

City Council Meeting Agenda

APRIL 12, 2022

6:00 p.m.

City of Turlock Yosemite Room

156 S. Broadway, Turlock, California



Mayor
Amy Bublak

Council Members
Nicole Larson
Andrew Nosrati
Rebecka Monez
Pam Franco
Vice Mayor

City Manager
Reagan M. Wilson
City Clerk
Julie Christel
City Attorney
George A. Petrulakis

SPEAKER CARDS: To accommodate those wishing to address the Council and allow for staff follow-up, speaker cards are available for any agenda item or any other topic delivered under Public Comment. Please fill out and provide the Comment Card to the City Clerk or Police Officer.

NOTICE REGARDING NON-ENGLISH SPEAKERS: The Turlock City Council meetings are conducted in English and translation to other languages is not provided. Please make arrangements for an interpreter if necessary.

EQUAL ACCESS POLICY: If you have a disability which affects your access to public facilities or services, please contact the City Clerk's Office at (209) 668-5540. The City is committed to taking all reasonable measures to provide access to its facilities and services. Please allow sufficient time for the City to process and respond to your request.

NOTICE: Pursuant to California Government Code Section 54954.3, any member of the public may directly address the City Council on any item appearing on the agenda, including Consent Calendar and Public Hearing items, before or during the City Council's consideration of the item. Members of the public will be allowed five (5) minutes for comments.

AGENDA PACKETS: Prior to the City Council meeting, a complete Agenda Packet is available for review on the City's website at www.cityofturlock.org and in the City Clerk's Office at 156 S. Broadway, Suite 230, Turlock, during normal business hours. Materials related to an item on this Agenda submitted to the Council after distribution of the Agenda Packet are also available for public inspection in the City Clerk's Office. Such documents may be available on the City's website subject to staff's ability to post the documents before the meeting.

0. **CALL TO ORDER**
SALUTE TO THE FLAG
ROLL CALL
DECLARATION OF CONFLICTS
1. **CLOSED SESSION:**
The Closed Session item(s) for this meeting have been agendaized and will be heard toward the latter part of the meeting.
2. **APPROVAL OF AGENDA AS POSTED OR AMENDED**
This is the time for the City Council to remove items from the agenda or to change the order of the agenda. Matters may be taken up out of order of the established agenda by a four-fifths vote of the City Council.
3. **PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS, AND BRIEFINGS:**
 - A. Proclamation: Arbor Day

B. Proclamation: Allison Van Guilder

C. Proclamation: Sergeant James Silveira

D. Presentation: Roads Project Update presented by Jim Porter, PE, Vahid Ganji, Ph.D., P.E., and Nabaz Saieed of Michael Baker, International

4. PUBLIC PARTICIPATION

Pursuant to California Government Code Section 54954.3(a), this is the time set aside for members of the public to directly address the City Council on any item of interest to the public that is within the subject matter jurisdiction of the City Council and to address the Council on any item on tonight's agenda, including Consent Calendar items. You will be allowed five (5) minutes for your comments. If you wish to speak regarding an item on the agenda, you may be asked to defer your remarks until the Council addresses the matter.

Pursuant to California Government Code Section 54954.2(a)(3), no action or discussion may be undertaken on any item not appearing on the posted agenda, except that the City Council, or its staff, may briefly respond to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda.

5. MOTION WAIVING READING OF ALL ORDINANCES ON THE AGENDA, EXCEPT BY TITLE

6. CONSENT CALENDAR:

Information concerning the consent items listed hereinbelow has been forwarded to each Councilmember prior to this meeting for study. Unless the Mayor, a Councilmember or member of the audience has questions concerning the Consent Calendar, the items are approved at one time by the Council. The action taken by the Council in approving the consent items is set forth in the explanation of the individual items.

A. Resolution: Accepting Weekly Demands of March 11, 2022 in the amount of \$1,024,043.02; Weekly Demands of March 18, 2022 in the amount of \$3,823,537.78; and Weekly Demands of March 25, 2022 in the amount of \$1,009,279.50

B. Motion: Accepting Minutes of the Regular and Special Meetings of March 22, 2022

C. Motion: Approving of Contract Change Order No. 4 in the amount of \$79,489.01 (Fund 420) with Clark Bros., Inc., of Fresno, California, for City Project No. 20-027 "City Wide Chlorination" bringing the contract total to \$4,497,221.16

D. Resolution: Authorizing the City Manager to seek Measure L Rail Services grant funding from the Stanislaus Council of Governments (StanCOG) for an Amtrak Shuttle pilot project to provide enhanced demand-response transit connectivity to the Turlock-Denair Amtrak Station for a 27-month grant period commencing on April 1, 2022

E. Resolution: Accepting the 2021 General Plan Annual Report pursuant to California Government Code Section 65400(a)(2) to be submitted to the Governor's Office of Planning and Research and the California Department of Housing and Community Development

F. Motion: Approving an agreement between the City of Turlock and Economic & Planning Systems, Inc. (EPS) to provide administrative services in connection with the annual direct assessment process for Turlock Community Facilities District (CFD) No. 1 – Monte Vista Corridor (District)

-
- G. Motion: Approving Supply Agreements for the purchase of janitorial paper and cleaning supplies between the City of Turlock, Randik Paper Company and Central Sanitary Supply in an annual compensation amount not to exceed \$30,000 per Agreement
 - H. Resolution: Approving the initiation of the Master Lease-Purchase Agreement with PNC Equipment Finance for the purchase of two (2) Pierce Velocity Pumpers
 - I. Resolution: Reaffirming the Director of Emergency Services Proclamation of the existence of a local emergency in response to COVID-19
 - J. Resolution: Approving revisions to the job description for Battalion Chief

7. **FINAL READINGS:** None

8. **PUBLIC HEARINGS:** None

9. **ACTION ITEMS:**

- A. Appropriating funding for the remainder of FY 21-22 and approving the reorganization of City departments, including the realignment of City personnel and services, revisions to relevant job descriptions, amendments to salary schedules, and position allocation and budget adjustments, as follows:
 - 1) Accepting and endorsing the City Manager's related appointment of Erik Schultze to the position of Deputy Public Works Director effective April 12, 2022
 - 2) Accepting and endorsing the City Manager's related appointment of Katie Quintero to the position of Development Services Director effective April 12, 2022
 - 3) Accepting and endorsing the City Manager's related appointment of Jessie Dhami to the position of Human Resources Director effective April 12, 2022
 - 4) Accepting and endorsing the City Manager's related appointment of Sarah Tamey Eddy to the position of Deputy City Manager effective April 12, 2022
 - 5) Approving and adopting the reorganization of Departments as reflected in the organizational charts attached hereto as Attachment "A," and eliminates the Administrative Services Department and Parks, Recreation, and Public Facilities Maintenance Department
 - 6) Approving the related cost summary attached hereto as Attachment "B"
 - 7) Approving the related position list attached hereto as Attachment "C"
 - 8) Approving the related amendments to salary schedules attached hereto as Attachment "D"
 - 9) Approving the related job descriptions attached hereto as Attachment "E"

Recommended Action:

Resolution: Appropriating funding for the remainder of FY 21-22 and approving the reorganization of City departments, including the realignment of City personnel and services, revisions to relevant job descriptions, amendments to salary schedules, and position allocation and budget adjustments, as follows:

- 1) Accepting and endorsing the City Manager's related appointment of Erik Schultze to the position of Deputy Public Works Director effective April 12, 2022
- 2) Accepting and endorsing the City Manager's related appointment of Katie Quintero to the position of Development Services Director effective April 12, 2022
- 3) Accepting and endorsing the City Manager's related appointment of Jessie Dhami to the position of Human Resources Director effective April 12, 2022
- 4) Accepting and endorsing the City Manager's related appointment of Sarah Tamey Eddy to the position of Deputy City Manager effective April 12, 2022
- 5) Approving and adopting the reorganization of Departments as reflected in the

organizational charts attached hereto as Attachment “A,” and eliminates the Administrative Services Department and Parks, Recreation, and Public Facilities Maintenance Department

- 6) Approving the related cost summary attached hereto as Attachment “B”
 - 7) Approving the related position list attached hereto as Attachment “C”
 - 8) Approving the related amendments to salary schedules attached hereto as Attachment “D”
 - 9) Approving the related job descriptions attached hereto as Attachment “E”
- B. Provide direction to staff to proceed with the preparation of plans and specifications based on the revised scope for City Project 19-51 “Columbia Pool Improvements”; and direct staff to proceed with the advertisement of plans and specifications to demo the existing facility in preparation for City Project 19-51 “Columbia Pool Improvements”; and approve the advertisement for construction bids for City Project No. 19-51 “Columbia Pool Improvements”; and approve Amendment No. 1 to the Professional Services Agreement with O’Dell Engineering of Modesto, California, in the amount of \$81,545 (Fund 117 “Cannabis Fund”), bringing the contract total to \$230,075 for engineering and surveying services for City Project No. 19-51 “Columbia Pool Improvements”; and appropriate \$481,545 to account number 301-50-520.51300 “Construction Repairs/Improvements” to be funded via a transfer from Fund 117 “Cannabis Fund” unallocated reserves to provide necessary funding for City Project No. 19-51 “Columbia Pool Improvements”; and appropriate \$2,000,000 to account number 301-50-520.51300 “Construction Repairs/Improvements” to be funded via a transfer from Fund 117 “Cannabis Fund” unallocated reserves to provide necessary funding for City Project No. 19-51 “Columbia Pool Improvements”; and appropriate \$3,000,000 to account number 301-50-520.51300 “Construction Repairs/Improvements” to be funded via a transfer from ARPA unallocated reserves to provide necessary funding for City Project No. 19-51 “Columbia Pool Improvements.” (Quintero)

Recommended Action:

Motion: Directing staff to proceed with the preparation of plans and specifications based on the revised scope for City Project 19-51 “Columbia Pool Improvements”

Motion: Directing staff to proceed with the advertisement of plans and specifications to demo the existing facility in preparation for City Project 19-51 “Columbia Pool Improvements”

Motion: Approving the advertisement for construction bids for City Project No. 19-51 “Columbia Pool Improvements”

Motion: Approving Amendment No. 1 to the Professional Services Agreement with O’Dell Engineering of Modesto, California, in the amount of \$81,545 (Fund 117 “Cannabis Fund”), bringing the contract total to \$230,075 for engineering and surveying services for City Project No. 19-51 “Columbia Pool Improvements”

Resolution: Appropriating \$481,545 to account number 301-50-520.51300 “Construction Repairs/Improvements” to be funded via a transfer from Fund 117 “Cannabis Fund” unallocated reserves to provide necessary funding for City Project No. 19-51 “Columbia Pool Improvements”

Resolution: Appropriating \$2,000,000 to account number 301-50-520.51300 “Construction Repairs/Improvements” to be funded via a transfer from Fund 117 “Cannabis Fund” unallocated reserves to provide necessary funding for City Project No. 19-51 “Columbia Pool Improvements”

Resolution: Appropriating \$3,000,000 to account number 301-50-520.51300 “Construction Repairs/Improvements” to be funded via a transfer from ARPA unallocated reserves to provide necessary funding for City Project No. 19-51 “Columbia Pool Improvements”

- C. Request to approve one of three options (Option A, B, or C) as described within the Staff Report specific to the utilization of Franchise Fees to offset the impact of refuse, recycling and green waste rates on residential customers. (*Moreno*)

Recommended Action:

Motion: Approving Option A as described within the staff report specific to the utilization of Franchise Fees to offset the impact of refuse, recycling and green waste rates on residential customers

OR

Motion: Approving Option B as described within the staff report specific to the utilization of Franchise Fees to offset the impact of refuse, recycling and green waste rates on residential customers

OR

Motion: Approving Option C as described within the staff report specific to the utilization of American Rescue Plan Act (ARPA) to offset the impact of refuse, recycling and green waste rates on residential customers; and

Resolution: Authorizing appropriating \$6,888,710 from Fund 119 (ARPA funds) unassigned reserve to Expense Account Number 119-10-188.47599 “Refuse Rate Increase Subsidization”

- D. Discuss and provide direction to Staff regarding the allocation of American Rescue Plan Act funds. (*Moreno*)

Recommended Action:

Provide direction to Staff regarding the allocation of American Rescue Plan Act funds.

- E. Update on the progress of the Stanislaus Regional Water Authority (SRWA) Surface Water Project (SWP) and related improvements for acceptance of treated surface water. (*Madden*)

Recommended Action:

None.

- F. Request to approve an Intelligent Transportation Systems (ITS) strategy for improvements to Turlock Transit services comprised of both short-term and long-term solutions and approve a three (3) year renewal Agreement with Swiftly, Inc., of San Francisco, California, a sole source provider of the Swiftly Platform used for transit planning, analytics, and real-time performance data, in an amount not to exceed \$95,814 (Fund 426), without compliance to formal bid procedure pursuant to Turlock Municipal Code Section 2-7-

08(b)(2), and authorizing the City Manager to execute all documents necessary to implement the Agreement. (York)

Recommended Action:

Motion: Approving an Intelligent Transportation Systems (ITS) strategy for improvements to Turlock Transit services comprised of both short-term and long-term solutions

Motion: Approving a three (3) year renewal Agreement with Swiftly, Inc., of San Francisco, California, a sole source provider of the Swiftly Platform used for transit planning, analytics, and real-time performance data, in an amount not to exceed \$95,814 (Fund 426), without compliance to formal bid procedure pursuant to Turlock Municipal Code Section 2-7-08(b)(2), and authorizing the City Manager to execute all documents necessary to implement the Agreement

10. CITY MANAGER REPORTS/UPDATES

City Manager reports/updates are provided for informational purposes only and no action or discussion may be undertaken. The City Manager may direct department heads to provide reports/updates at the City Manager's request.

- A. Update on streets projects not related to projects overseen by Michael Baker International – Development Services. (Quintero)

11. COUNCIL ITEMS FOR FUTURE CONSIDERATION

12. COUNCILMEMBER QUESTIONS, COMMENTS, AND ANNOUNCEMENTS

Councilmembers may ask questions, provide comments, and make brief announcements on notable topics of interest. The Brown Act does not allow discussion or action by the legislative body.

13. CLOSED SESSION:

- A. Liability Claims, Cal. Gov't Code §54956.95
"For the purposes of [Section 54956.9], 'existing facts and circumstances' shall consist only of one of the following: The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5."
 Claimant: Neuza Crishna Brasil
 Agency Claimed Against: City of Turlock
- B. Liability Claims, Cal. Gov't Code §54956.95
"For the purposes of [Section 54956.9], 'existing facts and circumstances' shall consist only of one of the following: The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5."
 Claimant: Jose Bernardo
 Agency Claimed Against: City of Turlock
- C. Liability Claims, Cal. Gov't Code §54956.95
"For the purposes of [Section 54956.9], 'existing facts and circumstances' shall consist only of one of the following: The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5."
 Claimant: Denkha Khamo
 Agency Claimed Against: City of Turlock
- D. Liability Claims, Cal. Gov't Code §54956.95

“For the purposes of [Section 54956.9], ‘existing facts and circumstances’ shall consist only of one of the following: The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5.”

Claimant: Gloria Sharon Wear

Agency Claimed Against: City of Turlock

E. Liability Claims, Cal. Gov’t Code §54956.95

“For the purposes of [Section 54956.9], ‘existing facts and circumstances’ shall consist only of one of the following: The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5.”

Claimant: Joshua Daniel Silva

Agency Claimed Against: City of Turlock

F. Conference with Labor Negotiators, Cal. Gov’t Code §54957.6(a)

“Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency’s designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation.”

Agency Designated Representative: Interim Administrative Services Director Sarah Eddy

Employee Organization: Turlock Firefighters Association-Local 2434

Employee Organization: Turlock Management Association-Public Safety

G. Conference with Legal Counsel – Pending Litigation, Cal. Gov’t Code §54956.9(d)(4)

“For purposes of this section, litigation shall be considered pending when any of the following circumstances exist... Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.”

Potential Case(s): 1 case

14. REPORTS FROM CLOSED SESSION

15. ADJOURNMENT

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Accounts Payable									
Check									
133282	03/16/2022	Open			Utility Management Refund	DAVIES, ANIES	\$72.20		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		663824-001	MOVE OUT CREDIT	03/16/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$72.20		
133283	03/16/2022	Open			Utility Management Refund	FAIRBANKS RANCH I LLC	\$77.43		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		001311-001	MOVE OUT CREDIT	03/16/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$77.43		
133284	03/16/2022	Open			Utility Management Refund	FAIRBANKS RANCH I LLC	\$25.50		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		001272-001	MOVE OUT CREDIT	03/16/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$25.50		
133285	03/16/2022	Open			Utility Management Refund	FAIRBANKS RANCH I LLC	\$131.02		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		001312-001	MOVE OUT CREDIT	03/16/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$131.02		
133286	03/16/2022	Open			Utility Management Refund	GARTON, MEAGAN, A	\$281.22		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		529370-003	MOVE OUT CREDIT	03/16/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$281.22		
133287	03/16/2022	Open			Utility Management Refund	GONZALEZ, RACHEL	\$13.68		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		549010-006	MOVE OUT CREDIT	03/16/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$13.68		
133288	03/16/2022	Open			Utility Management Refund	GUERRERO, MARIA T	\$290.52		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		432040-004	MOVE OUT CREDIT	03/16/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$290.52		
133289	03/16/2022	Open			Utility Management Refund	LOPEZ, ALEX	\$125.79		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		867241-003	MOVE OUT CREDIT	03/16/2022	Refund			

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			\$125.79		
133290	03/16/2022	Open			Utility Management Refund	MIRKO, DELORIS E	\$88.08		
	Account Type		Account Number	Description	Transaction Date	Transaction Type			
	Single Family Res Metered		256420-001	MOVE OUT CREDIT	03/16/2022	Refund			
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			\$88.08		
133291	03/16/2022	Open			Utility Management Refund	SARGONY, OBALEET	\$79.99		
	Account Type		Account Number	Description	Transaction Date	Transaction Type			
	Single Family Res Metered		166855-004	MOVE OUT CREDIT	03/16/2022	Refund			
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			\$79.99		
133292	03/16/2022	Open			Utility Management Refund	SINGH, PRADIP	\$240.24		
	Account Type		Account Number	Description	Transaction Date	Transaction Type			
	Commercial Metered		679593-004	MOVE OUT CREDIT	03/16/2022	Refund			
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			\$240.24		
133293	03/17/2022	Open			Accounts Payable	AIRGAS NCN	\$1,162.60		
	Invoice		Date	Description		Amount			
	9986910178		03/11/2022	CYLINDER RENTAL		\$1,118.11			
	9986910179		03/11/2022	CYLINDER RENTAL		\$44.49			
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			\$1,162.60		
133294	03/17/2022	Open			Accounts Payable	AMERICA'S AUTO GLASS	\$390.44		
	Invoice		Date	Description		Amount			
	2408		03/11/2022	POL18-1327		\$390.44			
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$390.44		
133295	03/17/2022	Open			Accounts Payable	Aramark Uniform Services	\$2,822.12		
	Invoice		Date	Description		Amount			
	24290338		03/11/2022	SLASH POCKET		\$90.54			
	24299410		03/11/2022	custom emblem		\$48.50			
	2/28/22		03/10/2022	UNIFORM RENTAL & LAUNDRY SERVICES - FEB 2022		\$2,683.08			
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$812.82		
	205 - Sports Facilities			205.11000 (Cash)			\$100.88		
	217 - Streets - Gas Tax			217.11000 (Cash)			\$153.12		
	246 - Landscape Assessment			246.11000 (Cash)			\$131.56		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$999.49		
	420 - WATER			420.11000 (Cash)			\$158.25		
	426 - Transit			426.11000 (Cash)			\$97.28		
	505 - Fleet			505.11000 (Cash)			\$368.72		

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133296	03/17/2022	Open			Accounts Payable	AT&T MOBILITY	\$1,208.95		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	5677X02272022		03/10/2022		287262975677 / WQC/Utilities Phones/Data, Eng & Transit Data SIM		\$916.58		
	7897x02272022		03/14/2022		WIRELESS CHARGES FOR FIRE IPADS - FEB 2022		\$292.37		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	110 - General Fund				110.11000 (Cash)		\$292.37		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$563.69		
	420 - WATER				420.11000 (Cash)		\$309.66		
	502 - Engineering				502.11000 (Cash)		\$43.23		
133297	03/17/2022	Open			Accounts Payable	AT&T/SBC	\$105.10		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	RELAY 3/1/22		03/10/2022		Acct# 248 134-2929 655 9/ California Relay Srvc TDD		\$4.62		
	FIRE 3/1/22		03/10/2022		Acct# 233 841-5391 333 1/ Fire Dept		\$66.51		
	PD 3/7/22		03/10/2022		Acct# 234 371-3447 543 0/ Police Dept		\$33.97		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	110 - General Fund				110.11000 (Cash)		\$105.10		
133298	03/17/2022	Open			Accounts Payable	BADGER METER INC dba NATIONAL METER & AUTOMATION	\$60.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	80093244		03/11/2022		ORION CELLULAR SERVICE FOR FEBRUARY 2022		\$60.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	420 - WATER				420.11000 (Cash)		\$60.00		
133299	03/17/2022	Open			Accounts Payable	BALSWICK'S TIRE SHOP INC	\$63.16		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	01-200846		03/14/2022		E-31 FLAT TIRE REPAIR		\$63.16		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	110 - General Fund				110.11000 (Cash)		\$63.16		
133300	03/17/2022	Open			Accounts Payable	Blair, Church & Flynn Consulting Engineers, Inc.	\$14,160.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	68099		03/11/2022		SR02, 21-041/22-005 Canal Bridge TCP-Through 1/2/22		\$10,875.00		
	68273		03/11/2022		SR02, 21-041/22-005 Canal Bridge TCP 1/3/22-1/30/22		\$3,285.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	219 - SB1 Road Maint & Rehab Account				219.11000 (Cash)		\$14,160.00		
133301	03/17/2022	Open			Accounts Payable	BURTON'S FIRE, INC	\$13,443.63		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	W 80192		03/14/2022		E-31 CAB TILT		\$10,760.90		
	W 80018		03/14/2022		E-33 - AIR FITTING LEAKING		\$2,682.73		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	110 - General Fund				110.11000 (Cash)		\$13,443.63		
133302	03/17/2022	Open			Accounts Payable	CAROLLO ENGINEERS	\$189,675.57		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	FB16947		03/11/2022		18-69 Surface Water Dist. Syst. Improvements - thru 10/31/21		\$63,966.12		

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	FB19553		03/11/2022		18-69 Surface Water Dist. Syst. Improvements - thru 1/31/22		\$89,856.45		
	FB20169		03/11/2022		18-69 Surface Water Dist. Syst. Improvements - thru 1/31/22		\$35,853.00		
	Paying Fund				Cash Account		Amount		
	420 - WATER				420.11000 (Cash)		\$189,675.57		
133303	03/17/2022	Open			Accounts Payable	CENTRAL VALLEY CONCRETE	\$747.77		
	Invoice		Date		Description		Amount		
	189117		03/11/2022		3/4" CRUSHED ROCK		\$747.77		
	Paying Fund				Cash Account		Amount		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$747.77		
133304	03/17/2022	Open			Accounts Payable	CHAMPION INDUSTRIAL	\$1,650.58		
	Invoice		Date		Description		Amount		
	71140		03/10/2022		REPAIRS@FLEET - SWAMP COOLERS & EXHAUST		\$380.00		
	71139		03/10/2022		REPAIRS@FLEET - NO HEAT		\$1,270.58		
	Paying Fund				Cash Account		Amount		
	505 - Fleet				505.11000 (Cash)		\$1,650.58		
133305	03/17/2022	Open			Accounts Payable	CITY OF TURLOCK - CASH	\$112.50		
	Invoice		Date		Description		Amount		
	3-14-22 REPLEN		03/14/2022		FIN AR-REPLENISH PETTY CASH 3-14-22		\$112.50		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$101.00		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$11.50		
133306	03/17/2022	Open			Accounts Payable	CITYGATE ASSOCIATES LLC	\$5,204.06		
	Invoice		Date		Description		Amount		
	30841		03/14/2022		FIRE SERVICES MASTER PLAN - FEBRUARY 2022		\$5,204.06		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$5,204.06		
133307	03/17/2022	Open			Accounts Payable	CLARK PEST CONTROL OF STOCKTON, INC	\$3,300.00		
	Invoice		Date		Description		Amount		
	QP-1-22		03/10/2022		QTRLY PEST CONTROL SERVICES JAN - MAR 2022		\$1,710.00		
	MP-2-22		03/10/2022		MONTHLY PEST CONTROL SERVICES - FEB 2022		\$1,590.00		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$1,826.66		
	205 - Sports Facilities				205.11000 (Cash)		\$140.00		
	217 - Streets - Gas Tax				217.11000 (Cash)		\$65.00		
	246 - Landscape Assessment				246.11000 (Cash)		\$28.34		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$280.00		
	420 - WATER				420.11000 (Cash)		\$755.00		
	426 - Transit				426.11000 (Cash)		\$60.00		
	505 - Fleet				505.11000 (Cash)		\$145.00		
133308	03/17/2022	Open			Accounts Payable	COOPERATIVE PERSONNEL SERVICES dba CPS HR Consulti	\$35,270.00		
	Invoice		Date		Description		Amount		
	0005656		03/07/2022		HR Consulting Services 12/26/21-1/29/22		\$35,270.00		
	Paying Fund				Cash Account		Amount		

