



**Agenda  
City of Vernon  
Regular City Council Meeting  
Tuesday, August 04, 2020, 09:00 AM  
City Hall, Council Chamber  
4305 Santa Fe Avenue  
Vernon, California**

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

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

The public is encouraged to view the meeting at <http://www.cityofvernon.org/webinar> or by calling (914) 614-3221, Access Code 902-527-687#.

You may submit comments to [PublicComment@ci.vernon.ca.us](mailto:PublicComment@ci.vernon.ca.us) with the subject line "August 4, 2020 City Council Meeting Public Comment Item #\_\_." Comments received prior to 8 a.m., Tuesday, August 4, 2020, will be read into the record.

**CALL TO ORDER**

**FLAG SALUTE**

**ROLL CALL**

**APPROVAL OF THE AGENDA**

**PUBLIC COMMENT**

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

## PRESENTATIONS

1. **City Clerk**  
[Recognition of Outgoing City Commission and Committee Members](#)  
Recommendation:  
Recognize outgoing Business and Industry Commissioner Robert Wendoll and outgoing Vernon CommUNITY Fund Grant Committee Member Juliet Goff for their dedicated service to the City of Vernon.
  
2. **Human Resources**  
[Recognition of Retiring Employee - Steven B. Hartsfield, Facilities Maintenance Worker, Senior](#)  
Recommendation:  
Acknowledge and present a proclamation to retired employee Steven B. Hartsfield, Facilities Maintenance Worker, Senior, in recognition of his dedicated service to the City of Vernon.  
[1. Proclamation - S. Hartsfield](#)
  
3. **Human Resources**  
[Recognition of Retired Employee - Jose H. Pereyra, Electric Operator](#)  
Recommendation:  
Acknowledge and present a proclamation to retired employee Jose H. Pereyra, Electric Operator, in recognition of his dedicated service to the City of Vernon.  
[1. Proclamation - J. Pereyra](#)
  
4. **Human Resources**  
[Recognition of Retired Employee - Vickie Harris-Trigg, Police Records Technician](#)  
Recommendation:  
Acknowledge and present a proclamation to retired employee Vickie Harris-Trigg, Police Records Technician, in recognition of her dedicated service to the City of Vernon.  
[1. Proclamation - V. Harris-Trigg](#)
  
5. **Finance/Treasury**  
[Fiscal Year 2019-2020 City Wide Financial Update and Preliminary Results](#)  
Recommendation:  
Receive and file the report.

## **CONSENT CALENDAR**

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

**6. City Clerk**

[Approval of Minutes](#)

Recommendation:

Approve the July 21, 2020 Regular City Council meeting minutes.

- [1. 20200721 City Council Minutes](#)

**7. Finance/Treasury**

[Operating Account Warrant Register](#)

Recommendation:

Approve Operating Account Warrant Register No. 50, for the period of July 5 through July 18, 2020, which totals \$9,880,407.93 and consists of ratification of electronic payments totaling \$9,671,103.58 and ratification of the issuance of early checks totaling \$209,304.35.

- [1. Operating Account Warrant Register No. 50](#)

**8. Public Works**

[Public Works Monthly Building Report](#)

Recommendation:

Receive and file the June 2020 Building Report.

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

**9. Health and Environmental Control Department**

[Amendment to the Agreement with Southeast Area Animal Control Authority \(SEAACA\)](#)

Recommendation:

Approve the Amendment to the Agreement with SEAACA for animal control services to update the schedule of fees effective July 1, 2020.

- [1. Amendment to Agreement](#)

**10. Public Works**

[Acceptance of Electrical Easement at 2244 37th Street \(APN 6302-013-045\)](#)

Recommendation:

A. Find that acceptance of the Electrical Easement is not a “project” as that term is defined under the California Environmental Quality Act (CEQA) Guidelines Section 15378, and even if it were a project, it would be categorically exempt in accordance with CEQA Guidelines Sections 15301 (maintenance, repair or minor alteration of an existing facility and involves negligible or no expansion of an existing use) and 15061(b)(3) (general rule that CEQA only applies to projects that may have a significant effect on the environment); and

B. Accept the Electrical Easement and authorize the Mayor to execute the Certificate of Acceptance.

[1. Electrical Easement - 2244 37th St.](#)

[2. Certificate of Acceptance - EE 2244 37th](#)

**11. Police Department**

[Federal Equitable Sharing Agreement and Annual Certification Report](#)

Recommendation:

Approve and authorize the Police Chief and City Administrator to execute the Federal Equitable Sharing Agreement and Annual Certification Report.

[1. Fiscal Year 2020 Equitable Sharing Agreement and Certification](#)

**12. Public Works**

[Transfer Agreement with the Los Angeles County Flood Control District for Measure W Funds](#)

Recommendation:

Approve and authorize the City Administrator to execute the Transfer Agreement between the City of Vernon and the Los Angeles County Flood Control District to receive Annual Safe, Clean Water Program Funds (Measure W).

[1. Transfer Agreement with Los Angeles County Flood Control District](#)

**13. City Administration**

[Amendment to the Order Form with NeoGov](#)

Recommendation:

Approve and authorize the City Administrator to execute the NeoGov Amendment for Biddle Software upgrade, in an amount not-to-exceed \$4,476.53, for a one-year term, effective July 9, 2020.

[1. Biddle Software Order Form](#)

**14. City Clerk**

[Appointments to Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority](#)

Recommendation:

Adopt Resolution No. 2020-27 updating the City staff member's appointments to the Los Angeles Gateway Region Integrated Water Management Joint Power Authority and repealing Resolution No. 2017-45.

1. [Resolution No. 2020-27 Appointment to Gateway Water Management Authority Board](#)

**15. Fire Department**

[First Amendment to Agreement Number C-131831 with City of Los Angeles for Fiscal Year 2017 Urban Areas Security Initiative Grant Program](#)

Recommendation:

Approve and authorize the Mayor to execute the First Amendment to Agreement Number C-131831 of City of Los Angeles Contract between the City of Los Angeles and the City of Vernon in connection with the Fiscal Year 2017 Urban Areas Security Initiative (UASI 17) grant program in substantially the same form as submitted, to increase the UASI 17 grant fund allocation amount by an additional \$304.54, resulting in a total grant allocation of \$25,304.54.

1. [First Amendment to Agreement Number C-131831](#)

**NEW BUSINESS**

**16. Human Resources**

[Amendments to the Classification and Compensation Plan](#)

Recommendation:

1) Adopt Resolution No. 2020-28 amending Exhibits A and C of the Classification and Compensation Plan adopted by Resolution No. 2020-19 to add new and amended classifications and associated salary ranges; and

2) Approve the revised job descriptions for the positions for Deputy City Treasurer; Deputy Director of Public Works; Utilities Dispatcher, Senior; Utilities Compliance Analyst; and Water Maintenance Worker, Senior.

1. [Resolution No. 2020-28 Class and Compensation Plan](#)

2. [Job Descriptions](#)

**17. Public Works**

[Agreement with Public Health Advocates and Kounkuey Design Initiative, Inc. for Preparation of a Statewide Park Program Grant Application](#)

Recommendation:

Approve and authorize the City Administrator to execute the Agreement between the City of Vernon, Public Health Advocates and Kounkuey Design Initiative, Inc. to provide technical assistance services to the City for the preparation and submission of a grant application for Statewide Park Program (SPP) funding for the purchase and development of the property located at 5122 South Atlantic Boulevard, Vernon, into a park at no cost to the City for the term of the SPP funding application process.

[1. Agreement with Public Health Advocates and Kounkuey Design Initiative, Inc.](#)

**ORAL REPORTS**

City Administrator Reports on Activities and other Announcements.

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

**CLOSED SESSION**

**18. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to Litigation

Government Code Section 54956.9(d)(2)

Number of potential cases: 1

Facts and Circumstances: Pursuant to Government Code Section 54956.9(e)(3), the City has received written communication threatening litigation on behalf of former employee Jerrick Torres related to his termination, in the form of a Complaint of Discrimination filed with the Department of Fair Employment and Housing (DFEH). The DFEH Complaint (DFEH No. 201910-08099730) is made available for public inspection pursuant to Section 54957.5.

**19. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code Section 54956.8

Property: 2700 South Indiana Street, Vernon CA 90058

Agency Negotiator: Carlos Fandino, City Administrator

Negotiating Party: Exide Holdings, Inc.

Under Negotiation: Price and Terms of Payment

**20. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (two cases)**  
Government Code Section 54956.9(d)(1)

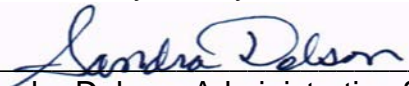
- A. Bicent (California) Malburg LLC et al. v. City of Vernon et al.,  
Los Angeles Superior Court Case No.19STCV08859 and JAMS Reference No.  
1100107175
- B. City of Vernon v. Bicent (California) Malburg LLC  
Los Angeles Superior Court Case No.19STCP02411 and JAMS Reference No.  
1220062657

**CLOSED SESSION REPORT**

**ADJOURNMENT**

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

Dated this 30<sup>th</sup> day of July, 2020.

By:   
Sandra Dolson, Administrative Secretary

## Guide to City Council Proceedings

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

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

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

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

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

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

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

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



# City Council Agenda Item Report

Agenda Item No. COV-288-2020  
Submitted by: Sandra Dolson  
Submitting Department: City Clerk  
Meeting Date: August 4, 2020

## **SUBJECT**

Recognition of Outgoing City Commission and Committee Members

## **Recommendation:**

Recognize outgoing Business and Industry Commissioner Robert Wendoll and outgoing Vernon CommUNITY Fund Grant Committee Member Juliet Goff for their dedicated service to the City of Vernon.

## **Background:**

The City of Vernon has several Boards, Commissions and Committees, established by Charter, ordinance or resolution, that advise the Council on policy matters or review specific issues and carry out assignments as requested by the City Council or prescribed by law. The following commissioner and committee member have provided invaluable service to the City and have completed their terms:

Robert Wendoll served on the Business and Industry Commission from November 4, 2014 to June 30, 2020.

Juliet Goff served on the Vernon CommUNITY Fund Grant Committee from July 1, 2014 to June 30, 2020.

Staff recommends that the City Council present Certificates of Recognition for their service to the City.

## **Fiscal Impact:**

There is no fiscal impact associated with this report.

## **Attachments:**

# City Council Agenda Item Report

Agenda Item No. COV-252-2020  
Submitted by: Lisette Grizzelle  
Submitting Department: Human Resources  
Meeting Date: August 4, 2020

## **SUBJECT**

Recognition of Retiring Employee - Steven B. Hartsfield, Facilities Maintenance Worker, Senior

## **Recommendation:**

Acknowledge and present a proclamation to retired employee Steven B. Hartsfield, Facilities Maintenance Worker, Senior, in recognition of his dedicated service to the City of Vernon.

## **Background:**

Historically, the City Council has issued proclamations in honor of retired City employees. Steven B. Hartsfield, Facilities Maintenance Worker, Senior, will retire from the City of Vernon on August 18, 2020, after providing over thirty-four (34) years of service to the City. During his career with the City, Steven B. Hartsfield held the following positions: Hired as a Utilityman V on December 16, 1985, Utilityman IV on July 1, 1987, Utilityman III on July 2, 1989, Utilityman II on July 1, 1990 and Facilities Maintenance Worker, Senior effective April 20, 2014.

Steven B. Hartsfield completed the following training courses: Medic First Aid and CPR, FEMA's Emergency Management Institute: Incident Command System (ICS-100) and National Incident Management System, Workplace Harassment Prevention, and Hands-On Electrical Troubleshooting and Preventative Maintenance. Mr. Hartsfield also attained his General Contractor's License in 1992 and obtained certification in Public Works Construction Inspection from Santiago Canyon College in 2006.

Mr. Hartsfield's work ethic, dedication, and positive relationships with co-workers, supervisors, and management have made him a valued staff member of the Public Works Department. Mr. Hartsfield exemplifies true public service to our community and will truly be missed. During his long and distinguished career with the City of Vernon, Steven Hartsfield has won the deepest respect and admiration of his colleagues through his hard work and dedication. Steven B. Hartsfield was hired on December 16, 1985 and meets the eligibility requirements under CalPERS to retire from the City of Vernon effective August 18, 2020.

## **Fiscal Impact:**

There is no fiscal impact associated with this report.

## **Attachments:**

1. [Proclamation - S. Hartsfield](#)



**A PROCLAMATION OF THE MAYOR AND THE CITY COUNCIL OF  
THE CITY OF VERNON COMMENDING STEVEN B. HARTSFIELD  
FOR HIS MANY YEARS OF SERVICE TO THE CITY OF VERNON**

WHEREAS, Steven B. Hartsfield ("Steven Hartsfield") has been employed by the City of Vernon since December 16, 1985, and has faithfully served the City of Vernon for over 34 years; and

WHEREAS, Steven Hartsfield will retire from the City of Vernon effective August 18, 2020, as Facilities Maintenance Worker, Senior, for the Public Works Department; and

WHEREAS, during the course of his employment with the City of Vernon, Steven Hartsfield held the positions of: Utilityman V, effective December 16, 1985; Utilityman IV, effective July 1, 1987; Utilityman III, effective July 2, 1989; Utilityman II, effective July 1, 1990; and Facilities Maintenance Worker, Senior, effective April 20, 2014; and

WHEREAS, Steven Hartsfield completed courses in Medic First Aid and CPR, FEMA's Emergency Management Institute: Incident Command System (ICS-100) and National Incident Management System, Workplace Harassment Prevention, and Hands-On Electrical Troubleshooting and Preventative Maintenance, and also attained his General Contractor's License in 1992 and obtained certification in Public Works Construction Inspection from Santiago Canyon College in 2006; and

WHEREAS, during his long and distinguished career with the City of Vernon, Steven Hartsfield has won the deepest respect of his colleagues through his leadership and his many contributions to the City; and


WHEREAS, it is an honor to express our appreciation to Steven Hartsfield for his exemplary service to the City of Vernon and wish Steven good health upon his retirement and for continued success in life's pursuits; and

WHEREAS, the Mayor and the City Council of the City of Vernon, on behalf of its employees, residents and businesses, wish to commend and thank Steven Hartsfield for his many years of service to the City and invite recognition of his contributions and achievements.

NOW, THEREFORE, THE MAYOR AND THE CITY COUNCIL OF THE CITY OF VERNON, ON BEHALF OF ITS EMPLOYEES, RESIDENTS AND BUSINESSES HEREBY COMMEND STEVEN B. HARTSFIELD FOR HIS MANY YEARS OF SERVICE TO THE CITY. THIS PROCLAMATION IS BEING PRESENTED TO STEVEN B. HARTSFIELD BY THE HONORABLE MAYOR LETICIA LOPEZ FOR AND ON BEHALF OF THE CITY COUNCIL OF THE CITY OF VERNON THIS 4<sup>TH</sup> DAY OF AUGUST TWO THOUSAND AND TWENTY.



CITY OF VERNON

By 

LETICIA LOPEZ, Mayor

# City Council Agenda Item Report

Agenda Item No. COV-279-2020  
Submitted by: Lisette Grizzelle  
Submitting Department: Human Resources  
Meeting Date: August 4, 2020

## **SUBJECT**

Recognition of Retired Employee - Jose H. Pereyra, Electric Operator

## **Recommendation:**

Acknowledge and present a proclamation to retired employee Jose H. Pereyra, Electric Operator, in recognition of his dedicated service to the City of Vernon.

## **Background:**

Historically, the City Council has issued proclamations in honor of retired City employees. Jose H. Pereyra, Electric Operator, retired from the City of Vernon on August 1, 2020, after providing over thirty (30) years of service to the City. During his career with the City, Mr. Pereyra held the following positions: Hired as a Diesel Operator V on July 16, 1990, Diesel Operator IV on October 17, 1993, Systems Coordinator II on January 1, 1998, Field Crew on October 17, 2005, Generation Coordinator on April 27, 2008, Power Plant Operator on April 20, 2014 and Electric Operator effective December 12, 2016.

Mr. Pereyra has played a vital role in system reliability, generation of electricity, continuity of service, outage restoration, and customer service over the course of his distinguished tenure. Mr. Pereyra has been a source of strength and dependability at the Station A Power Plant facility. He has been instrumental in the generation of electricity at the Power Plant including the operation of the Diesel Generating Units and the installation, operation and maintenance of the H. Gonzales Natural Gas Turbine Units. In 1997, he was featured in a "Visiting with Huell Howser" segment where Mr. Howser toured the Vernon Light and Power Plant and Mr. Pereyra demonstrated his role in running the Diesel Generating Units. Mr. Pereyra consistently displayed great concern for his own personal safety, the safety of his co-workers and public safety in the field. He has been an important member of the transmission and distribution team at Station A and his spirit and dedication will be greatly missed. The City and, more specifically, the Public Utilities Department commend and thank Mr. Pereyra for his commitment and longevity in the care and support of the Vernon utility systems that provide valuable services to the Vernon community.

Mr. Pereyra's work ethic, dedication, and positive relationships with co-workers, supervisors, and management have made him a valued staff member of the Public Utilities Department. Mr. Pereyra exemplified true public service to our community and will truly be missed. During his long and distinguished career with the City of Vernon, Jose H. Pereyra won the deepest respect and admiration of his colleagues through his hard work and dedication. Jose H. Pereyra was hired on July 16, 1990 and met the eligibility requirements under CalPERS to retire from the City of Vernon effective August 1, 2020.

## **Fiscal Impact:**

There is no fiscal impact associated with this report.

## **Attachments:**

1. [Proclamation - J. Pereyra](#)





**A PROCLAMATION OF THE MAYOR AND THE CITY COUNCIL OF  
THE CITY OF VERNON COMMENDING JOSE H. PEREYRA FOR  
HIS MANY YEARS OF SERVICE TO THE CITY OF VERNON**

WHEREAS, Jose H. Pereyra ("Jose Pereyra") has been employed by the City of Vernon since July 16, 1990, and has faithfully served the City of Vernon for over 30 years; and

WHEREAS, Jose Pereyra has retired from the City of Vernon effective August 1, 2020, as Electric Operator for the Public Utilities Department; and

WHEREAS, during the course of his employment with the City of Vernon, Jose Pereyra held the positions of: Diesel Operator V, effective July 16, 1990; Diesel Operator IV, effective October 17, 1993; Systems Coordinator II, effective January 1, 1998; Field Crew, effective October 17, 2005; Generation Coordinator, effective April 27, 2008; Power Plant Operator, effective April 20, 2014 and Electric Operator, effective December 12, 2016; and

WHEREAS, Jose Pereyra has played a vital role in system reliability, generation of electricity, continuity of service, outage restoration, and customer service over the course of his distinguished tenure; has been a source of strength and dependability at the Station A Power Plant facility; has been instrumental in the generation of electricity at the Power Plant including the operation of the Diesel Generating Units and the installation, operation and maintenance of the H. Gonzales Natural Gas Turbine Units; and has been an important member of the transmission and distribution team at Station A; and

WHEREAS, in 1997, Jose Pereyra was featured in a "Visiting with Huell Howser" segment in which Howser toured the Vernon Light and Power Plant and received a demonstration by Jose Pereyra of his role in running the Diesel Generating Units; and

WHEREAS, Jose consistently displayed great concern for his own personal safety, the safety of his co-workers and public safety in the field; and

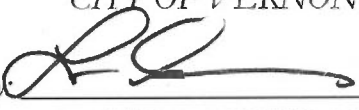
WHEREAS, during his long and distinguished career with the City of Vernon, Jose Pereyra has won the deepest respect of his colleagues through his leadership and his many contributions to the City; and

WHEREAS, it is an honor to express our appreciation to Jose Pereyra for his exemplary service to the City of Vernon and wish Jose good health upon his retirement and for continued success in life's pursuits; and

WHEREAS, the Mayor and the City Council of the City of Vernon, on behalf of its employees, residents and businesses, wish to commend and thank Jose Pereyra for his many years of service to the City and invite recognition of his contributions and achievements.

NOW, THEREFORE, THE MAYOR AND THE CITY COUNCIL OF THE CITY OF VERNON, ON BEHALF OF ITS EMPLOYEES, RESIDENTS AND BUSINESSES HEREBY COMMEND JOSE H. PEREYRA FOR HIS MANY YEARS OF SERVICE TO THE CITY. THIS PROCLAMATION IS BEING PRESENTED TO JOSE H. PEREYRA BY THE HONORABLE MAYOR LETICIA LOPEZ FOR AND ON BEHALF OF THE CITY COUNCIL OF THE CITY OF VERNON THIS 4<sup>TH</sup> DAY OF AUGUST TWO THOUSAND AND TWENTY.



CITY OF VERNON  
By   
LETICIA LOPEZ, Mayor

# City Council Agenda Item Report

Agenda Item No. COV-280-2020  
Submitted by: Lisette Grizzelle  
Submitting Department: Human Resources  
Meeting Date: August 4, 2020

## **SUBJECT**

Recognition of Retired Employee - Vickie Harris-Trigg, Police Records Technician

## **Recommendation:**

Acknowledge and present a proclamation to retired employee Vickie Harris-Trigg, Police Records Technician, in recognition of her dedicated service to the City of Vernon.

## **Background:**

Historically, the City Council has issued proclamations in honor of retired City employees. Vickie Harris-Trigg, Police Records Technician, retired from the City of Vernon on July 31, 2020, after providing over seven (7) years of service to the City. During her career with the City, Vickie Harris-Trigg, held the following positions: Hired as a Records Technician on June 17, 2013, and then became a Police Records Technician effective April 20, 2014.

Vickie Harris-Trigg, completed the following training courses: FEMA's Emergency Management Institute courses in National Incident Command System (ICS-100) and National Incident Management System (IS-700).

Ms. Harris-Trigg provided exceptional customer service in person and over the telephone to customers and co-workers. She went above and beyond to provide information and access to resources in her desire to assist others. Ms. Harris-Trigg's dedication and positive relationships with co-workers, supervisors, and management made her a valued staff member of the Vernon Police Department. Ms. Harris-Trigg exemplified true public service to Vernon residents, businesses, and the community and will truly be missed. During her career with the City of Vernon, Vickie Harris-Trigg has won the deepest admiration and respect of her colleagues through her exemplary customer service practices and dedication. Vickie Harris-Trigg was hired on June 17, 2013 and met the eligibility requirements under CalPERS to retire from the City of Vernon effective July 31, 2020.

## **Fiscal Impact:**

There is no fiscal impact associated with this report.

## **Attachments:**

1. [Proclamation - V. Harris-Trigg](#)





**A PROCLAMATION OF THE MAYOR AND THE CITY COUNCIL OF  
THE CITY OF VERNON COMMENDING VICKIE HARRIS-TRIGG FOR HER  
MANY YEARS OF SERVICE TO THE CITY OF VERNON**

*WHEREAS, Vickie Harris-Trigg has been employed by the City of Vernon since June 17, 2013, and has faithfully served the City of Vernon for over 7 years; and*

*WHEREAS, Vickie Harris-Trigg has retired from the City of Vernon effective July 31, 2020, as the Police Records Technician for the Police Department; and*

*WHEREAS, during the course of her employment with the City of Vernon, Vickie Harris-Trigg held the positions of Records Technician, effective June 17, 2013; and Police Records Technician, effective April 20, 2014; and*

*WHEREAS, Vickie Harris-Trigg completed FEMA's Emergency Management Institute courses in National Incident Command System (ICS-100) and National Incident Management System (IS-700); and*

*WHEREAS, during her distinguished career with the City of Vernon, Vickie Harris-Trigg has won the deepest admiration and respect of her colleagues through her exemplary customer service practices and dedication to the City; and*

*WHEREAS, it is an honor to express our appreciation to Vickie Harris-Trigg for her exemplary service to the City of Vernon and wish Vickie good health upon her retirement and for continued success in life's pursuits; and*

*WHEREAS, the Mayor and the City Council of the City of Vernon, on behalf of its employees, residents and businesses, wish to commend and thank Vickie Harris-Trigg for her many years of service to the City and invite recognition of her contributions and achievements.*

**NOW, THEREFORE, THE MAYOR AND THE CITY COUNCIL OF THE CITY OF VERNON, ON BEHALF OF ITS EMPLOYEES, RESIDENTS AND BUSINESSES HEREBY COMMEND VICKIE HARRIS-TRIGG FOR HER MANY YEARS OF SERVICE TO THE CITY. THIS PROCLAMATION IS BEING PRESENTED TO VICKIE HARRIS-TRIGG BY THE HONORABLE MAYOR LETICIA LOPEZ FOR AND ON BEHALF OF THE CITY COUNCIL OF THE CITY OF VERNON THIS 4<sup>TH</sup> DAY OF AUGUST TWO THOUSAND AND TWENTY.**



CITY OF VERNON

By: 

LETICIA LOPEZ, Mayor

# City Council Agenda Item Report

Agenda Item No. COV-289-2020

Submitted by: Angela Melgar

Submitting Department: Finance/Treasury

Meeting Date: August 4, 2020

## **SUBJECT**

Fiscal Year 2019-2020 City Wide Financial Update and Preliminary Results

## **Recommendation:**

Receive and file the report.

## **Background:**

Following best practices and given the extraordinary economic circumstances surrounding the current pandemic, the Finance Department will provide a briefing to the City Council to report preliminary budget to actual results for the City and Vernon Public Utilities (VPU) through the end of Fiscal Year 2019-2020.

### Revenue Trends

Revenues are expected to exceed projections in the categories of Property and Parcel Taxes, Sales Tax, and Charges for Services. However, due to decreased economic activity as a result of the COVID-19 pandemic, other categories like Licenses and Permits slightly decreased as a result of reduced developer and business activity. Those revenues tied to VPU, such as In-Lieu Tax and Utility Users Tax (UUT), have produced less revenues than expected. Electric, Water, and Fiber Optic revenues are expected to finish less than budgeted; however, Gas revenues slightly exceeded the expectations.

### Expenditure Trends

General Government, Health, Police, and Fire departments are expected to meet budgeted expenditures. Citywide Benefit costs, which include Other Postemployment Benefits (OPEB), Worker's Compensation, and Retiree Medical Insurance, were considerably higher than expected. The large increase in these costs were caused by changes in actuarial valuations. Public Works expenditures were less than budgeted due to delaying certain capital projects and repairs and maintenance. All VPU funds are expected to fall below their budgeted expenditures.

### Cash Position

As in prior years, VPU has the largest allocation of the City's cash and investments. The issue of Water and Electric bonds during the fiscal year provided an influx of about \$15 million and \$25 million, respectively. About 78% of the City's funds are unrestricted; however, 22% of the funds have restrictions for debt service, grant fund approved uses, or CARB rebates. The City holds about 28% of funds as cash to cover operations and day to day activity. The remainder of the funds are invested in money market accounts and mutual funds.

### Economic Outlook

The economic impacts of the COVID-19 pandemic are expected to last for at least several quarters depending on the continuation of State-imposed closures and rates of propagation. These impacts have already triggered lower revenues than expected and may continue to do so in the upcoming years. Conversely, the upcoming transition to LA County Fire Department will bring long-term savings to the City and the new Transactions and Use Tax approved by voters in April 2020 will augment General Fund



revenues. The City has prepared appropriately to face any revenue reductions on the horizon and anticipates continued financial stability.

**Fiscal Impact:**

There is no fiscal impact associated with this report.

**Attachments:**

# City Council Agenda Item Report

Agenda Item No. COV-272-2020  
Submitted by: Sandra Dolson  
Submitting Department: City Clerk  
Meeting Date: August 4, 2020

## **SUBJECT**

Approval of Minutes

## **Recommendation:**

Approve the July 21, 2020 Regular City Council meeting minutes.

## **Background:**

Staff has prepared and hereby submits the minutes for approval.

## **Fiscal Impact:**

There is no fiscal impact associated with this report.

## **Attachments:**

1. [20200721 City Council Minutes](#)

**MINUTES  
VERNON CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JULY 21, 2020  
COUNCIL CHAMBER, 4305 SANTA FE AVENUE**

**CALL TO ORDER**

Mayor Lopez called the meeting to order at 9:01 a.m.

**FLAG SALUTE**

Mayor Lopez led the Flag Salute.

**ROLL CALL**

**PRESENT:** Leticia Lopez, Mayor (via remote access)  
Melissa Ybarra, Mayor Pro Tem  
William Davis, Council Member  
Carol Menke, Council Member  
Diana Gonzales, Council Member

**STAFF PRESENT:**

Carlos Fandino, City Administrator  
Arnold Alvarez-Glasman, Interim City Attorney  
Lisa Pope, City Clerk  
Scott Williams, Finance Director  
Jim Enriquez, Interim Fire Chief  
Abraham Alemu, Public Utilities General Manager  
Fredrick Agyin, Health and Environmental Control Director  
Michael Earl, Human Resources Director  
Anthony Miranda, Police Chief  
Dan Wall, Public Works Director

**APPROVAL OF THE AGENDA**

**MOTION**

Council Member Davis moved and Council Member Menke seconded a motion to approve the agenda. The question was called and the motion carried unanimously.

**PUBLIC COMMENT**

None.

## **PRESENTATIONS**

1. **Employee Service Pin Awards for April and May 2020**

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

Human Resources Director Earl acknowledged recipients of the Employee Service Pin Awards for April and May 2020 including: Carlos G. Ourique, Jason E. Lusca, Jose L. Zermeño, Marisela Martinez.

## **PUBLIC HEARINGS**

2. **Amendment to Municipal Code Chapter 26 - Zoning Map (Continued from July 7, 2020)**

Recommendation: A. Find that the proposed action is exempt under the California Environmental Quality Act (CEQA) review, because it is a continuing administrative activity that will not result in any direct or indirect physical changes in the environment, and therefore does not constitute a “project” as defined by CEQA Guidelines Section 15378, and to the extent the property owner seeks to engage in actual physical construction or development, such would be subject to separate and independent CEQA review and analysis; and B. Introduce and conduct first reading of Ordinance No. 1270 amending the Zoning Map in Chapter 26 of the Municipal Code to include the properties located at 2328, and at 2332/2334 E. Vernon Avenue in the Housing Overlay Zone, and direct staff to schedule second reading and adoption for the August 4, 2020 City Council meeting.

Mayor Pro Tem Ybarra recused herself due to property ownership interest and left the dais.

Public Works Director Wall presented the staff report.

In response to Council questions, Public Works Director Wall provided the dimensions of the lots; explained the City’s Regional Housing Needs Allocation (RHNA); and issues with mortgages on Industrial Use property.

Council Member Menke referenced the General Plan and Municipal Code sections related to the Housing Overlay Zone and indicated opposition to the proposed amendment.

## **MOTION**

Council Member Menke moved and Council Member Gonzales seconded a motion to reject the staff recommendation.

Interim City Attorney Alvarez-Glasman stated the discretion rested with the Council and he explained the Housing Overlay Zone.

Council Member Menke stated the overlay was created to build the apartments and the existing residential properties were legal, non-conforming.

In response to Mayor Lopez, Public Works Director Wall and City Administrator Fandino stated the property had always been zoned Industrial and the City did not have a Residential Zone.

Interim City Attorney Alvarez-Glasman suggested referring the matter to staff in an effort to present a different approach in the evaluation of the issue.

### **SUBSTITUTE MOTION**

Mayor Lopez moved and Council Member Davis seconded a motion to refer the matter to staff. The question was called and the motion failed 2-2, Council Members Gonzales and Menke dissenting and Mayor Pro Tem Ybarra absent.

The question on the initial motion was called and the motion failed 2-2, Mayor Lopez and Council Member Davis dissenting and Mayor Pro Tem Ybarra absent.

Mayor Pro Tem Ybarra returned to the dais.

### **CONSENT CALENDAR**

Mayor Pro Tem Ybarra pointed out a correction to the minutes.

### **MOTION**

Mayor Pro Tem Ybarra moved and Council Member Menke seconded a motion to approve the Consent Calendar, with the minutes amended. The question was called and the motion carried unanimously.

The Consent Calendar consisted of the following items:

- 3. Approval of Minutes**  
Recommendation: Approve the July 7, 2020 Regular City Council meeting minutes.
- 4. Claims Against the City**  
Recommendation: Receive and file the claim submitted by Mercury Insurance on behalf of Andrew Perkins in the amount of \$2,440.90.
- 5. Operating Account Warrant Register**  
Recommendation: Approve Operating Account Warrant Register No. 49, for the period of June 21 through July 4, 2020, which totals \$4,413,206.16 and consists of ratification of electronic payments totaling \$4,319,898.63 and ratification of the issuance of early checks totaling \$93,307.53.
- 6. City Payroll Warrant Register**  
Recommendation: Approve City Payroll Warrant Register No. 769, for the period of June 1 through June 30, 2020, which totals \$3,061,746.42 and consists of ratification of direct deposits, checks and taxes totaling \$2,014,145.32 and ratification of checks and electronic fund transfers (EFT) for payroll related disbursements totaling \$1,047,601.10 paid through operating bank account.
- 7. Fire Department Activity Report**  
Recommendation: Receive and file the May 2020 Report.

- 8. Police Department Activity Report**  
Recommendation: Receive and file the May 2020 Report.
- 9. Warehouse Special Parcel Tax Rate Adjustment for Fiscal Year 2020-21**  
Recommendation: A) Adopt Resolution No. 2020-25 determining the Warehouse Special Parcel Tax levied pursuant to Section 5.45 of the Municipal Code for Fiscal Year 2020-2021; and B) Approve and authorize the Finance Director to execute an Agreement for Billing of Direct Assessments (Warehouse Special Parcel Tax) with the Los Angeles County Auditor-Controller's Office for the collection and distribution of the Warehouse Special Parcel Tax for Fiscal Year 2020-21.
- 10. Public Safety Special Parcel Tax Rate Adjustment for Fiscal Year 2020-21**  
Recommendation: A) Adopt Resolution No. 2020-26 determining the Public Safety Special Parcel Tax levied pursuant to Section 5.46 of the Municipal Code for Fiscal Year 2020-2021; and B) Approve and authorize the Finance Director to execute an Agreement for Billing of Direct Assessments (Public Safety Parcel Tax) with the Los Angeles County Auditor-Controller's Office for the collection and distribution of the Public Safety Parcel Tax for Fiscal Year 2020-21.
- 11. Services Agreement with NeoGov**  
Recommendation: Approve and authorize the City Administrator to execute the NeoGov Service Agreement for software modules, in an amount not-to-exceed \$90,946.69 for a three-year term, effective July 2, 2020.
- 12. Services Agreement with Jemmott Rollins Group, Inc.**  
Recommendation: Approve and authorize the City Administrator to execute a Services Agreement with Jemmott Rollins Group, Inc. for administrative management of Vernon CommUNITY Fund Grant Committee activities in an amount not-to-exceed \$320,025, for a three-year term, effective August 1, 2020.
- 13. Update on Temporary Emergency Moratorium on Evictions at Residential Properties**  
Recommendation: Receive and file the update on Emergency Ordinance No. 1268.
- 14. Services Agreement with Athens Administrators for Worker's Compensation Third Party Claims Administration**  
Recommendation: Approve and authorize the City Administrator to execute the proposed Worker's Compensation Third Party Claims Administration Services Agreement with Athens Administrators in an amount not to exceed \$227,014, for a three-year term.
- 15. Report on Emergency Purchases Secured by the City Administrator**  
Recommendation: A. Receive and file this report as it is being provided for informational purposes only; and B. With regard to the Washington Underpass Sump Pump Repair, find that the action is categorically exempt from California Environmental Quality Act (CEQA) review, in accordance with CEQA Guidelines § 15301, because the project consisted of the repair of an existing facility and equipment with negligible or no expansion of an existing use.

## **NEW BUSINESS**

- 16. Commission and Committee Appointments**  
Recommendation: A. Appoint Business and Industry Commissioners to fill the following vacancies: a. one Business Representative; b. two Real Estate Representatives; and c. one Council Member; B. Appoint CommUNITY Fund Grant Committee Members to fill the following vacancies: a. one Business Representative; b. one Vernon Area Representative;

and c. continued appointment of Mark Gonzales as the Legislative Representative; C. Ratify the Mayor's selection for appointments of the following Green Vernon Commission seats: a. one Business Representative; b. two Environmental Representatives; and c. two Labor Representatives; and D. Ratify the Mayor's selection for appointment of the following Housing Commission seat: a. one Employee of a Vernon Business.

**MOTION**

Mayor Lopez moved and Council Member Menke seconded a motion to appoint Douglas Williams as the Business Representative to the Business and Industry Commission. The question was called and the motion carried unanimously.

