51	$10,502	-20.26%	X	Market and range placement
Code Enforcement Officer I	N/A			17	$4,536			Internal alignment - 10% below Code Enforcement Officer II
Code Enforcement Officer II	$5,697	10.7%	$5,087	21	$5,007	-12.11%	X	Market and range placement
Collections Crew Leader	$5,847		$5,847	21	$5,007	-14.37%		Internal alignment - 10% above Collections Worker II
Collections Worker I	$4,579		$4,579	13	$4,109	-10.25%		Internal alignment - 10% below Collections Worker II
Collections Worker II	$5,193	13.3%	$4,502	17	$4,536	-12.65%	X	Market and range placement
Community and Economic Development Director	$13,986	3.6%	$13,483	61	$13,444	-3.88%	X	Market and range placement
Community Liaison	$7,813	Insufficient Data		23	$5,260	-32.67%	X	Internal alignment; align with Administrative Specialist
Community Services Officer	$4,895	8.4%	$4,484	17	$4,536	-7.33%	X	Market and range placement; use market data for CSO and reduce by 8.4% for benefits
Custody Supervisor	$5,434	Insufficient Data		27	$5,807	6.86%	X	Internal alignment - 15% above Custody Officer
Custody Officer	$5,170	Insufficient Data		21	$5,007	-3.15%	X	Market and range placement; 10% above data for the CSO and reduce by 8.4% for benefits
Deputy City Clerk	N/A			19	$4,766			Internal alignment - align with Administrative Assistant
Deputy Director Of Parks, Recreation, and Community Services	$10,408		$10,408	50	$10,246	-1.55%		Internal alignment - 20% below Parks, Recreation & Community Services Director
Deputy Director Of Public Works & Utilities	$12,568		$12,568	53	$11,034	-12.20%		Internal alignment - 20% below Public Works & Utilities Director

City of El Monte
Proposed Range Placement Recommendations - Miscellaneous
December 2019

Class Title	Current Maximum Monthly Salary	% from Total Comp Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Electrician Assistant	$5,278		$5,278	22	$5,132	-2.76%		Internal alignment - 10% below Traffic Signal Technician
Equipment Maintenance Technician	$4,647	Insufficient Data		15	$4,317	-7.09%	X	Internal alignment - 10% below Senior Equipment
Executive Assistant To The City Manager	$6,419	13.4%	$5,559	25	$5,527	-13.90%	X	Market and range placement
Finance Director	$13,986	1.4%	$13,790	62	$13,780	-1.47%	X	Market and range placement
Finance Manager	$9,143		$9,143	47	$9,515	4.07%		Internal alignment - align with Accounting Manager
Finance Technician I	N/A			15	$4,317			Internal alignment - 10% below Finance Technician II
Finance Technician II	$5,143	7.4%	$4,762	19	$4,766	-7.34%	X	Market and range placement
Graphic Designer	$5,475	Insufficient Data		25	$5,527	0.95%	X	Internal alignment - tie to Senior Administrative Assistant
Heavy Equipment Mechanic	$5,393	12.4%	$4,724	19	$4,766	-11.63%	X	Market and range placement
Housing Manager	$9,513	Insufficient Data		47	$9,515	0.02%	X	Internal alignment - 25% above Senior Housing Program Analyst
Housing Program Analyst	$7,691	16.9%	$6,391	31	$6,409	-16.66%	X	Market and range placement
Human Resources And Risk Management Director	$12,837	2.9%	$12,465	58	$12,484	-2.75%	X	Market and range placement
Human Resources/Risk Management Analyst	$6,577	4.6%	$6,274	30	$6,253	-4.93%	X	Market and range placement
Human Resources/Risk Management Specialist	$4,686	-0.5%	$4,709	19	$4,766	1.70%	X	Market and range placement
Human Resources/Risk Manager	$9,513	-0.1%	$9,523	47	$9,515	0.02%	X	Market and range placement
Information Technology Analyst	$7,852	10.5%	$7,028	35	$7,075	-9.90%	X	Market and range placement
Information Technology Manager	$9,513	Insufficient Data		47	$9,515	0.02%	X	Internal alignment - align with Human Resources and Risk Manager
Information Technology Specialist	$7,028	Insufficient Data		29	$6,101	-13.20%	X	Internal alignment - 15% below IT Analyst
Maintenance Crew Leader	$5,193		$5,193	18	$4,649	-10.47%		Internal alignment - 10% above Maintenance Worker
Maintenance Specialist	$5,393		$5,393	20	$4,885	-9.42%		Internal alignment - 5% above maintenance crew leader
Maintenance Worker	$4,467	5.6%	$4,217	14	$4,212	-5.70%	X	Market and range placement
Management Analyst	$6,577	11.2%	$5,840	27	$5,807	-11.71%	X	Market and range placement
Neighborhood Services Manager	$8,788	Insufficient Data		43	$8,620	-1.91%	X	Internal alignment - 10% below Housing Manager
Office Assistant	$3,132	-2.9%	$3,223	3	$3,210	2.50%	X	Market and range placement
Parking Technician	$4,467	4.3%	$4,275	14	$4,212	-5.70%	X	Market and range placement
Parks, Recreation & Community Services Director	$13,010	4.6%	$12,412	58	$12,484	-4.04%	X	Market and range placement
Planning Technician	$5,212	Insufficient Data		19	$4,766	-8.56%	X	Internal alignment - 15% below Assistant Planner
Police Communications Manager	$7,395	Insufficient Data		35	$7,075	-4.33%	X	Internal alignment - 20% above Police Dispatch Shift Supervisor
Police Dispatch Shift Supervisor	$5,847	Insufficient Data		27	$5,807	-0.69%	X	Internal alignment - 15% above Police Dispatcher
Police Dispatcher	$5,170	3.2%	$5,005	21	$5,007	-3.15%	X	Market and range placement
Police Records Supervisor	$4,776	-12.8%	$5,387	24	$5,392	12.90%	X	Market and range placement
Police Records Technician	$4,314	12.0%	$3,796	9	$3,723	-13.70%	X	Market and range placement
Property And Evidence Technician	$5,393	15.5%	$4,557	17	$4,536	-15.89%	X	Market and range placement

City of El Monte
Proposed Range Placement Recommendations - Miscellaneous
December 2019

Class Title	Current Maximum Monthly Salary	% from Total Comp Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Public Information Officer	$8,292	Insufficient Data		35	$7,075	-14.68%	X	Internal alignment - 10% above Senior Management Analyst
Public Works & Utilities Director	$13,986	3.6%	$13,483	61	$13,444	-3.88%	X	Market and range placement
Public Works Inspector	$5,963	2.8%	$5,796	27	$5,807	-2.62%	X	Market and range placement
Public Works Operations Manager	$11,703	15.8%	$9,854	48	$9,753	-16.67%	X	Market and range placement
Public Works Supervisor	$8,919	21.0%	$7,046	35	$7,075	-20.68%	X	Market and range placement
Recreation Coordinator	$5,475	11.4%	$4,851	20	$4,885	-10.78%	X	Market and range placement
Recreation Services Manager	$8,919	12.0%	$7,849	39	$7,809	-12.44%	X	Market and range placement
Recreation Supervisor	$7,219	15.8%	$6,078	29	$6,101	-15.49%	X	Market and range placement
Senior Accountant	N/A			33	$6,734			Internal alignment - 10% above Accountant II
Senior Account Clerk	N/A			13	$4,109			Internal alignment - 10% above Account Clerk
Senior Administrative Assistant	$6,071		$6,071	23	$5,260	-13.36%		Internal alignment - 10% above Administrative Assistant
Senior Code Enforcement Officer	N/A			25	$5,527			Internal alignment - 10% above Code Enforcement Officer II
Senior Equipment Maintenance Technician	$5,143		$5,143	19	$4,766	-7.34%		Internal alignment - align with Heavy Equipment Mechanic
Senior Heavy Equipment Mechanic	$5,816		$5,816	23	$5,260	-9.55%		Internal alignment - 10% above Heavy Equipment Mechanic
Senior Housing Program Analyst	$8,540		$8,540	35	$7,075	-17.15%		Internal alignment - 10% above Housing Program Analyst
Senior Management Analyst	$7,691		$7,691	31	$6,409	-16.66%		Internal alignment - 10% above Management Analyst
Senior Office Assistant	$4,147		$4,147	7	$3,544	-14.55%		Internal alignment - 10% above Office Assistant
Senior Parking Technician	N/A			18	$4,649			Internal alignment - 10% above Parking Technician
Senior Planner	$8,417		$8,417	33	$6,734	-20.00%		Internal alignment - 10% above Associate Planner
Senior Project Manager	$9,836	28.8%	$7,003	35	$7,075	-28.07%	X	Market and range placement
Senior Transportation Driver	N/A			19	$4,766			Internal alignment - 10% above Transportation Driver
Social Worker	$4,776			20	$4,885	2.28%	X	Market average of $4,896 was used; there were only two matches for this class.
Traffic Signal Technician	$5,816	Insufficient Data		30	$6,253	7.51%	X	Internal alignment - 10% above Maintenance Specialist
Transportation Analyst	$7,291	Insufficient Data		31	$6,409	-12.09%	X	Internal alignment - align with Senior Management Analyst
Transportation Coordinator	$5,475	Insufficient Data		25	$5,527	0.95%	X	Internal alignment - 15% above Senior Transportation Driver
Transportation Driver	$4,686	Insufficient Data		18	$4,649	-0.78%	X	Internal alignment - 5% above Maintenance Worker
Transportation Operations Manager	$8,919	Insufficient Data		39	$7,809	-12.44%	X	Internal alignment - maintain current internal alignment 10% above Public Works Supervisor
Utilities Manager	$12,568	15.3%	$10,645	52	$10,765	-14.35%	X	Market and range placement
Water Meter Reader	$4,579	4.1%	$4,391	16	$4,425	-3.35%	X	Market and range placement
Water Systems Crew Leader	$6,091		$6,091	26	$5,665	-7.00%		Internal alignment - 10% above Water Systems Operator II

City of El Monte
Proposed Range Placement Recommendations - Miscellaneous
December 2019

Class Title	Current Maximum Monthly Salary	% from Total Comp Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Water Systems Operator I	N/A			18	$4,649			Internal alignment - 10% below Water Systems Operator II
Water Systems Operator II	$5,527	7.9%	$5,090	22	$5,132	-7.14%	X	Market and range placement
Water Systems Supervisor	$8,919	16.1%	$7,483	37	$7,433	-16.66%	X	Market and range placement
Wellness Coordinator	$5,315	Insufficient Data		23	$5,260	-1.03%	X	Internal alignment - 10% above Human Resources Specialist

Legend for columns:
Column 1 - Classification Title.
Column 2 - El Monte's current monthly maximum salaries.
Column 3 - Percentage difference from the total compensation median.
Column 4 - Market placement shows the monthly market values derived from the total compensation survey results.
Column 5 - Salary range number of the City's newly proposed salary range schedule.
Column 6 - Monthly maximum salary of the City's newly proposed salary ranges.
Column 7 - This percentage expresses the difference between the City's current salaries and the proposed salaries.
Column 8 - This identifies whether or not the class was a benchmark.
Column 9 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

City of El Monte
Proposed Range Placement Recommendations - Minimum Wage Based
January 2020

Class Title	Current Maximum	% from Top Monthly Median	Market Placement	Proposed Salary Range	Proposed Maximum	Percent Difference	Rationale
Background Investigator	$4,333			22	$4,488	3.58%	Align internally with Human Resources Specialist; ($4,766 less 8.4% average cost of benefits) = $4,365
Facilities Attendant	Proposed			2	$2,739		Align internally with the Recreation Leader.
Instructor Guard	$2,427	-12.3%	$2,726	2	$2,739	12.85%	Market and range placement.
Lifeguard	$2,253	-12.6%	$2,537	1	$2,672	18.60%	Market and range placement; begin at step 2 for minimum wage
Police Cadet	$2,080			1	$2,672	28.47%	Market and range placement; begin at step 2 for minimum wage
Pool Manager	$3,181		$3,181	10	$3,337	4.92%	Internal alignment - 10% above Senior Instructor Guard
Program Coordinator	$4,002			22	$4,488	12.14%	Align range maximum closest to Recreation Coordinator ($4,885 - less 8.4% average cost of benefits) = $4,474
Program Specialist	$2,600		$2,600	10	$3,337	28.35%	Internal alignment; maintain current internal relationship 20% above Recreation Leader
Recreation Leader	$2,115	-8.2%	$2,288	2	$2,739	29.50%	Market and range placement.
Recreation Leader Trainee	Proposed			1	$2,672		Set salary one range below Recreation Leader; begin at Step 2 for minimum wage
Senior Facilities Attendant	Proposed			6	$3,023		Internal alignment - 10% above Facilities Attendant
Senior Instructor Guard	$2,600		$2,600	6	$3,023	16.28%	Internal alignment - 10% above Instructor Guard
Transit Safety Ambassador	$2,739		$2,739	2	$2,739	0.00%	Align internally with Facilities Attendant

Legend for columns:
Column 1 - Classification Title.
Column 2 - City's current monthly maximum salaries.
Column 3 -Percentage difference from the top monthly median
Column 4 - Market placement shows the monthly market values derived from top monthly survey results.
Column 5 - Salary range number of the consultant's newly proposed salary range schedule.
Column 6 - Monthly maximum salary of the consultant's newly proposed salary ranges.
Column 7 - This percentage expresses the difference between the client's current salaries and the consultant's proposed salaries.
Column 8 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

Appendix V

Additional Benefits

Longevity

City of El Monte	
Bargaining Unit	**Benefit**
General	Tier I: 5 YOS: $75/month 10 YOS: $100/month 15 YOS: $125/month 20 YOS: $150/month Hired after 1/1/11 not eligible to receive additional Longevity Pay (Tier 2)
Mid Management	Tier I: 5 YOS: $75/month 10 YOS: $100/month 15 YOS: $125/month 20 YOS: $150/month Hired after 1/1/11 not eligible to receive additional Longevity Pay (Tier 2)
Executives	**None Listed**
POA	5 YOS: $75/month 10 YOS: $100/month 15 YOS: $125/month 20 YOS: $150/month
PMMA	Tier I: 5 YOS: $75/month 10 YOS: $100/month 15 YOS: $125/month 20 YOS: $150/month Hired after 1/1/11 not eligible to receive additional Longevity Pay (Tier 2)

City of Alhambra	
Bargaining Unit	**Benefit**
ACEA	N/A
AMEA	N/A
APMA	15 YOS: $200 month 20 YOS: $300 month
APNSEA	N/A
APOA	10 YOS: $100 month 20 YOS: $200 month
Executive Team and Confidential	N/A

City of Azusa	
Bargaining Unit	**Benefit**
ACEA	10 YOS: $85 month 15 YOS: $175 month 20 YOS: $250 month
AMMA	10 YOS: $150 month 15 YOS: $250 month 20 YOS: $350 month
APMA	7 YOS: $100 month 10 YOS: $200 month 15 YOS: $300 month 20 YOS: $400 month 25 YOS: $600 month
APOA	10 YOS: $200 month 15 YOS: $300 month 20 YOS: $400 month
CAPP	7 YOS: $80 month 10 YOS: $100 month 15 YOS: $175 month 20 YOS: $250 month
Executives	Chief of Police: 25 YOS: $999 month All others: N/A
IBEW	10 YOS: $100 month 15 YOS: $190 month 20 YOS: $265 month
SEIU	10 YOS: $85 month 15 YOS: $175 month 20 YOS: $250 month

City of Baldwin Park	
Bargaining Unit	**Benefit**
CCEA	Data Not Available
CEA	Data Not Available
CMEA	Data Not Available
Executive & Unclassified Manager	Data Not Available
PMEA	SWORN: 10-14 YOS: $158 month 15-19 YOS: $315month 20-24 YOS: $470 month 25+ YOS: $675 month

POA	SWORN: 10-14 YOS: $158 month 15-19 YOS: $315 month 20-24 YOS: $470 month 25+ YOS: $675 month NON SWORN: 10-14 YOS: $100 month 15-19 YOS: $200 month 20-24 YOS: $300 month 25+ YOS: $400 month Dispatcher with 15 YOS: $300 month
SEIU	5-9 YOS: $25 month 10-14 YOS: $50 month 15-19 YOS: $75 month 20-24 YOS: $100 month 25+ YOS: $125 month
City of Covina	
Bargaining Unit	**Benefit**
AFSCME	10 YOS: $1,000 15 YOS: $1,500 20 YOS: $2,000 25 YOS: $2,500 30 YOS: $3,000 35 YOS: $3,500 40 YOS: $4,000 *Paid on full time anniversary date of employment with Covina.
Executive Unrepresented	10 YOS: $1,000 15 YOS: $1,500 20 YOS: $2,000 25 YOS: $2,500 30 YOS: $3,000 35 YOS: $3,500 *Paid on full time anniversary date of employment with Covina.
PAC	**None Listed**
PMG	After 7 YOS and 12 months at step 5 move to step 6 of salary schedule. After 9 YOS and 12 months at Step 6 move to step 7. Upon 11 YOS and 12 months at Step 7 move to step 8.
PSC	SWORN: 24 months at Step 5 and meets/exceeds expectations move to step 6. 24 months at Step 6 and “Exceeds Expectations” /“Outstanding” move to step 7. 24 months at Step 7 and an “Outstanding” move to step 8. NON-SWORN: 10 YOS: $1,000 15 YOS: $1,500 20 YOS: $2,000 25 YOS: $2,500 30 YOS: $3,000 35 YOS $3,500
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	10 YOS: $1,000 15 YOS: $1,500 20 YOS: $2,000 25 YOS: $2,500 30 YOS: $3,000 35 YOS: $3,500 40 YOS: $4,000 *Paid on full time anniversary date of employment with Covina.
City of Hawthorne	
Bargaining Unit	**Benefit**
HMEA	5 YOS receive 3% above base 10 YOS receive 4% above base 15 YOS receive 5% above base Not cumulative.
Executive	5 YOS receive 3% above base 10 YOS receive 4% above base 15 YOS receive 5% above base After 26 YOS 15% of base pay Not cumulative.
HPMSG	After 6 YOS: move to step E (2.5%) After 2 years at step E and 8 YOS: move to step F (2.5%) After two years at step F and 10 YOS: move to step G (3%) After 13 YOS: move to step H (3%) Completion of 25 YOS: 11% of base pay retention bonus.

HPOA	After 6 YOS: move to step G (2.5%) After 13 YOS: step H (5.0%) After 14 YOS: Step H1 (1%) After 16 YOS: Step I (4.5%) After 20 YOS: Step J (4.5%) At commencement of 26th YOS sworn police officers receive pay increase of 11%
City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	N/A
General Service Employees	N/A
Management, Police Management and Executive Management	N/A
Police Association Civilian Employees	N/A
Police Association/Sworn	N/A
Professional	N/A
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	N/A
General	Seniority points given on competitive, promotional or open/promotional examinations to employees who achieve a score of 70% or higher by examination or evaluation of experience and education. Qualifying employees are credited one-half (0.5) of a promotional seniority point for each complete year of service not to exceed a total of 5.0 promotional seniority points.
Management	N/A
City of Pomona	
Bargaining Unit	**Benefit**
PCEA	Data Not Available
Executive Management (Groups A & B)	Data Not Available
PMMCEA (Groups C & D)	Data Not Available
PPMA	Sworn: After 20 YOS (includes all sworn service, not just with the city of Pomona), 10% of base salary
PPOA	Sworn: After 20 YOS (includes all sworn service, not just with the city of Pomona), 10% of base salary
City of West Covina	
Bargaining Unit	**Benefit**
CEA (Confidential)	Data Not Available
Executive (Non-represented Department Heads)	Data Not Available
GEA (General)	Data Not Available
MCEA (Maintenance and Crafts)	Data Not Available
MMEA (Mid-Management)	Data Not Available
NSEA (Non-Sworn Safety Support)	N/A
PMA	Data Not Available
POA	Senior Officer Pay: 10 YOS: 2% of base salary 15 YOS: 3% of base salary 20 YOS: 4.5% of base salary 25+ YOS: 7% of base salary
City of Whittier	
Bargaining Unit	Data Not Available
Confidential, Supervisory	Data Not Available
Middle Management, Management Sworn	Data Not Available
POA	Data Not Available
Senior Executive and Executive Sworn	Data Not Available
WCEA (Non-Management)	Data Not Available

Certificate Pay

City of El Monte

Bargaining Unit	Benefit
General	Maintenance positions Commercial Pesticide App: 2 3/4% month. ---------- Intermediate Public Safety Dispatcher, Advanced Public Safety Dispatcher, Dispatch Supervisor, Records Supervisor POST $50/month up to 2 POST certifications ($100 max/month) ---------- $50 month up to 2 certs ($100/month max and if not required for position) T1-T5 D1-D5 C1-C4 ---------- CDL Class A with tanker endorsement or Class B with passenger endorsement $50 month ---------- $50/month ($100/month max) Applicator Advisor Welder
Mid Management	Intermediate P.O.S.T. Certificate, Advanced P.O.S.T. Certificate, Supervisory P.O.S.T. Certificate $50 per pay period
Executives	**Not listed**
POA	Basic P.O.S.T. Certificate 3%, Intermediate P.O.S.T. Certificate 10.5% Advanced P.O.S.T. Certificate 16%
PMMA	P.O.S.T. Management $350 month until 2 years in a Lieutenant classification.