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	110 - General Fund			110.11000 (Cash)			\$35,270.00		
133309	03/17/2022	Open			Accounts Payable	CUMMINS PACIFIC LLC	\$1,994.73		
	Invoice		Date	Description			Amount		
	Y9-15595		03/11/2022	TRA19-1064PP			\$317.71		
	Y9-93301		03/11/2022	Credit Ref No. Y9-89774			(\$1,802.31)		
	Y9-18678		03/11/2022	TRA 1058PP			\$909.00		
	X5-22614		03/11/2022	VEHCILE 7046			\$124.18		
	Y9-19324		03/11/2022	TRA18-1058PP			\$2,446.15		
	Paying Fund			Cash Account			Amount		
	217 - Streets - Gas Tax			217.11000 (Cash)			\$124.18		
	426 - Transit			426.11000 (Cash)			\$1,870.55		
133310	03/17/2022	Open			Accounts Payable	DF ENGINEERING INC	\$47,005.00		
	Invoice		Date	Description			Amount		
	23883		03/11/2022	SR03, 21-003 Fulkerth Rd Widening through 2/28/22			\$42,605.00		
	23885		03/11/2022	SR02, 16-60 Linwood Avenue ATP Improvements through 2/28/22			\$4,400.00		
	Paying Fund			Cash Account			Amount		
	215 - Streets - Grant Funded Projects			215.11000 (Cash)			\$4,400.00		
	305 - Capital Facility Fees			305.11000 (Cash)			\$42,605.00		
133311	03/17/2022	Open			Accounts Payable	ENGINEERED FIRE SYST INC	\$1,937.50		
	Invoice		Date	Description			Amount		
	18346		03/14/2022	PLAN REVIEW SERVICES - FEBRUARY 2022			\$1,937.50		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$1,937.50		
133312	03/17/2022	Open			Accounts Payable	FEDERAL EXPRESS	\$378.55		
	Invoice		Date	Description			Amount		
	7-672-91126		03/10/2022	SHIPPING CHARGES 2/25/22			\$88.09		
	7-688-14112		03/10/2022	SHIPPING CHARGES 3/11/22			\$290.46		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$159.71		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$18.23		
	420 - WATER			420.11000 (Cash)			\$200.61		
133313	03/17/2022	Open			Accounts Payable	FIRST ALARM WELLNESS	\$7,162.50		
	Invoice		Date	Description			Amount		
	1274		03/07/2022	COVID CASE MANAGEMENT 2.6.22-2.28.22			\$3,037.50		
	1256		03/07/2022	Covid Case Mgmt 1.17.22-1.24.22			\$4,125.00		
	Paying Fund			Cash Account			Amount		
	119 - American Rescue Plan Act			119.11000 (Cash)			\$7,162.50		
133314	03/17/2022	Open			Accounts Payable	FIRST BEHAVIORAL HEALTH URGENT CARE CENTER	\$7,645.04		
	Invoice		Date	Description			Amount		
	Draw1 FY21/22		03/15/2022	PUBLIC SERVICE GRANT FIRST BEHAVIORAL HEALTH 2021-2022			\$7,645.04		
	Paying Fund			Cash Account			Amount		
	255 - CDBG			255.11000 (Cash)			\$7,645.04		

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133315	03/17/2022	Open			Accounts Payable	GARTON TRACTOR INC	\$1,242.51		
	Invoice		Date	Description			Amount		
	CT06945		03/11/2022	PK01-4101			\$1,242.51		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$1,242.51		
133316	03/17/2022	Open			Accounts Payable	GCR TIRES & SERVICE	\$3,697.18		
	Invoice		Date	Description			Amount		
	858-48388		03/11/2022	ITEM #002777			\$2,109.12		
	858-48385		03/11/2022	ITEM #000702			\$1,588.06		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$2,237.25		
	246 - Landscape Assessment			246.11000 (Cash)			\$1,459.93		
133317	03/17/2022	Open			Accounts Payable	GILLIG LLC	\$4,909.41		
	Invoice		Date	Description			Amount		
	40897029		03/11/2022	TRA19-1065PP			\$288.28		
	40897030		03/11/2022	TRA19-1065PP			\$265.17		
	40896654		03/11/2022	TRA19-1065PP			\$688.02		
	40896655		03/11/2022	TRA19-1065PP			\$857.96		
	40896220		03/11/2022	TRA19-1065PP			\$1,404.99		
	40896219		03/11/2022	TRA19-1065PPP			\$1,404.99		
	Paying Fund			Cash Account			Amount		
	426 - Transit			426.11000 (Cash)			\$4,909.41		
133318	03/17/2022	Open			Accounts Payable	GRAINGER INC, W W	\$40.50		
	Invoice		Date	Description			Amount		
	9204288394		03/11/2022	JANITORIAL SUPPLIES			\$40.50		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$40.50		
133319	03/17/2022	Open			Accounts Payable	GROSSMAN,CARLO	\$286.00		
	Invoice		Date	Description			Amount		
	TR4670PerDiem		03/15/2022	IWCE - Las Vegas, NV - 3/20 to 3/24			\$286.00		
	Paying Fund			Cash Account			Amount		
	501 - Information Technology			501.11000 (Cash)			\$286.00		
133320	03/17/2022	Open			Accounts Payable	HD SUPPLY FACILITIES MAINTENANCE LTD, DBA USABLUBOOK	\$4,890.10		
	Invoice		Date	Description			Amount		
	871410		03/11/2022	SALES ORDER #266058			\$2,391.19		
	891060		03/11/2022	SALES ORDER #297620			\$2,498.91		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$4,890.10		
133321	03/17/2022	Open			Accounts Payable	HILMAR READY MIX	\$443.37		
	Invoice		Date	Description			Amount		
	11264		03/11/2022	Porta Mix Concrete			\$183.39		
	11306		03/11/2022	Porta Mix Concrete			\$67.15		
	11294		03/11/2022	Porta Mix Concrete			\$80.91		
	11327		03/11/2022	Porta Mix Concrete			\$111.92		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$250.54		

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	420 - WATER			420.11000 (Cash)			\$192.83		
133322	03/17/2022	Open			Accounts Payable	HORIZON WATER & ENVIR LLC	\$536.25		
	Invoice		Date	Description		Amount			
	5741		03/11/2022	18-69 Surface Water Dist. System Improvements - Jan 2022		\$536.25			
	Paying Fund			Cash Account		Amount			
	420 - WATER			420.11000 (Cash)		\$536.25			
133323	03/17/2022	Open			Accounts Payable	JESTER AUTO WORKS	\$1,411.15		
	Invoice		Date	Description		Amount			
	6300		03/11/2022	625 rear bumper repair		\$1,411.15			
	Paying Fund			Cash Account		Amount			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$1,411.15			
133324	03/17/2022	Open			Accounts Payable	LANGUAGE LINE SERVICES	\$10.75		
	Invoice		Date	Description		Amount			
	10476982		03/10/2022	Acct #9020101104 - Translation services for Police Department		\$10.75			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$10.75			
133325	03/17/2022	Open			Accounts Payable	MAZE & ASSOCIATES	\$19,065.00		
	Invoice		Date	Description		Amount			
	43885		03/10/2022	February 2022 Audit Services for FYE 6/30/21		\$12,480.00			
	43887		03/15/2022	Annual Report of Financial Transactions for City FY 6/30/21		\$6,585.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$4,289.63			
	255 - CDBG			255.11000 (Cash)		\$2,859.75			
	405 - Building			405.11000 (Cash)		\$953.25			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$4,766.25			
	420 - WATER			420.11000 (Cash)		\$4,766.25			
	502 - Engineering			502.11000 (Cash)		\$953.25			
	621 - Successor Agency - Non LMI			621.11000 (Cash)		\$476.62			
133326	03/17/2022	Open			Accounts Payable	Michael Baker International, Inc.	\$366,072.89		
	Invoice		Date	Description		Amount			
	1139035		03/11/2022	21-039 Planning & Prelim Design for Roads Program - Dec 2021		\$92,211.41			
	1140510		03/11/2022	21-039 Planning & Prelim Design for Roads Program - Jan 2022		\$273,861.48			
	Paying Fund			Cash Account		Amount			
	118 - Measure A			118.11000 (Cash)		\$366,072.89			
133327	03/17/2022	Open			Accounts Payable	MO-CAL OFFICE SOLUTIONS INC	\$1,866.13		
	Invoice		Date	Description		Amount			
	AR366098		03/09/2022	MS ADMIN (SPLIT) 1/1/21 -1/31/22 (TASKALFA 305CI)		\$29.71			
	AR366470		03/09/2022	HR 1/7/22 - 2/6/22 (TASKALFA 5052CI)		\$82.83			
	AR366471		03/09/2022	PLANNING 1/8/22 - 2/7/22 (TASKALFA 5002I)		\$25.42			
	AR366472		03/09/2022	RECREATION 1/8/22 - 2/7/22 (TASKALFA 5002I)		\$22.79			
	AR366703		03/09/2022	FINANCE AR - ANNUAL OVERAGE 02/07/21-02/06/22 (TASKALFA 5002I)		\$81.36			

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	AR366705		03/09/2022		FINANCE AR - ANNUAL PAYMENT 02/07/22-02/06/23 (TASKALFA 5002I)		\$257.19		
	AR367059A		03/09/2022		WQC ADMIN QTRLY PAYMENT 02/17/22 - 05/16/22 (TASKALFA 3253CI)		\$109.67		
	AR367059B		03/09/2022		WQC ADMIN QTRLY OVERAGE 11/17/21 - 02/16/22 (TASKALFA 3253CI)		\$84.58		
	AR367097		03/09/2022		FIRE - ANNUAL PAYMENT 3/15/22-3/14/23 (LD433SP)		\$256.56		
	AR367227		03/09/2022		MS ADMIN (SPLIT 3) ANNUAL OVRG 3/31/21-2/27/22 (ECOSYS M2535DN)		\$132.05		
	AR367228		03/09/2022		MS ADMIN (SPLIT 3) ANNUAL PMT 3/31/22-3/30/23 (ECOSYS M2535DN)		\$256.56		
	AR367307		03/09/2022		FINANCE AP 01/21/22 - 02/20/22 (TASKALFA 3551CI)		\$193.67		
	AR367308		03/09/2022		ENGINEERING 01/21/22 - 02/20/22 (TASKALFA 3552CI)		\$94.66		
	AR367309		03/09/2022		PD RECORDS 01/22/22 - 02/21/22 (TASKALFA 6002I)		\$29.99		
	AR367310		03/09/2022		ADMIN SERVICES 01/21/22-02/20/22 (TASKALFA 6002I)		\$42.73		
	AR367826		03/09/2022		PD ADMIN 02/05/22 - 03/04/22 (TASKALFA 5002I)		\$56.51		
	AR367859		03/09/2022		MS ADMIN (SPLIT) 2/1/22 -2/28/22 (TASKALFA 305CI)		\$109.85		
	<u>Paying Fund</u>				<u>Cash Account</u>			<u>Amount</u>	
	110 - General Fund				110.11000 (Cash)			\$698.37	
	204 - AB 939 Integrated Waste Mgmt				204.11000 (Cash)			\$0.24	
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)			\$698.33	
	420 - WATER				420.11000 (Cash)			\$374.53	
	502 - Engineering				502.11000 (Cash)			\$94.66	
133328	03/17/2022	Open			Accounts Payable	NAPA AUTO PARTS	\$761.42		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	779361		03/11/2022		PART #809-1033		\$136.07		
	779418		03/11/2022		TRA19-1064PP		\$66.02		
	779358		03/11/2022		part # 813-5158		\$559.33		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	110 - General Fund				110.11000 (Cash)		\$695.40		
	426 - Transit				426.11000 (Cash)		\$66.02		
133329	03/17/2022	Open			Accounts Payable	NEXT LEVEL PARTS INC	\$1,999.77		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	8577-374207		03/11/2022		WT20-543		\$21.45		
	8577-373591		03/11/2022		GWR 81011T		\$20.98		
	8577-373497		03/11/2022		BATTERY TERMINAL		\$7.95		
	8577-373593		03/11/2022		XBO J4714L		\$13.02		
	8577-373505		03/11/2022		NOTE 7046		\$60.81		
	8577-373528		03/11/2022		PK12-4408		\$4.05		
	8577-373545		03/11/2022		NOTE 615		\$63.98		
	8577-373548		03/11/2022		NOTE 610		\$254.24		
	8577-373312		03/11/2022		Credits		(\$117.32)		
	8577-374208		03/11/2022		PK17-4515		\$170.45		
	8577-374157		03/11/2022		POL06-1242		\$84.00		
	8577-372796		03/11/2022		MMN 07524		\$84.62		

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	8577-374055		03/11/2022		SEIZE COMPOUND		\$19.55		
	8577-372090		03/11/2022		POL13-1122		\$25.66		
	8577-373734		03/11/2022		EL09-602		\$4.93		
	8577-373680		03/11/2022		CAP GAS		\$11.94		
	8577-373605		03/11/2022		Credits		(\$117.32)		
	8577-373305		03/11/2022		POL19-1337		\$151.53		
	8577-373846		03/11/2022		ST91-711		\$254.24		
	8577-373833		03/11/2022		POST BATT CLEANER		\$13.72		
	8577-372187		03/11/2022		Credits		(\$123.98)		
	8577-372177		03/11/2022		Credits		(\$36.26)		
	8577-372229		03/11/2022		Credits		(\$460.30)		
	8577-373609		03/11/2022		PAINTED ROTOR		\$372.75		
	8577-373720		03/11/2022		PK01-4101		\$59.27		
	8577-373753		03/11/2022		NOTE 1058PP		\$911.40		
	8577-373667		03/11/2022		POL16-1300		\$244.41		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$1,186.35		
	205 - Sports Facilities				205.11000 (Cash)		(\$4.34)		
	217 - Streets - Gas Tax				217.11000 (Cash)		\$27.39		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$118.40		
	420 - WATER				420.11000 (Cash)		(\$37.30)		
	426 - Transit				426.11000 (Cash)		\$918.23		
	502 - Engineering				502.11000 (Cash)		(\$208.96)		
133330	03/17/2022	Open			Accounts Payable	NORTH STAR ENGINEERING GROUP INC	\$562.50		
	Invoice		Date	Description		Amount			
	19552		03/10/2022	SR03, 21-021 Pedras Rd Rehab - srvs thru 2/28/22		\$562.50			
	Paying Fund			Cash Account		Amount			
	215 - Streets - Grant Funded Projects			215.11000 (Cash)		\$562.50			
133331	03/17/2022	Open			Accounts Payable	NV5 INC.	\$5,530.50		
	Invoice		Date	Description		Amount			
	000000251790		03/11/2022	SR 08, 21-040 W. Main and Walnut Rd Emergency Repair thru 1/1/22		\$5,530.50			
	Paying Fund			Cash Account		Amount			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$5,530.50			
133332	03/17/2022	Open			Accounts Payable	OREILLY AUTO PARTS	\$17.53		
	Invoice		Date	Description		Amount			
	2800-189576		03/11/2022	POL16-1310		\$17.53			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$17.53			
133333	03/17/2022	Open			Accounts Payable	P G & E	\$19,392.83		
	Invoice		Date	Description		Amount			
	COLUMBIA 3/3/22		03/10/2022	6180280303-3 / 600 Columbia St		\$8.11			
	HIGH 3/3/22		03/10/2022	0221941093-9 / 595 High St		\$8.11			
	CITY HALL 3/9/22		03/10/2022	3254375586-5 / 156 S Broadway		\$640.08			
	FIRE#1 3/9/22		03/10/2022	3159594551-5 / 540 Marshall St		\$554.06			
	SENIOR 3/9/22		03/10/2022	2890831960-2 / 1191 Cahill St		\$534.74			
	FIRE#3 3/6/22		03/10/2022	2087893140-9 / 501 E Monte Vista Ave		\$389.76			
	FIRE#2 3/10/22		03/10/2022	6182877164-4 / 791 S Walnut Rd		\$46.04			

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	AC 3/10/22		03/10/2022		6266210492-6 / 801 S Walnut Rd		\$277.45		
	WLNT #E 3/10/22		03/10/2022		6141210500-1 / 701 S Walnut Rd E		\$8.11		
	WQC 3/10/2022		03/10/2022		6349543820-0 / 901 S Walnut Rd		\$299.11		
	WQC 3/10/22		03/10/2022		6307877156-3 / 901 S Walnut Rd		\$16,627.26		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$2,458.35		
	217 - Streets - Gas Tax				217.11000 (Cash)		\$8.11		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$16,926.37		
133334	03/17/2022	Open			Accounts Payable	Patterson Pump Company		\$79,133.61	
	Invoice		Date		Description		Amount		
	C0204718-1		03/11/2022		18-69 Equipment for Surface Water Dist. System Improvements		\$79,133.61		
	Paying Fund				Cash Account		Amount		
	420 - WATER				420.11000 (Cash)		\$79,133.61		
133335	03/17/2022	Open			Accounts Payable	R & S ERECTION INC		\$643.00	
	Invoice		Date		Description		Amount		
	112943		03/14/2022		ST#4 - SECURE R/U DOOR		\$643.00		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$643.00		
133336	03/17/2022	Open			Accounts Payable	RAY MORGAN COMPANY		\$2,920.42	
	Invoice		Date		Description		Amount		
	3627019		03/09/2022		Printer Usage & Maintenance for 1/12/22 - 2/11/22		\$2,920.42		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$2,302.07		
	255 - CDBG				255.11000 (Cash)		\$0.95		
	405 - Building				405.11000 (Cash)		\$21.42		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$236.92		
	420 - WATER				420.11000 (Cash)		\$166.56		
	501 - Information Technology				501.11000 (Cash)		\$2.77		
	502 - Engineering				502.11000 (Cash)		\$189.73		
133337	03/17/2022	Open			Accounts Payable	ROBIC REFRIGERATION INC		\$1,803.17	
	Invoice		Date		Description		Amount		
	0000021286		03/14/2022		STATION 3 - ICE MACHINE		\$636.98		
	0000021287		03/14/2022		STATION 1 - ICE MAKER		\$1,166.19		
	Paying Fund				Cash Account		Amount		
	116 - Special Public Safety				116.11000 (Cash)		\$1,803.17		
133338	03/17/2022	Open			Accounts Payable	ROLAND PHD,JOCELYN E		\$1,000.00	
	Invoice		Date		Description		Amount		
	20061		03/14/2022		FIRE - MARCH 2022 CONTRACT		\$1,000.00		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$1,000.00		
133339	03/17/2022	Open			Accounts Payable	ROMEO MEDICAL CLINIC		\$10,488.00	
	Invoice		Date		Description		Amount		
	02/09/2022		03/03/2022		Romeo Medical Services Aug 21- Dec 21		\$10,488.00		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$6,257.00		
	205 - Sports Facilities				205.11000 (Cash)		\$124.00		
	217 - Streets - Gas Tax				217.11000 (Cash)		\$69.00		

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	246 - Landscape Assessment			246.11000 (Cash)			\$781.00		
	405 - Building			405.11000 (Cash)			\$141.00		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$1,238.00		
	420 - WATER			420.11000 (Cash)			\$1,025.00		
	426 - Transit			426.11000 (Cash)			\$381.00		
	502 - Engineering			502.11000 (Cash)			\$141.00		
	505 - Fleet			505.11000 (Cash)			\$331.00		
133340	03/17/2022	Open			Accounts Payable	RUSH TRUCK CENTERS OF CALIFORNIA, INC.	\$3,169.73		
	<u>Invoice</u>		<u>Date</u>			<u>Description</u>		<u>Amount</u>	
	3026863589		03/11/2022			KIT TPMS SENSOR	\$349.34		
	3026813876		03/11/2022			V #624	\$1,810.87		
	3026834818		03/11/2022			VEHICLE #4385A	\$77.69		
	3026888479		03/11/2022			REFERENCE #34011954	\$338.48		
	3026824516		03/11/2022			VEHICLE #1140	\$585.21		
	3026787805		03/11/2022			VEHICLE 4408	\$8.14		
	<u>Paying Fund</u>					<u>Cash Account</u>		<u>Amount</u>	
	110 - General Fund					110.11000 (Cash)	\$1,281.17		
	217 - Streets - Gas Tax					217.11000 (Cash)	\$77.69		
	410 - WATER QUALITY CONTROL (WQC)					410.11000 (Cash)	\$1,810.87		
133341	03/17/2022	Open			Accounts Payable	SCOTTS PPE RECON	\$1,604.86		
	<u>Invoice</u>		<u>Date</u>			<u>Description</u>		<u>Amount</u>	
	37736		03/14/2022			TURNOUT GEAR REPAIR - FEBRUARY 2022	\$1,604.86		
	<u>Paying Fund</u>					<u>Cash Account</u>		<u>Amount</u>	
	110 - General Fund					110.11000 (Cash)	\$1,604.86		
133342	03/17/2022	Open			Accounts Payable	SOUSA,JOE	\$286.00		
	<u>Invoice</u>		<u>Date</u>			<u>Description</u>		<u>Amount</u>	
	TR4670PerDiem		03/15/2022			IWCE - Las Vegas, NV - 3/20 to 3/24	\$286.00		
	<u>Paying Fund</u>					<u>Cash Account</u>		<u>Amount</u>	
	501 - Information Technology					501.11000 (Cash)	\$286.00		
133343	03/17/2022	Open			Accounts Payable	STERICYCLE INC	\$147.00		
	<u>Invoice</u>		<u>Date</u>			<u>Description</u>		<u>Amount</u>	
	3005919177		03/14/2022			ST#1 - STERI-SAFE MONTHLY TREATMENT	\$36.75		
	3005919174		03/14/2022			ST#4 - STERI-SAFE MONTHLY TREATMENT	\$36.75		
	3005919176		03/14/2022			ADMIN- STERI-SAFE MONTHLY TREATMENT	\$36.75		
	3005919175		03/14/2022			ST#2 - STERI-SAFE MONTHLY TREATMENT	\$36.75		
	<u>Paying Fund</u>					<u>Cash Account</u>		<u>Amount</u>	
	110 - General Fund					110.11000 (Cash)	\$147.00		
133344	03/17/2022	Open			Accounts Payable	STOMMEL INC DBA LEHR AUTO ELECTRIC	\$297.21		
	<u>Invoice</u>		<u>Date</u>			<u>Description</u>		<u>Amount</u>	
	SI70937		03/11/2022			ITEM #U-6701-0101	\$297.21		
	<u>Paying Fund</u>					<u>Cash Account</u>		<u>Amount</u>	
	110 - General Fund					110.11000 (Cash)	\$297.21		
133345	03/17/2022	Open			Accounts Payable	TANK TOWN MEDIA LLC	\$458.00		
	<u>Invoice</u>		<u>Date</u>			<u>Description</u>		<u>Amount</u>	
	79401		03/07/2022			Exec Admin Asst 12.24.2021	\$138.00		
	79400		03/07/2022			Environmental Comp Insp Asst 12.24.2021	\$320.00		

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$458.00		
133346	03/17/2022	Open			Accounts Payable	TBA AUTO PARTS	\$3,963.47		
	Invoice			Date		Description		Amount	
	JAN 2022			03/11/2022		JAN 2022	\$3,963.47		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$3,729.52		
	217 - Streets - Gas Tax			217.11000 (Cash)			\$149.67		
	246 - Landscape Assessment			246.11000 (Cash)			\$76.13		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$8.15		
133347	03/17/2022	Open			Accounts Payable	THORSEN'S-NORQUIST, INC.	\$75.00		
	Invoice			Date		Description		Amount	
	11186562			03/15/2022		Plumbing service call to 1205 Lambert, Turlock	\$75.00		
	Paying Fund			Cash Account			Amount		
	256 - Stanislaus Housing Consortium			256.11000 (Cash)			\$75.00		
133348	03/17/2022	Open			Accounts Payable	TURF STAR	\$1,270.10		
	Invoice			Date		Description		Amount	
	7213671-00			03/11/2022		PED17-9031	\$1,270.10		
	Paying Fund			Cash Account			Amount		
	205 - Sports Facilities			205.11000 (Cash)			\$1,270.10		
133349	03/17/2022	Open			Accounts Payable	U-Rock Utility Equipment, Inc.	\$3,804.44		
	Invoice			Date		Description		Amount	
	620			03/11/2022		VALVE ADAPTER FOR XP1.5	\$221.69		
	619			03/11/2022		KIT FRONT CAMERA INCLINED V2	\$3,582.75		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$3,582.75		
	420 - WATER			420.11000 (Cash)			\$221.69		
133350	03/17/2022	Open			Accounts Payable	UTILITY TELECOMP GROUP LLC	\$1,281.85		
	Invoice			Date		Description		Amount	
	0127022220301			03/10/2022		Acct #127022 - City-wide internet service	\$577.80		
	012844220301			03/10/2022		Acct #128444 - Public Safety internet service	\$704.05		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$704.05		
	501 - Information Technology			501.11000 (Cash)			\$577.80		
133351	03/17/2022	Open			Accounts Payable	WEST YOST ASSOCIATES	\$107,397.02		
	Invoice			Date		Description		Amount	
	2048195			03/11/2022		18-69 CM Surface Water Dist. System Improvements 1/1/22-2/4/22	\$107,397.02		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			\$107,397.02		
133352	03/17/2022	Open			Accounts Payable	ZOLL DATA SYSTEMS, INC.	\$54.08		
	Invoice			Date		Description		Amount	
	INV00109267			03/14/2022		THIRD PARTY ACCESS - APR 2022	\$54.08		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$54.08		

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133353	03/17/2022	Open			Accounts Payable	Croxen, Raymond	\$1,050.00		
			Invoice	Date	Description		Amount		
			TR 4659 Per Diem	02/22/2022	Use of Force Instructor Course - Whittier - 3/20 to 4/22		\$1,050.00		
			Paying Fund		Cash Account		Amount		
			110 - General Fund		110.11000 (Cash)		\$1,050.00		
133354	03/17/2022	Open			Accounts Payable	FOSTER, BRENNNA	\$364.00		
			Invoice	Date	Description		Amount		
			TR 4644 PER DIEM	02/28/2022	BASIC RECORDS - SANTA ANA, CA - 3/27 TO 4/2		\$364.00		
			Paying Fund		Cash Account		Amount		
			110 - General Fund		110.11000 (Cash)		\$364.00		
133355	03/17/2022	Open			Accounts Payable	GUERRERO, CARLOS	\$95.00		
			Invoice	Date	Description		Amount		
			GUERRERO	03/11/2022	D4 EXAM REIMBURSMENT		\$95.00		
			Paying Fund		Cash Account		Amount		
			420 - WATER		420.11000 (Cash)		\$95.00		
133356	03/17/2022	Open			Accounts Payable	Holms, Karen , Lorraine	\$81.36		
			Invoice	Date	Description		Amount		
			1290 Glasgow	03/15/2022	Reimb for overpayment for HomeBuyer loan-Bruce-		\$81.36		
					1290 Glasgow				
			Paying Fund		Cash Account		Amount		
			257 - State HOME Funds		257.11000 (Cash)		\$81.36		
133357	03/17/2022	Open			Accounts Payable	MALDONADO, AARON	\$50.00		
			Invoice	Date	Description		Amount		
			TR 4671 Per Diem	03/14/2022	LEVEL 1 TRAFFIC SIGNAL - 3/23-3/24/22 - WALNUT		\$50.00		
					CREEK, CA				
			Paying Fund		Cash Account		Amount		
			410 - WATER QUALITY CONTROL (WQC)		410.11000 (Cash)		\$50.00		
133358	03/17/2022	Open			Accounts Payable	NASCIMENTO, TONY	\$332.30		
			Invoice	Date	Description		Amount		
			EM2132333	03/12/2022	Wildland Boot Reimbursement		\$332.30		
			Paying Fund		Cash Account		Amount		
			110 - General Fund		110.11000 (Cash)		\$332.30		
133359	03/17/2022	Open			Accounts Payable	PEZESHK, FARID	\$200.00		
			Invoice	Date	Description		Amount		
			3/21/22	03/14/2022	Reimbursement for Pavement Preservation Academy		\$200.00		
					Training 3/21/22				
			Paying Fund		Cash Account		Amount		
			502 - Engineering		502.11000 (Cash)		\$200.00		
133360	03/17/2022	Open			Accounts Payable	Roton, Gregory	\$175.00		
			Invoice	Date	Description		Amount		
			Demand-GR	03/10/2022	Reimbursement for UAS Part 107 Exam in Atwater, CA		\$175.00		
			Paying Fund		Cash Account		Amount		
			110 - General Fund		110.11000 (Cash)		\$175.00		
133361	03/17/2022	Open			Accounts Payable	SAMA PROPERTIES, LLC	\$32,180.50		
			Invoice	Date	Description		Amount		
			EP21-020E	03/11/2022	IMPROVEMENT SECURITY 21-020E 3350 LIBERTY		\$32,180.50		
					SQUARE PKWY				