**MOTION**

Council Member Menke moved and Mayor Pro Tem Ybarra seconded a motion to appoint Jack R. Cline, Jr. as the Real Estate Representative to the Business and Industry Commission for the term ending June 2024. The question was called and the motion carried unanimously.

**MOTION**

Council Member Menke moved and Mayor Pro Tem Ybarra seconded a motion to appoint Thomas A. Condon as the Real Estate Representative to the Business and Industry Commission for the term ending June 2022. The question was called and the motion carried unanimously.

**MOTION**

Mayor Lopez moved and Council Member Gonzales seconded a motion to appoint Council Member Davis as the Council Member Representative to the Business and Industry Commission. The question was called and the motion carried unanimously.

**MOTION**

Mayor Lopez moved and Council Member Davis seconded a motion to appoint James Chang as the Business Representative to the Vernon CommUNITY Fund Grant Committee. The question was called and the motion carried unanimously.

**MOTION**

Mayor Lopez moved and Mayor Pro Tem Ybarra seconded a motion to appoint Judith Merlo as the Vernon Area Representative to the Vernon CommUNITY Fund Grant Committee. The question was called and the motion carried unanimously.

**MOTION**

Council Member Menke moved and Council Member Davis seconded a motion to ratify the continued appointment of Mark Gonzalez as the Legislative Representative to the Vernon CommUNITY Fund Grant Committee. The question was called and the motion carried unanimously.

**MOTION**

Mayor Pro Tem Ybarra moved and Council Member Gonzales seconded a motion to ratify the Mayor's selection of Hector Morfin as the Business Representative, Daniel Alley (term

ending June 2024) and Catherine Brown (term ending June 2022) as the Environmental Representatives, and Martin F. Perez as the Labor Representative to the Green Vernon Commission. The question was called and the motion carried unanimously.

## **MOTION**

Mayor Pro Tem Ybarra moved and Council Member Davis seconded a motion to ratify the Mayor's selection of Steve Hermon as the Vernon Business Employee Representative to the Housing Commission. The question was called and the motion carried unanimously

## **ORAL REPORTS**

### **City Administrator Reports on Activities and other Announcements.**

City Administrator Fandino provided an update on recent Police, Fire, and Public Utility incidents.

Health and Environmental Control Director Agyin discussed University of Southern California COVID-19 vaccine trial.

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

None.

## **RECESS**

Mayor Lopez recessed the meeting to Closed Session at 10:08 a.m.

## **CLOSED SESSION**

### **17. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (four cases)**

Government Code Section 54956.9(d)(1)

A. Mayra Jimenez v. City of Vernon, et al,

Los Angeles Superior Court Case No. BC717856

B. Verizon Wireless in State of California, et al., v. Verizon Wireless, et al.,

Sacramento County Superior Court Case No. 34-2012-00127517

C. Bicent (California) Malburg LLC et al. v. City of Vernon et al.,

Los Angeles Superior Court Case No. 19STCV08859 and JAMS Reference No. 1100107175

D. City of Vernon v. Bicent (California) Malburg LLC

Los Angeles Superior Court Case No. 19STCP02411 and JAMS Reference No. 1220062657

### **18. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Government Code Section 54956.9(d)(4)

Consideration of initiation of litigation – One matter



**RECONVENE**

At 11:11 a.m., Mayor Lopez adjourned Closed Session and reconvened the regular meeting.

**CLOSED SESSION REPORT**

Interim City Attorney Alvarez-Glasman reported that the Council, with all five members being present, met in Closed Session, discussed all items on the agenda. The Interim City Attorney reported that the Council provided direction to settle the cases identified as Items 17.A. and 17.B. consistent with the terms expressed to the City Council in Closed Session and authorized the City Administrator to execute settlement agreements for Items 17.A. and 17.B. Interim City Attorney Alvarez-Glasman also reported that the Council authorized an amendment to the City's retainer agreement with Morgan, Lewis & Bockius for the Bicent matters (Items 17.C. and 17.D) and authorized the City Administrator to execute the amendment.

**ADJOURNMENT**

Mayor Lopez adjourned the meeting at 11:12 a.m.

---

LETICIA LOPEZ, Mayor

ATTEST:

---

LISA POPE, City Clerk  
(seal)

# City Council Agenda Item Report

Agenda Item No. COV-290-2020

Submitted by: John Lau

Submitting Department: Finance/Treasury

Meeting Date: August 4, 2020

## **SUBJECT**

Operating Account Warrant Register

### **Recommendation:**

Approve Operating Account Warrant Register No. 50, for the period of July 5 through July 18, 2020, which totals \$9,880,407.93 and consists of ratification of electronic payments totaling \$9,671,103.58 and ratification of the issuance of early checks totaling \$209,304.35.

### **Background:**

Section 2.13 of the Vernon Municipal Code indicates the City Treasurer, or an authorized designee, shall prepare warrants covering claims or demands against the City which are to be presented to City Council for its audit and approval. Pursuant to the aforementioned code section, the City Treasurer has prepared Operating Account Warrant Register No. 50 covering claims and demands presented during the period of July 5 through July 18, 2020, drawn, or to be drawn, from East West Bank for City Council approval.

### **Fiscal Impact:**

The fiscal impact of approving Operating Account Warrant Register No. 50, totals \$9,880,407.93. The Finance Department has determined that sufficient funds to pay such claims/demands, are available in the respective accounts referenced on Operating Account Warrant Register No. 50.

### **Attachments:**

1. [Operating Account Warrant Register No. 50](#)



**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

I hereby certify that claims and/or demands included in above listed warrant register have been audited for accuracy and availability of funds for payments and that said claims and/or demands are accurate and that the funds are available for payments thereof.

\_\_\_\_\_  
Scott Williams  
Director of Finance / City Treasurer

Date: 7/22/2020

This is to certify that the claims or demands covered by the above listed warrants have been audited by the City Council of the City of Vernon and that all of said warrants are approved for payments except Warrant Numbers:

\_\_\_\_\_  
\_\_\_\_\_

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
002412 - CALIFORNIA ISO	055.9200.500170	\$ 2.13	Recalculation Charges 09/17	202006303146012				
				644				
	055.9200.500150	\$ -495.14	Recalculation Charges 09/17	202006303146012				
				644				
	055.9200.500190	\$ -974.62	Recalculation Charges 09/17	202006303146012				
				644				
	055.9200.500150	\$ 21,991.93	Recalculation Charges 06/20	202006303146012				
				644				
	055.9200.500190	\$ 737.29	Recalculation Charges 06/20	202006303146012				
				644				
	055.9200.500210	\$ 477.16	Recalculation Charges 06/20	202006303146012				
				644				
	055.9200.500151	\$ -0.09	Recalculation Charges 06/20	202006303146012				
				644				
	055.9200.500170	\$ -8,552.38	Recalculation Charges 06/20	202006303146012				
				644				
	055.9200.500150	\$ 133,147.35	Initial Charges 06/20	202006303146012				
				644				
	055.9200.500210	\$ 15,932.18	Initial Charges 06/20	202006303146012				
				644				
	055.9200.500151	\$ -0.37	Initial Charges 06/20	202006303146012				
				644				
	055.9200.500170	\$ -1,046.90	Initial Charges 06/20	202006303146012				
				644				
	055.9200.500190	\$ -13,532.68	Initial Charges 06/20	202006303146012				
				644				
						07/07/2020	9950	\$ 147,685.86

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
002533 - BANK OF NEW YORK MELLON	055.9000.592010	\$ 2,170.00	Administration, Audit Confirmation, &	2522295490		07/07/2020	9951	\$ 2,170.00
006249 - BEST DRILLING AND PUMP, INC	020.1084.900000	\$ 119,396.00	Well No. 17 Rehabilitation Project~	062920		07/07/2020	9952	\$ 119,396.00
001401 - CENTRAL BASIN MWD	020.1084.500130	\$ 110,962.91	Potable & Recycled Water	VERMAY20		07/07/2020	9953	\$ 110,962.91
005108 - JEMMOTT ROLLINS GROUP, INC	011.1021.797000	\$ 13,750.00	Professional Services~	JUN20		07/07/2020	9954	\$ 13,750.00
006198 - JRM	055.8100.596200	\$ 10,403.27	Security Services~	4101				
	055.8100.596200	\$ 13,463.06	Security Services~	4113REV				
	055.8100.596200	\$ 6,895.74	Security Services~	4148				
	055.8100.596200	\$ 57,846.22	Security Services~	4149				
	055.9000.596200	\$ 9,932.00	Security Services~	4150REV		07/07/2020	9955	\$ 98,540.29

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT	
000209 - MERRIMAC ENERGY GROUP	011.1033.570000	\$ 978.59	Diesel Fuel~	2202506	011.0014410				
	011.1033.570000	\$ 0.94	AB32 Fee 5	2202506	011.0014410				
	011.1033.570000	\$ 178.92	State Diesel Excise Tax	2202506	011.0014410				
	011.1033.570000	\$ 0.50	Lust Fee	2202506	011.0014410				
	011.1033.570000	\$ 149.45	Clear Diesel Sales Tax	2202506					
	011.1033.570000	\$ 1,611.03	Unleaded Fuel~	2202507	011.0014410				
	011.1033.570000	\$ 2.80	CA Enviro/Fed Oil Spill Tax	2202507	011.0014410				
	011.1033.570000	\$ 1.19	CA Childhood Lead Fee	2202507	011.0014410				
	011.1033.570000	\$ 3.08	AB32 Fuel Fee	2202507	011.0014410				
	011.1033.570000	\$ 375.56	State Gasoline Excise Tax	2202507	011.0014410				
	011.1033.570000	\$ 0.79	Lust	2202507	011.0014410				
	011.1033.570000	\$ 89.74	Fuel Sales Tax 4.50%	2202507					
	011.1033.570000	\$ 584.79	Diesel Fuel~	2202508	011.0014410				
	011.1033.570000	\$ 0.56	AB32 Fee 5	2202508	011.0014410				
	011.1033.570000	\$ 106.92	State Diesel Excise Tax	2202508	011.0014410				
	011.1033.570000	\$ 0.30	Lust Fee	2202508	011.0014410				
	011.1033.570000	\$ 89.31	Clear Diesel Sales Tax	2202508					
	011.1033.570000	\$ 584.79	Diesel Fuel~	2202509	011.0014410				
	011.1033.570000	\$ 0.56	AB32 Fee 5	2202509	011.0014410				
	011.1033.570000	\$ 106.92	State Diesel Excise Tax	2202509	011.0014410				
	011.1033.570000	\$ 0.30	Lust Fee	2202509	011.0014410				
	011.1033.570000	\$ 89.31	Clear Diesel Sales Tax	2202509					
							07/07/2020	9956	\$ 4,956.35

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
006623 - MONSIDO, INC	011.9019.520010	\$ 3,590.00	Web Governance Suite	INV18937		07/07/2020	9957	\$ 3,590.00
005433 - RUTAN & TUCKER, LLP	011.1024.593200	\$ 10,942.00	Re: Torres Arbitration	870599		07/07/2020	9958	\$ 10,942.00
001079 - SIEMENS MOBILITY, INC	011.1043.590000	\$ 3,239.00	Traffic Signal Maintenance	5610228650		07/07/2020	9959	\$ 3,239.00
006236 - SUEZ WTS SERVICES USA, INC	011.1033.590000	\$ 123.10	Water Purification Services	900419035		07/07/2020	9960	\$ 621.14
	011.1033.590000	\$ 104.48	Water Purification Services	900419244				
	011.1033.590000	\$ 95.17	Water Purification Services	900420090				
	011.1033.590000	\$ 59.68	Water Purification Services	900432338				
	011.1033.590000	\$ 238.71	Water Purification Services	900432339				
001658 - WATER REPLENISHMENT DISTRICT	020.1084.500110	\$ 168,440.20	Groundwater Production & Assessment~	062220		07/07/2020	9961	\$ 168,440.20
005871 - EVERBRIDGE, INC	011.9019.590110	\$ 14,175.00	Mass Notification Base	M52295	011.0014396	07/07/2020	9962	\$ 14,175.00
000400 - ANA QUINONES	011.110017	\$ 1,678.00	Refund Security Deposit and Last	Ref000225609		07/07/2020	9963	\$ 1,678.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
000399 - GARVEY EQUIPMENT COMPANY	011.1046.520000	\$ 131.07	Parts & Services~	128832	011.0013874			
	011.1046.520000	\$ 161.88	Parts & Services~	128980	011.0013874			
	011.1046.520000	\$ 86.92	Parts & Services~	129061	011.0013874			
						07/09/2020	9964	\$ 379.87
001441 - MORGAN, LEWIS & BOCKIUS, LLP	055.9000.595200	\$ 495,474.61	Re: Bicent PPA Outage~	4387709				
	055.9000.595200	\$ 434,391.42	Re: Bicent PPA Outage~	4421009				
						07/09/2020	9965	\$ 929,866.03
006861 - THE POLLACK PR MARKETING GROUP	011.1002.596200	\$ 3,906.25	Media & Public Relations Services	612020				
	011.1002.596200	\$ 3,827.50	Media & Public Relations Services	712020				
						07/09/2020	9966	\$ 7,733.75
005004 - LENORD'S CUSTOM FABRICATION	020.1084.900000	\$ 9,250.00	Fabrication labor hours to build PP2	10227	011.0014450			
	020.1084.900000	\$ 1,194.80	2"x 3/16" square steel tubing per for	10227	011.0014450			
	020.1084.900000	\$ 809.47	Sales Tax 7.75%	10227				
						07/09/2020	9967	\$ 11,254.27



**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
002412 - CALIFORNIA ISO	055.9200.500150	\$ 10,481.45	Recalculation Charges 06/20	202007073146069				
				273				
	055.9200.500190	\$ 393.53	Recalculation Charges 06/20	202007073146069				
				273				
	055.9200.500210	\$ 163.67	Recalculation Charges 06/20	202007073146069				
				273				
	055.9200.500170	\$ -231.53	Recalculation Charges 06/20	202007073146069				
				273				
	055.9200.500150	\$ -537.24	Recalculation Charges 09/19	202007073146069				
				273				
	055.9200.500170	\$ -26,389.80	Recalculation Charges 09/19	202007073146069				
				273				
	055.9200.500190	\$ -292.51	Recalculation Charges 09/19	202007073146069				
				273				
	055.9200.500150	\$ 89,401.32	Initial Charges 07/20	202007073146069				
				273				
	055.9200.500210	\$ 10,603.53	Initial Charges 07/20	202007073146069				
				273				
	055.9200.500170	\$ -2,974.43	Initial Charges 07/20	202007073146069				
				273				
	055.9200.500190	\$ -11,754.97	Initial Charges 07/20	202007073146069				
				273				
	055.9200.500151	\$ -0.14	Initial Charges 07/20	202007073146069				
				273				
	055.9200.500150	\$ 41,592.97	Initial Charges 06/20	202007073146069				
				273				
	055.9200.500170	\$ 1,153,737.52	Initial Charges 06/20	202007073146069				
				273				

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
002412 - CALIFORNIA ISO	055.9200.500210	\$ 5,583.57	Initial Charges 06/20	202007073146069				
				273				
	055.9200.500240	\$ 7,123.94	Initial Charges 06/20	202007073146069				
				273				
	055.9200.500170	\$ -2.04	Initial Charges 06/20	202007073146069				
				273				
	055.9200.500180	\$ -811.17	Initial Charges 06/20	202007073146069				
				273				
	055.9200.500190	\$ -5,991.68	Initial Charges 06/20	202007073146069				
				273				
	055.9200.500150	\$ 3,514.08	Recalculation Charges 12/18	202007073146069				
				273				
	055.9200.500170	\$ -0.44	Recalculation Charges 12/18	202007073146069				
				273				
						07/13/2020	9968	\$ 1,273,609.63
006722 - AVENU MUNISERVICES, LLC	011.1004.595200	\$ 3,750.00	UUT Fixed Fee~	INV06009170				
						07/14/2020	9969	\$ 3,750.00
000267 - BROADBAND LLC	057.1057.500173	\$ 4,139.00	Internet Access Services	715202003744				
						07/14/2020	9970	\$ 4,139.00
006518 - CARAHSOFT TECHNOLOGY CORPORATI	011.9019.590110	\$ 7,983.90	DocuSign Enterprise Pro Edition - Seat	INV798088	011.0014418			
	011.9019.590110	\$ 1,756.46	Enterprise Premier Support 22% of	INV798088	011.0014418			
						07/14/2020	9971	\$ 9,740.36

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
006862 - JOHN CORDOVA	011.1049.520000	\$ 164.99	Reimb. Supplies~	061620		07/14/2020	9972	\$ 164.99
006868 - INCLUSIVE ACTION FOR THE CITY	011.1021.797000	\$ 34,725.00	Vernon CommUNITY Fund Grant	070620		07/14/2020	9973	\$ 34,725.00
003053 - LEVEL 3 COMMUNICATIONS, LLC	057.1057.500173	\$ 4,559.43	Internet Access Services	120173052		07/14/2020	9974	\$ 4,559.43
001441 - MORGAN, LEWIS & BOCKIUS, LLP	055.9000.595200	\$ 2,146.25	Re: Insurance Recovery	4421007		07/14/2020	9975	\$ 2,146.25
003049 - PETRELLI ELECTRIC, INC	055.9100.900000	\$ 624,215.99	Electric Service Maintenance	200151		07/14/2020	9976	\$ 1,442,530.05
	055.8300.590000	\$ 725,850.41	Electric Service Maintenance	200151				
	055.8000.590000	\$ 92,463.65	Electric Service Maintenance	200151				
002459 - PORT CANAVERAL PWR CONSULTANTS	055.9000.596200	\$ 9,000.00	Consulting & Support Services	VERPVHJUNE2020		07/14/2020	9977	\$ 9,000.00
003900 - RICHARDS, WATSON & GERSHON	011.1043.596200	\$ 40.46	Re: Los Angeles MS4 Permit Petition	226470		07/14/2020	9978	\$ 85.46
	011.1043.596200	\$ 45.00	Re: Los Angeles MS4 Permit Petition	227169				

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
002517 - SO CAL PUBLIC POWER AUTHORITY	055.9200.500154	\$ 286,631.87	Astoria 2 Solar Project	ATSP0720		07/14/2020	9979	\$ 286,631.87
006236 - SUEZ WTS SERVICES USA, INC	011.1033.596200	\$ 119.36	Water Purification Services	900432262		07/14/2020	9980	\$ 119.36
003584 - WILLIAMS DATA MANAGEMENT	011.1003.596200	\$ 375.00	Storage Services	512953		07/14/2020	9981	\$ 375.00
006081 - YMCA OF METROPOLITAN LA	011.1021.797000	\$ 40,000.00	Vernon CommUNITY Fund Grant	070620		07/14/2020	9982	\$ 40,000.00
004303 - ATHENS INSURANCE SERVICES, INC	011.1026.594200	\$ 6,105.33	TPA Fees 06/20	IVC21659		07/16/2020	9983	\$ 6,105.33
000947 - DAILY JOURNAL CORPORATION	056.5600.596600	\$ 325.00	Publication Services	B3370348		07/16/2020	9984	\$ 1,145.00
	056.5600.596600	\$ 375.00	Publication Services	B3370357				
	011.1003.550000	\$ 160.00	Publication Services	B3373827				
	011.1003.550000	\$ 285.00	Publication Services	B3373848				
004438 - FLEMING ENVIRONMENTAL, INC	011.1049.590000	\$ 2,575.00	Fuel Polish Diesel Fuel	16337		07/16/2020	9985	\$ 2,575.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
000399 - GARVEY EQUIPMENT COMPANY	011.1046.520000	\$ 267.79	Parts & Services~	129481	011.0013874			
	011.1046.520000	\$ 1,701.45	Parts & Services~	129788	011.0013874			
						07/16/2020	9986	\$ 1,969.24
005614 - NORTHWEST ELECTRICAL SERVICES,	020.1084.900000	\$ 1,800.00	Technical Design Services	1774				
	020.1084.900000	\$ 40,534.38	Technical Design Services	1774				
	020.1084.900000	\$ 1,225.62	Technical Design Services	1774				
						07/16/2020	9987	\$ 43,560.00
006731 - SOUTHEAST COMMUNITY FOUNDATION	011.1021.797000	\$ 25,000.00	Vernon CommUNITY Fund Grant	071320				
						07/16/2020	9988	\$ 25,000.00
005784 - ZONES, INC	011.9019.590110	\$ 736.00	OverlandCare Bronze Warranty Coverage, 1	K15475390101	011.0014424			
	011.9019.590110	\$ 736.00	OverlandCare Bronze Warranty Coverage, 1	K15475390101	011.0014424			
						07/16/2020	9989	\$ 1,472.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
003266 - AON RISK INSURANCE SERVICES WE	011.1004.503035	\$ 44,582.00	Cyber Liability	8200000281902				
	011.1004.503035	\$ 20,099.20	Contractors Equipment	8200000282211				
	011.1004.503035	\$ 28,455.70	Environmental Site Liability	8200000282255				
	011.1004.503035	\$ 62,597.60	Commercial Property Coverage	8200000282263				
	011.1004.503035	\$ 28,924.00	Commercial Property Coverage	8200000282264				
	011.1004.503035	\$ 28.80	Blanket Accident	8200000282266				
	011.1004.503035	\$ 870.91	General Liability Coverage	8200000282272				
	011.1004.503035	\$ 149,826.10	Excess Workers Compensation	8200000282381				
	011.1004.503035	\$ 31,635.00	Terrorism	8200000282474				
	011.1004.503035	\$ 4,249.54	Commercial Property Coverage	8200000282742				
	011.1004.503035	\$ 286,250.00	Commercial Property Coverage	8200000282844				
						07/17/2020	9990	\$ 657,518.85
006790 - ALTAMED HEALTH SERVICES CORP	011.1070.797000	\$ 125,000.00	COVID-19 Screening/Testing Services	052720				
						07/17/2020	9991	\$ 125,000.00
003336 - BICENT (CALIFORNIA) MALBURG, L	055.9200.500150	\$ 357,338.96	Monthly Energy Related Payment	6202001				
	055.9200.500150	\$ 19,274.44	Monthly Heat Rate	6202001				
	055.9200.500180	\$ 3,657,717.60	Monthly Capacity Payment	6202001				
						07/17/2020	9992	\$ 4,034,331.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT
001552 - HOME DEPOT CREDIT SERVICES	011.1048.520000	\$ 459.72	Smalls Tools & Plumbing Hardware~	042320_MULTIPLE	011.0013892			
	011.1049.520000	\$ 16.14	Smalls Tools & Plumbing Hardware~	042320_MULTIPLE	011.0013892			
	011.1033.520000	\$ 262.42	Small Tools, Plumbing, & Building	050520_MULTIPLE	011.0013950			
	055.8400.590000	\$ 1,427.86	Small Tools, Plumbing, & Building	051820_MULTIPLE	055.0002748			
	011.1043.520000	\$ 575.67	Smalls Tools & Plumbing Hardware~	052920_MULTIPLE	011.0013892			
	011.1048.520000	\$ 1,541.52	Smalls Tools & Plumbing Hardware~	052920_MULTIPLE	011.0013892			
	011.1049.520000	\$ 195.27	Smalls Tools & Plumbing Hardware~	052920_MULTIPLE	011.0013892			
						07/06/2020	9993	\$ 4,478.60
002190 - OFFICE DEPOT	011.1060.520000	\$ 420.35	Supplies	461472167001				
						07/06/2020	9994	\$ 420.35
001581 - THE GAS COMPANY	011.1048.560000	\$ 23.43	Period: 05/20	061020(2)				
	011.1033.560000	\$ 16.71	Period: 05/20	061020(3)				
	011.1033.560000	\$ 106.12	Period: 05/20	061020(4)				
	011.1033.560000	\$ 48.91	Period: 05/20	061020(5)				
	011.1049.560000	\$ 537.12	Period: 05/20	061120				
	011.1043.560000	\$ 268.56	Period: 05/20	061120				
	020.1084.560000	\$ 268.56	Period: 05/20	061120				
	011.1049.560000	\$ 859.12	Period: 05/20	061120(2)				
	056.5600.560000	\$ 23.87	Period: 05/20	061120(3)				
						07/06/2020	9995	\$ 2,152.40

CITY OF VERNON  
 OPERATING ACCOUNT  
 WARRANT REGISTER NO. 50  
 AUGUST 4, 2020

**ELECTRONIC**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	PAYMENT NUMBER	PAYMENT AMOUNT	
001552 - HOME DEPOT CREDIT SERVICES	011.1043.520000	\$ 2,387.14	Small Tools & Plumbing Hardware~	063020_MULTIPLE	011.0013892				
	011.1048.520000	\$ 1,149.68	Small Tools & Plumbing Hardware~	063020_MULTIPLE	011.0013892				
	011.1049.520000	\$ 881.92	Small Tools & Plumbing Hardware~	063020_MULTIPLE	011.0013892				
						07/13/2020	9996	\$ 4,418.74	
<b>TOTAL ELECTRONIC</b>									<b>\$ 9,671,103.58</b>



**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
005544 - 3SI SECURITY SYSTEMS, INC	011.1031.596200	\$ 1,080.00	Tracking Service Renewal	INV814900		07/07/2020	605822	\$ 1,080.00
000005 - A THRONE CO, INC	011.1043.520000	\$ 155.28	Portable Restrooms	642271				
	011.1043.520000	\$ 111.33	Portable Restrooms	642484		07/07/2020	605823	\$ 266.61
006303 - ARISTATEK, INC	011.9019.590110	\$ 795.00	Tech-Sup Core Renewal Pac - Includes	2020060901	011.0014421	07/07/2020	605824	\$ 795.00
001948 - AT&T	055.9200.560010	\$ 291.78	Period: 06/19/20 - 07/18/20	3118979888		07/07/2020	605825	\$ 291.78
006880 - BACKFLOW PREVENTION DEVICE TES	020.1084.500140	\$ 2,500.00	Backflow Inspection & Survey	39987		07/07/2020	605826	\$ 2,500.00
004448 - BATTERY SYSTEMS, INC	011.1046.520000	\$ 95.18	Vehicle Batteries, Alternators &	5540546	011.0013870			
	011.1046.520000	\$ 106.12	Vehicle Batteries, Alternators &	5564516	011.0013870			
	011.1046.520000	\$ 212.24	Vehicle Batteries, Alternators &	5596046	011.0013870			
	011.1046.520000	\$ 212.24	Vehicle Batteries, Alternators &	5596400	011.0013870	07/07/2020	605827	\$ 625.78
006881 - BRIGHT NOW! DENTAL	011.1026.502031	\$ 27.20	Medical Services / B. Malkenhorst	022020		07/07/2020	605828	\$ 27.20

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT																																																																											
001973 - CALIFORNIA FRAME & AXLE	011.1046.520000	\$ 330.62	Front End Repairs~	59237	011.0013871	07/07/2020	605829	\$ 480.62																																																																											
	011.1046.590000	\$ 150.00	Front End Repairs~	59237	011.0013871				000818 - CAMINO REAL CHEVROLET	011.1046.520000	\$ 341.71	Auto Parts~	40188	011.0013872	07/07/2020	605830	\$ 736.69	011.1046.520000	\$ 394.98	Auto Parts~	40189	011.0013872	000419 - CYNTHIA CANO	011.1026.596800	\$ 300.52	Tuition Reimbursement	061120		07/07/2020	605831	\$ 300.52	004163 - CENTRAL FORD	011.1046.520000	\$ 144.34	Auto Parts~	3544444	011.0013873	07/07/2020	605832	\$ 927.23	011.1046.520000	\$ 247.21	Auto Parts~	354445	011.0013873	011.1046.520000	\$ 79.96	Auto Parts~	354831	011.0013873	011.1046.520000	\$ 55.90	Auto Parts~	354843	011.0013873	011.1046.520000	\$ 399.82	Auto Parts~	354851	011.0013873	003088 - CLINICAL LAB OF SAN BERNARDINO	020.1084.500140	\$ 826.50	Lab Services	974947		07/07/2020	605833	\$ 826.50	001444 - COUNTY OF LOS ANGELES	011.1043.590000	\$ 10,927.83	Traffic Signal Constructions	REPW20060806138		07/07/2020	605834	\$ 10,927.83	000038 - JEREMY CROSS	011.1031.596500	\$ 8.00	Driving / Force Option Simulator	060220
000818 - CAMINO REAL CHEVROLET	011.1046.520000	\$ 341.71	Auto Parts~	40188	011.0013872	07/07/2020	605830	\$ 736.69																																																																											
	011.1046.520000	\$ 394.98	Auto Parts~	40189	011.0013872				000419 - CYNTHIA CANO	011.1026.596800	\$ 300.52	Tuition Reimbursement	061120		07/07/2020	605831	\$ 300.52	004163 - CENTRAL FORD	011.1046.520000	\$ 144.34	Auto Parts~	3544444	011.0013873	07/07/2020	605832	\$ 927.23	011.1046.520000	\$ 247.21	Auto Parts~	354445	011.0013873		011.1046.520000	\$ 79.96	Auto Parts~	354831	011.0013873				011.1046.520000	\$ 55.90	Auto Parts~	354843	011.0013873	011.1046.520000	\$ 399.82	Auto Parts~	354851	011.0013873	003088 - CLINICAL LAB OF SAN BERNARDINO	020.1084.500140	\$ 826.50	Lab Services	974947		07/07/2020	605833	\$ 826.50	001444 - COUNTY OF LOS ANGELES	011.1043.590000	\$ 10,927.83	Traffic Signal Constructions	REPW20060806138		07/07/2020	605834	\$ 10,927.83	000038 - JEREMY CROSS	011.1031.596500	\$ 8.00	Driving / Force Option Simulator	060220		07/07/2020	605835	\$ 8.00						
000419 - CYNTHIA CANO	011.1026.596800	\$ 300.52	Tuition Reimbursement	061120		07/07/2020	605831	\$ 300.52																																																																											
004163 - CENTRAL FORD	011.1046.520000	\$ 144.34	Auto Parts~	3544444	011.0013873	07/07/2020	605832	\$ 927.23																																																																											
	011.1046.520000	\$ 247.21	Auto Parts~	354445	011.0013873																																																																														
	011.1046.520000	\$ 79.96	Auto Parts~	354831	011.0013873																																																																														
	011.1046.520000	\$ 55.90	Auto Parts~	354843	011.0013873																																																																														
	011.1046.520000	\$ 399.82	Auto Parts~	354851	011.0013873																																																																														
003088 - CLINICAL LAB OF SAN BERNARDINO	020.1084.500140	\$ 826.50	Lab Services	974947		07/07/2020	605833	\$ 826.50																																																																											
001444 - COUNTY OF LOS ANGELES	011.1043.590000	\$ 10,927.83	Traffic Signal Constructions	REPW20060806138		07/07/2020	605834	\$ 10,927.83																																																																											
000038 - JEREMY CROSS	011.1031.596500	\$ 8.00	Driving / Force Option Simulator	060220		07/07/2020	605835	\$ 8.00																																																																											

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
001336 - CURRENT WHOLESALE ELECTRIC SUP	011.1049.520000	\$ 646.05	Electrical Supplies & Hardware~	262386	011.0013889			
	011.1049.520000	\$ 77.62	Electrical Supplies & Hardware~	262790	011.0013889			
	011.1049.520000	\$ 40.30	Electrical Supplies & Hardware~	262842	011.0013889			
						07/07/2020	605836	\$ 763.97
001936 - EMPIRE CLEANING SUPPLY	011.1049.520000	\$ 1,070.00	(0552-670) Lotusoft White 2ply Toilet	1178054	011.0014412			
	011.1049.520000	\$ 2,616.00	(0552-800) GP White Multifold Towel	1178054	011.0014412			
	011.1049.520000	\$ 119.04	Dial Antimicrobial 51784CASE	1178054	011.0014412			
	011.1049.520000	\$ 155.60	(0568-550) Hand Cleaner - 4L Duraview	1178054	011.0014412			
	011.1049.520000	\$ 376.26	Sales Tax 9.5%	1178054				
						07/07/2020	605837	\$ 4,336.90
001668 - LORENZO GAYTAN	011.1026.596800	\$ 405.00	Tuition Reimbursement	062320		07/07/2020	605839	\$ 405.00
001668 - GAYTAN, LORENZO	011.1031.596500	\$ 24.67	Driving / Force Option Simulator	060220		07/07/2020	605840	\$ 24.67
001346 - HAAKER EQUIPMENT COMPANY	011.1046.520000	\$ 320.00	7873222 brushes	C62902	011.0014366			
	011.1046.590000	\$ 65.00	Freight	C62902	011.0014366			
	011.1046.520000	\$ 30.40	Sales Tax 9.5%	C62902				
						07/07/2020	605841	\$ 415.40

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
005350 - HAUL AWAY RUBBISH SERVICE CO,	011.1033.520000	\$ 67.50	Disposal & Recycling Services	03X02928				
	011.1033.520000	\$ 67.50	Disposal & Recycling Services	03X02929				
	011.1033.520000	\$ 67.50	Disposal & Recycling Services	03X02930				
	011.1033.520000	\$ 67.50	Disposal & Recycling Services	03X02931				
	011.1033.520000	\$ 67.50	Disposal & Recycling Services	04X06346				
	011.1033.520000	\$ 67.50	Disposal & Recycling Services	04X06347				
	011.1033.520000	\$ 67.50	Disposal & Recycling Services	04X06348			07/07/2020	605842 \$
000452 - EDWARD HERNANDEZ	011.1031.596500	\$ 24.67	Driving / Force Option Simulator	060220		07/07/2020	605843 \$	24.67
003076 - HINDERLITER DELLAMAS & ASSOC	011.1004.596200	\$ 2,603.11	Contract & Audit Services~	SIN001471		07/07/2020	605844 \$	2,603.11
006882 - HUNTINGTON BEACH INTERNAL MEDI	011.1026.502031	\$ 10.00	Medical Services / B. Malkenhorst	042220		07/07/2020	605845 \$	10.00
006845 - JOSEPH T. RYERSON & SONS	055.7200.596702	\$ 36,475.12	Customer Incentive Program	052720		07/07/2020	605846 \$	36,475.12
006883 - KEITH W. COWHEY, D.D.S., INC	011.1026.502031	\$ 98.00	Medical Services / B. Malkenhorst	040120		07/07/2020	605847 \$	98.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
006884 - LEXISNEXIS	011.1024.596600	\$ 562.40	CA Public Labor Relations	18909019		07/07/2020	605848	\$ 562.40
003908 - LOPEZ & LOPEZ TIRE SERVICE	011.1046.520000	\$ 703.42	Tires, Accessories & Repairs~	23834	011.0013875			
	011.1046.590000	\$ 35.00	Tires, Accessories & Repairs~	23889	011.0013875			
	011.1046.520000	\$ 386.75	Tires, Accessories & Repairs~	23896	011.0013875			
	011.1046.520000	\$ 1,080.10	Tires, Accessories & Repairs~	23956	011.0013875			
						07/07/2020	605849	\$ 2,205.27
005838 - ADRIAN LOYA	011.1026.596800	\$ 202.30	Tuition Reimbursement	063020		07/07/2020	605850	\$ 202.30
000121 - LU'S LIGHTHOUSE, INC	011.1046.520000	\$ 482.24	Supplies~	1169580	011.0013909	07/07/2020	605851	\$ 482.24
000813 - BRUCE V MALKENHORST, SR	011.1026.502031	\$ 303.10	RX Reimbursements	063020		07/07/2020	605852	\$ 303.10
000309 - NAPA AUTO PARTS	011.1046.520000	\$ 91.85	Auto Parts & Accessories~	26461	011.0013876			
	011.1046.520000	\$ 11.46	Auto Parts & Accessories~	26521	011.0013876			
	011.1046.520000	\$ 197.09	Auto Parts & Accessories~	28725	011.0013876			
						07/07/2020	605853	\$ 300.40
006586 - OCCUPATIONAL HEALTH CENTERS OF	011.1026.502095	\$ 287.08	Medical Services	102619		07/07/2020	605854	\$ 287.08