City of Alhambra

Bargaining Unit	Benefit
ACEA	N/A
AMEA	N/A
APMA	N/A
APNSEA	N/A
APOA	N/A
Executive Team and Confidential	N/A

City of Azusa

Bargaining Unit	Benefit
ACEA	The City pays the cost of maintaining certifications and licenses that are minimum job requirements.
AMMA	The City pays the cost of maintaining certifications and licenses that are minimum job requirements.
APMA	Police Captain, Lieutenant and Sergeant: 2.5% of base rate for Associate degree **OR** Intermediate P.O.S.T. Certificate **with** 45 semester units up to $125; 5% of base salary for Bachelor degree **OR** Advanced P.O.S.T. certificate **with** 60 semester units up to $250 month. Does not apply to job requirement for Associate degree or Bachelor degree.
APOA	Effective 1/1/16: Police Officer and Police Corporal: Associate degree **OR** Intermediate P.O.S.T. Certificate **with** 45 semester units 2.5% of base up to $150 month. Bachelor degree **OR** Advanced P.O.S.T. certificate **with** 60 semester units: 5% of base salary up to $250 month. Effective 1/1/16: Hired after 1/31/11, with an Associate degree or 45 semester units upon receiving Intermediate POST receive $150 month; Bachelor degree, or 60 semester upon receiving Advanced P.O.S.T. Certificate receive $250 month. Does not apply to job requirement for Associate or Bachelor degree.
CAPP	The City pays the cost of maintaining certifications and licenses that are minimum job requirements
Executives	N/A
IBEW	Effective 8/1/13, receive per month: Water Treatment Operator Grade 3 $50; Water Treatment Operator Grade 4 $75; Water Treatment Operator Grade 5 $100; Water Distribution Operator Grade 3 $50; Water Distribution Operator Grade 4 $75; Water Distribution Operator Grade 5 $100; Employee compensated for the highest certification of either Treatment or Distribution- maximum compensation Grade 3 is $50, Grade 4 is $75, Grade 5 is $100. Not eligible to receive certification pay for treatment and distribution concurrently.
SEIU	N/A

City of Baldwin Park

Bargaining Unit	Benefit
CCEA	N/A
CEA	Data Not Available
CMEA	Data Not Available
Executive & Unclassified Manager	Data Not Available
PMEA	Sworn: POST Management $750 month POST Advanced $560 month POST Supervisory $500 month

POA	Officer: POST Intermediate $370 month POST Advanced: $465 month Sergeants: POST Intermediate $400 month Advanced $560 month Supervisory: $500 month NONSWORN: POST Supervisory $310 Dispatcher Supervisor or Records Supervisor POST Supervisory: $500; Dispatcher Supervisor or Dispatcher POST Intermediate $100 month; Dispatcher or Dispatcher Supervisor Advanced POST $200 month.
SEIU	$150 month Class A or B driver license Qualified Applicator certification (2 employees max) Pest Control Applicator (2 employees max) ASE - anyone in Fleet Backflow Certification (1 employee max)
City of Covina	
Bargaining Unit	**Benefit**
AFSCME	Up to $1000/year paid by City for licenses or certifications required by city, but not part of minimum qualifications
Executive Unrepresented	N/A
PAC	Police Officer: POST Intermediate 2%; Associate degree OR POST Advanced 4%; Associate degree and POST Intermediate 6%; Associate degree and POST Advanced 7%. Bachelor degree 8%; Bachelor degree and POST Advanced 9%.
PMG	N/A
PSC	Sergeant: Associate degree and POST Supervisory $400 month. Bachelor degree and POST Supervisory $600 month ---------- POST Advanced Dispatcher and POST Records Supervisor 5%
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	N/A
City of Hawthorne	
Bargaining Unit	**Benefit**
HMEA	Hazmat and/or ACE Certification $20 pay period. ------- MW: Qualified Applicator License or Qualified Applicator Cert $25 pay period. ---------- Employees assigned to duties of, and certified as a"Backflow Prevention Device Tester", "LA County Certified Tester'' receive $45 pay period while assigned. Effective 7/1/12, employees recognized as an "LA County Certified Tester" and ABPA Certified Technicians receive additional $25 pay period for each certification. ---------- City reimburses employees for licensing fee or certification testing fee if required to obtain license/certification as a condition of employment.
Executive	Masters Degree and/or State License 3% of base pay. No more than 3% total.
HPMSG	2 percentage points for: Sergeant School Management School Executive Development School 1 percentage point for: Supervisory/Leadership Institute FBI academy Command College and 72 hours of training: Assertive supervisory/Assertive Management Civil Liability Update Personnel Management Skills-Supervision Post Trauma Stress/Supervisory Supervisory Update/Effective Discipline Media Management seminar Personnel Management Workshop Internal Affairs Seminar Max points: 8
HPOA	POST Intermediate: 3% POST Advanced: 3%
City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	Senior Workers: Pest Control Advisor certification; Water Treatment II certification $125 month; Water Services Tech I/II/III/IV $125 month for one above certifications; $175 month for 2 above certifications; Sewer Services Tech III/IV $125 for one above. Mechanics with Underground Storage Tank certifications $50 month; Equipment Mechanic/Senior Equipment Mechanic/Assistant Fleet Coordinator: $75 month for each of the two ASE Master Level Mechanic certifications
General Service Employees	N/A

Management, Police Management and Executive Management	N/A
Police Association Civilian Employees	N/A
Police Association/Sworn	See Education Incentive
Professional	N/A
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	N/A
General	Arborist Certification Fingerprint Certification Notary Public Qualified Pesticide Applicator Certification Transportation Safety Instructor Welder Certification Certified Pool Operator (Maximum of 2 to be assigned by Director of Public Services) Playground Safety Officer (Maximum of 2 to be assigned by the Director of Public Services)
Management	N/A
City of Pomona	
Bargaining Unit	**Benefit**
PCEA	City reimburses cost and tuition associated with certifications/licenses required for position.
Executive Management (Groups A & B)	Data Not Available
PMMCEA (Groups C & D)	Data Not Available
PPMA	POST Intermediate 3% of base salary plus $100 month. POST Advanced 6% of base salary plus $200 month
PPOA	POST Intermediate 3% of base salary plus $100 month. POST Advanced 6% of base salary plus $200 month
City of West Covina	
Bargaining Unit	**Benefit**
CEA (Confidential)	N/A
Executive (Non-represented Department Heads)	N/A
GEA (General)	Data Not Available
MCEA (Maintenance and Crafts)	Class A DL for Street and Sewer Maintenance Division $100/month for required positions. $25 month for optional positions.
MMEA (Mid-Management)	N/A
NSEA (Non-Sworn Safety Support)	Data Not Available
PMA	Data Not Available
POA	Intermediate POST 1% Advanced POST: 2% AA and POST Advanced: 4% Bachelor and POST Advanced: 6% Masters and POST Advanced 8%
City of Whittier	
Bargaining Unit	**Benefit**
Confidential, Supervisory	Distribution Supervisor, Water Production Supervisor are eligible to receive $50 month for certifications above job requirements. $100 max.
Middle Management, Management Sworn	Water Manager eligible to receive $50 per month for certifications above job requirements. $100 max. Police Lieutenant Intermediate POST Certificate 5%; Advanced POST Certificate 10%
POA	From MOU: POST Intermediate 5% POST Advanced 10% POST Supervisory 12% Not cumulative (From website: P.O.S.T. Pay: 4.5% bonus per month for Intermediate Certificate. 9.5% bonus per month for Advanced Certificate.)
Senior Executive and Executive Sworn	Police Captain Intermediate POST Certificate 5%; Advanced POST Certificate 10%
WCEA (Non-Management)	Cross Connection Specialist I/II, Water Production Specialist, Water Treatment Plant Operator I/II, Water Utility Specialist, Water Utility Worker I/II $50 month for certifications above job requirements. $100 max.

Educational Incentive

City of El Monte	
Bargaining Unit	**Benefit**
General	Associate degree: $50 month Bachelor degree: $100 month
Mid Management	Master's degree: $75 per pay period $5000 year tuition reimbursement; $25,000 max.
Executives	Not listed
POA	Not listed
PMMA	Not listed
City of Alhambra	
Bargaining Unit	**Benefit**
ACEA	$1000 year tuition reimbursement
AMEA	$1000 year tuition reimbursement Bachelor degree: $200 month Masters degree: $300 month
APMA	$1000 year tuition reimbursement Bachelor degree: 10%
APNSEA	$1000 year tuition reimbursement
APOA	$1000 year tuition reimbursement 60 semester units: $400 month 120 semester units $550 month (in police science or related field).
Executive Team and Confidential	$1000 year tuition reimbursement **Confidential Non Department Heads:** Bachelor degree: $200 month Masters degree: $300 month
City of Azusa	
Bargaining Unit	**Benefit**
ACEA	Tuition Reimbursement: Employees reimbursed up to the dollar amount charged for the same number of units per term by CSU system and cost of books and registration fees.
AMMA	$121 month for Master's degree or a numbered certificate issued by a State or professional organization, appropriate to job description. Tuition Reimbursement: Employees reimbursed up to the dollar amount charged for the same number of units per term by CSU system and cost of books and registration fees.
APMA	Police Captain and Lieutenant: Masters/Doctoral Degree: $600 month Police Sergeant: Masters/Doctoral Degree: $500 month. Tuition Reimbursement: Employees reimbursed up to the dollar amount charged for the same number of units per term by CSU system and cost of books and registration fees.
APOA	Tuition Reimbursement: Employees reimbursed up to the dollar amount charged for the same number of units per term by CSU system and cost of books and registration fees.
CAPP	Tuition Reimbursement: Employees reimbursed up to the dollar amount charged for the same number of units per term by CSU system and cost of books and registration fees.
Executives	Tuition Reimbursement: Employees reimbursed up to the dollar amount charged for the same number of units per term by CSU system and cost of books and registration fees.
IBEW	Effective 8/1/13: Associate degree: $50 month. Bachelor degree: $75 month. (Does not apply to job requirement for associate degree, bachelor degree or specific certifications) Tuition Reimbursement: Employees reimbursed up to the dollar amount charged for the same number of units per term by CSU system and cost of books and registration fees.
SEIU	Tuition Reimbursement: Employees reimbursed up to the dollar amount charged for the same number of units per term by CSU system and cost of books and registration fees.
City of Baldwin Park	
Bargaining Unit	**Benefit**
CCEA	$2000 year tuition reimbursement
CEA	$2000 year tuition reimbursement
CMEA	$2000 year tuition reimbursement
Executive & Unclassified Manager	Data Not Available
PMEA	$3000 year tuition reimbursement Associate degree: 2% increase Bachelor degree: 8% increase Masters: 10% increase Doctorate 12% increase
POA	**Police Officers:** Associate degree: $370 month Bachelor degree: $465 month **Sergeants:** Associate degree: $400 month Bachelor degree: $560 month **NONSWORN:** Associate degree: $100 month Bachelor degree: $200 month $1500 year tuition reimbursement **SWORN** $2000 year tuition reimbursement
SEIU	Associate or bachelor degree: $100 month $1500 year tuition reimbursement
City of Covina	
Bargaining Unit	**Benefit**

AFSCME	N/A
Executive Unrepresented	2% for job related advanced degree Chief of Police: Bachelor: $650 month Masters $900 month
PAC	See certification pay
PMG	Bachelor degree: $650 month Masters degree: $900 month
PSC	**Sergeant:** Associate degree: $300 month Bachelor degree: $500 month **NONSWORN:** MA, MS, MPA: 2% Associate or bachelor degree: 1%
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	MA, MS, MPA 2% above base salary Associate or Bachelor 1% for non-degree required jobs
City of Hawthorne	
Bargaining Unit	**Benefit**
HMEA	$250 per unit for tuition and application fee & reimbursement for books required for coursework.
Executive	100% reimbursement
HPMSG	$250 per unit for tuition and application fee & reimbursement for books required for coursework. ---------- **Sergeant and Lieutenant:** Bachelor $275 month or 3% of base pay, whichever is greater. **Captain, Lieutenant, Sergeant:** Masters Degree $550 month or 3% of base pay, whichever is greater. Max Incentive Pay: $800 ---------- See page 11 of MOU for Management Development
HPOA	$250 per unit for tuition and application fee & reimbursement for books required for coursework. ---------- Associate degree: 3% Bachelor degree: 3% Masters degree: 3% Max total of $1200 month for POST and education incentives.
City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	N/A
General Service Employees	N/A
Management, Police Management and Executive Management	N/A
Police Association Civilian Employees	N/A
Police Association/Sworn	Per month: Basic POST with Associate degree equivalent $50; Basic POST with Associate degree $60 Basic POST with Bachelor degree $100 Basic POST with Masters degree $125 Intermediate POST $100 Intermediate POST with Associate equivalent $110 Intermediate POST with Associate degree $120 Intermediate POST with Bachelor degree $150 Intermediate POST with Masters degree $200 Advance POST $150 Advance POST with Associate equivalent $180 Advance POST with Associate degree $200 Advance POST with Bachelor degree $250 Advance POST with Masters degree $300 Supervisory POST $200 Supervisory POST with Associate equivalent $220 Supervisory POST with Associate degree $250 Supervisory POST with Bachelor degree $300 Supervisory POST with Master degree $350
Professional	N/A
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	N/A
General	$1,500 year for educational reimbursement; maximum $12,000
Management	N/A
City of Pomona	
Bargaining Unit	**Benefit**
PCEA	$500 year tuition and/or registration fees
Executive Management (Groups A & B)	**Group B only:** Associate degree: 2% Bachelor degree: 4% Master's degree or higher: 6% **Group A & B:** $2500 year tuition reimbursement.
PMMCEA (Groups C & D)	Associate degree: 2% Bachelor degree: 4% Master's degree or higher: 6% $1000 year tuition reimbursement

PPMA	$1500 year tuition reimbursement Associate degree 3% of base salary plus $100 month Bachelor degree 6% of base salary plus $200 month Masters degree, Juris Doctorate or Doctorate $200 month
PPOA	Associate degree 3% of base salary plus $100 month. Bachelor degree 6% of base salary plus $200 month. Masters degree, Juris Doctorate or Doctorate $200 month.
City of West Covina	
Bargaining Unit	**Benefit**
CEA (Confidential)	$1130 year tuition reimbursement
Executive (Non-represented Department Heads)	$1500 year tuition reimbursement
GEA (General)	$1500 year tuition reimbursement
MCEA (Maintenance and Crafts)	$686 year tuition reimbursement
MMEA (Mid-Management)	$1500 year tuition reimbursement
NSEA (Non-Sworn Safety Support)	$1130 year tuition reimbursement
PMA	Up to the cost of 7 units at CSULA per year
POA	Up to the cost of 7 units at CSULA per year Associate degree: 2% Bachelor degree 4% Masters degree: 6%
City of Whittier	
Bargaining Unit	**Benefit**
Confidential, Supervisory	Tuition Reimbursement: 75% of Cal State rate, up to 6 classes per year.
Middle Management, Management Sworn	Tuition Reimbursement: 75% of Cal State rate, up to 6 classes per year.
POA	Associate degree: 2% Bachelor degree: 4% Masters degree: 5% Tuition Reimbursement: 75% of Cal State rate, up to 6 classes per year.
Senior Executive and Executive Sworn	Tuition Reimbursement: 75% of Cal State rate, up to 6 classes per year.
WCEA (Non-Management)	Tuition Reimbursement: 75% of Cal State rate, up to 6 classes per year.

Translator/Bilingual Pay

City of El Monte	
Bargaining Unit	**Benefit**
General	Speaking: $50 month Speaking, Reading Writing $75 month
Mid Management	None listed
Executives	None listed
POA	Speaking: $50 month Speaking, Reading Writing $75 month
PMMA	Speaking: $50 month Speaking, Reading Writing $75 month
City of Alhambra	
Bargaining Unit	**Benefit**
ACEA	$100 month
AMEA	$100 month
APMA	$100 month
APNSEA	$100 month
APOA	$100 month, up to $150 per month for two or more languages.
Executive Team and Confidential	$100 month
City of Azusa	
Bargaining Unit	**Benefit**
ACEA	$100 month – verbal proficiency (if assigned and required to speak and translate the foreign language in performance of their duties.) Additional $100 month – written proficiency
AMMA	$100 month – verbal proficiency (if assigned and required to speak and translate the foreign language in performance of their duties.) Additional $100 month – written proficiency
APMA	$250 month (if assigned and required to speak and translate the language in performance of their duties.)
APOA	$250 month (if assigned and required to speak and translate the language in performance of their duties.)
CAPP	$100 month – verbal proficiency (if assigned and required to speak and translate the foreign language in performance of their duties.) Additional $100 month – written proficiency
Executives	N/A
IBEW	$100 month – verbal proficiency (if assigned and required to speak and translate the foreign language in performance of their duties.) Additional $100 month – written proficiency
SEIU	$100 month – verbal proficiency (if assigned and required to speak and translate the foreign language in performance of their duties.) Additional $100 month – written proficiency
City of Baldwin Park	
Bargaining Unit	**Benefit**
CCEA	$100 month
CEA	$100 month
CMEA	$100 month
Executive & Unclassified Manager	$150 month
PMEA	$150 month
POA	$150 month
SEIU	$100 month
City of Covina	
Bargaining Unit	**Benefit**
AFSCME	$100 month
Executive Unrepresented	N/A
PAC	$150 month
PMG	$100 month
PSC	$150 month
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	$150 month
City of Hawthorne	
Bargaining Unit	**Benefit**
HMEA	$50 per pay period.
Executive	Data Not Available
HPMSG	$60 per pay period.
HPOA	$60 per pay period.
City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	N/A
General Service Employees	$100 month
Management, Police Management and Executive Management	N/A
Police Association Civilian Employees	$250 month for fluency; $175 month for conversational fluency.
Police Association/Sworn	$250 month for fluency; $175 month for conversational fluency.
Professional	$50 month
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	N/A
General	$25 per pay period for designated positions
Management	N/A
City of Pomona	
Bargaining Unit	**Benefit**

PCEA	$62.50 month
Executive Management (Groups A & B)	Data Not Available
PMMCEA (Groups C & D)	$62.50 month
PPMA	$104.17 month
PPOA	$104.17 month
City of West Covina	
Bargaining Unit	**Benefit**
CEA (Confidential)	N/A
Executive (Non-represented Department Heads)	N/A
GEA (General)	N/A
MCEA (Maintenance and Crafts)	N/A
MMEA (Mid-Management)	N/A
NSEA (Non-Sworn Safety Support)	N/A
PMA	N/A
POA	$100 month
City of Whittier	
Bargaining Unit	**Benefit**
Confidential, Supervisory	$90 month if required to speak and understand another language.
Middle Management, Management Sworn	$90 month if required to speak and understand another language.
POA	$200 month
Senior Executive and Executive Sworn	None listed
WCEA (Non-Management)	$90 month if required to speak and understand another language.

Allowances/Stipends/Reimbursements

City of El Monte	
Bargaining Unit	**Benefit**
General	Lead Equipment Service Workers and Equipment Service Workers assigned to PD $150 month for purchasing/replacing job related tools. ---------- Jailer and Lead Jailer $300 year professional membership in PORAC.
Mid Management	None listed
Executives	$125 month technology allowance. Chief of Police Uniform allowance $1250 year
POA	Uniform allowance: $1250 year
PMMA	Uniform allowance: $1250 year
City of Alhambra	
Bargaining Unit	**Benefit**
ACEA	Safety boot allowance: $150 year Mechanic Tool Allowance (Automotive Mechanic, Senior Automotive Mechanic, Auto Shop Worker) $350 year
AMEA	Safety boot allowance: $150 year (List in MOU) Mechanic Tool Allowance (Fleet Manager) $350 year Uniform Allowance $725 (Administrative Finance Manager and Records Manager)
APMA	Uniform allowance of $825 year plus $10 week cleaning fee reimbursement.
APNSEA	Uniform allowance of $725 for full time and $300 for part time.
APOA	Qualification Ammunition: $3000 with department authorization in 9 mm, 38 cal, 40 cal, 45 cal, and/or 357 cal. Uniform allowance $825 year.
Executive Team and Confidential	Uniform allowance applies only to executive assistant police department. Service Club Dues reimbursed up to $360 year.
City of Azusa	
Bargaining Unit	**Benefit**
ACEA	Personal Equipment Allowance of $235 in the classifications below for up to 2 pairs of safety shoes/boots or garment per year as required: Building Inspector Building Technician Business Resource Officer Community Improvement Inspector Community Improvement Supervisor Engineering Associate Engineering Assistant/II Engineering Technician IT Analyst/Senior IT Analyst Park Maintenance Crew Supervisor Park Maintenance Supervisor Park Maintenance Worker I/II/III Purchasing Assistant Senior Plans Examiner Urban Forester
AMMA	Up to $5,000 for authorized computer equipment repaid within in 24 months interest free. -------- Employees permanently assigned to work in departments receive a uniform allowance commensurate with that of their respective work groups.
APMA	$900 year uniform allowance.
APOA	$900 year uniform allowance. ------ Up to $5,000 for authorized computer or home exercise equipment to be repaid within 24 months interest free.
CAPP	$760 year uniform allowance.
Executives	N/A
IBEW	Up to $5,000 for authorized computer equipment to be repaid within in 24 months interest free. ----- Footwear reimbursement $235 year.
SEIU	$235 year allowance for up to 2 pairs of safety shoes/boots or garments as required.
City of Baldwin Park	
Bargaining Unit	**Benefit**
CCEA	N/A
CEA	Data Not Available
CMEA	$40 month cell phone allowance
Executive & Unclassified Manager	Executive: $150 month electronic device allowance Unclassified Mgrs: $100 month electronic device allowance
PMEA	Lieutenants and Captains: $900 year uniform allowance.
POA	Funeral Reimbursement up to $10,000 for Sworn and/or Nonsworn killed during course of employment Sworn $900 year uniform allowance Nonsworn $500 year uniform allowance
SEIU	$300 year safety boot allowance
City of Covina	
Bargaining Unit	**Benefit**
AFSCME	Police Records Clerk $600 uniform maintenance/cleaning allowance Boot Allowance $250: Building Maintenance Worker Equipment Mechanic Street Worker Water Quality Technician Water Worker

Executive Unrepresented	Police Chief $1500 year uniform allowance ---------- All: $75 month telecommunication allowance
PAC	$1500 year uniform allowance
PMG	$1500 per year uniform allowance
PSC	$1000 year uniform allowance
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	$300 month boot allowance for select classifications
City of Hawthorne	
Bargaining Unit	**Benefit**
HMEA	Safety Shoes $130/annually for Assistant Engineer Building Inspector Buyer City Maintenance Worker Code Enforcement Officer Crew Leader Custodian Equipment Mechanic I Equipment Mechanic II Electrician Graffiti Lead Worker Graffiti Senior Lead Worker Graffiti Worker Heavy Equipment Operator Housing Inspectors Master Mechanic Senior Public Works Inspector Sewer Service Technician Skilled City Maintenance Worker Supervisor, Maintenance Supervisor, Park Maintenance Warehouse Clerk
Executive	Data Not Available
HPMSG	Physical Fitness Incentive: Excellent: 4% salary increase Very Good: 3% salary increase Good: 2% salary increase
HPOA	Physical Fitness Incentive earn per six month period: (Fitness Incentive Pay may be cashed out or converted to compensatory time) Excellent: 40 hours Very Good: 32 hours Good: 24 hours
City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	$250 year safety shoes allowance Mechanics and equipment service workers: $800 year tool allowance
General Service Employees	N/A
Management, Police Management and Executive Management	Police Management and Police Executive: $1050 uniform allowance.
Police Association Civilian Employees	$4.00 week uniform maintenance allowance for all except CSO and Animal Control Officers Animal Control Officers $8.00 week uniform maintenance allowance. Animal control officers and Community Services Officers uniform allowance of $850 year. All others $750 year. Wellness Examination: $100 per year reimbursement.
Police Association/Sworn	Uniform allowance $1000 year Wellness Examination: $100 per year reimbursement.
Professional	N/A
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	Data Not Available
General	Computer Loan Reimbursement Program $500 mechanic tool allowance. $150 safety boot allowance.
Management	Tuition and Computer Loan Reimbursement Program
City of Pomona	
Bargaining Unit	**Benefit**
PCEA	$40 month uniform maintenance fee (City provides uniforms) $150 safety boot allowance
Executive Management (Groups A & B)	Receive full cost for membership into 2 community service organizations. Group A-3 receive uniform allowance equal to PPMA.
PMMCEA (Groups C & D)	$150 year professional participation allowance $40 month uniform maintenance fee $150 safety boot allowance
PPMA	$38.46 per pay period uniform allowance. Captains receive annual membership costs for professional organizations (up to 2 organizations per year)
PPOA	$38.46 per pay period uniform allowance
City of West Covina	
Bargaining Unit	**Benefit**
CEA (Confidential)	N/A
Executive (Non-represented Department Heads)	Police Chief: $1000 year uniform allowance

GEA (General)	$150 year safety boot allowance for select classifications. Code Enforcement Officer: $600 year uniform allowance
MCEA (Maintenance and Crafts)	$200 year safety boots allowance
MMEA (Mid-Management)	Communications Supervisor: $600 year uniform allowance
NSEA (Non-Sworn Safety Support)	Community Service Officer: $700 year uniform allowance. Jailers, Police Records Clerk, Public Safety Dispatcher: $600 year uniform allowance
PMA	$1000 year uniform allowance
POA	$1000 year uniform allowance
City of Whittier	
Bargaining Unit	**Benefit**
Confidential, Supervisory	N/A
Middle Management, Management Sworn	$50 month technology allowance Police Captains, Police Lieutenants $250 year professional activities allowance
POA	Police Officers and Sergeants: $700 year uniform allowance
Senior Executive and Executive Sworn	$50 month technology allowance Chief of Police $250 year professional activities allowance
WCEA (Non-Management)	Nonsworn Uniform Allowance: $200 year replacement allowance; $300 year maintenance allowance