Payment Register

From Payment Date: 3/11/2022 - To Payment Date: 3/17/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$32,180.50		
133362	03/17/2022	Open			Accounts Payable	Villatoro, Marvin and Florinda	\$56.64		
	Invoice			Date	Description		Amount		
	220 Vermont Ave			03/10/2022	Reimbursement for overage payment of FTHB loan		\$56.64		
	Paying Fund				Cash Account		Amount		
	257 - State HOME Funds				257.11000 (Cash)		\$56.64		

Type Check Totals:
AP - Accounts Payable Totals

81 Transactions

\$1,024,043.02

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	81	\$1,024,043.02	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	81	\$1,024,043.02	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	81	\$1,024,043.02	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	81	\$1,024,043.02	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	81	\$1,024,043.02	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	81	\$1,024,043.02	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	81	\$1,024,043.02	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	81	\$1,024,043.02	\$0.00

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Accounts Payable									
Check									
133363	03/22/2022	Open			Utility Management Refund	AGUAYO, ALBERTO	\$137.97		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Multiple Res Metered		118214-002	MOVE OUT CREDIT	03/22/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$137.97		
133364	03/22/2022	Open			Utility Management Refund	BETELIA, RAINIER	\$297.00		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		127442-006	MOVE OUT CREDIT	03/22/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$297.00		
133365	03/22/2022	Open			Utility Management Refund	CAMACHO, GEORGE	\$44.37		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		580376-003	MOVE OUT CREDIT	03/22/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$44.37		
133366	03/22/2022	Open			Utility Management Refund	DEMINSKY, KATELYN	\$184.39		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		854948-009	MOVE OUT CREDIT	03/22/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$184.39		
133367	03/22/2022	Open			Utility Management Refund	GRANT, SERENA	\$41.68		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		745677-001	MOVE OUT CREDIT	03/22/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	110 - General Fund			110.11000 (Cash)			\$41.68		
133368	03/22/2022	Open			Utility Management Refund	MC CULLA DDS, ROBERT A	\$37.06		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Commercial Metered		911399-001	MOVE OUT CREDIT	03/22/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	110 - General Fund			110.11000 (Cash)			\$37.06		
133369	03/22/2022	Open			Utility Management Refund	SINGH, SANDEEP	\$97.04		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		224618-006	MOVE OUT CREDIT	03/22/2022	Refund			
	<u>Paying Fund</u>			<u>Cash Account</u>			<u>Amount</u>		
	420 - WATER			420.11000 (Cash)			\$97.04		
133370	03/22/2022	Open			Utility Management Refund	WRIGHT, SHAUN	\$256.11		
	<u>Account Type</u>		<u>Account Number</u>	<u>Description</u>	<u>Transaction Date</u>	<u>Transaction Type</u>			
	Single Family Res Metered		432857-006	MOVE OUT CREDIT	03/22/2022	Refund			

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			\$256.11		
133371	03/24/2022	Open			Accounts Payable	ABS DIRECT INC		\$11,166.22	
	Invoice			Date	Description		Amount		
	93725			03/15/2022	UT STATEMENT - FEB 4 2022 NE		\$3,115.36		
	93774			03/15/2022	UT STATEMENT - FEB 14 2022 SE		\$2,518.93		
	93854			03/15/2022	UT STATEMENT - FEB 18 2022 SW		\$2,613.25		
	93883			03/15/2022	UT STATEMENT - FEB 24 2022 NW		\$2,918.68		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$3,722.08		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$3,722.07		
	420 - WATER			420.11000 (Cash)			\$3,722.07		
133372	03/24/2022	Open			Accounts Payable	AFLAC		\$3,741.42	
	Invoice			Date	Description		Amount		
	398756			03/17/2022	INDIVIDUAL MARCH 2022		\$3,741.42		
	Paying Fund			Cash Account			Amount		
	104 - Payroll Clearing Fund			104.11000 (Cash)			\$3,741.42		
133373	03/24/2022	Open			Accounts Payable	AT&T / CALNET 3		\$1,394.58	
	Invoice			Date	Description		Amount		
	000017913405			03/17/2022	BAN #9391034847 /City-wide system 2096682612957 (2/13-3/12/22)		\$724.40		
	000017913401			03/17/2022	BAN #9391034842 / PSF Phones 2096323265 (2/13/22-3/12/22)		\$503.10		
	000017913547			03/17/2022	BAN #9391034901 (T1 LINE - 4-way split) (2/13/22- 3/12/22)		\$167.08		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$986.59		
	255 - CDBG			255.11000 (Cash)			\$14.11		
	405 - Building			405.11000 (Cash)			\$39.63		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$101.88		
	420 - WATER			420.11000 (Cash)			\$101.87		
	426 - Transit			426.11000 (Cash)			\$100.60		
	501 - Information Technology			501.11000 (Cash)			\$8.47		
	502 - Engineering			502.11000 (Cash)			\$26.53		
	505 - Fleet			505.11000 (Cash)			\$14.90		
133374	03/24/2022	Open			Accounts Payable	AT&T MOBILITY		\$40.73	
	Invoice			Date	Description		Amount		
	7796X03162022			03/17/2022	992507796 / PD-IT Line		\$40.73		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$40.73		
133375	03/24/2022	Open			Accounts Payable	BARTON OVERHEAD DOOR INC		\$4,204.00	
	Invoice			Date	Description		Amount		
	0287026-IN			03/22/2022	ST#2 - BROKEN SECTIONAL DOOR REPAIR		\$3,392.00		
	0287027-IN			03/22/2022	ST#3 - BROKEN SECTIONAL DOOR REPAIR		\$812.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$4,204.00		

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133376	03/24/2022	Open			Accounts Payable	Blair, Church & Flynn Consulting Engineers, Inc.	\$886.65		
	Invoice		Date		Description		Amount		
	68416		03/18/2022		SR01, 20-041 Shade Structures 1/3/22 - 1/30/22		\$886.65		
	Paying Fund				Cash Account		Amount		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$886.65		
133377	03/24/2022	Open			Accounts Payable	CAL TRAFFIC SIGNS INC	\$873.78		
	Invoice		Date		Description		Amount		
	20065		03/21/2022		Street Name Signs - Legends North 3 Subdivision		\$873.78		
	Paying Fund				Cash Account		Amount		
	226 - Traffic Tax				226.11000 (Cash)		\$873.78		
133378	03/24/2022	Open			Accounts Payable	CALIFORNIA DEPT OF TAX AND FEE ADMIN	\$285.10		
	Invoice		Date		Description		Amount		
	03152022VALADEZ		03/17/2022		3-15-22 PAYROLL ATTACHMENT FOR ACCT# 100-036551		\$285.10		
	Paying Fund				Cash Account		Amount		
	104 - Payroll Clearing Fund				104.11000 (Cash)		\$285.10		
133379	03/24/2022	Open			Accounts Payable	CAROLLO ENGINEERS	\$143,045.49		
	Invoice		Date		Description		Amount		
	FB20597		03/18/2022		21-036 CIP Update to Storm & Sewer Master Plans 2/1/22 - 2/28/22		\$10,053.00		
	FB19974		03/14/2022		Chemical System Upgrades Project - January 2022		\$34,751.43		
	FB20735		03/14/2022		Chemical System Upgrades Project - February 2022		\$35,480.88		
	FB18407		03/14/2022		Chemical System Upgrades Project - through 12/31/2021		\$24,938.50		
	FB17430		03/14/2022		Chemical System Upgrades Project - through 11/30/2021		\$37,821.68		
	Paying Fund				Cash Account		Amount		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$143,045.49		
133380	03/24/2022	Open			Accounts Payable	CHARTER COMMUNICATIONS	\$550.41		
	Invoice		Date		Description		Amount		
	0000051031122		03/17/2022		8203 13 680 0000051 / City Hall (TV service)		\$550.41		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$46.71		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$32.10		
	420 - WATER				420.11000 (Cash)		\$32.10		
	501 - Information Technology				501.11000 (Cash)		\$439.50		
133381	03/24/2022	Open			Accounts Payable	City of Tracy	\$100.00		
	Invoice		Date		Description		Amount		
	2022-09		03/17/2022		San Joaquin Valley Storm Water Quality Partnership Annual Dues		\$100.00		
	Paying Fund				Cash Account		Amount		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$100.00		
133382	03/24/2022	Open			Accounts Payable	CLARK PEST CONTROL OF STOCKTON, INC	\$3,293.00		
	Invoice		Date		Description		Amount		
	MW-2-22		03/17/2022		WEED CONTROL SERVICIS - FEB 2022		\$3,293.00		

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account			Amount		
	217 - Streets - Gas Tax			217.11000 (Cash)			\$303.00		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$2,990.00		
133383	03/24/2022	Open			Accounts Payable	CLEAR, INC.	\$50.00		
	Invoice			Date	Description		Amount		
	2022			03/21/2022	FRANCO 2022 RENEWAL		\$50.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$50.00		
133384	03/24/2022	Open			Accounts Payable	COMMUNITY VETERINARY CLIN	\$80.00		
	Invoice			Date	Description		Amount		
	357093			03/21/2022	A037217		\$80.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$80.00		
133385	03/24/2022	Open			Accounts Payable	CRIMETEK SECURITY, INC.	\$6,531.84		
	Invoice			Date	Description		Amount		
	65347			03/15/2022	Unarmed Security Services for Transit Center 3/7/22-3/13/22		\$3,265.92		
	65309			03/15/2022	Unarmed Security Services for Transit Center 2/28/22-3/6/22		\$3,265.92		
	Paying Fund			Cash Account			Amount		
	426 - Transit			426.11000 (Cash)			\$6,531.84		
133386	03/24/2022	Open			Accounts Payable	CRITICAL REACH INC	\$935.00		
	Invoice			Date	Description		Amount		
	2290			03/21/2022	2022 APBNET SUPPORT FEES		\$935.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$935.00		
133387	03/24/2022	Open			Accounts Payable	CSJVRMA	\$358,280.00		
	Invoice			Date	Description		Amount		
	RMA 2022-0297			03/17/2022	Liability Program FY21/22 4th Quarter		\$358,280.00		
	Paying Fund			Cash Account			Amount		
	512 - Casualty Insurance			512.11000 (Cash)			\$358,280.00		
133388	03/24/2022	Open			Accounts Payable	CULLIGAN INC	\$124.00		
	Invoice			Date	Description		Amount		
	2/25/22			03/14/2022	Acct # 180900 DE-IONIZED WATER FOR WQC LAB - MAR 2022		\$124.00		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			\$124.00		
133389	03/24/2022	Open			Accounts Payable	CURTIS & SONS INC, L N	\$1,676.08		
	Invoice			Date	Description		Amount		
	INV575520			03/22/2022	STRUCTURE GEAR		\$1,676.08		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$1,676.08		
133390	03/24/2022	Open			Accounts Payable	CYCLE SPECIALTIES INC	\$678.22		
	Invoice			Date	Description		Amount		
	52559			03/21/2022	UNIT 1337 - BATTERY		\$310.00		
	51667			03/21/2022	WINDSHIELD UNIT 1339 VIN 34089		\$368.22		
	Paying Fund			Cash Account			Amount		

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					110 - General Fund	110.11000 (Cash)	\$678.22		
133391	03/24/2022	Open			Accounts Payable	DEPARTMENT OF INDUSTRIAL RELATIONS (ACCOUNTING)	\$900.00		
					Invoice	Date	Description	Amount	
					E 1852268 SA	03/21/2022	PSF Elevator 160932	\$450.00	
					E 1852267 SA	03/21/2022	PSF ELEVATOR 160931	\$450.00	
					Paying Fund		Cash Account	Amount	
					110 - General Fund	110.11000 (Cash)	\$900.00		
133392	03/24/2022	Open			Accounts Payable	DOCUSCRIPT, LLC	\$590.62		
					Invoice	Date	Description	Amount	
					1837	03/21/2022	FEBRUARY 2022 - POLICE	\$590.62	
					Paying Fund		Cash Account	Amount	
					110 - General Fund	110.11000 (Cash)	\$590.62		
133393	03/24/2022	Open			Accounts Payable	DYETT & BHATIA URBAN	\$797.50		
					Invoice	Date	Description	Amount	
					21-580-04	03/07/2022	PROFFESIONAL SERVICE FOR LEAP 1/1-1/31/22	\$797.50	
					Paying Fund		Cash Account	Amount	
					271 - Development Services Grants	271.11000 (Cash)	\$797.50		
133394	03/24/2022	Open			Accounts Payable	ESTATE OF RONALD V. PENDENZA AKA RONALD PENDENZA	\$499.28		
					Invoice	Date	Description	Amount	
					April 2022	03/22/2022	MOBILE HOME RENT SUBSIDY PROGRAM - APRIL 2022	\$499.28	
					Paying Fund		Cash Account	Amount	
					625 - Successor Agency - LMI	625.11000 (Cash)	\$499.28		
133395	03/24/2022	Open			Accounts Payable	FEDERAL EXPRESS	\$192.60		
					Invoice	Date	Description	Amount	
					7-694-92921	03/17/2022	SHIPPING CHARGES 3/18/22	\$192.60	
					Paying Fund		Cash Account	Amount	
					110 - General Fund	110.11000 (Cash)	\$84.16		
					410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	\$108.44		
133396	03/24/2022	Open			Accounts Payable	FINANCIAL CREDIT NETWORK	\$953.93		
					Invoice	Date	Description	Amount	
					FCN-TRUT12-JAN22	03/18/2022	FCN - TRUT12 - JAN22	\$29.77	
					FCN-TRUT12-FEB22	03/22/2022	FCN - TRUT12 - FEBRUARY 2022	\$429.96	
					FCN-TRMS12-FEB22	03/22/2022	FCN - TRMS12 - FEBRUARY 2022	\$494.20	
					Paying Fund		Cash Account	Amount	
					110 - General Fund	110.11000 (Cash)	\$488.38		
					240 - Small Equipment Replacement	240.11000 (Cash)	\$31.26		
					405 - Building	405.11000 (Cash)	\$93.19		
					410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	\$180.72		
					420 - WATER	420.11000 (Cash)	\$145.42		
					502 - Engineering	502.11000 (Cash)	\$14.96		
133397	03/24/2022	Open			Accounts Payable	FISHER SCIENTIFIC PRO INC	\$94.08		
					Invoice	Date	Description	Amount	
					0216615	03/14/2022	LAB SUPPLIES	\$94.08	
					Paying Fund		Cash Account	Amount	

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133403	03/24/2022	Open			Accounts Payable	HILMAR LUMBER INC	\$1,152.00		
	Invoice		Date	Description		Amount			
	528075		03/14/2022	DIGESTER SAMPLE VALVE PROJECT		\$410.66			
	528402		03/14/2022	SHOP PARTS		\$741.34			
	Paying Fund			Cash Account		Amount			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$1,152.00			
133404	03/24/2022	Open			Accounts Payable	HONDA KAWASAKI OF MODESTO	\$375.91		
	Invoice		Date	Description		Amount			
	576744		03/21/2022	BOOTS - TRAFFIC		\$167.20			
	574915		03/21/2022	BOOTS/GLOVES - TRAFFIC		\$208.71			
	Paying Fund			Cash Account		Amount			
	206 - Traffic Safety			206.11000 (Cash)		\$375.91			
133405	03/24/2022	Open			Accounts Payable	IDEXX LABORATORIES INC	\$639.99		
	Invoice		Date	Description		Amount			
	3101999628		03/14/2022	LAB SUPPLIES		\$639.99			
	Paying Fund			Cash Account		Amount			
	420 - WATER			420.11000 (Cash)		\$639.99			
133406	03/24/2022	Open			Accounts Payable	INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE INC	\$190.00		
	Invoice		Date	Description		Amount			
	2022		03/21/2022	CHIEF HEDDEN MEMBERSHIP		\$190.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$190.00			
133407	03/24/2022	Open			Accounts Payable	MC COY TRUCK TIRE SERVICE CENTER INC	\$1,231.93		
	Invoice		Date	Description		Amount			
	10116014		03/22/2022	ENGINE #31 - TIRE REPAIR		\$1,231.93			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$1,231.93			
133408	03/24/2022	Open			Accounts Payable	MONTE VISTA SMALL ANIMAL HOSPITAL	\$2,986.58		
	Invoice		Date	Description		Amount			
	455947		03/21/2022	A034319		\$321.76			
	483946		03/21/2022	A034761		\$65.00			
	483948		03/21/2022	A034777		\$65.00			
	483945		03/21/2022	A034805		\$65.00			
	491923		03/21/2022	SUPPLIES		\$62.72			
	523439		03/21/2022	SUPPLIES		\$23.40			
	543066		03/21/2022	A036037		\$208.54			
	556858		03/21/2022	A036631		\$325.52			
	566668		03/21/2022	A036733		\$369.04			
	569891		03/21/2022	A036654 V		\$65.00			
	557194		03/21/2022	A036740		\$811.59			
	558072		03/21/2022	A036768		\$335.68			
	568233		03/21/2022	A036733		\$101.99			
	568841		03/21/2022	A037040		\$166.34			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$2,726.58			

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	255 - CDBG				255.11000 (Cash)		\$2,919.87		
133415	03/24/2022	Open			Accounts Payable	PROTECH SECURITY/ELEC INC	\$330.56		
	Invoice		Date	Description		Amount			
	16365		03/17/2022	CITY HALL - FINANCE SERVICE ZONE 94		\$148.50			
	16347		03/17/2022	TRANSIT CENTER - REPLACE (2) PANEL BATTERIES & LTE CELL		\$182.06			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$148.50			
	426 - Transit			426.11000 (Cash)		\$182.06			
133416	03/24/2022	Open			Accounts Payable	PROVOST AND PRITCHARD ENGINEERING GROUP	\$224.20		
	Invoice		Date	Description		Amount			
	90896		03/17/2022	February 2022		\$72.00			
	90273		03/18/2022	SR01, 20-027 Drinking Water Chlorination 1/1/22 - 1/31/22		\$152.20			
	Paying Fund			Cash Account		Amount			
	420 - WATER			420.11000 (Cash)		\$224.20			
133417	03/24/2022	Open			Accounts Payable	R & S ERECTION INC	\$1,844.00		
	Invoice		Date	Description		Amount			
	112964		03/21/2022	PSF GATE NOT WORKING		\$1,844.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$1,844.00			
133418	03/24/2022	Open			Accounts Payable	REED INC, GEORGE	\$893,032.53		
	Invoice		Date	Description		Amount			
	PP1/CP21040		03/21/2022	21-040 W Main St & Walnut Rd Emergency Repair		\$893,032.53			
	Paying Fund			Cash Account		Amount			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$893,032.53			
133419	03/24/2022	Open			Accounts Payable	ROLAND PHD,JOCELYN E	\$2,125.00		
	Invoice		Date	Description		Amount			
	19786		03/21/2022	PD PRE-COE SCREENING		\$225.00			
	19663		03/21/2022	PD NOV 2021 CONTRACT		\$1,000.00			
	19785		03/21/2022	PD PRE-COE SCREENING		\$225.00			
	19794		03/21/2022	PD PRE-COE SCREENING		\$225.00			
	19789		03/21/2022	PD PRE-COE SCREENING		\$225.00			
	19788		03/21/2022	PD PRE-COE SCREENING		\$225.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$2,125.00			
133420	03/24/2022	Open			Accounts Payable	SEEGERS PRINTING INC	\$168.37		
	Invoice		Date	Description		Amount			
	0009912-IN		03/15/2022	Go Green 2022 T-Shirt For Driver		\$16.29			
	0138459-IN		03/22/2022	BUSINESS CARDS - HARCKSEN, BICKLE		\$152.08			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$152.08			
	426 - Transit			426.11000 (Cash)		\$16.29			
133421	03/24/2022	Open			Accounts Payable	SPRINT	\$1,651.09		
	Invoice		Date	Description		Amount			
	637094318-243		03/17/2022	SPRINT (2/8-3/7/22)		\$1,651.09			

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$562.52			
	120 - Tourism			120.11000 (Cash)		\$45.26			
	205 - Sports Facilities			205.11000 (Cash)		\$111.46			
	217 - Streets - Gas Tax			217.11000 (Cash)		\$111.27			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$449.81			
	420 - WATER			420.11000 (Cash)		\$328.22			
	505 - Fleet			505.11000 (Cash)		\$42.55			
133422	03/24/2022	Open			Accounts Payable	STANISLAUS COUNTY - TAX	\$4,196.93		
	Invoice			Date	Description	Amount			
				03/21/2022	3500 N Quincy Rd Property Taxes FY 21/22	\$4,196.93			
	Paying Fund			Cash Account		Amount			
	420 - WATER			420.11000 (Cash)		\$4,196.93			
133423	03/24/2022	Open			Accounts Payable	STANISLAUS COUNTY DEPT OF ENVIRONMENTAL RESOURCES	\$106.34		
	Invoice			Date	Description	Amount			
				03/14/2022	MISC WASTE (151-220 POUNDS) 701 S WALNUT	\$106.34			
	Paying Fund			Cash Account		Amount			
	204 - AB 939 Integrated Waste Mgmt			204.11000 (Cash)		\$106.34			
133424	03/24/2022	Open			Accounts Payable	STATE OF CALIFORNIA	\$3,265.00		
	Invoice			Date	Description	Amount			
				03/21/2022	JANUARY 2022 FINGERPRINTING	\$1,054.00			
				03/21/2022	FEBRUARY 2022 FINGERPRINTING	\$2,211.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$3,265.00			
133425	03/24/2022	Open			Accounts Payable	SUPPORT PAYMENT CLEARING	\$439.13		
	Invoice			Date	Description	Amount			
				03/17/2022	3-15-22 PAYROLL WITHHOLDING	\$439.13			
	Paying Fund			Cash Account		Amount			
	104 - Payroll Clearing Fund			104.11000 (Cash)		\$439.13			
133426	03/24/2022	Open			Accounts Payable	T I D	\$268,743.36		
	Invoice			Date	Description	Amount			
				03/18/2022	ACC#0832010000 - MAR 22	\$9,719.80			
				03/18/2022	ACC#1832010000 - MAR 22	\$3,075.46			
				03/18/2022	ACC#2832010000 - MAR 22	\$4,848.58			
				03/18/2022	ACC#3832010000 - MAR 2022	\$4,501.28			
				03/18/2022	ACC#4832010000 - MAR 2022	\$147,211.64			
				03/18/2022	ACC#6832010000 - MAR 2022	\$5,205.22			
				03/18/2022	ACC#7732010000 - MAR 2022	\$11,692.17			
				03/18/2022	ACC#8732010000 - MAR 2022	\$9,905.54			
				03/18/2022	ACC#9732010000 -MAR 2022	\$72,583.67			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$18,522.03			
	205 - Sports Facilities			205.11000 (Cash)		\$3,329.41			
	216 - Streets - Local Transportation			216.11000 (Cash)		\$25,795.90			
	246 - Landscape Assessment			246.11000 (Cash)		\$13,409.59			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$132,869.07			
	416 - Recycled Water Sales			416.11000 (Cash)		\$63.53			

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133427	420 - WATER				420.11000 (Cash)		\$71,013.35		
	426 - Transit				426.11000 (Cash)		\$742.87		
	505 - Fleet				505.11000 (Cash)		\$2,997.61		
	03/24/2022	Open			Accounts Payable	TOWER ENTERPRISE	\$420.54		
	Invoice		Date	Description		Amount			
	67955-2/17/22		03/21/2022	PRE-EMPLOYMENT SCREENING		\$420.54			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$420.54			
133428	03/24/2022	Open			Accounts Payable	TURLOCK SCAVENGER/SWEEPING	\$23,471.50		
	Invoice		Date	Description		Amount			
	44593		03/18/2022	Street Sweeping February 2022		\$23,471.50			
	Paying Fund			Cash Account		Amount			
	246 - Landscape Assessment			246.11000 (Cash)		\$9,388.60			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$14,082.90			
133429	03/24/2022	Open			Accounts Payable	TURLOCK SPAY & NEUTER CLINIC	\$1,840.86		
	Invoice		Date	Description		Amount			
	1965774		03/21/2022	JANUARY 2022 CHARGES		\$1,840.86			
	Paying Fund			Cash Account		Amount			
	203 - Animal Fee Forfeiture			203.11000 (Cash)		\$855.86			
	266 - Police Services Grants			266.11000 (Cash)		\$985.00			
133430	03/24/2022	Open			Accounts Payable	TURLOCK TRANSFER INC	\$2,665.14		
	Invoice		Date	Description		Amount			
	28435		03/22/2022	DUMP FEES - DEC 2021		\$453.84			
	28553		03/22/2022	DUMP FEES - FEB 2022		\$965.25			
	28487		03/22/2022	DUMP FEES - JAN 2022		\$1,246.05			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$2,665.14			
133431	03/24/2022	Open			Accounts Payable	United Business Bank	\$7,891.20		
	Invoice		Date	Description		Amount			
	RET PP3/CP20032		03/21/2022	Escrow Acct #12063244 for CP 20-032 Chemical System Upgrades		\$7,891.20			
	Paying Fund			Cash Account		Amount			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$7,891.20			
133432	03/24/2022	Open			Accounts Payable	VALLEY PETCARE	\$774.00		
	Invoice		Date	Description		Amount			
	1970458		03/21/2022	JANUARY 2022 CHARGES		\$594.00			
	1971817		03/21/2022	A037214		\$180.00			
	Paying Fund			Cash Account		Amount			
	203 - Animal Fee Forfeiture			203.11000 (Cash)		\$774.00			
133433	03/24/2022	Open			Accounts Payable	VERIZON WIRELESS	\$5,719.26		
	Invoice		Date	Description		Amount			
	9894289774		03/17/2022	972530635-00001 - HUMAN RESOURCES (11/4 - 12/3/22)		\$1,276.41			
	9896530155		03/17/2022	972530635-00001 - HUMAN RESOURCES (12/4 - 1/3/22)		\$61.00			
	9901032535		03/17/2022	972530635-00033 - TRANSIT 2/4 - 3/3/22)		\$112.08			
	9901032528		03/17/2022	972530635-00025 HOUSING (2/4 - 3/3/22)		\$55.31			
	9901032532		03/17/2022	972530635-00030 WQC (2/4 - 3/3/22)		\$438.35			

