

**CITY COUNCIL/SUCCESSOR AGENCY MEETING
CITY OF PARLIER**

“SPECIAL MEETING AGENDA”

DATE: Wednesday, February 01, 2017
TIME: 6:30 P.M.
PLACE: Parlier City Council Chambers
1100 E. Parlier Avenue
Parlier, CA 93648

I. CALL TO ORDER/WELCOME:

Roll Call: Mayor Alma M. Beltran, Mayor Pro-Tem Jose Escoto, Councilwoman Yolanda Padilla, Councilwoman Diane Maldonado, Councilman Noe Rodriguez, City Clerk Dorothy Garza.

Flag Salute: Mayor Alma M. Beltran

II. ADDITIONS/DELETIONS TO THE AGENDA:

III. CONSENT CALENDAR: These matters are routine in nature and will be enacted with one vote. There will be no separate discussion for these items unless requested; in which case, the item will be removed from the Consent Calendar for separate action. Prior to action on the Consent Calendar, the public will be given the opportunity to comment on any consent calendar item.

A. Adopt Resolution No. 2017-08 a Resolution Approving the Submittal of the Application to the California State Department of Housing and Community Development for Funding under the HOME Investment Partnerships Program.

B. Council to approve travel for City Manager Lara and Sonia Hall to attend the HCD CDBG training on February 28 – March 02, 2017. The travel costs are paid by the current CDBG grant administration.

IV. DEPARTMENT REPORTS:

A. ADMINISTRATION DEPARTMENT:

1. SUBJECT: Approving Administrative Assistant II.

RECOMMENDATION: Staff recommends the council open the position for an Administrative Assistant II under the Administration Department and approve the Pay scale and job description.

V. COUNCIL COMMUNICATIONS/COMMENTS:

VI. ADJOURNMENT:

ADA Notice: In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (559) 646-3545 ext. 227. Notification 48 hours prior to the meeting will enable the City to make arrangements to ensure accessibility to this meeting.

Documents: Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the front counter at City Hall located at 1100 E. Parlier Avenue, Parlier, CA during normal business hours. In addition, most documents are posted on the City's website at parlier.ca.us

STATEMENT ON RULES OF DECORUM AND ENFORCEMENT

The Brown Act provides that members of the public have a right to attend public meetings, to provide public comment on action items and under the public forum section of the agenda, and to criticize the policies, procedures, or services of the city or of the acts or omissions of the city council. The Brown Act also provides that the City Council has the right to exclude all persons who willfully cause a disruption of a meeting so that it cannot be conducted in an orderly fashion.

During a meeting of the Parlier City Council, there is a need for civility and expedition in the carrying out of public business in order to ensure that the public has a full opportunity to be heard and that the Council has an opportunity to conduct business in an orderly manner. The following is provided to place everyone on notice of the rules of decorum and enforcement.

GENERAL RULES OF DECORUM

While any meeting of the City Council is in session, the following rules of decorum shall be observed:

1. All remarks shall be addressed to the City Council as a whole and not to any single member, unless in response to a question from a member of the City Council.
2. A person who addresses the City Council under public comment for a specific agenda item or under the Public Forum section of the agenda may not engage in speech or conduct (i) which is likely to provoke others to violent or riotous behavior, (ii) which disturbs the peace of the meeting by loud and unreasonable noise, (iii) which is irrelevant or repetitive, or (iv) which disrupts, disturbs, or otherwise impedes the orderly conduct of any City Council meeting.
3. A person, other than members of the Council and the person, who has the floor, shall not be permitted to enter into the discussion unless requested by the Mayor to speak.
4. Members of the City Council may not interrupt a person who has the floor and is making public comments. Members of the City Council shall wait until a person completes his or her public comments before asking questions or commenting. The Mayor shall then ask Council members if they have comments or questions.
5. No person in the audience at a Council meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impeded the orderly conduct of any Council meeting.



AGENDA ITEM:

111 - A

MEETING DATE:

2/01/17

DEPARTMENT:

Grants

REPORT TO CITY COUNCIL

SUBJECT:

ACCEPT RESOLUTION 2017-_____ RESOLUTION APPROVING THE SUBMITTAL OF THE APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE HOME INVESTMENT PARTNERSHIPS PROGRAM.