Leave Pay Out (Vacation and Sick Leave)

City of El Monte	
Bargaining Unit	**Benefit**
General	Vacation max accrual of 360 hours; over 360 hours will be paid out on the following pay period; payout on separation.
Mid Management	Vacation max accrual of 360 hours; over 360 hours will be paid out on the following pay period; payout on separation.
Executives	Vacation max accrual of 360 hours; over 360 hours will be paid out on the following pay period; employees can cash out up to 120 hours/year provided they have used 80 hours and have 80 hours remaining on the books after the cash out; payout on separation.
POA	Vacation max accrual of 360 hours; over 360 hours will be paid out on the following pay period; payout on separation.
PMMA	Vacation max accrual of 360 hours; over 360 hours will be paid out on the following pay period; payout on separation.
City of Alhambra	
Bargaining Unit	**Benefit**
ACEA	N/A
AMEA	N/A
APMA	N/A
APNSEA	N/A
APOA	N/A
Executive Team and Confidential	N/A
City of Azusa	
Bargaining Unit	**Benefit**
ACEA	Vacation maximum accrual of 300 hours year. May carry over ½ of one year's accrual to next year. Vacation accrual in excess of maximum is paid as accrued. Cash In Policy - may convert up to 50% of annual accrual to pay.
AMMA	Vacation maximum accrual of 300 hours year. May carry over ½ of one year's accrual to next year. Accrual exceeding the maximum is paid as accrued.
APMA	Vacation maximum accrual up to 52 times the current rate of accrual. May carry over ½ of one year's accrual to next year. Accrual exceeding the maximum is paid as accrued.
APOA	Vacation maximum accrual of 300 hours year. May carry over ½ of one year's vacation to next year. Accrual exceeding the maximum is paid as accrued. Cash Out: up to 40 hours. Sworn accrues 40 additional hours in lieu of holidays.
CAPP	Vacation maximum accrual of 300 hours year. May carry over ½ of one year's accrual to next year. Accrual exceeding the maximum is paid as accrued.
Executives	Vacation maximum accrual of 300 hours year. May carry over ½ of one year's accrual to next year. Accrual exceeding the maximum is paid as accrued.
IBEW	Vacation maximum accrual of 300 hours year. May carry over ½ of one year's accrual to next year. Vacation accrual exceeding the maximum is paid as accrued.
SEIU	Vacation maximum accrual of 300 hours. May carry over ½ of one year's accrual to next year. Vacation accrual in excess of maximum is paid as accrued. Option to convert payoff amount to deferred compensation plan.
City of Baldwin Park	
Bargaining Unit	**Benefit**
CCEA	Vacation cash out upon termination
CEA	Vacation cash out upon termination
CMEA	Vacation cash out upon termination
Executive & Unclassified Manager	Vacation cash out upon termination
PMEA	Vacation cash out upon termination
POA	Vacation cash out upon termination
SEIU	Vacation cash out upon termination
City of Covina	
Bargaining Unit	**Benefit**
AFSCME	Maximum vacation accrual is 1. 5 times the annual accrual. Sell back of a maximum of 20 hours per year.
Executive Unrepresented	Vacation accrual max of 500 hours. Pay out upon termination.
PAC	Vacation accrual max of 500 hours. Pay out upon termination.
PMG	Vacation accrual pay out when bank exceeds 2 times annual accrual.
PSC	Sergeants: vacation max accrual 500 hours. Cash out 50 hours once per year. Non Sworn: accrue 2x annual vacation accrual. Pay out at termination.
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	Maximum vacation accrual is two times the annual accrual. Sell back of a maximum of 20 hours per year.
City of Hawthorne	
Bargaining Unit	**Benefit**
HMEA	Data Not Available
Executive	Data Not Available
HPMSG	Data Not Available
HPOA	Data Not Available
City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	Vacation buy back of up to 80 hours (must use equivalent number of vacation hours during the year)
General Service Employees	Vacation buy back of up to 80 hours (must use equivalent number of vacation hours during the year)
Management, Police Management and Executive Management	Vacation buy back of up to 80 hours (must use equivalent number of vacation hours during the year)
Police Association Civilian Employees	Vacation buy back of up to 120 hours (must use equivalent number of vacation hours during the year)
Police Association/Sworn	Vacation buy back of up to 120 hours (must use equivalent number of vacation hours during the year)
Professional	Vacation buy back of up to 80 hours (must use equivalent number of vacation hours during the year)
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	May request payoff of accumulated vacation leave each year
General	Vacation cash out upon termination
Management	May request payoff of accumulated vacation leave each year
City of Pomona	
Bargaining Unit	**Benefit**
PCEA	Vacation cash out upon termination
Executive Management (Groups A & B)	With at least 300 hours of accrued vacation leave may elect to sell back 80 hours each year
PMMCEA (Groups C & D)	With at least 300 hours of accrued vacation leave may elect to sell back 80 hours each year

Jury Duty	
City of El Monte	
Bargaining Unit	**Benefit**
General	80 hours pay per year
Mid Management	80 hours pay per year
Executives	Data Not Available
POA	Data Not Available
PMMA	Data Not Available
City of Alhambra	
Bargaining Unit	**Benefit**
ACEA	Data Not Available
AMEA	Data Not Available
APMA	Data Not Available
APNSEA	Data Not Available
APOA	Data Not Available
Executive Team and Confidential	Data Not Available
City of Azusa	
Bargaining Unit	**Benefit**
ACEA	Unlimited jury duty pay
AMMA	Unlimited jury duty pay
APMA	Unlimited jury duty pay
APOA	Unlimited jury duty pay
CAPP	Unlimited jury duty pay
Executives	Unlimited jury duty pay
IBEW	Unlimited jury duty pay
SEIU	Unlimited jury duty pay
City of Baldwin Park	
Bargaining Unit	**Benefit**
CCEA	Data Not Available
CEA	Data Not Available
CMEA	Data Not Available
Executive & Unclassified Manager	Data Not Available
PMEA	Data Not Available
POA	Data Not Available
SEIU	Data Not Available
City of Covina	
Bargaining Unit	**Benefit**
AFSCME	15 paid days
Executive Unrepresented	15 paid days
PAC	15 paid days
PMG	15 paid days
PSC	15 paid days
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	15 paid days
City of Hawthorne	
Bargaining Unit	**Benefit**
HMEA	Data Not Available
Executive	Data Not Available
HPMSG	10 paid days
HPOA	10 paid days
City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	Granted regular compensation
General Service Employees	Granted regular compensation
Management, Police Management and Executive Management	Granted regular compensation
Police Association Civilian Employees	Granted regular compensation
Police Association/Sworn	Granted regular compensation
Professional	Granted regular compensation
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	5 paid days
General	5 paid days
Management	5 paid days
City of Pomona	
Bargaining Unit	**Benefit**
PCEA	15 paid days
Executive Management (Groups A & B)	15 paid days
PMMCEA (Groups C & D)	15 paid days
PPMA	15 paid days
PPOA	15 paid days
City of West Covina	
Bargaining Unit	**Benefit**
CEA (Confidential)	160 hours - one time during any 3 consecutive years of employment
Executive (Non-represented Department Heads)	160 hours - one time during any 3 consecutive years of employment
GEA (General)	160 hours - one time during any 3 consecutive years of employment
MCEA (Maintenance and Crafts)	160 hours - one time during any 3 consecutive years of employment

MMEA (Mid-Management)	160 hours - one time during any 3 consecutive years of employment
NSEA (Non-Sworn Safety Support)	160 hours - one time during any 3 consecutive years of employment
PMA	Data Not Available
POA	Data Not Available
City of Whittier	
Bargaining Unit	**Benefit**
Confidential, Supervisory	Compensated for the minimum number of days required by State law or 5 days whichever is less
Middle Management, Management Sworn	Compensated for the minimum number of days required by State law or 5 days whichever is less
POA	Data Not Available
Senior Executive and Executive Sworn	Compensated for the minimum number of days required by State law or 5 days whichever is less
WCEA (Non-Management)	Compensated for the minimum number of days required by State law or 5 days whichever is less

Bereavement Leave

City of El Monte	
Bargaining Unit	**Benefit**
General	30 hours; 20 additional hours if traveling 500 or more miles
Mid Management	3 days with additional 2 days if traveling 500 or more miles
Executives	40 hours
POA	N/A
PMMA	None listed
City of Alhambra	
Bargaining Unit	**Benefit**
ACEA	40 hours max per incident
AMEA	40 hours max per incident
APMA	40 hours max per incident
APNSEA	40 hours max per incident
APOA	40 hours max per incident
Executive Team and Confidential	40 hours max per incident
City of Azusa	
Bargaining Unit	**Benefit**
ACEA	40 hours for immediate family member
AMMA	40 hours for immediate family member
APMA	40 hours for immediate family member
APOA	40 hours for immediate family member
CAPP	40 hours for immediate family member
Executives	40 hours for immediate family member
IBEW	40 hours for immediate family member
SEIU	40 hours for immediate family member
City of Baldwin Park	
Bargaining Unit	**Benefit**
CCEA	Immediate Family: equivalent of workweek per incident
CEA	Immediate Family: equivalent of workweek per incident
CMEA	Immediate Family: equivalent of workweek per incident
Executive & Unclassified Manager	Immediate Family: equivalent of workweek per incident
PMEA	Immediate family: 3 working days
POA	Immediate family: 3 working days
SEIU	Immediate Family: equivalent of workweek per incident
City of Covina	
Bargaining Unit	**Benefit**
AFSCME	Able to use 40 hours sick leave for bereavement
Executive Unrepresented	4 days from sick leave. Additional 2 days from sick leave if over 500 miles
PAC	Able to use 3 days sick leave for bereavement. Additional 2 days if over 500 miles
PMG	Able to use 3 days sick leave for bereavement. Additional 2 days if over 500 miles
PSC	Able to use 3 days sick leave for bereavement. Additional 2 days if over 500 miles
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	Able to use 40 hours sick leave for bereavement
City of Hawthorne	
Bargaining Unit	**Benefit**
HMEA	3 days for immediate family. If over 500 miles away, extra 2 days
Executive	3 days for immediate family. If over 500 miles away, extra 2 days
HPMSG	3 days for immediate family. If over 500 miles away, extra 2 days
HPOA	3 days for immediate family. If over 500 miles away, extra 2 days
City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	3 calendar days per year per family member
General Service Employees	3 calendar days per year per family member
Management, Police Management and Executive Management	3 calendar days per year per family member
Police Association Civilian Employees	3 calendar days per year per family member
Police Association/Sworn	3 calendar days per year per family member
Professional	3 calendar days per year per family member
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	3 calendar days per year
General	3 calendar days per year
Management	3 calendar days per year
City of Pomona	
Bargaining Unit	**Benefit**
PCEA	4 days; 5 days if out of state travel is required.
Executive Management (Groups A & B)	4 days; 5 days if out of state travel is required.
PMMCEA (Groups C & D)	4 days; 5 days if out of state travel is required.
PPMA	4 days; 5 days if out of state travel is required.
PPOA	4 days; 5 days if out of state travel is required.
City of West Covina	
Bargaining Unit	**Benefit**
CEA (Confidential)	Up to 40 hours per occurrence
Executive (Non-represented Department Heads)	Up to 40 hours per occurrence
GEA (General)	Up to 40 hours per occurrence

MCEA (Maintenance and Crafts)	Up to 40 hours per occurrence
MMEA (Mid-Management)	Up to 40 hours per occurrence
NSEA (Non-Sworn Safety Support)	Up to 40 hours per occurrence
PMA	Up to 40 hours per occurrence
POA	Up to 40 hours per occurrence
City of Whittier	
Bargaining Unit	**Benefit**
Confidential, Supervisory	3 working days for immediate family; additional 24 hours to serve as an executor /executrix of immediate family member.
Middle Management, Management Sworn	3 working days for immediate family; additional 24 hours to serve as an executor /executrix of immediate family member.
POA	3 working days for immediate family; additional 24 hours to serve as an executor /executrix of immediate family member.
Senior Executive and Executive Sworn	3 working days for immediate family; additional 24 hours to serve as an executor /executrix of immediate family member.
WCEA (Non-Management)	3 working days for immediate family; additional 24 hours to serve as an executor /executrix of immediate family member.

Sick Leave

City of El Monte	
Bargaining Unit	**Benefit**
General	Accrue 120 hours year; paid at 50% up to 1600 hours at termination. 50 hours of sick leave can be used for personal business per year.
Mid Management	Accrue 120 hours year; paid at 50% up to 1600 hours at termination. 50 hours of sick leave can be used for personal business per year.
Executives	Accrue 120 hours year.
POA	Accrue 120 hours year. 50 hours of sick leave can be used for personal business per year.
PMMA	Accrue 120 hours year; paid at 50% upon retirement. 50 hours of sick leave can be used for personal business per year.

City of Alhambra	
Bargaining Unit	**Benefit**
ACEA	Accrue 96 hours year; EE may take max 96 hrs sick leave payout if they have accrued over 800 hours of sick leave credit at end of calendar year.
AMEA	Accrue 96 hours year; EE may take max 96 hrs sick leave payout if they have accrued over 800 hours of sick leave credit at end of calendar year.
APMA	Accrue 96 hours year; EE may take max 96 hrs sick leave payout if they have accrued over 800 hours of sick leave credit at end of calendar year.
APNSEA	Accrue 96 hours year; EE may take max 96 hrs sick leave payout if they have accrued over 800 hours of sick leave credit at end of calendar year.
APOA	Accrue 96 hours year; EE may take max 96 hrs sick leave payout if they have accrued over 800 hours of sick leave credit at end of calendar year.
Executive Team and Confidential	Accrue 96 hours year; EE may take max 96 hrs sick leave payout if they have accrued over 800 hours of sick leave credit at end of calendar year.

City of Azusa	
Bargaining Unit	**Benefit**
ACEA	120 hours year; 960 hours max accrual. No cash out.
AMMA	120 hours year; 960 hours max accrual. No cash out.
APMA	120 hours year; 1040 max accrual. No cash out.
APOA	120 hours year; 960 hours max accrual. No cash out.
CAPP	120 hours year; 960 hours max accrual. No cash out.
Executives	120 hours year; 1040 max accrual. No cash out.
IBEW	120 hours year; 960 hours max accrual. No cash out.
SEIU	120 hours year; 960 hours max accrual. No cash out.

City of Baldwin Park	
Bargaining Unit	**Benefit**
CCEA	Accrue 96 hours; can elect a bank of hours of 300, 600 or 900 max accrual. Each year can cash out 75% of unused portion.
CEA	Accrue 96 hours; can elect a bank of hours of 300, 600 or 900 max accrual. Each year can cash out 75% of unused portion.
CMEA	Accrue 96 hours; can elect a bank of hours of 300, 600 or 900 max accrual. Each year can cash out 75% of unused portion.
Executive & Unclassified Manager	Accrue 96 hours; can elect a bank of hours of 300, 600 or 900 max accrual. Each year can cash out 75% of unused portion.
PMEA	Accrue 96 hours; can elect a bank of hours of 300, 600 or 900 max accrual. Each year can cash out 75% of unused portion.
POA	Accrue 96 hours; can elect a bank of hours of 300, 600 or 900 max accrual. Each year can cash out 75% of unused portion.
SEIU	Accrue 96 hours; can elect a bank of hours of 300, 600 or 900 max accrual. Each year can cash out 75% of unused portion.

City of Covina	
Bargaining Unit	**Benefit**
AFSCME	Accrue 120 hours year. Max accrual of 960 hours. No cash out.
Executive Unrepresented	Accrue 120 hours year. Max accrual of 1200 hours. Can cash out up to 1200 hours upon retirement.
PAC	Accrue 120 hours year. Max accrual of 1200 hours. No cash out.
PMG	Accrue 120 hours year. Accrual above 80 hours will be paid annually up to 12 days at 50%.
PSC	Accrue 120 hours year. Max accrual of 1200 hours. No cash out.
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	Accrue 120 hours year. Max accrual of 960 hours. No cash out.

City of Hawthorne	
Bargaining Unit	**Benefit**
HMEA	Data Not Available
Executive	Accrue 96 hours year. May cash out up to 120 hours year.
HPMSG	Accrue 96 hours years. Max accrual of 1,152 hours. Employees accumulating 360 hours have the option to receive 1/2 of additional accrued sick leave in compensation. After accruing 720 hours receive accrued sick leave in compensation.
HPOA	Accrue 96 hours year. Max accrual of 1,152 hours. Employees accruing 400-800 hours have the option to receive 1/2 of additional accrued sick leave in compensation. After accruing 800-1152 can receive 100% in compensation; Above 1152 hours receive accrued sick leave in compensation.

City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	Accrue 96 hours year; Employees with 5 YOS may substitute 25% of annual unused sick leave, up to 480 hours max accrual, for an equal amount of vacation time.
General Service Employees	Accrue 80 hours year. Employees with 5 YOS may substitute 25% of annual sick leave for an equal amount of vacation time.
Management, Police Management and Executive Management	Management and Executive Management: 96 hours year. Police Management and Police Executive: 120 hours year. Employees with 5 YOS may substitute 25% of annual sick leave for an equal amount of vacation time.
Police Association Civilian Employees	Accrue 120 hours year; max accrual of 800 hours. No cash out.

Police Association/Sworn	Accrue 120 hours year; max accrual of 800 hours. No cash out.
Professional	Accrue 96 hours year; Employees with 5 YOS may substitute 25% of annual unused sick leave for an equal amount of vacation time.
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	Accrues 96 hours year; max accrual 720 hours. Over 720 hours, paid out.
General	Accrues 96 hours year; max accrual 720 hours. Over 720 hours, paid out.
Management	Accrues 96 hours year; max accrual 720 hours. Over 720 hours, paid out.
City of Pomona	
Bargaining Unit	**Benefit**
PCEA	Accrue 96 hours year; balance of 344 hours or more can convert sick leave to vacation at 2 hours of sick leave for one hour vacation not to exceed 48 hours additional vacation.
Executive Management (Groups A & B)	Accrue 96 hours; max accrual of 2000 hours; Can convert 2 hours of sick leave to 1 hour of vacation up to 60 hours. May sell back at 2:1 if balance over 200 hours.
PMMCEA (Groups C & D)	Accrue 96 hours; max accrual of 2000 hours; Can convert 2 hours of sick leave to 1 hour of vacation up to 60 hours. May sell back at 2:1 if balance over 200 hours.
PPMA	Accrue 96 hours. Max accrual of 2000 hours. Employees with a balance of 192 hours can convert 2 hours of sick leave to 1 hour of vacation leave up to 60 hours. May sell back sick leave of 2:1 if balance over 200 hours.
PPOA	Accrue 96 hours; max accrual of 1500 hours. Balance of 480 hours or more each year can convert accrued sick leave to vacation at 1 hour of vacation for every 2 hours of sick leave not to exceed 48 hours of additional vacation.
City of West Covina	
Bargaining Unit	**Benefit**
CEA (Confidential)	Accrue 96 hours year; max accrual 440 hours. Can cash out 72 hours per year.
Executive (Non-represented Department Heads)	Accrue 96 hours year; max accrual 400 hours. Can cash out 40 hours per year.
GEA (General)	Accrue 96 hours year; max accrual 360 hours. Can cash out 60 hours per year.
MCEA (Maintenance and Crafts)	Accrue 96 hours year; max accrual 360 hours. Can cash out 60 hours per year.
MMEA (Mid-Management)	Accrue 96 hours year; max accrual 800 hours. Can cash out 60 hours per year.
NSEA (Non-Sworn Safety Support)	Accrue 96 hours year; max accrual 800 hours. Can cash out 60 hours per year.
PMA	Accrue 96 hours year; max accrual 400 hours. Can cash out 60 hours per year.
POA	Accrue 96 hours year; max accrual 400 hours. Can cash out 60 hours per year.
City of Whittier	
Bargaining Unit	**Benefit**
Confidential, Supervisory	Accrue 96 hours year
Middle Management, Management Sworn	Accrue 96 hours year
POA	Accrue 96 hours year; max accrual 1440 hours. 24 hours personal leave may be charged to accrued sick leave. Partial cash out at termination.
Senior Executive and Executive Sworn	Accrue 96 hours year
WCEA (Non-Management)	Accrue 96 hours year; max accrual 860 hours. 16 hours may be used for personal necessity. Partial cash out at termination.