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
005934 - O'REILLY AUTO PARTS	011.1046.520000	\$ 31.59	Auto Parts & Accessories~	3049273129	011.0013877	07/07/2020	605855	\$ 807.69
	011.1046.520000	\$ 47.05	Auto Parts & Accessories~	3049273938	011.0013877			
	011.1046.520000	\$ 88.88	Auto Parts & Accessories~	3049274272	011.0013877			
	011.1046.520000	\$ 17.43	Auto Parts & Accessories~	3049275226	011.0013877			
	011.1046.520000	\$ 155.61	Auto Parts & Accessories~	3049275433	011.0013877			
	011.1046.520000	\$ 52.43	Auto Parts & Accessories~	3049275554	011.0013877			
	011.1046.520000	\$ 33.68	Auto Parts & Accessories~	3049275777	011.0013877			
	011.1046.520000	\$ 16.11	Auto Parts & Accessories~	3049276671	011.0013877			
	011.1046.520000	\$ 355.73	Auto Parts & Accessories~	3049276856	011.0013877			
011.1046.520000	\$ 9.18	Auto Parts & Accessories~	3049277431	011.0013877				
006612 - QUALIFIED MOBILE, INC	011.1046.590000	\$ 391.00	Car Wash Services	271654		07/07/2020	605856	\$ 850.00
	011.1046.590000	\$ 459.00	Car Wash Services	271914				
004451 - QUALITY JET ROOTER, INC	011.1049.590000	\$ 879.00	Plumbing Maintenance Services	26289		07/07/2020	605857	\$ 879.00
005142 - RADIN CARDIOVASCULAR MED GRP	011.1026.502031	\$ 40.00	Medical Services / B. Malkenhorst	052720		07/07/2020	605858	\$ 40.00
006854 - SAMANTHA SANDOVAL TAMAYO	011.1021.797000	\$ 2,000.00	VCF Scholarship Grant Award	060120		07/07/2020	605859	\$ 2,000.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
001638 - DANIEL SANTOS	011.1031.596500	\$ 24.67	Driving / Force Option Simulator	060220		07/07/2020	605860	\$ 24.67
006057 - SECURITY NETWORK, INC	056.5600.596200	\$ 105.00	Alarm Monitoring ~	60737M	056.0000575	07/07/2020	605861	\$ 105.00
003775 - SILVA'S PRINTING NETWORK	055.8100.590000	\$ 469.68	Quantity: 3,000~	27144	055.0002798	07/07/2020	605862	\$ 514.30
	055.8100.590000	\$ 44.62	Sales Tax 9.5%	27144				
003400 - STATE CONTROLLER'S OFFICE	011.1004.596200	\$ 146.09	2019 Offsets Program	FTB00001926		07/07/2020	605863	\$ 146.09
000191 - STATE STREET LAUNDRY	011.1031.520000	\$ 6.30	Laundry Services~	11942	011.0013958	07/07/2020	605864	\$ 40.50
	011.1031.520000	\$ 9.00	Laundry Services~	11943	011.0013958			
	011.1031.520000	\$ 13.50	Laundry Services~	11944	011.0013958			
	011.1031.520000	\$ 11.70	Laundry Services~	11945	011.0013958			
006132 - THYSSENKRUPP ELEVATOR CORPORAT	055.8400.590000	\$ 443.97	Elevator Service & Maintenance	3005182552		07/07/2020	605865	\$ 443.97
006587 - UCLA MEDICAL GROUP	011.1026.502031	\$ 20.00	Medical Services / B. Malkenhorst	052820		07/07/2020	605866	\$ 20.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
001628 - WECK LABORATORIES, INC	020.1084.500140	\$ 15.00	Water Quality Testing & Reporting	W0F1592COVERNO N		07/07/2020	605867	\$ 15.00
006146 - WEST-LITE SUPPLY COMPANY, INC	011.1049.520000	\$ 190.20	Lamps F30T12 / CW / RS	69707C	011.0014404			
	011.1049.520000	\$ 262.50	Lamps FBO31 / 841	69707C	011.0014404			
	011.1049.520000	\$ 99.60	Lamp FO32 / 841 / ECO2	69707C	011.0014404			
	011.1049.520000	\$ 124.80	Lamp F32 CWX	69707C	011.0014404			
	011.1049.520000	\$ 160.20	Lamp F96T12 CW SUPREME-P	69707C	011.0014404			
	011.1049.520000	\$ 129.00	Lamp FT40DL835 RS-S	69707C	011.0014404			
	011.1049.520000	\$ 15.00	Freight	69707C	011.0014404			
	011.1049.520000	\$ 93.22	Sales Tax 9.5%	69707C		07/07/2020	605868	\$ 1,074.52
001153 - ZUMAR INDUSTRIES, INC	011.1043.520000	\$ 2,407.99	Regulatory Signs & Mounting Hardware~	87963	011.0013896			
	011.1043.520000	\$ 4,711.20	Regulatory Signs & Mounting Hardware~	88225	011.0013896			
						07/07/2020	605869	\$ 7,119.19
005348 - AGILITY RECOVERY SOLUTIONS	011.9019.590110	\$ 415.00	Disaster Recovery Services	129569				
						07/14/2020	605870	\$ 415.00
004724 - AMERICAN LEGAL PUBLISHING CORP	011.9019.590110	\$ 375.00	Internet Renewal~	40	011.0014448			
						07/14/2020	605871	\$ 375.00



**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
001948 - AT&T	011.9019.590110	\$ 1,979.40	Period: 06/19/20 - 07/19/20	561455504		07/14/2020	605872	\$ 1,979.40
001948 - AT&T	011.9019.560010	\$ 256.44	Period: 05/20/20 - 06/19/20	062020		07/14/2020	605873	\$ 256.44
006646 - BAJA ROOFING & COATINGS, INC	011.1049.590000	\$ 1,800.00	Repairs	063020		07/14/2020	605874	\$ 1,800.00
004448 - BATTERY SYSTEMS, INC	011.1046.520000	\$ 106.12	Vehicle Batteries, Alternators &	5645619	011.0013870			
	011.1046.520000	\$ 29.84	Vehicle Batteries, Alternators &	5672436	011.0013870			
	011.1046.520000	\$ 128.02	Vehicle Batteries, Alternators &	5691098	011.0013870	07/14/2020	605875	\$ 263.98
005078 - BURKE, WILLIAMS & SORENSEN, LL	011.1024.593200	\$ 279.00	Re: Garcia-Martinez v. City of Vernon~	255818				
	011.1024.593200	\$ 62.00	Re: Martines, Ismael v. City of Vernon,	255822		07/14/2020	605876	\$ 341.00
000778 - CALIFORNIA WATER SERVICE CO	011.1033.560000	\$ 117.34	Period: 06/20	062220		07/14/2020	605877	\$ 117.34

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
000818 - CAMINO REAL CHEVROLET	011.1046.520000	\$ 266.70	Auto Parts~	40460	011.0013872	07/14/2020	605878	\$ 872.59
	011.1046.520000	\$ 439.64	Auto Parts~	40764	011.0013872			
	011.1046.520000	\$ 147.27	Auto Parts~	40832	011.0013872			
	011.1046.520000	\$ 18.98	Auto Parts~	41661	011.0013872			
004163 - CENTRAL FORD	011.1046.520000	\$ 161.87	Auto Parts~	355406	011.0013873	07/14/2020	605879	\$ 470.40
	011.1046.520000	\$ 308.53	Auto Parts~	356143	011.0013873			
004787 - CLEAR INVESTIGATIVE ADVANTAGE,	011.1048.596200	\$ 30.00	Background Check	133053		07/14/2020	605880	\$ 30.00
000331 - COMMERCIAL DOOR OF LOS ANGELES	011.1049.590000	\$ 3,398.00	Furnish & Install Garage Door	18758		07/14/2020	605881	\$ 3,398.00
006382 - COMPRESSOR PARTS & REPAIR	011.1049.590000	\$ 4,565.55	QTH15120-10 Quincy Air Compressor	IN00157741	011.0014415	07/14/2020	605882	\$ 4,999.28
	011.1049.590000	\$ 433.73	Sales Tax 9.5%	IN00157741				
001711 - COPWARE, INC	011.1031.596600	\$ 710.00	Legal Sourcebook Site License	85138		07/14/2020	605883	\$ 710.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT	
001336 - CURRENT WHOLESALE ELECTRIC SUP	020.1084.900000	\$ 407.00	Galv-Steel Conduit~	262650	011.0014333				
	020.1084.900000	\$ 20.58	90D Galv Elbow~	262650	011.0014333				
	020.1084.900000	\$ 13.50	Condulet Gasket~	262650	011.0014333				
	020.1084.900000	\$ 22.77	Condulet Cover - 370	262650	011.0014333				
	020.1084.900000	\$ 47.92	Conduit Body LB - LB37	262650	011.0014333				
	020.1084.900000	\$ 23.96	Conduit Body LR - LR37	262650	011.0014333				
	020.1084.900000	\$ 10.96	10Mil Pipe Wrap - D210	262650	011.0014333				
	020.1084.900000	\$ 21.82	Tuf Towels - TT75	262650	011.0014333				
	020.1084.900000	\$ 16.51	Drk Cutting Oil - C01	262650	011.0014333				
	020.1084.900000	\$ 238.94	Fiberglass Fish Tape~	262650	011.0014333				
	020.1084.900000	\$ 19.20	Conduit Pipe Hanger - 2B	262650	011.0014333				
	020.1084.900000	\$ 80.10	Sales Tax 9.5%	262650					
							07/14/2020	605884	\$ 923.26
003860 - DANIEL JULIA VENTURES, LLC	011.1040.400900	\$ 953.33	Ref. 2nd Parcel#6304001021~	070620					
						07/14/2020	605885	\$ 953.33	

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
002566 - DEWEY PEST CONTROL	011.1048.596200	\$ 60.00	Pest Control Services	13502275				
	011.1048.596200	\$ 100.00	Pest Control Services	13502280				
	011.1048.596200	\$ 95.00	Pest Control Services	13502281				
	011.1048.596200	\$ 135.00	Pest Control Services	13502282				
	011.1048.596200	\$ 75.00	Pest Control Services	13502283				
	011.1049.590000	\$ 62.00	Pest Control Services	13502284				
	011.1049.596200	\$ 67.00	Pest Control Services	13502285				
	011.1049.596200	\$ 42.00	Pest Control Services	13502286				
	011.1048.596200	\$ 33.33	Pest Control Services	13502287				
	011.1049.596200	\$ 27.00	Pest Control Services	13514182				
	011.1049.596200	\$ 25.00	Pest Control Services	13514183				
	011.1049.596200	\$ 25.00	Pest Control Services	13514184				
	011.1049.596200	\$ 25.00	Pest Control Services	13516306				
						07/14/2020	605886	\$ 771.33
004997 - DIV OF THE STATE ARCHITECT	011.200235	\$ 57.20	2nd Qtr 2020 SB1186	070720				
						07/14/2020	605887	\$ 57.20
006857 - ELEMENT PAINTING & DECOR	011.1048.590000	\$ 4,875.00	Paint Bedrooms & Bathroom~	223				
						07/14/2020	605888	\$ 4,875.00

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
003796 - FIRE APPARATUS SOLUTIONS	011.1033.570000	\$ 943.27	Vehicle Maintenance & Repairs	17112				
	011.1033.570000	\$ 197.96	Vehicle Maintenance & Repairs	17113				
	011.1033.570000	\$ 557.50	Vehicle Maintenance & Repairs	17114				
	011.1033.570000	\$ 3,132.76	Vehicle Maintenance & Repairs	17115				
	011.1033.570000	\$ 410.25	Vehicle Maintenance & Repairs	17117				
	011.1033.570000	\$ 1,935.32	Vehicle Maintenance & Repairs	17119				
	011.1033.570000	\$ 1,126.55	Vehicle Maintenance & Repairs	17120				
	011.1033.570000	\$ 331.84	Vehicle Maintenance & Repairs	17121				
	011.1033.570000	\$ 5,151.89	Vehicle Maintenance & Repairs	17122				
	011.1033.570000	\$ 686.46	Vehicle Maintenance & Repairs	17123				
	011.1033.570000	\$ 653.01	Vehicle Maintenance & Repairs	17124				
	011.1033.570000	\$ 155.19	Vehicle Maintenance & Repairs	17125				
							07/14/2020	605889
005825 - FRONTIER	011.9019.560010	\$ 55.01	Period: 06/16/20 - 07/15/20	061620		07/14/2020	605890	\$ 55.01
006622 - FULLER ENGINEERING, INC	020.1084.500140	\$ 984.53	Sodium Hypochlorite	141389				
	020.1084.500140	\$ 997.17	Sodium Hypochlorite	141489				
	020.1084.500140	\$ 1,368.13	Sodium Hypochlorite	141585				
						07/14/2020	605891	\$ 3,349.83

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
001346 - HAAKER EQUIPMENT COMPANY	011.1046.520000	\$ 209.36	1046753 mud flaps	C63166	011.0014369			
	011.1046.590000	\$ 62.07	Freight	C63166	011.0014369			
	011.1046.520000	\$ 19.89	Sales Tax 9.5%	C63166				
						07/14/2020	605892	\$ 291.32
006851 - BRITNEY JUAREZ	011.1021.797000	\$ 2,000.00	VCF Scholarship Grant Award	060120				
						07/14/2020	605893	\$ 2,000.00
000804 - LB JOHNSON HARDWARE CO #1	011.1033.520000	\$ 39.16	Small Tools, Plumbing & Building	108175	011.0013952			
	011.1033.520000	\$ 199.21	Small Tools, Plumbing & Building	108224	011.0013952			
						07/14/2020	605894	\$ 238.37
003604 - LIEBERT CASSIDY WHITMORE	011.1026.596200	\$ 3,540.00	ERC Membership	1499148				
						07/14/2020	605895	\$ 3,540.00
001060 - LIFE-ASSIST, INC	011.1033.520000	\$ 108.95	Medical Supplies~	1002600	011.0013963			
	011.1033.520000	\$ 379.29	Medical Supplies~	1006589	011.0013963			
	011.1033.520000	\$ 1,251.33	Medical Supplies~	1007559	011.0013963			
	011.1033.520000	\$ 126.43	Medical Supplies~	1007574	011.0013963			
	011.1033.520000	\$ 334.63	Medical Supplies~	1009351	011.0013963			
						07/14/2020	605896	\$ 2,200.63
002361 - LITTLEJOHN REULAND CORP	020.1084.590000	\$ 3,699.90	Motor Repair Services	58797				
	020.1084.590000	\$ 3,726.09	Motor Repair Services	58798				
						07/14/2020	605897	\$ 7,425.99

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
003908 - LOPEZ & LOPEZ TIRE SERVICE	011.1046.520000	\$ 310.10	Tires, Accessories & Repairs~	24090	011.0013875			
	011.1046.520000	\$ 20.95	Tires, Accessories & Repairs~	24100	011.0013875			
	011.1046.520000	\$ 237.17	Tires, Accessories & Repairs~	24101	011.0013875			
	011.1046.520000	\$ 1,427.00	Tires, Accessories & Repairs~	24115	011.0013875			
	011.1046.520000	\$ 155.05	Tires, Accessories & Repairs~	24158	011.0013875			
	011.1046.520000	\$ 1,080.10	Tires, Accessories & Repairs~	24171	011.0013875			
						07/14/2020	605898	\$ 3,230.37
006869 - LAURENE MASCOLA	011.1060.595200	\$ 3,670.70	Health Officer Services	V002		07/14/2020	605899	\$ 3,670.70
006203 - MRC SMART TECHNOLOGY SOLUTIONS	011.9019.590110	\$ 5,852.78	Managed Print Services	IN1510008		07/14/2020	605900	\$ 5,852.78
000309 - NAPA AUTO PARTS	011.1046.520000	\$ 191.93	Auto Parts & Accessories~	32045	011.0013876			
	011.1046.520000	\$ 32.30	Auto Parts & Accessories~	32046	011.0013876			
	011.1046.520000	\$ 94.72	Auto Parts & Accessories~	32058	011.0013876			
	011.1046.520000	\$ 17.96	Auto Parts & Accessories~	32065	011.0013876			
	011.1046.520000	\$ -94.72	Auto Parts & Accessories~	33022	011.0013876			
	011.1046.520000	\$ 440.37	Auto Parts & Accessories~	33876	011.0013876			
	011.1046.520000	\$ 16.27	Auto Parts & Accessories~	34096	011.0013876			
	011.1046.520000	\$ 71.77	Auto Parts & Accessories~	34099	011.0013876			
	011.1046.520000	\$ -50.90	Auto Parts & Accessories~	34123	011.0013876			
						07/14/2020	605901	\$ 719.70

**CITY OF VERNON**  
**OPERATING ACCOUNT**  
**WARRANT REGISTER NO. 50**  
**AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
006613 - NCM CARWASH	011.1046.590000	\$ 11.58	Police Department Car Wash Services~	1010	011.0013898	07/14/2020	605902	\$ 11.58
006586 - OCCUPATIONAL HEALTH CENTERS OF	011.1026.597000	\$ 93.50	Medical Services	68334948		07/14/2020	605903	\$ 93.50



**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
005934 - O'REILLY AUTO PARTS	011.1046.520000	\$ -49.45	Auto Parts & Accessories~	3049277764	011.0013877			
	011.1046.520000	\$ 193.46	Auto Parts & Accessories~	3049277765	011.0013877			
	011.1046.520000	\$ 73.99	Auto Parts & Accessories~	3049279378	011.0013877			
	011.1046.520000	\$ -73.99	Auto Parts & Accessories~	3049279451	011.0013877			
	011.1046.520000	\$ 21.87	Auto Parts & Accessories~	3049279484	011.0013877			
	011.1046.520000	\$ 1,063.92	Auto Parts & Accessories~	3049281453	011.0013877			
	011.1046.520000	\$ -170.69	Auto Parts & Accessories~	3049281454	011.0013877			
	011.1046.520000	\$ -284.68	Auto Parts & Accessories~	3049281467	011.0013877			
	011.1046.520000	\$ -76.60	Auto Parts & Accessories~	3049281625	011.0013877			
	011.1046.520000	\$ 170.56	Auto Parts & Accessories~	3049281658	011.0013877			
	011.1046.520000	\$ -85.28	Auto Parts & Accessories~	3049281709	011.0013877			
	011.1046.520000	\$ -76.60	Auto Parts & Accessories~	3049281819	011.0013877			
	011.1046.520000	\$ 164.17	Auto Parts & Accessories~	3049281822	011.0013877			
	011.1046.520000	\$ 71.21	Auto Parts & Accessories~	3049281840	011.0013877			
	011.1046.520000	\$ 71.80	Auto Parts & Accessories~	3049281905	011.0013877			
	011.1046.520000	\$ 30.56	Auto Parts & Accessories~	3049281974	011.0013877			
	011.1046.520000	\$ 50.32	Auto Parts & Accessories~	3049281982	011.0013877			
						07/14/2020	605904	\$ 1,094.57

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
001500 - PACIFIC PRODUCTS & SERVICES, L	011.120010	\$ 1,344.00	(3260-900) 2" sq. 14ga. X 10'	26892	011.0014391			
	011.120010	\$ 1,146.25	(3260-905) 2" sq. 14ga. X 15'	26892	011.0014391			
	011.120010	\$ 830.00	(3260-901) 2-1/2" sq. 7ga. X 30" Heavy	26892	011.0014391			
	011.120010	\$ 320.00	(3260-902) Surface Mount Base for 2"	26892	011.0014391			
	011.120010	\$ 75.00	Freight	26892	011.0014391			
	011.120010	\$ 352.95	Sales Tax 9.5%	26892				
						07/14/2020	605905	\$ 4,068.20
006612 - QUALIFIED MOBILE, INC	011.1046.590000	\$ 527.00	Car Wash Services	272125		07/14/2020	605906	\$ 527.00
003869 - RICHARD P GUESS MD, INC	011.1033.596200	\$ 750.00	Medical Director Fees~	062620		07/14/2020	605907	\$ 750.00
006637 - RUSHER AIR CONDITIONING	055.8400.596200	\$ 1,048.00	Air Conditioner Maintenance	CM9240		07/14/2020	605908	\$ 1,048.00
006879 - SHELTER PARTNERSHIP, INC	011.1021.797000	\$ 24,775.00	Vernon CommUNITY Fund Grant	071320		07/14/2020	605909	\$ 24,775.00
001158 - SOUTH COAST AQMD	011.1033.590000	\$ 144.51	Hot Spots Program Fee	3638847				
	011.1033.590000	\$ 144.51	Hot Spots Program Fee	3638848				
	011.1033.590000	\$ 144.51	Hot Spots Program Fee	3638849				
						07/14/2020	605910	\$ 433.53

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
006711 - SOUTHERN COMPUTER WAREHOUSE, I	011.9019.520010	\$ 2,361.58	HP LaserJet Enterprise M751dn Laser	IN000623291	011.0014258			
	011.9019.520010	\$ 224.35	Sales Tax 9.5%	IN000623291				
	011.9019.520010	\$ 2,361.58	HP LaserJet Enterprise M751dn Laser	IN000631261	011.0014258			
	011.9019.520010	\$ 224.35	Sales Tax 9.5%	IN000631261				
						07/14/2020	605911	\$ 5,171.86
000380 - STACY MEDICAL CENTER	011.1031.594200	\$ 595.00	Medical Services	521137792		07/14/2020	605912	\$ 595.00
000141 - THOMSON REUTERS - WEST	011.1024.596600	\$ 489.48	Subscription Product Charges	842668650		07/14/2020	605913	\$ 489.48
006713 - VALLEN DISTRIBUTION, INC	011.1043.520000	\$ 577.40	Orange Jacket Storm Stopper 2XL - 3XL	834010000	011.0014269			
	011.1043.520000	\$ 26.00	Freight	834010000	011.0014269			
	011.1043.520000	\$ 54.85	Sales Tax 9.5%	834010000				
	011.1043.520000	\$ 577.40	Orange Jacket Storm Stopper L - XL	834010001	011.0014269			
	011.1043.520000	\$ 106.00	Orange Class II Safety Vest - Medium	834010001	011.0014269			
	011.1043.520000	\$ 34.20	Freight	834010001	011.0014269			
	011.1043.520000	\$ 64.93	Sales Tax 9.5%	834010001				
						07/14/2020	605914	\$ 1,440.78

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

VENDOR NAME AND NUMBER	ACCOUNT NUMBER	INVOICE AMOUNT	DESCRIPTION	INVOICE	P.O.#	PAYMENT DATE	CHECK NUMBER	PAYMENT AMOUNT
006070 - VERITIV OPERATING COMPANY	011.120010	\$ 3,195.00	(2700-100) Copy Paper 8-1/2" x 11" - /	6950723820	011.0014349			
	011.120010	\$ 221.40	(2700-110) Copy Paper 11" x 17"	6950723820	011.0014349			
	011.120010	\$ 209.88	(0515-435) Disinfect aerosol, lemon	6950723820	011.0014349			
	011.120010	\$ 344.50	Sales Tax 9.5%	6950723820				
						07/14/2020	605915	\$ 3,970.78
001481 - VERIZON BUSINESS SERVICES	011.9019.560010	\$ 616.14	Period: 05/20	71511794		07/14/2020	605916	\$ 616.14
000404 - W.I.S.E., INC	011.1046.520000	\$ 152.00	shd936 gloves	117797401	011.0014249			
	011.1046.520000	\$ 14.44	Sales Tax 9.5%	117797401				
						07/14/2020	605917	\$ 166.44
006867 - WEST COAST HYDRAULIC LIFT REPA	011.1046.520000	\$ 1,664.77	Garage Lift Repairs	5892				
	011.1046.590000	\$ 825.00	Garage Lift Repairs	5892				
						07/14/2020	605918	\$ 2,489.77
006872 - WHITE NELSON DIEHL EVANS, LLP	011.1004.595200	\$ 2,600.00	Auditing Services	205457		07/14/2020	605919	\$ 2,600.00
000743 - XEROX FINANCIAL SERVICES, LLC	011.9019.590110	\$ 3,219.30	Lease Payment	2106118		07/14/2020	605920	\$ 3,219.30

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**EARLY CHECKS**

<b>VENDOR NAME AND NUMBER</b>	<b>ACCOUNT NUMBER</b>	<b>INVOICE AMOUNT</b>	<b>DESCRIPTION</b>	<b>INVOICE</b>	<b>P.O.#</b>	<b>PAYMENT DATE</b>	<b>CHECK NUMBER</b>	<b>PAYMENT AMOUNT</b>	
006187 - ZEP SALES & SERVICE	011.1049.520000	\$ 239.90	Provision Lime an Scale Remover -	9004896058	011.0014267				
	011.1049.520000	\$ 99.95	Selcoshine Stainless Stell Cleaner and	9004896058	011.0014267				
	011.1049.520000	\$ 54.99	Freight	9004896058	011.0014267				
	011.1049.520000	\$ 37.51	Sales Tax 9.5%	9004896058					
						07/14/2020	605921	\$ 432.35	
<b>TOTAL EARLY CHECKS</b>									<b>\$ 209,304.35</b>

**CITY OF VERNON  
OPERATING ACCOUNT  
WARRANT REGISTER NO. 50  
AUGUST 4, 2020**

**RECAP BY FUND**

<u>FUND</u>	<u>ELECTRONIC TOTAL</u>	<u>EARLY CHECK TOTAL</u>	<u>WARRANT TOTAL</u>	<u>GRAND TOTALS</u>
011 - GENERAL	\$ 979,860.50	\$ 155,385.60	\$ 0.00	\$ 1,135,246.10
020 - WATER	453,881.94	15,040.58	0.00	468,922.52
055 - LIGHT & POWER	8,227,938.84	38,773.17	0.00	8,266,712.01
056 - NATURAL GAS	723.87	105.00	0.00	828.87
057 - FIBER OPTIC	8,698.43	0.00	0.00	8,698.43
<b>GRAND TOTAL</b>	<b>\$ 9,671,103.58</b>	<b>\$ 209,304.35</b>	<b>\$ 0.00</b>	<b>\$ 9,880,407.93</b>

**TOTAL CHECKS TO BE PRINTED 0**

# City Council Agenda Item Report

Agenda Item No. COV-276-2020  
Submitted by: Cynthia Cano  
Submitting Department: Public Works  
Meeting Date: August 4, 2020

## **SUBJECT**

Public Works Monthly Building Report

## **Recommendation:**

Receive and file the June 2020 Building Report.

## **Background:**

The attached building report consists of total issued permits, major projects, demolition permits, new building permits and certificate of occupancy status reports for the month of June 2020. The value of permitted construction in Vernon for the period from January through June 2020 was 72% lower than for the same period in 2019. The reduction in construction is likely due to the the economic uncertainty caused by the erosion of international trade and by the decrease in economic activity caused by the response to the COVID-19 pandemic. Staff will continue to monitor activity level as as the economy reopens.

## **Fiscal Impact:**

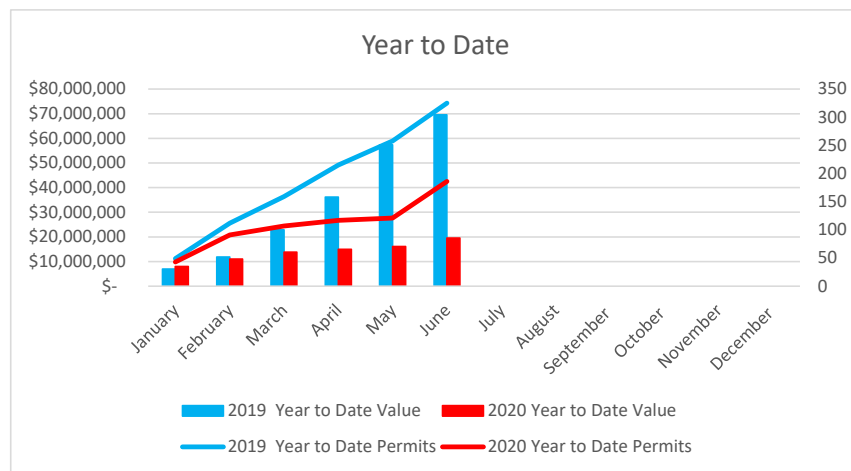
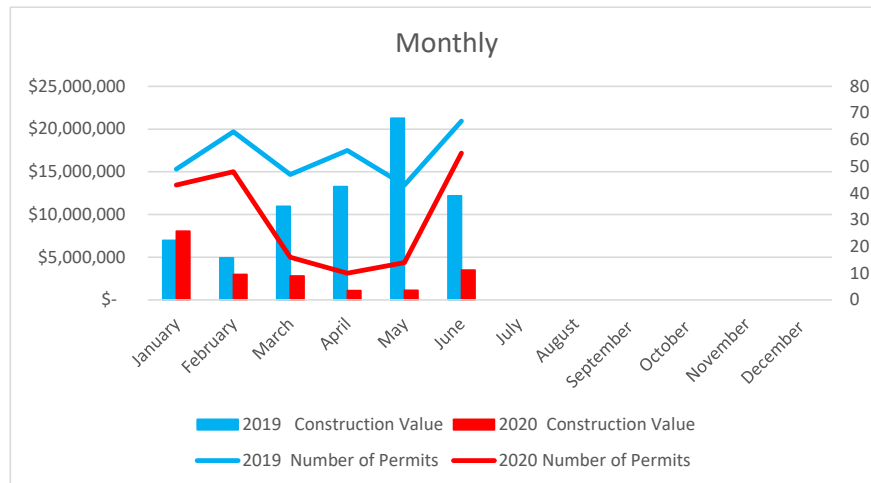
The decrease in the value of permitted construction directly impacts the fee revenues received by the Department. The decreased revenues for FY 2019-2020 were offset by other general fund revenue sources that were collected at or slightly above expectations. In anticipation of the reduced activity and COVID-19 implications, revenue adjustments were made to the FY 2020-2021 budget.

## **Attachments:**

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

**City of Vernon  
Building Division  
Monthly Report Summary**

	2019				2020				Year to Date	
	Construction Value	Number of Permits	Year to Date Value	Year to Date Permits	Construction Value	Number of Permits	Year to Date Value	Year to Date Permits	Permit Difference	Valuation Difference
January	\$ 6,968,160	49	\$ 6,968,160	49	\$ 8,046,145	43	\$ 8,046,145	43	-12%	15%
February	\$ 4,923,135	63	\$ 11,891,295	112	\$ 2,979,923	48	\$ 11,026,068	91	-19%	-7%
March	\$ 10,949,664	47	\$ 22,840,960	159	\$ 2,808,127	16	\$ 13,834,195	107	-33%	-39%
April	\$ 13,285,075	56	\$ 36,126,035	215	\$ 1,100,252	10	\$ 14,934,447	117	-46%	-59%
May	\$ 21,264,283	43	\$ 57,390,317	258	\$ 1,134,292	14	\$ 16,068,739	121	-53%	-72%
June	\$ 12,186,470	67	\$ 69,576,787	325	\$ 3,485,709	55	\$ 19,554,448	186	-43%	-72%
July										
August										
September										
October										
November										
December										







City of Vernon  
Building Department  
Monthly Report from 6/1/2020 to 6/30/2020

---

Type	Value	# of Permits
Electrical	\$372,486.00	15
Industrial - Remodel	\$602,000.00	6
Mechanical	\$1,343,778.00	8
Miscellaneous	\$798,500.00	14
Plumbing	\$229,945.00	11
Roof	\$139,000.00	1
June 2020 TOTALS PERMITS:	<u>\$3,485,709.00</u>	<u>55</u>
PREVIOUS MONTHS TOTAL	\$16,068,739.00	131
YEAR TO DATE TOTAL	<u>\$19,554,448.00</u>	<u>186</u>
June 2019 TOTALS PERMITS:	\$12,186,470.20	67
PREVIOUS MONTHS TOTAL	\$57,390,317.18	258
PRIOR YEAR TO DATE TOTAL	<u>\$69,576,787.38</u>	<u>325</u>

---

Daniel Wall

Director of Public Works



City of Vernon  
Building Department  
New Buildings Report - June 2020

---

None

A handwritten signature in black ink that reads 'Daniel Wall'.

---

Daniel Wall  
Director Public Works



City of Vernon  
Building Department  
Demolition Report - June 2020

---

None

A handwritten signature in black ink that reads "Daniel Wall".

---

Daniel Wall  
Director of Public Works



**City of Vernon  
Building Department  
Major Projects from 6/1/2020 to 6/30/2020  
Valuations > 20,000**

<b>Permit No.</b>	<b>Project Address</b>	<b>Tenant</b>	<b>Description</b>	<b>Job Value</b>
<b>Electrical</b>				
B-2020-4132	4920 BOYLE APN 6303023009			79000
B-2020-4134	4305 SANTA FE AVE APN 6302017901		omsta;; mew 6000 amp distribution board, 600 amp automatic transfer switch & 300 kva xfmr	50000
B-2020-3971	3301 FRUITLAND AVE APN 6303027002		Electrical - 10 disconnects, 10 coils, lighting controls	23000
B-2019-3811	2100 49TH ST APN 6308015077		Electrical lighting in office	80000
B-2019-3812	2080 49TH ST APN 6308015077		Install new warehouse lighting	80000
<b>5</b>	<b>Record(s)</b>			<b>\$312,000.00</b>
<b>Industrial - Remodel</b>				
B-2020-3914	2914 LEONIS BLVD APN 6303024017		reconstruction of fire damaged building	500000
B-2019-3872	5001 SOTO ST APN 6308002022	Independent Electric	Tenant Improvement, propose new 3D print room(720 s.f.) and new conference rooms (1,630 s.f)	50000
<b>2</b>	<b>Record(s)</b>			<b>\$550,000.00</b>
<b>Mechanical</b>				
B-2020-4051	4820 50TH ST APN 6304011006	Bob Appetit Danish	Mechanical - New refrigeration equipment and insatllation for new walk in cooler	1077478
B-2019-3873	5001 SOTO ST APN 6308002022		Mechanical TI Propose new 3D Print Room (720) & New conference rooms (1,630 sf)	30000
B-2020-4098	3425 VERNON AVE APN 6303007026		Clayton 200 HP steam boiler change out.	200000
<b>3</b>	<b>Record(s)</b>			<b>\$1,307,478.00</b>
<b>Miscellaneous</b>				
B-2019-3806	5950 ALCOA AVE APN 6310027028	Aramark Uniform Serv	Install garment trolley system	150000
B-2019-3455	2620 VERNON AVE APN 6308005014	CR Laurence Co.	Voluntary seismic retrofit - wall anchorage, continuity ties and drags	132000
B-2020-4119	4623 MAYWOOD AVE APN 6304027015	Winix America Inc.	Fabrication of dock leveler pits	170000
B-2020-3978	6270 BOYLE AVE APN 6310027022		Installation of storage racks	24000
B-2020-4034	4820 50TH ST APN 6304011006	Bon Appetit	Refrigeration platform support	85000

B-2020-4021	4440 26TH ST APN 5243018010		New pallet racks at gridlines	112000
B-2020-4104	2727 VERNON AVE APN 6302020041		Reinforce the main timber structural beam by providing a wide flange structural beam 60ft. span between two existing structural columns.	36000
B-2020-4077	3301 FRUITLAND AVE APN 6303027002		Dock leveler pit installation	40000
<b>8</b>	<b>Record(s)</b>			<b>\$749,000.00</b>
<b>Plumbing</b>				
B-2020-4054	4529 DISTRICT BLVD APN 6304020022		Installation of interior sewer drainlines in warehouse. Combination waste and vent system.	25800
B-2019-3839	3855 SOTO ST APN 6302020059	Farmer John	Restrooms - toilets, underground plumbing, water.	165000
<b>2</b>	<b>Record(s)</b>			<b>\$190,800.00</b>
<b>Roof</b>				
B-2020-4045	6074 MALBURG WAY APN 6310027050		Reroof and smokevents	139000
<b>1</b>	<b>Record(s)</b>			<b>\$139,000.00</b>
<b>21</b>	<b>Permit(s)</b>		<b>Total</b>	<b>\$3,248,278.00</b>




---

Daniel Wall  
Director of Public Works



City of Vernon  
Building Department  
Status of Certificates of Occupancy Requests  
Month of June 2020

---

Request for Inspection	31
Approved	2
Pending	385
Temporary Occupancies	12

A handwritten signature in black ink that reads 'Daniel Wall'.