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	9901032527		03/17/2022		972530635-00024 BUILDING & PLANNING (2/4 - 3/3/22)		\$292.23		
	9901032529		03/17/2022		972530635-00026 CM/ CITY CLERK/COUNCIL FIN. DIR. (2/4 - 3/3/22)		\$287.35		
	9901032526		03/17/2022		972530635-00023 ENGINEERING (2/4 - 3/3/22)		\$705.43		
	9901032533		03/17/2022		972530635-00031 - IT (2/4 - 3/3/22)		\$114.33		
	9901032534		03/17/2022		972530635-00032 ELECTRICAL (2/4 - 3/3/22)		\$121.91		
	9901032530		03/17/2022		972530635-00028 RECREATION (2/4 - 3/3/22)		\$887.64		
	9901032531		03/17/2022		972530635-00029 UTILITIES (2/4 - 3/3/22)		\$1,367.22		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$2,169.79		
	204 - AB 939 Integrated Waste Mgmt				204.11000 (Cash)		\$25.35		
	217 - Streets - Gas Tax				217.11000 (Cash)		\$199.94		
	246 - Landscape Assessment				246.11000 (Cash)		\$72.41		
	255 - CDBG				255.11000 (Cash)		\$55.31		
	270 - Recreation Grants				270.11000 (Cash)		\$192.70		
	405 - Building				405.11000 (Cash)		\$218.37		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$1,019.59		
	420 - WATER				420.11000 (Cash)		\$782.49		
	426 - Transit				426.11000 (Cash)		\$197.99		
	501 - Information Technology				501.11000 (Cash)		\$114.33		
	502 - Engineering				502.11000 (Cash)		\$619.52		
	505 - Fleet				505.11000 (Cash)		\$51.47		
133434	03/24/2022	Open			Accounts Payable	VETERINARY MED CTR INC	\$190.00		
	Invoice			Date	Description		Amount		
	262027		03/21/2022		A037163		\$60.00		
	262029		03/21/2022		A037233		\$65.00		
	261291		03/21/2022		A037134		\$65.00		
	Paying Fund				Cash Account		Amount		
	203 - Animal Fee Forfeiture				203.11000 (Cash)		\$190.00		
133435	03/24/2022	Open			Accounts Payable	VWR INTERNATIONAL INC	\$97.76		
	Invoice			Date	Description		Amount		
	8807716605		03/14/2022		Laboratory Supplies		\$97.76		
	Paying Fund				Cash Account		Amount		
	420 - WATER				420.11000 (Cash)		\$97.76		
133436	03/24/2022	Open			Accounts Payable	WESTERN VIEW MOBILE RANCH	\$1,085.29		
	Invoice			Date	Description		Amount		
	April 2022		03/22/2022		MOBILE HOME RENT SUBSIDY PROGRAM - APRIL 2022		\$1,085.29		
	Paying Fund				Cash Account		Amount		
	625 - Successor Agency - LMI				625.11000 (Cash)		\$1,085.29		
133437	03/24/2022	Open			Accounts Payable	WEXBANK	\$207.95		
	Invoice			Date	Description		Amount		
	79425831		03/17/2022		SHELL FUEL - 3-15-22 STATEMENT		\$207.95		
	Paying Fund				Cash Account		Amount		
	110 - General Fund				110.11000 (Cash)		\$207.95		

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133438	03/24/2022	Open			Accounts Payable	WILLEY PRINTING CO	\$711.98		
	Invoice		Date	Description		Amount			
	142911		03/15/2022	Transit Rider Guide Brochures- Spanish		\$711.98			
	Paying Fund			Cash Account		Amount			
	426 - Transit			426.11000 (Cash)		\$711.98			
133439	03/24/2022	Open			Accounts Payable	WINTON-IRELAND STROM AND GREEN INSURANCE	\$693.00		
	Invoice		Date	Description		Amount			
	825141		03/21/2022	A: (6) Ford Explorer Police Interceptors & Rotary Mower		\$693.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$693.00			
133440	03/24/2022	Open			Accounts Payable	ZALCO LABORATORIES INC	\$530.00		
	Invoice		Date	Description		Amount			
	2202351		03/14/2022	METHANE & ACID PHASE DIGESTER		\$530.00			
	Paying Fund			Cash Account		Amount			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$530.00			
133441	03/24/2022	Open			Accounts Payable	ALEXANDER, DEATON	\$174.22		
	Invoice		Date	Description		Amount			
	0120002959		03/21/2022	0120002959		\$174.22			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$174.22			
133442	03/24/2022	Open			Accounts Payable	ARAUJO, ALEXANDER	\$26.05		
	Invoice		Date	Description		Amount			
	0119004989		03/21/2022	0119004989		\$26.05			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$26.05			
133443	03/24/2022	Open			Accounts Payable	BICKLE, DAVID	\$400.00		
	Invoice		Date	Description		Amount			
	FY21/22-ED REIMB		03/17/2022	REIMBURSEMENT BICKLE 10.15.2021 SCHOOL		\$400.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$400.00			
133444	03/24/2022	Open			Accounts Payable	Bublak, Amy	\$1,496.37		
	Invoice		Date	Description		Amount			
	TR 4645		03/15/2022	The U.S. Conference of Mayors - 1/18/22-1/22/22		\$1,496.37			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$1,496.37			
133445	03/24/2022	Open			Accounts Payable	Cervenka, Neil	\$320.00		
	Invoice		Date	Description		Amount			
	TR 4673 Per Diem		03/21/2022	Command College Session 3 - San Diego - 4/4 to 4/8		\$320.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$320.00			
133446	03/24/2022	Open			Accounts Payable	Dusel, Joe	\$76.77		
	Invoice		Date	Description		Amount			
	Demand JD		03/21/2022	Reimbursement for lunches at Hostage Rescue Tactics 3/8 - 3/11		\$76.77			
	Paying Fund			Cash Account		Amount			

Payment Register

From Payment Date: 3/18/2022 - To Payment Date: 3/24/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					110 - General Fund	110.11000 (Cash)	\$76.77		
133447	03/24/2022	Open			Accounts Payable	Franco, Lilia	\$154.00		
					Invoice				
			Date	Description			Amount		
			02/22/2022	Central Sqaure 2022 Conf. - Orlando, FL - 3/27 to 3/31			\$154.00		
					Paying Fund		Amount		
					110 - General Fund	110.11000 (Cash)	\$154.00		
133448	03/24/2022	Open			Accounts Payable	Navarro, Frank	\$256.00		
					Invoice				
			Date	Description			Amount		
			03/21/2022	Child Forensic Interviews course - Napa, CA - 3/28 to 4/1			\$256.00		
					Paying Fund		Amount		
					110 - General Fund	110.11000 (Cash)	\$256.00		
133449	03/24/2022	Open			Accounts Payable	U. S. Department of Housing and Urban Development, U.S. Depart of HUD	\$100.00		
					Invoice				
			Date	Description			Amount		
			03/23/2022	Reimbursement to line of credit			\$100.00		
					Paying Fund		Amount		
					256 - Stanislaus Housing Consortium	256.11000 (Cash)	\$100.00		

Type Check Totals:
AP - Accounts Payable Totals

87 Transactions

\$3,823,537.78

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	87	\$3,823,537.78	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	87	\$3,823,537.78	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	87	\$3,823,537.78	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	87	\$3,823,537.78	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	87	\$3,823,537.78	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	87	\$3,823,537.78	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	87	\$3,823,537.78	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	87	\$3,823,537.78	\$0.00

Payment Register

From Payment Date: 3/25/2022 - To Payment Date: 3/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Accounts Payable									
Check									
133450	03/31/2022	Open			Accounts Payable	ABS DIRECT INC	\$5,700.00		
	Invoice		Date	Description			Amount		
	94299		03/23/2022	POSTAGE ADVANCE FOR APR/MAY 2022			\$5,700.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$5,700.00		
133451	03/31/2022	Open			Accounts Payable	AFLAC GROUP INSURANCE	\$951.67		
	Invoice		Date	Description			Amount		
	A177749100		03/23/2022	GROUP MARCH 2022			\$951.67		
	Paying Fund			Cash Account			Amount		
	104 - Payroll Clearing Fund			104.11000 (Cash)			\$951.67		
133452	03/31/2022	Open			Accounts Payable	AT&T / CALNET 3	\$3,980.20		
	Invoice		Date	Description			Amount		
	MULTI 3/31/22		03/23/2022	Multiple COT accounts paid on 3/31/22 (FEB - MAR 2022)			\$3,980.20		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$3,573.19		
	205 - Sports Facilities			205.11000 (Cash)			\$38.68		
	217 - Streets - Gas Tax			217.11000 (Cash)			\$4.45		
	246 - Landscape Assessment			246.11000 (Cash)			\$4.45		
	405 - Building			405.11000 (Cash)			\$17.01		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$106.91		
	426 - Transit			426.11000 (Cash)			\$70.54		
	501 - Information Technology			501.11000 (Cash)			\$133.06		
	505 - Fleet			505.11000 (Cash)			\$31.91		
133453	03/31/2022	Open			Accounts Payable	AT&T MOBILITY	\$4,484.39		
	Invoice		Date	Description			Amount		
	6865X03272022		03/23/2022	287307496865 / PD SIU Modem			\$43.43		
	4173X03272022		03/23/2022	287310834173 / SIM CARDS FOR WQC			\$250.55		
	5728X03272022		03/23/2022	287262975728 / IT & WQC			\$512.40		
	5677X03272022		03/23/2022	287262975677 / WQC/Utilities Phones/Data, Eng & Transit Data SIM			\$1,019.00		
	4412X03272022		03/23/2022	995824412 / Aircards			\$2,659.01		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$2,483.46		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$1,449.54		
	420 - WATER			420.11000 (Cash)			\$342.80		
	501 - Information Technology			501.11000 (Cash)			\$165.36		
	502 - Engineering			502.11000 (Cash)			\$43.23		
133454	03/31/2022	Open			Accounts Payable	BARTKIEWICZ KRONICK & SHANAHAN	\$4,112.50		
	Invoice		Date	Description			Amount		
	2/28/2022		03/23/2022	SRWA - Legal Services for 2021-22 for Feb 2022			\$4,112.50		
	Paying Fund			Cash Account			Amount		
	950 - SRWA			950.11000 (Cash)			\$4,112.50		

Payment Register

From Payment Date: 3/25/2022 - To Payment Date: 3/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133455	03/31/2022	Open			Accounts Payable	CHAMPION INDUSTRIAL	\$887.58		
	Invoice		Date	Description		Amount			
	71315		03/23/2022	REPAIRS@ANIMAL CONTROL - BOTH UNITS NOT WORKING		\$887.58			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$887.58			
133456	03/31/2022	Open			Accounts Payable	CHARTER COMMUNICATIONS	\$549.00		
	Invoice		Date	Description		Amount			
	0461088031822		03/23/2022	8203 13 001 0461088 / City Hall		\$399.00			
	0703380031622		03/23/2022	8203 13 001 0703380 / IT Internet 1411 Shady LN - C.GROSSMAN		\$70.00			
	0071896032322		03/23/2022	8203 13 005 0071896 / IT Internet-20453 3RD ST. - J.SOUSA		\$80.00			
	Paying Fund			Cash Account		Amount			
	501 - Information Technology			501.11000 (Cash)		\$549.00			
133457	03/31/2022	Open			Accounts Payable	CRIMETEK SECURITY, INC.	\$1,992.60		
	Invoice		Date	Description		Amount			
	65223		03/28/2022	STANDARD SECURITY 2/14/22-2/18/22		\$959.85			
	65188		03/28/2022	STANDARD SECURITY 2/7/22-2/11/22		\$1,032.75			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$1,992.60			
133458	03/31/2022	Open			Accounts Payable	CRUZIN' CRITTERS	\$2,812.50		
	Invoice		Date	Description		Amount			
	3.18.2022		03/24/2022	Go Green Week Presentations 2022		\$2,812.50			
	Paying Fund			Cash Account		Amount			
	204 - AB 939 Integrated Waste Mgmt			204.11000 (Cash)		\$2,812.50			
133459	03/31/2022	Open			Accounts Payable	DAVID DARLINGTON DBA NEW WORLD SYSTEMS, DAVID, P	\$714.00		
	Invoice		Date	Description		Amount			
	22-0315		03/24/2022	Mailing Your Trash Classes, March 15, 2022		\$714.00			
	Paying Fund			Cash Account		Amount			
	204 - AB 939 Integrated Waste Mgmt			204.11000 (Cash)		\$714.00			
133460	03/31/2022	Open			Accounts Payable	ENVIRONMENTAL RESOURCE ASSOCIATES	\$1,319.24		
	Invoice		Date	Description		Amount			
	998567		03/21/2022	LAB SUPPLIES		\$1,319.24			
	Paying Fund			Cash Account		Amount			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$1,319.24			
133461	03/31/2022	Open			Accounts Payable	FAST TRACK CAR WASH, MADRUGA BROS ENT INC	\$371.00		
	Invoice		Date	Description		Amount			
	27580		03/23/2022	CAR WASH SERVICES - FEB 2022		\$371.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$304.50			
	246 - Landscape Assessment			246.11000 (Cash)		\$3.50			
	255 - CDBG			255.11000 (Cash)		\$7.00			
	405 - Building			405.11000 (Cash)		\$10.50			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$31.50			

Payment Register

From Payment Date: 3/25/2022 - To Payment Date: 3/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	426 - Transit			426.11000 (Cash)			\$14.00		
133462	03/31/2022	Open			Accounts Payable	FEDERAL EXPRESS	\$29.29		
	Invoice		Date	Description			Amount		
	7-702-42626		03/23/2022	SHIPPING CHARGES 3/25/22			\$29.29		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$29.29		
133463	03/31/2022	Open			Accounts Payable	FIRST ALARM WELLNESS	\$1,050.00		
	Invoice		Date	Description			Amount		
	1283		03/28/2022	COVID CASE MGMT 3.1.22-3.15.22			\$1,050.00		
	Paying Fund			Cash Account			Amount		
	119 - American Rescue Plan Act			119.11000 (Cash)			\$1,050.00		
133464	03/31/2022	Open			Accounts Payable	FISHER SCIENTIFIC PRO INC	\$194.47		
	Invoice		Date	Description			Amount		
	0509414		03/21/2022	LAB SUPPLIES			\$89.12		
	0734806		03/21/2022	LAB SUPPLIES			\$105.35		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			\$89.12		
	420 - WATER			420.11000 (Cash)			\$105.35		
133465	03/31/2022	Open			Accounts Payable	GARY'S RENT A CAN INC	\$205.79		
	Invoice		Date	Description			Amount		
	A-104564		03/24/2022	GARY'S - PORTABLE TOILET RENTAL PED			\$205.79		
	Paying Fund			Cash Account			Amount		
	205 - Sports Facilities			205.11000 (Cash)			\$205.79		
133466	03/31/2022	Open			Accounts Payable	GHD INC	\$12,465.00		
	Invoice		Date	Description			Amount		
	380-0008578		03/25/2022	0828- SR-99/Fulkerth Rd Interchange - srvs through 1/31/22			\$12,465.00		
	Paying Fund			Cash Account			Amount		
	305 - Capital Facility Fees			305.11000 (Cash)			\$12,465.00		
133467	03/31/2022	Open			Accounts Payable	GOMES PROPANE	\$87.17		
	Invoice		Date	Description			Amount		
	12108		03/24/2022	GOMES - PROPANE FOR STREETS			\$87.17		
	Paying Fund			Cash Account			Amount		
	219 - SB1 Road Maint & Rehab Account			219.11000 (Cash)			\$87.17		
133468	03/31/2022	Open			Accounts Payable	Infererra Construction Mgmt Group, Inc	\$37,678.68		
	Invoice		Date	Description			Amount		
	22027		03/23/2022	SRWA - Construction Management 2021-22 for Jan 2022			\$37,678.68		
	Paying Fund			Cash Account			Amount		
	950 - SRWA			950.11000 (Cash)			\$37,678.68		
133469	03/31/2022	Open			Accounts Payable	JCS PROPERTIES LLC	\$1,471.66		
	Invoice		Date	Description			Amount		
	April 2022		03/24/2022	MOBILE HOME RENT SUBSIDY PROGRAM - APRIL 2022			\$1,471.66		
	Paying Fund			Cash Account			Amount		

Payment Register

From Payment Date: 3/25/2022 - To Payment Date: 3/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	625 - Successor Agency - LMI			625.11000 (Cash)			\$1,471.66		
133470	03/31/2022	Open			Accounts Payable	KEENAN & ASSOCIATES	\$52,863.00		
	Invoice		Date	Description		Amount			
	267391		03/28/2022	Third Quarter Annual Workers comp		\$26,431.50			
	270280		03/28/2022	Fourth Quarter Annual Workers comp		\$26,431.50			
	Paying Fund			Cash Account		Amount			
	510 - Workers Compensation Ins			510.11000 (Cash)		\$52,863.00			
133471	03/31/2022	Open			Accounts Payable	LEHIGH HANSON INC	\$1,289.57		
	Invoice		Date	Description		Amount			
	2338708		03/24/2022	LEHIGH - ASPHALT FOR STREETS		\$86.97			
	2339231		03/24/2022	LEHIGH - ASPHALT FOR STREETS		\$79.85			
	2339625		03/24/2022	LEHIGH - ASPHALT FOR STREETS		\$203.84			
	2340006		03/24/2022	LEHIGH - ASPHALT FOR STREETS		\$163.97			
	2340510		03/24/2022	LEHIGH - ASPHALT FOR STREETS		\$170.37			
	2340993		03/24/2022	LEHIGH - ASPHALT FOR STREETS		\$77.00			
	2341474		03/24/2022	LEHIGH - ASPHALT FOR STREETS		\$168.95			
	2341995		03/24/2022	LEHIGH - ASPHALT FOR STREETS		\$85.54			
	2343509		03/24/2022	LEHIGH - ASPHALT FOR STREETS		\$86.26			
	2344060		03/24/2022	LEHIGH - ASPHALT FOR STREETS		\$166.82			
	Paying Fund			Cash Account		Amount			
	219 - SB1 Road Maint & Rehab Account			219.11000 (Cash)		\$1,289.57			
133472	03/31/2022	Open			Accounts Payable	MODESTO POLICE DEPARTMENT	\$750.00		
	Invoice		Date	Description		Amount			
	22-001		03/19/2022	SFST Tuition x6 - 4/18 to 4/20		\$750.00			
	Paying Fund			Cash Account		Amount			
	266 - Police Services Grants			266.11000 (Cash)		\$750.00			
133473	03/31/2022	Open			Accounts Payable	MUNICIPAL FINANCIAL SERVICES	\$480.00		
	Invoice		Date	Description		Amount			
	202206-01		03/17/2022	Evaluate Water Fund Grant Cash Flow 3/10/2022		\$480.00			
	Paying Fund			Cash Account		Amount			
	420 - WATER			420.11000 (Cash)		\$480.00			
133474	03/31/2022	Open			Accounts Payable	MUNISERVICES LLC	\$5,580.67		
	Invoice		Date	Description		Amount			
	INV06-013799		03/23/2022	SUTA Services for Qtr ending 9/30/21 (District Tax)		\$1,642.20			
	INV06-013798		03/23/2022	SUTA Services for Qtr ending 9/30/2021		\$3,938.47			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$3,938.47			
	118 - Measure A			118.11000 (Cash)		\$1,642.20			
133475	03/31/2022	Open			Accounts Payable	Myers & Sons Hi-Way Safety Inc	\$14,003.25		
	Invoice		Date	Description		Amount			
	126604		03/24/2022	K-RAILS		\$14,003.25			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$1,003.25			
	217 - Streets - Gas Tax			217.11000 (Cash)		\$8,000.00			
	246 - Landscape Assessment			246.11000 (Cash)		\$4,000.00			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		\$1,000.00			

Payment Register

From Payment Date: 3/25/2022 - To Payment Date: 3/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133476	03/31/2022	Open			Accounts Payable	NV5 INC.	\$1,613.00		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			000000252479	03/25/2022	SR06, 19-50 Sanitary Sewer Lift Stations svc thru 1/1/22		\$488.00		
			000000243125	03/25/2022	SR 05, 20-011 City Trench Utility Repair 2020 through 10-23-21		\$1,125.00		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			410 - WATER QUALITY CONTROL (WQC)		410.11000 (Cash)		\$1,050.50		
			420 - WATER		420.11000 (Cash)		\$562.50		
133477	03/31/2022	Open			Accounts Payable	P G & E	\$67.13		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			REC 3/25/22	03/23/2022	2749172768-4 / 144 S Broadway		\$67.13		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			110 - General Fund		110.11000 (Cash)		\$67.13		
133478	03/31/2022	Open			Accounts Payable	PROCLEAN SUPPLY	\$338.08		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			567078	03/24/2022	PROCLEAN SUPPLIES		\$338.08		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			110 - General Fund		110.11000 (Cash)		\$338.08		
133479	03/31/2022	Open			Accounts Payable	PROVOST AND PRITCHARD ENGINEERING GROUP	\$118,597.03		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			91044	03/28/2022	February 2022		\$118,597.03		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			420 - WATER		420.11000 (Cash)		\$118,597.03		
133480	03/31/2022	Open			Accounts Payable	REED INC, GEORGE	\$318.61		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			100263506	03/24/2022	GEORGE REED - ASPHALT		\$101.20		
			100263806	03/24/2022	GEORGE REED - ASPHALT		\$95.01		
			100264032	03/24/2022	GEORGE REED - ASPHALT		\$122.40		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			219 - SB1 Road Maint & Rehab Account		219.11000 (Cash)		\$318.61		
133481	03/31/2022	Open			Accounts Payable	ROBERTSON - BRYAN INC	\$13,594.50		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			14873.2	03/21/2022	NPDES PERMIT COMPLIANCE SERVICES THROUGH 2/15/22		\$1,429.50		
			14873.1	03/21/2022	NPDES PERMIT COMPLIANCE SERVICES THROUGH 2/15/22		\$12,165.00		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			410 - WATER QUALITY CONTROL (WQC)		410.11000 (Cash)		\$13,594.50		
133482	03/31/2022	Open			Accounts Payable	SEEGERS PRINTING INC	\$909.19		
			<u>Date</u>	<u>Description</u>			<u>Amount</u>		
			0138576-IN	03/24/2022	123 TCP Bill Insert April 2022		\$909.19		
			<u>Paying Fund</u>		<u>Cash Account</u>		<u>Amount</u>		
			420 - WATER		420.11000 (Cash)		\$909.19		

Payment Register

From Payment Date: 3/25/2022 - To Payment Date: 3/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133483	03/31/2022	Open			Accounts Payable	STATE WATER RESOURCES CONTROL BOARD	\$438,211.56		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	D1701050-550-1		03/23/2022		PAYMENT ON PROJECT #C-06-8237-110 (Pmnt #3)		\$438,211.56		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	416 - Recycled Water Sales				416.11000 (Cash)		\$438,211.56		
133484	03/31/2022	Open			Accounts Payable	TURLOCK RURAL FIRE DEPARTMENT	\$12,426.29		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	2020.21		03/23/2022		Payment on WISP Annexation Agreement, FY 2020-21		\$12,426.29		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	110 - General Fund				110.11000 (Cash)		\$12,426.29		
133485	03/31/2022	Open			Accounts Payable	UNIVAR SOLUTIONS USA INC	\$3,636.85		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	50066597		03/21/2022		SODIUM HYPOCHLORITE		\$3,636.85		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$3,636.85		
133486	03/31/2022	Open			Accounts Payable	US BANK OFFICE EQUIPMENT	\$66.44		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	467597217		03/29/2022		Lease Agreement for Payroll Copier 03/09/22-04/08/22		\$66.44		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	110 - General Fund				110.11000 (Cash)		\$66.44		
133487	03/31/2022	Open			Accounts Payable	VWR INTERNATIONAL INC	\$235.50		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	8807829370		03/21/2022		Laboratory Supplies		\$67.59		
	8807931564		03/21/2022		Laboratory Supplies		\$167.91		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$67.59		
	420 - WATER				420.11000 (Cash)		\$167.91		
133488	03/31/2022	Open			Accounts Payable	WALKER ASSOC INC, LARRY	\$3,531.25		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	00339.10-1		03/21/2022		NPDES PERMIT COMPLIANCE SERVICES THROUGH 2/28/22		\$3,531.25		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	410 - WATER QUALITY CONTROL (WQC)				410.11000 (Cash)		\$3,531.25		
133489	03/31/2022	Open			Accounts Payable	WEST COAST ARBORISTS INC	\$14,700.00		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	183357		03/24/2022		WEST COAST ARBORISTS - TREE TRIMMING		\$5,880.00		
	183358		03/24/2022		WEST COAST ARBORISTS - TREE TRIMMING		\$8,820.00		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		
	205 - Sports Facilities				205.11000 (Cash)		\$8,820.00		
	246 - Landscape Assessment				246.11000 (Cash)		\$5,880.00		
133490	03/31/2022	Open			Accounts Payable	WEST YOST ASSOCIATES	\$90,978.04		
	<u>Invoice</u>		<u>Date</u>		<u>Description</u>		<u>Amount</u>		
	2048533		03/23/2022		SRWA - Program Mgmt Services for 2021-22 for Feb 2022		\$90,978.04		
	<u>Paying Fund</u>				<u>Cash Account</u>		<u>Amount</u>		