Hiring Incentives	
City of El Monte	
Bargaining Unit	**Benefit**
General	N/A
Mid Management	N/A
Executives	N/A
POA	N/A
PMMA	N/A
City of Alhambra	
Bargaining Unit	**Benefit**
ACEA	N/A
AMEA	N/A
APMA	N/A
APNSEA	N/A
APOA	N/A
Executive Team and Confidential	N/A
City of Azusa	
Bargaining Unit	**Benefit**
ACEA	N/A
AMMA	N/A
APMA	N/A
APOA	N/A
CAPAP	N/A
Executives	N/A
IBEW	N/A
SEIU	N/A
City of Baldwin Park	
Bargaining Unit	**Benefit**
CCEA	Data Not Available
CEA	Data Not Available
CMEA	Data Not Available
Executive & Unclassified Manager	Data Not Available
PMEA	Data Not Available
POA	Data Not Available
SEIU	Data Not Available
City of Covina	
Bargaining Unit	**Benefit**
AFSCME	Data Not Available
Executive Unrepresented	Data Not Available
PAC	Data Not Available
PMG	Data Not Available
PSC	Data Not Available
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	Data Not Available
City of Hawthorne	
Bargaining Unit	Data Not Available
HMEA	Data Not Available
Executive	Data Not Available
HPMSG	Data Not Available
HPOA	Data Not Available
City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	N/A
General Service Employees	N/A
Management, Police Management and Executive Management	N/A
Police Association Civilian Employees	N/A
Police Association/Sworn	N/A
Professional	N/A
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	Data Not Available
General	Data Not Available
Management	Data Not Available
City of Pomona	
Bargaining Unit	Data Not Available
PCEA	Data Not Available
Executive Management (Groups A & B)	Data Not Available
PMMCEA (Groups C & D)	Data Not Available
PPMA	Data Not Available
PPOA	Data Not Available
City of West Covina	
Bargaining Unit	**Benefit**
CEA (Confidential)	Data Not Available
Executive (Non-represented Department Heads)	Data Not Available
GEA (General)	Data Not Available

MCEA (Maintenance and Crafts)	Data Not Available
MMEA (Mid-Management)	Data Not Available
NSEA (Non-Sworn Safety Support)	Data Not Available
PMA	Data Not Available
POA	Data Not Available
City of Whittier	
Bargaining Unit	**Benefit**
Confidential, Supervisory	N/A
Middle Management, Management Sworn	N/A
POA	Data Not Available
Senior Executive and Executive Sworn	Data Not Available
WCEA (Non-Management)	Data Not Available

Premium Pay/Special Assignment Pay

City of El Monte	
Bargaining Unit	**Benefit**
General	Acting Pay 5% Training Pay 2.5% Search and Sample Collection Pay: $50 month
Mid Management	Acting Pay 5%
Executives	None listed
POA	Police Corporal assigned to grade 107 **Police Officer II**: bonus assignment for 12 months; served as P.O. for 5 years in patrol (non-probationary); hold Post Advanced Cert and return to Patrol assignment placed in salary grade 106. **Bonus Assignments:** Corporal Special Investigation Team Investigator Motor Officer Accident Investigator FTO Community Relations Officer Gang Detective Court Officer Canine Handler Helicopter Pilot/Observer Special Enforcement Unit ---------- FTO $400/month Acting Pay 5%
PMMA	Gang sweeps, special large community events, natural disasters, civil unrest, officer-involved shootings, terrorism events, search warrant service requirement management level supervision, fireworks enforcement, and Watch Command and an event that is not a regular event paid $250 per occurrence. Acting Pay 5%
City of Alhambra	
Bargaining Unit	**Benefit**
ACEA	5% acting pay
AMEA	5% acting pay
APMA	N/A
APNSEA	Police Clerk, Police Service Officer or Dispatcher who routinely train new hires are eligible for training assignment pay of $100 month.
APOA	$200 month: Motor Officer Police Canine Handler Trainer Officer FTO Detective C.O.P.P.S. Professional Standards Unit -------- Police Sergeant acting as Watch Commander shall receive $1.50 per hour. Police Officer or Police Corporal acting as Officer in Charge will receive $1.25 per hour.
Executive Team and Confidential	N/A
City of Azusa	
Bargaining Unit	**Benefit**
ACEA	Acting pay 5%
AMMA	Acting pay 5%
APMA	Detective Sergeant and SET Detective Sergeant: 10 hours month of standby time at 1.5x. Traffic Division Sergeant: 5%
APOA	K-9 or bicycle: 2.5%; Motor Officer: 5%; Monthly Training and Call Outs (Swat): 2.5%; Detective, SET Detective, Gang Detective = minimum of 10 hours month of standby time at 1.5x. Police Officer only: 5% of base salary while assigned to Field Training Officer
CAPP	5% to base salary while assigned to train persons in their respective divisions.
Executives	N/A
IBEW	N/A
SEIU	Acting pay 5%
City of Baldwin Park	
Bargaining Unit	**Benefit**
CCEA	N/A
CEA	Data Not Available
CMEA	Data Not Available
Executive & Unclassified Manager	Data Not Available
PMEA	Data Not Available

POA	SWORN: Canine Officer, Detective, Detective Sergeant, FTO, Training Sergeant, Motorcycle Officer, Traffic Sergeant, Juvenile Resource Officer, Helicopter Observer Officer, Gang Investigator, Gang Investigator Supervisor, SWAT/CNT, CSO Sergeant/Officer, Range Master, First Aid/Medic/EMT, Force Training Officer: $300 month Canine Officers receive 28 paid hours for care and maintenance; Motorcycle officers receive 4 hours for care and maintenance. ---------- Nonsworn performing jail searches $150 month; Detective Bureau Secretary $150 month Nonsworn with less than 10 YOS receive Training Pay of $150 month up to 4 months; 10 or more YOS receive $200 month up to 4 months. ---------- 12 YOS and successfully completed 2 specialty assignments are eligible for a Corporal assignment $300 month.
SEIU	Graffiti Crew: $150 month
City of Covina	
Bargaining Unit	**Benefit**
AFSCME	Acting Pay 5% Water Quality Inspector Pay 5%
Executive Unrepresented	N/A
PAC	Detective: 7.5% Motorcycle/Traffic Officer: 5%; motor officers receive 2 hours off per month for motor maintenance. School Resource Officer: 5% Field Training Officer: 5% Canine Officer: 5% and 10 hours off per month for care Police Dispatchers assigned to Communications Training Officer: 5%
PMG	Acting Pay 5%
PSC	Training Sergeant: 7.5% Detective Sergeant: 10% Administrative Sergeant: 7.5% Police Sergeants paid straight time for the first 11 hours worked outside of regular work hours for the following: • Police Chief approved POST mandated and optional training; • Range/Shoot time; • Staff/department meetings; • Participation in Police Recruit selection processes • Training time for Special Response Team assignments
Unrepresented Mid-Management, Supervisory, Professional, Confidential and Technical	Acting Pay 5%
City of Hawthorne	
Bargaining Unit	**Benefit**
HMEA	Maintenance Worker assigned to tree crew, gang mower, Pest Control Advisor $45 per pay period. ---------- Employees assigned to operate equipment that requires a Class "B" Drivers License and is not required by the classification receive $45 per pay period while assigned. ---------- 7/1/16, premium pay of $100 per pay period to employees who are duly certified or licensed to perform compliance review duties with regard to any land development or related project of construction which requires certification of compliance with the ADA, State Water Board NPDES/LID requirements or similar State of California statutes.
Executive	Data Not Available
HPMSG	Data Not Available
HPOA	FTO: 7% L.A. Impact, Community Relations Officer, K-9, Helicopter Observer/Technical Flight Officer, Traffic Officer, Detective Bureau, Metro-Special Enforcement Unit, Gang Suppression Unit and Narcotics Unit: 6% Motor Officer: 9% (Effective 7/1/19: Investigator Incentive Pay Detective Bureau, Narcotics Unit, Metro-Special Enforcement Unit, LA Impact and Gang Suppression receive 6% if less than 6 years; over six years 8%, over 8 years 10% of salary.) (Effective 7/1/19: Investigator incentive pay with 4 years or experience shall retain 50% investigator incentive pay when assigned to a non-investigator assignment)
City of La Habra	
Bargaining Unit	**Benefit**
Field Service Employees	Out of Class 5%
General Service Employees	Out of Class 5%
Management, Police Management and Executive Management	Acting pay 5%
Police Association Civilian Employees	Record Specialists performing female physical searches receive $100 month. Dispatch, ACO, Records, CSO receive 5% training pay. Acting pay 5%
Police Association/Sworn	K-9 receive 20 hours of comp time for care and maintenance. Motor special assignment receive 6 hours comp time month. Officers, corporals, sergeants and lieutenants assigned to investigation including juvenile, narcotics, SRO/gangs, DARE and vise, personnel and training, traffic, DUI, administration, K-9 and motor $300 month. Police officers assigned to FTO receive 5% for a max of 12 weeks. Corporals receive 2.5% FTO pay for a max of 12 weeks.
Professional	Acting pay 5%
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	N/A
General	Acting pay 5%
Management	N/A
City of Pomona	
Bargaining Unit	**Benefit**

PCEA	Acting pay 5%
Executive Management (Groups A & B)	Data Not Available
PMMCEA (Groups C & D)	Acting pay 5%
PPMA	Firearms Qualification: Officers must qualify every two months; receive $8.00 month if meet/exceed firearm proficiency.
PPOA	Acting Pay 5% Canine Officers receive 22.75 hours month for performing off-duty care/maintenance of canine. Police Officers acting as a FTO: 5% Firearms Qualification: Officers must qualify every two months; receive $8.00 month if meet/exceed firearm proficiency. Aviation Observer: 5% for hours worked as an observer. Motorcycle: $100 month.
City of West Covina	
Bargaining Unit	**Benefit**
CEA (Confidential)	Acting pay 5%
Executive (Non-represented Department Heads)	Acting pay 5%
GEA (General)	Acting pay 5%
MCEA (Maintenance and Crafts)	Acting pay 5%
MMEA (Mid-Management)	Acting pay 5%
NSEA (Non-Sworn Safety Support)	Acting pay 5%
PMA	Data Not Available
POA	Motors, Canine: 5% Detective, SWAT: 2.5%
City of Whittier	
Bargaining Unit	**Benefit**
Confidential, Supervisory	N/A
Middle Management, Management Sworn	N/A
POA	Motor Officer, Detective: 5% FTO, Administrative Bureau, Bicycle, School Resource Officer, Traffic Investigator, Whittwood, MET: 4% Canine Pay 4% and 25 hours per month Corporal Pay: 7%
Senior Executive and Executive Sworn	N/A
WCEA (Non-Management)	Street Maintenance Worker and/or Sewer Equipment Operator assigned to Sewer Maintenance will receive 5 salary ranges higher. Street Maintenance Worker assigned to schedule/coordinate the work activities for the Paint Truck and/or Sign Truck will receive 5 salary ranges higher. Minutes Secretary: 10 salary ranges higher.

Shooting Pay	
City of El Monte	
Bargaining Unit	**Benefit**
POA	1% if successfully qualified and no preventable accidental firearm discharges during the year.
PMMA	1% if successfully qualified and no preventable accidental firearm discharges during the year.
City of Alhambra	
Bargaining Unit	**Benefit**
APMA	N/A
APOA	N/A
City of Azusa	
Bargaining Unit	**Benefit**
APMA	N/A
APOA	N/A
City of Baldwin Park	
Bargaining Unit	**Benefit**
PMEA	N/A
POA	N/A
City of Covina	
Bargaining Unit	**Benefit**
PAC	N/A
PMG	N/A
PSC	Sergeants paid straight time for the first 11 hours worked outside of regular work hours for the Range/Shoot time
City of Hawthorne	
Bargaining Unit	**Benefit**
HPMSG	N/A
HPOA	N/A
City of La Habra	
Bargaining Unit	**Benefit**
Management, Police Management and Executive Management	N/A
Police Association/Sworn	Required to shoot on off-duty time, receive 2 hours pay at straight time.
City of Norwalk	
Bargaining Unit	**Benefit**
Executive	N/A
General	N/A
Management	N/A
City of Pomona	
Bargaining Unit	**Benefit**
PPMA	Firearms Qualification: Officers must qualify every two months; receive $8.00 month if meet/exceed firearm proficiency.
PPOA	Firearms Qualification: Officers must qualify every two months; receive $8.00 month if meet/exceed firearm proficiency.
City of West Covina	
Bargaining Unit	**Benefit**
PMA	N/A
POA	N/A
City of Whittier	
Bargaining Unit	**Benefit**
Middle Management, Management Sworn	N/A
POA	N/A
Senior Executive and Executive Sworn	N/A

CITY OF EL MONTE

HUMAN RESOURCES / RISK MANAGEMENT DEPARTMENT
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 23, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Honorable Mayor and City Council:

CONSIDERATION AND APPROVAL OF THE INCORPORATION OF NEW AND REVISED POLICIES INTO THE CITY OF EL MONTE ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Consider and approve the incorporation of the following new and revised policies into the City of El Monte Administrative Policies and Procedures Manual:
   - Chain of Command *(New)*
   - Confidentiality *(New)*
   - Internship *(Revised)*; and
2. Authorize the City Manager and Human Resources/Risk Management Director to immediately implement and administer said policies.

BACKGROUND

On August 7, 2018, the City Council approved, in form and concept, the creation of the City of El Monte Administrative Policies and Procedures Manual ("Manual") in response to certain City Council Goals and Objectives established in June 2016.

In an effort to feasibly manage the City Council review and approval process of all the policies slated for development and inclusion in the Manual, the City Council directed staff to develop and present the policies in batches of approximately four to six. The policies presented in this staff report represent Batch 5.

DISCUSSION

CHAIN OF COMMAND POLICY

The purpose of this policy is to ensure a fluid and effective system of communication, performance, and accountability among all City officials and employees at every level within the City's organizational structure.

The policy establishes a clear and specific chain of command for issuing and receiving work direction and for reporting any concerns regarding employee performance or behavior. It also specifies certain limitations within the established chain of command and provides guidance on how to appropriately address routine questions and information requests, as well as any deviations from the chain of command.

Violations of this policy shall generally be addressed in a corrective, rather than punitive, manner.

CONFIDENTIALITY POLICY

The purpose of this policy is to prevent any and all unauthorized disclosure or use of sensitive and confidential information by City employees, interns, and volunteers that they may handle or have access to in the performance of their duties and responsibilities.

The policy includes a one-page confidentiality agreement and sets forth a list of criteria related to job duties, roles, and responsibilities that shall be utilized to determine which employees, interns, and volunteers will be required to execute said confidentiality agreement.

Violations of this policy may result in disciplinary action up to and including termination.

INTERNSHIP POLICY *(Revised)*

The Internship Policy was approved for incorporation into the Manual on April 16, 2019.

The purpose of this policy is to provide college, university, and graduate students opportunities (paid or unpaid) to gain practical experience working in local government that align with their academic pursuits, without displacing or replacing City employees.

In order to more effectively administer the Internship Program, it is recommended that the Internship Policy be revised to align the development, budgeting (when applicable), and advertisement/recruitment of internship positions with the process utilized for classified positions, and that internship positions be incorporated into the Citywide Classification and Compensation Plan as a separate exhibit.

The City has satisfied its obligations to meet and confer with its employee bargaining units regarding any potential impacts related to the implementation of the policies presented in this staff report, and said policies have been reviewed and approved as to form by the City Attorney's Office.

FISCAL IMPACT

There is no direct fiscal impact associated with the approval and incorporation of new or revised policies into the City of El Monte Administrative Policies and Procedures Manual.

RECOMMENDATION

It is recommended that the City Council approve the incorporation of the attached policies into the City of El Monte Administrative Policies and Procedures Manual.

Respectfully submitted,

ALMA MARTINEZ
City Manager

JOHN NGUYEN
Human Resources/Risk Management Director

Attachments:

1. Chain of Command Policy *(New)*
2. Confidentiality Policy *(New)*
3. Internship Policy *(Revised)*
   - Redline copy
   - Clean copy

DATE: May 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVED AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

Chain of Command Section 1.1

PURPOSE

The purpose of this policy is to ensure a fluid and effective system of communication, performance, and accountability among all City officials and employees at every level within the City's organizational structure.

POLICY

This policy consists of rules intended to advance the City's goals of providing efficient and high quality services to its residents and providing a safe and productive work environment for all employees. Instructions flow downward along the chain of command and accountability flows upward. Adhering to the chain of command will result in a more effective decision-making process and greater efficiency in the City.

This policy establishes general rules for communication and delegation of work within the City, but does not supplant other laws and rules that specifically prescribe the legal responsibilities of City officials and employees. Those include, among others, the California Constitution, various provisions of the California Government Code (including the Brown Act and the Political Reform Act), the California Labor Code, federal laws prohibiting discrimination and harassment, and provisions of the City's own Municipal Code.

City staff is organized in a hierarchical structure with the direction and control of work occurring through several layers of supervision and management in many cases. The City Manager is the highest level within the staffing structure and reports directly to the City Council. The City Council communicates administrative direction solely through the City Manager. When an elected official or employee attempts to direct another employee not within their chain of command, the management structure is undermined and detrimental impacts may result. In many cases, such actions can cause misuse or inefficient use of employee time and/or City resources and result in duplicative, untimely, and/or unfinished work. In some cases, such actions may place an employee in the difficult position of either disregarding their assigned work and chain of command or appearing to disregard the direction of an elected official or other employee. In other cases, such actions may cause or create the potential for financial and/or legal liability for the City.

For the reasons above, it is imperative that all City officials and employees issue and receive work direction consistent with their chain of command and scope of authority, which shall be accomplished by adherence to the following rules:

1. City Council, Commission, and Committee members shall communicate administrative direction and all requests for work or research solely through the City Manager and/or their designee(s).

2. The City Manager shall communicate administrative direction and all requests for work or research solely through Department Directors and/or their designees.

3. Department Directors shall communicate administrative direction in a manner consistent with the chain of command within the organizational structure of their respective department. City employees are directed in their everyday tasks by their immediate supervisor in accordance with approved work plans.

4. City officials and employees shall refrain from making any attempts to reorganize the work priorities of any employee outside their chain of command or influence the manner by which any such employee performs their assigned functions or duties. However, City officials and employees may ask routine questions of or request routine information from staff outside their chain of command.

5. Employees shall refrain from taking direction or work assignments from City officials and employees outside their chain of command, and shall promptly inform their immediate supervisor and/or Department Director of any such attempts.

6. Any concerns by City Council, Commission, and Committee members regarding the performance or behavior of a City employee shall be expressed discreetly to the City Manager and/or to the employee's Department Director.

7. Any concerns by the City Manager or Department Directors regarding the performance or behavior of a City employee outside their chain of command shall be expressed discreetly to the employee's Department Director.

8. Any concerns by a City employee regarding the performance or behavior of another City employee shall be promptly reported to their immediate supervisor. In any case where the performance or behavior of the employee's immediate supervisor is the concern, the employee shall report their concern to the next authority in their chain of command.

9. Any issues regarding the performance or behavior of a City employee shall be addressed in accordance with the City's personnel policies and procedures, in a manner that protects the employee's rights and protects the City's authority to properly discipline its employees.

Any violations of this Policy should be reported to the City Manager, appropriate Department Director, and/or the Human Resources/Risk Management Director. Upon receipt of any reported violations, the City Manager shall determine an appropriate course of action.

The goal in enforcement of this policy is corrective, rather than punitive, and a progressive approach to curing violations shall be employed, beginning with informal methods whenever appropriate, and proceeding to more formal methods as necessary.

Confidentiality Policy Section 1.2

PURPOSE

Information security, confidentiality, and copyright protection are matters of concern for employees and all other persons who have access to City files and information assets, or for those whose information is contained within such files and assets. The City maintains a variety of sensitive and confidential information in the form of computerized and paper files and information assets for City departments, boards, agencies, officials, and employees, as well as for certain outside entities. As such, the City is obligated to prevent any and all unauthorized disclosure or use of these files and information assets.

POLICY

Supervisors and managers are responsible for and entrusted with all confidential information that is maintained by their respective departments, or routed through their departments. Confidential information includes but is not limited to personnel records maintained by the Human Resources/Risk Management Department (including employee work history and employee's personal financial, health and contact information). Confidential information must be maintained in secured files at all times when not in use, and may not be duplicated, shared, or distributed without prior written authorization from the assigned supervisor or Department Director, except where expressly provided for in City policy or written departmental rules or procedures.

Employees shall refrain from discussing items related to internal meetings, work incidents, or other confidential information, with the public or other employees who do not have a legitimate business need for the information. Confidential information will be shared only with employees or members of the public for legitimate business reasons, or as required by the California Public Records Act or other state or federal law, court order, or subpoena. Except where expressly provided for in City policy or written departmental rules or procedures, before disclosing any confidential information to another employee or the public, employees must obtain written authorization from their assigned Department Director or the City Clerk, or their designees, to release the requested confidential information.

Violation of this policy may result in disciplinary action up to and including termination.

All employees, interns, or volunteers whose job duties include any of the roles or responsibilities below, or who otherwise meet the criteria below, are required to complete a *Confidentiality Agreement:*

- Handling credit card transactions
- Using any computer or technological system which runs a payment processing application
- Having an 'administrator' login to any City application
- Having physical access to server rooms or data closets
- Working in the Information Technology Division
- Having access to the City's merchant or bank account information
- Having access to any purchasing card (City issued credit card) information other than related to their own individual account – primarily staff who process or authorize purchasing card statements
- Participating in any of the purchasing card handling process (processing transactions / deposits)
- Administering or handling any HIPAA or Medical Information
- Handling payroll processing, records or databases
- Handling personnel records or databases
- Handling criminal justice data
- Handling court records

CONFIDENTIALITY AGREEMENTS ARE REQUIRED TO BE SIGNED BEFORE ANY OF THE DUTIES ABOVE ARE PERFORMED OR THE TYPES OF INFORMATION ABOVE ARE ACCESSED.

OPERATIONAL PROCEDURES AND RESPONSIBILITIES

HR/RM Department	Issues policy and agreement to new employees as part of the onboarding process, as well as to current employees upon change in job duties due to promotion, transfer, etc., or upon approved updates/revisions to policy and/or agreement
New Employee/Intern/Volunteer	Completes and submits signed *Confidentiality Agreement* as part of the onboarding process, prior to first day of work, as applicable.
Current Employee	When so designated and required by their respective department and the HR/RM Department, completes and submits signed *Confidentiality Agreement* to Department Director.

ATTACHMENTS

City of El Monte Employee Confidentiality Agreement

City of El Monte Employee Confidentiality Agreement

This Confidentiality Agreement ("Agreement") is made by and between the City of El Monte ("City") and _____ ("Employee").

Employee agrees to the following:

1. Employee agrees to comply with the City's *Confidentiality Policy* and all other relevant policies or procedures when handling confidential information while employed by the City.

2. Employee agrees that upon termination of employment with the City, employee shall not disclose, use, transfer, copy, or transmit confidential information to any person or entity for any purpose whatsoever without the express written consent of the City.

3. Employee agrees that upon termination of employment with the City, employee shall return to the City all documents, records, passwords/access codes, manuals, statistics, software, disks, and/or any other materials containing confidential information.

4. Employee's obligations hereunder shall survive termination of this Agreement, Employee's completion of services with the City, termination of Employee's employment, and any other agreement between the City and Employee.

Employee's Acknowledgement of Policy Receipt

By signing this form, you acknowledge receipt of the City's *Confidentiality Policy* and that you understand and agree to the terms and conditions contained in this *Confidentiality Agreement*.

Employee Signature	Printed Name	Date
Department Director Signature	Printed Name	Date
HR/RM Signature (Received)	Printed Name	Date

Internship Policy Section 3.1

PURPOSE / PROGRAM OVERVIEW

The City values the contributions made by students of all ages and backgrounds, and seeks to have innovative, results-oriented individuals apply for its Internship Program. The purpose of the Internship Program is not to displace or replace City employees, but rather to provide college, university, or graduate students with the opportunity to gain both academic and practical experience working in local government. These internship opportunities can be paid or unpaid based on each fiscal year budget. ~~Students will have the opportunity to learn about the City and the exceptional services it provides throughout the community~~.

Comment [KE1]: Relocated to paragraph below.

Internships offer a unique and valuable experience for students both academically and professionally. They are designed to provide the participants with the opportunity to apply academic skills to various "real world" assignments within the City and to learn about the City and the exceptional services it provides throughout the community.

The City's Internship Program offers a variety of internships for undergraduate and graduate college students. The Internship Program places talented students in departments throughout the City that are compatible with their field of study and areas of interest. The experience facilitates the transition from formal education to the work force and gives interns the chance to use the knowledge and skills acquired through their formal education and obtain valuable work experience and exposure to government functions.

To effectively implement this Internship Program, the City has established criteria to identify workplace opportunities for internships. City internships will provide the following:

- An opportunity to integrate academics with the practical and to develop important and transferable workplace skills;
- A chance to network with professional in one's field of interest and explore career options;
- A structured environment –that includes a start and end date, job description, and established qualifications;
- Clearly defined objectives/goals related to the professional goals of the student's academic career and long-term career goals.
- Supervision by a City employee with expertise and educational and/or professional background in the relevant field;
- R~~eceive r~~outine feedback from an assigned supervisor; and
- Access to resources, equipment, and facilities provided by the City to support the intern's educational objectives/goals.

The HR/RM Department is responsible for the recruitment and administration for the Internship Program.

POLICY

In order to qualify for an internship, the candidate must be 18 years old, a student currently enrolled in college, university, or graduate program with a GPA of 2.0 or higher, and interested in learning about careers in government while obtaining related work experience. Candidates must also meet any course requirements for the specific internship program, as outlined in the recruitment announcement. The selected candidate must be able to pass a background investigation and pre-employment physical examination.

Internship classifications shall be developed, budgeted (when applicable), approved, advertised, and maintained in a manner consistent with the procedural requirements related to classifications within the competitive service as provided for in the El Monte Municipal Code and/or City policy.~~Internship titles may include:~~

- ~~Administrative Intern (INT001)~~
- ~~Engineering Intern (INT002)~~
- ~~Planning Intern (INT003)~~
- ~~Budget/Technology & Innovative Services Intern (INT004)~~

The Internship Program runs year round. Human Resources/Risk Management will recruit interns based on several factors, including funding (when applicable), ~~staff~~ availability of designated staff to oversee and mentor assigned intern(s), ~~and~~ office/~~-~~workspace availability~~, as well as~~ and workload or project/program need.~~ availability.~~

Interns participating in the program will be required to submit copies of their official transcripts and current class schedule to the HR/RM Department for eligibility verification.