---

Daniel Wall  
Director of Public Works

**City of Vernon  
Certificate of Occupancy  
Applications Date From 6/1/2020 to 6/30/2020**

<b>Issued</b>	<b>Permit No.</b>	<b>Project Address</b>	<b>Tenant</b>	<b>Description</b>	<b>Fees Paid</b>	<b>Square Feet</b>
	C-2020-1480	4223 DISTRICT BLVD APN 6304028016	R K Farms Inc.	Warehouse fresh produce	385.00	1000
	C-2020-1481	5995 MALBURG WAY APN 6310027046	Mudanza Azteca Inc.	Warehouse household goods	885.00	6116
	C-2020-1482	3301 FRUITLAND AVE APN 6303027002	Tijuana's Produce Inc.	Warehouse and wholesale fruits and vegetables	1,046.00	53000
	C-2020-1483	4185 CHARTER ST APN 6304021022	Silverox, Inc.	Wholesale and import	385.00	2448
	C-2020-1484	4185 CHARTER ST APN 6304021022	M & A Import, Inc.	Wholesale import	885.00	6800
	C-2020-1485	4185 CHARTER ST APN 6304021022	All Round Express, Inc.	Courier express, office & warehouse	385.00	4800
	C-2020-1486	1980 25TH ST APN 6302009017	SJL Apparel, Inc.	Warehousing garments	385.00	1000
	C-2020-1487	2485 VERNON AVE APN 6302018017	Mega Cutting Inc.	Garment cutting	385.00	2800
	C-2020-1488	3015 BANDINI BLVD APN 6303002014	Edwin Import Inc.	Warehousing general merchandise	885.00	11000
	C-2020-1489	4340 DISTRICT BLVD APN 6304023023	Pasha Merchants	Warehouse general merchandise	385.00	7363
	C-2020-1490	2425 30TH ST APN 6302005012	RIEHL.D.S. CO	Garment cutting and manufacture	385.00	4500
	C-2020-1491	4545 PACIFIC BLVD APN 6308008024	Southern California Curling Center Inc	Curling ice facility hosting	885.00	42013
	C-2020-1492	2890 54TH ST APN 6310010007	Jack & Penny, Inc.	Screen printing shop	885.00	7000
	C-2020-1493	3720 SANTA FE AVE APN 6302019025	Young Label & Tag, Inc.	Printing clothing labels	885.00	8000
	C-2020-1494	1950 25TH ST APN 6302009016	Go Med Packaging LLC	Warehouse and distr. general merchandise	885.00	12300
	C-2020-1495	2906 LEONIS BLVD APN 6303024018	KSC Apparel	Warehousing	385.00	4500
	C-2020-1496	4105 BANDINI BLVD APN 5243021023	Legacy By-Products	Animal and oil rendering	885.00	19500

Issued	Permit No.	Project Address	Tenant	Description	Fees Paid	Square Feet
	C-2020-1497	4383 EXCHANGE AVE APN 6304021052	Golden West Food Group	Food warehouse	1,046.00	63500
	C-2020-1498	5208 SANTA FE AVE APN 6309002008	Juarez Kitchen Design	Manufacturing of Kitchen Cabinets	385.00	1250
	C-2020-1499	2080 25TH ST APN 6302009019	A.C.A. Experts Inc. dba Limitless	Warehousing garments	385.00	1000
	C-2020-1500	4382 BANDINI BLVD APN 6304001021	R & B Import Corp	Warehouse shipping and receiving	885.00	9100
	C-2020-1501	3151 FRUITLAND AVE APN 6303028005	Concord Wholesale	Wholesale of general merchandise	385.00	100
	C-2020-1502	4587 48TH ST APN 6304019019	LUXISOCOOL	Warehousing garments	885.00	15720
	C-2020-1503	4611 48TH ST APN 6304019024	LUXISOCOOL	Warehousing garments	885.00	6060
	C-2020-1504	3030 ATLANTIC BLVD APN 6314033002	CONSOLIDATED ASIAN PRODUCTS IMPORTS LLC	Office use	385.00	300
	C-2020-1505	2849 LEONIS BLVD APN 6303022005	We American	Garment manufacture	885.00	22710
	C-2020-1506	4621 PACIFIC BLVD APN 6308009028	Tina & Daniel Inc. Judy BLUE	warehousing garments	885.00	20200
	C-2020-1507	2390 EAST 48TH ST APN	The Hyv, LLC	Warehousing and distribution general merchandise	885.00	14458
	C-2020-1508	2940 LEONIS BLVD APN 6303024015	The Big New/Arts Fabrication	Warehousing	885.00	7800
	C-2020-1509	5215 BOYLE AVE APN 6310009021	Longo Customs Service	Logistics and sorting	0.00	232229
	C-2020-1510	2882 54TH ST APN 6310010007	Jinpum, Inc.	Garment manufacturing	385.00	5000
<b>Total for Certificate of Occupancy:</b>					<b>20,372.00</b>	<b>593,567.00</b>
<b>31 Permits(s)</b>					<b>Total Fees Paid</b>	<b>20,372.00</b>



**City of Vernon  
Certificate of Occupancy  
Issued Date From 6/1/2020 to 6/30/2020**

<b>Issued</b>	<b>Permit No.</b>	<b>Project Address</b>	<b>Tenant</b>	<b>Description</b>	<b>Fees Paid</b>	<b>Square Feet</b>
6/11/2020	C-2019-1355	5034 HAMPTON ST APN 6308010029	Trixx Logistics Corp	Warehousing and distribution of general merchandise	885.00	11300
6/15/2020	C-2020-1477	2038 45TH ST APN 6308013031	RB Fashion & Design Inc. Db a RB Fashion, Blue Fabric	Garment manufacturer	1,770.00	8700
<b>2 Record(s)</b>						
<b>Total for Certificate of Occupancy:</b>					<b>2,655.00</b>	<b>20,000.00</b>
<b>2 Permits(s)</b>					<b>Total Fees Paid</b>	<b>2,655.00</b>

# City Council Agenda Item Report

Agenda Item No. COV-258-2020

Submitted by: Veronica Petrosyan

Submitting Department: Health and Environmental Control Department

Meeting Date: August 4, 2020

## SUBJECT

Amendment to the Agreement with Southeast Area Animal Control Authority (SEAACA)

### Recommendation:

Approve the Amendment to the Agreement with SEAACA for animal control services to update the schedule of fees effective July 1, 2020.

### Background:

On July 2, 2019, the City of Vernon and SEAACA entered into a five year agreement (July 1, 2019 to June 30, 2024) for animal control services. The agreement provides for annual costs and fees for animal control services in accordance with the established schedule of fees. The agreement stipulates that the established schedule of fees may be adjusted annually by mutual agreement of the parties. The proposed amendment updates SEAACA's schedule of fees effective July 1, 2020 as follows:

ITEM	2019-2020	2020-2021	Change
Field Officer Service, per hour	\$78.67	\$81.42	3.40%
Shelter of live animals; per animal, per day	\$11.00	\$11.00	0%
Special holding, quarantine impounds; per animal, per day	\$32.24	\$33.37	3.40%
Veterinary medical services, per impound	\$61.80	\$61.80	0%
Impoundment of livestock, per animal	\$85.00	\$90.00	5.60%
Use of special equipment, per hour	\$95.00	\$95.00	0%

To ensure continuation of services, the Department of Health and Environmental Control recommends approval of the amendment. The amendment has been reviewed and approved as to form by the City Attorney's Office.

### Fiscal Impact:

Approval of this amendment will result in a fee increase of 3.4% in two fee categories and 5.6% in one fee category. Sufficient budget is available in the current agreement to cover the cost associated with the increase in service fees.

### Attachments:

- [1. Amendment to Agreement](#)



June 18, 2020

Fredrick Agyin, Director  
City of Vernon  
Health & Environmental Control Department  
4305 Santa Fe Avenue  
Vernon, CA 90058

Dear Mr. Agyin:

At their regular meeting on June 18, 2020, SEAACA's Board of Commissioners considered and approved the Amendment to the Agreement for Animal Control Services for the period of July 1, 2020 through June 30, 2021.

Please find enclosed Amendments to the Agreement for Animal Control Services for Fiscal Year 2020-2021. Please return the Amendments to the Agreement to my attention, following execution by your officers. We will forward a fully executed Agreement to your attention.

Sincerely,

A handwritten signature in blue ink that reads "Cathy Kyle". The signature is written in a cursive, flowing style.

Cathy Kyle  
Manager, Human Resources/Finance  
SEAACA

Enclosure

## AMENDMENT TO THE AGREEMENT FOR ANIMAL CONTROL SERVICES

THIS AMENDMENT is entered into this 1<sup>st</sup> day of July 2020, by and between the SOUTHEAST AREA ANIMAL CONTROL AUTHORITY whose address is 9777 SEAACA Street, Downey, California 90241 (herein, "SEAACA") CITY OF VERNON, a California Municipal corporation, whose address is 4305 Santa Fe Avenue, Vernon, California 90058 (herein "CITY"), (cumulatively the "Parties").

### RECITALS

WHEREAS, CITY and SEAACA previously entered into an Agreement for Animal Control and Sheltering Services dated July 1, 2019 for the Fiscal Years 2019-2020; and

WHEREAS, Said Agreement provides for annual costs and fees for Animal Control Services; and,

WHEREAS, SEAACA and CITY desire to set forth costs to CITY for Animal Control and Sheltering Services for the Fiscal Year 2020-2021:

NOW THEREFORE, SEAACA and CITY agree that the aforementioned Agreement for Animal Control Services dated July 1, 2019 shall be amended in the following regards:

SECTION II. Paragraph 2, is amended to read as follows:

To pay SEAACA during the Fiscal Year 2020-2021 of this Agreement in accordance with the schedule of fees outlined in the attachment, Exhibit "A", (hereinafter "Fee Schedule") setting forth Field, Shelter and medical fees and billed to CITY periodically, said sum to be paid within thirty (30) days after receipt of invoice. The Fee Schedule shall be adjusted annually by mutual agreement of the Parties. Prior to the end of each year of this Agreement the Parties shall commence negotiations for the Fee Schedule to apply for the next fiscal year. If the Parties are unable to agree upon a Fee Schedule, the Parties may terminate this Agreement. Each Fee Schedule after the first year of this contract shall be reduced to writing and signed by all Parties. If payment is not delivered to SEAACA within thirty (30) days after CITY's receipt of invoice, payment shall be considered to be delinquent and SEAACA is entitled to recover interest thereon. Said interest shall be at the rate of 1% per calendar month or any portion thereof on delinquent funds. If such payment is not delivered to SEAACA within the time set forth hereinabove, SEAACA may satisfy such indebtedness, including interest thereon, from any funds of the CITY on deposit or to the credit of SEAACA, without giving further notice to CITY of SEAACA's intent to do so.

All of the remaining provisions of the Agreement for Animal Control Services shall remain the same.

IN WITNESS WHEREOF, THE CITY OF VERNON, by order of its City Council caused this Amendment to Agreement to be signed by its Mayor and attested to by its Clerk, and the SOUTHEAST AREA ANIMAL CONTROL AUTHORITY, (a.k.a. SEAACA), by order of its Commission, has caused this Agreement to be subscribed by the Chairperson of said Commission and attested to by it's Executive Director and/or Clerk of said Commission.

AGREEMENT WITH SOUTHEAST AREA ANIMAL CONTROL AUTHORITY FOR  
ANIMAL CONTROL AND SHELTERING SERVICES FOR FISCAL YEAR 2020-2021  
-Signature Page-

CITY OF VERNON

BY: \_\_\_\_\_  
Leticia Lopez, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Pope, City Clerk

APPROVED AS TO FORM AND CONTENT:

\_\_\_\_\_  
Arnold Alvarez-Glasman,  
Interim City Attorney

SOUTHEAST AREA ANIMAL CONTROL AUTHORITY

BY: \_\_\_\_\_  
Kimberly Cobos-Cawthorne, Chairperson

ATTEST:

\_\_\_\_\_  
Denise Woodside, Executive Director

APPROVED AS TO FORM AND CONTENT:

\_\_\_\_\_  
Scott Nichols, SEAACA Attorney

EXHIBIT A

FEE SCHEDULE: JULY 1, 2020 THROUGH JUNE 30, 2021

AGREEMENT FOR ANIMAL CONTROL AND SHELTERING SERVICES - CITY OF VERNON

<u>ITEM</u>	<u>UNIT COST</u>
Field Officer Service, per hour	\$81.42
Shelter of live animals; per animal, per day	\$11.00
Special holding, quarantine impounds; Per animal, per day	\$33.37
Veterinary medical services, per impound	\$61.80
Impoundment of livestock, per animal	\$90.00
Use of special equipment, per hour	\$95.00

# City Council Agenda Item Report

Agenda Item No. COV-260-2020  
Submitted by: Lissette Melendez  
Submitting Department: Public Works  
Meeting Date: August 4, 2020

## **SUBJECT**

Acceptance of Electrical Easement at 2244 37th Street (APN 6302-013-045)

## **Recommendation:**

- A. Find that acceptance of the Electrical Easement is not a “project” as that term is defined under the California Environmental Quality Act (CEQA) Guidelines Section 15378, and even if it were a project, it would be categorically exempt in accordance with CEQA Guidelines Sections 15301 (maintenance, repair or minor alteration of an existing facility and involves negligible or no expansion of an existing use) and 15061(b)(3) (general rule that CEQA only applies to projects that may have a significant effect on the environment); and
- B. Accept the Electrical Easement and authorize the Mayor to execute the Certificate of Acceptance.

## **Background:**

The property at 2244 37th Street is being redeveloped and an electrical easement is needed for the installation and maintenance of City owned electrical conduit and equipment serving the property. The Public Works Department has received a fully executed Electrical Easement by Social Industrial Properties, LLC, a California limited liability company, owners of the property at the above-mentioned location, Assessor’s Parcel No. 6302-013-045.

The easement has been reviewed and approved by the Vernon Public Utilities Department and has been approved as to form by the City Attorney’s Office.

## **Fiscal Impact:**

There is no fiscal impact associated with this report.

## **Attachments:**

1. [Electrical Easement - 2244 37th St.](#)
2. [Certificate of Acceptance - EE 2244 37th](#)



RECORDING REQUESTED BY  
and  
WHEN RECORDED MAIL TO:  
City of Vernon  
4305 Santa Fe Avenue  
Vernon, CA 90058  
Attn: City Clerk

MAIL TAX STATEMENTS TO:  
Exempt

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

**EASEMENT**  
(ELECTRICAL)

APN: 6302-013-045

**DOCUMENTARY TRANSFER TAX IS NONE – NOT REQUIRED SEC. 11922  
REVENUE TAXATION CODE.**

FOR VALUABLE CONSIDERATION, RECEIPT OF WHICH IS HEREBY  
ACKNOWLEDGED,

**Socal Industrial Properties, LLC, a California limited liability company (the “Grantor”)**

HEREBY GRANT(S) TO:

**City of Vernon, a municipal corporation (the “Grantee”)**

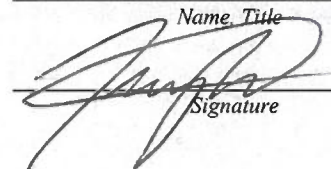
An easement for every purpose beneficial to the Vernon Public Utilities Department, including, but not limited to, the right to construct, lay, install, use, maintain, alter, add to, repair, replace, inspect and remove underground and overhead electric and other public utilities, consisting of pole, guys and anchors, crossarms, wires, cables, conduits, manholes, vaults, pull boxes, markers and other fixtures and appliances with the right of ingress and egress in, on, over, under, across and through that certain real property in the City of Vernon, County of Los Angeles, State of California, as described in Exhibit “A” attached hereto and incorporated herein by this reference, and as more particularly shown on the map attached hereto as Exhibit “B” and incorporated herein by this reference. This easement is on a portion of the property owned by the Grantor. The Grantee, and its employees shall have free access to said facilities and every part thereof, at all times, for the purpose of exercising the rights herein granted.

Date: July 7th, 2020

**Socal Industrial Properties, LLC, a California limited liability company  
“Grantor”**

Michael Potter, Member/Manager

Name, Title

  
Signature



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of LOS ANGELES

On JULY 7, 2020 before me, ERIKA PENALOZA, Notary Public,  
(Insert Name of Notary Public and Title)  
personally appeared MICHAEL POTTER

who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~  
is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~  
executed the same in his/~~her/their~~ authorized capacity~~(ies)~~, and that by his/~~her/their~~  
signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf on which the  
person~~(s)~~ acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California  
that the forgoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Erika Penaloza* (Seal)



**EXHIBIT "A"**  
**ELECTRIC EASEMENT**  
**LEGAL DESCRIPTION**

THOSE PORTIONS OF PARCEL 1 OF "CERTIFICATE OF COMPLIANCE FOR VOLUNTARY LOT MERGER", IN THE CITY OF VERNON, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, PER THE DOCUMENT RECORDED JULY 9, 2019 AS INSTRUMENT NO. 20190660564, OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**STRIP 1**

A STRIP OF LAND, 3.00 FEET WIDE, THE CENTERLINE OF SAID STRIP BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTERLINE INTERSECTION OF E. 37TH STREET AND IRVING STREET;

THENCE ALONG SAID CENTERLINE OF E. 37TH STREET SOUTH 89°50'53" WEST, 195.30 FEET;

THENCE LEAVING SAID CENTERLINE SOUTH 00°09'07" EAST, 30.00 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID E. 37TH STREET, SAID POINT BEING THE **TRUE POINT OF BEGINNING**;

THENCE LEAVING SAID SOUTHERLY RIGHT-OF-WAY LINE AND CONTINUING SOUTH 00°09'07" EAST, 1.25 FEET TO THE BEGINNING OF A CURVE, CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 5.00 FEET;

THENCE SOUTHERLY, SOUTHEASTERLY, AND EASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 90°00'00" AN ARC LENGTH OF 7.85 FEET;

THENCE NORTH 89°50'53" EAST, 30.00 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT A;

THE SIDELINES OF SAID STRIP SHALL BE LENGTHENED OR SHORTENED TO TERMINATE NORTHERLY ON SAID SOUTHERLY RIGHT-OF-WAY LINE OF E. 37TH STREET.

**STRIP 2**

A STRIP OF LAND, 10.00 FEET WIDE, LYING 6.25 FEET NORTHERLY AND 3.75 FEET SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

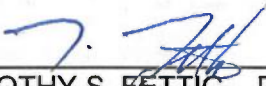
BEGINNING AT THE ABOVE DESCRIBED POINT A;

THENCE NORTH 89°50'53" EAST, 18.00 FEET.

SUBJECT TO COVENANTS, CONDITIONS, RESERVATIONS, RESTRICTIONS, RIGHTS OF WAY, AND EASEMENTS OF RECORD, IF ANY.

ALL AS MORE PARTICULARLY SHOWN ON EXHIBIT "B", ATTACHED HERETO AND MADE A PART HEREOF.

THIS DOCUMENT HAS BEEN PREPARED BY ME, OR UNDER MY DIRECTION, IN CONFORMANCE WITH THE PROFESSIONAL LAND SURVEYOR'S ACT.

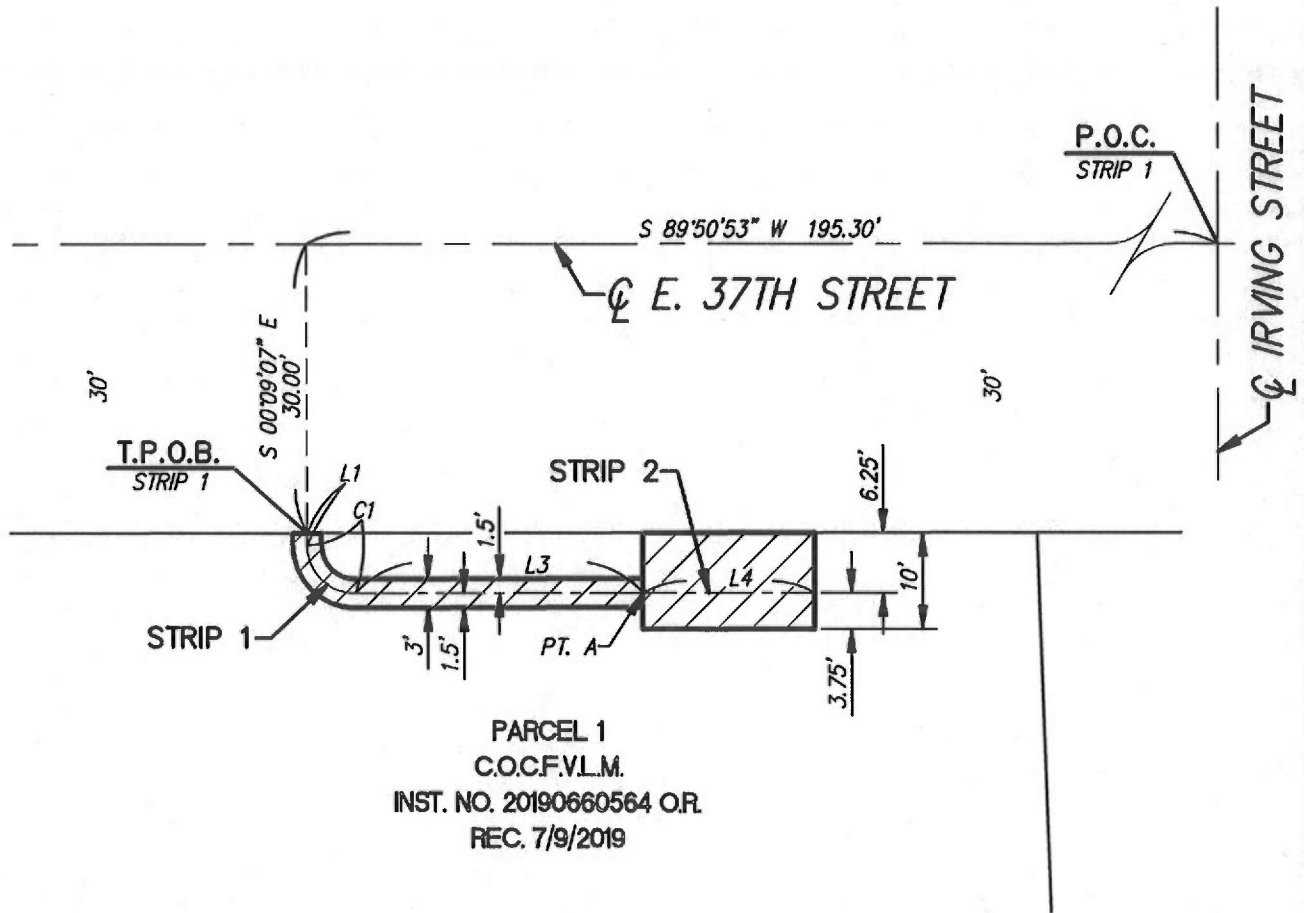
  
TIMOTHY S. FETTING P.L.S. 7542

7/2/20  
DATE





**EXHIBIT "B"**  
**ELECTRIC EASEMENT**  
IN THE CITY OF VERNON  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA




PARCEL 1  
C.O.C.F.V.L.M.  
INST. NO. 20190660564 O.R.  
REC. 7/9/2019

LINE TABLE		
NO.	BEARING	LENGTH
L1	$S 00^{\circ}09'07'' E$	1.25'
L3	$N 89^{\circ}50'53'' E$	30.00'
L4	$N 89^{\circ}50'53'' E$	18.00'

CURVE TABLE			
NO.	DELTA	RADIUS	LENGTH
C1	$90^{\circ}00'00''$	5.00'	7.85'

**LEGEND**

 PARCEL A - ELECTRIC EASEMENT



PREPARED BY ME OR UNDER MY DIRECTION:

 7/2/20  
TIMOTHY S. FETTIG P.L.S. 7542 DATE



SCALE: 1" = 20'

CERTIFICATE OF ACCEPTANCE  
**(California Government Code Section 27281)**

This is to certify that interests in real property conveyed to or created in favor of the City of Vernon by that certain Electrical Easement dated July 7, 2020, executed by Social Industrial Properties, LLC, a California limited liability company, is hereby accepted by the undersigned officer on behalf of the City pursuant to the authority conferred by Minute Order by the City Council of the City on August 4, 2020, and the grantee consents to recordation thereof by its duly authorized officer.

Dated: \_\_\_\_\_, 2020

CITY OF VERNON

\_\_\_\_\_  
LETICIA LOPEZ, Mayor

ATTEST:

\_\_\_\_\_  
LISA POPE, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
ARNOLD M. ALVAREZ-GLASMAN, Interim City Attorney

# City Council Agenda Item Report

Agenda Item No. COV-263-2020

Submitted by: Robert Sousa

Submitting Department: Police Department

Meeting Date: August 4, 2020

## **SUBJECT**

Federal Equitable Sharing Agreement and Annual Certification Report

## **Recommendation:**

Approve and authorize the Police Chief and City Administrator to execute the Federal Equitable Sharing Agreement and Annual Certification Report.

## **Background:**

When local police agencies work with federal agencies to enforce federal criminal laws, the agency may apply for an equitable share of any forfeited proceeds. The Vernon Police Department (VPD) currently receives an equitable share of forfeited proceeds from investigations conducted by an investigator assigned to the Southwest Borders Initiative Taskforce (SWBI).

In order to receive such proceeds, the VPD must execute an equitable sharing agreement and certify that the forfeited proceeds received are allocated as required by federal statutes and regulations established by the U.S. Department of Treasury and the U.S. Department of Justice.

These laws and regulations require the VPD to do the following:

- Retain forfeited funds or property separate from state or other forfeitures
- Submit a federal Equitable Sharing Agreement and Certification annually with both agencies
- Maintain a record of the funds or property and any expenditures
- Annually audit funds exceeding \$100,000

The Department of Justice implemented an on-line reporting process to streamline the annual reporting of funds received by local agencies. The reporting process requires the Agency Head (Police Chief) and the Governing Body Head (City Administrator) to certify that the City understands its obligations under the agreement and to certify that the reported financial information regarding the VPD's receipt and expenditure of the funds is accurate. The VPD has implemented procedures in compliance with the outlined laws and regulations.

The Equitable Sharing Agreement and Certification Report has been reviewed and approved as to form by the City Attorney's Office.

## **Fiscal Impact:**

There is no fiscal impact associated with this report. Forfeited proceeds received through the equitable share program vary from year to year as funds are based on the resolution of specific court cases. When received, funds are placed in a specific VPD asset forfeiture account.

## **Attachments:**

1. [Fiscal Year 2020 Equitable Sharing Agreement and Certification](#)



## Equitable Sharing Agreement and Certification



**NCIC/ORI/Tracking Number:** CA0197300  
**Agency Name:** City Of Vernon Police Department  
**Mailing Address:** 4305 Santa Fe Avenue  
 Vernon, CA 90058

**Type:** Police Department

**Agency Finance Contact**

**Name:** Miranda, Anthony  
**Phone:** (323)587-5171      **Email:** amiranda@covpd.org

**Jurisdiction Finance Contact**

**Name:** Williams, Scott  
**Phone:** (323) 583-8811 Ext. 849      **Email:**swilliams@ci.vernon.ca.us

**ESAC Preparer**

**Name:** Melgar, Angela  
**Phone:** (323)583-8811 Ext. 242      **Email:** amelgar@ci.vernon.ca.us

**FY End Date:** 06/30/2020

**Agency FY 2021 Budget:** \$12,240,903.00

### Annual Certification Report

	Justice Funds <sup>1</sup>	Treasury Funds <sup>2</sup>
1 Beginning Equitable Sharing Fund Balance	\$474,756.49	\$48,008.93
2 Equitable Sharing Funds Received	\$30,850.30	\$0.00
3 Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4 Other Income	\$0.00	\$0.00
5 Interest Income	\$4,588.80	\$0.00
6 Total Equitable Sharing Funds Received (total of lines 1-5)	\$510,195.59	\$48,008.93
7 Equitable Sharing Funds Spent (total of lines a - n )	\$117,674.67	\$0.00
8 Ending Equitable Sharing Funds Balance (difference between line 7 and line 6)	\$392,520.92	\$48,008.93

<sup>1</sup>Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

<sup>2</sup>Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

	Justice Funds	Treasury Funds
a Law Enforcement Operations and Investigations	\$18,240.15	\$0.00
b Training and Education	\$0.00	\$0.00
c Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d Law Enforcement Equipment	\$99,434.52	\$0.00
e Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f Contracts for Services	\$0.00	\$0.00
g Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h Law Enforcement Awards and Memorials	\$0.00	\$0.00
i Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j Matching Grants	\$0.00	\$0.00
k Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l Support of Community-Based Programs	\$0.00	\$0.00
m Non-Categorized Expenditures	\$0.00	\$0.00
n Salaries	\$0.00	\$0.00
Total	\$117,674.67	\$0.00

**Equitable Sharing Funds Received From Other Agencies**

Transferring Agency Name	Justice Funds	Treasury Funds

**Other Income**

Other Income Type	Justice Funds	Treasury Funds

**Matching Grants**

Matching Grant Name	Justice Funds	Treasury Funds

**Transfers to Other Participating Law Enforcement Agencies**

Receiving Agency Name	Justice Funds	Treasury Funds

**Support of Community-Based Programs**

Recipient	Justice Funds	

**Non-Categorized Expenditures**

Description	Justice Funds	Treasury Funds

**Salaries**

Salary Type	Justice Funds	Treasury Funds

**Paperwork Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section at 1400 New York Avenue, N.W., Washington, DC 20005.

**Privacy Act Notice**

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

**Single Audit Information****Independent Auditor****Name:** Conde, Isidro**Company:** Vasquez & Company LLP**Phone:** (213) 873-1700**Email:** c\_conde@vasquezcpa.com



**Were equitable sharing expenditures included on your jurisdiction's prior fiscal year's Schedule of Expenditures of Federal Awards (SEFA)?**

YES  NO

**Prior year Single Audit Number Assigned by Harvester Database:**

# Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

## Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

**1. Submission.** The ESAC must be signed and electronically submitted within 60 days of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

**2. Signatories.** The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

**3. Uses.** Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

**4. Transfers.** Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

**5. Internal Controls.** The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by the entity that maintains the Agency's appropriated or general funds and agrees that the funds will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

**6. Single Audit Report and Other Reviews.** Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the Schedule of Expenditures of Federal Awards (SEFA) under Catalog of Federal Domestic Assistance number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

**7. Freedom of Information Act (FOIA).** Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

**8. Waste, Fraud, or Abuse.** An Agency or governing body is required to immediately notify the Money Laundering and Asset Recovery Section of the Department of Justice and the Executive Office for Asset Forfeiture of the Department of the Treasury of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

### Civil Rights Cases

**During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?**

Yes     No

### Agency Head

Name: Miranda, Anthony  
Title: Chief of Police  
Email: amiranda@covpd.org

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

### Governing Body Head

Name: Fandino Jr., Carlos R.  
Title: City Administrator  
Email: cfandino@ci.vernon.ca.us

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

# City Council Agenda Item Report

Agenda Item No. COV-278-2020  
Submitted by: Jazmine Hooks  
Submitting Department: Public Works  
Meeting Date: August 4, 2020

## **SUBJECT**

Transfer Agreement with the Los Angeles County Flood Control District for Measure W Funds

## **Recommendation:**

Approve and authorize the City Administrator to execute the Transfer Agreement between the City of Vernon and the Los Angeles County Flood Control District to receive Annual Safe, Clean Water Program Funds (Measure W).

## **Background:**

On November 6, 2018, Measure W, the Safe, Clean Water (SCW) Program ballot measure, was successfully passed by Los Angeles County voters. The SCW program provides local, dedicated funding to increase our local water supply, improve water quality, and protect public health. Furthermore, this program assists municipalities in complying with the Municipal Separate Storm Sewer System (MS4) Permit requirements.

The Agreement shall expire at the end of the 2023-24 fiscal year. It is anticipated that SCW Program Payments will be received each fiscal year through the duration of the Agreement and will be based on the amount and timing of revenues actually collected by the Los Angeles County Flood Control District (District).

Expenditures eligible for SCW Program funds include, but are not limited to, the following:

- Infrastructure development including design and planning, preparation of environmental documents, obtaining permits, construction, operations and maintenance, and inspection;
- Real property acquisition necessary to implement Projects selected for funding under the SCW Program;
- Water quality or regional water resilience planning;
- Stormwater and/or Urban Runoff residential and/or commercial retrofit Programs; and
- Administration and implementation of the SCW Program.

This funding will be used towards the following:

- Regional Programs – match share for grants;
- John Anson Ford Park Regional Stormwater Program;
- Watershed Management Program Plan updates;
- Reasonable Assurance Analysis update;
- Coordinated Integrated Monitoring Plan update;
- Catch Basin Retrofitting and Permits;
- Soto Street Low Impact Development Streets Project;
- Gateway Water Management Authority membership; and
- Inspections – Industrial, Commercial, Grading, Construction.

With the approval of the SCW Program, the first annual parcel tax was collected for Fiscal Year 2019-2020. Pursuant to Section 16.04.A.2. of the District Code, 40 percent of annual SCW Program tax revenues will be distributed to municipalities within the District in the same proportion as the amount of revenues collected within each municipality. Additionally, pursuant to Section 16.05.A.1. of the District Code, municipalities must enter into an agreement with the District to transfer SCW Program funds prior to receipt of SCW Program funds.

On June 9, 2020, the Los Angeles County Board of Supervisors approved a standard template Agreement for the transfer of SCW Program funds to municipalities. The City Attorney's Office has reviewed and approved the Transfer Agreement as to form.

**Fiscal Impact:**

By entering into this Transfer Agreement with the District, the City will receive an estimated \$940,000 of tax revenue annually. Under the General Fund, \$740,000 will be allocated to the Public Works Department Street Operations Account No. 011.1043.401205 and \$200,000 to Health Department Account No. 011.1060.401205.

**Attachments:**

1. [Transfer Agreement with Los Angeles County Flood Control District](#)

**TRANSFER AGREEMENT BETWEEN  
THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT  
AND  
VERNON  
AGREEMENT NO. 2020MP81  
SAFE, CLEAN WATER PROGRAM – MUNICIPAL PROGRAM**

This Transfer Agreement, hereinafter referred to as "Agreement," is entered into as of June 25, 2020 by and between the Los Angeles County Flood Control District, hereinafter referred to as "District," and Vernon, hereinafter referred to as "Municipality."

**WHEREAS**, District, pursuant to the Los Angeles Region Safe, Clean Water (SCW) Program ordinance (Chapter 16 of the Los Angeles County Flood Control District Code) and the SCW Program Implementation Ordinance (Chapter 18 of the Los Angeles County Flood Control District Code), administers the SCW Program for the purpose of funding Projects and Programs to increase stormwater and urban runoff capture and reduce stormwater and urban runoff pollution in the District;

**WHEREAS**, pursuant to Section 16.04.A.2. of the Los Angeles County Flood Control District Code, forty percent (40%) of annual SCW Program tax revenues shall be allocated to Municipalities within the District, in the same proportion as the amount of revenues collected within each Municipality, to be expended by those cities within the cities' respective jurisdictions and by the County within the unincorporated areas that are within the boundaries of the District, for the implementation, operation and maintenance, and administration of Projects and Programs, in accordance with the criteria and procedures established in this Chapters 16 and 18 of the Los Angeles County Flood Control District Code;

**WHEREAS**, pursuant to Section 16.05.A.1. of the Los Angeles County Flood Control District Code, prior to their receipt of SCW Program funds, Municipalities must enter into an agreement with the District to transfer SCW Program funds;

**WHEREAS**, the County of Los Angeles Board of Supervisors has approved a standard template Agreement, as required by and in accordance with Section 18.09 of the Los Angeles County Flood Control District Code, for the transfer of SCW Program funds to Municipalities.

**NOW, THEREFORE**, in consideration of the promises, mutual representations, covenants and agreements in this Agreement, the District and the Municipality, each binding itself, its successors and assigns, do mutually promise, covenant, and agree as follows:

**I. DEFINITIONS**

The definitions set forth in Sections 16.03 and 18.02 of the Los Angeles County Flood Control District Code shall apply to this Agreement. In addition, the following definitions shall also apply:

“Agreement” means this Transfer Agreement, including all exhibits and attachments hereto.

“Annual Plan” means the plan referred to in Section 18.09.B.5 of the Code that includes the contents specified in Exhibit A.

"Code" means the Los Angeles County Flood Control District Code.

“Days” means calendar days unless otherwise expressly indicated.

“Fiscal Year” means the period of twelve (12) months terminating on June 30 of any year.

“Safe Clean Water (SCW) Program Payment” means the Municipality's annual allocation of SCW Program funds as described in Section 16.04.A.2. of the Code disbursed by the District to the Municipality.

“Year” means calendar year unless otherwise expressly indicated.

## II. PARTY CONTACTS

The District and the Municipality designate the following individuals as the primary points of contact and communication regarding the Municipal Program and the administration and implementation of this Agreement.

Los Angeles County Flood Control District	Municipality: Vernon
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

Either party to this Agreement may change the individual identified as the primary point of contact above by providing written notice of the change to the other party.