Payment Register

From Payment Date: 3/25/2022 - To Payment Date: 3/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	950 - SRWA			950.11000 (Cash)			\$90,978.04		
133491	03/31/2022	Open			Accounts Payable	Western Water Constructors, Inc.	\$148,260.00		
	Invoice		Date	Description		Amount			
	PP18/CP20009		03/25/2022	20-009 Well 38 Arsenic Mitigation & ICF Treatment		\$148,260.00			
	1/26-2/25/22								
	Paying Fund			Cash Account		Amount			
	420 - WATER			420.11000 (Cash)		\$148,260.00			
133492	03/31/2022	Open			Accounts Payable	ALDRICH, NELSON	\$2,726.79		
	Invoice		Date	Description		Amount			
	BP 20-1369		03/29/2022	PARTIAL REFUND OF BP#20-1369		\$2,726.79			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$43.50			
	225 - Transportation Tax			225.11000 (Cash)		\$5.00			
	226 - Traffic Tax			226.11000 (Cash)		\$5.00			
	227 - Public Safety Tax			227.11000 (Cash)		\$5.00			
	228 - Park Development Tax			228.11000 (Cash)		\$5.00			
	405 - Building			405.11000 (Cash)		\$1,494.00			
	411 - Storm Drainage Construction			411.11000 (Cash)		\$85.13			
	413 - WQC-Capital Expansion Reserve			413.11000 (Cash)		\$1,079.16			
	420 - WATER			420.11000 (Cash)		\$5.00			
133493	03/31/2022	Open			Accounts Payable	BARROSO, GEORGE	\$20.00		
	Invoice		Date	Description		Amount			
	P059420		03/25/2022	A/C REFUND		\$20.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$20.00			
133494	03/31/2022	Open			Accounts Payable	BIDDLE , STEPHANIE	\$40.00		
	Invoice		Date	Description		Amount			
	P059535		03/25/2022	A/C REFUND		\$40.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$40.00			
133495	03/31/2022	Open			Accounts Payable	BROWN , GORETTI	\$100.00		
	Invoice		Date	Description		Amount			
	2022-00131868		03/25/2022	A/C REFUND		\$100.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$100.00			
133496	03/31/2022	Open			Accounts Payable	CAMARENA, JOVEL	\$206.38		
	Invoice		Date	Description		Amount			
	2022-00001022		03/25/2022	BOOT ALLOWANCE		\$206.38			
	Paying Fund			Cash Account		Amount			
	217 - Streets - Gas Tax			217.11000 (Cash)		\$206.38			
133497	03/31/2022	Open			Accounts Payable	CAMPANUR, JOHN	\$249.83		
	Invoice		Date	Description		Amount			
	2022-00001023		03/25/2022	BOOT ALLOWANCE		\$249.83			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$249.83			

Payment Register

From Payment Date: 3/25/2022 - To Payment Date: 3/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133498	03/31/2022	Open			Accounts Payable	FULTZ, AMANDA	\$10.00		
	Invoice		Date	Description			Amount		
	P020974		03/25/2022	A/C REFUND			\$10.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$10.00		
133499	03/31/2022	Open			Accounts Payable	GOLD, GEORGE	\$10.00		
	Invoice		Date	Description			Amount		
	P013754		03/25/2022	A/C REFUND			\$10.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$10.00		
133500	03/31/2022	Open			Accounts Payable	MARTINEZ, ROSALBA	\$30.00		
	Invoice		Date	Description			Amount		
	P055169		03/25/2022	A/C REFUND			\$30.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$30.00		
133501	03/31/2022	Open			Accounts Payable	MCPHERSON, ISABEL	\$100.00		
	Invoice		Date	Description			Amount		
	P059458		03/25/2022	A/C REFUND			\$100.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$100.00		
133502	03/31/2022	Open			Accounts Payable	MEDINA, ARMANDO	\$300.00		
	Invoice		Date	Description			Amount		
	2022-00111111		03/25/2022	A/C REFUND			\$300.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$300.00		
133503	03/31/2022	Open			Accounts Payable	MORRISON, LOUIS	\$238.97		
	Invoice		Date	Description			Amount		
	2022-00001004		03/24/2022	BOOT ALLOWANCE			\$238.97		
	Paying Fund			Cash Account			Amount		
	246 - Landscape Assessment			246.11000 (Cash)			\$238.97		
133504	03/31/2022	Open			Accounts Payable	OROPEZA, JOVAN	\$172.59		
	Invoice		Date	Description			Amount		
	2022-00001014		03/24/2022	BOOT ALLOWANCE			\$172.59		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$172.59		
133505	03/31/2022	Open			Accounts Payable	Perez, Sergio	\$300.00		
	Invoice		Date	Description			Amount		
	TR 4658 Per Diem		03/22/2022	Background Investigations - Riverside, CA - 4/11 to 4/15			\$300.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			\$300.00		
133506	03/31/2022	Open			Accounts Payable	RUIZ, FRANCO	\$248.95		
	Invoice		Date	Description			Amount		
	2022-00001005		03/24/2022	BOOT ALLOWANCE			\$248.95		
	Paying Fund			Cash Account			Amount		
	217 - Streets - Gas Tax			217.11000 (Cash)			\$248.95		

Payment Register

From Payment Date: 3/25/2022 - To Payment Date: 3/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
133507	03/31/2022	Open			Accounts Payable	SCHINDLER, JOSH	\$162.93		
	Invoice		Date	Description		Amount			
	2022-00001024		03/25/2022	BOOT ALLOWANCE		\$162.93			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$162.93			
133508	03/31/2022	Open			Accounts Payable	TAYLOR, SCOTT	\$200.00		
	Invoice		Date	Description		Amount			
	FY21/22-ED REIMB		03/24/2022	TCEA EDUCATIONAL REIMBURSEMENT FY 21/22		\$200.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$200.00			
133509	03/31/2022	Open			Accounts Payable	TRUJILLO, GERARDO	\$168.36		
	Invoice		Date	Description		Amount			
	2022-00001025		03/25/2022	BOOT ALLOWANCE		\$168.36			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$168.36			
133510	03/31/2022	Open			Accounts Payable	VALENCIA, JESUS	\$100.00		
	Invoice		Date	Description		Amount			
	P059402		03/25/2022	A/C REFUND		\$100.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$100.00			
133511	03/31/2022	Open			Accounts Payable	VERDUZCO, GABRIELA	\$100.00		
	Invoice		Date	Description		Amount			
	P021435		03/25/2022	A/C REFUND		\$100.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$100.00			
133512	03/31/2022	Open			Licensing Refund	WESTLAKE ACE HARDWARE	\$288.00		
	Licensee Type			Licensee Number	Transaction Date	Transaction Type			
	BUSINESS				29628 03/31/2022	Apply Undesignated Balance			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		\$288.00			

Type Check Totals:
AP - Accounts Payable Totals

63 Transactions

\$1,009,279.50

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	63	\$1,009,279.50	\$0.00

Payment Register

From Payment Date: 3/25/2022 - To Payment Date: 3/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		63	\$1,009,279.50	\$0.00
<hr/>									
		All			Status		Count	Transaction Amount	Reconciled Amount
					Open		63	\$1,009,279.50	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		63	\$1,009,279.50	\$0.00
<hr/>									
Grand Totals:					Checks				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		63	\$1,009,279.50	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		63	\$1,009,279.50	\$0.00
<hr/>									
		All			Status		Count	Transaction Amount	Reconciled Amount
					Open		63	\$1,009,279.50	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		63	\$1,009,279.50	\$0.00

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF ACCEPTING } RESOLUTION NO. 2022-
WEEKLY DEMANDS OF 3/11/22 IN THE }
AMOUNT OF \$1,024,043.02; WEEKLY }
DEMANDS OF 3/18/22 IN THE AMOUNT }
OF \$3,823,537.78; WEEKLY DEMANDS OF }
3/25/22 IN THE AMOUNT OF \$1,009,279.50 }
_____ }

WHEREAS, the City has received demands for ratification and approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby accept Demands as follows:

Demands of:	In the Amount of:
3/11/22	\$1,024,043.02
3/18/22	\$3,823,537.78
3/25/22	\$1,009,279.50

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April, 2022, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk,
City of Turlock, County of Stanislaus,
State of California

MARCH 22, 2022
 6:00 p.m.
 City of Turlock Yosemite Room
 156 S. Broadway, Turlock, California

DRAFT MINUTES
Regular Meeting
Turlock City Council

A. CALL TO ORDER - Mayor Bublak called the meeting to order at 6:00 p.m.

B. SALUTE TO THE FLAG

C. ROLL CALL:

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

PRESENT: Councilmembers Nicole Larson, Andrew Nosrati, Pam Franco, Rebecka Monez, and Mayor Amy Bublak

ABSENT: None

D. DECLARATION OF CONFLICTS: None

1. CLOSED SESSION:

The Closed Session item(s) for this meeting have been agendized and will be heard toward the latter part of the meeting.

2. APPROVAL OF AGENDA AS POSTED OR AMENDED

This is the time for the City Council to remove items from the agenda or to change the order of the agenda. Matters may be taken up out of order of the established agenda by a four-fifths vote of the City Council.

Action: Motion by Councilmember Monez, seconded by Councilmember Franco, approving the amended agenda. Motion carried 5-0 by the following vote:

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

3. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS, AND BRIEFINGS:

1. Proclamation: Mayor Bublak presented a proclamation for Vietnam Veteran's Day and Carl Lassiter, Commander of the American Legion, accepted the proclamation and said a few words regarding all those who served their country and those who paid the ultimate sacrifice.

2. Presentation: Project Sentinel Fair Housing presentation made by Fair Housing Coordinator Ana Andrade, regarding fair housing advocacy.

4. PUBLIC PARTICIPATION:

Pursuant to California Government Code Section 54954.3(a), this is the time set aside for members of the public to directly address the City Council on any item of interest to the public that is within the subject matter jurisdiction of the City Council and to address the Council on any item on tonight’s agenda, including Consent Calendar items. You will be allowed five (5) minutes for your comments. If you wish to speak regarding an item on the agenda, you may be asked to defer your remarks until the Council addresses the matter.

Pursuant to California Government Code Section 54954.2(a)(3), no action or discussion may be undertaken on any item not appearing on the posted agenda, except that the City Council, or its staff, may briefly respond to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda.

Japjeet Singh Uppal
 Robin Popolizio
 Karina Mendoza
 Brad Bates

Mayor Bublak adjourned the regular City Council meeting at 6:32pm and opened the Special Redistricting City Council meeting.

Mayor Bublak reconvened the regular City Council meeting at 7:05pm.

Continued Public Participation:

Marylu Pelayo
 Miguel Donodo
 Milt Triewailer – requested to pull Consent Item 6K for discussion
 Gil Esquer
 Bob Puffer – requested to pull Consent Item 6C for discussion
 Ron Bridegroom

Mayor Bublak closed Public Participation

5. MOTION WAIVING READING OF ALL ORDINANCES ON THE AGENDA, EXCEPT BY TITLE

Action: Motion by Councilmember Monez, seconded by Councilmember Franco, waiving the reading of all ordinances on the agenda, except by title. Motion carried 5-0 by the following vote:

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

6. CONSENT CALENDAR:

Information concerning the consent items listed hereinbelow has been forwarded to each Councilmember prior to this meeting for study. Unless the Mayor, a Councilmember or member of the audience has questions concerning the Consent Calendar, the items are approved at one time by the Council. The action taken by the Council in approving the consent items is set forth in the explanation of the individual items.

There was a green sheet submitted on Action Item 6C, 6D, and 6E.

Consent Items 6C, 6I, and 6K were pull for separate consideration.

- A. **Resolution No. 2022-042:** Accepting Weekly Demands of 2/25/22 in the amount of \$4,917,183.52; Weekly Demands of 3/4/22 in the amount of \$432,438.19
- B. **Motion:** Accepting Minutes of the Regular Meeting of March 8, 2022
- C. **Removed for separate consideration**
- D. **Resolution No. 2022-045:** Approving the Engineer's Report for the Starbucks (Development Project No. 21-028) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area
Resolution No. 2022-046: Declaring the City Council's intention to order the formation of and to levy and collect assessments for Starbucks (Development Project No. 21-028) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area
- E. **Resolution No. 2022-047:** Approving the Engineer's Report for the PM 21-01 Dutch Bros (Development Project No. 21-005) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area
Resolution No. 2022-048: Declaring the City Council's intention to order the formation of and to levy and collect assessments for the PM 21-01 Dutch Bros (Development Project No. 21-005) Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area
- F. **Motion:** Rejecting all bids submitted for City Project No. 20-013 "Water and Sewer Extensions – N Golden State Blvd" and authorizing staff to re-advertise the project for construction bids
- G. **Motion:** Approving a master agreement with Ecolane USA, Inc., of Wayne, Pennsylvania, adopting standard terms and conditions related to the use of Ecolane products, support, and professional services, in a form approved by the City Attorney, and authorizing the City Manager to execute the agreement
Resolution No. 2022-049: Approving the purchase and delivery of a demand-response transportation management software system, including hardware, software, training, and support services from Ecolane USA, Inc., of Wayne, Pennsylvania, to be used for scheduling and management of demand-response transit services, as a competitive award through the National Cooperative Purchasing Alliance (NCPA) Contract No. 05-33, in an amount not to exceed \$423,429 for a five (5) year term, without compliance to formal bid procedures pursuant to Turlock Municipal Code Section 2-7-08(b)(5) in support of City Project No. 21037 "Demand-Response ITS Enhancements"
Resolution No. 2022-050: Appropriating \$30,242 to Account Number 426-40-415-240-002.51240 "Transit Capital" (ADA Paratransit) and \$118,242 to Account Number 426-40-415-243-002.51240 "Transit Capital" (Demand-Response), for a combined total of \$148,484, from Account Number 426-40-415-241-002.51240 "Transit Capital" (Fixed Route) to provide the necessary funding for City Project No. 21037 "Demand-Response ITS Enhancements"

- H. Motion: Approving a five (5) year agreement with Axon Enterprises, Inc., for the purchase of Axon Interview cloud-based video and audio recording equipment with associated software for interview rooms at the Public Safety Facility
- I. *Removed for separate consideration*
- J. Resolution No. 2022-052: Reaffirming the Director of Emergency Services Proclamation of Existence of a Local Emergency in response to COVID-19
- K. *Removed for separate consideration*

Action: Motion by Councilmember Franco, seconded by Councilmember Larson, adopting the consent calendar. Motion carried 5-0 by the following vote:

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

- 6C. Request to approve the Engineer’s Report for the Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area for 3200 Fulkerth Road, Stanislaus County APN 089-001-017.

Mayor Bublak opened public comment.

The following members of the public spoke:

Bob Puffer
 Ron Bridegroom

Mayor Bublak closed public comment.

Interim Development Services Director, Katie Quintero, answered the questions the public had regarding the assessment districts.

Action: Resolution No. 2022-043: Approving the Engineer’s Report for the Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area for 3200 Fulkerth Road, Stanislaus County APN 089-001-017

Resolution No. 2022-044: Declaring the City Council’s intention to order the formation of and to levy and collect assessments for the Landscaping and Lighting Assessment District and the Street Maintenance Benefit Assessment Area for 3200 Fulkerth Road, Stanislaus County APN 089-001-017

Councilmember Monez motioned for approval with Councilmember Franco seconding the motion. Motion carried 5-0 by the following vote:

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

- 6I. Request to approve new job descriptions for Economic Development Director – Communications Officer and Risk Manager, and an amendment to the salary schedule of the existing Management Schedule of Benefits and Policies adopted by Resolution number 2021-229 dated November 9, 2021, to include all approved management salaries.

Councilmember Larson asked if the salaries for these positions were already accounted for in this fiscal year’s budget. Reagan Wilson said that for the remaining portion of this fiscal year, the positions will be funded by using salary savings, and for the next 2022/2023 fiscal year, it would be budgeted for accordingly.

City Manager Reagan Wilson requested that the Council approve the proposed resolution to include language to allow staff to hire for the position.

Mayor Bublak opened public comment. There were no public comments. Mayor Bublak closed public comment.

Councilmember Nosrati said that he would request that staff submit budget requests for this fiscal year rather than using salary savings.

Action: **Resolution No. 2022-051:** Approving new job descriptions for Economic Development Director – Communications Officer and Risk Manager, and an amendment to the salary schedule of the existing Management Schedule of Benefits and Policies adopted by Resolution number 2021-229 dated November 9, 2021, to include all approved management salaries, and to authorize staff to hire for these positions.

Councilmember Monez motioned for approval with the added language to allow staff to hire for the positions, and Councilmember Franco seconded the motion. Motion carried 5-0 by the following vote:

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

- 6K. Reaffirming the Proclamation of a Local Emergency by Interim City Manager Sarah Tamey Eddy (Director of Emergency Services) in Response to a continuing Unsheltered Homeless Crisis (UHC) within the City of Turlock and Confirming Rules and Regulations No. 1 Made and Issued by Interim City Manager Sarah Tamey Eddy (Director of Emergency Services).

Mayor Bublak opened public comment.

The following members of the public spoke:

Milt Triewailer

Close public comment.

Mayor Bublak spoke about policies and laws that the city needs to abide by.

Councilmember Larson said that staff has been working really hard on this issue.

Councilmember Nosrati said that more on the Homeless crisis needs to be done, but that the state needs to do more work as well. The report that Councilmember Monez presented at a previous City Council meeting outlines various strategies for Turlock that will hopefully move forward.

Action: **Resolution No. 2022-053:** Reaffirming the Proclamation of a Local Emergency by Interim City Manager Sarah Tamey Eddy (Director of Emergency Services) in Response to a continuing Unsheltered Homeless Crisis (UHC) within the City of Turlock and Confirming Rules and Regulations No. 1 Made and Issued by Interim City Manager Sarah Tamey Eddy (Director of Emergency Services)

Councilmember Monez motioned for approval with Councilmember Franco seconding the motion. Motion carried 5-0 by the following vote:

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

7. **FINAL READINGS:** None

8. **PUBLIC HEARINGS:** None

9. **ACTION ITEMS:**

9A. Request to either approve Option A as described within the Staff Report specific to the utilization of Franchise Fees to offset the impact of Refuse, Recycling and Green Waste rates on Residential Customers OR approve Option B as described within the Staff Report specific to the utilization of Franchise Fees to offset the impact of Refuse, Recycling and Green Waste rates on Residential Customers.

Finance Director Isaac Moreno spoke about the two options presented to Council regarding the franchise fee that is incorporated into residential customer’s solid waste monthly bills to offset the impact of refuse, recycling, and green waste rates.

Councilmember Larson asked if staff has ever considered utilizing ARPA over the next 5 years on a sliding scale: 100%, 80%, 60%, etc. to help with the transition. She asked staff to come up with those amounts for residential only.

Mayor Bublak opened public comment.

The following members of the public spoke:

Rob Bridegroom

Mayor Bublak closed public comment.

Mayor Bublak said that using ARPA funds is the best bang for your buck and that this is one gesture that the Council can make.

Councilmember Larson said that she would love for this item to come back to look at the numbers using ARPA funds. She would like this change to be indefinite in the future. The resolution would need to include language regarding funding sources once ARPA has ended.

Additional Council discussion regarding the franchise fee and the fixed real cost for the organization.

No action was taken at this time.

- 9B. Request to authorize the Mayor to send a letter expressing the City Council's preference for the ACE train station to be located in Turlock, bounded by Marshall Street, South Golden State Boulevard between Marshall Street, F Street, and 1st Street.

Reagan Wilson gave a brief report regarding the new proposed location for the ACE station in Downtown Turlock.

Councilmember Nosrati asked why the original plan was to have the ACE station at the Transit Center. Reagan Wilson said that it was originally planned at the Transit Station because it was convenient. This proposed move is an opportunity to allow for revitalization of the downtown area by creating a direct path for riders to shop.

There was additional discussion regarding the various types of riders that would utilize the ACE train.

Mayor Bublak opened public comment.

The following members of the public spoke:

Stanislaus County Supervisor Vito Chiesa
Gil Esquer
Milt Triewelier
Ron Bridegroom
Bob Puffer
Ryan Taylor

Mayor Bublak closed public comment.

Additional Council discussion regarding parking in Downtown Turlock for the ACE station.

Councilmember Nosrati requested that authorities from ACE be present before the Council makes a final decision on this matter.

Council asked this item be brought back at a later date with a representative from ACE to be present for discussion.

No action was taken at this time.

10. CITY MANAGER REPORTS/UPDATES:

Fire Chief Wise reported to Council that the Fire Master Plan will be completed mid-April; the Citygate report will be available around May or early June; the Fire Department has been busy with several promotions; and that they are currently working on a job description for a Fire Fighter/Paramedic position.

11. COUNCIL ITEMS FOR FUTURE CONSIDERATION:

Councilmember Larson asked staff to look into having an official translator available at Council meetings.

Councilmember Franco asked for an update on roads and an update on the housing audit. Reagan Wilson said that both of those updates will be on the next Council meeting agenda.

12. COUNCILMEMBER QUESTIONS, COMMENTS, AND ANNOUNCEMENTS

Councilmembers may ask questions, provide comments, and make brief announcements on notable topics of interest. The Brown Act does not allow discussion or action by the legislative body.

Councilmember Nosrati wished the Assyrian community a happy new year.

Councilmember Franco said she is working with the SRWA to keep costs down and they are having monthly meetings and the public can find the agenda on the SRWA website. StanCOG just adopted an electric vehicle draft which we will be expecting over 60,000 electric vehicles by 2035 and vehicle charging stations will be necessary. She also congratulated Angela Martin from the Turlock Journal on her new job.

Mayor Bublak said that she and Vice-Mayor Franco went to Valley Milk who received an award for sustainability and said that she supports all our local businesses. Mayor Bublak thanked Reagan Wilson for keeping his word on the various items that were promised to come back before the Council.

13. CLOSED SESSION:

- A. Conference with Legal Counsel – Anticipated Litigation, Cal. Gov't Code §54956.9(d)(2)
“For the purposes of this section, litigation shall be considered pending when any of the following circumstances exist... A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.”

Potential Case(s): (1 case)

B. Conference with Labor Negotiators, Cal. Gov't Code §54957.6(a)

"Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation."

Agency Designated Representative: Interim Administrative Services Director Sarah Eddy

Employee Organization: Turlock Management Association-Public Safety

Unrepresented Employees: Fire Marshal, Fire Division Chief, Police Lieutenant, and Police Captain.

14. REPORTS FROM CLOSED SESSION: No reportable action.

15. ADJOURNMENT

Mayor Bublak adjourned the regular meeting at 9:18 p.m. Motion carried unanimously.

RESPECTFULLY SUBMITTED

Lisa Schimmelfennig, Deputy City Clerk

0. A. **CALL TO ORDER** – Mayor Bublak called the meeting to order at 6:30 p.m.

B. **ROLL CALL:**

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

PRESENT: Councilmembers Nicole Larson, Andrew Nosrati, Pam Franco, Rebecka Monez, and Mayor Amy Bublak

ABSENT: None

1. **MOTION WAVING READING OF ALL ORDINANCES ON THE AGENDA, EXCEPT BY TITLE**

Action: Motion by Councilmember Monez, seconded by Councilmember Franco, waiving the reading of all ordinances on the agenda, except by title. Motion carried 5-0 by the following vote:

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

2. **PUBLIC HEARING – REDISTRICTING:**

A. Request to adjust the boundaries of the five City Council Districts and adopt a new official Council District Map for the City of Turlock based on the results of the 2020 Decennial Census and amend the Turlock Municipal Code Title 2, Chapter 1, Section 06 “Establishment of Council Districts.”

NDC consultant, Jeff Tilton, presented all four draft maps to the City Council and reported the statistics behind each map.

There was Council discussion regarding the population deviation percentages with each of the maps presented.

Mayor Bublak opened the public hearing.

The following members of the public spoke:

Gil Esquer
Miguel Donodo
Milt Treiweiler

Mayor Bublak closed the public hearing.

Councilmember Nosrati asked what the amount for the redistricting contract was. Finance Director Isaac Moreno said the contract was not to exceed \$50,000.

Councilmember Nosrati responded to one of the public’s concerns regarding the reason for confusing the public on changing the districts. He explained that now is the opportunity to better balance each district and to have Turlock better represented with these changes.

Councilmember Franco said that there seems to be a lot of work and effort put into for a 1% deviation. She said that the current map was really thought out and it still works. She said she is in support of the current map.

Councilmember Larson said that she appreciates the thought and effort that went into the Public 101 map. She said that she is looking at the housing statistics which is just as important as some of the other factors considered when balancing the districts.

Action: **Resolution No. 2022-054:** Adjusting the boundaries of the four City Council Districts and adopt a new official Council District Map for the City of Turlock based on the results of the 2020 Decennial Census and amending the Turlock Municipal Code Title 2, Chapter 1, Section 06 “Establishment of Council Districts”

Councilmember Monez motioned for approval to keep the existing City Council Districts as already outlined in the Turlock Municipal Code Title 2, Chapter 1, Section 06 “Establishment of Council Districts”; Councilmember Franco seconded the motion. Motion carried 4-1 by the following vote:

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	No	Yes	Yes	Yes

2. ADJOURNMENT:

Mayor Bublak adjourned the special meeting at 7:05 p.m. Motion carried unanimously.

RESPECTFULLY SUBMITTED

Lisa Schimmelfennig, Deputy City Clerk

City Council Staff Report

April 12, 2022



From: Katie Quintero, Deputy Director of Development Services / Planning Manager

Prepared by: Stephen Fremming, P.E., Principal Civil Engineer

Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

Motion: Approving of Contract Change Order No. 4 in the amount of \$79,489.01 (Fund 420) with Clark Bros., Inc., of Fresno, California, for City Project No. 20-027 "City Wide Chlorination" bringing the contract total to \$4,497,221.16

2. SYNOPSIS:

This action approves Contract Change Order No. 4 for City Project No. 20-027 "City Wide Chlorination."