Interns are not eligible for benefits or paid leave such as vacation, personal leave, or holidays.

Unpaid leave may be available to interns at the discretion of the intern's assigned supervisor and HR/RM. The intern is required to notify the intern's assigned supervisor of any anticipated leave within as far in advance as possible. If leave is approved, the intern may return to his/her internship provided he/she continues to meet the requirements of the Internship Program (i.e. GPA, enrollment status).

Internships are limited to twenty (20) hours or less per week. Should an intern work more than forty (40) hours in any workweek, they will be paid overtime at the rate of one and one-half their regular hourly rate (when in a paid capacity).

All internship positions are ~~unclassified,~~ at-will assignments and can be terminated at any time. Interns have no appeal rights.

Interns may not work, as an intern, for more than three (3) consecutive fiscal years for the City.

Interns may attend City-sponsored trainings with prior written approval of the assigned Department Director.

Interns are expected to follow the administrative policies and procedures relative to ethical conduct and will be terminated from the program for reasons including, but not limited to, the following:

- Unexcused or frequent absences or tardiness;
- Violation of City Administrative Policies & Procedures;
- Unprofessional or inappropriate conduct in the workplace;
- Failure to maintain student status at a college or university;
- Failure to perform assigned duties after reasonable training;
- End of assignment;
- Failure to maintain a minimum GPA of 2.0 GPA; and
- City budget limitations.

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- Failure to maintain student status at a college or university;
- Failure to perform assigned duties after reasonable training;
- End of assignment;
- Failure to maintain a minimum GPA of 2.0 GPA; and
- City budget limitations.

CITY OF EL MONTE

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 23, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Dear Mayor and City Council:

CONSIDERATION AND ADOPTION OF A RESOLUTION APPROVING THE PURCHASE AND SALE AGREEMENT ("PSA") AND JOINT ESCROW INSTRUCTIONS BETWEEN THE CITY OF EL MONTE AND BETTY XUE CHEN OF 12159 CHERRYLEE DRIVE

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt the proposed Resolution (Attachment 1) approving the Purchase and Sale Agreement and Joint Escrow Instructions ("PSA") (Attachment 2) by and between the City of El Monte and Betty Xue Chen of 12159 Cherrylee Drive; and

2. Authorize the City Manager and City Attorney to make any non-substantive minor modifications and execute the PSA.

BACKGROUND

The subject property located at 12159 Cherrylee Drive (the "Site") measures 71,874 square feet (1.65 acres) and is located in the Norwood/Cherrylee neighborhood. The 2011 Vision El Monte General Plan Community Design Element describes the Norwood/Cherrylee neighborhood as a mix of single-family homes anchored by Lambert Park and contains the Rurban Homesteads and Wye Street, built during the 1920s as part of an experimental federal housing program. With its rural ambience, the area is distinguished by its equestrian and agricultural heritage.

The Site is zoned R1-C (One-family Dwelling) within the Rurban Homesteads Overlay District ("RHOD"). The RHOD is located in the northeast portion of the City and was first established in 2008. The RHOD was established to ensure that new residential

development is compatible with the existing built environmental and surrounding neighborhood in regards to lot size, height and architectural design.

Over the past several years, there has been new development interest in the RHOD. As a result, the City Council adopted a Moratorium on June 21, 2016 for the RHOD prohibiting certain development applications including new two-story dwellings, second-story additions, new subdivisions, and new dwellings that would result in more than one (1) dwelling on a property. During the Moratorium, City staff worked with an Advisory Committee consisting of residents in the RHOD area, and conducted community workshops and study sessions with the Planning Commission, to develop regulations to preserve the district's rural character, and promote a low-density, rural residential lifestyle.

On May 15, 2018, the City Council adopted Ordinance No. 2928 approving Code Amendment No. 758 amending Title 17 (Zoning) of the El Monte Municipal Code ("EMMC") Regarding Zoning and Land Use Requirements for the Rurban Homesteads Overlay District. The Code Amendment codified EMMC Chapter 17.37 Rurban Homesteads Overlay District. Pursuant to Chapter 17.37, the Rurban Homesteads Overlay District is established to preserve rural character, promote a low-density, rural residential lifestyle, and ensure continued availability of lots that allow animal keeping agricultural cultivation and retain the area's homestead heritage. It is the intent of the Rurban Homesteads Overlay District to protect areas for low-density, rural development by retaining large lots in a configuration that enables animal raising and keeping and to ensure that new residential development and alterations and additions to existing residences are compatible with the scale, mass and character of the rural neighborhood.

The development regulations for the RHOD require that each lot shall have a minimum lot area of 10,000 square feet and that every lot shall abut a public street for a distance of at least 60 feet. The maximum allowable height for a dwelling unit is 25 feet and one and one half (1.5) stories. Furthermore, flag lots and planned residential developments shall be prohibited.

According to the development standards of the EMMC, the 71,874 square foot Site has the potential to be subdivided into three (3) residential lots. Additionally, with the new State-mandated Accessory Dwelling Unit (ADU) laws, each lot can potentially develop one (1) main single-family dwelling unit, one (1) attached Junior ADU, and one (1) detached ADU, for a total of three (3) dwelling units per lot.

The Property Owner, Betty Xue Chen has owned the property since 2014. The impetus behind the Moratorium and the amended RHOD regulations has limited the Property Owner's development opportunities for the site.

The City has been in discussions with the Property Owner on the acquisition of the Site for the preservation of the area's historical rural character. The Site has been vacant for six (6) years and the residential dwelling on the Site was demolished to prevent vagrancy. The City's acquisition of the Site for potential equestrian and agricultural improvements would preserve the purpose and intent of the RHOD.

PROPERTY APPRAISAL AND PURCHASE PRICE

The Property Owner's original asking price was $1,500,000 to recover the costs of the purchase price of the property in 2014 and to recuperate the costs incurred to design the site for subdivision. Staff presented the $1,500,000 asking price to the City Council at Closed Session on September 17, 2019 in which the Council directed staff to order an appraisal for the fair market value of the property and to confirm the proposed $1,500,000 purchase price.

Staff obtained the services of Integra Realty Resources to prepare a Fair Market Value Appraisal of the property. The Appraisal concluded that the fair market value of the property is $1,575,000. On January 14, 2020 under City Council Closed Session, staff presented the appraisal value of $1,575,000. At the Closed Session, the Council directed staff to return with a draft purchase and sale agreement for City Council's consideration under a regular agenda item at a future City Council meeting. The Property Owner is requesting a purchase price of $1,575,000 which is the appraised Fair Market Value of the property.

FINDING OF GENERAL PLAN CONFORMITY

According to the General Plan Cultural Resources Element, during the Depression, El Monte was chosen as the location of a unique federally funded program, an experimental subsistence program called Rurban Homesteads. The government purchased a walnut farm east of Peck road and subdivided it into 100 single-acre lots. Each lot offered a home with enough land to produce vegetables and raise livestock. The project was successful and repeated across the country. Some of the original Rurban Homesteads and the layout of the visionary development are still visible along the Wye and Cherrylee Drive in the northeast quadrant of the City.

In accordance with California Government Code Section 37361, a legislative body (the City of El Monte) may acquire property for the preservation or development of a historical landmark. The legislative body may also acquire property for development for recreational purposes and for development of facilities in connection therewith. The legislative body may provide for places, buildings, structures, works of art, and other objects, having a special character or special historical or aesthetic interest or value, special conditions or regulations for their protection, enhancement, perpetuation or use, which may include *appropriate and reasonable control of the use of neighboring private property* within public view. As stated in the General Plan Housing Element, the RHOD area is still used for equestrian purposes and visitors can occasionally see horseback

riders. Many streets in the northern section, including Cherrylee Drive are not improved with sidewalks, reflecting the more rural nature and history of the neighborhood.

Additionally, pursuant to California Government Code Section 65402, a local agency (the City of El Monte) shall not acquire real property for street, park or other public purposes, until such acquisition has been submitted to and reported upon by the planning agency having jurisdiction (the Planning Commission), as to conformity with the City's adopted general plan. Therefore, in order for the City to acquire the Site for equestrian and/or agricultural public purposes, it is necessary for the Planning Commission to find that the acquisition is in conformance with the 2011 Vision El Monte General Plan.

On March 10, 2020, the Planning Commission adopted Resolution No. 3567 (Attachment 3) finding that the proposed City acquisition of the Site for equestrian and/or agricultural open space is in conformance with the General Plan Cultural Resources Element. The Rurban Homesteads/Wye Street is designated as a Local Historic Resource and Urban Fabric/Landscape Features in the Cultural Resources Element.

> *Urban Fabric/Traces*. El Monte has a rich agricultural past evident in structures, street patterns, and other forms.
>
> 1. Rurban Homesteads, a depression-era federal demonstration project with subsistence farming;
> 2. Pumpkin Fields, representing the bounty of the agricultural industry; and
> 3. Original period architecture
>
> *CR-2.2 Historic Overlay Zones*. Assess the feasibility of creating historic overlay zones, as relevant, that contain elements of potential historic significance such as the Valley Mall, El Monte Theatre, Wye Street/Rurban Homestead area, and Medina Court.

To further the General Plan goals and policies stated above, the Cultural Resources Element states that, "…1920s homes and their original subsistence lots built during the Depression could be purchased and restored as a contemporary subsistence garden and linked to healthy eating and self reliance".

The City's acquisition of the Site would further the General Plan's goals and policies to preserve the historical area of the Rurban Homesteads Overlay District.

SUMMARY OF KEY ELEMENTS OF THE PURCHASE AND SALE AGREEMENT

The draft PSA is attached to this staff report for reference. The following sections provide a summary of the elements of the draft PSA:

Purchase Price: $1,575,000

Opening of Escrow: Within ten (10) City business days of the Effective Date (the date upon which this Agreement has been fully executed by both Betty Xue Chen ("Seller") and City of El Monte ("Buyer").

Closing Date: July 6, 2020

FISCAL IMPACT

There are no negative impacts to the General Fund. The Purchase Price of $1,575,000 will be paid through Quimby and EB5 funds. Staff will request City Council approval for the use of the funds at a future City Council public hearing.

CEQA/ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA) statues and requirements, on March 10, 2020, the Planning Commission determined that the City's acquisition of the Site for equestrian and/or agricultural open space is consistent with CEQA Section 15183 (Projects Consistent with a Community Plan, General Plan, or Zoning). The Rurban Homesteads/Wye Street is designated as a Local Historic Resource and Urban Fabric/Landscape Features in the Cultural Resources Element. Furthermore, the Cultural Resources Element encourages the purchase and restoration of the RHOD lots as a contemporary subsistence garden linked to healthy eating and self reliance.

Therefore, the City's acquisition of the Site for preservation of a Local Historic Resource is in conformance with the 2011 Vision El Monte General Plan Cultural Resources Element in which an Environmental Impact Report (State Clearing House #2008071012) was certified in June 2011. The future agricultural open space improvements would further the goals and policies of the General Plan.

FUTURE IMPROVEMENTS

Prior to any equestrian and/or agricultural open space improvements, the project shall be assigned a Capital Improvement Project (CIP) number and shall undergo a separate project-specific review process, including public outreach and community meetings, and environmental analysis in compliance with CEQA.

CONCLUSION

It is recommended that the City Council: 1) Receive a presentation from City staff regarding the proposed Purchase and Sale Agreement (PSA) and Joint Escrow

Instructions between the City of El Monte and Betty Xue Chen of 12159 Cherrylee Drive; 2) Adopt the Resolution approving the PSA by and between the City of El Monte and Betty Xue Chen; and 3) Authorize the City Manager and City Attorney to make any non-substantive minor modifications and execute the PSA.

Respectfully submitted,

ALMA K. MARTINEZ
City Manager

BETTY DONAVANIK
Community and Economic Development Director

Attachments:

1. Resolution
2. Purchase and Sale Agreement
3. Planning Commission Resolution No. 3567

DATE: MAY 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVED AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

ATTACHMENT 1

CITY COUNCIL RESOLUTION

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA APPROVING THE PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS BETWEEN THE CITY OF EL MONTE AND BETTY XUE CHEN OF 12159 CHERRYLEE DRIVE

WHEREAS, pursuant to California Government Code Section 37361, a legislative body may acquire property for the preservation or development of a historical landmark. The legislative body may also acquire property for development for recreational purposes and for development of facilities in connection therewith;

WHEREAS, the real property located at 12159 Cherrylee Drive / APN No. 8541-019-051 (the "Site") is located within the Rurban Homesteads Overlay District (RHOD);

WHEREAS, the RHOD was established to preserve rural character, promote a low-density, rural residential lifestyle, and ensure continued availability of lots that allow animal keeping agricultural cultivation and retain the area's homestead heritage. It is the intent of the Rurban Homesteads Overlay District to protect areas for low-density, rural development by retaining large lots in a configuration that enables animal raising and keeping and to ensure that new residential development and alterations and additions to existing residences are compatible with the scale, mass and character of the rural neighborhood;

WHEREAS, the City has been in discussions with the property owner, Betty Xue Chen on the acquisition of the Site for potential equestrian and agricultural improvements on the property to preserve the purpose and intent of the RHOD and the General Plan;

WHEREAS, pursuant to California Government Code Section 65402, before a local agency can acquire real property for street, park or other public purposes, the legislative planning body shall determine if the proposed real property acquisition conforms with the city's General Plan;

WHEREAS, the Rurban Homesteads/Wye Street is designated as a Local Historic Resource and Urban Fabric/Landscape Features in the General Plan Cultural Resources Element;

WHEREAS, on March 10, 2020, the El Monte Planning Commission adopted Resolution No. 3567 finding that the proposed City acquisition of the Site for future equestrian and/or agricultural improvements is in conformance with the following General Plan Community Design Element and Circulation Element policies:

The Rurban Homesteads/Wye Street is designated as a Local Historic Resource and Urban Fabric/Landscape Features in the Cultural Resources Element.

Urban Fabric/Traces. El Monte has a rich agricultural past evident in structures, street patterns, and other forms.

1. Rurban Homesteads, a depression-era federal demonstration project with subsistence farming;
2. Pumpkin Fields, representing the bounty of the agricultural industry; and
3. Original period architecture

CR-2.2 Historic Overlay Zones. Assess the feasibility of creating historic overlay zones, as relevant, that contain elements of potential historic significance such as the Valley Mall, El Monte Theatre, Wye Street/Rurban Homestead area, and Medina Court.

WHEREAS, pursuant to the California Environmental Quality Act (CEQA) statues and requirements, on March 10, 2020, the Planning Commission determined that the City's acquisition of the Site for historic preservation of the RHOD is consistent with CEQA Section 15183 (Projects Consistent with a Community Plan, General Plan, or Zoning). The Rurban Homesteads/Wye Street is designated as a Local Historic Resource and Urban Fabric/Landscape Features in the General Plan Cultural Resources Element. Furthermore, the Cultural Resources Element encourages the purchase and restoration of the RHOD lots as a contemporary subsistence garden linked to healthy eating and self reliance.

Therefore, the City's acquisition of the Site for preservation of a Local Historic Resource is in conformance with the 2011 Vision El Monte General Plan Cultural Resources Element in which an Environmental Impact Report (State Clearing House #2008071012) was certified in June 2011. The future agricultural open space improvements would further the goals and policies of the General Plan; and

WHEREAS, the CEQA determination is for the City's acquisition of the Site only. Prior to any equestrian and/or agricultural open space improvements, the project shall be assigned a Capital Improvement Project (CIP) number and shall undergo a separate project-specific review process, including environmental analysis in compliance with CEQA.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA DOES HEREBY FIND, DETERMINE, AND RESOLVE, AS FOLLOWS:

SECTION 1. The City Council hereby approves the form of the Purchase and Sale Agreement and Joint Escrow Instructions for the acquisition of 12159 Cherrylee Drive.

SECTION 2. The City Manager and City Attorney are hereby authorized and directed to execute the Purchase and Sale Agreement and Joint Escrow Instructions on behalf of the City Council together with such technical and conforming changes to the

text of the PSA as may be recommended by the City Attorney and approved by the City Manager.

SECTION 3. The City Manager is hereby authorized and directed to execute such ancillary documents and instruments as called for under the PSA on behalf of the City, as the Buyer, in order to complete the transaction as contemplated in the PSA.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon it adoption.

PASSED APPROVED AND ADOPTED by the City Council of the City of El Monte at its regular meeting on the 5th day of May, 2020.

_____
Andre Quintero, Mayor

ATTEST:

_____
Catherine A. Eredia, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Catherine A. Eredia, City Clerk of the City of El Monte, do hereby certify that the above and foregoing Resolution No. _____ was passed, approved, and adopted by the City Council of the City of El Monte, signed by the Mayor and attested by the City Clerk at its regular meeting of said City Council of the City of El Monte held on the 5th day of May, 2020, and that said Resolution was adopted by the following votes to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Catherine A. Eredia, City Clerk

ATTACHMENT 2

DRAFT PURCHASE AND SALE AGREEMENT

2020

PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS

by and between

BETTY XUE CHEN, as Seller,

and

CITY OF EL MONTE,
a California municipal corporation,

as Buyer,

dated as of

_____, 2020

with respect to:

12159 Cherrylee Drive
El Monte, California

TABLE OF CONTENTS

Page

1. Definitions....1

1.1 "Approval Notice"....1

1.2 "Assignment of Intangible Property"....1

1.3 "Buyer Party/Parties"....1

1.4 "Buyer's Proforma Title Policy"....1

1.5 "Buyer's Title Policy"....1

1.6 "City Council"....1

1.7 "Closing Date"....1

1.8 "Closing Documents"....1

1.9 "Closing"/"Close of Escrow"....1

1.10 "Conditional Approval Notice"....1

1.11 "Contract Period"....2

1.12 "Due Diligence Materials"....2

1.13 "Due Diligence Period"....2

1.14 "Effective Date"....2

1.15 "Environmental Laws"....2

1.16 "Escrow"....2

1.17 "Escrow Holder"....2

1.18 "FIRPTA Certificate"....2

1.19 "General Approval Notice"....2

1.20 "Grant Deed"....2

1.21 "Hazardous Substances"....2

1.22 "Improvements"....2

1.23 "Independent Consideration" 2

1.24 "Intangible Property" 2

1.25 "Leases" 3

1.26 "Permitted Exceptions" 3

1.27 "Personal Property" 3

1.28 "Preliminary Title Report" 3

1.29 "Property" 3

1.30 "Purchase Price" 3

1.31 "Reaffirmation Certificate" 3

1.32 "Real Property" 3

1.33 "Seller Party/Parties" 3

1.34 [RESERVED] 3

1.35 "Service Contracts" 3

1.36 "Title Company" 3

2. Purchase and Sale. 4

3. Purchase Price. 4

4. Escrow 4

5. Due Diligence Review and Period; Certain Buyer Contingencies. *[NOTE TO DRAFT - CITY TO DETERMINE SCOPE OF POST-EXECUTION DUE DILIGENCE REQUIRED.]* 4

5.1 Preliminary Title Report and Survey 4

5.2 Due Diligence Materials 4

5.3 Physical Inspections 5

5.4 Buyer Acquisition Financing 6

5.5 [RESERVED] 6

5.6 [RESERVED] 6

5.7 Approval and Conditional Approval Notices 6

6. Conditions to the Close of Escrow.....6

6.1 Precedent to Buyer's Obligations 6

6.2 Conditions Precedent to Seller's Obligations 7

7. Deliveries to Title Company.....8

7.1 By Seller.....8

7.2 By Buyer 8

7.3 By Both Buyer and Seller 9

8. "AS-IS" Purchase.....9

9. Closing Costs and Expenses; Prorations.....9

9.1 Seller's Closing Costs 9

9.2 Buyer's Closing Costs.....10

9.3 Other Costs.....10

9.4 Prorations 10

10. Disbursements and Other Actions by Title Company 10

10.1 Funds.....10

10.2 Recording.....10

10.3 Buyer's Title Policy 10

10.4 Delivery of Documents to Buyer or Seller.....10

11. Joint Representations and Warranties.....10

11.1 Authority.....11

11.2 Actions 11

11.3 Due Execution.....11

11.4 Valid and Binding 11

12. Seller's Additional Representations, Warranties, and Covenants 11

12.1 Pre-Closing Covenants.....11

12.2 Third-Party Rights.....12

12.3 Litigation.....12

12.4 Non-Foreign Entity 12

12.5 Leases.....12

12.6 Compliance. 12

12.7 Bankruptcy.....12

12.8 Environmental.....12

12.9 No Conflict.....13

12.10 Personal Property 13

12.11 Reports and Due Diligence Items 13

12.12 OFAC/Patriot Act. 13

12.13 Subsequent Changes 13

12.14 Seller's Knowledge. 13

13. Reserved.....13

14. Notices 13

15. Brokers.....14

16. Default.....14

16.1 Notice and Cure Period.....14

16.2 Seller's Default 15

16.3 Buyer's Default.....15

16.4 Limitation on Liability.....16

17. Assignment. 16

18. Miscellaneous 16

18.1 Counterparts 16

18.2 Partial Invalidity 16

18.3 Possession of the Property 16

18.4 Waivers 16

18.5 Successors and Assigns. 16

18.6 Entire Agreement. 16

18.7 Time of Essence; Dates 16

18.8 Construction. 16

18.9 Governing Law 17

18.10 Survival 17

18.11 Captions 17

18.12 Confidentiality 17

19. Independent Consideration. 17

Exhibits

Exhibit A - Legal Description
Exhibit B - Grant Deed
Exhibit C - Assignment of Intangible Property
Exhibit D - FIRPTA Affidavit
Exhibit E - Reaffirmation Certificate

PURCHASE AND SALE AGREEMENT
AND JOINT ESCROW INSTRUCTIONS

This Purchase and Sale Agreement and Joint Escrow Instructions ("Agreement") is dated as of _____, 2020 for purposes of reference by and between Betty Xue Chen, an individual ("Seller"), and CITY OF EL MONTE, a California municipal corporation ("Buyer").

ON THE EFFECTIVE DATE, AS THIS TERM IS DEFINED IN SECTION 1.15, BUYER AND SELLER AGREE AS FOLLOWS:

1. Definitions. For the purposes of this Agreement the following terms will be defined as follows:

1.1 "Approval Notice" means a written notice from Buyer to Seller indicating that City Council Approval (defined below) has been obtained, to the extent necessary, with respect to a particular contingency or Closing condition and Buyer has unconditionally approved the applicable contingency and/or Closing condition for the benefit of Buyer under this Agreement.

1.2 "Assignment of Intangible Property" is defined in Section 7.

1.3 "Buyer Party/Parties" shall collectively mean Buyer and its employees, agents, contractors, consultants, brokers and representatives.

1.4 "Buyer's Proforma Title Policy" is defined in Section 5.

1.5 "Buyer's Title Policy" is defined in Section 6.

1.6 "City Council" shall mean the City Council of the City of El Monte, California. "City Council Approval" shall mean the City Council's resolution and issuance of all approvals required under applicable laws and regulations to allow for, as applicable, the approval of any actions required by the Buyer hereunder, including the approval or waiver of any Closing conditions or other contingencies for the benefit of Buyer and the approval of Closing in accordance with the terms of this Agreement.