## III. EXHIBITS INCORPORATED BY REFERENCE

The following exhibits to this Agreement, including any amendments and supplements hereto, are hereby incorporated herein and made a part of this Agreement:

EXHIBIT A – ANNUAL PLAN CONTENTS

EXHIBIT B – GENERAL TERMS AND CONDITIONS

EXHIBIT C – NATURE-BASED SOLUTIONS (Best Management Practices)

EXHIBIT D – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT

#### **IV. MUNICIPAL PROGRAM IMPLEMENTATION**

- A. The Municipality shall annually prepare and submit to the District, an Annual Plan. The Annual Plan for the 2020-21 Fiscal Year shall be submitted to the District no later than 45-days after the execution of this Agreement by the last party to sign. An Annual Plan for each subsequent Fiscal Year shall be submitted not later than 90-days prior to the start of the Fiscal Year for which the Plan is prepared.
- B. The Municipality shall utilize the SCW Program Payments in compliance with Chapters 16 and 18 of the Code.
- C. The Municipality shall comply with the terms and conditions in Exhibits B, C, and D, of this Agreement, and all applicable provisions of Chapters 16 and 18 of the Code, specifically including, without limitation, Section 18.06.

#### **V. SCW PROGRAM PAYMENTS TO MUNICIPALITIES**

- A. The District shall disburse the Municipality's SCW Program Payment for the 2020-21 Fiscal Year within 45-days of the signed executed Agreement or within 14-days of the District's receipt of the Annual Plan for 2020-21 Fiscal Year in compliance with Exhibit A, whichever comes later. The initial disbursement of SCW Program Payments shall include the amount of revenue collected by the District at the time of Agreement execution; any additional funds that are subsequently collected will be disbursed by August 31, 2020.
- B. SCW Program Payments in subsequent Fiscal Years will generally be available for disbursement by August 31, provided a duly executed transfer agreement is in effect and subject to the Municipality's compliance with the conditions described in paragraph C, below; however the District may, in its discretion, change the date and number of the actual disbursements for any Fiscal Year based on the amount and timing of revenues actually collected by the District.
- C. For subsequent Fiscal Years, the District shall disburse the Municipality's SCW Program Payment upon satisfaction of the following conditions: (1) the District has received the Annual Progress/Expenditure Report required pursuant to Section 18.06.D of the Code; (2) the District has received Municipality's Annual Plan for that Fiscal Year, and (3) the Municipality has complied with the audit requirements of Section B-6 of Exhibit B.
- D. Notwithstanding any other provision of this Agreement, no disbursement shall be made at any time or in any manner that is in violation of or in conflict with federal, state, County laws, policies, or regulations.
- E. All disbursements shall be subject to and be made in accordance with the terms and conditions in this Agreement and Chapters 16 and 18 of the Code.



## **VI. Term of Agreement**

This Agreement shall expire at the end of the 2023-24 Fiscal Year. The parties shall thereafter enter into a new agreement based on the most recent standard template agreement approved by the Board.

## **VII. Execution of Agreement**

This Agreement may be executed simultaneously or in any number of counterparts, including both counterparts that are executed manually on paper and counterparts that are in the form of electronic records and are executed electronically, whether digital or encrypted, each of which shall be deemed an original and together shall constitute one and the same instrument.

The District and the Municipality hereby agree to regard facsimile/electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on this Agreement and on any addenda or amendments thereto, delivered or sent via facsimile or electronic mail or other electronic means, as legally sufficient evidence that such original signatures have been affixed to this Agreement and any addenda or amendments thereto such that the parties need not follow up facsimile/electronic transmissions of such documents with subsequent (non-facsimile/electronic) transmission of “original” versions of such documents.

Further, the District and the Municipality: (i) agree that an electronic signature of any party may be used to authenticate this Agreement or any addenda or amendment thereto, and if used, will have the same force and effect as a manual signature; (ii) acknowledge that if an electronic signature is used, the other party will rely on such signature as binding the party using such signature, and (iii) hereby waive any defenses to the enforcement of the terms of this agreement based on the foregoing forms of signature.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

VERNON

By: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_

LOS ANGELES COUNTY  
FLOOD CONTROL DISTRICT:

By: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_

## **EXHIBIT A – ANNUAL PLAN CONTENTS**

- A-1. Description of all projects anticipated to be funded using the SCW Program Payment. Include a discussion of how the projects will result in the achievement of one or more SCW Program Goals, including quantitative targets and corresponding metrics for subsequent reporting of all applicable parameters.
- A-2. Description of all programs anticipated to be funded using the SCW Program Payment. Include a discussion of how the programs will result in the achievement of one or more SCW Program Goals; including quantitative targets and corresponding metrics for subsequent reporting of all applicable parameters.
- A-3. Description of all operation and maintenance activities anticipated to be funded using the SCW Program Payment. Include a discussion of how those activities will result in the achievement of one or more SCW Program Goals. Additional operation and maintenance activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach.
- A-4. Description of the stakeholder and community outreach/engagement activities anticipated to be funded with the SCW Program Payment, including discussion of how local NGOs or CBOs will be involved, if applicable, and if not, why. Additional outreach/engagement activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach.
- A-5. Description of post-construction monitoring for projects completed using the SCW Program Payment. Additional post-construction monitoring activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach.
- A-6. Provide the status of any projects that have been awarded (or are seeking award of) Institute for Sustainable Infrastructure (ISI) verification, if applicable.
- A-7. Provide the budget for the activities described in provisions A1 through A-5 SCW Program Payment.

## **EXHIBIT B – GENERAL TERMS AND CONDITIONS**

### **B-1. Accounting and Deposit of Funding Disbursement**

1. SCW Program Payments distributed to the Municipality shall be held in a separate interest-bearing account and shall not be combined with other funds. Interest earned from each account shall be used by the Municipality only for eligible expenditures consistent with the requirements of the SCW Program.
2. The Municipality shall not be entitled to interest earned on undisbursed SCW Program Payments; interest earned prior to disbursement is property of the District.
3. The Municipality shall operate in accordance with Generally Accepted Accounting Principles (GAAP).
4. The Municipality shall be strictly accountable for all funds, receipts, and disbursements for their SCW Program Payment.

### **B-2. Acknowledgement of Credit and Signage**

The Municipality shall include appropriate acknowledgement of credit to the District's Safe, Clean Water Program for its support when promoting activities funded with SCW Program funds or using any data and/or information developed SCW Program funds. When the SCW Program Payment is used, in whole or in part, for construction of an infrastructure Project, signage shall be posted in a prominent location at Project site(s) or at the Municipality's headquarters and shall include the Safe, Clean Water Program color logo and the following disclosure statement: "Funding for this project has been provided in full or in part from the Los Angeles County Flood Control District's Safe, Clean Water Program." At a minimum the sign shall be 2' x 3' in size. The Municipality shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this paragraph.

When the SCW Program Payment is used, in whole or in part, for a scientific study, the Municipality shall include the following statement in the study report: "Funding for this study has been provided in full or in part from the Los Angeles County Flood Control District's Safe, Clean Water Program." The Municipality shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this paragraph.

### **B-3. Acquisition of Real Property - Covenant**

Any real property acquired in whole or in part with SCW Program funds shall be used for Projects and Programs that are consistent with the SCW Program Goals and with the provisions of Chapter 16 and 18 of the Code.

Any Municipality that acquires the fee title to real property using, in whole or in part, SCW Program funds shall record a document in the office of the Registrar-Recorder/County

Clerk containing a covenant not to sell or otherwise convey the real property without the prior express written consent of the District, which consent shall not be unreasonably withheld.

**B-4. Amendment**

Except as provided in Section II of the Agreement, no amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. No oral or written understanding or agreement not incorporated in this Agreement is binding on any of the parties.

**B-5. Assignment**

The Municipality shall not assign this Agreement.

**B-6. Audit and Recordkeeping**

1. The Municipality shall retain for a period of seven (7) years, all records necessary in accordance with Generally Accepted Accounting Principles to determine the amounts expended, and eligibility of Projects implemented using SCW Program Payments. The Municipality, upon demand by authorized representatives of the District, shall make such records available for examination and review or audit by the District or its authorized representatives. Records shall include accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files, including documentation covering negotiated settlements, invoices, and any other supporting evidence deemed necessary to substantiate charges related to SCW Program Payments and expenditures.
2. The Municipality is responsible for obtaining an independent audit to determine compliance with the terms and conditions of this Agreement and all requirements applicable to the Municipality contained in chapters 16 and 18 of the Code. Municipality shall obtain an independent audit of their SCW Program Payments every three (3) years. Audits shall be funded with Municipal Program funds.
3. Municipality shall file a copy of all audit reports by the ninth (9<sup>th</sup>) month from the end of each three (3) year period to detail the preceding three (3) years of expenditures. Audit reports shall be posted on the District's publicly accessible website.

<b>Every Third Fiscal Year</b>		
<b><u>Fiscal Year</u></b>	<b><u>Audit Begins</u></b>	<b><u>Audit Report Due to District</u></b>
2020-21	7/1/2023	No later than 3/31/2024

4. Upon reasonable advanced request, the Municipality shall permit the Chief Engineer to examine the infrastructure Projects using SCW Program Payments. The Municipality shall permit the authorized District representative, including the Auditor-Controller, to examine, review, audit, and transcribe any and all audit

reports, other reports, books, accounts, papers, maps, and other records that relate to the SCW Program Payments. Examination activities are considered District administration of the SCW Program.

5. Expenditures determined by an audit to be in violation of any provision of Chapters 16 or 18 of the Code, or of this Agreement, shall be subject to the enforcement and remedy provisions of Section 18.14 of the Code.

#### B-7. Availability of Funds

District's obligation to disburse the SCW Program Payment is contingent upon the availability of sufficient funds to permit the disbursements provided for herein. If sufficient funds are not available for any reason including, but not limited to, failure to fund allocations necessary for disbursement of the SCW Program Payment, the District shall not be obligated to make any disbursements to the Municipality under this Agreement. This provision shall be construed as a condition precedent to the obligation of the District to make any disbursements under this Agreement. Nothing in this Agreement shall be construed to provide the Municipality with a right of priority for disbursement over any other Municipality. If any disbursements due to the Municipality under this Agreement are deferred because sufficient funds are unavailable, it is the intention of the District that such disbursement will be made to the Municipality when sufficient funds do become available, but this intention is not binding. If this Agreement's funding for any Fiscal Year is reduced or deleted by order of the Board, the District shall have the option to either cancel this Agreement with no liability occurring to the District or offer an amendment to the Municipality to reflect the reduced amount.

#### B-8. Choice of Law

The laws of the State of California govern this Agreement.

#### B-9. Claims

Any claim of the Municipality is limited to the rights, remedies, and claims procedures provided to the Municipality under this Agreement. Municipal expenditures of a SCW Program Payment that involves the District shall utilize a separate and specific agreement to that Project that includes appropriate indemnification superseding that in this Agreement.

#### B-10. Compliance with SCW Program

The Municipality shall comply with and require its contractors and subcontractors to comply with all provisions of Chapters 16 and 18 of the Code.

#### B-11. Compliance with Law, Regulations, etc.

The Municipality shall, at all times, comply with and require its contractors and subcontractors to comply with all applicable local, state and federal laws, rules, guidelines, regulations, and requirements.

#### B-12. Continuous Use of Municipal Projects; Lease or Disposal of Municipal Projects

The Municipality shall not abandon, substantially discontinue use of, lease, or dispose of all or a significant part or portion of any Project funded in whole or in part with SCW Program Payments during the useful life (defined as 30 years unless specified otherwise in annual plans and subsequent reports) of the Project without prior written approval of the District. Such approval may be conditioned as determined to be appropriate by the District, including a condition requiring repayment of a pro rata amount of the SCW Program Payments used to fund the Project together with interest on said amount accruing from the date of lease or disposal of the Project.

#### B-13. Disputes

Should a dispute arise between the parties, the party asserting the dispute will notify the other parties in writing of the dispute. The parties will then meet and confer within 21 calendar days of the notice in a good faith attempt to resolve the dispute.

If the matter has not been resolved through the process set forth in the preceding paragraph, any party may initiate mediation of the dispute. Mediation will be before a retired judge or mediation service mutually agreeable to the parties. All costs of the mediation, including mediator fees, will be paid one-half by the District and one-half by the Municipality. SCW Program Payments shall not be used to pay for any costs of the mediation.

The parties will attempt to resolve any dispute through the process set forth above before filing any action relating to the dispute in any court of law.

#### B-14. Final Inspection and Certification of Registered Professional

Upon completion of the design phase and before construction of a project, the Municipality shall provide certification by a California Registered Professional (i.e., Professional Civil Engineer, Engineering Geologist) that the design has been completed.

Upon completion of the project, the Municipality shall provide for a final inspection and certification by a California Registered Professional (i.e., Professional Civil Engineer, Engineering Geologist), that the Project has been completed in accordance with submitted final plans and specifications and any modifications thereto and in accordance with this Agreement.

#### B-15. Force Majeure.

In the event that Municipality is delayed or hindered from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials not related to the price thereof, riots, insurrection, war, or other reasons of a like nature beyond the control of the Municipality, then performance of such acts shall be excused for the period of the delay, and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

#### B-16. Funding Considerations and Exclusions

1. All expenditures of SCW Program Payments by Municipality must comply with the provisions of Chapters 16 and 18 of the Los Angeles County Flood Control District Code, including but not limited to the provisions regarding eligible expenditures contained in Section 16.05.A.2 and the provision regarding ineligible expenditures contained in Section 16.05.A.3.
2. SCW Program Payments shall not be used in connection with any Project implemented as an Enhanced Compliance Action ("ECA") and/or Supplemental Environmental Project ("SEP") as defined by State Water Resources Control Board Office of Enforcement written policies, or any other Project implemented pursuant to the settlement of an enforcement action or to offset monetary penalties imposed by the State Water Resources Control Board, a Regional Water Quality Control Board, or any other regulatory authority; provided, however, that SCW funds may be used for a Project implemented pursuant to a time schedule order ("TSO") issued by the Los Angeles Regional Water Quality Control Board if, at the time the TSO was issued, the Project was included in an approved watershed management program (including enhanced watershed management programs) developed pursuant to the MS4 Permit.

#### B-17. Indemnification

The Municipality shall indemnify, defend and hold harmless the District, the County of Los Angeles and their elected and appointed officials, agents, and employees from and against any and all liability and expense, including defense costs, legal fees, claims, actions, and causes of action for damages of any nature whatsoever, including but not limited to bodily injury, death, personal injury, or property damage, arising from or in conjunction with: (1) any Project or Program implemented by the Municipality, in whole or in part, with SCW Program Payments or (2) any breach of this Agreement by the Municipality.

#### B-18. Independent Actor

The Municipality, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the District.

The Municipality shall not contract work with a contractor who is in a period of debarment from any agency within the District. (LACC Chapter 2.202)

#### B-19. Integration

This is an integrated Agreement. This Agreement is intended to be a full and complete statement of the terms of the agreement between the District and Municipality, and expressly supersedes any and all prior oral or written agreements, covenants, representations and warranties, express or implied, concerning the subject matter of this Agreement.



B-20. Lapsed Funds

1. The Municipality shall be able to carry over uncommitted SCW Program Payments for up to five (5) years from the end of the fiscal year in which those funds are transferred from the District to the Municipality.
2. If the Municipality is unable to expend the SCW Program Payment within five (5) years from the end of the fiscal year in which those funds are transferred from the District to the Municipality, then lapsed funding procedures will apply. Lapsed funds are funds that were transferred to the Municipality but were not committed to eligible expenditures by the end of the fifth (5<sup>th</sup>) fiscal year after the fiscal year in which those funds were transferred from the District.
3. Lapsed funds shall be allocated by the Watershed Area Steering Committee of the respective Watershed Area to a new Project with benefit to that Municipality, if feasible in a reasonable time frame, or otherwise to the Watershed Area.
4. In the event that funds are to lapse, due to circumstances beyond the Municipality's control, then the Municipality may request an extension of up to twelve (12) months in which to commit the funds to eligible expenditures. Extension Requests must contain sufficient justification and be submitted to the District in writing no later than three (3) months before the funds are to lapse.
5. The decision to grant an extension is at the sole discretion of the District.
6. Funds still uncommitted to eligible expenditures after an extension is granted will be subject to lapsed funding procedures without exception.

<b><u>Fiscal Year Transferred</u></b>	<b><u>Funds Lapse After</u></b>	<b><u>Extension Request Due</u></b>	<b><u>Commit By</u></b>
2019-20	6/30/2025	No later than 3/31/2025	No later than 6/30/2026

B-21. Municipal Project Access

Upon reasonable advance request, the Municipality shall ensure that the District or any authorized representative, will have safe and suitable access to the site of any Project implemented by the Municipality in whole or in part with SCW Program Payments at all reasonable times.

B-22. Non-Discrimination

The Municipality agrees to abide by all federal, state, and County laws, regulations, and policies regarding non-discrimination in employment and equal employment opportunity.

### B-23. No Third-Party Rights

The parties to this Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Agreement, or of any duty, covenant, obligation, or undertaking established herein

### B-24. Notice

1. The Municipality shall notify the District in writing within five (5) working days of the occurrence of the following:
  - a. Bankruptcy, insolvency, receivership or similar event of the Municipality; or
  - b. Actions taken pursuant to State law in anticipation of filing for bankruptcy.
2. The Municipality shall notify the District within ten (10) working days of any litigation pending or threatened against the Municipality regarding its continued existence, consideration of dissolution, or disincorporation.
3. The Municipality shall notify the District promptly of the following:
  - a. Any significant deviation from the submitted Annual Plan for the current Fiscal Year, including discussion of any major changes to the scope of funded projects or programs, noteworthy delays in implementation, reduction in benefits or community engagement, and/or modifications that change the SCW Program Goals intended to be accomplished.
  - b. Discovery of any potential archaeological or historical resource. Should a potential archaeological or historical resource be discovered during construction, the Municipality agrees that all work in the area of the find will cease until a qualified archaeologist has evaluated the situation and made recommendations regarding preservation of the resource, and the District has determined what actions should be taken to protect and preserve the resource. The Municipality agrees to implement appropriate actions as directed by the District.
  - c. Any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by District representatives with at least fourteen (14) days' notice to the District.

### B-25. Municipality's Responsibility for Work

The Municipality shall be responsible for all work and for persons or entities engaged in work performed pursuant to this Agreement including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Municipality shall be responsible for responding to any and all disputes arising out of its contracts for work on the Project. The District will not mediate disputes between the Municipality and any other entity concerning responsibility for performance of work.

## B-26. Reporting

The Municipality shall be subject to and comply with all applicable requirements of the District regarding reporting requirements. Municipalities shall report available data through the SCW Reporting Module, once available.

1. Annual Progress/Expenditure Reports. The Municipality shall submit Annual Progress/Expenditure Reports, using a format provided by the District, within six (6) months following the end of the Fiscal Year to the District to detail the activities of the prior year. The Annual Progress/Expenditure Reports shall be posted on the District's publicly accessible website and on the Municipality's website. The Annual Progress/Expenditure Report shall include:
  - a. Amount of funds received;
  - b. Breakdown of how the SCW Program Payment has been expended;
  - c. Documentation that the SCW Program Payment was used for eligible expenditures in accordance with Chapters 16 and 18 of the Code;
  - d. Description of activities that have occurred, milestones achieved, and progress made to date, during the applicable reporting period including comparison to the Annual Plan and corresponding metrics;
  - e. Discussion of any existing gaps between what was planned and what was achieved for the prior year, include any lessons learned;
  - f. Description of the Water Quality Benefits, Water Supply Benefits, and Community Investment Benefits and a summary of how SCW Program Payments have been used to achieve SCW Program Goals for the prior year, including graphical representation of available data and specific metrics to demonstrate the benefits being achieved through the years' investments.
  - g. Discussion of alignment with other local, regional, and state efforts, resources, and plans, as applicable. This includes discussion of opportunities for addressing additional SCW Program Goals, leveraging SCW Program Goals, and increasing regional capacity to supplement the SCW Program.
  - h. Additional financial or Project-related information in connection with activity funded in whole or in part using SCW Program Payments as required by the District.
  - i. Certification from a California Registered Professional (Civil Engineer or Geologist, as appropriate), that projects implemented with SCW Program Payments were conducted in accordance with Chapters 16 and 18 of the Code.

- j. Report on annual and total (since inception of program) benefits provided by programs and projects funded by SCW Program Payment. This includes comparisons to annual plans and alignment with corresponding specific quantitative targets and metrics (note that SCW Reporting Module will facilitate calculation of benefits and graphical representation of pertinent data):
  - i. Annual volume of stormwater captured and treated
  - ii. Annual volume of stormwater captured and reused
  - iii. Annual volume of stormwater captured and recharged to a managed aquifer
  - iv. Annual creation, enhancement, or restoration of Community Investment Benefits. If none, discuss considerations explored and reasons to not include.
  - v. Annual acreage increases in Nature-Based Solutions and claimed level of NBS (with matrix demonstrating determination of good, better, best, as outlined in Exhibit C). If none, discuss considerations explored and reasons to not include.
  - vi. Annual expenditures providing DAC Benefits. If none, discuss considerations explored and reasons to not include.
2. Documentation of the Community Outreach and Engagement utilized for and/or achieved with the SCW Program Payment described in the Annual Plan Exhibit A. This information must be readily accessible to members of the public.
3. As Needed Information or Reports. The Municipality agrees to promptly provide such reports, data, and information as may be reasonably requested by the District including, but not limited to material necessary or appropriate for evaluation of the SCW Program or to fulfill any reporting requirements of the County, state or federal government.

#### B-27. Representations, Warranties, and Commitments

The Municipality represents, warrants, and commits as follows:

1. Authorization and Validity. The execution and delivery of this Agreement, including all incorporated documents, by the individual signing on behalf of Municipality, has been duly authorized by the governing body of Municipality, as applicable. This Agreement constitutes a valid and binding obligation of the Municipality, enforceable in accordance with its terms, except as such enforcement may be limited by law.
2. No Violations. The execution, delivery, and performance by the Municipality of this Agreement, including all incorporated documents, do not violate any provision of any law or regulation in effect as of the date set forth on the first page hereof, or result in any breach or default under any contract, obligation, indenture, or other

instrument to which the Municipality is a party or by which the Municipality is bound as of the date set forth on the first page hereof.

3. No Litigation. There are no pending or, to the Municipality's knowledge, threatened actions, claims, investigations, suits, or proceedings before any governmental authority, court, or administrative agency which affect the Municipality's ability to complete the Annual Plan.
4. Solvency. None of the transactions contemplated by this Agreement will be or have been made with an actual intent to hinder, delay, or defraud any present or future creditors of the Municipality. As of the date set forth on the first page hereof, the Municipality is solvent and will not be rendered insolvent by the transactions contemplated by this Agreement. The Municipality is able to pay its debts as they become due.
5. Legal Status and Eligibility. The Municipality is duly organized and existing and in good standing under the laws of the State of California. The Municipality shall at all times maintain its current legal existence and preserve and keep in full force and effect its legal rights and authority.
6. Good Standing. The Municipality must demonstrate it has not failed to comply with previous County and/or District audit disallowances within the preceding five years.

#### B-28. Travel

Any reimbursement for necessary ground transportation and lodging shall be at rates not to exceed those set by the California Department of Human Resources; per diem costs will not be eligible expenses. These rates may be found at <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>. Reimbursement will be at the State travel amounts that are current as of the date costs are incurred by the Municipality. No travel outside the Los Angeles County Flood Control District region shall be reimbursed unless prior written authorization is obtained from the Program Manager.

#### B-29. Unenforceable Provision

In the event that any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

#### B-30. Withholding of Disbursements and Material Violations

Notwithstanding any other provision of this Agreement, the District may withhold all or any portion of the SCW Program Payment for any Fiscal Year in the event that:

1. The Municipality has violated any provision of this Agreement; or

2. The Municipality fails to maintain reasonable progress in achieving SCW Program Goals, following an opportunity to cure.
3. Failure to remain in Good Standing, described in Section B-26 of Exhibit B.
4. Failure to submit annual reports on meeting SCW Program Goals.

## EXHIBIT C – NATURE BASED SOLUTIONS (NBS) BEST MANAGEMENT PRACTICES

Municipalities shall consider incorporation of Nature-based solutions (NBS) into their projects. NBS refers to the sustainable management and use of nature for undertaking socio-environmental challenges, including climate change, water security, water pollution, food security, human health, and disaster risk management. As this environmental management practice is increasingly incorporated into projects for the SCW Program, this guidance document may be expanded upon to further quantify NBS practices based on benefits derived from their incorporation on projects.

The SCW Program defines NBS as a Project that utilizes natural processes that slow, detain, infiltrate or filter Stormwater or Urban Runoff. These methods may include relying predominantly on soils and vegetation; increasing the permeability of Impermeable Areas; protecting undeveloped mountains and floodplains; creating and restoring riparian habitat and wetlands; creating rain gardens, bioswales, and parkway basins; enhancing soil through composting, mulching; and, planting trees and vegetation, with preference for native species. NBS may also be designed to provide additional benefits such as sequestering carbon, supporting biodiversity, providing shade, creating and enhancing parks and open space, and improving quality of life for surrounding communities. NBS include Projects that mimic natural processes, such as green streets, spreading grounds and planted areas with water storage capacity. NBS may capture stormwater to improve water quality, collect water for reuse or aquifer recharge, or to support vegetation growth utilizing natural processes.

Municipalities are to include in each Annual Progress/Expenditure Report whether and how their project achieves a good, better, or best for each of the 6 NBS methods in accordance with the guidance below. Additionally, Annual Progress/ Expenditure Reports should include discussion on any considerations taken to maximize the class within each method. If at least 3 methods score within a single class, the overall project can be characterized as that class. Municipalities must attach a copy of the matrix for each project with the good, better, or best column indicated for each method, to facilitate District tracking of methods being utilized.



METHODS	GOOD	BETTER	BEST
Vegetation/Green Space	Use of climate-appropriate, eco-friendly vegetation (groundcover, shrubs, and trees) / green space 5%-15% covered by new climate-appropriate vegetation	Use of native, climate-appropriate, eco-friendly vegetation (groundcover, shrubs, and trees) / green space 16%-35% covered by new native vegetation	Establishment of plant communities with a diversity of native vegetation (groundcover, shrubs, and trees) / green space that is both native and climate-appropriate More than 35% covered by new native vegetation
Increase of Permeability	Installation of vegetated landscape – 25%-49% paved area removed Redesign of existing impermeable surfaces and/or installation of permeable surfaces (e.g. permeable pavement and infiltration trenches)	Installation of vegetated landscape – 50%-74% paved area removed Improvements of soil health (e.g., compaction reduction)	Installation of vegetated landscape – 75%-100% paved area removed Creation of well-connected and self-sustained natural landscapes with healthy soils, permeable surfaces, and appropriate vegetation
Protection of Undeveloped Mountains & Floodplains	<ul style="list-style-type: none"> <li>● Preservation of native vegetation</li> <li>● Minimal negative impact to existing drainage system</li> </ul>	<ul style="list-style-type: none"> <li>● Preservation of native vegetation</li> <li>● Installation of new feature(s) to improve existing drainage system</li> </ul>	<ul style="list-style-type: none"> <li>● Creation of open green space</li> <li>● Installation of features to improve natural hydrology</li> </ul>
Creation & Restoration of Riparian Habitat & Wetlands	<ul style="list-style-type: none"> <li>● Partial restoration of existing riparian habitat and wetlands</li> <li>● Planting of climate appropriate vegetation - between 11 and 20 different climate-appropriate or native plant species newly planted</li> <li>● No potable water used to sustain the wetland</li> </ul>	<ul style="list-style-type: none"> <li>● Full restoration of existing riparian habitat and wetlands</li> <li>● Planting of native vegetation - between 21 and 40 different native plant species newly planted</li> <li>● No potable water used to sustain the wetland</li> </ul>	<ul style="list-style-type: none"> <li>● Full restoration and expansion of existing riparian habitat and wetlands</li> <li>Planting of plant communities with a diversity of native vegetation – between 41 and 50 different native plant species newly planted</li> <li>● No potable water used to sustain the wetland</li> </ul>



<p>New Landscape Elements</p>	<p>Elements designed to capture runoff for other simple usage (e.g. rain gardens and cisterns), capturing the 85th percentile 24-hour storm event for at least 50% of the entire parcel</p>	<p>Elements that design to capture/redirect runoff and filter pollution (e.g. bioswales and parkway basins), capturing the 85th percentile 24-hour storm event from the entire parcel</p>	<p>Large sized elements that capture and treat runoff to supplement or replace existing water systems (e.g. wetlands, daylighting streams, groundwater infiltration, floodplain reclamation), capturing the 90<sup>th</sup> percentile 24-hour storm event from the entire parcel and/or capturing off-site runoff</p>
<p>Enhancement of Soil</p>	<p>Use of soil amendments such as mulch and compost to retain moisture in the soil and prevent erosion          Planting of new climate-appropriate vegetation to enhance soil organic matter</p>	<p>Use of soil amendments such as mulch and compost that are locally generated to retain moisture in the soil, prevent erosion, and support locally based composting and other soil enhancement activities          Planting of new native, climate-appropriate vegetation to enhance soil organic matter</p>	<p>Use of soil amendments such as mulch and compost that are locally generated, especially use of next-generation design with regenerative adsorbents (e.g. woodchips, biochar) to retain moisture in the soil, prevent erosion, and support on-site composting and other soil enhancement activities          Planting of new native, climate appropriate vegetation to enhance soil organic matter</p>

## EXHIBIT D – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT

Municipalities shall operate and maintain infrastructure projects for the useful life of the project and are to consider using the following guidance for operations and maintenance for infrastructure projects. Operational maintenance is the care and upkeep of Projects that may require detailed technical knowledge of the Project's function and design. Project specific operational and maintenance plans shall consider the activities listed below and set forth specific activities and frequencies (not limited to those below) as determined to be appropriate by the Municipalities and best practices, including stakeholder engagement as applicable. Operational maintenance is to be performed by the operator of the Project with a purpose to make the operator aware of the state of readiness of the Project to deliver stormwater and urban runoff benefits.

### 1. Litter Control

- Regular removal of litter, nonhazardous waste materials, and accumulated debris near planted areas, rock areas, decomposed granite areas, rest areas, fence perimeters, adjoining access roads and driveways, drains, pedestrian trails, viewing stations, shelter houses, and bicycle pathways.
- Regular inspection and maintenance of pet waste stations
- Maintaining trash receptacles
- Removal of trash, debris, and blockages from bioswales
- Inspection and cleaning of trash booms
- Inspection of weir gates and stop logs to clean debris, as required.

### 2. Vegetation Maintenance

- Weed control
  - Recognition and removal of weeds, such as perennial weeds, morning glory, vine-type weeds, ragweed, and other underground spreading weeds.
  - Avoiding activities that result in weed seed germination (e.g. frequent soil cultivation near trees or shrubs)
  - Regular removal of weeds from landscape areas, including from berms, painted areas, rock areas, gravel areas, pavement cracks along access roads and driveways, drains, pedestrian trails, viewing stations, park shelters, and bicycle paths.
- Tree and shrubbery trimming and care
  - Removal of dead trees and elimination of diseased/damaged growth
  - Prevent encroachment of adjacent property and provide vertical clearance
  - Inspect for dead or diseased plants regularly
- Wetland vegetation and landscape maintenance
  - Installation and maintenance of hydrophytic and emergent plants in perennially wet and seasonal, intermittent habitats.
  - Draining and drawdown of wetland and excessive bulrush removal

- Weed and nuisance plant control
- Removal of aquatic vegetation (e.g. algae and primrose) using appropriate watercraft and harvesting equipment
- Wildflower and meadow maintenance
- Grass, sedge, and yarrow management
- Removal of unwanted hydroseed

### 3. Wildlife Management

- Exotic species control
- Provide habitat management; promote growth of plants at appropriate densities and promote habitat structure for animal species
- Protect sensitive animal species (e.g. protection during critical life stages including breeding and migration)
- Avoid disturbances to nesting birds
- Avoid spread of invasive aquatic species

### 4. Facility Inspection

- Inspect project sites for rodent and insect infestations on a regular basis
- Inspect for and report graffiti in shelter houses, viewing stations, benches, paving surfaces, walls, fences, and educational and directional signs
- Inspect facilities for hazardous conditions on roads and trails (e.g. access roads and trails, decomposed granite pathways, and maintenance roads)
- Inspect shade structures for structural damage or defacement
- Inspect hardscapes
- Inspect and maintain interpretive and informational signs
- Inspect site furnishings (e.g. benches, hitching posts, bicycle racks)
- Maintain deck areas (e.g. benches, signs, decking surfaces)
- Visually inspect weirs and flap gates for damage; grease to prevent locking.
- Inspect all structures after major storm events, periodically inspect every 3 months, and operate gates through full cycles to prevent them from locking up.

### 5. Irrigation System Management

- Ensuring automatic irrigation controllers are functioning properly and providing various plant species with proper amount of water.
  - Cycle controller(s) through each station manually and automatically to determine if all facets are functioning properly.
  - Inspection should be performed at least monthly.
  - Recover, replace, or refasten displaced or damaged valve box covers.
  - Inspect and repair bubbler heads.

- Repair and replace broken drip lines or emitters causing a loss of water (to prevent ponding and erosion).
  - Maintain drip system filters to prevent emitters from clogging. Inspection and cleaning should occur at least monthly.
  - Inspect and clean mainline filters, wye strainers, basket filters, and filters at backflow devices twice a year.
  - Maintain and check function of the drip system.
- Keeping irrigation control boxes clear of vegetation
  - Operating irrigation system to ensure it does not cause excessively wet, waterlogged areas, and slope failure
  - Utilizing infrequent deep watering techniques to encourage deep rooting, drought tolerant plant characteristics to promote a self-sustaining, irrigation free landscape
  - Determine watering schedules based on season, weather, variation in plant size, and plant varieties. At least four times a year (e.g. change of season), reschedule controller systems.
  - Turn off irrigation systems at the controller at the beginning of the rainy season, or when the soil has a high enough moisture content.
  - Use moisture sensing devices to determine water penetration in soil.

#### 6. Erosion Management and Control

- Inspect slopes for erosion during each maintenance activity
- Inspect basins for erosion
- Take corrective measures as needed, including filling eroded surfaces, reinstalling or extending bank protection, and replanting exposed soil.

#### 7. Ongoing Monitoring Activities

- Monitor controllable intake water flow and water elevation
- Examine inflow and outflow structures to ensure devices are functioning properly and are free of obstructions.
- Water quality sampling (quarterly, unless justified otherwise)
- Checking telemetry equipment
- Tracking and reporting inspection and maintenance records

#### 8. Vector and Nuisance Insect Control

- Monitoring for the presence of vector and nuisance insect species
- Adequate pretreatment of influent wastewater to lessen production of larval mosquitos
- Managing emergent vegetation
- Using hydraulic control structures to rapidly dewater emergent marsh areas
- Managing flow velocities to reduce propagation of vectors

# City Council Agenda Item Report

Agenda Item No. COV-286-2020

Submitted by: Alexis Hwang

Submitting Department: City Administration

Meeting Date: August 4, 2020

## **SUBJECT**

Amendment to the Order Form with NeoGov

## **Recommendation:**

Approve and authorize the City Administrator to execute the NeoGov Amendment for Biddle Software upgrade, in an amount not-to-exceed \$4,476.53, for a one-year term, effective July 9, 2020.

## **Background:**

In June 2015, the City's Human Resources (HR) Department selected Neogov as the most suitable system to use for applicant tracking purposes. At the time, HR staff identified three vendors that offered the desired features and capabilities at a competitive price. After a review of estimates and presentations/product demonstrations provided by the vendors, staff ultimately determined Neogov was best suited to meet the needs of the Department in terms of pricing and capabilities. Specifically, Neogov provided application customization, separate applications for recruitment's specifically linked to each recruitment by the HR Administrator (essential for City's application needs between safety, miscellaneous and volunteer positions within the City), better reporting capabilities, and a more user friendly interface.

Since then, the City has effectively utilized several Neogov modules for various processes including recruitment, online application submission and tracking as well as to conduct and record employee performance evaluations. On July 21, 2020 the City Council approved a new three-year service agreement for Neogov's Insight Enterprise Software License, GovernmentJobs.com Subscription License, and Performance Evaluation and On-boarding features. Although the Biddle Software module (Biddle) is a Neogov feature currently used by the City, it was procured through a separate three-year agreement in 2018 and was therefore not included in the recent three-year agreement approved by the City Council. The proposed Amendment will upgrade the Biddle subscription and requires City Council approval pursuant to Vernon Municipal Code Section 2.17.02 (B) as in the preceding 12 months the City has paid or awarded the vendor more than \$100,000.