RECOMMENDATION:

Council to adopt Resolution 2017-_____, authorizing the submittal of an application to the California State Department of Housing and Community Development for funding under the HOME Investment Partnerships Program; and if selected, the execution of a standard agreement, any amendments thereto, and of any related documents necessary to participate in the HOME Investment Partnerships Program.

BACKGROUND:

The California Department of Housing and Community Development (the "Department") is authorized to allocate HOME Investment Partnerships Program ("HOME") funds made available from the U.S. Department of Housing and Urban Development ("HUD"). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200.

The Department issued a 2016 Notice of Funding Availability announcing the availability of funds under the HOME program (the "NOFA"). In response to the 2016 NOFA, the City of Parlier prepared a grant application requesting \$1,000,000 to be used for Homebuyer Down payment Assistance and Rehabilitation.

The grant funds would be used to provide loans to homebuyers for acquisition or acquisition with rehabilitation of a home that is located within city limits. The City currently has a Down Payment assistance program that has been used primarily for the new Monte Vista homes. This program will be similar, but it will include any home within city limits and would include rehabilitation of the home, if needed.

Prepared By:

Sonia Hall
Grants Administrator

Approved By:

Israel Lara
City Manager

GOVERNING BOARD RESOLUTION

RESOLUTION NO. _____

THE GOVERNING BOARD OF

City of Parlier

HEREBY AUTHORIZES: Submittal of an application to the California State Department of Housing and Community Development for funding under the HOME Investment Partnerships Program; and if selected, the execution of a standard agreement, any amendments thereto, and of any related documents necessary to participate in the HOME Investment Partnerships Program.

WHEREAS:

- A. The California Department of Housing and Community Development (the "Department") is authorized to allocate HOME Investment Partnerships Program ("HOME") funds made available from the U.S. Department of Housing and Urban Development ("HUD"). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200.
- B. On December 6, 2016, the Department issued a 2016 Notice of Funding Availability announcing the availability of funds under the HOME program (the "NOFA").
- C. In response to the 2016 NOFA, the City of Parlier, a California municipality (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, HOME funds.

IT IS NOW THEREFORE RESOLVED THAT:

1. In response to the 2016 NOFA, the Applicant shall submit an application to the Department to participate in the HOME program and for an allocation of funds not to exceed One Million Dollars (\$1,000,000) for the following activities and/or programs:

*First Time Homebuyer Program –
Homebuyer Acquisition with Rehabilitation*

to be located in the City of Parlier

2. If the application for funding is approved, then the Applicant hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above. The Applicant may also execute a standard agreement, any

amendments thereto, and any and all other documents or instruments necessary or required by the Department or HUD for participation in the HOME program (collectively, the required documents).

3. The applicant authorizes the City Manager or his/her designee(s) to execute, in the name of the applicant, the required documents.

PASSED AND ADOPTED THIS _____ DAY OF _____ 2017, BY THE FOLLOWING VOTE:

AYES: _____ **NAYS:** _____ **ABSTAIN:** _____ **ABSENT:** _____

The undersigned _____ *[title of officer]* of the applicant does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing board of the applicant passed and adopted at a duly convened meeting on the date set forth above, and said resolution has not been altered, amended, or repealed.

Signature

Date



AGENDA ITEM: 111-0
MEETING DATE: Feb. 1, 2017
DEPARTMENT: Community
Development/Grants

REPORT TO CITY COUNCIL

SUBJECT:

Request Council to approve travel for the Housing and Community Development (HCD) CDBG Training

RECOMMENDATION:

Council approves travel for Israel Lara and Sonia Hall to attend the HCD CDBG training on February 7 – 9, 2017. The travel costs are paid by the current CDBG grant administration.

BACKGROUND:

The primary federal objective of the CDBG program is the development of viable urban communities by providing decent housing and a suitable living environment and through expanding economic opportunities, principally, for persons of low- and moderate-income.

HCD is holding a comprehensive non-entitlement Community Development Block Grant (CDBG) Workshop.