1.7 "Closing Date" shall mean the date selected by Buyer after Buyer has issued its General Approval Notice to Seller which sets forth the specific date for the Closing Date verifying that all Closing conditions and other contingencies for the benefit of Buyer under this Agreement have been satisfied or waived by Buyer provided, however, that the Closing Date, but in no event later than July 6, 2020 (the "Outside Closing Date").

1.8 "Closing Documents" shall mean the documents and instruments delivered into Escrow by the parties as described in Section 7.

1.9 "Closing"/"Close of Escrow" shall mean and refer to the consummation of the transactions described in this Agreement, and will be deemed to have occurred on that date when the Grant Deed is recorded in the official records of the county in which the Property is located. Closing and Close of Escrow are terms used interchangeably in this Agreement.

1.10 "Conditional Approval Notice" means a written notice from Buyer to Seller indicating that Buyer's approval of the applicable contingency and/or Closing condition for the benefit of Buyer under this Agreement has been approved by Buyer subject to the satisfaction by Seller of a particular matter set forth in such Conditional Approval Notice in Buyer's sole discretion, of the applicable conditions/contingencies set forth in such written notice to Seller.

1.11 "Contract Period" shall mean and refer to the period from the Effective Date through and including the Closing Date.

1.12 "Due Diligence Materials" is defined in Section 5.3.

1.13 "Due Diligence Period" shall mean and refer to the period beginning from the Effective Date through June 16, 2020.

1.14 "Effective Date" shall mean and refer to, and shall be, the date upon which this Agreement has been fully executed by both Seller and Buyer.

1.15 "Environmental Laws" shall mean all federal, state and local laws, ordinances, rules and regulations now or hereafter in force, whether statutory or common law, as amended from time to time, and all federal and state court decisions, consent decrees and orders interpreting or enforcing any of the foregoing, in any way relating to or regulating human health or safety, or industrial hygiene or environmental conditions, or protection of the environment, or pollution or contamination of the air, soil, surface water or groundwater, and includes, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. § 9601, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, et seq., and the Clean Water Act, 33 U.S.C. § 1251, et seq.

1.16 "Escrow" is defined in Section 4.

1.17 "Escrow Holder" shall mean and refer to the First American Title Insurance Company (with its principal place of business at 777 S. Figueroa Street, Suite 400, Los Angeles, California 90017) or such other title insurance company as the Parties may hereafter jointly approve.

1.18 "FIRPTA Certificate" is defined in Section 6.

1.19 "General Approval Notice" shall mean the written notice from Buyer to Seller that Buyer has: (i) approved all applicable contingencies and Closing conditions for the benefit of Buyer and (ii) specifies a date for the Close of Escrow.

1.20 "Grant Deed" is defined in Section 6.

1.21 "Hazardous Substances" means any substance or material that is described as a toxic or hazardous substance, waste or material or a pollutant or contaminant, or words of similar import, in any of the Environmental Laws, and includes asbestos, petroleum (including crude oil or any fraction thereof, natural gas, natural gas liquids, liquefied natural gas, or synthetic gas usable for fuel, or any mixture thereof), petroleum-based products and petroleum additives and derived substances, lead-based paint, mold, fungi or bacterial matter, polychlorinated biphenyls, urea formaldehyde, radon gas, radioactive matter, medical waste, and chemicals which may cause cancer or reproductive toxicity.

1.22 "Improvements" shall collectively mean and refer to any buildings, structures, and other improvements located on the Real Property.

1.23 "Independent Consideration" is defined in Section 19.

1.24 "Intangible Property" shall collectively mean and refer to Seller's interest in any and all intangible personal property arising out of or in connection with the ownership and/or operation of the Real Property and/or Improvements, including any easements, appurtenances, development rights, approvals, entitlements, mineral rights, water rights, and air rights that may exist, the right to use the

current names of the Real Property, all licenses, permits, and certificates of occupancy issued to Seller by federal, state or local municipal authorities relating to the use, maintenance, occupancy, and/or operation of the Property, and all warranties, guaranties and indemnities made or given by third parties with respect to the Property which are transferable to Buyer; excluding therefrom all Service Contracts and Leases.

1.25 "Leases" shall collectively mean and refer to all lease, license, use and/or occupancy agreements with respect to space in or at the Real Property and/or Improvements.

1.26 "Permitted Exceptions" shall mean: (i) the Title Company's standard printed conditions, exceptions and exclusions contained in the standard form of ALTA Owner's Policy of Title Insurance (2006); (ii) a lien for real property taxes and assessments not then delinquent (which are subject to proration under Section 9 hereof); (iii) any matters affecting the condition of title to the Property which are created by Buyer; and (iv) any matters of title respecting the Property which are expressly approved by Buyer pursuant to a Buyer Approval Notice given in accordance with Section 5 of this Agreement, but shall expressly exclude, any and all (a) deeds of trust, (b) mechanics' liens not arising out of the activities of Buyer, (c) judgment liens, and (d) other monetary encumbrances and obligations other than the liens of non-delinquent real property taxes and assessments (collectively, "Monetary Liens").

1.27 "Personal Property" shall collectively mean and refer to all of Seller's right, title and interest, if any, in and to materials, supplies, equipment, fixtures, machinery, and other tangible personal property located now or hereafter at the Real Property.

1.28 "Preliminary Title Report" is defined in Section 5.2.

1.29 "Property" shall mean, collectively, the Real Property, the Intangible Property, and any Improvements.

1.30 "Purchase Price" is and shall be One Million Five Hundred Seventy-Five Thousand Dollars ($1,575,000.00) the Appraisal of Real Property report conducted by Integra Realty Resources with a date of value for the Property indicated as of November 26, 2019 indicating that such Purchase Price is not materially different than the fair market value of the Property as set forth in such appraisal report, subject to adjustment in accordance with Section 3.

1.31 "Reaffirmation Certificate" is defined in Section 7.

1.32 "Real Property" shall mean an approximately acre parcel of that certain real property located in the City of El Monte, County of Los Angeles, State of California and more particularly described in Exhibit A attached hereto.

1.33 "Seller Party/Parties" shall mean Seller and its employees, agents, members, owners, officers and directors.

1.34 Reserved.

1.35 "Service Contracts" shall collectively mean and refer to all service, equipment, maintenance and similar agreements, if any, entered into by Seller or any other Seller Party with respect to the Real Property, including all listing agreements or other agreements with any brokers or other agreements relating to the development or use of the Property.

1.36 "Title Company" shall mean and refer to WFG National Title Company of California (with its principal place of business at 700 N. Brand Boulevard, Suite 1100 Glendale, California 91203) or such other title insurance company as the Parties may jointly approve.

2. Purchase and Sale. Subject to the terms and conditions set forth in this Agreement, Seller agrees to sell to Buyer and Buyer agrees to buy from Seller, the Property, including all easements, hereditaments, entitlements and appurtenances thereto. In consideration of Seller's sale of the Property to Buyer, Buyer will (a) subject to any prorations or credits set forth in this Agreement, pay to Seller the Purchase Price at the Closing, and (b) perform all of Buyer's other obligations hereunder. The Closing shall occur on the Closing Date.

3. Purchase Price. Subject to the prorations, credits and adjustments set forth in Section 9 below, by no later than such time as is required by Title Company or otherwise in order for the Closing to occur on the Closing Date, Buyer will deposit into the Escrow the Purchase Price by confirmed wire transfer of currently available federal funds.

4. Escrow. Within ten (10) days following the Effective Date, Buyer and Seller will open an escrow (the "Escrow") with the Title Company by delivering to the Title Company a fully executed copy of this Agreement. The purchase and sale of the Property will be completed through the Escrow. As part of their Closing deliveries, Buyer and Seller shall each submit additional supplemental escrow/closing instructions to the Title Company which are not in conflict with the terms of this Agreement. The terms and conditions set forth in this Agreement shall control if there is a conflict (i) between any printed escrow instructions provided by the Title Company and this Agreement, or (ii) between any supplemental escrow instructions provided by either party and this Agreement.

5. Due Diligence Review and Period; Certain Buyer Contingencies.

5.1 Preliminary Title Report and Survey. Within five (5) days following the Effective Date, Buyer shall obtain a preliminary title report (the "Preliminary Title Report") prepared by the Title Company, together with copies of the documents described in such Preliminary Title Report, including vesting deeds, all listed exceptions to title and all documents referenced in the legal description of the Real Property. By the end of the Due Diligence Period, the Buyer will: (i) complete its review of the Preliminary Title Report, any survey ordered by Buyer, and all documents and information pertaining to either of them; (ii) endeavor to, working in good faith with Seller and the Title Company, obtain from the Title Company a proforma ALTA owner's policy of title insurance (the "Buyer's Proforma Title Policy") for the Real Property, in such form as may be approved by Buyer in its sole discretion and including only the Permitted Exceptions; and (iii) deliver to Seller an Approval Notice or Conditional Approval Notice with respect to such matters. Buyer's failure to deliver an Approval Notice or Conditional Approval Notice to Seller with respect to such matters by the end of the Due Diligence Period, shall be deemed that Buyer has disapproved the condition of title to the Real Property, this Agreement and the Escrow established hereunder shall automatically terminate, and the parties shall have no further obligations to one another hereunder except those that, by their terms, expressly survive the termination hereof.

5.2 Due Diligence Materials. Within five (5) business days following the Effective Date, Seller shall deliver to Buyer or make reasonably available to Buyer for inspecting, true, correct, and complete copies of all material documents, reports, and information in Seller's actual possession relating to the ownership, use, development and operation of the Property, including without limitation (i) all permits, entitlements, warranties, licenses, and other approvals pertaining to the Real Property and Improvements, (ii) all reports, studies, and assessments with respect to the physical condition and/or operation of the Real Property and Improvements, including, without limitation, seismic reports, engineering reports,

surveys, environmental reports, traffic circulation, operating methods, flood control and drainage plans, design renderings, shop drawings, feasibility studies, documents relating to any special use, conforming use or zoning variance and all correspondence with governmental agencies and their personnel concerning the same, (iii) any correspondence with any governmental or quasi- governmental authority with respect to zoning, legal compliance, variances, investigations, and/or potential eminent domain actions, (iv) all maintenance records, property condition reports, work proposals and other documents with respect to the physical condition and state of repair of the Real Property and Improvements, (v) a list and description of any lawsuits, formal complaints or investigations which relate to the Real Property, the Improvements, and/or Seller's ownership, management or operation thereof, if any, and (vi) a property disclosure report containing the natural hazard disclosures, if any, which may be required under applicable laws including the California Public Resources Code, California Government Code, and/or California Health and Safety Code (collectively, the "Due Diligence Materials"); except in no event shall the Due Diligence Materials include nor shall Seller be required to provide to Buyer any information which is privileged or confidential. By the end of the Due Diligence Period, the Buyer will (i) complete its review of the Due Diligence Materials, and (ii) deliver to Seller an Approval Notice or Conditional Approval Notice with respect to such matters. Buyer's failure to deliver an Approval Notice or Conditional Approval Notice to Seller with respect to such matters by the end of the Due Diligence Period, shall be deemed that Buyer has disapproved the Due Diligence Materials and Property, this Agreement and the Escrow established hereunder shall automatically terminate, and the parties shall have no further obligations to one another hereunder except those that, by their terms, expressly survive the termination hereof.

5.3 Physical Inspections. During the Due Diligence Period, Buyer may make any and all inspections of the Property which it desires to conduct, including soils, seismic, and environmental reports and studies, and Seller agrees to reasonably cooperate with all such inspections as may be needed. All inspections will be at Buyer's sole cost and expense, and the persons or entities performing such tests and investigations will be properly licensed and qualified. Buyer will advise Seller in advance of the dates of all tests and investigations and will schedule all tests and investigations during normal business hours whenever feasible. Seller will have the right to have a representative of Seller accompany Buyer and Buyer's representatives, agents or designees while they are on the Property. Buyer shall not, and shall cause the other Buyer Parties to not unreasonably interfere with the Seller's use of the Property during the course of any entry or investigation/testing. Subject to the terms set forth below, the Seller shall have the right to approve, in Seller's reasonable discretion, any proposed borings or other intrusive sampling and testing. If the Closing does not occur, Buyer will restore any damage to the Property caused by Buyer's inspections at Buyer's sole cost and expense. Prior to any entry onto the Real Property to perform any such tests, Buyer and any consultant, contractor or other Buyer Party entering the Property shall provide Seller with proof of comprehensive general liability insurance in the amount of at least $1,000,000 combined, single limit coverage, naming Seller as an additional insured, and covering all personal injury and property damage claims related to the Buyer or other Buyer Party's activities on the Real Property. Such insurance shall be issued by one or more reputable insurance companies licensed to do business in the State of California. Nothing in this paragraph shall be construed to as create any liability or responsibility for Buyer or any other Buyer Party with respect to the discovery of any condition, including without limitation any Hazardous Materials or other environmental condition, except only to the extent that any such condition was actually worsened as a direct result of the negligent or improper acts of Buyer or a Buyer Party in connection with an investigation. By the end of the Due Diligence Period, the Buyer will: (i) complete its review of the physical condition of the Real Property and Improvements; and (ii) deliver to Seller an Approval Notice or Conditional Approval Notice with respect to such matters. Buyer's failure to deliver an Approval Notice or Conditional Approval Notice to Seller with respect to such matters by the end of the Due Diligence Period, shall be deemed that Buyer has disapproved the physical condition of the Real Property and/or Improvements, this Agreement and

the Escrow established hereunder shall automatically terminate, and the parties shall have no further obligations to one another hereunder except those that, by their terms, expressly survive the termination hereof.

5.4 Buyer Acquisition Financing. Within thirty (30) days after the Effective Date (the "Acquisition Financing Outside Date") the Buyer shall endeavor to secure acquisition financing for the purchase of Property (including payment of the Purchase Price and all other Buyer costs relating to this Agreement and the performance of Buyer's obligations hereunder (the "Acquisition Financing"). The amount of Acquisition Financing and the terms and conditions relating thereto shall be subject to Buyer's approval in its sole discretion, including City Council Approval to the extent required. By 5:00 pm California time on the Acquisition Financing Outside Date, the Buyer will deliver to Seller an Approval Notice or Conditional Approval Notice with respect to the Acquisition Financing. Buyer's failure to deliver an Approval Notice or Conditional Approval Notice to Seller with respect to the Acquisition Financing by such date and time shall be deemed that Buyer has failed to obtain Acquisition Financing satisfactory to Buyer, this Agreement and the Escrow established hereunder shall automatically terminate, and the parties shall have no further obligations to one another hereunder except those that, by their terms, expressly survive the termination hereof.

5.5 Reserved.

5.6 Reserved.

5.7 Approval and Conditional Approval Notices. Without limiting any of the foregoing, or anything else in this Agreement, the parties hereby acknowledge and agree that Buyer's delivery of an Approval Notice, Conditional Approval Notice, or General Approval Notice, or its failure or refusal to do so by the deadlines set forth in this Agreement, shall be subject to Buyer's sole and exclusive discretion (including obtaining City Council Approval if applicable), except as expressly set forth otherwise herein, and Buyer's failure to provide any such notice shall in no way be deemed a default by Buyer under this Agreement. If Buyer delivers a Conditional Approval Notice as to a particular matter, then Seller shall have until 5:00 p.m. California time on the date which is ten (10) days after receipt of such Conditional Approval Notice to satisfy the Buyer's conditions set forth therein. If, by 5:00 p.m. California time on such date, Seller has not satisfied such conditions to Buyer's sole and exclusive satisfaction, and Buyer does not issue an Approval Notice with respect to the subject matter set forth in such Conditional Approval Notice, then Buyer shall have the right at any time thereafter to terminate this Agreement with written notice to Seller, in which event the Escrow shall terminate and the parties shall have no further obligations to one another hereunder except those that by their terms expressly survive the termination hereof. Buyer may deliver an Approval Notice and/or a Conditional Approval Notice via fax or e-mail, so long as it also delivers such notices via one of the other methods approved by this Agreement.

6. Conditions to the Close of Escrow.

6.1 Precedent to Buyer's Obligations. The Close of Escrow and Buyer's obligations with respect to the transactions set forth in this Agreement are subject to the following conditions precedent:

(a) General Approval Notice and Other Approvals. Buyer shall have delivered a General Approval Notice to Seller and each of the other contingencies set forth in Section 5 above shall have been satisfied by the applicable date and time set forth in Section 5 above.

(b) Buyer's Title Policy. Seller shall have caused all Monetary Liens to be removed from title on or before the Closing Date, and on the Closing Date the Title Company shall issue, or be unconditionally committed to issue to Buyer an ALTA Owner's Policy of Title Insurance (2006) effective

as of the date and time of recording of the Grant Deed, with liability in an amount equal to the Purchase Price, showing title to the Property vested in Buyer subject only to the Permitted Exceptions, and otherwise in the form of the Buyer's Proforma Title Policy ("Buyer's Title Policy").

(c) Representations, Warranties and Covenants of Seller. Seller will have duly performed each and every agreement and covenant to be performed by Seller hereunder and Seller's representations and warranties set forth in this Agreement will be true and correct as of the Closing Date, as evidenced by the Reaffirmation Certificate to be delivered into Escrow by Seller at Closing.

(d) Seller's Deliveries. Seller will have delivered into Escrow all of the items described in Sections 7.1 and 7.3 below.

(e) Service Contracts. Seller shall have terminated all Service Contracts as of, or before the Closing Date.

(f) Leases. Seller shall have terminated any and all Leases with respect to any portion of the Real Property, as of, or before the Closing Date.

(g) Removal of Personal Property. Seller shall have caused all Personal Property belonging to Seller or any other party to be removed from the Property as of, or before the Closing Date.

(h) Legal Compliance; Litigation. There shall be no litigation or administrative agency or other governmental proceeding of any kind whatsoever, pending or threatened, which after Closing would materially and adversely affect the value of the Property or the ability of Buyer to develop and construct the parking garage on the Real Property as intended by Buyer.

(i) No Material Adverse Change. From and after the end of the Due Diligence Period, there shall not have occurred any events or changes to the physical, legal, environmental, or economic condition of the Property which have a material adverse impact on Buyer's ability to use, develop or operate the Property after Closing, in Buyer's sole discretion.

(j) City Council Approval. Buyer shall have obtained City Council Approval of all contingencies and Closing conditions for the benefit of Buyer, and, to the extent needed, City Council Approval to proceed with Closing.

The conditions set forth in this Section 6.1 are solely for the benefit of Buyer and may be waived only by Buyer with written notice to the Seller, and a copy of such notice to the Title Company (which copy may be sent via fax or email). If any of the foregoing conditions are not satisfied on or before the Closing Date, and Buyer has not waived the unsatisfied conditions, the Escrow and this Agreement and the Escrow established hereunder shall automatically terminate, and the parties shall have no further obligations to one another hereunder except those that, by their terms, expressly survive the termination hereof.

6.2 Conditions Precedent to Seller's Obligations. The Close of Escrow and Seller's obligations with respect to the transactions set forth in this Agreement are subject to the following conditions precedent:

(a) Approval Notices and Other Approvals. Buyer shall have delivered an Approval Notice to Seller and each of the other contingencies for Seller's benefit set forth in Section 5 above shall have been satisfied by the applicable date and time set forth in Section 5 above.

(b) Representations, Warranties and Covenants of Buyer. Buyer will have duly performed each and every agreement and covenant to be performed by Buyer hereunder and Buyer's representations and warranties set forth in this Agreement will be true and correct as of the Closing Date, as evidenced by the Reaffirmation Certificate to be delivered into Escrow by Buyer at the Closing.

(c) Buyer's Deliveries. Buyer will have delivered into Escrow the Purchase Price and the other items described in Sections 7.2 and 7.3 below.

The conditions set forth in this Section 6.2 are solely for the benefit of Seller and may be waived only by Seller with written notice to the Buyer, and a copy of such notice to the Title Company (which copy may be sent via fax or email). If any of the foregoing conditions are not satisfied on or before the Closing Date, and Seller has not waived the unsatisfied conditions, the Escrow and this Agreement shall automatically terminate, and the parties shall have no further obligations to one another hereunder except those that by their terms expressly survive the termination hereof.

7. Deliveries to Title Company.

7.1 By Seller. On or prior to the Closing Date, Seller will deliver or cause to be delivered to Title Company the following items:

(a) A Grant Deed for the Property in the form attached to this Agreement as Exhibit B, duly executed and acknowledged by Seller and in recordable form ("Grant Deed").

(b) Two (2) counterparts of an Assignment of Intangible Property in the form attached to this Agreement as Exhibit C, duly executed by Seller ("Assignment of Intangible Property") transferring Seller's interest in the Intangible Property to Buyer.

(c) A Transferor's Certificate of Non-Foreign Status attached to this Agreement as Exhibit D ("FIRPTA Certificate") duly executed by Seller.

(d) A duly executed California Form 593-C or other evidence sufficient to establish that Buyer is not required to withhold any portion of the Purchase Price from Seller pursuant to the California Revenue and Taxation Code (the "593-C").

(e) An Owner's/Seller's Affidavit and Indemnity as reasonably required by the Title Company in connection with the issuance of the Buyer's Title Policy.

(f) A written statement, in the form attached to this Agreement as Exhibit E, where Seller reaffirms that its representations and warranties contained in this Agreement remain true and correct as of the Closing Date ("Reaffirmation Certificate").

(g) Instructions to the Title Company to proceed with Closing in accordance with this Agreement.

7.2 By Buyer. On or prior to the Closing Date, Buyer will deliver or cause to be delivered to Title Company the following items:

(a) Subject to the closing costs and prorations allocated and computed in accordance with Section 9 below, the Purchase Price.

(b) Two (2) duly executed counterparts of the Assignment of Intangible Property.

(c) A Preliminary Change in Ownership Report in the form required by the County of Los Angeles.

(d) A Reaffirmation Certificate whereby Buyer reaffirms that its representations and warranties contained in this Agreement remain true and correct as of the Closing Date.

(e) Instructions to the Title Company to proceed with the Closing in accordance with this Agreement.

7.3 By Both Buyer and Seller. Buyer and Seller will each deposit such other documents and instruments consistent with this Agreement as are reasonably required by Title Company or otherwise required to close Escrow; provided no such documents or instruments may materially increase a party's obligations or materially decrease a party's rights under this Agreement. In addition, Seller and Buyer hereby designate Title Company as the "Reporting Person" for the transaction pursuant to Section 6045(e) of the Internal Revenue Code.

8. "AS-IS" Purchase. Buyer hereby agrees that, except as otherwise expressly provided in this Agreement and/or the Closing Documents, Seller disclaims the making of any representations or warranties, express or implied, regarding the Property or matters affecting the Property, including, without limitation, the physical condition of the Real Property and any Improvements, title to or the boundaries of the Real Property, soil condition, hazardous waste, toxic substance or other environmental matters, compliance with building, health, safety, land use and zoning laws, regulations and orders, or the ability to develop the Real Property for any purpose. Buyer acknowledges that it has not received from Seller any accounting, tax, legal, environmental, architectural, engineering or other advice with respect to this transaction or Buyer's proposed ownership, use, management or development of the Real Property and is relying solely upon the advice of its own accounting, tax, legal, environmental, architectural, engineering and other advisors. Subject to the Seller's covenants, representations or warranties set forth in this Agreement and the Closing Documents, Buyer shall purchase the Real Property in its "AS IS" condition as of the Closing Date, and Buyer expressly acknowledges that, in consideration of the agreements of Seller herein, and except as otherwise expressly set forth herein, SELLER MAKES NO WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, OR ARISING BY OPERATION OF LAW, INCLUDING, BUT IN NO WAY LIMITED TO, ANY WARRANTY OF CONDITION, HABITABILITY, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE PROPERTY, AND BUYER ASSUMES THE RISK THAT ADVERSE PHISICAL, ENVIRONMENTAL, ECONOMIC OR LEGAL CONDITIONS MAY NOT HAVE BEEN REVEALED BY ANY INVESTIGATION OF THE REAL PROPERTY.