HR staff requested this upgrade for Biddle to allow the City access to a remote testing integration function, which will provide the ability for candidates to complete at-home testing on their personal devices and for the scores to be automatically uploaded into the system. Currently, candidates come on-site for testing and staff manually upload tests into Biddle via a scanner. Based on the existing use of Neogov for all of the processes noted in this staff report, Neogov would be the sole source for procuring and implementing the desired upgrade. Information Technology (IT) staff has worked with the City's purchasing division throughout to ensure compliance with the City's purchasing ordinance and practices.

The proposed amendment has been reviewed and approved as to form by the City Attorney's Office.

## **Fiscal Impact:**

The total not-to-exceed value of the amendment with Neogov is \$4,476.53. This purchase was not budgeted for, however funds are available in the IT FY 2020-21 budget under account Repair and Maintenance - 011.9019.590110.


**Attachments:**

1. [Biddle Software Order Form](#)



# NEOGOV™

IN WITNESS WHEREOF, the parties have caused this Order to be executed by their respective duly authorized officers as of the date set forth below, and consent to the Agreement.

Customer	Governmentjobs.com, Inc. (DBA "NEOGOV")
Entity Name:	
Signature: _____	Signature:  _____
Print Name:	Print Name: John Closs                      Stephen Koo, CFO
Date:	Date: 7/21/2020                                      7/28/2020



# City Council Agenda Item Report

Agenda Item No. COV-292-2020

Submitted by: Lisa Pope

Submitting Department: City Clerk

Meeting Date: August 4, 2020

## **SUBJECT**

Appointments to Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority

## **Recommendation:**

Adopt Resolution No. 2020-27 updating the City staff member's appointments to the Los Angeles Gateway Region Integrated Water Management Joint Power Authority and repealing Resolution No. 2017-45.

## **Background:**

The City of Vernon is a member of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority, also known as GWMA, a watershed-based coalition, comprised of multiple cities, water agencies, and the Port of Long Beach. Due to the technical nature of this group, Public Works Department staff has represented the City at the GWMA meetings.

Section 3 of the GWMA bylaws provides for the City to appoint staff members via adoption of a resolution. Due to current staffing, and pursuant to the bylaws of the GWMA, staff recommends adoption of the attached resolution in order to continue the appointment of Public Works Director Daniel Wall as the City's delegate and Administrative Analyst Jazmine Hooks and Assistant Engineer Margarita Beltran as the City's alternates (Attachment 1).

## **Fiscal Impact:**

There is no fiscal impact associated with this report.

## **Attachments:**

1. [Resolution No. 2020-27 Appointment to Gateway Water Management Authority Board](#)

RESOLUTION NO. 2020-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON UPDATING THE CITY STAFF MEMBERS' APPOINTMENTS TO THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY AND REPEALING RESOLUTION NO. 2017-45

SECTION 1. Recitals.

- A. The City of Vernon is a member of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority, also known as Gateway Water Management Authority (GWMA), a watershed-based coalition, comprised of multiple cities, water agencies, and the Port of Long Beach.
- B. On September 5, 2017, the City Council adopted Resolution No. 2017-45, updating City staff member appointments to the Authority.
- C. Due to current staffing, and pursuant to the bylaws of the GWMA, a resolution is necessary to update the appointments.

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

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

SECTION 3. The City Council of the City of Vernon hereby appoints Daniel Wall, Director of Public Works, to serve as the City's delegate on the Gateway Region Integrated Regional Water Management Joint Powers Authority, and appoints Jazmine Hooks, Administrative Analyst, and Margarita Beltran, Assistant Engineer, as the City's Alternates.

SECTION 4. All resolution or parts of resolutions, specifically Resolution No. 2017-45, not consistent with or in conflict with this resolution are hereby repealed.

///

///

///

SECTION 5. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED this 4<sup>th</sup> day of August, 2020.

---

LETICIA LOPEZ, Mayor

ATTEST:

---

LISA POPE, City Clerk  
(seal)

APPROVED AS TO FORM:

---

ARNOLD M. ALVAREZ-GLASMAN,  
Interim City Attorney

# City Council Agenda Item Report

Agenda Item No. COV-275-2020

Submitted by: Adriana Ramos

Submitting Department: Fire Department

Meeting Date: August 4, 2020

## **SUBJECT**

First Amendment to Agreement Number C-131831 with City of Los Angeles for Fiscal Year 2017 Urban Areas Security Initiative Grant Program

## **Recommendation:**

Approve and authorize the Mayor to execute the First Amendment to Agreement Number C-131831 of City of Los Angeles Contract between the City of Los Angeles and the City of Vernon in connection with the Fiscal Year 2017 Urban Areas Security Initiative (UASI 17) grant program in substantially the same form as submitted, to increase the UASI 17 grant fund allocation amount by an additional \$304.54, resulting in a total grant allocation of \$25,304.54.

## **Background:**

On July 17, 2018, the City Council of the City of Vernon adopted Resolution No. 2018-28 approving participation in the UASI 17 grant program with a performance period of September 1, 2017 through May 31, 2020. The City of Los Angeles approved and awarded \$25,000 to the City of Vernon's Fire Department to fund the purchase of chemical, biological, radiological, nuclear and explosive (CBRNE) Hazardous Materials and Urban Search & Rescue training and equipment, Physical Security Enhancement Equipment and Personal Protective Equipment.

During the UASI 17 grant performance period of September 1, 2017 through May 31, 2020, the Fire Department purchased fire equipment for the Regional Training Center. At the end of the performance period, the Fire Department was unable to expend \$8,000 that was allocated towards training. The City of Los Angeles, through its Mayor's Office of Public Safety, approved a modification to reallocate the unused \$8,000 towards other reimbursable areas. As a result of the reallocation, the City of Vernon exceeded the awarded \$25,000 by \$304.54. The City of Los Angeles desires to increase the City of Vernon's grant allocation by \$304.54, to fund the purchase of fire equipment, resulting in a total allocation of \$25,304.54 in UASI 17 funds. The proposed amendment has been reviewed and approved as to form by the City Attorney's Department.

## **Fiscal Impact:**

The UASI 17 Grant is 100% reimbursable and there are no cost-share or match requirements. The City of Los Angeles will reimburse the City of Vernon for all purchased equipment up to the awarded grant funds. To receive reimbursement for equipment purchased using grant funds, the Fire department will be responsible for submitting all required documents/paperwork to the City of Los Angeles, demonstrating that the items were delivered and paid within the specified time frame.

## **Attachments:**

- [1. First Amendment to Agreement Number C-131831](#)

FIRST AMENDMENT TO SUBAWARD AGREEMENT NUMBER C-131831 OF  
CITY OF LOS ANGELES CONTRACT  
BETWEEN  
THE CITY OF LOS ANGELES  
AND  
THE CITY OF VERNON

THIS FIRST AMENDMENT to the Subaward Agreement Number C-131831 ("First Amendment") is made and entered into by and between the City of Los Angeles, a municipal corporation (the "City") and the City of Vernon, a municipal corporation ("Subrecipient").

WITNESSETH

WHEREAS, the City and the Subrecipient entered into that certain City of Los Angeles Subaward Agreement Number C-131831 (the "Agreement"), related to the Fiscal Year 2017 Urban Areas Security Initiative Grant ("UASI 17" or the "Grant"), whereby the City agreed to disburse UASI 17 grant funds to Subrecipient in accordance with the UASI 17 approved budget and Subrecipient agreed to use the grant funds to support the development and sustainment of core capabilities as outlined in the National Preparedness Goal by addressing the unique equipment, training, planning, organization, and exercise needs of the Los Angeles/Long Beach Urban Area ("LA/LBUA"), and assisting it in building an enhanced and sustainable capacity to prevent, protect against, mitigate, respond to, and recover from acts of terrorism; such Agreement having a term of September 1, 2017 to May 31, 2020, with an original allocation of UASI 17 grant funds to Subrecipient in the amount of Twenty-Five Thousand Dollars (\$25,000.00), and the execution of said Agreement having been authorized by the Los Angeles City Council (C.F. #17-0279, 10/18/2017); and

WHEREAS, the City and the Subrecipient desire to increase Subrecipient's UASI 17 grant fund allocation amount by an additional Three Hundred Four Dollars and Fifty-Four Cents (\$304.54), resulting in a total allocation of Twenty-Five Thousand Three Hundred Four Dollars and Fifty-Four Cents (\$25,304.54); such increase having been made by the City pursuant to authorization provided under Section 14.8 of the Los Angeles City Administrative Code ("Section 14.8"); and

WHEREAS, Section 3.12 of the Agreement provides for amendments to the Agreement; and

WHEREAS, the City, through its Mayor's Office of Public Safety ("Mayor's Office"), which has been designated by the City to administer the Agreement and the project contemplated therein, and Subrecipient desire to enter into this First Amendment to: (a) increase Subrecipient's allocation by Three Hundred Four Dollars and Fifty-Four

Cents (\$304.54); and (b) to make such other changes as are required in connection with the foregoing, all as detailed elsewhere in this First Amendment and as authorized by the Los Angeles City Council (C.F. #17-0279, 10/18/2017) and Section 14.8; and

WHEREAS, this First Amendment is necessary and proper to continue and/or complete certain activities authorized under the Agreement.

NOW, THEREFORE, the City and Contractor hereby covenant and agree that the Agreement be amended, effective September 1, 2017, as follows:

1. Section 1.2 of this Agreement entitled "Subaward Information and Period of Performance" is hereby amended in its entirety to read as stated within the quotation marks in the following paragraph:

"Subrecipient hereby accepts the following subaward ("Subaward") of the Federal award upon the terms and conditions set forth in this Agreement:

Subaward amount: **\$25,304.54**

Subaward Period of Performance ("Term"): **September 1, 2017  
to May 31, 2020**

Match Requirement: **None**

The term of this Agreement shall be the "Term" as set forth in this Section 1.2."

Subrecipient's UASI 17 grant funds allocation set forth in the Agreement is amended to reflect the modification by the parties. The Workbook (as such term is defined in the Agreement) shall be amended accordingly to reflect such modification and Subrecipient's use of grant funds.

2. The services and activities procured under this Agreement shall be subject to all applicable Los Angeles County Department of Public Health Officer Orders.
3. Except as herein amended or modified, all terms and conditions of the Agreement shall remain unchanged and in full force and effect by way of this First Amendment.
4. This First Amendment may be executed in one or more counterparts, and by the parties in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement. The parties further agree that

facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by City) and sent by e-mail shall be deemed original signatures.

5. This First Amendment includes four (4) pages which constitute the entire understanding and agreement of the parties with respect to the matters set forth herein.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the City and Contractor have caused this First Amendment to be executed by their duly authorized representatives.

<p>APPROVED AS TO FORM: MICHAEL N. FEUER, City Attorney</p> <p>By _____ Deputy City Attorney</p> <p>Date _____</p>	<p>For: THE CITY OF LOS ANGELES ERIC M. GARCETTI, Mayor</p> <p>By _____ Eric M. Garcetti, Mayor</p> <p>Date _____</p>
<p>ATTEST:</p> <p>HOLLY L. WOLCOTT, City Clerk</p> <p>By _____ Deputy City Clerk</p> <p>Date _____</p>	
<p>APPROVED AS TO FORM:</p> <p>By _____ <del>Assistant/Deputy City Attorney</del> Arnold M. Alvarez-Glasman, Interim City Attorney</p> <p>Date _____</p>	<p>For: CITY OF VERNON, a municipal corporation</p> <p>By: _____ Leticia Lopez, Mayor</p>
<p>ATTEST:</p> <p>By: _____ Lisa Pope, City Clerk</p> <p>Date: _____</p>	<p>Date: _____</p> <p>[SEAL]</p>

City Business License Number: \_\_\_\_\_  
 Internal Revenue Service ID Number: \_\_\_\_\_  
 Council File/OARS File Number: 17-0279; Date of Approval: 10/18/2017  
 City Contract Number: C-131831-1



# City Council Agenda Item Report

Agenda Item No. COV-281-2020  
Submitted by: Lisette Grizzelle  
Submitting Department: Human Resources  
Meeting Date: August 4, 2020

## **SUBJECT**

Amendments to the Classification and Compensation Plan

## **Recommendation:**

- 1) Adopt Resolution No. 2020-28 amending Exhibits A and C of the Classification and Compensation Plan adopted by Resolution No. 2020-19 to add new and amended classifications and associated salary ranges; and
- 2) Approve the revised job descriptions for the positions for Deputy City Treasurer; Deputy Director of Public Works; Utilities Dispatcher, Senior; Utilities Compliance Analyst; and Water Maintenance Worker, Senior.

## **Background:**

The City Departments of Health and Environmental Control, Public Utilities, and Public Works reviewed their organization structures and staffing as part of the development of their respective Fiscal Year (FY) 2020-21 budgets and have proposed reallocation of certain positions to better provide service, improve efficiencies, and/or to provide succession planning for future staffing. Several of these proposed staffing changes were included in the FY 2020-21 budget approved by City Council on June 2, 2020.

## **HEALTH & ENVIRONMENTAL CONTROL**

In the Health and Environmental Control Department there are currently two vacant Environmental Health Specialist positions. In the past, the Environmental Health Specialist recruitment proved challenging due to the low number of qualified applicants. The Department has proposed establishing the classification of Environmental Health Trainee to provide an entry-level position and under-fill the vacant Specialist positions. The establishment of a new classification of Environmental Health Trainee would attract candidates who have a degree in Environmental Health who could then be developed and trained in preparation for obtaining certification as a Registered Environmental Health Specialist (REHS) and then could assume the full range of duties required of an Environmental Health Specialist. Environmental Health Trainees would follow a State of California approved structured training program and would be required to obtain their REHS certification within three years of employment as a condition of promotion to the Environmental Health Specialist and as a condition of continued employment. This will provide an opportunity to attract and retain better qualified candidates for this very specialized field. The salary range for this classification is proposed to be set at salary range G 20 (monthly salary \$5,240 - \$6,370). This classification is 20% below Environmental Health Specialist. In addition to this new classification, a minor revision to the existing classification of Environmental Health Technician is proposed to more accurately reflect the duties and essential functions of this classification. There is no proposed change to the salary for this classification.

## PUBLIC UTILITIES

Due to recent resignations and retirements, the Public Utilities Department has assessed and reviewed their operational and staffing needs in conjunction with the Human Resources Department and has identified a need to establish three new classification titles and make revisions to job descriptions for three existing classifications as follows:

Utilities Customer Service Representative, Senior is a new classification and will help the Customer Service division with succession planning. This position will assist in the transition to a new metering system and new billing technology by assisting with customer programs and energy efficiency reporting. This classification was included in the FY 2020-21 budget;

Utilities Maintenance Worker is a new classification proposed to perform general and mechanical maintenance functions of the Public Utilities Department's facilities, systems, and assets in accordance with established policies, procedures, regulations and objectives. This classification will be an entry-level maintenance position in the Electric Operations division. This classification was included in the Public Utilities Department FY 2020-21 budget.

Water Maintenance Worker, Lead is a new single incumbent position intended to be the highest level in the Water Maintenance Worker series with lead responsibilities recommended at pay grade G 24. This classification was included in the FY 2020-21 budget. The Water Maintenance Worker, Lead will replace the current classification of Water Foreman which is currently vacant due to a recent retirement.

Revisions to the existing job descriptions for Water Maintenance Worker, Senior, Utilities Dispatcher, Senior, and Utilities Compliance Analyst are recommended to more accurately reflect the minimum qualifications, the duties, and the essential functions of these classifications. The only salary grade change is to the Utilities Compliance Analyst which results in a 10% salary decrease.

## PUBLIC WORKS

In the Public Works Department, it is recommended that the classification of Public Works Inspector be established. This new classification is a reallocation of a vacant Assistant Engineer position. This position will perform required inspections related to public works construction projects in the public right-of-way and subdivisions including capital improvements, to ensure compliance with building code regulations, local ordinances and state laws. This position will be part of the Public Works Engineering division and will help increase efficiency and response time on inspections. This classification was included in the Public Works Department FY 2020-21 budget.

Also in the Public Works Department, staff recommends approval of a revised job description and salary range for a Deputy Director of Public Works position; previously titled Deputy Director of Public Works, Water, and Development Services. A need has been identified in the Public Works Department to re-establish a Deputy Director position to assist in the overall management of the broad, varied, and diverse functions of the Public Works Department. The title has been revised and the job description has been reworded to focus on oversight assistance on operational functions, special projects, as well as support for the Vernon Housing Commission. The salary range is recommended to be set at Salary Grade M 41 (Monthly Salary \$14,599 - \$17,746).

## FINANCE

Subsequent to the adoption of the budget, the Finance Department, in coordination with the Human Resources Department, completed an organizational assessment and review of the Department's staffing and is proposing a re-organization and reallocation of positions within the Finance Department. It should be noted that the approval of the new and revised job descriptions and associated salary ranges

proposed herein, does not increase the total number of positions allocated in the FY 2020-21 budget as approved. The re-structure will increase efficiencies and will assist with the upcoming changes in workflow and incoming new updated technology. Most importantly, the new structure will provide more cross-functional responsibilities, thereby eliminating work silos and will provide more direct supervision, accountability, and service delivery. The total number of budgeted positions in the Finance Department will remain the same. The following are the proposed classification titles and salary recommendations:

Finance Specialist, Salary Grade G 17 (Monthly Salary \$4,527 - \$5,502)  
Finance Specialist, Senior Salary Grade G 20 (Monthly Salary \$5,240 - \$6,370)  
Finance Specialist, Senior (Confidential), Salary Grade C 20 (Monthly Salary \$5,240 - \$6,370)  
Finance Specialist, Lead Salary Grade G 23 (Monthly Salary \$6,066 - \$7,374)  
Finance Manager, Salary Grade M 33 (Monthly Salary \$9,882 - \$12,011)  
Financial Services Administrator, Salary Grade M 34 (Monthly Salary \$10,376 - \$12,612)

There are minor changes proposed to the job description for the existing classification of Deputy City Treasurer to more accurately align the minimum qualifications with comparable positions and internal alignment among similar management positions. There is no change in salary as a result of this proposed change.

**Fiscal Impact:**

The estimated total annual cost for the Finance re-structure and approval of new classifications is an increase of approximately \$9,051 including salary and benefits (\$7,995 base salary and \$1,056 in benefit costs). Adding these positions in Finance will not increase the total number of positions budgeted at this time, as the Departments will replace vacant and filled budgeted positions with existing and new recommended classifications. The Finance Department has sufficient salary savings from vacant and unfilled positions to fund the proposed new classifications and recommended salaries. The Public Utilities Department has adequate funds in their current fiscal year budget as these classifications were part of the FY 2020-21 budget. Additionally, the salary grade change of the Utilities Compliance Analyst classification in the Public Utilities Department will result in a 10% salary decrease of approximately \$10,781 including salary and benefits (\$9,523 base salary and \$1,258 in benefit costs). The Health and Environmental Control Department has adequate funds in their current fiscal year budget as the Environmental Health Specialist position was part of the FY 2020-21 budget and the establishment of the Environmental Health Trainee classification will serve to under fill the two vacant Environmental Health Specialist positions. This will result in a 20% cost savings of approximately \$30,684 including salary and benefits (\$27,104 base salary and \$3,580 in benefit costs). The Public Works Department has adequate funds in their current budget as the Public Works Inspector classification was part of the FY 2020-21 budget. The estimated total annual cost for the Deputy Director of Public Works is an increase of approximately \$198,334 including salary and benefits (\$175,194 base salary and \$23,140 in benefit costs). The overall net increase of these recommendations is an estimated total annual cost of approximately \$165,920 including salary and benefits (\$146,562 base salary and \$19,358 in benefit costs).

**Attachments:**

1. [Resolution No. 2020-28 Class and Compensation Plan](#)
2. [Job Descriptions](#)

RESOLUTION NO. 2020-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON AMENDING EXHIBITS A AND C OF THE CLASSIFICATION AND COMPENSATION PLAN ADOPTED BY RESOLUTION NO. 2020-19 TO ADD NEW AND AMENDED CLASSIFICATIONS AND ASSOCIATED SALARY RANGES

SECTION 1. Recitals.

A. On June 2, 2020, the City Council adopted Resolution No. 2020-19, adopting a Citywide Classification and Compensation Plan in accordance with Government Code Section 20636(b)(1).

B. Based on review of operational and staffing needs and modifications made to positions during the Fiscal Year 2020-21 budget adoption, new classifications, salary ranges, and revised job descriptions are necessary throughout the City departments.

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

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

SECTION 3. The Classification and Compensation Plan adopted by Resolution No. 2020-19 is hereby amended to add/revise classifications and associated compensation for the positions of Environmental Health Specialist Trainee; Finance Manager, Finance Specialist; Finance Specialist, Senior; Finance Specialist, Lead; Finance Specialist, Senior (Confidential), Financial Services Administrator; Public Works Inspector; Utilities Customer Service Representative, Senior; Utilities Maintenance Worker; Water Maintenance Worker, Lead; and revise the existing classifications and associated compensation of Deputy Director of Public Works and Utilities Compliance Analyst as shown in Exhibit A of this Resolution and referred to as Exhibits A and C of the City's Classification and Compensation Plan.

///

///

///

SECTION 4. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED AND ADOPTED this 4<sup>th</sup> day of August, 2020.

---

LETICIA LOPEZ, Mayor

ATTEST:

---

LISA POPE, City Clerk  
(seal)

APPROVED AS TO FORM:

---

ARNOLD M. ALVAREZ-GLASMAN,  
Interim City Attorney



**City of Vernon**  
**Classification and Compensation Plan**  
**Management, Confidential Elected Officials**  
**Exhibit A**  
**Fiscal Year: 2020-2021**  
**Effective August 4, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>FINANCE DEPARTMENT</b>								
<b>1224</b>	<b>Finance Manager</b>	<b>E</b>	<b>M</b>	<b>33</b>				
	Step 1				\$ 118,578	\$ 9,882	\$ 57.0087	\$ 4,560.70
	Step 2				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 3				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 4				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 5				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
<b>1241</b>	<b>Finance Specialist, Senior (Confidential)</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>1222</b>	<b>Financial Services Administrator</b>	<b>E</b>	<b>M</b>	<b>34</b>				
	Step 1				\$ 124,507	\$ 10,376	\$ 59.8592	\$ 4,788.73
	Step 2				\$ 130,732	\$ 10,894	\$ 62.8521	\$ 5,028.17
	Step 3				\$ 137,269	\$ 11,439	\$ 65.9948	\$ 5,279.58
	Step 4				\$ 144,132	\$ 12,011	\$ 69.2945	\$ 5,543.56
	Step 5				\$ 151,339	\$ 12,612	\$ 72.7592	\$ 5,820.73
<b>PUBLIC WORKS DEPARTMENT</b>								
<b>7015</b>	<b>Deputy Director of Public Works</b>	<b>E</b>	<b>M</b>	<b>41</b>				
	Step 1				\$ 175,194	\$ 14,599	\$ 84.2278	\$ 6,738.23
	Step 2				\$ 183,954	\$ 15,329	\$ 88.4392	\$ 7,075.14
	Step 3				\$ 193,151	\$ 16,096	\$ 92.8611	\$ 7,428.89
	Step 4				\$ 202,809	\$ 16,901	\$ 97.5042	\$ 7,800.34
	Step 5				\$ 212,949	\$ 17,746	\$ 102.3794	\$ 8,190.36

-----  
 {a} - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



**City of Vernon**  
**Classification and Compensation Plan**  
**Management, Confidential Elected Officials**  
**Exhibit A**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>FINANCE DEPARTMENT</b>								
<b>1224</b>	<b>Finance Manager</b>	<b>E</b>	<b>M</b>	<b>33</b>				
	Step 1				\$ 122,135	\$ 10,178	\$ 58.7188	\$ 4,697.50
	Step 2				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 3				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 4				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 5				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
<b>1241</b>	<b>Finance Specialist, Senior (Confidential)</b>	<b>NE</b>	<b>C</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>1222</b>	<b>Financial Services Administrator</b>	<b>E</b>	<b>M</b>	<b>34</b>				
	Step 1				\$ 128,242	\$ 10,687	\$ 61.6547	\$ 4,932.38
	Step 2				\$ 134,654	\$ 11,221	\$ 64.7375	\$ 5,179.00
	Step 3				\$ 141,387	\$ 11,782	\$ 67.9743	\$ 5,437.95
	Step 4				\$ 148,456	\$ 12,371	\$ 71.3731	\$ 5,709.84
	Step 5				\$ 155,879	\$ 12,990	\$ 74.9417	\$ 5,995.34
<b>PUBLIC WORKS DEPARTMENT</b>								
<b>7015</b>	<b>Deputy Director of Public Works</b>	<b>E</b>	<b>M</b>	<b>41</b>				
	Step 1				\$ 180,449	\$ 15,037	\$ 86.7545	\$ 6,940.36
	Step 2				\$ 189,472	\$ 15,789	\$ 91.0922	\$ 7,287.37
	Step 3				\$ 198,945	\$ 16,579	\$ 95.6468	\$ 7,651.74
	Step 4				\$ 208,893	\$ 17,408	\$ 100.4292	\$ 8,034.33
	Step 5				\$ 219,337	\$ 18,278	\$ 105.4506	\$ 8,436.05

{a} - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



**City of Vernon**  
**Classification and Compensation Plan**  
**Teamsters**  
**Exhibit C**  
**Fiscal Year: 2020-2021**  
**Effective August 4, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>FINANCE DEPARTMENT</b>								
<b>1246</b>	<b>Finance Specialist</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 54,322	\$ 4,527	\$ 26.1163	\$ 2,089.30
	Step 2				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 3				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 4				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 5				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
<b>1232</b>	<b>Finance Specialist, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 2				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 3				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 4				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 5				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
<b>1241</b>	<b>Finance Specialist, Senior</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>HEALTH AND ENVIRONMENTAL CONTROL DEPARTMENT</b>								
<b>2037</b>	<b>Environmental Health Specialist Trainee</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
<b>PUBLIC UTILITIES DEPARTMENT</b>								
<b>Compliance Division</b>								
<b>8615</b>	<b>Utilities Compliance Analyst</b>	<b>NE</b>	<b>G</b>	<b>28</b>				
	Step 1				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
	Step 2				\$ 97,554	\$ 8,130	\$ 46.9012	\$ 3,752.10
	Step 3				\$ 102,432	\$ 8,536	\$ 49.2463	\$ 3,939.70
	Step 4				\$ 107,554	\$ 8,963	\$ 51.7086	\$ 4,136.69
	Step 5				\$ 112,932	\$ 9,411	\$ 54.2940	\$ 4,343.52
<b>Customer Service Division</b>								
<b>8520</b>	<b>Utilities Customer Service Representative, Senior</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 2				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 3				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
	Step 4				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 5				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86





**City of Vernon**  
**Classification and Compensation Plan**  
**Teamsters**  
**Exhibit C**  
**Fiscal Year: 2020-2021**  
**Effective August 4, 2020**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>Electric Operations Division</b>								
<b>8070</b>	<b>Utilities Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 57,038	\$ 4,753	\$ 27.4221	\$ 2,193.77
	Step 2				\$ 59,890	\$ 4,991	\$ 28.7932	\$ 2,303.46
	Step 3				\$ 62,884	\$ 5,240	\$ 30.2328	\$ 2,418.63
	Step 4				\$ 66,029	\$ 5,502	\$ 31.7445	\$ 2,539.56
	Step 5				\$ 69,330	\$ 5,778	\$ 33.3317	\$ 2,666.54
<b>Water Operations Division</b>								
<b>7922</b>	<b>Water Maintenance Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>24</b>				
	Step 1				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 2				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 3				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 4				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26
	Step 5				\$ 92,909	\$ 7,742	\$ 44.6678	\$ 3,573.42
<b>PUBLIC WORKS DEPARTMENT</b>								
<b>Engineering Division (Public Works)</b>								
<b>7424</b>	<b>Public Works Inspector</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 72,797	\$ 6,066	\$ 34.9983	\$ 2,799.87
	Step 2				\$ 76,436	\$ 6,370	\$ 36.7483	\$ 2,939.86
	Step 3				\$ 80,258	\$ 6,688	\$ 38.5857	\$ 3,086.86
	Step 4				\$ 84,271	\$ 7,023	\$ 40.5150	\$ 3,241.20
	Step 5				\$ 88,485	\$ 7,374	\$ 42.5408	\$ 3,403.26

-----  
 {a} - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



**City of Vernon**  
**Classification and Compensation Plan**  
**Teamsters**  
**Exhibit C**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>FINANCE DEPARTMENT</b>								
<b>1246</b>	<b>Finance Specialist</b>	<b>NE</b>	<b>G</b>	<b>17</b>				
	Step 1				\$ 55,952	\$ 4,663	\$ 26.8998	\$ 2,151.98
	Step 2				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 3				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 4				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 5				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
<b>1232</b>	<b>Finance Specialist, Lead</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 2				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 3				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 4				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 5				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
<b>1241</b>	<b>Finance Specialist, Senior</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>HEALTH AND ENVIRONMENTAL CONTROL DEPARTMENT</b>								
<b>2037</b>	<b>Environmental Health Specialist Trainee</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
<b>PUBLIC UTILITIES DEPARTMENT</b>								
<b>Compliance Division</b>								
<b>8615</b>	<b>Utilities Compliance Analyst</b>	<b>NE</b>	<b>G</b>	<b>28</b>				
	Step 1				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
	Step 2				\$ 100,481	\$ 8,373	\$ 48.3081	\$ 3,864.65
	Step 3				\$ 105,505	\$ 8,792	\$ 50.7235	\$ 4,057.88
	Step 4				\$ 110,780	\$ 9,232	\$ 53.2597	\$ 4,260.78
	Step 5				\$ 116,319	\$ 9,693	\$ 55.9227	\$ 4,473.81
<b>Customer Service Division</b>								
<b>8520</b>	<b>Utilities Customer Service Representative, Senior</b>	<b>NE</b>	<b>G</b>	<b>20</b>				
	Step 1				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 2				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 3				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
	Step 4				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 5				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06



**City of Vernon**  
**Classification and Compensation Plan**  
**Teamsters**  
**Exhibit C**  
**Fiscal Year: 2021-2022**  
**Effective July 4, 2021**

CLASS CODE	OCCUPATIONAL JOB FAMILIES AND JOB CLASSES	FLSA	EMPLOYEE GROUP	PAY GRADE	{a} ANNUAL	{a} MONTHLY	HOURLY	PAY PERIOD
<b>Electric Operations Division</b>								
<b>8070</b>	<b>Utilities Maintenance Worker</b>	<b>NE</b>	<b>G</b>	<b>18</b>				
	Step 1				\$ 58,749	\$ 4,896	\$ 28.2448	\$ 2,259.58
	Step 2				\$ 61,687	\$ 5,141	\$ 29.6570	\$ 2,372.56
	Step 3				\$ 64,771	\$ 5,398	\$ 31.1399	\$ 2,491.19
	Step 4				\$ 68,010	\$ 5,667	\$ 32.6969	\$ 2,615.75
	Step 5				\$ 71,410	\$ 5,951	\$ 34.3317	\$ 2,746.54
<b>Water Operations Division</b>								
<b>7922</b>	<b>Water Maintenance Worker, Lead</b>	<b>NE</b>	<b>G</b>	<b>24</b>				
	Step 1				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 2				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 3				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 4				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35
	Step 5				\$ 95,696	\$ 7,975	\$ 46.0078	\$ 3,680.62
<b>PUBLIC WORKS DEPARTMENT</b>								
<b>Engineering Division (Public Works)</b>								
<b>7424</b>	<b>Public Works Inspector</b>	<b>NE</b>	<b>G</b>	<b>23</b>				
	Step 1				\$ 74,980	\$ 6,248	\$ 36.0483	\$ 2,883.86
	Step 2				\$ 78,729	\$ 6,561	\$ 37.8507	\$ 3,028.06
	Step 3				\$ 82,666	\$ 6,889	\$ 39.7433	\$ 3,179.46
	Step 4				\$ 86,799	\$ 7,233	\$ 41.7304	\$ 3,338.43
	Step 5				\$ 91,139	\$ 7,595	\$ 43.8169	\$ 3,505.35

-----  
 {a} - The annual and monthly salaries are reported as whole dollar without the cents ONLY for reporting purposes.



## JOB DESCRIPTION

### Deputy City Treasurer

Date Prepared: March 2014  
[Date Revised:](#) [July 2020](#)

Class Code: 1225

**SUMMARY:** Under general supervision, assists the Finance Director/[City Treasurer](#) to receive and disburse City funds, and safeguard the assets of the City; assists with managing the accounting cycle process, manages payroll and accounting personnel, and assures that work activities are in compliance with state and federal regulations, and City policies.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the activities and staff of a Finance Department work group, including treasury, payroll, cash, investments, general ledger, and accounting cycle process; coordinates with other managers on special projects, daily operations, personnel management, technical issues, and budget.
- Manages receipts, accounts payable, payroll, and technical transactions for the City, in compliance with all applicable Federal and state rules and regulations, and City procedures; disburses funds according to approved appropriations.
- Directs and reviews City payroll process; assures that all payroll information is appropriately reported and recorded, and payrolls are on time; generates technical payroll reports for government agencies; prepares and submits tax deposits and special state and Federal statements.
- Researches and analyzes payroll data for special reports, surveys, and budgeting process; traces transactions to locate and resolve discrepancies.
- Monitors daily cash balances to verify liquidity of working capital.
- Compiles data, and prepares regular accounting of income and expenditures.
- Maintains a system of internal controls to assure the accuracy and reliability of accounting information.
- Checks documents for validity and accuracy of information; reconciles transactions and records, reviews accounting records, and corrects errors as required; verifies the accuracy of accounting and payroll records.
- Manages Finance staff; plans, prioritizes, and assigns tasks and projects; monitors work, develops skills, and evaluates performance; meets with team to discuss and resolve workload, quality standards, and technical issues; reviews work, verifies the accuracy of financial records, and assures required deadlines are met; reviews and verifies journal entries and account reconciliations.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates work load, technical support systems, internal reporting relationships, and inter-departmental issues; identifies opportunities for improvement, and develops recommendations.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

Bachelor's Degree in Accounting, Finance, or Business Administration; AND five years of experience in public sector financial operations, [including at least two years of supervisory experience.](#)

**Knowledge of:**

- City organization, operations, policies, and procedures.
- Government Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles for Public Sector financial management, including payroll, treasury, grant funds, and public debt management.
- Payroll and benefits accounting rules, regulations, methods, and procedures.
- Federal and state laws and statutes governing municipal operations.
- Legal, ethical, and professional rules of conduct for municipal finance officers.
- Principles and practices of administrative management, including personnel rules, procurement, contract management, risk management, and employee supervision.
- Record keeping and file maintenance principles and procedures.
- General ledger and account reconciliation standards.

**Skill in:**

- Effectively managing staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Maintaining payroll documentation, and verifying, and reconciling payroll information and reports.
- Meeting deadlines and strict time frames for payroll processing.
- Reading, interpreting, understanding, and applying accounting standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



## JOB DESCRIPTION

### Deputy Director of Public Works, ~~Water and Development Services~~

Date Prepared: September 2016  
Date Revised: July 2020

Class Code: 7015

**SUMMARY:** Under limited supervision, ~~participates~~ assists the Public Works Director in the planning, ~~direction~~ managing and coordination of the ~~Public Works~~ Administrative, Engineering, Planning, ~~and~~ Building, ~~Warehouse, Garage, and Streets~~ and Water Divisions of the City's ~~Department of Public Works~~ Department, ~~Water and Development Services~~. This position oversees the operations, services and activities of the Building Division. Assists in managing department functions, special projects and supervises designated staff.