Each workshop will:

- Increase CDBG program and activity knowledge and discuss additional resources to assist with financing your projects and programs
- Provide an overview of the different Eligible Activities and National Objectives
- Provide hands-on sessions on the Procurement and Environmental Requirements of the CDBG Program
- Provide a thorough overview of financial management requirements, Program Income and reporting and recordkeeping.

It is recommended that representatives of city government and staff/consultants who write grants and administer the CDBG program attend this training. HCD will limit the amount of people from the same city to three persons.

Date of Training is February 28-March 02, 2017, in Sacramento.

Discussion:

There is no cost to attend the workshop. The travel and accommodation expenses are eligible administrative costs. The city may reimburse costs with General Administration (GA) funds from their open CDBG grant or Program Income.

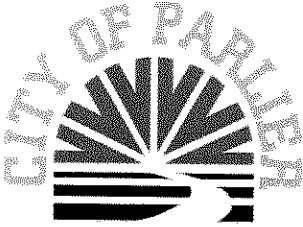
These workshops provide valuable information that assists the staff in managing their CDBG grant. HCD has developed new forms and processes in recent years and this workshop will provide a thorough overview on management, reporting, and required recordkeeping. This is the first comprehensive workshop that HCD has been able to offer the cities since 2012.

Prepared by

Sonia Hall
Grants

Approved by

Israel Lara
City Manager



AGENDA ITEM: IV-A1

MEETING DATE: 2-1-17

REPORT TO CITY COUNCIL

SUBJECT:

Administrative Assistant II,

RECOMMENDATION:

The city staff is requesting the council open the position for Administrative Assistant II under the city manager's department.

BACKGROUND:

City staff has seen cuts in many departments during the last several years. The city manager is requesting the council to consider opening a position so that this person be assigned to different departments to meet compliance and regulatory requirements at each department.

EXECUTIVE SUMMARY:

This report will update the city council that in the past few years the city has not hired or provided additional staff in many departments. The city has acquired and grown in the last few years but city staff has stayed stagnant during this growth. I am requesting the council provide assistance to the city manager's office to hire a full time staff person to address and support staff in the areas of demand.

FISCAL IMPACT:

The fiscal impact will be \$ 100,000 FY 2016/2017 (includes benefits and retirement) Staff has prepared a resolution for a budget modification to address the shortfall in the FY 2016/2017 budget.

Prepared BY:

Israel Lara, Jr.
City Manager

Approved By:



Israel Lara, Jr
City Manager

CITY OF PARLIER

ADMINISTRATIVE ASSISTANT II (ADMINISTRATION)

Job Purpose

Perform a variety of administrative duties involved in support of the City Administration and to provide general information and assistance to the public.

Essential Duties and Responsibilities

- Perform a wide variety of administrative and secretarial duties in support of City Administration.
- Plan, organize, and carry out administrative assignments.
- Research, compile, and organize information and data from various sources on specialized topics related to City programs.
- Participate and assist in the administration of the Administration office.
- Recommend organizational or procedural changes affecting support activities.
- Serve as initial contact/resource person for the City Administration: screen calls, visitors, and mail; respond to complaints and requests for information and assistance; interpret and explain regulations, procedures, policies, systems, rules, and precedents in response to inquiries and complaints from the public, City staff, representatives of other organizations, and others; research and gather information to provide accurate answers and information; refer more technical questions or issues to appropriate City staff; and ensure follow up to unanswered inquiries.
- Type, format, proofread, and produce final copy of a wide variety of reports, letters, memoranda, spreadsheets, and statistical charts; type from rough draft, verbal instruction, or transcribing machine recordings; review drafts for punctuation, spelling, and grammar; make or suggest corrections to drafts; independently compose letters, memoranda, or basic reports from general instructions or information related to assigned responsibilities; arrange for or distribute copies of material.
- Provide technical assistance to citizens regarding City policies, procedures, services, and operations.
- Verify and review forms and reports for completeness and conformance with established regulations and procedures; apply specialized knowledge of City and program policies and procedures in determining completeness of applications, permits, records, and files.
- Initiate and maintain a variety of files and records for information related to the City Administration including payroll and other records to assist in the management or administration of departmental programs; ensure proper filing of documents in departmental or central files; maintain and update resource materials.
- Assist in a variety of City operations; perform special projects and assignments as requested.
- Maintain calendars of City activities, meetings, and various events; schedule City staff meetings or meetings between City staff and other groups or organizations;