9. Closing Costs and Expenses; Prorations.

9.1 Seller's Closing Costs. Seller will pay and/or be responsible for:

(a) all City and County documentary transfer taxes;

(b) the premium for the Buyer's Title Policy, provided Seller shall only be obligated for the base premium which would be payable if Buyer was obtaining a CLTA form of Title Insurance Policy, with Buyer responsible for the additional costs of any ALTA policy and all endorsements requested or required by Buyer;

(c) ½ of all escrow fees and costs; and

(d) ½ of all fees and charges for recording the Grant Deed.

9.2 Buyer's Closing Costs. Buyer will pay and/or be responsible for:

(a) ½ of all escrow fees and costs;

(b) ½ of all fees and charges for recording the Grant Deed; and

(c) the additional costs of any ALTA policy and all endorsements requested or required by Buyer.

9.3 Other Costs. Buyer and Seller will each pay all legal and professional fees and fees of other consultants incurred by Buyer and Seller, respectively. All other normal costs and expenses will be allocated between Buyer and Seller in accordance with the customary practice in Los Angeles County.

9.4 Prorations. At Closing, all real property taxes and assessments, water, sewer and utility charges, and other recurring expenses normal to the operation and maintenance of the Property shall be prorated as of midnight on the day before the Closing Date on the basis of a 360-day year (i.e. 30-day months). Seller shall be solely responsible for the payment of all supplemental taxes levied, assessed or otherwise accrued prior to the Closing Date. Notwithstanding any other provision of this Agreement to the contrary, if Buyer shall become liable after the Closing for payment of any property taxes or assessments, supplemental or otherwise, assessed against the Property for any period of time prior to the Closing Date, Seller shall pay the same to Buyer within thirty (30) days following written demand. The provisions of this paragraph shall survive the Closing.

10. Disbursements and Other Actions by Title Company. At the Close of Escrow, the Title Company will promptly undertake all of the following:

10.1 Funds. Disburse all funds deposited with the Title Company by Buyer in payment of the Purchase Price for the Property as follows:

(a) deliver to Seller the Purchase Price, less the net amount of all items, costs and prorations chargeable to the account of Seller; and

(b) disburse the remaining balance, if any, of the funds deposited by Buyer with the Title Company, back to Buyer, less any amounts chargeable to Buyer.

10.2 Recording. Cause the Grant Deed and REA to be recorded with the County Recorder for the County of Los Angeles and obtain a conformed copy thereof for distribution to Buyer.

10.3 Buyer's Title Policy. Issue the Buyer's Title Policy to Buyer.

10.4 Delivery of Documents to Buyer or Seller.

(a) Deliver to Buyer: (i) a conformed copy of the Grant Deed, (ii) one (1) original counterpart of the Assignment of Intangible Property, (iii) the FIRPTA Certificate, (iv) the 593-C, (v) Seller's Reaffirmation Certificate, and (vi) any other documents (or copies thereof) deposited into Escrow by Seller.

(b) Deliver to Seller: (i) one (1) original counterpart of the Assignment of Intangible Property, and (ii) any other documents (or copies thereof) deposited into Escrow by Buyer.

11. Joint Representations and Warranties. Seller represents and warrants to Buyer, and Buyer represents and warrants to Seller (subject to Buyer's obtaining City Council Closing Approval), as follows as of the Effective Date and again as of the Closing Date:

11.1 Authority. Such party has the legal power, right and authority to enter into this Agreement and the instruments referenced herein, and to consummate the transactions contemplated herein.

11.2 Actions. All requisite action (governmental, corporate, trust, partnership or otherwise) has been taken by such party in connection with the entering into of this Agreement, the instruments referenced herein, and the consummation of the transactions contemplated herein. No further consent of any partner, member, shareholder, creditor, investor, judicial or administrative body, governmental or quasi-governmental authority, or other party is required.

11.3 Due Execution. The individual(s) executing this Agreement and the instruments referenced herein on behalf of such party has/have the legal power, right, and actual authority to bind such party to the terms and conditions of this Agreement and all other instruments, documents and agreements contemplated or required in connection with the transactions set forth herein.

11.4 Valid and Binding. This Agreement and all other documents required for Closing this transaction, including the Closing Documents, are and will be valid, legally binding obligations of such party, and enforceable against such party in accordance with their terms, subject only to applicable bankruptcy, insolvency, reorganization, moratorium laws or similar laws or equitable principles affecting or limiting the rights of contracting parties generally.

The representations and warranties set forth in this Section 11 shall survive the Closing.

12. Seller's Additional Representations, Warranties, and Pre-Closing Covenants.

12.1 Pre-Closing Covenants

(a) Seller shall operate and maintain the Property in the same manner as Seller has been operating the Property as of the Effective Date, shall keep the Property free from waste and neglect, and shall maintain the Property in full compliance with all applicable laws and all easements, covenants and other encumbrances of record.

(b) Seller shall not enter into any contract or agreement unless such contracts or agreements are not binding on Buyer or the Property and can be terminated without penalty to Buyer by the Closing Date, without prior written consent of Buyer, in Buyer's sole discretion, and Seller shall, on or before the Closing Date, terminate all Service Contracts.

(c) Seller shall not enter into any Leases pertaining to the Property unless such Leases can be terminated without penalty to Buyer by the Closing Date, without prior written consent of Buyer, in Buyer's sole discretion, and Seller shall, on or before the Closing Date, terminate all Leases.

(d) Seller shall not convey any interest in the Property and shall not cause or allow any liens, encumbrances, covenants, conditions, easements, rights of way or similar matters to be recorded against any portion of the Real Property after the Effective Date, without prior written consent of Buyer, in Buyer's sole discretion.

(e) Seller shall not make any alterations or improvements to the Real Property, without prior written consent of Buyer, which consent will not be unreasonable, conditioned or delayed.

(f) Seller shall cause the Monetary Liens to be removed from title at or before Closing.

(g) Seller shall not cancel any hazard or liability insurance carried by Seller with respect to the Property or its operation, and shall maintain Seller's current insurance for the Property in full force and effect until Closing.

(h) If Seller has agreed in writing to correct any title issues, or to otherwise correct, cure or address any other issues raised by Buyer in any Conditional Approval Notice, then Seller shall perform all such actions and obligations which may be required in connection therewith, as and when agreed to, and in all events before the Closing Date.

12.2 Third-Party Rights. Neither Seller nor any other Seller Party has granted to any third party any option to purchase, right of first refusal, right of first offer or other similar right with respect to all or any portion of the Property that remains in effect, and neither Seller nor any other Seller Party has entered into any other contract for the sale of all or any portion of the Property with any third party that remains in effect. From and after the Effective Date, neither Seller nor any other Seller Party will enter into any contract for the sale or transfer of any right or interest of Seller or any Seller Party in any portion of the Property.

12.3 Litigation. Neither Seller nor any Seller Party is a party to any pending lawsuit or proceeding before a court or administrative agency which affects or could affect the Property or Seller's ability to enter into this Agreement or perform any of its obligations hereunder. Seller has not received written notice of, nor to Seller's knowledge, is there any litigation, arbitration or other legal or administrative suit, action, proceeding or investigation of any kind pending or threatened in writing against or involving Seller or any other Seller Party relating to the Property or any part thereof, including, but not limited to, any condemnation action relating to the Property or any part thereof.

12.4 Non-Foreign Entity. Seller is not a "foreign person" within the meaning of Section 1445(f)(3) of the Internal Revenue Code.

12.5 Leases. There any currently no Leases with respect to the Real Property or Improvements other than any such agreements delivered as part of the Due Diligence Materials, and Seller shall terminate all such Leases, at Seller's sole cost and expense, at or before the Closing Date.

12.6 Compliance. All building permits, certificates of occupancy, business licenses and other approvals required in connection with the construction, use and/or occupancy of the Real Property has been obtained and are in effect and in good standing. The Real Property, and the use and operation thereof, is in full compliance with all applicable municipal and other governmental laws, ordinances, regulations, codes, licenses, permits and authorizations. Seller has no knowledge of, and has not received any written notice from any governmental agency that the Real Property or any condition existing thereon or any present use thereof violates any law or regulations applicable thereto, and Seller shall notify Buyer promptly of any such proceedings, pending changes, or violations of which Seller receives notice of during the Contract Period.

12.7 Bankruptcy. Seller has not (i) made a general assignment for the benefit of creditors, (ii) filed any voluntary petition in bankruptcy or suffered the filing of any involuntary petition by its creditors, (iii) suffered the appointment of a receiver to take possession of all or substantially all of its assets, (iv) suffered the attachment or other judicial seizure of all or substantially all of its assets, or (v) admitted in writing its inability to pay its debts as they become due.

12.8 Environmental. Except as expressly set forth in any environmental reports included in the Due Diligence Materials provided to Buyer: (i) to Seller's actual knowledge there are no Hazardous Substances present at the Real Property in violation of any applicable Environmental Laws, (ii) neither Seller nor any other Seller Party, nor to the best of Seller's knowledge any third party, has used, manufactured, generated, treated, stored, disposed of, or released any Hazardous Substances on, under or about the Real Property, (iii) neither Seller nor any other Seller Party, nor, to the best of Seller's knowledge, any third party, has installed, used or removed any storage tank on, from or in connection with the Real Property, and (iv) to the best of Seller's knowledge there are no storage tanks or wells (whether existing or abandoned) located on, under or about the Real Property.

12.9 No Conflict. Neither the execution of this Agreement nor the performance of any of the terms or provisions hereof by Seller violates or conflicts in any respect with, or constitutes a default under, any judgment, order, injunction, decree, regulation or ruling of any court or governmental entity, the organizational documents of Seller, or any mortgage, deed of trust or indenture, any contract, or instrument to which Seller, any other Seller Party, or the Property is subject.

12.10 Personal Property. The Personal Property shall be removed from the Property at or before Closing by Seller, at Seller's sole cost and expense.

12.11 Reports and Due Diligence Items. Seller has delivered to Buyer true, correct and complete copies of all Due Diligence Materials, all of which were prepared by or for Seller in the ordinary course of its business in the same manner as it prepares or obtains such items for its other properties and are used and relied upon by Seller in connection with its ownership, management, development and operation of the Property.

12.12 OFAC/Patriot Act. Neither Seller nor any other Seller Party is included on the List of Specially Designated Nationals and Blocked Persons maintained by OFAC, does not resides in, and is not organized or chartered under the laws of (i) a jurisdiction that has been designated by the U.S. Secretary of the Treasury under Section 311 or 312 of the Patriot Act as warranting special measures due to money laundering concerns or (ii) any foreign country that has been designated as non-cooperative with international anti-money laundering principles or procedures by an intergovernmental group or organization, such as the Financial Action Task Force on Money Laundering, of which the United States is a member and with which designation the United States representative to the group or organization continues to concur.

12.13 Subsequent Changes. If Seller becomes aware of any fact or circumstance which would materially and adversely change one of its foregoing representations or warranties, then Seller shall promptly give written notice of such changed fact or circumstance to Buyer.

12.14 Seller's Knowledge. Whenever phrases such as *"to the best of Seller's knowledge", "to Seller's knowledge",* or *"Seller has no knowledge"* or similar phrases are used in the foregoing representations and warranties, they will be deemed to refer to matters within the actual current knowledge of Betty Xue Chen, with reasonable and customary inquiry and investigation. Seller represents and warrants that such individual(s) is(are) the employee(s) of Seller most knowledgeable regarding the present operation and condition of the Property and the subject matters set forth above in this Section 12.

13. Reserved.

14. Notices. Except for those notices which, pursuant to the express terms of this Agreement may be sent via fax or email, all notices or other communications required or permitted hereunder must be in writing, and must be personally delivered (including by means of professional messenger service), sent

by overnight courier, or sent by registered or certified mail, postage prepaid, return receipt requested to the addresses set forth below, or such other addresses that a party may designate from time to time during the Contract Period with written notice to the other party. Notices will be sent as follows to:

Buyer:	City of El Monte City Hall East 11333 Valley Boulevard El Monte, California 91731 Attn: Alma K. Martinez, City Manager Email: amartinez@elmonteca.gov Phone: (626) 580-2002
with a copy to:	Olivarez Madruga Lemieux O'Neill, LLP 11333 Valley Boulevard El Monte, California Attn: Joaquin Vazquez Email: jvazquez@omlolaw.com Phone: (213) 213-9898
Seller:	Betty Xue Chen 713 W. Duarte Road, Suite G561 Arcadia, California 91007
with a copy to:	Michael R. Hastings Direct Point Advisors, Inc. 611 South Orchard Drive Burbank, CA 91506 Phone: (818) 260-9005
Title Company:	at the address specified in the definition thereof

15. Brokers. Seller represents and warrants to Buyer, and Buyer represents and warrants to Seller, that no broker or finder has been engaged by them, respectively, in connection with any of the transactions contemplated by this Agreement, or to its knowledge is in any way connected with any of such transactions. Buyer will indemnify, save harmless and defend Seller from any liability, cost, or expense arising out of or connected with any claim for any commission or compensation made by any person or entity claiming to have been retained by Buyer in connection with this transaction. Seller will indemnify, save harmless and defend Buyer from any liability, cost, or expense arising out of or connected with any claim for any commission or compensation made by any person or entity claiming to have been retained by Seller in connection with this transaction. This indemnity provision will survive the Closing or any earlier termination of this Agreement.

16. Default.

16.1 Notice and Cure Period. If either party fails to perform any of its obligations hereunder as and when required, or if one of the representations and warranties made by a party is discovered to be or becomes untrue during the Contract Period, then the non-defaulting party shall give written notice of such default to the defaulting party, with a copy to the Title Company (which copy may be sent via fax or

email), and the defaulting party shall have until the later of (i) the Closing Date and (ii) ten (10) business days after receipt of such notice to cure such default. A non-defaulting party may elect to waive any such default with written notice to both the defaulting party and the Title Company (which waiver may be sent via fax or email so long as an original hardcopy is concurrently delivered via one of the other methods provided for herein).

16.2 Seller's Default. If Seller is in default under this Agreement, beyond all applicable notice and cure periods, then Buyer shall be entitled to exercise all of its remedies which may be available under this Agreement and/or applicable laws, including without limitation a suit for specific performance. If the Closing does not occur by the Closing Date because of a Seller default, beyond the notice and cure periods set forth above, then, in addition to any remedies which may be available to Buyer under applicable laws, Buyer may cancel the Escrow and terminate this Agreement with written notice to Seller and a copy of such notice to the Title Company (which copy may be sent via fax or email). Upon the issuance of such notice, (i) this Agreement and the Escrow established hereunder shall terminate, (iii) the parties shall have no further obligations to one another hereunder except those that, by their terms, expressly survive the termination hereof, (iv) all costs of cancellation, if any, will be paid by the Seller, and (v) Buyer shall be entitled to reimbursement of its reasonable out-of-pocket expenses incurred in connection with the transaction. Buyer's rights and Seller's obligations under subclause (v) above shall survive the termination of this Agreement.

16.3 Buyer's Default. If Buyer is in default under this Agreement, beyond all applicable notice and cure periods, then Seller shall be entitled to exercise all of its remedies which may be available under this Agreement and/or applicable laws. If the Closing does not occur by the Closing Date because of a Buyer default, beyond the notice and cure periods set forth above, then, in addition to any remedies which may be available to Seller under applicable laws, Seller may cancel the Escrow and terminate this Agreement with written notice to the Buyer, and a copy of such notice to the Title Company (which copy may be sent via fax or email). Upon the issuance of such notice, (i) this Agreement and the Escrow established hereunder shall terminate, (ii) the parties shall have no further obligations to one another hereunder except those that, by their terms, expressly survive the termination hereof, (iii) all costs of cancellation, if any, will be paid by the Buyer, and (iv) as Seller's sole and exclusive remedy under this Agreement, Seller hereby agreeing to waive any additional or other remedies it may have under applicable laws, Seller shall be entitled to an amount equal to FIFTY THOUSAND DOLLARS ($50,000) (the "Liquidated Damage Amount") as liquidated damages.

IN CONNECTION THEREWITH, THE PARTIES AGREE THAT SELLER'S ACTUAL DAMAGES AS A RESULT OF BUYER'S BREACH OF THIS AGREEMENT WOULD BE DIFFICULT OR IMPOSSIBLE TO DETERMINE, AND THE LIQUIDATED DAMAGE AMOUNT IS THE BEST ESTIMATE OF THE AMOUNT OF DAMAGES SELLER WOULD SUFFER AS A RESULT OF SUCH DEFAULT; PROVIDED, HOWEVER, THAT THIS PROVISION SHALL NOT LIMIT SELLER'S RIGHT TO OBTAIN REIMBURSEMENT FOR ATTORNEYS' FEES AND COSTS, OR WAIVE OR AFFECT BUYER'S INDEMNITY OBLIGATIONS AND SELLER'S RIGHTS TO THOSE INDEMNITY OBLIGATIONS UNDER THIS AGREEMENT. THE PAYMENT OF THE LIQUIDATED DAMAGE AMOUNT AS LIQUIDATED DAMAGES IS NOT INTENDED AS A FORFEITURE OR PENALTY WITHIN THE MEANING OF CALIFORNIA CIVIL CODE SECTIONS 3275 OR 3369, BUT IS INTENDED TO CONSTITUTE LIQUIDATED DAMAGES TO SELLER PURSUANT TO CALIFORNIA CIVIL CODE SECTIONS 1671, 1676 AND 1677. SELLER HEREBY WAIVES THE PROVISIONS OF CALIFORNIA CIVIL CODE SECTION 3389. THE PARTIES WITNESS THEIR AGREEMENT TO THIS LIQUIDATED DAMAGES PROVISION BY INITIALING THIS SECTION:

16.4 Limitation on Liability. Notwithstanding anything to the contrary herein, but excluding any tort claims, criminal action or fraud, Buyer hereby agrees that in no event or circumstance shall any of the shareholders, members, partners, employees, representatives, officers, directors, affiliated or related entities of Seller have any personal liability under this Agreement.

17. Assignment. Buyer will not assign this Agreement without first obtaining Seller's prior written consent thereto, which consent may be withheld by Seller in its reasonable discretion. Any attempted assignment without Seller's required prior written consent will, at Seller's option, be voidable and constitute a material breach of this Agreement.

18. Miscellaneous.

18.1 Counterparts. This Agreement may be executed in counterparts. Facsimile signatures or signatures sent via e-mail in ".pdf" format shall be valid so long as wet signature originals are delivered not later than three (3) business days after the delivery of the facsimile/e-mail signature version of the Agreement.

18.2 Partial Invalidity. If any term or provision of this Agreement will be deemed to be invalid or unenforceable to any extent, the remainder of this Agreement will not be affected thereby, and each remaining term and provision of this Agreement will be valid and be enforced to the fullest extent permitted by law.

18.3 Possession of the Property. Seller will deliver possession of the Property to Buyer upon the Close of Escrow, subject only to the rights of parties pursuant to the Permitted Exceptions.

18.4 Waivers. No waiver of any breach of any covenant or provision contained herein will be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision contained herein. No extension of time for performance of any obligation or act will be deemed an extension of the time for performance of any other obligation or act except those of the waiving party, which will be extended by a period of time equal to the period of the delay.

18.5 Successors and Assigns. This Agreement is binding upon and inures to the benefit of the heirs, personal representatives, successors and permitted assigns of the parties hereto.

18.6 Entire Agreement. This Agreement (including all Exhibits attached hereto) constitute the entire agreement between the parties hereto with respect to the subject matter hereof and may not be modified except by an instrument in writing signed by the party to be charged.

18.7 Time of Essence; Dates. Seller and Buyer hereby acknowledge and agree that time is strictly of the essence with respect to each and every term, condition, obligation and provision hereof. If the Closing Date or any other date which serves as a deadline for performance hereunder occurs on a day other than a business day, then such date(s) shall automatically be deemed extended until the next occurring business day.

18.8 Construction. This Agreement has been prepared by Buyer and its professional advisors and reviewed by Seller and its professional advisers. Seller and Buyer and their respective advisors believe that this Agreement is the product of all of their efforts, that it expresses their agreement and that it should not be interpreted in favor of or against either Buyer or Seller, and the principle of law set forth

in California Civil Code §1654 (or its successor) that contracts are construed against the drafter shall not apply. The parties further agree that this Agreement will be construed to effectuate the normal and reasonable expectations of a sophisticated Seller and Buyer.

18.9 Governing Law. The parties hereto expressly agree that this Agreement will be governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California.

18.10 Survival. All obligations of the parties contained herein which by their terms do not arise until after the Close of Escrow and any other provisions of this Agreement which by their terms survive the Close of Escrow, shall survive the Close of Escrow.

18.11 Captions. Section titles or captions contained in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

18.12 Confidentiality. Unless otherwise agreed to in writing by Seller and Buyer, each party will keep confidential all documents, financial statements, reports or other information provided to, or generated by the other party relating to the Property, including this Agreement and all Due Diligence Materials, and will not disclose any such information to any person other than (i) those employees and agents of Seller or Buyer with a need to know; (ii) those who are actively and directly participating in the evaluation of the Property and the negotiation and execution of this Agreement or financing of the purchase of the Property; (iii) governmental, administrative, regulatory or judicial authorities in the investigation of the compliance of the Property with applicable legal requirements; and (iv) pursuant to valid legal process or as may be required by law. Notwithstanding anything herein to the contrary, Buyer is legally mandated to provide records in response to a request for records under the California Public Records Act (Cal. Gov. Code section 6250 et seq.) to any and all parties that request such records, unless such information falls under an exemption provided for under California law. The disclosure of confidential information pursuant to Buyer's obligations under the Public Records Act shall not constitute a violation of this Agreement. The provisions of this paragraph will survive the termination of this Agreement other than by Closing.

19. Independent Consideration. Concurrent with its delivery of a fully executed copy of the Agreement, Buyer shall deliver to Seller in cash the sum of One Hundred and No/100 Dollars ($100.00) (the "Independent Consideration") which amount has been bargained for and agreed to as consideration for Buyer's exclusive option to purchase the Property and the Buyer's Due Diligence Period provided herein, and for Seller's execution and delivery of the Agreement. The Independent Consideration is not part of the Purchase Price, is in addition to and independent of all other consideration provided in the Agreement, and is nonrefundable to Buyer in all events.

Remainder of page intentionally left blank.
Signatures on following page.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

"SELLER"	"BUYER"
Betty Xue Chen, an individual	CITY OF EL MONTE, a municipal corporation
By: _____	By: _____ Alma Martinez, City Manager
Date: _____	Date: _____

EXHIBIT A

[Append Parcel Map]

EXHIBIT B

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL
DOCUMENT AND TAX STATEMENT TO:

_____
_____
_____

THIS SPACE ABOVE FOR RECORDER'S USE

DOCUMENTARY TRANSFER TAX is $_____
____computed on full value of property conveyed; or
____computed on full value less value of liens and encumbrances remaining at time of sale
____ Unincorporated area:____City of _____
____ Realty not sold.
APN: _____

GRANT DEED

FOR VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged, _____, a(n) _____ *[state]* _____ *[entity type]* ("Grantor"), hereby grants to_____, a(n)_____*[state]*_____*[entity type]*, that certain real property in the City of_____, County of_____, State of California, legally described as follows:

See Exhibit 1 attached hereto and incorporated herein by this reference.