**ESSENTIAL FUNCTIONS:** -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- ~~Assists in planning, managing and coordination of the Department's work plan; assists with review and evaluation of work methods and procedures. Implements City policies and establishes procedures regarding planning, code enforcement, building, engineering, and inspection.~~
- Monitors and evaluates the efficiency, productivity and effectiveness of service delivery methods and procedures, overall Departmental organizational structure, mission, core services and allocation of financial, human and capital resources; identifies redundancies, opportunities for improvement, and develops recommendations.
- Assist in developing and evaluating short and long-term Departmental goals, objectives, policies, and procedures.
- ~~Plans, organizes, directs and reviews all public works engineering activities, including design, surveying and inspection.~~
- Supervises the preparation of reports, notices, building standards and documents for the City Council.
- Develops and implements policies and regulations regarding land use within the City, including planning, General Plans, specific plans, zoning and subdivisions; ensures that policies are administered in conjunction with City goals and objectives and state and federal laws and regulations.
- Advises and provides assistance regarding economic development matters, including planning, zoning, and subdivisions.
- Plans, directs and coordinates ~~planning and building~~ activities of designated staff; develops procedures to conduct activities; ensures that activities are completed in accordance with state and federal laws, ordinances, rules and regulations; develops comprehensive plans to meet future needs for Department services.
- ~~Directs and supervises application reviews on planned, commercial and industrial projects, subdivisions, use permits, variances, and zone changes; ensures compliance with City policies, ordinances and related regulations.~~
- Participates in the development and administration of the budget for the Department, including capital improvement projects; participates in discussions regarding maximum utilization of available City funds and priority setting. Recommends revisions to the City building, plumbing, heating, ventilation and air conditioning (HVAC), and electrical codes.
- Oversees the planning, organizing, contract administration, inspection, and preparation of all public works projects.



- [Oversees the development and implementation of the City's storm water management program in compliance with the requirements of the National Pollutant Discharge Elimination System Multiple Separate Storm Water Systems \(NPDES MS4\) program.](#)
- [Oversees the City's special parcel tax programs.](#)
- Coordinates permit application process with various agencies or departments.
- ~~Provides code interpretations and technical assistance to the public, design professional and contractors.~~
- ~~Conducts or directs studies; prepares and presents reports regarding land use and Department activities.~~
- Plans, organizes, directs and reviews public works ~~and engineering~~ activities, including design, construction, maintenance and operations.
- Participates in regional projects by representing the interest of the City.
- Supervises subordinate staff; sets work priorities; creates work schedules; provides training; conducts performance evaluations; rewards and/or disciplines employees.
- Coordinates with consultants and other agencies regarding various matters affecting public works operations.
- Confers with developers, commercial representatives, industrial interests, property owners and others in promoting and coordinating the development and use of City property; confers with other City staff on related activities.
- Oversees ~~and participates in~~ plan examining, code enforcement and field inspections activities.
- Represents the Department to other departments, elected officials, and external agencies.
- ~~Prepares and presents reports to a variety of boards, commissions and committees; interacts with external regulatory agencies.~~
- Assists City Administration in the oversight of the City's Housing Program; [acts as primary City staff member to the Vernon Housing Commission in the absence of the Director of Public Works or as assigned.](#)
- Completes special and ongoing projects and tasks as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## MINIMUM QUALIFICATIONS:

### Education, Training and Experience Guidelines:

Bachelor's Degree in [Civil Engineering, Public Administration, Business Administration, Finance, Political Science, English](#) or a closely related field; AND seven years of experience [in municipal public works, engineering, and/or building regulation, or related field](#), including three years of supervisory or management experience, in ~~public works, engineering, and building~~. Master's Degree in [Engineering](#), Public Administration or Business is highly desirable.

### Knowledge of:

- City organization, operations, policies, and procedures.
- State of California engineering principles and practices regarding design and construction of buildings, water facilities and technical inspection operations.
- Applicable regulatory codes and laws regarding the development, construction and operation of public works, [storm water](#), [sewer](#), streets, planning, building and code enforcement specifically in an industrial setting.
- Methods, materials, techniques and equipment used in construction, operations, inspection, design and maintenance of streets, and buildings.
- Occupational hazards and standard safety procedures.
- Basics of National Pollutant Discharge Elimination Systems and Stormwater Program Management.
- Principles and practices of effective employee supervision.
- Principles and practices of regulatory management.
- Principles and practices of public finance and grant administration.
- Principles and practices of project management and contract administration.

- Principles and practices of strategic planning and administrative management.
- Applicable California planning and building laws and regulations.
- Customer service standards and protocols.

**Skill in:**

- Directing the work of subordinate staff.
- Defining problems, establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Making appropriate decisions while ensuring compliance with City goals and objectives.
- Building effective teams and providing efficient customer services.
- Understanding and negotiating complex technical agreements with external agencies.
- Formulating and presenting policy recommendations.
- Investigating, analyzing and resolving complex and sensitive issues and complaints.
- Responding to emergency and problem situations effectively.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with the Director of Public Works, Water and Development Services Director, City Administrator, City Council, commissioners, managers, supervisors, staff, contractors, suppliers, developers, businesses, external public agencies and the general public.
- Operating a personal computer and various software applications.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Possession of a valid State of California Class C driver's license.

~~Ability to obtain American Institute of Certified Planners (AICP) certificate within two years from hire date.~~

~~Ability to obtain registration from the State of California as a Professional Civil Engineer within four years from hire date.~~

~~Certification by the International Code Council (ICC) as a Certified Building Official is highly desired.~~

~~Registration as a Professional Land Surveyor is desirable.~~

~~Certification as a Building Plans Examiner in various building code disciplines is desirable.~~

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily in an office environment with some exposure to an outdoor work environment.

May be required to work in trenches. May be exposed to dangerous machinery.





## JOB DESCRIPTION

### Environmental Health Specialist Trainee

Date Prepared: July 2020

Class Code: 2037

**SUMMARY:** Under close administrative and technical supervision, positions allocable to this class receive a maximum of 24 months of extensive structured training in techniques and procedures for conducting environmental health inspections, investigations, and enforcement, as well as application of these techniques and procedures in the field, in compliance with Federal, State, and City public health laws, and with policies and procedures governing environmental health programs.

**DISTINGUISHING CHARACTERISTICS:** Appointment to this classification is of a limited duration not to exceed three (3) years from appointment and serves as a bridge towards advancement into the professional-level classification of Environmental Health Specialist.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Learns to conduct field inspections and investigations to enforce environmental and public health laws and regulations in a variety of program areas including Certified Unified Program Agency (CUPA) hazardous materials, food safety, stormwater management, solid waste and recycling, water/waste water systems, animal & vector control, cross connection/backflow prevention and general environmental health.
- Learns to review and approve plans for development, construction, and/or renovation of industrial and commercial facilities for compliance with health, safety, and environmental control regulations.
- Learns to respond to public health, public sanitation, and environmental health complaints; learns to identify, investigate and resolve technical issues and code violations, learns to contact owner, and how to make recommendations for abatement procedures for violations; learns to draft letters regarding violations and corrective actions and abatement; learns to conduct follow-up investigations to ensure compliance.
- Learns to prepare inspection reports, oral briefings and correspondence based on field inspections and investigations.
- Learns to review environmental reports.
- Updates and maintains a variety of records and databases; gathers, compiles, and analyzes data; maintains technical records and prepares reports as required.
- Learns to respond to emergency incidents involving hazardous materials and disease vectors; assists with investigations of environmental health hazards and emergencies.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education:

A Bachelor's Degree from an accredited college, university in Health, Science or related field, or educational institution approved by the California State Department of Public Health or an educational institution of collegiate grade approved by the American Council on Education.

**AND**

Must pose a valid "Letter of Eligibility" from the California Department of Public Health, which affirms the applicant's eligibility to work as an Environmental Health Specialist Trainee.

**Knowledge of:**

- City organization, operations, policies, and procedures.
- Basic theories of mathematics, biology, chemistry, and physics associated with environmental regulation and research.
- Basic scientific research and statistical methods
- Sound environmental practices and the effect of environmental regulation on human health, water, soil, food, and other environmental elements
- Environmental laws, regulations, and ordinances protecting public health and safety
- Basic principles of environmental compliance assurance
- Principles and procedures used in collecting and identifying samples for laboratory analysis
- Customer service standards and protocols.

**Skill in:**

- Working effectively with others to develop solutions for public/environmental health problems.
- Applying environmental health and safety principles and practices in a regulatory environment.
- Interpreting technical instructions and analyzing complex variables.
- Following and applying scientific principles and procedures for public/environmental health investigations.
- Collecting and analyzing data, and making appropriate recommendations.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. Trainees must obtain a valid registration as an Environmental Health Specialist (REHS) within 36 months of hire as a condition of continued employment.

Environmental Health Specialist Trainees are eligible to promote to the classification of Environmental Health Specialist after successfully completing the training program, acquiring the certification as an REHS from the California Department of Public Health, and receiving above satisfactory performance evaluations.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in internal and external environments throughout the City, with possibility of exposure to hazardous materials.



## JOB DESCRIPTION

### Finance Manager

Date Prepared: July 2020

Class Code: 1224

**SUMMARY:** Under general supervision, assists the Finance Director/City Treasurer to administer and oversee finance, accounting, budget, debt administration and any other assigned finance functions within the Finance department; to maintain fiscal stability, and safeguard the assets of the City; provides financial advice, manages assigned personnel, and assures that work activities are in compliance with state and federal regulations, municipal codes, and charter and City policies.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the activities and staff of a Finance Department work group, including financial reporting, billing, accounts receivable, accounts payable; coordinates with other managers on special projects, daily operations, personnel management, technical issues, and budget.
- Oversees and approves finance and accounting records, financial reports, tax forms and conducts financial analyses; analyzes Finance Department technical information, and develops recommendations and summary reports; assures financial reports are in compliance with time requirements and quality standards, and in accordance with state and federal requirements, rules, and regulations.
- Develops, and maintains a comprehensive and accurate accounting system to measure all operations, transactions, assets, and liabilities of the City.
- Develops and oversees comprehensive accounts receivable, accounts payable and other finance operations as assigned to assure proper processing of documents, accounts, and financial reports.
- Analyzes contract agreements, government regulations, legislation, and ordinances, and designs, coordinates, and maintains accounting systems and procedures which assure strong accounting controls in compliance with existing laws.
- Assures the accurate and timely preparation of annual and interim balance sheets, financial statements and financial reports for the City and Agency's operations in accordance with the Generally Accepted Accounting Principles (GAAP).
- Develops and evaluates departmental policies and procedures, internal controls to increase efficiencies throughout the City and recommends improvements; develops forecast models; and prepares monthly financial statements and reports.
- Directs the preparation and issuance of Comprehensive Annual Financial Report (CAFR), special financial reports and disclosures, and interim financial reports for departments and City Management.
- Prepares and reviews accounting policies, software applications, staff reports, and other communications.
- Conducts internal control risk assessment of City financial systems, and other special projects, and presents findings to City management, City Council, oversight boards, and auditors.
- Coordinates internal and external audits and makes recommendations on findings.
- Directs Finance staff; plans, prioritizes, and assigns tasks and projects; monitors work, develops skills, and evaluates performance; meets with team to discuss and resolve workload, quality standards, and technical issues; reviews work, verifies the accuracy of financial records, and assures required deadlines are met; reviews and verifies journal entries and account reconciliations.
- Coordinates development of City budget; monitors budget, revenue, and expenditure trends.

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates work load, technical support systems, internal reporting relationships, and inter-departmental issues; identifies opportunities for improvement, and develops recommendations.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

Bachelor’s Degree in Accounting, Finance, or Business Administration or related field; AND five years of experience in public sector financial operations including at least two years of supervisory experience.

**Knowledge of:**

- City organization, operations, policies, and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles for Public Sector financial management, including payroll, treasury, grant funds, and public debt management.
- Federal and state laws and statutes governing municipal operations, public records, financial analysis including enterprise funds and open meetings.
- Revenue generation techniques applicable to public sector.
- Legal, ethical, and professional rules of conduct for municipal finance officers.
- Principles and practices of administrative management, including personnel rules, procurement, contract management, risk management, and employee supervision.
- Record keeping and file maintenance principles and procedures.
- General ledger and account reconciliation standards.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

**Skill in:**

- Analyzing problems, defining complex issues, identifying alternative solutions and strategies, projecting consequences of proposed actions, and implementing recommendations to support goals and build the organization.
- Effectively managing staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Reading, interpreting, understanding, and applying accounting standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Monitoring and interpreting financial documents, and assuring compliance with all regulatory requirements governing municipal financial activities.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Operating a personal computer utilizing standard and specialized software.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver’s License is required. Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation is preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



## JOB DESCRIPTION

### Finance Specialist

Date Prepared: July 2020

Class Code: 1246

**SUMMARY:** Under basic supervision, performs a variety of financial record keeping and reporting duties in support of assigned Finance Department functions including accounts payable, accounts receivable, , business licensing, cashiering, and risk management ; maintains a variety of accounting records, ledgers, logs, and files; assists in the preparation of financial documents and reports; provides quality customer service in answering questions, providing information and completing applications for City services and taxes; receives and records payments; enters data, and records incoming revenue for the City.

#### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from the Finance Specialist, Senior by the performance of the more routine tasks and duties assigned across a variety of functional areas. Positions at this level are typically assigned to routine functional areas requiring less independent discretion and judgment in matters related to work policies, procedures and methods.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of financial record keeping and reporting duties in support of assigned area including accounts payable, accounts receivables, business license, cashiering, and risk management; gathers, assembles, tabulates, checks, audits, posts, inputs, updates, maintains, files and distributes financial, statistical, personnel and related data; assists in establishing and maintaining accounts, journals and ledgers; prepares accounting entries to transfer funds between accounts; reconciles accounts; verifies fund balances and adjusts accounting records; maintains control of assigned funds and accounts; assists in the preparation of financial statements and reports; gathers and organizes data to assist management in the preparation of reports and recommendations; receives, balances and posts cash funds; maintains fixed asset records.
- Performs a full range of accounts payable duties including assuming responsibility for paying invoices, material requisitions, purchase orders, demands and general debts incurred by the City; reviews documents for validity and accuracy; researches invoices and obtains authorization for payment.
- Assists in the establishment of forms and procedures relating to financial record keeping methods; utilizes various computer applications and software packages; creates spreadsheets, enters data, and generates reports using spreadsheet software; creates documents using word processing software.
- Processes accounting documents and financial transactions in compliance with all applicable rules, regulations and procedures; duties may vary according to work assignment.
- Provides information, instruction and assistance to the public and others having business with the City; assists customers with requests, applications, government forms, and other documents; accepts and processes payments from walk-in customers and by mail; answers telephones, emails, greets the public, responds to and resolves customer service issues in a courteous and respectful manner; answers questions and resolves issues within scope of authority and City guidelines; refers matters requiring policy interpretation to supervisor for resolution; coordinates solution of customer service issues with other department staff, and effectively communicates customer service issues.
- Computes and determines various tax liabilities and/or various permit fees along with explaining calculations and compliance requirements to the public.

- Processes requests for information, and attempts to resolve them by researching files and records; explains rules, policies, and procedures; explains the proper use and completion of forms and documents.
- Receives, processes and posts details of transactions such as licensing and permit fees and fines; opens and sorts incoming mail for processing.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and financial transactions within designated limits.
- Prepares and submits required reports.
- May provide assistance in other Finance Department functional areas as assigned including payroll and purchasing.
- Performs a variety of clerical functions, including typing, filing, and maintaining records; cross-trains in other accounting and clerical jobs as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

High School Diploma or GED equivalent; AND two years of accounting, bookkeeping, purchasing and/or payroll and customer service experience.

**Knowledge of:**

- City organization, operations, policies, and procedures.
- Basic principles and practices of payroll or accounting payment processing, bookkeeping, balancing registers, receipt processing procedures and records maintenance.
- Telephone etiquette and customer service protocol.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

**Skill in:**

- Explaining accounting rules and regulations and City policies and procedures.
- Operating a personal computer utilizing a variety of business software.
- Entering numerical and related information into a computer system with speed and accuracy.
- Maintaining accurate and interrelated financial and technical records.
- Organizing tasks and meeting deadlines.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with co-workers and the public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required depending on area of assignment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



## JOB DESCRIPTION

### Finance Specialist, Lead

Date Prepared: July 2020

Class Code: 1232

**SUMMARY:** Under general supervision, performs a variety of advanced and complex financial record keeping and reporting duties in support of assigned Finance Department functions including accounts payable, accounts receivable, purchasing, risk management and payroll; maintains a variety of accounting records, ledgers, logs, and files; prepares of financial statement, documents, analyses and reports; provides quality customer service in answering questions, furnishing information and completing applications for City services, taxes, receives and records payments; enters data, records incoming revenue for the City; processes documents and transactions; balances transactions on a daily basis and prepares and maintains financial data and records. Work responsibilities extend to leading, monitoring, reviewing, coordinating work activities and providing work direction to less experienced staff.

#### **DISTINGUISHING CHARACTERISTICS:**

The Finance Specialist, Lead is the advanced journey-level classification in the Finance Specialist series. Employees within this classification are distinguished from Finance Specialist, Senior by the performance of the more specialized and complex duties and have primary responsibility for leading and coordinating the city-wide purchasing function in the Finance Department. Employees may also be assigned support functions in the areas of payroll, risk management and a variety of financial record keeping and reporting duties. Incumbents lead, provide work direction and guidance to less experienced staff. Assignments are performed with the expectation that incumbents have the ability to review and choose among alternatives in solving job related problems. Positions at this level receive minimal instruction or assistance as new or unusual situation arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of advanced to complex purchasing, payroll and financial record keeping and reporting duties in support of assigned area; gathers, assembles, tabulates, checks, analyses, audits, posts, inputs, updates, maintains, files and distributes financial, statistical, personnel and related data; establishes and maintains accounts, journals and ledgers; prepares accounting entries to transfer funds between accounts; reconciles accounts; verifies fund balances and adjusts accounting records; maintains control of assigned funds and accounts; prepares financial statements and reports; gathers and organizes data to assist management in the preparation of reports and recommendations; receives, balances and posts cash funds; maintains fixed asset records; reviews and processes purchase requisitions; receives, audits, analyses, processes, inputs and distributes requisitions and purchase orders.
- Performs advanced to complex accounts payable duties including assuming responsibility for paying invoices, material requisitions, purchase orders, demands and general debts incurred by the City; reviews documents for validity and accuracy, identifies issues and presents alternatives and solution recommendations; researches invoices and obtains authorization for payment.
- Receives, examines, reviews and processes departmental requisitions; generates and revises purchase orders, change orders, and necessary documents related to the purchase of supplies, equipment, services and material.
- Monitors and maintains contracts, leases and blanket purchase orders.



- Troubleshoots issues with vendors, including processing claims for damaged materials and obtaining credits where appropriate.
- Maintains Department of Motor Vehicles records.
- Reviews market trends, makes value analysis and makes recommendations of award of order.
- Analyzes and tracks procurement process, protocols, trends, proposals and product price quotations.
- Reviews, enters and processes, payroll, benefits, and technical transactions for the City employees, and conducts purchasing and procurement functions in compliance with all applicable federal and state rules and regulations, and City procedures.
- Assists in the establishment of forms and procedures relating to financial record keeping methods; utilizes various computer applications and software packages; creates spreadsheets, enters data, and generates reports using spreadsheet software; creates documents using word processing software.
- Processes accounting documents and technical transactions in compliance with all applicable rules, regulations and procedures; duties may vary according to work assignment.
- Provides information, instructions and assistance to the public and others having business with the City; assists customers with requests, applications, government forms, and other documents; may accept payments from walk-in customers and by mail; answers telephones, emails, greets the public, responds to and resolves customer service issues in a courteous and respectful manner; answers questions and resolves issues within scope of authority and City guidelines; refers matters requiring policy interpretation to supervisor for resolution; coordinates solution of customer service issues with other department staff, and effectively communicates customer service issues.
- Assists the Supervisor in the daily work activities and functions of Finance Specialists; including leading assigned staff, tracking and reviewing work progress and activities; may provide input into employee evaluations.
- Trains assigned employees on equipment and procedures; provides direction and guidance on technical and procedural issues; reviews work of assigned personnel to verify complete and accurate information.
- Performs a variety of administrative support functions, including typing, maintain complex filing systems, and maintaining records, prepares customer correspondence, prepares reports, researches historical files and presents findings; maintains, orders and restocks office supplies; cross-trains in other accounting and clerical jobs as assigned; may perform back-up duties for other positions within the department.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Associate Degree in Business, Public Administration, Accounting, Finance, or a related field; AND four years of professional level accounting, and/or governmental or commercial purchasing including familiarity with warehousing and inventory control procedures, including one year of lead or supervisory experience.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Pertinent Federal, State and local codes, laws and regulations.
- Principles and practices of accounting, payroll, accounting payment, bookkeeping, receipt processing procedures and records maintenance.
- City Code, City Ordinances, City Budgets, and Standard Purchasing Procedures.
- Federal, State and Municipal purchasing laws, regulations and procedures.
- Principles and practices of purchasing, bookkeeping, and records maintenance.
- Legal aspects of bidding and contract procedures.
- Storekeeping and warehousing methods and practices including inventory control procedures; types of supplies, materials and equipment commonly used by the municipal utilities.
- Administration of leases and contracts; basic mathematics.
- Principles and practices of record keeping, report writing and project management.



- Business computers and standard MS Office software applications.
- Telephone etiquette and customer service protocol.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

**Skill in:**

- Entering numerical and related information into a computer system with speed and accuracy.
- Providing the full range of responsible technical accounting work in support of area to which assigned.
- Interpreting and applying pertinent organization policies and procedures, Federal, State and local codes, laws and regulations.
- Explaining City purchasing and accounting rules and regulations, and policies and procedures.
- Entering numerical and related information into a computer system with speed and accuracy.
- Composing and interpreting reports and preparing bid specifications.
- Researching and utilizing data and information to achieve cost effective results.
- Researching and preparing full range of payroll, financial and accounting records, statements and reports.
- Negotiating contracts, agreements, and/or pricing schedules for services, supplies, and equipment.
- Maintaining accurate financial records and reports for informational, auditing, and operational use.
- Organizing tasks and meeting deadlines.
- Following verbal and written instructions and procedures.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with co-workers.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required depending on area of assignment.

Certified Professional Public Buyer (CPPB) certificate issued by the National Institute of Governmental Purchasing or the Universal Public Procurement Certification Council is highly desirable.

Certified Professional in Supply Management (CPSM) certificate from the Institute of Supply Management is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



## JOB DESCRIPTION

### Finance Specialist, Senior

Date Prepared: July 2020

Class Code: 1241

**SUMMARY:** Under general supervision, performs a variety of more complex financial record keeping and reporting duties in support of assigned Finance Department functions primarily involving advanced accounts payable and accounts receivable, purchasing, and payroll; maintains a variety of accounting records, ledgers, logs, and files; assists in the preparation of financial documents and reports; provides quality customer service in answering questions, providing information and completing applications for City services and taxes; receives and records payments; enters data, records incoming revenue for the City; processes documents and transactions; balances transactions on a daily basis and assists in preparing and maintaining financial data and records.

#### **DISTINGUISHING CHARACTERISTICS:**

The Finance Specialist, Senior is distinguished from Finance Specialist by the performance of the full range of, technical and more complex duties as assigned including performing the full range of payroll processing functions and reviewing and processing purchase requisitions and purchase orders, and performing more advanced financial record keeping and reporting duties. When assigned to the Payroll function, the incumbent shall be designated as Confidential.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of technical to complex payroll and financial record keeping and reporting duties in support of assigned area with primary responsibility for processing payroll or in the performance of purchasing functions in addition to duties assigned in the areas of accounts payable, accounts receivables, and risk management; gathers, assembles, tabulates, checks, analyses, audits, posts, inputs, updates, maintains, files and distributes financial, statistical, personnel and related data; establishes and maintains accounts, journals and ledgers; prepares accounting entries to transfer funds between accounts; reconciles accounts; verifies fund balances and adjusts accounting records; maintains control of assigned funds and accounts; prepares financial statements and reports; gathers and organizes data to assist management in the preparation of reports and recommendations; receives, balances and posts cash funds; maintains fixed asset records; reviews and processes purchase requisitions; receives, audits, analyzes, processes, inputs and distributes requisitions and purchase orders.
- Reviews, enters and processes payroll, benefits, and technical transactions for the City employees, in compliance with all applicable federal and state rules and regulations, and City procedures.
- Enters payroll, benefits, and related data into computer systems, and maintains information system database; enters data, processes transactions, validates data, and compiles documentation.
- Reviews timesheets and source documents for compliance with rules and regulations; determines proper handling of payroll and technical transactions within designated limits; coordinates correction of timesheet errors with City Departments; creates and submits special payment plan files.
- Ensures all payroll and benefit duties are performed in a timely and accurate manner and are executed in accordance with all Federal, State Wage and Hour laws, tax regulations, and City policies and MOU guidelines. Provides timely payroll entries for general ledger processing.
- Processes Human Resources personnel actions and related transaction forms.

- Generates and submits CalPERS on-line payroll report and makes payments in accordance with established CalPERS policies and procedures.
- Assists in the establishment of forms and procedures relating to financial record keeping methods; utilizes various computer applications and software packages; creates spreadsheets, enters data, and generates reports using spreadsheet software; creates documents using word processing software.
- Provides information, instructions and assistance to the public and others having business with the City; assists customers with requests, applications, government forms, and other documents; may accept payments from walk-in customers and by mail; answers telephones, emails, greets the public, responds to and resolves customer service issues in a courteous and respectful manner; answers questions and resolves issues within scope of authority and City guidelines coordinates solution of customer service issues with other department staff, and effectively communicates customer service issues.
- Receives, processes, posts and audits account receivables and civil citations; audits accounts for accuracy, researches discrepancies, irregularities and/or inquiries; monitors delinquent accounts, assists customers with payment arrangements, sets up and tracks promissory notes and refers past due accounts to collection agency; generates billing and reviews for accuracy; opens and sorts incoming mail for processing.
- Reviews and process requisitions for an assigned department; researches vendor information and/or quotes using the internet; reviews requisitions for required information and documentation; obtains missing information and documentation as necessary, enters transaction information into computer records systems to create requisitions; performs other tasks in support of the requisition process.
- Communicates with vendors to research and resolve outstanding issues.
- Maintains and updates PO files, vendor records, and databases.
- Assists City staff with purchasing special items, managing the PO process and working with contracts; explains rules, policies, and procedures; scans invoices for department processing and approval.
- Reviews invoices, payment requests, purchase orders, and related documentation for accuracy, completeness, and department/City approval.
- Analyzes and tracks procurement process, protocols, trends, proposals and product price quotations.
- Performs a variety of administrative support functions, including typing, maintain complex filing systems, and maintaining records, prepares customer correspondence, prepares reports, researches historical files and presents findings; maintains, orders and restocks office supplies; cross-trains in other accounting and clerical jobs as assigned; may perform back-up duties for other positions within the department.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High School Diploma or GED equivalent; AND five years of increasingly responsible accounting, bookkeeping, purchasing and/or payroll, and customer service experience.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Pertinent Federal, State and local codes, laws and regulations.
- Principles and practices of accounting, payroll, accounting payment, bookkeeping, receipt processing procedures and records maintenance.
- Telephone etiquette and customer service protocol.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

### **Skill in:**

- Entering numerical and related information into a computer system with speed and accuracy.
- Providing the full range of responsible technical accounting work in support of area to which assigned.

- Interpreting and applying pertinent organization policies and procedures, Federal, State and local codes, laws and regulations.
- Explaining accounting rules and regulations and City policies and procedures.
- Researching and preparing full range of payroll, financial and accounting records, statements and reports.
- Maintaining accurate and interrelated financial and technical records.
- Organizing tasks and meeting deadlines.
- Following verbal and written instructions and procedures.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with co-workers.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required depending on area of assignment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



## JOB DESCRIPTION

### Finance Specialist, Senior (Confidential)

Date Prepared: July 2020

Class Code: 1241

**SUMMARY:** Under general supervision, performs a variety of more complex financial record keeping and reporting duties in support of assigned Finance Department functions primarily involving advanced accounts payable and accounts receivable, purchasing, and payroll; maintains a variety of accounting records, ledgers, logs, and files; assists in the preparation of financial documents and reports; provides quality customer service in answering questions, providing information and completing applications for City services and taxes; receives and records payments; enters data, records incoming revenue for the City; processes documents and transactions; balances transactions on a daily basis and assists in preparing and maintaining financial data and records.

#### **DISTINGUISHING CHARACTERISTICS:**

The Finance Specialist, Senior is distinguished from Finance Specialist by the performance of the full range of, technical and more complex duties as assigned including performing the full range of payroll processing functions and reviewing and processing purchase requisitions and purchase orders, and performing more advanced financial record keeping and reporting duties. When assigned to the Payroll function, the incumbent shall be designated as Confidential.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of technical to complex payroll and financial record keeping and reporting duties in support of assigned area with primary responsibility for processing payroll or in the performance of purchasing functions in addition to duties assigned in the areas of accounts payable, accounts receivables, and risk management; gathers, assembles, tabulates, checks, analyses, audits, posts, inputs, updates, maintains, files and distributes financial, statistical, personnel and related data; establishes and maintains accounts, journals and ledgers; prepares accounting entries to transfer funds between accounts; reconciles accounts; verifies fund balances and adjusts accounting records; maintains control of assigned funds and accounts; prepares financial statements and reports; gathers and organizes data to assist management in the preparation of reports and recommendations; receives, balances and posts cash funds; maintains fixed asset records; reviews and processes purchase requisitions; receives, audits, analyzes, processes, inputs and distributes requisitions and purchase orders.
- Reviews, enters and processes payroll, benefits, and technical transactions for the City employees, in compliance with all applicable federal and state rules and regulations, and City procedures.
- Enters payroll, benefits, and related data into computer systems, and maintains information system database; enters data, processes transactions, validates data, and compiles documentation.
- Reviews timesheets and source documents for compliance with rules and regulations; determines proper handling of payroll and technical transactions within designated limits; coordinates correction of timesheet errors with City Departments; creates and submits special payment plan files.
- Ensures all payroll and benefit duties are performed in a timely and accurate manner and are executed in accordance with all Federal, State Wage and Hour laws, tax regulations, and City policies and MOU guidelines. Provides timely payroll entries for general ledger processing.
- Processes Human Resources personnel actions and related transaction forms.

- Generates and submits CalPERS on-line payroll report and makes payments in accordance with established CalPERS policies and procedures.
- Assists in the establishment of forms and procedures relating to financial record keeping methods; utilizes various computer applications and software packages; creates spreadsheets, enters data, and generates reports using spreadsheet software; creates documents using word processing software.
- Provides information, instructions and assistance to the public and others having business with the City; assists customers with requests, applications, government forms, and other documents; may accept payments from walk-in customers and by mail; answers telephones, emails, greets the public, responds to and resolves customer service issues in a courteous and respectful manner; answers questions and resolves issues within scope of authority and City guidelines coordinates solution of customer service issues with other department staff, and effectively communicates customer service issues.
- Receives, processes, posts and audits account receivables and civil citations; audits accounts for accuracy, researches discrepancies, irregularities and/or inquiries; monitors delinquent accounts, assists customers with payment arrangements, sets up and tracks promissory notes and refers past due accounts to collection agency; generates billing and reviews for accuracy; opens and sorts incoming mail for processing.
- Reviews and process requisitions for an assigned department; researches vendor information and/or quotes using the internet; reviews requisitions for required information and documentation; obtains missing information and documentation as necessary, enters transaction information into computer records systems to create requisitions; performs other tasks in support of the requisition process.
- Communicates with vendors to research and resolve outstanding issues.
- Maintains and updates PO files, vendor records, and databases.
- Assists City staff with purchasing special items, managing the PO process and working with contracts; explains rules, policies, and procedures; scans invoices for department processing and approval.
- Reviews invoices, payment requests, purchase orders, and related documentation for accuracy, completeness, and department/City approval.
- Analyzes and tracks procurement process, protocols, trends, proposals and product price quotations.
- Performs a variety of administrative support functions, including typing, maintain complex filing systems, and maintaining records, prepares customer correspondence, prepares reports, researches historical files and presents findings; maintains, orders and restocks office supplies; cross-trains in other accounting and clerical jobs as assigned; may perform back-up duties for other positions within the department.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High School Diploma or GED equivalent; AND five years of increasingly responsible accounting, bookkeeping, purchasing and/or payroll, and customer service experience.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Pertinent Federal, State and local codes, laws and regulations.
- Principles and practices of accounting, payroll, accounting payment, bookkeeping, receipt processing procedures and records maintenance.
- Telephone etiquette and customer service protocol.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

### **Skill in:**

- Entering numerical and related information into a computer system with speed and accuracy.
- Providing the full range of responsible technical accounting work in support of area to which assigned.

- Interpreting and applying pertinent organization policies and procedures, Federal, State and local codes, laws and regulations.
- Explaining accounting rules and regulations and City policies and procedures.
- Researching and preparing full range of payroll, financial and accounting records, statements and reports.
- Maintaining accurate and interrelated financial and technical records.
- Organizing tasks and meeting deadlines.
- Following verbal and written instructions and procedures.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with co-workers.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required depending on area of assignment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



## JOB DESCRIPTION

### Financial Services Administrator

Date Prepared: July 2020

Class Code: 1222

**SUMMARY:** Under general supervision, provides professional, administrative and technical financial support to the Finance Director/City Treasurer; assists with managing the purchasing function and/or other designated finance unit; serves as an advisor and technical source to executive management on the coordination, implementation, and evaluation of financial policies and procedures; conducts legislative review and analysis; reviews, analyses, recommends, and implements improvements to financial operations and systems; serves as department liaison for special projects and assures that work activities are in compliance with state and federal regulations, municipal codes and charter and City policies and procedures.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the activities and staff of a Finance Department work group, including purchasing, revenue generation, financial operations and systems; coordinates with other managers on special projects, daily operations, personnel management, ensures internal controls, technical issues, and budget.
- Manages contracts, bids, and technical transactions for the City, in compliance with all applicable Federal and state rules and regulations, and City policies and procedures.
- Prepares reports for the federal, state and county government including the Comprehensive Annual Financial Report (CAFR), and its component parts.
- Oversees the purchase of citywide goods and services; evaluates procurement program activities, develops and implements improvement to municipal purchasing policies and procedures; establishes a standardized requisition and procurement system to ensure required quantity and quality levels are achieved.
- Assist in developing and evaluating short and long-term financial goals, strategies, and priorities of the department and the City.
- Conducts and prepares various complex and comprehensive analyses, studies and reports, including organizational and operational studies, staff reports, and various fiscal, financial and statistical records in order to recommend specific courses of action.
- Assigns, participates or assists with the review of the City's financial transactions, and internal and external audits; acts on recommendations made in audit reports.
- Interacts with community groups, City staff and officials, financial institutions and agencies, Federal, State and local government bodies, to communicate policies or procedures, or to negotiate policy solutions.
- Conducts a variety of financial planning, analysis, and negotiations associated with revenue generation, capital project financing, debt issuance, and the financial performance of enterprise funds.
- Maintains a system of internal controls to assure the accuracy and reliability of accounting information.
- Checks documents for validity and accuracy of information; reconciles transactions and records, reviews accounting records, and corrects errors as required; verifies the accuracy of accounting, financial and procurement records.
- Manages Finance staff; plans, prioritizes, and assigns tasks and projects; monitors work, develops skills, and evaluates performance; meets with team to discuss and resolve workload, quality standards, and technical issues; reviews work, verifies the accuracy of financial records, and assures required deadlines are met; reviews and verifies data entries and account reconciliations.



- Assists in establishing and implementing policies and procedures for citywide finance services.
- Ensures compliance with state and federal regulations, municipal codes and charter and City policies and procedures.
- Monitors and evaluates impact of legislative and regulatory changes on City business and revenue programs, and recommends adjustments to policies, processes and/or programs accordingly.
- Monitors and evaluates the efficiency, productivity and effectiveness of service delivery methods and procedures; monitors and evaluates work load, technical support systems, internal reporting relationships, and inter-departmental issues; identifies redundancies, opportunities for improvement, and develops recommendations.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs special projects and other duties as required or assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

Bachelor's Degree in Accounting, Finance, or Business Administration; AND five years of progressively responsible experience in fiscal management and/or governmental financial management, including at least two years of management or supervisory experience.

##### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Government Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles for Public Sector financial management, including payroll, treasury, grant funds, and public debt management.
- Payroll and benefits accounting rules, regulations, methods, and procedures.
- Federal and state laws and statutes governing municipal operations, and financial analysis including enterprise funds.
- Revenue generation techniques applicable to public sector.
- Legal, ethical, and professional rules of conduct for municipal finance officers.
- Principles and practices of administrative management, including personnel rules, procurement, contract management, risk management, and employee supervision.
- Record keeping and file maintenance principles and procedures.
- General ledger and account reconciliation standards.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

##### **Skill in:**

- Effectively managing staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands; meeting critical deadlines.
- Maintaining financial documentation, and verifying, and reconciling finance information and reports.
- Reading, interpreting, understanding, and applying accounting standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with co-workers.

##### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



## JOB DESCRIPTION

### Public Works Inspector

Date Prepared: July 2020

Class Code: 7424

**SUMMARY:** Under basic supervision, performs routine to complex inspections related to public works construction projects in the public right-of-way and subdivisions including capital improvements to ensure compliance with building code regulations, local ordinances and state laws.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Inspects a variety of public works, infrastructure, and capital improvement construction projects to ensure compliance with plans, specifications, contract provisions and City, County and state codes.
- Performs inspections of grading, low impact development, sidewalks, curbs and gutters, driveway approaches, street lights, traffic signing, asphalt paving, structural road sections, sewage systems, storm drainage systems, catch basins, culverts, and other civil improvement work required by permit, as part of a development project, and/or other contract.
- Inspects adjacent properties for damage from construction activity.
- Performs materials testing, such as compaction tests for subgrades and backfills, gradation analysis of aggregates, and sampling of various construction materials for laboratory tests.
- Reviews plans and specifications of assigned construction projects.
- Indicates location of various appurtenances on plans.
- Helps to locate other utility structures ahead of work performed at worksites.
- Checks to determine if barricades, lights, and other safety requirements are properly utilized at construction sites.
- Prepares necessary field records and reports as required for approval of assigned work.
- Enforces provisions for public safety, pedestrian and vehicle safety in accordance with Occupational Safety and Health Administration (OSHA) and City standards.
- Documents and takes appropriate action regarding safety and/or National Pollution Discharge Elimination System violations.
- Coordinates work with project managers, engineers, contractors, developers, other departments, other public and private agencies, and other parties involved.
- Confers with City engineering staff on design issues or problems encountered in the field.
- Schedules service interruption(s) with least interference and least inconvenience to properties.
- Determines quantity of work performed for contractor's payments.
- Investigates complaints and requests related to the inspection requirements of the Public Works Department.
- Prepares as-built plans for completed projects.
- Maintains inspection records and documentation on an automated data base; maintains public records for public examination.
- Drives a City Vehicle to and from inspection sites.

- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Possession of a High School Diploma or GED, supplemented by one-year (equivalent to 24 semester units) of college course work in construction management, engineering, inspection technology, architectural drafting, geology, civil, mechanical, electrical engineering technology or related field; AND four years of experience in public works infrastructure construction projects and inspection.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Principle and practices of public works construction inspection.
- Principles, methods, materials, equipment and safety hazards of construction.
- Federal, State and local laws, codes, regulations governing public works construction and private development projects.
- Methods, techniques and materials used in the design and construction of residential, industrial and commercial structures.
- Principles and practices of engineering design, specifications, and cost estimate preparation.
- Principles and regulations of traffic control during construction.
- Inspection practices to examine construction workmanship and materials for defects and faults.
- Practices of construction contract administration in a public agency.
- Street grading operations and preparation of sub-grade.
- Applicable safety rules, practices and procedures.
- Mathematics applicable to construction inspection.
- Plan reading for residential and commercial projects.
- Methods of investigation used in code enforcement.
- Modern developments, current literature and information sources regarding construction and design.
- Telephone etiquette and customer service standards and protocols.
- Business computers and standard MS Office software applications.
- ADA requirements.

### **Skill in:**

- Reading, interpreting and analyzing construction plans, specifications, maps, and legal descriptions for conformance with City standards and policies.
- Applying and ensuring compliance with applicable Federal, State, and local policies, procedures, laws and regulations.
- Safely working in confined spaces both above and below ground to perform inspections.
- Reviewing and calculating mathematical computations.
- Maintenance of all public records for public examination.
- Maintenance of inspection records and documentation on an automated data base.
- Writing reports and making recommendations.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, property owners, business owners, building tenants, contractors, external public and private organizations and the general public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The majority of the work is performed in an outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions and hazardous chemicals. May be required to climb ladders, work within confined spaces and/or trenches. May be required to lift and carry items weighing up to 50 pounds.



## JOB DESCRIPTION

### Utilities Compliance Analyst

Date Prepared: June 2014  
Date Revised: July 2020

Class Code: 8615

**SUMMARY:** Under general supervision, analyzes legislative and regulatory requirements, assists in the development and updating of division and department programs and procedures to foster reliability, operational excellence, and ensures Vernon Public Utilities' Department's compliance with state and federal regulations. Researches and evaluates proposed legislation and regulatory matters that may impact the City, the Department, and/or its customers. NERC and WECC Compliance Monitoring and Enforcement Programs, including future projects and initiatives aimed to ensure reliability.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- ~~Works closely with subject matter experts and management to align and implement a NERC/WECC Internal Compliance Program which ensures compliance with the NERC and WECC Reliability Standards.~~
- Assists in developing and publishing procedures to comply with NERC and WECC utility compliance requirements; and regulatory guidelines; coordinates with individual VPU Electric, Fiber, Optic, Natural Gas and Water business units/divisions to finalize procedures and practices; prepares reports, communication, proposals and final documents for Director's/General Manager's approval; publishes final documents in hard copy and Laserfiche document repository and manages working copies for periodic and annual review.
- Monitors changes in NERC and WECC standards/utility regulations; provides a variety of administrative and analytical support to Light and Power VPU the Department's sSubject mMatter eExperts, Utilities Compliance Manager Administrators, and Compliance Committee; conducts research to identify industry standards and best practices.
- Monitors and participates in regulatory and legislative matters at federal, state, and local forums.
- Analyzes the operational, financial, environmental and strategic impacts of proposed legislative and regulatory changes that may affect Vernon Public Utilities (VPU) and its customers.
- Works closely with subject matter experts and management to align and implement a NERC/WECC Internal utility cCompliance pPrograms which to ensures regulatory compliance and best practices are implemented in with the NERC and WEGCElectric, Water, Fiber Optic, Natural Gas and Water divisions. Reliability Standards.
- Assists the Utilities Compliance Manager Administrators in developing the NERC and WECC Internal Utility Compliance and Customer Programs;
- Assists management with the development and implementation of VPU initiatives, practices and Integrated Resource Plan (IRP) action plans. required by FERC, NERC, and WECC to ensure electric reliability and regulatory compliance pursuant to registered functions.
- ~~Coordinates establishment of internal controls and programs including processes, procedures, evidence, and documentation to meet promote reliable, safe and efficient business practices; assists in the development of Human Performance Improvement Program.~~
- Assists with internal assessments, periodic compliance certifications, spot checks and table-top exercises; performs analysis for regulatory submittals and external assessments; provides support during regulatory compliance audits, of Subject Matter Experts, Light and Power business unit practices, documentation, and

~~evidence in preparation for annual compliance self-certification, spot checks, periodic submittals, external assessments, preparatory compliance audits, external offsite table top audits, and on-site audits.~~

- ~~Identifies, analyzes, assesses, reports, and assists in mitigating risks to reliability, efficiency, safety and compliance; assists in compiling and analyzing reliability statistics and metrics~~development of internal controls and mitigation plans.
- Assists in compiling and analyzing reliability statistics and metrics.
- ~~Coordinates Light and Power Compliance Committee meetings,~~ informational briefings, and departmental trainings; represents ~~the City's Light and Power VPU division~~ at industry related conferences, workshops, associations and committee meetings as required.
- ~~Researches new industry practices and activities to assure the use of and stay current with~~ ensure bBest Practices at L&P; cultivates a culture of compliance throughout department.
- ~~Communicates and coordinates activities, submittals, and procedures with other utilities and registered entities.~~
- Organizes, tracks, documents and supports, audits, ~~tracks, and document~~ all NERC and WECC utility related regulatory ~~submittals~~ ssions and ~~subsequent~~ deadlines.
- Assists in identifying vulnerabilities, development of internal controls ~~and/or compliance events in monitoring methods; assists in developing and~~ mitigation plans ~~and solutions to prevent reoccurrence of events.~~
- Responsible for document control and records retention utilizing Laserfiche document repository and manages working copies for periodic and annual review.
- Supports development, implementation and maintenance of compliance management software.
- Supports research and applications for grant funding opportunities.
- Supports utility communications, outreach and public events.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## MINIMUM QUALIFICATIONS:

### Education, Training and Experience Guidelines:

Bachelor's Degree in Engineering, Business Management, Communication Studies, Political Science, Public Administration, Economics, ~~or~~ Computer Science or related field; AND three years of experience in a utility ~~operations~~ performing professional administrative, legislative, regulatory or ~~procedural~~ compliance activities. Experience with Microsoft SharePoint is highly desirable.

### Knowledge of:

- City organization, operations, policies, and procedures.
- The organization and operations of local government.
- Concepts of electric, fiber optic, natural gas or water system operations.
- State and ~~F~~ederal laws, statutes, rules, codes, and regulations governing public utilities, including Occupational Safety and Health Administration (OSHA), Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), Western Electricity Coordinating Council (WECC), and California Public Utilities Commission (CPUC), State Water Resources Control Board (SWRCB), California Energy Commission (CEC), US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA), Air Resources Board (ARB), South Coast Air Quality Management District (SCAQMD), Environmental Protection Agency (EPA).
- ~~OATI WebCDMS, EFT Server, and NERC Alert systems.~~
- Local, state, and federal legislative processes.
- Principles of risk assessment, including records management, and compliance regulations.
- Safety rules and regulations, occupational hazards, and safety precautions in utility ~~ies~~ operations.
- ~~Record keeping and technical file maintenance principles and procedures.~~
- ~~City's electrical system and concepts of electric systems operations.~~
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

**Skill in:**

- Analyzing technical compliance issues, evaluating alternatives, ~~and~~ developing recommendations and generating reports.
- Interpreting and explaining technical compliance policies, ~~L&P program standards,~~ and federal and state rules and regulations.
- ~~Answering questions, investigating technical issues, advising staff, and resolving problems regarding technical and regulatory agency compliance issues.~~
- ~~Researching, collecting, and analyzing data, and generating reports.~~
- Promoting and enforcing safety standards and practices.
- Assessing and prioritizing multiple tasks, projects and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Reviewing documents and extracting relevant information.
- Operating a personal computer utilizing standard and specialized software.
- ~~Establishing and maintaining cooperative working relationships with co-workers.~~
- Communicating effectively verbally and in writing.
- Applying mediation techniques and approaches.
- Dealing tactfully and courteously with elected officials, employees and the public.
- Establishing and maintaining cooperative working relationships with elected officials, managers, fellow employees, and the public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.





## JOB DESCRIPTION

### Utilities Customer Service Representative, Senior

Date Prepared: July 2020

Class Code: 8520

**SUMMARY:** Under general supervision, performs specialized and complex clerical duties for City utilities; processes utility bills and payments, and provides information and assistance to customers.

**DISTINGUISHING CHARACTERISTICS:** The Utilities Customer Service Representative, Senior is the advanced journey level classification within the Customer Service Representative series, responsible for performing the more difficult, specialized and complex work assigned to the series. Incumbents are expected to work more independently and assume higher responsibility for researching and maintaining customer accounts. This is a single incumbent position assigned tasks above the journey level and assigned lead responsibilities over Utilities Customer Service Representatives.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Interacts with the public in person, over the telephone or by e-mail while performing input and retrieval of billing information into automated utility billing system and automated cashing system. Interprets or explains divisional policies, procedures, regulations, codes, utility bills and fees, and current utility services to the public.
- Receives, prepares and reviews bill payments for utility services including gas, water and electric, and reviews and processes accounting transactions, customer documentation, final notices, disconnections, 48-hour call-ons, and new customer applications in compliance with all applicable policies, rules, and regulations.
- Researches inquiries and analyzes records to correct errors in billings, makes credit adjustments and refunds; maintains related accounts.
- Prepares and balances bank deposit slips and receipts for cash and checks as required; verifies inputs and tabulates data to prepare charts, graphs, tables, reports and utility bills manually or by utilizing a personal computer, calculator or remittance process.
- Compiles information and distributes finished material by mail, e-mail, facsimile machine, or by inter-office delivery.
- Performs complex and difficult clerical duties including review of data entry, record keeping, cash control, drafting letters, and file maintenance which require extensive analysis and independent judgment beyond the scope of a Utilities Customer Service Representative.
- Prepares and maintains daily and special reports as needed for customer service division operation.
- Monitors cash funds, receives monies, makes out receipts, audits various data processing documents, reconciles and balances accounts or statements, and performs mathematical computations with a computer terminal, calculator, personal computer, or manually.
- Provides work direction and training to less experienced staff.
- Checks records and documents for clerical and arithmetic accuracy, completeness, and compliance with established standards and procedures.

- Provides guidance and direction to Utilities Customer Service Representatives with daily job performance, and handles the more difficult customer/billing issues.
- Provides information and assistance to customers; responds to basic and complex requests for information and resolves problems within the scope of authority; explains City policies and rates.
- Assists in the development, implementation and management of value-added utility programs and services which include customer energy efficiency programs for electric, gas, fiber and water services.
- Works to maintain and build effective relationships with City residents and business community while effectively promoting city programs to key accounts. Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

High School Diploma or GED equivalent; AND four years of progressively responsible customer service experience to include cashiering, account collection and computer experience. One year of lead or supervisory experience in related field is desirable.

**Knowledge of:**

- City organization, operations, policies and procedures.
- Principles of public utility record keeping and records management.
- Principles and practices of effective employee supervision.
- Business and personal computers, and standard and specialized software applications.
- Customer service standards and protocols.

**Skill in:**

- Performing work with accuracy and attention to detail.
- Following and enforcing verbal and written instructions and procedures
- Assigning and reviewing the work of other employees.
- Exercising sound judgment and discretion in problem situations.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



## JOB DESCRIPTION

### Utilities Dispatcher, Senior

Date Prepared: April 2018

Class Code: 8025

Date Revised: July 2020

**SUMMARY:** Under general supervision, monitors real-time operations and maintenance activities of the City's electric, bulk power, gas, fiber and water systems; assigns tasks to electric operators; leads Critical Control Center activities; distributes electricity and water; operates wells and boosters to maintain positive water pressure; tracks electrical market fluctuations.

**DISTINGUISHING CHARACTERISTICS:** -- Utilities Dispatcher, Senior is the advanced journey level classification within the Utilities Dispatcher series, responsible for performing all functions of the Utilities Dispatcher as well as leading Critical Control Center activities, developing and checking programs and schedules, and coordinating work schedules and time-off requests. The position requires a valid State of California Grade II Water Distribution License.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinates transmission and distribution activities with the Gas, Water and Electric divisions and with contractors.
- Schedule outages; and route changes to ensure safe flow of electricity and continuity of service; develops and checks switching programs; creates and checks programs and schedules; schedules and tracks all maintenance related switching activities; coordinates activities with internal and external agencies and contractors; Maintains an organized, current and readily available database of all switching programs.
- Oversees the Vernon Public Utilities (VPU) system dispatch-asset management work order and inventory database; coordinates with other divisions customer service for billing and invoicing of jobs; generates purchase orders and obtains vendor quotes; verifies work details are accurate, accounted for, completed and recorded per document control policy; monitors and procures equipment, supplies, inventory items, and PPE necessary to perform, coordinate, schedule and track repair and maintenance and capital work.-
- Assists with the maintenance and updating of GIS, circuit maps, inventory maps, asset lists, customer transformer database, pole replacement database and other resources.
- Assists with the Coordination of operations personnel work schedules, coverage and hours; creates and submits-assists in the processing of employee timesheets and facilitates time-off requests; provides integration and support for shift to shift, day to day and week to week Control Center functions; Covers Utilities Dispatcher and Electric Operator shifts as needed; identifies necessary training and participates in training activities.-
- Manages warehouse inventory; maintains inventory and billable work orders; coordinates the ordering of supplies and inventory items; generates purchase orders, obtains quotes from vendors, tracks status of orders.
- Monitors and coordinates real-time operations and maintenance activities of the City's electric, bulk power, gas, fiber and water systems; monitors gas system on SCADA; performs duties within scope of authority and training, and in compliance with City policies, safety and quality standards; duties may vary according to job assignment.

- Assigns operations and maintenance tasks to ~~electric~~ Electric operators Operators; directly coordinates ~~maintains direct control of~~ Critical Control Center activities such as distributing electricity, maintaining positive water pressure and sufficient supplies through the use of system components, connections, reservoirs, wells and boosters, and monitors electrical market fluctuations.
- ~~Schedules route changes to ensure flow of electricity and water to customers; notifies appropriate agencies of changes, activities and events; reenergizes circuits or lines and restores service for public safety.~~
- Creates day ahead schedules for weekend coverage.
- Responds to generation dispatches, brings generation online and monitors generation conditions by way of alarms, telemetry, status, modes of operation, or similar notifications.
- Compiles, calculates and prepares routine Electric, Water, Gas, Fiber and Bulk Power reports or ad hoc reports ~~on~~ including system disturbances, emergencies, or any unusual operating condition or ~~action~~ event;
- R#R ~~Represents Operations and Control Center interests at various meetings or group efforts.~~
- ~~Coordinates maintenance activities with outside contractors.~~
- Acts as primary contact after-hours for non-public safety calls for service including interruptions, customer issues and system emergencies.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## MINIMUM QUALIFICATIONS:

### Education, Training and Experience Guidelines:

High School diploma or GED; AND five years of electric utility operations experience.

### Knowledge of:

- City organization, operations, policies, and procedures.
- Customer service standards and protocols.
- Outage scheduling, developing and checking switching programs and schedules.
- Electric, Water, Gas, Fiber -and Bulk Power Utility operating concepts.
- Basic electrical principles, procedures and components, power system operations including power plant operations; fundamentals of alternating current circuits, and electrical safety policies and procedures.
- Occupational hazards and safety precautions applicable to the work.
- Personal computer operations.

### Skill in:

- Monitoring and applying control system principles rationally to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Keeping records as required by regulatory agencies.
- Operating personal computers and specialized software applications including SCADA systems.
- Remaining calm under stress or emergency conditions.
- Maintaining a strong sense of propriety concerning confidential matters.
- Building relationships and fostering teamwork.
- Communicating effectively, both orally and in writing.
- Establishing and maintaining cooperative working relationships with managers, fellow employees, contractors, representatives of other utilities, outside consultants and the public.

## LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

A valid State of California Grade II Water Distribution License is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an electric generation plant and electric sub-transmission and distribution substation environment; may be exposed to energized equipment. May be exposed to dangerous machinery, hazardous chemicals and electric shock. Routine exposure to the elements. Works a set schedule per department needs, however, oversight of 24/7 operations may require the need to work alternative schedules including nights, weekends and rotating shifts.



## JOB DESCRIPTION

### Utilities Maintenance Worker

Date Prepared: July 2020

Class Code: 8070

**SUMMARY:** Under general supervision, performs a variety of unskilled to semi-skilled mechanical maintenance activities in the City's power plant, Station A facility, electric substations and electric, water, fiber, and gas systems in accordance with established policies, procedures, regulations and objectives.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs physical and mechanical maintenance activities of the City's power plant and associated facilities in accordance with established policies, procedures, regulations and objectives in compliance with City policies and quality standards; duties may vary according to job assignment.
- Assists with the scheduling, coordination, and oversight of contracted work and projects performed at City facilities.
- Assists with answering customer calls, documentation, delivering equipment/supplies, traffic control and delineation during system emergencies and service interruptions.
- Assists with ordering, receiving, storing and distributing supplies and procuring materials needed to complete each repair and any other necessary items for the mechanical maintenance activities of the City's power plant, electric, water, fiber and gas systems.
- Performs assigned work order tasks associated with Power Plant maintenance, inspection, safety and documentation activities.
- Starts, shuts down, and maintains normal systems operations and maintains documentation logs of power plant auxiliary systems.
- Maintains and facilitates the maintenance of Station A grounds, Electric Substation, Water facilities and Inventory Yards.
- Assists with the daily inspection and maintenance of Power Plant systems, Station A systems, substation systems and equipment, vehicle fleet, safety materials, and related systems and hardware to ensure devices are in proper working order.
- Advises Electric Operations Supervisor of any issues with equipment or other power plant issues requiring immediate attention.
- Performs a variety of routine, basic facility maintenance and repairs such as painting, carpentry, welding/fabrication, custodial and various types of construction activities as assigned; performs power plant and grounds maintenance, weed, litter and illegal dumping control and cleanup duties as assigned.
- Operates small power equipment and pneumatic tools and assists in skilled operations.
- Assists with emergency calls for service including spill response/cleanup, dead animal retrieval, broken hydrants and water quality complaints.
- May be required to perform standby and on-call duties as assigned and respond to after-hours emergencies as needed.
- Drives on City business and helps maintain vehicles as assigned.

- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

High school diploma or equivalent; AND One year of experience in performing routine maintenance, custodial work, construction work or grounds maintenance.

**Knowledge of:**

- City organization, operations, policies, and procedures.
- Basic care, use and maintenance of tools and equipment.
- Proper traffic control and delineation procedures.
- Safety practices and procedures related to construction and operation of tools and equipment.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Customer service standards and protocols.

**Skill in:**

- Monitoring and applying control system principles rationally to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Reading blueprints, schematics, plans and specifications.
- Maintaining maintenance and inspection records as required by regulatory agencies.
- Utilizing public relations techniques in responding to inquiries and complaints.
- Using power and hand tools.
- Operating various motorized vehicles and equipment.
- Working flexible hours or on-call schedule.
- Following verbal and written instructions and procedures.
- Communicating effectively both verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with managers, fellow employees, contractors, representatives of other utilities, suppliers and the public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an electric plant environment and in the field, with exposure to dangerous equipment, dangerous machinery, extreme weather conditions, hazardous chemicals, high voltage, electrical shock and moving traffic. May be required to work in trenches or confined spaces. May be required to lift and carry items weighing up to 50 pounds.





## JOB DESCRIPTION

### Water Maintenance Worker, Lead

Date Prepared: July 2020

Class Code: 7922

**SUMMARY:** Under general supervision, performs a variety of skilled functions in support of the City's water distribution system. Work responsibilities extend to coordinating work activities and providing work direction to work crews.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides daily work direction over work crews; prepares employee time sheets, work reports and other records and reports, purchase and contract documents.
- Prepares and reviews field documentation and inputs and manages data for completed work projects.
- Assists the supervisor and/or superintendent with assigning and scheduling daily work and future projects.
- Inspects and monitors work sites to ensure safety precautions are followed to protect workers and the general public; verifies safety equipment is appropriate, available, in good working order and in use.
- Advises and assists water maintenance work crews in repair and maintenance operations; performs troubleshooting as necessary.
- Advises and assists in fire hydrant water flow studies for system and flow pressure.
- Coordinates and performs underground marking of utility services;; performs water service turn off/on; locates water lines.
- Advises and assists in the collection of water samples; monitoring chlorine levels; inspecting chlorine pumps, wells and pumping plants.
- Advises and assists in the collection of reads from well sites and pumping plants; inputs data and prepares daily, monthly and annual water production reports.
- Oversees and assists in the maintenance and repair of wells, boosters and motors.
- Responds to customer issues regarding poor quality water and interruptions in service.
- Monitors chlorine residuals; delivers, transfers and maintains chlorine and chlorine pumping equipment; conducts facility inspections.
- Advises and assists in performing water level readings; maintaining plug valves; inspecting and maintaining diesel generators; performing confined space entry with a gas monitor.
- Performs hot taps; installs new water services, including domestic, fire and fire hydrants; breaks out and excavates asphalt, concrete and dirt; repairs water leaks and fire hydrants; exercises valves; operates various heavy motorized vehicles and equipment.
- May work on a water maintenance work crew and/or operates heavy equipment as part of work projects.
- May perform meter reading for utility billing.
- Assists and advises other City work crews as requested.
- Performs standby and on-call duties as assigned; responds to after-hours emergencies as needed.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.



## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High School Diploma or GED equivalent; AND five years of water utility experience, including two years of lead or supervisory experience in water maintenance operations, complimented with related coursework.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Principles and practices of effective employee supervision.
- Principles and practices of water distribution system construction, maintenance and repair.
- Principles and practices of project management.
- Principles and practices of strategic planning.
- City infra-structure and boundaries.
- Basic OSHA and Cal-OSHA safety regulations.
- Troubleshooting methods and practices.
- Valves, fire hydrants, domestic and fire services.
- Concrete and asphalt repair methods and practices.
- Layout of the City's water system.
- Water main, fire hydrant and domestic line maps.
- Traffic control methods and procedures.
- Customer service standards and protocols.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with managers, supervisors, staff, vendors, suppliers, utilities, contractors and the general public.

### **Skill in:**

- Leading the work of subordinate staff.
- Defining problems, establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Using power and hand tools.
- Operating various motorized vehicles and equipment to include cranes, boom truck and backhoe heavy equipment
- Reading and understanding plans and stations.
- Following verbal and written instructions and procedures.
- Operating a personal computer and various software applications.
- Building effective teams and providing efficient customer services.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, crew members, vendors, suppliers, utilities, contractors and the general public.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Class B Commercial Driver's License.

California Water Distribution Operator Grade 1, 2 and 3 certification required.

California Water Treatment Operator Grade 1 certification is desirable.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions, hazardous chemicals and infectious diseases. May be required to climb ladders. May be required to work in trenches or confined spaces. May be required to lift and carry items weighing up to 50 pounds.



## JOB DESCRIPTION

### Water Maintenance Worker, Senior

Date Prepared: March 2014

Class Code: 7925

Date Revised: July 2020

**SUMMARY:** Under general supervision, performs various functions in support of the City's water distribution system. Work responsibilities extend to providing work direction to less experienced work crews.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides work crews with work direction; prepares and reviews field documentation and inputs data for completed work projects.
- Participates in the planning and scheduling of work projects as well as future projects.
- Conducts water flow studies with fire hydrants for system and flow pressure.
- Marks "usa"Performs undergrounds marking of utility services; performs water service turn off/on; locates water lines.
- Collects water samples; monitors chlorine levels; inspects chlorine pumps, wells and pumping plants.
- Collects reads from well sites and pumping plants; inputs data and prepares daily, monthly and annual water production reports.
- Maintains and repairs wells, boosters and motors.
- Responds to customer complaints regarding poor quality water.
- Monitors chlorine residuals; delivers, transfers and maintains chlorine and chlorine pumping equipment; conduct facility inspections.
- Performs water level readings; maintains plug valves; inspects and maintains diesel generators; performs confined space entry with an gas monitor.
- Performs hot taps; installs new water service, including domestic, fire and fire hydrants; breaks out and excavates asphalt, concrete and dirt; repairs water leaks and fire hydrants; exercises valves; operates various heavy motorized vehicles and equipment.
- Performs meter reading for utility billing.
- Assists other City work crews as requested.
- Performs standby duties for after hours or emergency situations.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND three years of water distribution maintenance and repair experience, including one year of supervisory experience.

**Knowledge of:**

- City organization, operations, policies, and procedures.
- Principles and practices of effective employee supervision.
- Principles and practices of water distribution system maintenance and repair.
- Troubleshooting methods and practices.
- Valves, fire hydrants, domestic and fire services.
- Concrete and asphalt repair methods and practices.
- Layout of the City's water system.
- Water main, fire hydrant and domestic line maps.
- Traffic control methods and procedures.
- Customer service standards and protocols.

**Skill in:**

- Using power and hand tools.
- Operating various motorized vehicles and equipment to include cranes, boom truck and backhoe heavy equipment
- Reading and understanding plans and stations.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, vendors, sales representatives and contractors.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Class B Commercial Driver's License.  
California Water Distribution Operator Grade 1 and 2 certification.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions, hazardous chemicals and infectious diseases. May be required to climb ladders. May be required to work in trenches or confined spaces. May be required to lift and carry items weighing up to 50 pounds.

# City Council Agenda Item Report

Agenda Item No. COV-259-2020

Submitted by: Daniel Wall

Submitting Department: Public Works

Meeting Date: August 4, 2020

## **SUBJECT**

Agreement with Public Health Advocates and Kounkuey Design Initiative, Inc. for Preparation of a Statewide Park Program Grant Application

## **Recommendation:**

Approve and authorize the City Administrator to execute the Agreement between the City of Vernon, Public Health Advocates and Kounkuey Design Initiative, Inc. to provide technical assistance services to the City for the preparation and submission of a grant application for Statewide Park Program (SPP) funding for the purchase and development of the property located at 5122 South Atlantic Boulevard, Vernon, into a park at no cost to the City for the term of the SPP funding application process.

## **Background:**

Assembly Bill 31, which created the SPP fund, was signed into law on September 30, 2008, as Public Resources Code Sections 5640 through 5653. Funding for the grant program was first made available through the Proposition 84 Sustainable Communities and Climate Change Reduction chapter (Public Resources Code Section 75065 (b) (1-5).

Proposition 84, also known as the 2006 Bond Act, funded two rounds of grants. Under the two rounds, \$2.9 billion was requested for \$368 million in funding. This competitive program has created over one hundred new parks and improved over twenty existing parks throughout California.

Public Health Advocates (PHA) and its partner organization, Kounkuey Design Initiative (KDI), are funded by The Cal Wellness Foundation and The Gilbert Foundation to offer free technical assistance to six cities seeking to increase outdoor recreation areas in low-income, park-poor neighborhoods through the Statewide Park Program. Technical assistance may include identifying community needs, conceptual site plan mapping, cost estimation, and building local partnerships to create comprehensive, community-driven projects. In 2019, PHA and KDI worked with three municipalities and collectively submitted four winning proposals.

The City has identified 5122 South Atlantic Avenue in Vernon, CA as a viable space to purchase and develop as a park using SPP funding. The site has also been identified in the LA River Path Feasibility Study as an ideal space for redevelopment into a recreational space.

Under the proposed agreement, PHA and KDI would prepare the grant application for the City at no cost. After its preparation, the final application would then be submitted to the State for funding. If selected for award, the SPP grant would not require the City to match any portion of the funded amount.

The agreement has been reviewed and approved by the City Attorney's Office.

## **Fiscal Impact:**

By entering into this Agreement with PHA and KDI, the City will receive technical assistance services for the submission of a proposal for SPP funding at no cost to the City. The average grant amount for SPP funding in 2019 was \$4.1 million. If awarded SPP funds, the City may be awarded between \$200,000 and \$8.5 million.

**Attachments:**

1. [Agreement with Public Health Advocates and Kounkuey Design Initiative, Inc.](#)

**Public Health Advocates and Kounkuey Design Initiative  
Agreement for Technical Assistance Services with the  
City of Vernon**

This Agreement is hereby entered into by Public Health Advocates (PHAdvocates), Kounkuey Design Initiative, Inc. (KDI), and City of Vernon, a California charter City and California municipal corporation. All three parties agree to the services enumerated in Section 3 of this Agreement under the following terms and conditions:

**1. Recitals:** Public Health Advocates: a nonpartisan, nonprofit organization that promotes health equity by helping cities, counties, and states nurture health and wellbeing for everyone. Kounkuey Design Initiative, Inc.: a non-profit design and community development organization that partners with under-resourced communities to advance equity and activate the unrealized potential in neighborhoods and cities.

PHAdvocates and KDI are technical assistance providers to City of Vernon for the preparation and submission of one grant application for Round Four of the Statewide Park Program (SPP) funding.

**2. Term of Agreement:** The term of this agreement will be July 21, 2020, through the deadline established by the California Department of Parks and Recreation for the SPP funding application, to fulfill the agreement stipulated in the Scope of Work.

**3. Scope of Work:** PHAdvocates and KDI agree to provide technical assistance to the City of Vernon with the following services to support the preparation and submission of one grant application for Round Four of the Statewide Park Program (SPP) funding as follows:

- Training of City staff and stakeholders on community engagement practices (including strategies in the Park Bond Equity toolkit).
- Building partnerships with local organizations to create a comprehensive community-driven project.
- Working with City staff to identify community's parks and open space needs
- Working with City staff to identify a project site for a new park.
- Working with City staff to identify community's preferences around park location, concept design, and amenities.
- Assist City staff with the preparation and submission of the grant application.

City of Vernon will provide the following services to support the grant application for Round Four of the Statewide Park Program (SPP) funding as follows:

- Will dedicate a portion of in-kind City staff time to collaborate with PHAdvocates and KDI on one grant application for Round Four of the Statewide Park Program (SPP) funding through the agreement term.
- Will identify local partnerships and provide PHAdvocates and KDI with a list of those potential partners to create a comprehensive community-driven project.
- Preparation and submission of the final grant application.

**4. Representatives:** The designated representative of PHAdvocates for purposes of all notices and other official communications relating to this agreement, program related issues and business matters shall be Alfred Mata, Program Manager, Public Health Advocates, 1004 West Covina Parkway, Suite 486, West Covina, CA 91790; PHONE: (844) 962-5900 x360; EMAIL: am@phadvocates.org.

The designated representative of KDI for purposes of all notices and other official communications relating to this agreement, program related issues shall be Jerome Chou, Planning Director, 309 East 8<sup>th</sup> Street, Suite 205, Los Angeles, CA 90014; PHONE: (323) 989-7094; EMAIL: jerome@kounkuey.org

The designated representative of City of Vernon for purposes of all notices and other official communications relating to this agreement, program related issues shall be Daniel Wall, Director of Public Works, 4305 South Santa Fe Avenue, Vernon, CA 90058; PHONE: (323)583-8811 x305; EMAIL: dwall@ci.vernon.ca.us.

**5. Payment Terms:** PHAdvocates, KDI and City of Vernon shall furnish at its own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement. Services to be provided by PHAdvocates and KDI under this Agreement are at NO COST to the City of Vernon.

**6. Termination:** This Agreement may be terminated by any party notifying the other parties, in writing, at least 10 days prior to the date of termination.

**7. Compliance with law:** All parties agree to comply with all relevant state and federal statutes and regulations.

**8. Assignment:** No party shall assign or delegate any part of this Agreement without the written consent of the other parties.

**9. Indemnification:** City of Vernon agrees to indemnify, defend, and hold harmless PHAdvocates, KDI, their directors, officers, members, employees, contractors and agents, and the funding agency(ies) supporting PHAdvocates and/or KDI from and against any and all claims, losses, damages, costs, expenses or other liability arising out of or connected with PHAdvocates or KDI's services under this agreement, including but not limited to any accident or injury to person or property, except to the extent any claims, losses, damages, costs, expenses or other liabilities incurred by City of Vernon have resulted from the gross negligence, fraud, or willful misconduct of PHAdvocates and/or KDI.

**10. Severability:** If any provision of this agreement is held in conflict with law, the validity of the remaining provisions shall not be affected.

**11. Survival of obligations:** Expiration or termination of this agreement shall not extinguish any previously accrued rights or obligations of the parties.

**12. Governing Law:** The validity, construction, and effect of this agreement shall be governed by the laws of the United States of America and the State of California.

**13. Entire Agreement:** This is the entire agreement between the parties. It supersedes all prior oral or written agreements or understandings and it may be amended only in writing.

[Signatures Begin on Next Page].



IN WITNESS WHEREOF, the Parties have signed this Agreement as of the Commencement Date stated on the cover page.

City of Vernon, a California charter City and California municipal corporation

Public Health Advocates, a non-profit organization

By: \_\_\_\_\_  
Carlos R. Fandino, City Administrator

By: \_\_\_\_\_  
Name: Harold Goldstein

Title: Executive Director

ATTEST:

\_\_\_\_\_  
Lisa Pope, City Clerk

Kounkuey Design Initiative, a non-profit organization

By: \_\_\_\_\_  
Name: Jerome Chou

Title: Planning Director

APPROVED AS TO FORM:

\_\_\_\_\_  
Arnold M. Alvarez-Glasman,  
Interim City Attorney

# City Council Agenda Item Report

Agenda Item No. COV-300-2020

Submitted by: Lisa Pope

Submitting Department: City Administration

Meeting Date: August 4, 2020

## **SUBJECT**

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (two cases)  
Government Code Section 54956.9(d)(1)

- A. Bicent (California) Malburg LLC et al. v. City of Vernon et al.,  
Los Angeles Superior Court Case No.19STCV08859 and JAMS Reference No. 1100107175
- B. City of Vernon v. Bicent (California) Malburg LLC  
Los Angeles Superior Court Case No.19STCP02411 and JAMS Reference No. 1220062657

## **Recommendation:**

## **Background:**

## **Fiscal Impact:**

## **Attachments:**