- arrange for necessary materials to be available at meetings; coordinate travel arrangements for department staff as necessary.
- Serve as administrative support to various committees, commissions, and task forces; prepare, copy, and distribute meeting agendas and related materials, minutes, resolutions, or other formal documents.
 - Operate a variety of modern office equipment including copiers, computers, word processors, and printers to enter and retrieve data and produce various documents and reports.
 - Participate in the development, administration, and monitoring of the Administration's budget.
 - Receive payments or fees; issue receipts; maintain records of transactions.
 - Other duties as assigned.

Skills

Knowledge of:

- Office management principles;
- Modern office procedures, methods, and equipment including computer equipment;
- Word processing methods, techniques, and programs;
- Principles of business letter writing;
- Principles and procedures of record keeping;
- Techniques used in public relations;
- English usage, spelling, vocabulary, grammar, and punctuation;
- Principles and practices of fiscal, statistical, and administrative data collection and report preparation;
- Policies and procedures of the City administration;
- City and department financial record keeping and budget processes and procedures; and
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Operate modern office equipment including computer equipment and software;
- Type at a speed of 50 words per minute and enter data at a speed necessary for successful job performance;
- Transcribe recorded minutes;
- Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative;
- Schedule and coordinate projects; set priorities; adapt to changing priorities;
- Work cooperatively with other departments, City officials, and outside agencies;
- Respond to requests and inquiries from the general public;
- Compile and maintain complex and extensive records and prepare routine reports;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing;

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work;
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities;
- Interpret and apply the laws, codes, and regulations pertaining to assigned programs and functions;
- Research, compile, and prepare a variety of fiscal, statistical, and administrative reports;
- Analyze situations carefully and adopt effective courses of action; and
- Independently prepare correspondence and memoranda.

Qualifications

Experience

Five years of responsible clerical experience.

Training

Equivalent to a high school diploma supplemented by specialized training in business or secretarial science.

License

Possession of, or ability to obtain, an appropriate, valid driver's license.

Physical Demands

Ability to work in a standard office environment; ability to travel to different sites and locations.