GRANTOR:

_____,
a(n)_____*[state]*_____*[entity type]*

By:_____

Name:_____

Its: _____

Notary Acknowledgement - Grant Deed

[Append Notary Form]

Exhibit 1

[Append legal description.]

EXHIBIT C

ASSIGNMENT OF INTANGIBLE PROPERTY

THIS ASSIGNMENT OF INTANGIBLE PROPERTY (this "Assignment") is dated _____, 201__ and is made and executed by_____, a(n) _____ *[state]* _____ *[entity type]* ("Seller"), with reference to the following facts:

WHEREAS, concurrently herewith, Seller is conveying to_____, a(n)_____*[state]*_____*[entity type]* ("Buyer"), in accordance with the terms of that certain Purchase and Sale Agreement and Joint Escrow Instructions dated _____, 201 (the "Agreement"), certain real property legally described on Exhibit 1 attached hereto and incorporated herein by this reference (the "Real Property"), as well as all improvements and betterments, if any, located thereon and expressly described in the Agreement (the "Improvements"); and

WHEREAS in accordance with the Agreement, Seller desires to assign, transfer and convey to Buyer, as of the Closing, all of Seller's interest in and to the Intangible Property (as defined in the Agreement).

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration in hand paid by Buyer to Seller, the receipt and sufficiency of which are hereby acknowledged, Seller does hereby ASSIGN, TRANSFER and CONVEY to Buyer all of the Seller's interest in and to the Intangible Property.

THE INTANGIBLE PROPERTY IS ASSIGNED, TRANSFERRED AND CONVEYED TO BUYER SUBJECT TO ALL OF THE TERMS AND CONDITIONS OF THE AGREEMENT, AND SELLER IS NOT MAKING ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND OR NATURE WHATSOEVER, WHETHER EXPRESSED OR IMPLIED, WITH RESPECT TO THE INTANGIBLE PROPERTY, EXCEPT TO THE EXTENT EXPRESSLY SET FORTH IN THE AGREEMENT.

This Assignment shall be effective as of the Closing Date, as such term is defined in the Agreement. Capitalized terms not defined herein shall have the meanings given to them in the Agreement. The Seller represents that the signatory below has the full and complete authority to bind Seller to this Assignment and that no other consent is necessary or required in order for him/her to execute and deliver this Assignment on behalf of Seller.

Seller

_____,
a(n)_____*[state]* _____ *[entity type]*

By:_____
Name:_____
Its: _____

Exhibit 1

[Append legal description.]

EXHIBIT D

CERTIFICATE REGARDING FOREIGN INVESTMENT
IN REAL PROPERTY TAX ACT

Section 1445 of the Internal Revenue Code provides that a transferee (purchaser) of a U.S. real property interest must withhold tax if the transferor (seller) is a foreign person. To inform the transferee (purchaser) that withholding of tax is not required upon the disposition of a U.S. real property interest by_____, a(n) _____ ("Transferor") Transferor hereby certifies:

1. Transferor is not a foreign corporation, foreign partnership, foreign trust, or foreign estate (as those terms are defined in the Internal Revenue Code and Income Tax Regulations).

2. Transferor's Federal Employer Identification Number is: _____

3. Transferor's office address is:

_____
_____
_____

4. The address or description of the property which is the subject matter of the disposition is described in Exhibit 1 attached hereto.

5. Transferor is not a disregarded entity as defined in Section 1.445-2(b)(2)(iii).

Transferor understands that this certification may be disclosed to the Internal Revenue Service by transferee and that any false statement contained herein could be punished by fine, imprisonment, or both.

Transferor declares that it has examined this certification and to the best of its knowledge and belief, it is true, correct and complete, and further declares that the individual executing this certification on behalf of Transferor has full authority to do so.

_____,
a(n) _____

By:_____

Name:_____

Its: _____

Exhibit 1

[Append Legal Description.]

EXHIBIT E

Reaffirmation Certificate

This Reaffirmation Certificate is made and delivered by_____, a(n) _____ *[state]*_____*[entity type] [("Seller" OR "Buyer")]* with reference to that certain Purchase and Sale Agreement and Joint Escrow Instructions dated _____, 2019 (*[as amended]*, the "Agreement") entered into between *[Seller OR Buyer]* and _____, a(n) _____ *[state]* _____ *[entity type]*.

[Seller OR Buyer] hereby restates and reaffirms its representations and warranties set forth in Section_ of the Agreement with full force and effect as if set forth fully herein and made and delivered on the date hereof without any exception or qualification.

[Seller OR Buyer]

_____,
a(n) _____

By:_____

Name:_____

Its:_____

Date:_____, 201__

ATTACHMENT 3

PLANNING COMMISSION RESOLUTION

RESOLUTION NO. 3567

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EL MONTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, FINDING THE PROPOSED SITE ACQUISITION OF 12159 CHERRYLEE DRIVE, IN THE CITY OF EL MONTE, TO BE IN CONFORMANCE WITH THE GENERAL PLAN AND CONSISTENT WITH SECTION 15183 OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, pursuant to California Government Code Section 37361, a legislative body may acquire property for the preservation or development of a historical landmark. The legislative body may also acquire property for development for recreational purposes and for development of facilities in connection therewith. The legislative body may provide for places, buildings, structures, works of art, and other objects, having a special character or special historical or aesthetic interest or value, special conditions or regulations for their protection, enhancement, perpetuation or use, which may include *appropriate and reasonable control of the use of neighboring private property* within public view;

WHEREAS, pursuant to California Government Code Section 65402, before a local agency can acquire real property for street, park or other public purposes, the legislative planning body shall determine if the proposed real property acquisition conforms with the city's General Plan; and

WHEREAS, the real property located at 12159 Cherrylee Drive / APN No. 8541-019-051 (the "Site") is located within the Rurban Homesteads Overlay District (RHOD);

WHEREAS, the RHOD was established to preserve rural character, promote a low-density, rural residential lifestyle, and ensure continued availability of lots that allow animal keeping agricultural cultivation and retain the area's homestead heritage. It is the intent of the Rurban Homesteads Overlay District to protect areas for low-density, rural development by retaining large lots in a configuration that enables animal raising and keeping and to ensure that new residential development and alterations and additions to existing residences are compatible with the scale, mass and character of the rural neighborhood;

WHEREAS, the Rurban Homesteads/Wye Street is designated as a Local Historic Resource and Urban Fabric/Landscape Features in the General Plan Cultural Resources Element;

WHEREAS, the City has been in discussions with the property owner, Xue Chen on the acquisition of the Site for potential equestrian and agricultural improvements on the property to preserve the purpose and intent of the RHOD;

WHEREAS, the City Council will take action on a Purchase and Sale Agreement with the Property Owner to acquire the Site at a future date; and

WHEREAS, the General Plan Conformity Report and CEQA action is for the City's acquisition of the Site only. Prior to any equestrian and/or agricultural open space improvements, the project shall be assigned a Capital Improvement Project (CIP) number and shall undergo a separate project-specific review process, including public outreach and community meetings, and environmental analysis in compliance with CEQA.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF EL MONTE, CALIFORNIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The facts set forth in the recitals above are true and correct and incorporated herein by reference.

SECTION 2. The City's acquisition of 12159 Cherrylee Drive for future equestrian and/or agricultural improvements is in compliance with the 2011 Vision El Monte General Plan Cultural Resources Element. This finding is made pursuant to the requirements of Government Code Section 65402 and is based upon the following:

A. The proposed real property acquisition is in conformance with the following General Plan Cultural Resources Element:

   The Rurban Homesteads/Wye Street is designated as a Local Historic Resource and Urban Fabric/Landscape Features in the Cultural Resources Element.

   I. *Urban Fabric/Traces. El Monte has a rich agricultural past evident in structures, street patterns, and other forms.*

      1. *Rurban Homesteads, a depression-era federal demonstration project with subsistence farming;*
      2. *Pumpkin Fields, representing the bounty of the agricultural industry; and*
      3. *Original period architecture*

   II. *CR-2.2 Historic Overlay Zones. Assess the feasibility of creating historic overlay zones, as relevant, that contain elements of potential historic significance such as the Valley Mall, El Monte Theatre, Wye Street/Rurban Homestead area, and Medina Court.*

   To further the General Plan goals and policies stated above, the Cultural Resources Element states that, "...1920s homes and their original subsistence lots built during the Depression could be purchased and restored as a contemporary subsistence garden and linked to healthy eating and self reliance".

The City's acquisition of the Site would further the General Plan's goals and policies to preserve the historical area of the Rurban Homesteads Overlay District.

SECTION 3. In accordance with the requirements of the California Environmental Quality Act (CEQA) of 1970, and the CEQA Guidelines, as amended, the City's acquisition of the Site for historic preservation of the RHOD is consistent with CEQA Section 15183 (Projects Consistent with a Community Plan, General Plan, or Zoning). The City's acquisition of the Site for preservation of a Local Historic Resource is in conformance with the 2011 Vision El Monte General Plan Cultural Resources Element in which an Environmental Impact Report (State Clearing House #2008071012) was certified in June 2011. The future Capital Improvement Project will undergo a separate project-specific CEQA analysis.

SECTION 4. The Secretary of the Planning Commission of the City of El Monte shall certify to the adoption of this Resolution and shall cause a copy of the same to be forwarded to the City Council for its consideration.

Amy Wong

Amy Wong, Chairperson

ATTEST:

Jason C. Mikaelian, Secretary
El Monte City Planning Commission

STATE OF CALIFORNIA)

COUNTY OF LOS ANGELES) SS:

CITY OF EL MONTE)

I, Jason C. Mikaelian, Secretary of the Planning Commission of the City of El Monte, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 3567 adopted by the Planning Commission of the City of El Monte, at a regular meeting by said Commission held on March 10, 2020, by the following votes to wit:

AYES: WONG, PERALTA, NUNO, CRUZ

NOES:

ABSTAIN:

ABSENT: GONZALEZ

Jason C. Mikaelian, Secretary
El Monte City Planning Commission

CITY OF EL MONTE

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 29, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Dear Honorable Mayor and City Council:

CONSIDERATION AND ADOPTION OF A RESOLUTION APPROVING AN EMERGENGY HOUSING PROGRAM TO ASSIST RESIDENTS IN THE CITY OF EL MONTE

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt the proposed Resolution (Attachment 1) approving an Emergency Housing Program; and

2. Authorize the allocation of $250,000 in CDBG-CV funds to the Emergency Housing Program.

BACKGROUND

The City of El Monte (the "City"), as an entitlement city, receives Community Development Block Grant (CDBG), HOME Investment Partnerships ("HOME"), and Emergency Solutions Grant (ESG) Program funds on an annual basis from the U.S. Department of Housing and Urban Development ("HUD") to carry out a wide range of community development activities, which benefit low-income residents.

Recently, HUD enabled additional CDBG economic support ("CDBG-CV" funds) known as the Coronavirus Aid Relief and Economic Security ("CARES") Act. The objectives of the CDBG program is to enable activities that may be in response to the economic effects of the Coronavirus Disease 2019 ("COVID-19") pandemic, allowing grantees to reprogram existing or future CDBG funds as part of long-term social welfare and

economic development recovery efforts. These special funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic COVID-19. The funds will also support additional activities to mitigate the impacts of COVID-19.

On April 21, 2020, the City Council approved Substantial Amendment #4 to the City of El Monte Fiscal Year (FY) 2019-2020 Annual Action Plan in accordance with HUD regulations. In the Substantial Amendment, City Council approved the allocation in the amount of $250,000 in CDBG-CV funds for the Emergency Housing Program.

In response to the harsh economic impact that COVID-19 has had on El Monte residents, the Emergency Housing Program will offer one-time rental assistance up to $1,200 per household to help renters in the City of El Monte. Financial assistance will be offered to low income households who rent in the City and have experienced hardship (i.e. loss of income, reduced work hours, etc.) due to the COVID-19 pandemic.

According to the U.S. Census 2018 ACS 5-Year Estimates $1,200 is the Median Rent for the City of El Monte. Therefore, staff is recommending that eligible residents can apply for funds to be used for rental assistance up to the $1,200 amount. Payments must be paid directly to the provider (e.g. landlord) of such services on behalf of an individual or family.

Emergency Housing Program

The Emergency Housing Program (the “Program”) will offer one-time rental assistance up to $1,200 to help residents pay rent for one (1) month. Rental assistance will be paid directly to the landlord.

The authorizing statute of the CDBG program requires that each activity funded, must meet a national objective. The Emergency Housing Program will be available for eligible residents that meet the Low Moderate Limited Clientele (“LMC”), national objective. The LMC national objective is used on activities that will benefit Low Moderate Income (“LMI”) persons.

Staff developed a program application and identified eligibility requirements to be utilized for the Program based on HUD guidelines. To qualify, households must have experienced hardship (i.e. loss of income, reduced hours, etc.) because of COVID-19. Additionally, the Program is only open to renters whom will be required to submit income and housing payment documentation. Households must meet HUD low income restrictions at no more than 50% of the area median income adjusted to family size. (See Figure 1)

In summary, applicants must meet the following criteria to be eligible to apply:

- ☐ Residents must be physically located within El Monte city limits
- ☐ Applicant must be a renter
- ☐ Applicant must qualify for Low-Income Limits of 50% of the area median income (see Figure 1)
- ☐ Demonstrate a need for assistance:
  - Experienced hardship because of COVID-19; and/or
  - Provide past due invoice from landlord
  - Must provide copy of lease agreement
- ☐ Proof of legal residence in the US

Figure 1

FY 2020 Income Limit Category	Persons in Family							
	1	2	3	4	5	6	7	8
Very Low (50%) Income Limits ($) Explanation	39,450	45,050	50,700	**56,300**	60,850	65,350	69,850	74,350

Given the immediate need of residents, staff is proposing the following timeline for the Program for City Council review and consideration:

- Applications for the Emergency Housing Program will be accepted from May 6, 2020 – May 11, 2020.
- A lottery will be conducted to select the program participants and prioritization on May 14, 2020.
- Payments will be made directly to landlords upon staff verification of eligibility.

Application submittal: Applications will be available in paper format and online. Electronic submittals will be accepted through the City's Virtual City Hall website and paper applications can be submitted in a designated drop box located outside of City Hall. Drop box location will be announced at the time that the application is released.

FISCAL IMPACT

There will be no negative impact on the General Fund as a result of this Emergency Housing Program. The City will utilize $250,000 in FY 2019-2020 CDBG-CV funds. Staff requests that the City Council authorize the allocation of $250,000 in CDBG-CV funds to the Emergency Housing Program.

CONCLUSION

It is recommended that the City Council adopt the proposed Resolution approving an Emergency Housing Program.

Respectfully submitted,

ALMA K. MARTINEZ
City Manager

BETTY DONAVANIK
Community and Economic Development Director

Attachment:
1. Resolution

DATE: May 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVED AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

ATTACHMENT 1
RESOLUTION

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL MONTE, CALIFORNIA, APPROVING AN EMERGENCY HOUSING PROGRAM

WHEREAS, the City of El Monte (the "City"), as an entitlement city, receives Community Development Block Grant (CDBG), HOME Investment Partnerships ("HOME"), and Emergency Solutions Grant (ESG) Program funds on an annual basis from the U.S. Department of Housing and Urban Development ("HUD") to carry out a wide range of community development activities, which benefit low-income residents; and

WHEREAS, HUD enabled additional CDBG economic support ("CDBG-CV") known as the Coronavirus Aid Relief and Economic Security ("CARES") Act, allowing grantees to reprogram existing or future CDBG funds as part of long-term social welfare and economic development recovery efforts; and

WHEREAS, the objectives of the CDBG program is to enable activities that prevent, prepare for, and respond to the economic effects of the Coronavirus Disease 2019 ("COVID-19") pandemic; and

WHEREAS, in response to the harsh economic impact that COVID-19 has had on El Monte residents, the City developed an Emergency Housing Program that will offer one-time rental assistance up to $1,200 to help residents pay rent for one (1) month; and

WHEREAS, only renters within the City of El Monte that qualify for Low-Income Limits of 50% of the area median income qualify for the Program; and

WHEREAS, households must have experienced hardship because of COVID-19; and

WHEREAS, residents will be required to submit an application to the City to determine whether they are eligible for the Emergency Housing Program; and

WHEREAS, applicants will be required to submit income and housing documentation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL MONTE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. The City Council of the City of El Monte does hereby approve an Emergency Housing Program to assist residents in the City.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of El Monte at its regular meeting on this 5th day of May 2020.

_____
Andre Quintero, Mayor
City of El Monte

ATTEST:

_____
Catherine A. Eredia, City Clerk
City of El Monte

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Catherine A. Eredia, City Clerk of the City of El Monte, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. _____ was passed and adopted by the City Council of the City of El Monte, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 5th day of May, 2020 and that said Resolution was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Catherine A. Eredia, City Clerk
City of El Monte

CITY OF EL MONTE

CITY ATTORNEY'S OFFICE
CITY COUNCIL AGENDA REPORT

CITY COUNCIL MEETING OF MAY 5, 2020

April 28, 2020

The Honorable Mayor and City Council
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Dear Mayor and City Council:

CONSIDERATION AND APPROVAL OF A SIDE LETTER AGREEMENT TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT IMPLEMENTING TEMPORARY AUSTERITY MODIFICATIONS

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the attached Side Letter Agreement to the City Manager's employment contract and authorizing the Mayor to execute the same on behalf of the City of El Monte.

BACKGROUND

The global COVID-19 pandemic has brought with it the need to prepare for economic uncertainty. With the national economy projected to endure a prolonged slump, it is critical that cities, even those with strong economic fundamentals, prepare for the worst and leave themselves with maximum fiscal flexibility. As part of this effort, the City Manager proposes temporary austerity modifications to her recently modified employment contract.

Under the attached Side Letter amendment to the City Manager's current employment contract, the City Manager shall have the option to:

- Suspend a recently approved $20,000 Base Salary increase for up to 6 months; and
- Receive a City-provided fleet vehicle in lieu of her $450/month car allowance.

FISCAL IMPACT/FINANCING

The proposed modifications have a potential to save the City of El Monte as much as $12,700 over the next 6 months, plus an additional $2,700 if the City Manager opts to drive a City fleet vehicle for a full year in lieu of receiving the $450 per month car allowance.

RECOMMENDATOIN

It is recommended that the City Council approve the attached Side Letter Agreement to the City Manager's employment contract and authorize the Mayor to execute the same on behalf of the City of El Monte.

Respectfully submitted,

ALMA K. MARTINEZ
City Manager

RICHARD PADILLA
Assistant City Attorney

Attachment 1: Side Letter Agreement.

DATE: May 5, 2020
PRESENTED TO EL MONTE CITY COUNCIL
☐ APPROVED ☐ DENIED ☐ PULLED ☐ RECEIVE AND FILE ☐ CONTINUED
☐ REFERRED TO
CHIEF DEPUTY CITY CLERK

May 2020
Side Letter Agreement
Between the City of El Monte
And Alma K. Martinez, City Manager

This Side Letter and the provisions contained herein shall be incorporated into the Contract (A true and correct copy of the Contract is attached hereto as Exhibit "A"). The City of El Monte ("City") and Alma K. Martinez ("Martinez"), agree to the following amendment ("Side Letter") to that certain agreement entitled **"City Manager Employment Agreement between the City of El Monte and Alma Martinez"**, Contract No. 19HR08107 (hereinafter, the "Master Agreement") as the same was previously amended by that certain prior amendment entitled **"2020 First Amendment to City Manager Employment Agreement"**, Contract No. 19HR08107.1A (hereinafter, the "First Amendment"). For purposes of this Side Letter, the capitalized term "Contract" shall refer to the Master Agreement as amended by way of the First Amendment. For purposes of this Side Letter, the capitalized term "Parties" shall be a collective reference to both City and Martinez. The capitalized term "Party" may refer to either City or Martinez interchangeably and as reasonably appropriate.

RECITALS

WHEREAS, the Contract may be amended by a writing approved by the City Council and signed by both City and Employee as set forth under Section 14(D) of the Master Agreement; and

WHEREAS, Employee, as the chief executive office of the City, wishes to lead by example as the City takes fiscal precautions in light of the current national economic downturn brought about by the COVID-19 pandemic; and

WHEREAS, this Side Letter was approved in open session at the City Council's Regular Meeting of May ____, 2020 under Agenda Item No. ____ as required under Government Code Sections 53262, 54956(b) and 54953(c)(3).

NOW, THEREFORE, in consideration of the mutual agreements contained herein, City and Martinez agree as follows:

SIDE LETTER TERMS

1. This Side Letter shall take effect on the date it is fully executed by all of the Parties (hereinafter, the "Effective Date"). This Side Letter and the provisions contained herein shall be incorporated into the Contract (A true and correct copy of the Contract is attached hereto as **Exhibit "A"**).

2. The increase to Employee's Base Salary from $220,000 per year to $240,000 per year established under Section 2 of the First Amendment shall be suspended for the period commencing May _____, 2020, the start date of the first full bi-monthly payroll

-D-R-A-F-T-

cycle following the Effective Date (the "Start Date") and ending automatically on November ____ 2020, the end date of the last full bi-monthly payroll cycle not less than six (6) months from the Start Date (the "End Date"). The foregoing notwithstanding, Employee reserves the right to unilaterally lift such suspension at any time prior to the End Date by the submission of a written notice requesting the lifting of such suspension delivered to the Finance Director and the Human Resources Director. The lifting of such suspension shall take effect upon the start of the first full bi-monthly payroll cycle following the date of Employee's written notice or such later date as may be specified by the Employee in the written notice. Following the end of the 6-month suspension period or at such earlier date requested by Employee by written notice, described above, Employee shall not be retroactively entitled to receive those forgone increased salary sums corresponding to the suspension period.

3. At Employee's option, Employee, in lieu of the automobile allowance provided under Section 6(C)(10) of the Master Agreement, may request to receive a City-issued fleet vehicle, subject to the same standard terms, conditions and restrictions on use as set forth in the most recent City Council-approved Executive Benefits Profile.

4. The provisions of this Side Letter shall be deemed a part of the Contract and except as otherwise provided under this Side Letter, the Contract and all provisions contained therein shall remain binding and enforceable. In the event of any conflict or inconsistency between the provisions of this Side Letter and the provisions of the Contract, the provisions of this Side Letter shall govern and control, but only in so far as such provisions conflict with the Contract and no further. The Contract and this Side Letter constitute the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between City and Employee prior to the execution of this Side Letter. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to the Contract or this Side Letter shall be valid and binding unless in writing and duly executed by the Parties in the form of a written contract amendment approved by the City Council.

5. Except as otherwise provided herein, the amendments and modifications to the Contract set forth under this Side Letter shall take effect upon the Effective Date.

[SIGNATURE PAGE TO FOLLOW]

-DRAFT-

IN WITNESS WHEREOF, the Parties hereto have caused this Side Letter to be executed on the day and year first appearing above.

CITY:

City of El Monte

By:_____
Andre Quintero
Mayor

Date:_____

EMPLOYEE

Alma K. Martinez, an individual

By:_____
Alma K. Martinez, an individual

Date:_____

APPROVED AS TO FORM

By:_____

Name:_____

Title:_____

-D-R-A-F-T-

EXHIBIT "A"
CONTRACT
(Master Agreement and First Amendment)

-D-R-A-F-T-