3. DISCUSSION OF ISSUE:

On December 8, 2020, the City Council approved an agreement with Clark Bros., Inc., of Fresno, California, for the construction of City Project No. 20-027 "City Wide Chlorination." This project includes the addition of new disinfectant systems at eighteen (18) wells and three (3) storage tanks within the City's water system (21 sites total).

Contract History:

	Amount	City Council Meeting
Original Contract	\$ 4,116,000.00	December 8, 2020
Change Order No. 1	\$ 177,755.50	November 9, 2021
Change Order No. 2	\$ 81,126.01	January 25, 2022
Change Order No. 3	\$ 42,850.64	February 22, 2022
Change Order No. 4	\$ 79,489.01	April 12, 2022
Adjusted Total Contract	\$ 4,497,221.16	

Contract Change Order No. 4 includes the following work items that are out of scope of the contract documents. All items have been reviewed and are recommended for approval by the firm providing design engineering and construction management services, Provost & Pritchard, as well as the City's assigned project manager.

- **CCO 4.01 – Upgraded local SCADA panel for Well 8 (PR-016.1) - \$76,377.11**

City Project No. 18-59 “Well 8 GAC System Rehabilitation and Site Work” was completed in 2020 and included the rehabilitation of this existing potable water well including improvements to the granular activated carbon (GAC) system, installation of a new well pump and variable frequency drive (VFD), installation of a new chlorine injection system, and installation of a nitrate monitoring system with a flush-to-waste option.

Supervisory Control and Data Acquisition (SCADA) systems are necessary to monitor, record, and in some cases, control, critical equipment relating to infrastructure such as water level, flow rate, valve positions, and alarms. The City is in the midst of a SCADA platform change from a proprietary system, HSQ, to an open source platform, VTScada. However, the scope of work for City Project No. 18-59 “Well 8 GAC System Rehabilitation and Site Work” did not include a conversion of the existing HSQ SCADA platform, as the details of the forthcoming transition had not yet been pinned down. Staff now wishes to implement the new VTScada platform at Well No. 8. Transitioning Well No. 8 to VTScada will provide consistency and uniformity with other potable water wells that are currently undergoing a similar transition with City Project No. 20-027 “City Wide Chlorination.” On February 22, 2022, City Council approved an amendment with Carollo Engineers under City Project No. 18-69 “Surface Water Distribution System Improvements” to provide SCADA programming and implementation tasks for Well No. 8.

This change order item includes the procurement, fabrication, and installation of the SCADA panels and hardware necessary to implement the SCADA platform change at Well No. 8, in accordance with the programming and testing provided by Carollo Engineers. Approval of this change order item is necessary to transition Well No. 8 to the new SCADA platform and provide consistency with all other well sites.

- **CCO 4.02 – Spare 120 VAC I/O modules (PR-030) – \$3,111.90**

Following a review of the as-built drawings for the existing SCADA panel at Well No. 8, it was determined that it contained both 120 volt alternating current and 24 volt direct current input/output modules in the existing panel. City Project No. 18-59 “Well 8 GAC System Rehabilitation and Site Work” provided unmounted spare modules for the 24 volt direct current input/output modules, but not the 120 volt alternating current input/output modules. This change order item includes spare unmounted 120 volt alternating current input/output modules for the purpose of having spares on hand in order to make repairs in the future.

4. BASIS FOR RECOMMENDATION:

- A. City policy is the City Engineer is authorized to approve change orders up to 2%, the City Manager is authorized to approve change orders up to 5%, and all other change orders must be approved by the City Council.
- B. Contract Change Order No. 4 is necessary to modify the contract value to reflect the additions to the scope of work described herein needed to transition Well No. 8 to the City's new SCADA platform, VTScada.

5. FISCAL IMPACT / BUDGET AMENDMENT:

***NOTE - No General Fund money will be used for this project.**

A contingency for change orders in the amount of \$411,600, or 10% of the original contract amount, was included in the project funding when the project was awarded on December 8, 2020. With approval of Change Order No. 4, total change orders are 9.3% of the original contract amount. Change orders for this contract are a bit higher than typical for other contracts due to the system wide change in the SCADA platform that was initiated after award of this contract. Change orders related to the change in SCADA platform currently account for approximately 72% of all change orders for the contract.

Sufficient funds are budgeted in the project account number 420-52-551.51367 "Chlorination of Well Sites (21)" for Change Order No. 4.

6. STAFF RECOMMENDATION:

Recommend approval.

7. CITY MANAGER'S COMMENTS:

Recommend approval.

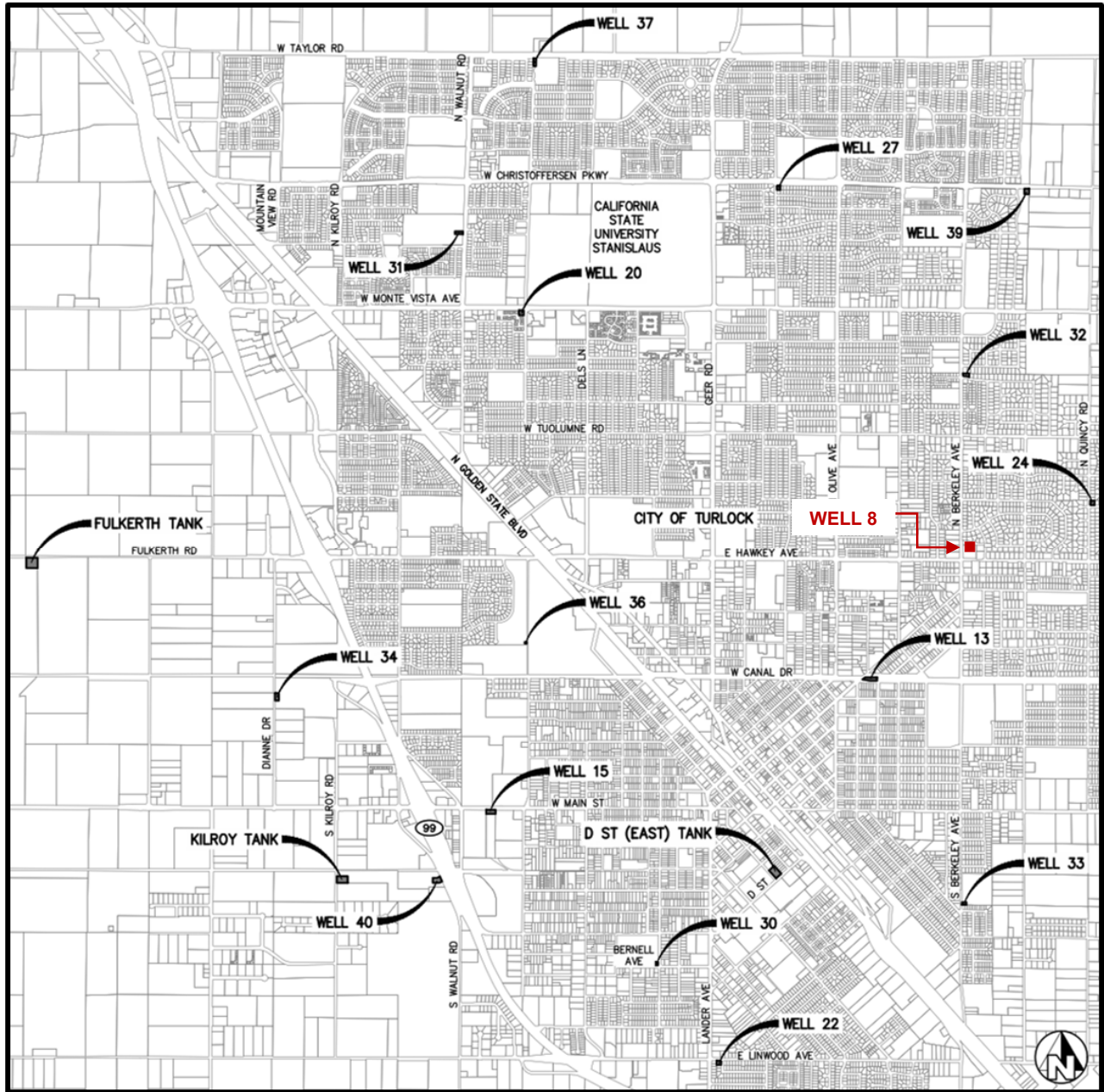
8. ENVIRONMENTAL DETERMINATION:

On December 8, 2020, the City Council adopted a Mitigated Negative Declaration and Mitigation Monitoring Reporting Program for the project based on an Initial Study submitted to the Stanislaus County Clerk submitted on November 3, 2020. No additional environmental determination is needed at this time.

9. ALTERNATIVES:

- A. Council could choose to not approve Contract Change Order No. 4. Staff does not recommend this alternative as the additional work is necessary to transition Well No. 8 to the new VTScada platform to be consistent with the other eighteen (18) active well sites.

Project Location Map
City Project No. 20-027 "City Wide Chlorination"





CONTRACT CHANGE ORDER

Date issued: April 12, 2022 **Change Order No.:** 4
Project Name: City Wide Chlorination

Clark Bros., Inc.
 745 Broadway St
 Fresno, California 93721
 (559) 272-8168

Project No.: 20-027
Original Contract Amount: \$4,116,000.00
Contract Award Date: December 8, 2020

You are directed to make the following changes in this contract as requested by The City of Turlock:

ITEM	Unit:	Quantity:	Unit Price:	Total:	
4.01	Upgraded local SCADA panel for Well 8 (PR-016.1)	LS	1	\$76,377.11	\$76,377.11
4.02	Spare 120 VAC I/O modules (PR-030)	LS	1	\$3,111.90	\$3,111.90
			Total this CCO=	\$79,489.01	
The original contract sum =				\$4,116,000.00	
Net change by previous change orders =				\$301,732.15	
The contract sum will increase in the amount of =				\$79,489.01	
The new contract sum including this change order will be =				\$4,497,221.16	
Impacts to contract time related to these change order items will be deferred to a later date					

Accepted: _____ **Date:** _____
 Clark Bros., Inc., Contractor

Recommended: _____ **Date:** _____
 Gary L. Taylor, P.E., Acting City Engineer

Approved: _____ **Date:** _____
 Reagan M. Wilson, City Manager

City Council Staff Report

April 12, 2022



From: Katie Quintero,
Deputy Director of Development Services / Planning Manager

Prepared by: Wayne York, Transit Manager

Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

Resolution: Authorizing the City Manager to seek Measure L Rail Services grant funding from the Stanislaus Council of Governments (StanCOG) for an Amtrak Shuttle pilot project to provide enhanced demand-response transit connectivity to the Turlock-Denair Amtrak Station for a 27-month grant period commencing on April 1, 2022

2. SYNOPSIS:

City staff is seeking City Council approval to seek Measure L Rail Services grant funding from StanCOG to fund an Amtrak Shuttle pilot project.

3. DISCUSSION OF ISSUE:

Turlock Transit currently provides both fixed route and demand-response transit services to the City of Turlock. The demand-response services consist of an ADA paratransit service (Dial-a-Ride), which has been in existence for decades, as well as a newly created pilot project (Amtrak Shuttle) that provides on-demand trips to and from the Turlock-Denair Amtrak Station. The purpose of the pilot project is to provide first- and last-mile connectivity to regional rail services to facilitate greater use of transit within the community.

City transit staff has been working with staff from the San Joaquin Regional Rail Commission (SJRRRC) since Fall 2021 to develop a creative, but effective transportation solution to this unique problem. The resulting solution, which involves a one (1) hour call-ahead reservation requirement for outbound trips and no reservations needed for return trips, was a solution that attempts to provide a high level of customer service for rail connectivity, but still provides flexibility to the transit operator, Storer Transit Systems (Storer), to use those drivers/vehicles when they are not actively in use providing rail services.

While the pilot project was initially anticipated to be an extension of the Dial-a-Ride system (mode), following the Measure L Rail Services Call for Projects City staff elected to track all revenues and expenses under a separate Program, making it easier for grant reporting purposes. Following discussions with City leadership and SJRRC staff, City transit staff implemented the pilot project in January 2022 in order to meet the transportation need to/from the Denair-Turlock Amtrak Station. This service was funded with previously apportioned transit funds with the intention and expectation that the pilot project could continue if successful in seeking the Measure L Rail Services funding.

City staff submitted a Measure L Rail Services grant application in the amount of \$1,203,099 to fund marketing and most operating costs for the Amtrak Shuttle for a period of 27 months. As a condition of application submission, City staff had to submit a draft resolution of support from their legislative body (Exhibit A). Due to tight turnaround times for submission City staff was not able to seek City Council approval of this prior to the submission deadline. However, StanCOG has asked that this resolution be formally approved and submitted to them a follow-up item.

On February 16, 2022, the StanCOG Policy Board adopted StanCOG staff recommendations and awarded the requested funding to the City of Turlock. City staff will be working with StanCOG staff to prepare a Memorandum of Understanding (MOU) to bring forward to the City Council at a regular meeting in the near future for consideration to formally accept the funding.

4. BASIS FOR RECOMMENDATION:

- A. Measure L Rail Services funding is a portion of the Measure L sales tax that was specifically set aside to fund connectivity services to and from regional rail, as well as other improvements at the rail stations themselves. These funds are separate from Measure L funds allocated to streets and roads.
- B. The funding will fill a gap in connectivity by providing same-day transportation services to and from regional rail services, instead of requiring a one (1) day advance reservation on Dial-a-Ride.
- C. The funding will allow for the City to continue to operate the pilot project for a much longer period of time than if it was funded solely with previously apportioned LTF monies.
- D. The unique service model developed as part of this project may turn out to be a highly effective tool that can be replicated with other small agencies.

5. FISCAL IMPACT / BUDGET AMENDMENT:

No General Fund monies will be used for this project.

The funding outlined within the grant application was based on the following estimates for the cost of providing the service:

Measure L Rail Services Grant-Funded Elements

	FY 21-22	FY 22-23	FY 23-24
Fixed Monthly Cost	\$37,999.80	\$155,040.00	\$158,140.80
Hourly Driver Cost	\$73,887.12	\$300,667.68	\$305,786.88
Operating Contingency	\$5,594.35	\$22,785.38	\$23,196.38
Marketing	\$20,000.00	\$50,000.00	\$50,000.00
Total	\$137,481.27	\$528,493.06	\$537,124.06

Locally Funded (LTF) Elements (local match)

	FY 21-22	FY 22-23	FY 23-24
All other operating costs	\$53,250.00	\$216,000.00	\$222,000.00

City staff is not seeking to make the grant appropriations at this time; instead, that request will be presented along with the StanCOG MOU in the near future, should the City Council elect to accept the grant funds.

Budget Amendment: None

6. STAFF RECOMMENDATION:

City staff recommends approving the associated resolution for the grant application, which communicates to StanCOG that the City supports the project.

7. CITY MANAGER’S COMMENTS:

Recommend approval.

8. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378 (Project) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

9. ALTERNATIVES:

A. Reject approval of the resolution of support. City staff does not recommend this approach because community members have expressed a transportation need that the City is in a position to address with a solution, there is sufficient monies available through the Measure L Rail Services program for this specific purpose, and increased first- and last-mile trips will improve air quality

and reduce congestion. Failure to approve this resolution could lead to the loss of these benefits.



BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF AUTHORIZING THE CITY	}	RESOLUTION NO. 2022-
MANAGER TO SEEK MEASURE L RAIL	}	
SERVICES GRANT FUNDING FROM THE	}	
STANISLAUS COUNCIL OF GOVERNMENTS	}	
(STANCOG) FOR AN AMTRAK SHUTTLE	}	
PILOT PROJECT TO PROVIDE ENHANCED	}	
DEMAND-RESPONSE TRANSIT	}	
CONNECTIVITY TO THE TURLOCK- DENAIR	}	
AMTRAK STATION FOR A 27-MONTH	}	
GRANT PERIOD COMMENCING ON APRIL 1,	}	
2022	}	

WHEREAS, the City of Turlock (City) provides fixed route and demand-response (Dial-a-Ride) transit services under the name Turlock Transit, with these services including fixed route and Dial-a-Ride services within the city limits of Turlock and Dial-a-Ride services to the outlying portions of Turlock and the community of Denair; and

WHEREAS, regional rail services are currently provided by Amtrak with several stops in Stanislaus County, including a stop at the Turlock-Denair Amtrak Station (Station) in Denair; and

WHEREAS, while Turlock Transit provides public transit connectivity to the Station through Dial-a-Ride, use of this service requires a reservation be made at least one day before the scheduled trip, which is not always feasible for certain types of trips, nor does it align with travel expectations and norms of younger travelers; and

WHEREAS, in response to citizen requests, increased service levels for rail service on the Amtrak San Joaquin line, and following discussions between City staff and San Joaquin Joint Powers Authority (SJJPA) staff, Turlock Transit developed a custom transportation solution pilot project (Amtrak Shuttle) that provides same-day origin-to-destination service between the Station and locations in Denair and Turlock; and

WHEREAS, in an effort to be responsive to transportation needs within the community City staff deployed the pilot project on January 3, 2022 to gauge demand, funded initially by Local Transportation Funds (LTF) allocated to the City, with the understanding that Measure L Rail Services grant funding could be available to support and extend the operation of the Project; and

WHEREAS, the Project would provide dedicated drivers and vehicles for making demand-responsive trips to and from the Station for \$2.50 per person, per trip, with a one (1) hour call ahead required for outbound trips to the Amtrak station and no advance reservations required for the return trip, as a bus would be at the Station already; and

WHEREAS, in an effort to utilize resources efficiently, when an Amtrak Shuttle driver is on-duty, but not needed to provide Amtrak Shuttle services, Turlock Transit will make

them available to augment the Dial-a-Ride service, improving the City's ability to meet same-day requests with that service, as well as reduce overall trip times, with such use tracked separately for reporting, grant, and accounting purposes; and

WHEREAS, City staff will continue to market and promote the Project locally and regionally, in coordination with regional transit stakeholders, to improve adoption and use of the service, and make changes as required to ensure the ongoing success of the Project even after the initial pilot project has concluded.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby authorize the City Manager to seek Measure L Rail Services grant funding from the Stanislaus Council of Governments (StanCOG) for an Amtrak Shuttle pilot project to provide enhanced demand-response transit connectivity to the Turlock-Denair Amtrak Station for a 27-month grant period commencing on April 1, 2022.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April, 2022, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk,
City of Turlock, County of Stanislaus,
State of California



City Council Staff Report

April 12, 2022

From: Katie Quintero
Deputy Director of Development Services

Prepared by: Joanne Foster
Staff Services Technician

Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

Resolution: Accepting the 2021 General Plan Annual Report pursuant to California Government Code Section 65400(a)(2) to be submitted to the Governor's Office of Planning and Research and the California Department of Housing and Community Development

2. SYNOPSIS:

Making a CEQA determination and accepting the 2021 General Plan Annual Report.

3. DISCUSSION OF ISSUE:

The current General Plan was adopted in 2012. Each element of the General Plan contains guiding policies and implementing policies. Guiding policies are statements of philosophy or intent, and implementing policies are commitments to specific actions that are to be undertaken in order to achieve the results called for by the guiding policies.

The California Government Code Section 65400(a)(2) requires that an annual report on the implementation of the General Plan be submitted to the Planning Commission, Council, the Office of Planning and Research, and the Department of Housing and Community Development for review. The State put this requirement in place to ensure that the planning agency (for the City of Turlock, the Planning Commission) investigates and makes recommendations to the legislative body regarding implementation of the General Plan. The report is intended to serve as a guide for orderly growth and development, preservation and conservation of open-space land and natural resources, and to ensure the efficient expenditure of public funds relating to the subjects addressed in the General Plan. The report must include the status of the existing General Plan and progress made in its implementation, including the progress in meeting the City's share of regional

housing needs determined pursuant to Section 65584 of the Government Code. The 2021 General Plan Annual Report is Exhibit A of the resolution. The Planning Division works with all City departments to gather the information needed to complete this report.

The first part of the report provides information on the various land-use entitlements issued by the Planning Division in 2021 by project type. More detailed descriptions are provided for a few of the planning projects to give examples of the types of projects the Planning Division completed.

The second part of the report focuses on the implementation of the General Plan. The implementing policies in the General Plan are used as the foundation for this section of the report. The implementing policies are listed in the report along with the department responsible for carrying out the action. Annually, the implementation status of each policy is evaluated and updated based on the progress made during the year.

The final part of the report is the Housing Element Annual Progress Report. In this section of the report, the City must show its progress in meeting its share of the regional housing targets that it has been assigned and to describe the City's local efforts to remove governmental constraints to the maintenance, improvement, and development of housing. The report has been prepared using forms and definitions required by the California Department of Housing and Community Development. These forms must be included in the report along with a section that describes the actions taken by the City towards completing the housing programs in accordance with the deadlines outlined in the Housing Element.

Table A of the report shows the number of applications submitted in 2021 for new housing units by affordability. The affordability is determined by a calculation based on the median income for the County, the estimated purchase or rental price of the unit and the potential size of the family from one to four people who could live in the unit. Applications include land use entitlements for new housing submitted to Planning such as subdivision maps and MDPs as well as building permit applications.

Table A2 shows the number of completed entitlements, issued building permits, and completed units. In 2021, 486 new residential units were permitted through land use entitlements and 48 building permits were issued and 80 units were issued certificates of occupancy.

Table B Summarizes the City's progress towards meeting the assigned RHNA numbers by affordability. Table C is used to summarize any rezoning done by the City to meet the RHNA allocation. At this time the City of Turlock has adequate capacity to meet the RHNA and has not had to rezone any properties for this purpose, so this table is blank. Table D explains the implementation status of the

programs and objectives identified in the Housing Element. Table E shows any projects that applied for and were approved with a density bonus. The City has not received any applications seeking a development bonus, so this page is blank. Table F shows the number of units that have been rehabilitated and preserved. These programs are administered through the Housing Division. Table G accounts for any property the City owned that was accounted for in the RHNA that have been sold. There were no properties to report for 2021.

While there are no specific penalties for not submitting an annual report, failure to submit the annual general plan report to the State could make the City ineligible for various grant funding programs. The City has a very good track record of submitting the annual report each year which has made the City eligible for substantial funding when combined with the delivery of affordable housing projects during a given year.

4. BASIS FOR RECOMMENDATION:

Government Code Section 65400 mandates that cities submit an annual report on the status of their General Plan and progress on its implementation to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the Housing and Community Development (HUD).

5. FISCAL IMPACT / BUDGET AMENDMENT:

Fiscal Impact

The cost of the staff time spent preparing this report was funded by the General Fund.

6. STAFF RECOMMENDATION:

Staff recommends approval.

7. CITY MANAGER'S COMMENTS:

Recommend Approval.

8. ENVIRONMENTAL DETERMINATION:

Accepting this report will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15060(c)(2)(Preliminary Review) of the CEQA Guidelines.

9. ALTERNATIVES:

- A. Do not accept the 2021 General Plan Annual Report. Staff does not recommend this option as the submittal of the annual report is required by State Law and is a prerequisite to receiving housing and park grant funds.
- B. Direct staff to make revisions to the 2021 General Plan Annual Report. Staff does not recommend making large changes to the report because the format for the 2021 Annual Report is consistent with the previous years' reports which have been accepted by the State agencies they must be submitted to.

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF ACCEPTING THE 2021 }
GENERAL PLAN ANNUAL REPORT PURSUANT }
TO CALIFORNIA GOVERNMENT CODE }
SECTION 65400(a)(2) TO BE SUBMITTED TO }
THE GOVERNOR’S OFFICE OF PLANNING AND }
RESEARCH THE CALIFORNIA DEPARTMENT }
OF HOUSING AND COMMUNITY }
DEVELOPMENT }

RESOLUTION NO. 2022-

WHEREAS, pursuant to California Government Code Section 65400(a)(2), the City of Turlock is required to prepare an annual report on the implementation of its General Plan and Housing Element and submit that report to the Governor’s Office of Planning and Research and the California Department of Housing and Community Development; and

WHEREAS, the 2021 General Plan Annual Report is attached hereto as Exhibit A; and

WHEREAS, the City Council determines that the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15060(c)(2)(Preliminary Review) of the CEQA Guidelines.

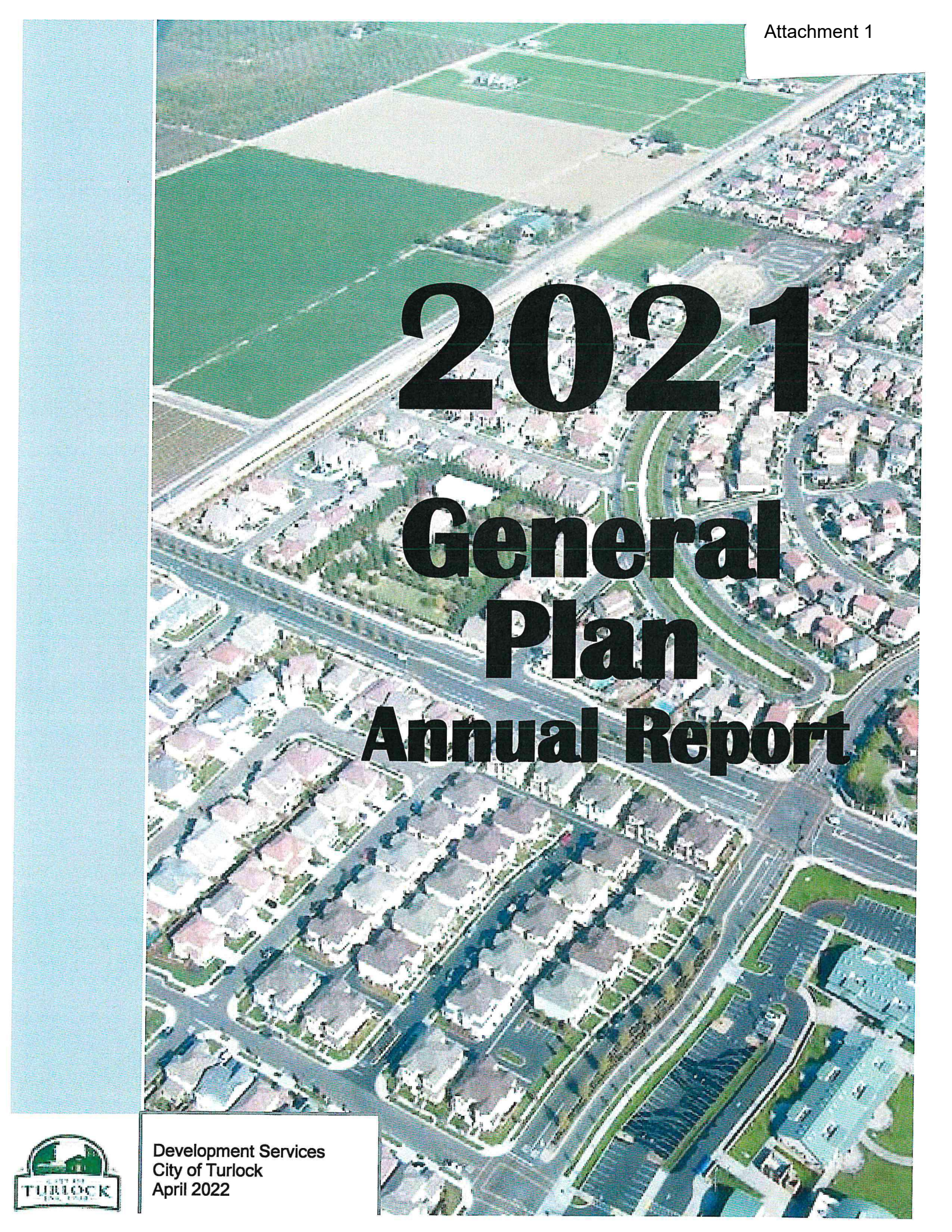
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby accept the 2021 General Plan Annual Report, attached hereto as Exhibit A, and directs staff to submit the report to the Governor’s Office of Planning and Research and the California Department of Housing and Community Development.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April, 2022, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk
City of Turlock, County of Stanislaus,
State of California



2021 General Plan Annual Report





INTRODUCTION

Turlock has had a long history of planning. A general plan for the City was first prepared in the early 1950's and although it was never adopted, it served as a starting point for future plans. The General Plan prepared in 1969, before general plans acquired their present political and legal structure, addressed such contemporary issues as urban sprawl and unnecessary destruction of farmland. The next General Plan (formally adopted in 1993 and partially updated in 2002), served the City well, guiding the creation of attractive new neighborhoods, parks, and major new retail employment areas.