RANGE	JOB TITLE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
39	YEARLY		\$ 38,813.6900	\$ 40,754.3700	\$ 42,792.0900	\$ 44,931.6900	\$ 47,178.2800	\$ 49,537.1900
	MONTHLY		\$ 3,234.4700	\$ 3,396.2000	\$ 3,566.0100	\$ 3,744.3100	\$ 3,931.5200	\$ 4,128.1000
	BIWEEKLY		\$ 1,492.8300	\$ 1,567.4800	\$ 1,645.8500	\$ 1,728.1400	\$ 1,814.5500	\$ 1,905.2800
	HOURLY		\$ 18.6604	\$ 19.5934	\$ 20.5731	\$ 21.6018	\$ 22.6819	\$ 23.8160
40	YEARLY		\$ 39,784.0300	\$ 41,773.2300	\$ 43,861.8900	\$ 46,054.9900	\$ 48,357.7300	\$ 50,775.6200
	MONTHLY		\$ 3,315.3400	\$ 3,481.0000	\$ 3,655.1600	\$ 3,837.9200	\$ 4,029.8100	\$ 4,231.3000
	BIWEEKLY		\$ 1,530.1500	\$ 1,606.6600	\$ 1,687.0000	\$ 1,771.3500	\$ 1,859.9100	\$ 1,952.9100
	HOURLY		\$ 19.1269	\$ 20.0833	\$ 21.0874	\$ 22.1418	\$ 23.2489	\$ 24.4114
41	YEARLY		\$ 40,778.6300	\$ 42,817.5600	\$ 44,958.4400	\$ 47,206.3600	\$ 49,566.6800	\$ 52,045.0100
	MONTHLY		\$ 3,398.2200	\$ 3,568.1300	\$ 3,746.5400	\$ 3,933.8600	\$ 4,130.5600	\$ 4,337.0800
	BIWEEKLY		\$ 1,568.4100	\$ 1,646.8300	\$ 1,729.1700	\$ 1,815.6300	\$ 1,906.4100	\$ 2,001.7300
	HOURLY		\$ 19.6051	\$ 20.5854	\$ 21.6146	\$ 22.6954	\$ 23.8301	\$ 25.0216
42	YEARLY		\$ 41,798.0900	\$ 43,888.0000	\$ 46,082.4000	\$ 48,386.5200	\$ 50,805.8400	\$ 53,346.1400
	MONTHLY		\$ 3,483.1700	\$ 3,657.3300	\$ 3,840.2000	\$ 4,032.2100	\$ 4,233.8200	\$ 4,445.5100
	BIWEEKLY		\$ 1,607.6200	\$ 1,688.0000	\$ 1,772.4000	\$ 1,861.0200	\$ 1,954.0700	\$ 2,051.7700
	HOURLY		\$ 20.0952	\$ 21.1000	\$ 22.1550	\$ 23.2627	\$ 24.4259	\$ 25.6472
43 Senior Records Supervisor	YEARLY		\$ 42,843.0500	\$ 44,985.2000	\$ 47,234.4600	\$ 49,596.1800	\$ 52,075.9900	\$ 54,679.7900
	MONTHLY		\$ 3,570.2500	\$ 3,748.7700	\$ 3,936.2000	\$ 4,133.0200	\$ 4,339.6700	\$ 4,556.6500
	BIWEEKLY		\$ 1,647.8100	\$ 1,730.2000	\$ 1,816.7100	\$ 1,907.5500	\$ 2,002.9200	\$ 2,103.0700
	HOURLY		\$ 20.5976	\$ 21.6275	\$ 22.7089	\$ 23.8443	\$ 25.0365	\$ 26.2884
44 Police Officer Accounting Technician 2 Accounting Technician 3	YEARLY		\$ 43,914.1200	\$ 46,109.8300	\$ 48,415.3200	\$ 50,836.0900	\$ 53,377.8900	\$ 56,046.7900
	MONTHLY		\$ 3,659.5100	\$ 3,842.4900	\$ 4,034.6100	\$ 4,236.3400	\$ 4,448.1600	\$ 4,670.5700
	BIWEEKLY		\$ 1,689.0000	\$ 1,773.4500	\$ 1,862.1300	\$ 1,955.2300	\$ 2,053.0000	\$ 2,155.6500
	HOURLY		\$ 21.1126	\$ 22.1682	\$ 23.2766	\$ 24.4404	\$ 25.6624	\$ 26.9456
45	YEARLY		\$ 45,011.9800	\$ 47,262.5700	\$ 49,625.7000	\$ 52,106.9900	\$ 54,712.3400	\$ 57,447.9500
	MONTHLY		\$ 3,751.0000	\$ 3,938.5500	\$ 4,135.4800	\$ 4,342.2500	\$ 4,559.3600	\$ 4,787.3300
	BIWEEKLY		\$ 1,731.2300	\$ 1,817.7900	\$ 1,908.6800	\$ 2,004.1100	\$ 2,104.3200	\$ 2,209.5400