The most recent effort, completed in September 2012, represents a continuation of this planning tradition. The City Council selected Alternative 1, the environmentally superior alternative of the choices presented to them, while still meeting the low-end-population projection for the next twenty years for the City of Turlock. The current General Plan articulates a vision for Turlock that draws on the ideas of the many citizens, business owners, and elected officials who participated in the planning process. Designed to guide growth and development, the Plan emphasizes the creation of attractive new neighborhoods and successful employment centers, while preserving the valuable farmland in which the City has its roots.

The California Government Code requires that an annual report on the status of the General Plan be submitted to the City Council for review and approval. The report includes the City's progress in implementing a wide variety of the General Plan goals and policies, including the progress in meeting the City's share of regional housing needs.

In order to fulfill the State requirements and inform the City's elected and appointed officials as well as the citizens of Turlock on the progress the City has made in implementing goals in the Turlock General Plan, City staff has prepared this report to the Turlock City Council.

2021 PLANNING DIVISION PROJECTS

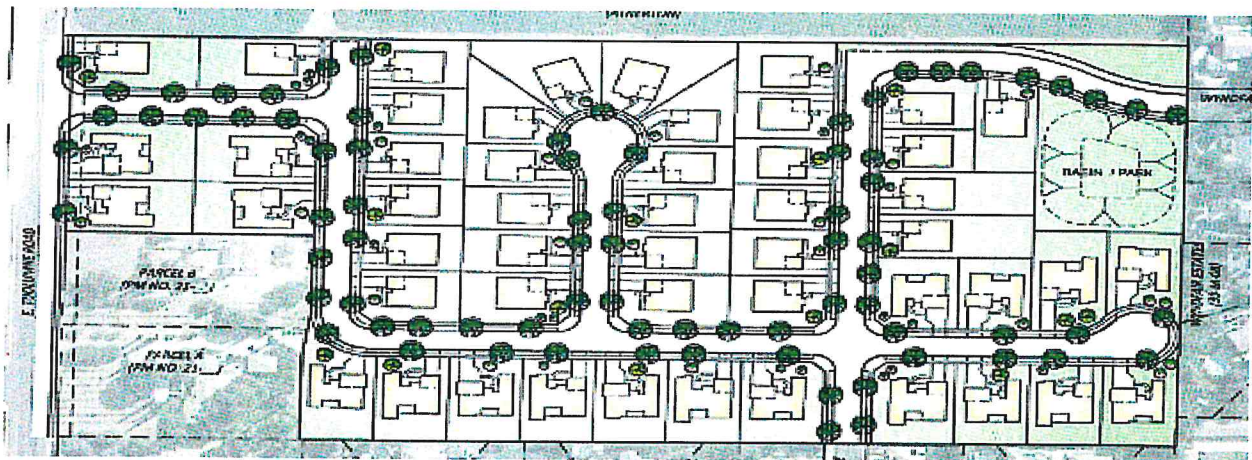
GENERAL PLAN AMENDMENTS

Requests for a change to the zoning or the General Plan designation of a property occurs when an applicant wants to develop a property with a use not allowed under the existing designation, such as development of apartments on property designated for single-family homes or residential uses rather than commercial uses, or when a project requests a deviation from a Municipal Code Standard. These applications are legislative actions and are ultimately decided on by the City Council. In addition, the request may require a more detailed environmental analysis to determine how the proposal's impacts differ from those evaluated in the General Plan.

PLANNED DEVELOPMENTS (PD)

Planned Developments propose changes to the existing property but are consistent with the Turlock General Plan. Each planned development has modifications identified to the specific property listed. The Planned Development must be approved by Planning Commission and City Council.

PROJECT	LOCATION	PROJECT NAME	DESCRIPTION
Planned Development 280 (also see VTSM 2021-02)	2930 E Tuolumne Rd	Balisha Ranch	Subdivide a 17.4 acre parcel into 50 single family residential lots



VARIANCES (VAR)

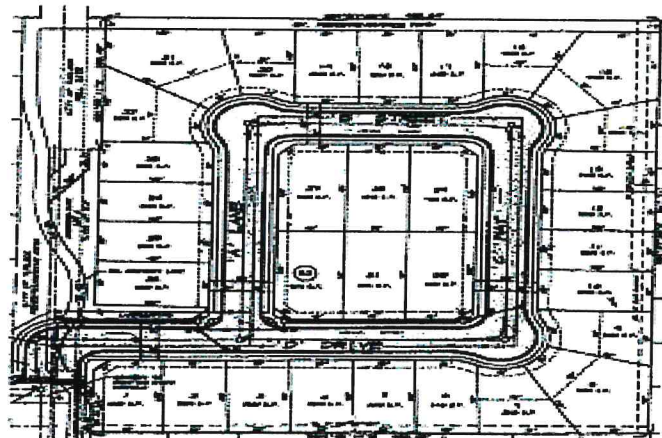
Variations grant property owner’s relief from development standards to the zoning regulations of this Code when, because of a particular physical or topographical condition of the property, compliance would result in undue hardship on the owner.

PROJECT	LOCATION	PROJECT NAME	DESCRIPTION
Variance 2021-01	2500 N Golden State	Perfect Union Sign	Variance for a Monument sign

SUBDIVISION MAPS (TSM)

Subdivisions typically allow for the creation of new lots within existing parcels for residential sale, lease, or finance and therefore must ultimately be approved by the Planning Commission.

PROJECT	LOCATION	PROJECT NAME	DESCRIPTION
VTSM 05-20 Time Ext	1100 W Glenwood	Enterprise Park	Two year time extension for parcel map VTSM 05-20
VTSM 2021-01	4510 Crowell Rd	Crowell Subdivision	Subdivide a 6.5 acre parcel into 32 single family residential lots
VTSM 2021-02 (see PD 280)	2930 E Tuolumne Rd	Balisha Ranch	Subdivide a 17.4 acre parcel into 50 single family residential lots



VTSM 2021-01 CROWELL SUBDIVISION

MINOR ADMINISTRATIVE AGREEMENTS (MAA)

Minor Administrative Agreements are reviewed and approved by staff. Staff reviews these projects for compliance with the adopted policies, codes, and standards of the City of Turlock. MAAs are required when there is a change in use of an existing structure, an expansion of an existing structure, or when a new project is to be built.

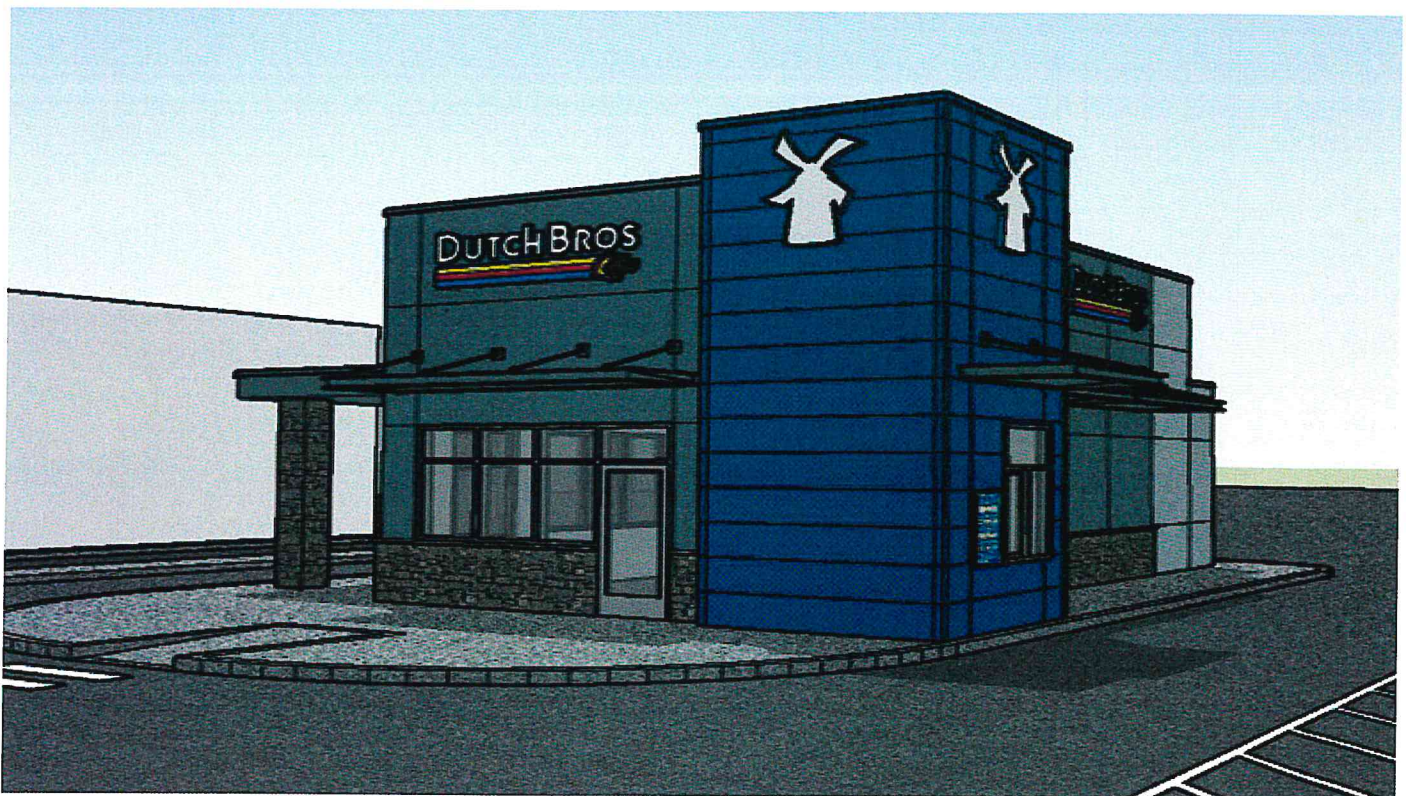
PROJECT	LOCATION	PROJECT NAME	DESCRIPTION
MAA 11-08 Amend	437 S Broadway	Turlock Gospel Mission	Increase beds in shelter from 49 to 80

MINOR DISCRETIONARY PERMITS (MDP)

Minor Discretionary Permits are reviewed and approved by staff. Staff reviews these projects for compliance with the adopted policies, codes, and standards of the City of Turlock. MDPs are required when there is a change in use of an existing structure, an expansion of an existing structure, or when a new project is to be built.

PROJECT	LOCATION	PROJECT NAME	PROJECT DESCRIPTION
MDP 2021-01	2761 E Tuolumne Rd	Fairbanks Ranch	Setback exceptions for 27 residential lots
MDP 2017-20 Time Ext	303 & 305 S Soderquist Rd	Don Phillips	18 Month Time Ext for approved warehouse addition
MDP 2021-02	699 N Golden St	Dutch Bros	Develop a new Dutch Bros Coffee drive-through.
MDP 2021-03	2800 Countryside Dr	Home Depot	Develop a tool rental center
MDP 2021-04	145 20 TH Century Blvd	Emerald Village	Develop a new 32 unit apartment complex
MDP 2021-05	3165 Humphrey Ct	Robert Fernandes	Construct four new warehouse buildings
MDP 2021-06	1806 S Walnut Rd	Jagjit Deol	Develop a truck parking yard
MDP 2021-07	906, 908, & 930 N Olive Ave	Gilbert George	Develop 1.35 acres with a 21 unit apartment complex
MDP 2021-08	1525 W Monte Vista Ave	Monte Vista Apts.	Develop 12 acres with a 348 unit multi-family residential project
MDP 2021-09	601 S. Soderquist Rd	Carson Hybrid Energy	Develop 9.12 acres with two battery energy storage warehouses

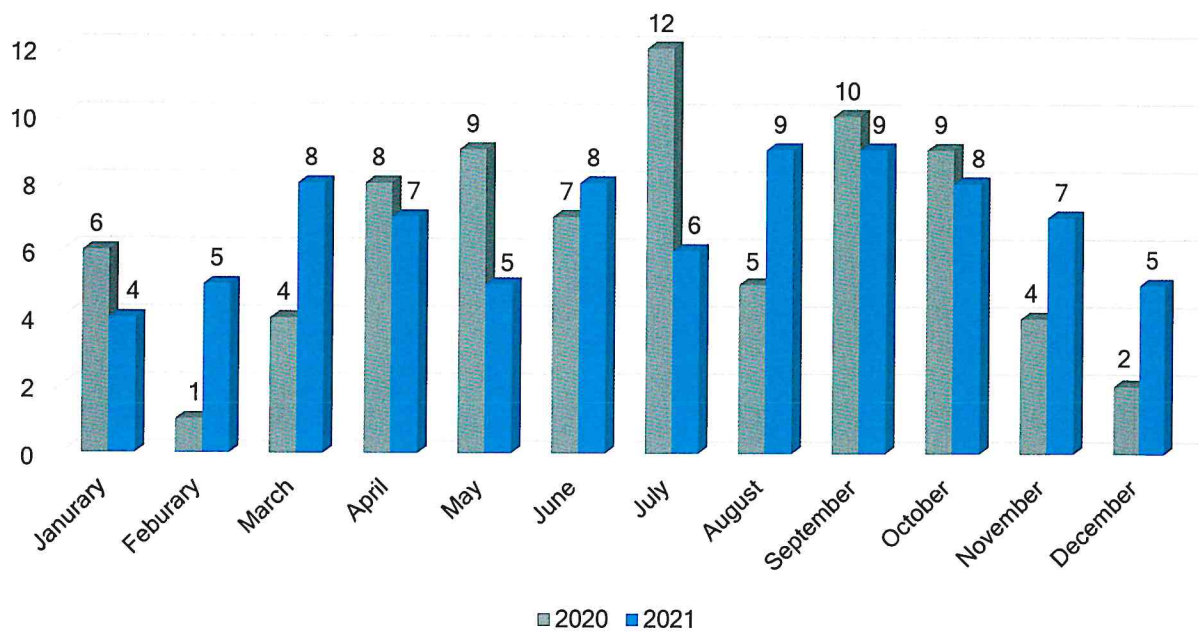
PROJECT	LOCATION	PROJECT NAME	PROJECT DESCRIPTION
MDP 2021-10	2957 N Tegner Rd	Costco Wholesale	Develop a new car wash
MDP 2021-11	247 N Broadway	Allen Mortuary	Expand 1208 sq. ft. of existing building for an additional crematory area
MDP 2021-12	3699 Kilroy Rd	Ray Franco	Exception of setback for new single family home
MDP 2021-13	2625 W Main St	Brian Rosenberger	Develop 10.85 acres with RV and boat storage facility
MDP 2021-14	2480 N Walnut Rd	Daniel Cavarrubias	Expand an existing 3600 sf warehouse with 2 restrooms and an office.
MDP 2019-19 Time Ext	2090 E Canal Dr	Village Corner Properties	One-year extension to relocate existing loading and receiving area
MDP 2020-23 Amend	2925 W Main St	Darrin Packnit	Amend previously approved open-air RV and boat storage
MDP 2021-15	1665 Countryside Dr	Caitlin Kincaid for TRH	Demolish existing building and build a new 8,307 full service restaurant
MDP 2021-16	607 S Tegner Rd	Perez Industrial Park	Develop .88 acre with 3 industrial warehouses
MDP 2021-17	301 S Broadway	P & F Metals	Construct a 2,300 canopy



PREDEVELOPMENT MEETINGS

Also, worth noting, City staff held 81 predevelopment meetings in 2021 in comparison to the 77 predevelopment meetings in 2020. These meetings are offered free of charge to anyone wishing to schedule a meeting with staff to discuss a development proposal. At these meetings, development standards, site and building design, potential parking and traffic circulation issues, infrastructure requirements, public safety concerns/standards, fees, and any other information related to the particular project are discussed. Having this discussion early on in the development process has proven to be very beneficial to everyone involved.

2020 & 2021 COMPARISON



JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
4	5	8	7	5	8	6	9	9	8	7	5

IMPLEMENTATION REPORT

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
CHAPTER 2: LAND USE AND ECONOMIC DEVELOPMENT <i>Downtown:</i>		
2.4-b: Update the Downtown Overlay District and Design Guidelines.	Planning	Staff took an item to Council in 2015 and council determined there was no General Fund money to fund the update. This item will be brought back to Council at a future date to determine if any funding is available. Staff will continue to look for grant funding to update the plan.
2.4-c: Continue Downtown Property-Based Improvement District.	Economic Development	The PBID was renewed by the Downtown Property Owners Association on July 9, 2013 for a period of ten years.
2.4-d: Work with property owners to preserve the historic character of Downtown Turlock.	Planning	The city applied for a Strategic Growth Council Sustainable Communities Planning Grant to comprehensively update the Downtown Design Guidelines using a Pattern Book approach. The grant was not approved. The Council determined there was no General Fund money available to fund the plan update. Staff will take the item back to Council in the future to determine if funding is available and will continue to look for grant funding opportunities.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
CHAPTER 2: LAND USE AND ECONOMIC DEVELOPMENT <i>Residential Areas:</i>		
2.5-d: Zoning ordinance revisions to match General Plan.	Planning	The City Council approved an annual Omnibus Zoning Ordinance Amendment in April 2015. Minor technical amendments to ensure consistency with the new General Plan were approved in August 2016 and February 2017. The Zoning Ordinance and General Plan are now consistent, if future updates are made to the General Plan that require Zoning Ordinance Amendments staff will bring that forward.
2.5-i: Create incentives to increase residential development in Downtown and infill sites.	Building	The updated Downtown Zoning Regulations adopted in April 2015 provide reduced permitting requirements for high rise residential development.
2.5-l: Establish a graduated density ordinance in neighborhoods with narrow lots (by today's standards) generally located in Southwest.	Planning	Preliminary work has been completed on this item. This work is part of the SB 2 Planning grant and staff is working with a consultant on this item.
2.5-m: Establish an overlay district(s) for areas adjacent to Downtown to preserve the historic quality and cohesiveness of these post WWII neighborhoods.	Planning	Preliminary work has been completed on this item. This work is part of the SB 2 Planning grant and staff is working with a consultant on this item.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
------------------	------------------------	-----------------------

CHAPTER 2: LAND USE AND ECONOMIC DEVELOPMENT
Retail/Commercial/Mixed Use Areas:

2.6-e: Discount Superstore Demand Analysis.	Economic Development	Household growth has not yet achieved the milestone established in the General Plan for initiating this analysis.
2.6-h: Incentives for mixed use projects.	Economic Development	No funding options have been identified to provide these potential incentives.

CHAPTER 2: LAND USE AND ECONOMIC DEVELOPMENT
Industrial Areas:

2.7-e: Review designated truck routes and "industrial streets" to accommodate industrial traffic and avoid unanticipated conflicts	Engineering	The City is currently in the process of reviewing and modifying maps.
--	-------------	---

CHAPTER 2: LAND USE AND ECONOMIC DEVELOPMENT
Professional Office and Business Park:

2.8-f: Prioritize Downtown as a preferred location for the construction of any new City administrative offices	Administration	A new Public Safety Facilities Building was completed in 2013 and is now serving as the City headquarters for Police and Fire Services.
--	----------------	---

CHAPTER 2: LAND USE AND ECONOMIC DEVELOPMENT
The Planning Area and City/County Relationships:

2.9-k: Update the City's agreement with Stanislaus County regarding the collection of public facility fees and land use policies for development adjacent to the City.	Administration	Stanislaus County adopted an amendment to its General Plan to give cities greater control over land use decisions within one mile of their city limits. No additional progress has been made on updating the public facility free program for the county.
--	----------------	---

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
2.9-l: Work with Stanislaus County to identify revenue tools to underwrite necessary improvements to encourage incorporation of County Islands.	Administration	The City continues to work with Stanislaus County to identify potential funding sources.
2.9-m: Work with StanCOG on regional issues [Regional Transportation Plan (RTP) Update and Sustainable Communities Strategy (SCS)].	Planning	The City serves on the RTP and Sustainable Communities Strategy (SCS) steering committee for StanCOG. The RTP and SCA have been adopted by StanCOG stating that the Turlock General Plan is in compliance with the RTP and SCS.
CHAPTER 2: LAND USE AND ECONOMIC DEVELOPMENT <i>Economic Development</i>		
2.11-j: Complete a citywide economic development strategic plan every five years focusing on industry targeting, job creation, marketing and local business support.	Economic Development	This will be addressed when the vacancy position in Economic Development is filled.
2.11-p: Develop and implement a marketing strategy for the Turlock Regional Industrial Park.	Economic Development	The City completed a branding program to begin the marketing process, but has not moved forward due to fiscal constraints.
2.11-s: Re-evaluate building permit fees to reflect actual costs to the City.	Building	This task has been completed. The building department fees are updated annually effective January 1st of each year based on the August CPI from the previous year. The fees for 2022 were updated based on the August 2021 CPI.
2.11-t: Work with Stanislaus County and the City of Patterson to establish West Main Street as an expressway connection Turlock to I-5.	Engineering	The third and final public meeting to gather input on the West Main alignment was held in 2017 and the report was presented to Council. Stan COG has nearly completed a Feasibility Study evaluating potential alternative alignments for the expressway connection.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
2.11-ab: Work with the Stanislaus County Fair Board to either expand the County Fairgrounds at its current site or identify a new site west of State Route 99 for relocation	Economic Development	This will be addressed when the vacancy position in Economic Development is filled.
2.11-ac: Partner with CSU-Stanislaus to publicize available educational and training programs using the City's website, through the Library, and at City Hall.	Human Resources	The City of Turlock renewed a memorandum of understanding with California State University Stanislaus. This contract has been developed to encourage student internships and service learning experiences. This relationship between City of Turlock and California State University Stanislaus is a mutually beneficial relationship.
2.11-ae: Work with the Building Division and a structural engineer to identify less expensive seismic retrofit, fire safety, and ADA compliance options for older buildings.	Building	The Building and Safety Division has been working with local developers to expedite review of older buildings.
2.11-ag: Pursue beautification projects.	Engineering	Beautification projects have been completed along North Golden State Blvd. from Monte Vista to Tuolumne Road. Additional funding is required to complete the remainder of the beautification projects, including the SR 99/Monte Vista interchange project. The funding source used to construct previous projects is no longer available. The City will need to identify another source of funds to complete all of the identified projects.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
2.11-ah: Market Turlock's assets.	Economic Development	Staff has implemented “no cost” measure through email and personal outreach to area brokers and site selectors. The City also partners with Opportunity Stanislaus on attraction and retention of our manufacturing sector.
2.11-ai: Educate users about the improved permitting process.	Economic Development	In light of the City’s fiscal restraints, staff has implemented informal “no cost” outreach to potential businesses to assist in the education of the City’s streamlined processes.
2.11-ak: Implement Turlock's Master Way Finding Sign Program.	Economic Development	A master plan has been adopted. Additional funding is required to implement the plan.
CHAPTER 3: NEW GROWTH AREAS AND INFRASTRUCTURE <i>Growth Strategy:</i>		
3.1-l: Update the Capital Facility Fee (CFF) program to reflect the adopted General Plan and update every 5 years in accordance with State Law.	Engineering	The new CFF program has been adopted and enacted.
3.1-m: Develop a County Islands incorporation strategy and include in Housing Element Update.	Planning	Through the United States Department of Housing and Urban Development (HUD) Consolidated Plan process, the City and County of Stanislaus is developing a joint Neighborhood Revitalization Strategy Area where HUD funds can be used to address some of the infrastructure issues and identify solutions.
3.1-m: Prepare a master plan for the Montana-West Island	Planning	A funding source is required to update the Plan. At the current time, the only available source is General Fund.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
3.1-m: Prepare and update financial plans for county island and other disadvantaged communities.	Planning	The City adopted an amendment to its General Plan in April of 2016 to meet the requirements of SB 244 (Disadvantaged Communities). This amendment includes a discussion of the financial strategies for county islands and other disadvantaged communities.
3.1-n: Continue rezoning and annexation in accordance with timing Policy 3.1-p.	Planning	The City Council adopted a policy along with "Alternative 1" which requires that 70% of the building permits for available vacant properties within the City limits be issued prior to initiating annexation of a new Master Plan area.
3.1-o: Update existing master and specific plans (i.e., Northwest Triangle Specific Plan and E. Tuolumne Master Plan)	Planning	The East Tuolumne Master Plan was updated and adopted in 2016. The Northwest Triangle Specific Plan and the Westside Industrial Specific Plan update have also been adopted.
3.2-e: Continue to work with Merced County, Stan COG and MCAG to secure funding for the Southeast interchange to improve circulation and relieve congestion on the Lander Avenue interchange.	Planning	The Project Study Report was adopted by the City of Turlock and other partner agencies who funded the Report. The City has included a portion of the funding for the interchange in the updated CFF program of projects.
CHAPTER 3: NEW GROWTH AREAS AND INFRASTRUCTURE <i>Growth Strategy:</i>		
Southeast Master Plan 1: Morgan Ranch	Planning	The Morgan Ranch Master Plan was adopted on June 23, 2015.
Southeast Master Plan 2: East Avenue North	Planning	Work will not begin until 70% of the building permit have been issued for Northeast Turlock, E. Tuolumne and Morgan Ranch master plan areas.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
Southeast Master Plan 3: East Avenue-Linwood	Planning	Work will not begin until 70% of the building permit have been issued for Southeast Master Plan 2.
CHAPTER 3: NEW GROWTH AREAS AND INFRASTRUCTURE <i>Infrastructure: Potable Water</i>		
3.3-h: Update the City's water master plan.	Development Services/Municipal Services	Scheduled to be updated in FY 22/23. Once SWRA Project is near completion.
3.3-j: Pursue surface water and other alternative water supply sources.	Municipal Services	The City is an active member of the Stanislaus Regional Water Authority whose purpose is to obtain a supply of potable water from the Tuolumne River in cooperation with the Turlock Irrigation District. The SRWA Project is currently under construction with an expected completion date Summer of 2023.
3.3-j: Secure surface water sales agreement with the Turlock Irrigation District.	Municipal Services	This has been completed.
3.3-k: Supplement the water system master plan with rate and fee studies to ensure that adequate funds are raised.	Municipal Services	A 5 year rate increase to water service rates have been increased and implemented in 2018.
3.3-o: Establish requirements for appropriate Best Management Practices for new development to optimize groundwater recharge.	Development Services/Municipal Services	In June of 2015 Low Impact Design standards for all new development to minimize storm water runoff and encourage groundwater recharge were developed and adopted.
CHAPTER 3: NEW GROWTH AREAS AND INFRASTRUCTURE <i>Infrastructure: Wastewater Systems</i>		