	HOURLY		\$ 21.6404	\$ 22.7224	\$ 23.8585	\$ 25.0514	\$ 26.3040	\$ 27.6192
46 Equipment Mechanic	YEARLY		\$ 46,137.2800	\$ 48,444.1400	\$ 50,866.3500	\$ 53,409.6600	\$ 56,080.1500	\$ 58,884.1500
	MONTHLY		\$ 3,844.7700	\$ 4,037.0100	\$ 4,238.8600	\$ 4,450.8100	\$ 4,673.3500	\$ 4,907.0100
	BIWEEKLY		\$ 1,774.5100	\$ 1,863.2400	\$ 1,956.4000	\$ 2,054.2200	\$ 2,156.9300	\$ 2,264.7800
	HOURLY		\$ 22.1814	\$ 23.2905	\$ 24.4550	\$ 25.6777	\$ 26.9616	\$ 28.3097
47	YEARLY		\$ 47,290.7100	\$ 49,655.2400	\$ 52,138.0000	\$ 54,744.9000	\$ 57,482.1500	\$ 60,356.2600
	MONTHLY		\$ 3,940.8900	\$ 4,137.9400	\$ 4,344.8300	\$ 4,562.0800	\$ 4,790.1800	\$ 5,029.6900
	BIWEEKLY		\$ 1,818.8700	\$ 1,909.8200	\$ 2,005.3100	\$ 2,105.5700	\$ 2,210.8500	\$ 2,321.3900
	HOURLY		\$ 22.7359	\$ 23.8727	\$ 25.0663	\$ 26.3197	\$ 27.6356	\$ 29.0174
48	YEARLY		\$ 48,472.9700	\$ 50,896.6200	\$ 53,441.4500	\$ 56,113.5300	\$ 58,919.2000	\$ 61,865.1600
	MONTHLY		\$ 4,039.4100	\$ 4,241.3900	\$ 4,453.4500	\$ 4,676.1300	\$ 4,909.9300	\$ 5,155.4300
	BIWEEKLY		\$ 1,864.3500	\$ 1,957.5600	\$ 2,055.4400	\$ 2,158.2100	\$ 2,266.1200	\$ 2,379.4300
	HOURLY		\$ 23.3043	\$ 24.4695	\$ 25.6930	\$ 26.9777	\$ 28.3265	\$ 29.7429
49	YEARLY		\$ 49,684.8000	\$ 52,169.0400	\$ 54,777.4900	\$ 57,516.3700	\$ 60,392.1800	\$ 63,411.7900
	MONTHLY		\$ 4,140.4000	\$ 4,347.4200	\$ 4,564.7900	\$ 4,793.0300	\$ 5,032.6800	\$ 5,284.3200
	BIWEEKLY		\$ 1,910.9500	\$ 2,006.5000	\$ 2,106.8300	\$ 2,212.1700	\$ 2,322.7800	\$ 2,438.9200
	HOURLY		\$ 23.8869	\$ 25.0813	\$ 26.3353	\$ 27.6521	\$ 29.0347	\$ 30.4864
50 Executive Asst. Deputy Clerk	YEARLY		\$ 50,926.9200	\$ 53,473.2600	\$ 56,146.9300	\$ 58,954.2700	\$ 61,901.9900	\$ 64,997.0900
	MONTHLY		\$ 4,243.9100	\$ 4,456.1100	\$ 4,678.9100	\$ 4,912.8600	\$ 5,158.5000	\$ 5,416.4200
	BIWEEKLY		\$ 1,958.7300	\$ 2,056.6600	\$ 2,159.5000	\$ 2,267.4700	\$ 2,380.8500	\$ 2,499.8900
	HOURLY		\$ 24.4841	\$ 25.7083	\$ 26.9937	\$ 28.3434	\$ 29.7606	\$ 31.2486
51	YEARLY		\$ 52,200.0900	\$ 54,810.1000	\$ 57,550.6000	\$ 60,428.1300	\$ 63,449.5400	\$ 66,622.0100
	MONTHLY		\$ 4,350.0100	\$ 4,567.5100	\$ 4,795.8800	\$ 5,035.6800	\$ 5,287.4600	\$ 5,551.8300
	BIWEEKLY		\$ 2,007.7000	\$ 2,108.0800	\$ 2,213.4800	\$ 2,324.1600	\$ 2,440.3700	\$ 2,562.39
	HOURLY		\$ 25.0962	\$ 26.3510	\$ 27.6686	\$ 29.0520	\$ 30.5046	\$ 32.0298
52	YEARLY		\$ 53,505.0900	\$ 56,180.3500	\$ 58,989.3700	\$ 61,938.8300	\$ 65,035.7800	\$ 68,287.5700
	MONTHLY		\$ 4,458.7600	\$ 4,681.7000	\$ 4,915.7800	\$ 5,161.5700	\$ 5,419.6500	\$ 5,690.6300
	BIWEEKLY		\$ 2,057.8900	\$ 2,160.7800	\$ 2,268.8200	\$ 2,382.2600	\$ 2,501.3800	\$ 2,626.4400
	HOURLY		\$ 25.7236	\$ 27.0098	\$ 28.3603	\$ 29.7783	\$ 31.2672	\$ 32.8306

Admin Asst II