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
3.3-r: Update the sanitary sewer master plan to identify future wastewater flows and plan for an adequate wastewater collection system.	Development Services	Completed October 2013.
3.3-s: Update, as needed, the wastewater treatment plant master plan to comply with current and future regulations.	Municipal Services	Completed July 2014.
3.3-t: Update the recycled water master plan, as needed	Municipal Services	The City is an active member of the North Valley Regional Recycled Water Program as well as the Western Regional Recycled Water Coalition. The City's objective is to convey recycled water for beneficial use in Stanislaus County.
3.3-u: Supplement the wastewater system master plan with rate and fee studies to ensure that adequate funds are raised.	Municipal Services	Scheduled for FY 2021/2022. A consultant has been selected to perform the Master Plan

CHAPTER 3: NEW GROWTH AREAS AND INFRASTRUCTURE		
<i>Infrastructure: Waste Management and Recycling</i>		
3.3-ah: Adopt a construction and demolition waste recycling ordinance that requires large projects to divert all Portland cement concrete and asphalt concrete and at least 50% of all remaining debris away from landfills	Development Services	Per the Green Building Code, Waste Management Plans are required to be submitted on projects.
3.3-ak: Study the feasibility of adding food waste to the City's curbside compost pickup program	Municipal Services	Completed. Municipal Code updated to include Mandatory Organic Recycling for commercial and multi-family uses as required by the State.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
<p>CHAPTER 3: NEW GROWTH AREAS AND INFRASTRUCTURE</p> <p>Infrastructure: Stormwater Systems</p>		
<p>3.3-w: Update the storm water master plan to identify future storm water flows and plan for an adequate storm water conveyance, storage, and disposal system.</p>	<p>Development Services / Municipal Services</p>	<p>Completed in 2014. Adopted by City Council with Resolution No. 2016-062 on March 22, 2016. CIP work planning and work is ongoing.</p>
<p>3.3-x: Supplement the storm water master plan with fee studies to ensure that adequate funds are raised.</p>	<p>Development Services / Municipal Services</p>	<p>Completed September 18, 2015. Adopted by Council with Resolution No. 2016-074 on April 12, 2016.</p>
<p>3.3-ad: Require implementation of Low Impact Development and Water Quality Best Management Practices for new development and public works projects.</p>	<p>Development Services</p>	<p>This task has been implemented through the City's Municipal Separate Storm water and Sewer System (MS4) permit.</p>
<p>CHAPTER 4: PARKS, SCHOOLS, AND COMMUNITY FACILITIES</p> <p><i>Parks, Recreation, and Open Space:</i></p>		
<p>4.1-f: Update the City's Park, Recreation and Open Space Master Plan</p>	<p>Parks, Recreation, and Public Facilities</p>	<p>Due to staffing levels this update is on hold.</p>
<p>4.1-h: Acquire and develop 5 new neighborhood-serving parks in Southeast Master Plans 1 and 2</p>	<p>Parks, Recreation, and Public Facilities</p>	<p>This will be addressed as development occurs in these master plan areas.</p>
<p>4.1-q: Update the park fees consistent with the updated Parks, Recreation and Open Space Master Plan, include non-residential fees pursuant to Policy 4.1-r</p>	<p>Parks, Recreation, and Public Facilities</p>	<p>Due to staffing levels this update is on hold.</p>

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
CHAPTER 4: PARKS, SCHOOLS, AND COMMUNITY FACILITIES <i>Community Facilities:</i>		
4.2-c: Within 2 years of adopting the new General Plan, identify and order priorities for new sports and recreation facilities, and undertake feasibility studies to determine whether and how to proceed with development.	Parks, Recreation, and Public Facilities	A feasibility study was completed in 2017.
4.2-d: Following a feasibility study, confirm support, negotiate partnerships and amend the Capital Facilities Fee to include projects, as appropriate	Parks, Recreation, and Public Facilities	A Capital Facilities Fee have been updated to include this.
4.2-g: Coordinate with the Stanislaus County Library and Turlock Unified School District to explore a joint use library as part of a new middle or high school	Administration	Due to staffing levels this update is on hold.

CHAPTER 5: CIRCULATION <i>Roadway Network, Standards and Improvements:</i>		
5.2-j: Continue to work with Caltrans to achieve timely construction or programmed freeway and interchange improvements.	Engineering	The Fulkerth Interchange is complete. The West Main Interchange is identified in the Measure L Regional Project List.

CHAPTER 5: CIRCUALTION <i>Regional Cooperation</i>		
5.2-k: Update City Standard Specifications and Drawings as necessary for regional roadways.	Engineering	The revised standards have been approved by the City Council. Working on next revision of Standards.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
5.2-l: Work with Stanislaus County and other agencies to implement new interchange on State Route 99 near Youngstown.	Engineering	The Project Study Report was adopted by the City of Turlock and the other partner agencies who funded the Report. The City has included a portion of the funding for the interchange in the updated Capital Facility Fee program of projects.
5.2-p: Work with County to expand the current Sphere of Influence fee into adjacent unincorporated areas.	Development Services	The City-County agreement is undergoing negotiations.
5.2-q: Work with Caltrans, Stanislaus County and other jurisdictions to establish a fair-share fee program for improvements to regional routes and state highways	Administration	The City continues to work with the County to establish a program that would extend the City's impact fee program to unincorporated areas that impact City street and roads.
5.2-s: Update city standard plans and specifications, where necessary, to match new General Plan standards	Engineering	The revised standards have been adopted by the City Council with Resolution No. 2015-241 on December 8, 2015.

CHAPTER 5: CIRCUALTION

Street Network:

5.2-w: Each year, prepare a 5-year Capital Improvement Program to construct/update circulation facilities	Engineering	The 5-year Capital Improvement Program is being developed as part of the annual budget process. General Plan Conformity will be determined by the Planning Commission. Ongoing.
---	-------------	---

CHAPTER 5: CIRCUALTION

Roadway Operations and Monitoring:

5.2-ad: Monitor traffic and accident information on a regular basis to identify projects to improve traffic safety	Engineering	Ongoing
--	-------------	---------

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
CHAPTER 5: CIRCUALTION <i>Funding for Improvements:</i>		
5.2-ae: Ensure that new development pays its fair share of the costs of street and other local transportation improvements by updating the Capital Facility Program and adopting an Area of Influence Fee for development in the unincorporated area that impacts City streets and roads	Engineering	The Capital Facility Fee Program has been updated to ensure that development pays its fair share of public infrastructure and general government infrastructure, buildings and studies.
5.2-af: Use citywide traffic impact fees and Area of Influence fees to provide additional funding for transportation improvements based on roadway design in Roadway Network Diagram	Engineering	The City continues to work with the County to establish a program that would extend the City's impact fee program to unincorporated areas that impact City street and roads.
5.2-am: Establish precise alignments based on the General Plan circulation diagram and the standards delineated in Table 5-6.	Engineering	This will be addressed as needs arise and time permits.
5.2-an: Plan line studies shall be included in CFF costs. Once the plan lines are established, new cost estimates shall be prepared and the CFF updated to review the revised and finalized costs.	Engineering	The Capital Facility Fee Program, updated in 2013, includes plan line studies as eligible costs under the Transportation fee.
5.2-ar: Conduct a plan line study for the expressway on the east side of Turlock that will connect Christofferson Parkway to State Route 99.	Engineering	Not started.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
5.2-ae: Ensure that new development pays its fair share of the costs of street and other local transportation improvements by updating the Capital Facility Program and adopting an Area of Influence Fee for development in the unincorporated area that impacts City streets and roads	Engineering	The Capital Facility Fee Program has been updated to ensure that development pays its fair share of public infrastructure and general government infrastructure, buildings and studies.

CHAPTER 5: CIRCUALTION <i>Relationship between Modes:</i>		
5.2-au: Establish citywide standards for bus stop locations and bus frequencies/headways.	Transit	The City's Short-Range Transit Plan, adopted in February 2020, establish standards for bus stop locations, service routes, headways, and spans, as limited by requirements of the Transportation Development Act at the time of adoption.

CHAPTER 5: CIRCUALTION <i>Downtown Parking:</i>		
5.2-av: Improve Downtown parking opportunities as demand grows. Downtown Parking Facilities shall be included in the CFF Update.	Engineering	Completed

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
CHAPTER 5: CIRCUALTION <i>Complete Streets:</i>		
5.3-k: Prepare a Bicycle Master Plan consistent with the requirements of the Streets and Highway Code to be eligible for State funding.	Planning	The Active Transportation Plan has been adopted.
5.3-l: Modify CFF program to recognize reduced impact on demand for new infrastructure in Downtown Pedestrian Priority Area.	Engineering	Completed

CHAPTER 5: CIRCUALTION <i>Bicycle Improvement Strategy:</i>		
5.3-u: Complete a feasibility study within 2 years of the Priority Infill Bikeway Areas identified in Figure 5-3 of the General Plan. (May be included in the Bike Master Plan.)	Planning	The Active Transportation Plan has been adopted.

CHAPTER 5: CIRCUALTION <i>Local Transit:</i>		
5.4-g: Continue to evaluate the potential location of a transit center integrated with commuter and/or high-speed rail, as necessary	Planning	The City of Turlock Transit Center was completed in 2019.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
CHAPTER 6: CITY DESIGN <i>Streetscape Design and Pedestrian Orientation:</i>		
6.3-h: Periodically update the Street Tree Master Plan	Parks, Recreation and Public Facilities	The Street Tree Master Plan has been updated to identify types that will reduce damage to adjacent public facilities while ensuring an attractive appearance that provides shade for pedestrians and vehicles.

CHAPTER 6: CITY DESIGN <i>Sustainable Site Planning:</i>		
6.4-e: Update Zoning Ordinance to enable use of impervious surfaces and natural drainage to reduce storm water run-off.	Planning	The City adopted guidelines, entitled "Post-Construction Standards Plan", to implement the State requirements for the Phase II Municipal Separate Storm Water Sewer System (MS4) Permit.
CHAPTER 7: CONSERVATION		
Update City's CEQA Guidelines as necessary to comply with State Law	Planning	The City Council adopted the CEQA Guidelines in April 2014.
CHAPTER 7: CONSERVATION <i>Agriculture and Soil Resources:</i>		
7.2-f: Participate in the development of a countywide agricultural mitigation program consistent with LAFCO policy	Planning	The City continues to investigate alternative methods of agricultural preservation and mitigation. The Stanislaus LAFCO has adopted a policy that will apply to all future annexations by the City. The City will need to select a strategy prior to submitting an application to LAFCO. Options include adopting a mitigation fee or establishing an urban growth

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
CHAPTER 8: AIR QUALITY AND GREENHOUSE GASES <i>Planning for Climate Change:</i>		
8.2-f: Within 3 years of General Plan adoption, prepare a strategic plan for reducing greenhouse gas emissions, focusing on technically and financially feasible implementation measures that can be taken by the City for buildings, fleet and operations.	Development Services	The City has implemented policies and programs to reduce greenhouse gas emissions. A formal Strategic Plan document has not been adopted; however, the City is committed to improving the environment and addressing Climate Change through the implementation of General Plan policies.
8.2-o: Provide incentives for greater energy efficiency (at least 20 percent greater than Title 24) in buildings developed in new master plan areas	Building	The City Council has adopted a new policy requiring industrial and commercial buildings over 50,000 square feet to evaluate building improvements that reduce greenhouse gases by 15% more than required under the California Green Building Code.
CHAPTER 9: NOISE		
CHAPTER 10: SAFETY <i>Hazardous Materials and Operations:</i>		
10.1-e: Implement Countywide Integrated Waste Management Plan.	Municipal Services	Ongoing
CHAPTER 10: SAFETY <i>Flooding and Drainage:</i>		
10.3-d: Update City street design standards to allow for expanded storm water management techniques.	Engineering	Ongoing.

CHAPTER & ACTION	RESPONSIBLE DEPARTMENT	IMPLEMENTATION STATUS
10.3-b: Cooperate in Multi-Jurisdictional Hazard Mitigation Plan.	Fire Services	The City of Turlock Fire Department is currently coordinating with other jurisdictions in Stanislaus County to updated the "Multi-Jurisdictional Hazard Mitigation Plans"
CHAPTER 10: SAFETY <i>Fire Services:</i>		
10.4-i: Coordinate facilities planning with urban expansion. Within 2 years of adoption of the General Plan, determine the appropriate location for the new fire station based on the configuration and phasing of new development.	Fire Services	A fire feasibility study is currently underway.
CHAPTER 10: SAFETY <i>Public Safety:</i>		
10.4-i: Ensure that the Capital Facility Fee Program and Community Facility District adequately fund police and fire capital and operating expenses.	Engineering	The City evaluated the need for a third CFD. The results did not support the need for CFD #3. This item is ongoing.
10.4-w: Amend Chapter 8 (Building Regulations) of the TMC to require all new construction to be designed to amplify emergency radio communications within larger buildings.	Building	This provision is included in the Fire Code.

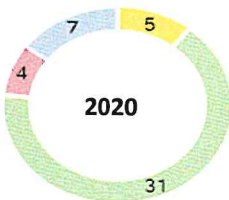
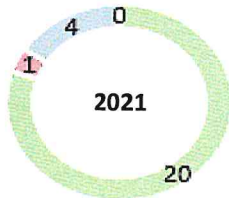




Annual

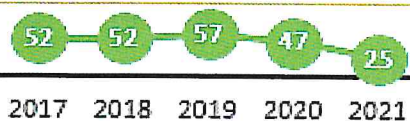
Application Report 2021

Project Applications: January - December



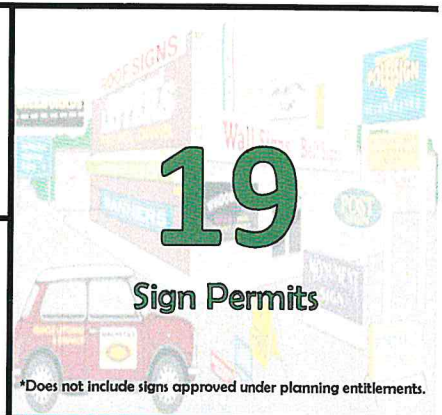
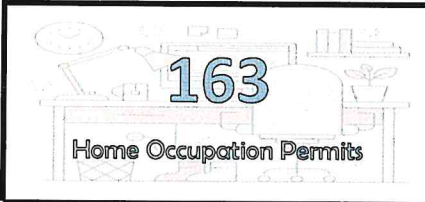
- Conditional Use Permits
- Rezone, Prezone, General Plan Amendments, TULP, Variance, & VTSM
- Minor Discretionary Permits
- Minor Administrative Approvals

5 Year Summary

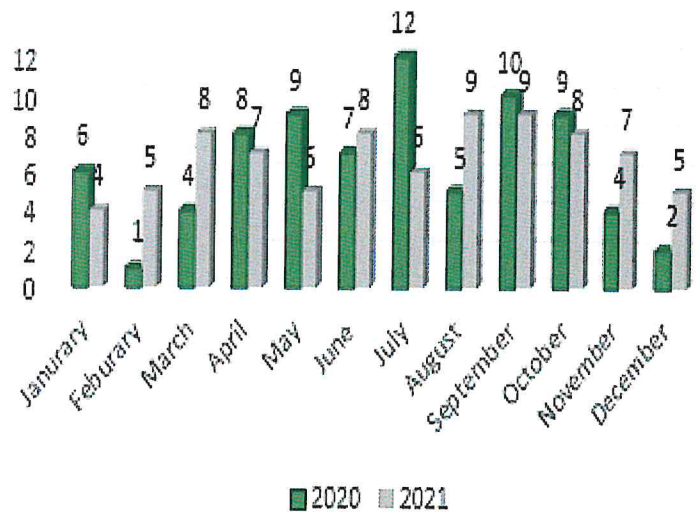


This graph compares the total amount of applications filed for the last five (5) years.

This report is presented to the Planning Commission on an annual basis. The report illustrates project planning applications submitted between January and December 2021. Due to unforeseen project complications, this document does not necessarily represent Turlock's growth rate, because these numbers do not indicate the number of projects that have been constructed.



Predevelopment Meetings



The bar graph represents the number of predevelopment meetings the Planning Division held in 2019 and in 2020

Jurisdiction	Turlock	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

(CCR Title 25 §6202)

Table A
Housing Development Applications Submitted

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							
1				2	3	4	5							
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA, SFD, 2 to 4, 5+, ADU, MH)	Tenure R=Renter O=Owner	Date Application Submitted+ (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate Income
							0	0	0	14	0	405		
Summary Row: Start Data Entry Below														
	073051025000	2592 WILD FLOWER CT	FAIRBANKS RANCH		SFD	O	1/5/2021							
	073051024000	2602 WILD FLOWER CT	FAIRBANKS RANCH		SFD	O	1/5/2021							
	073051023000	2612 WILD FLOWER CT	FAIRBANKS RANCH		SFD	O	1/5/2021							
	073051022000	2622 WILD FLOWER CT	FAIRBANKS RANCH		SFD	O	1/5/2021							
	073051021000	2632 WILD FLOWER CT	FAIRBANKS RANCH		SFD	O	1/5/2021							
	073051020000	2623 WILD FLOWER CT	FAIRBANKS RANCH		SFD	O	1/5/2021							
	073051019000	2613 WILD FLOWER CT	FAIRBANKS RANCH		SFD	O	1/5/2021							
	073051018000	2603 WILD FLOWER CT	FAIRBANKS RANCH		SFD	O	1/5/2021							
	073051017000	2593 WILD FLOWER CT	FAIRBANKS RANCH		SFD	O	1/5/2021							
	050029025000	543 ANGELUS ST	None		ADU	R	1/7/2021				1			
	072002083000	4620 COLORADO AVE	THE ENCLAVE		SFD	O	2/4/2021							
	072002084000	4627 CHERRY BLOSSOM LN	THE ENCLAVE		SFD	O	2/4/2021							
	072002085000	4610 COLORADO AVE	THE ENCLAVE		SFD	O	2/4/2021							
	072002086000	4617 CHERRY BLOSSOM LN	THE ENCLAVE		SFD	O	2/4/2021							
	072002044000	4600 COLORADO AVE	None		SFD	O	2/4/2021							
	072002088000	4607 CHERRY BLOSSOM LN	THE ENCLAVE		SFD	O	2/4/2021							
	051027053000	2471 E CANAL DR	None		ADU	R	2/5/2021				1			
	073051038000	2767 MILLSTREAM LN	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051029000	2591 MORNING STAR CT	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051039000	2777 MILLSTREAM LN	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051030000	2601 MORNING STAR CT	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051040000	2787 MILLSTREAM LN	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051041000	2797 MILLSTREAM LN	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051054000	2794 MILLSTREAM LN	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051031000	2611 MORNING STAR CT	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051055000	2784 MILLSTREAM LN	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051056000	2774 MILLSTREAM LN	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051032000	2621 MORNING STAR CT	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051057000	2764 MILLSTREAM LN	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051033000	2630 MORNING STAR CT	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051034000	2620 MORNING STAR CT	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051035000	2610 MORNING STAR CT	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051036000	2600 MORNING STAR CT	FAIRBANKS RANCH		SFD	O	2/5/2021							
	073051037000	2590 MORNING STAR CT	FAIRBANKS RANCH		SFD	O	2/5/2021							
	050020007000	374 W MAIN ST	None		SFD	O	2/10/2021							1
	061002068000	1101 PARK ST 136	None		ADU	R	2/19/2021				1			
	073014051000	2220 N BERKELEY AVE	None		SFD	O	2/24/2021							
	073052059000	2723 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052060000	2733 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052061000	2743 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052062000	2763 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052029000	2760 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052030000	2740 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052031000	2730 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052032000	2720 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052033000	2690 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052063000	2773 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052064000	2783 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052065000	2793 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052026000	2790 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052027000	2780 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052028000	2770 FALLBROOK LN	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052016000	2661 E TUOLUMNE RD	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052017000	2681 E TUOLUMNE RD	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052018000	2701 E TUOLUMNE RD	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052019000	2721 E TUOLUMNE RD	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052020000	2731 E TUOLUMNE RD	FAIRBANKS RANCH		SFD	O	3/29/2021							
	073052021000	2741 E TUOLUMNE RD	FAIRBANKS RANCH		SFD	O	3/29/2021							
	051037016000	2547 CLARA DR	None		ADU	R	3/31/2021				1			

061015051000	349 W MAIN ST	None			ADU	R	4/1/2021						1		
050023025000	311 HIGH ST	None			ADU	R	4/12/2021						1		
050020003000	426 W MAIN ST	None			ADU	R	4/12/2021						1		
071060023000	445 VINTAGE DR	None			ADU	R	4/14/2021						1		
087013064000	3730 JEFFERSON ST	None			ADU	R	5/10/2021						1		
	601 TWENTIETH CENTURY BLVD A	None			ADU	R							1		
042010007000	A	None					5/18/2021								
072020037000	819 E MINNESOTA AVE A	None			ADU	R	5/19/2021						1		
042031024000	938 SIERRA ST A	None			ADU	R	5/19/2021						1		
073046031000	4101 COUNTRY WALK LN	ESTATES @ VOUMARD RANCH			SFD	O	6/8/2021								
073052050000	2540 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073052049000	2550 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051053000	2560 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051051000	2580 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051050000	2590 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051049000	2600 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051048000	2610 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051047000	2620 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051046000	2630 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051045000	2621 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051044000	2611 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051043000	2601 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051042000	2591 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
073051052000	2570 FAIRBANKS RANCH RD	FAIRBANKS RANCH			SFD	O	6/16/2021								
061038013000	1425 LYONS AVE B	None			ADU	R	7/13/2021						1		
042045012000	1304 N DENAIR AVE	None			ADU	R	7/14/2021						1		
073053033000	2530 LEPIN LN	LES CHATEAUX			SFD	O	8/27/2021								
073053034000	2540 LEPIN LN	LES CHATEAUX			SFD	O	8/27/2021								
087013015000	3699 N KILROY RD	None			SFD	O	9/17/2021								
073053008000	2827 MARGOT LN	LES CHATEAUX			SFD	O	9/22/2021								
073053009000	2828 MARGOT LN	LES CHATEAUX			SFD	O	9/22/2021								
073053007000	2837 MARGOT LN	LES CHATEAUX			SFD	O	9/22/2021								
073053006000	2847 MARGOT LN	LES CHATEAUX			SFD	O	9/22/2021								
073053005000	2857 MARGOT LN	LES CHATEAUX			SFD	O	11/3/2021								
42011049000	145 TWENTIETH CENTURY BLVD	EMERALD VILLAGE	MDP 2021-04		5+	R	2/23/2021								36
42026022000	906 N OLIVE AVE	None	MDP 2021-07		5+	R	5/11/2021								20
71004009000	1525 W MONTE VISTA AVE	None	MDP 2021-08		5+	R	5/10/2021								348
73016006000	2930 E TUOLUMNE RD	BALISHA RANCH	PD 280		SFD	O	5/28/2021								
71002012000	4510 CROWELL RD	ATRIUM	VTSM 2021-01		SFD	O	5/5/2021								

Jurisdiction	Turlock	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

APN	Address	Project Name	Category	Phase	Start Date	End Date	Units	Notes
073051056000	2774 MILLSTREAM LN	FAIRBANKS RANCH	SFD	O				
073051032000	2621 MORNING STAR CT	FAIRBANKS RANCH	SFD	O				
073051057000	2764 MILLSTREAM LN	FAIRBANKS RANCH	SFD	R				
073051033000	2630 MORNING STAR CT	FAIRBANKS RANCH	SFD	O				
073051034000	2620 MORNING STAR CT	FAIRBANKS RANCH	SFD	O				
073051035000	2610 MORNING STAR CT	FAIRBANKS RANCH	SFD	O				
073051036000	2600 MORNING STAR CT	FAIRBANKS RANCH	SFD	O				
073051037000	2590 MORNING STAR CT	FAIRBANKS RANCH	SFD	O				
071060023000	445 VINTAGE DR	None	ADU	R				
061038013000	1425 LYONS AVE B	None	ADU	R				
042011048000	145 TWENTIETH CENTURY BLVD	EMERALD VILLAGE	5+	R			36	8/15/2021
072032010000	1566 TRAPPER JOHN LN	POTTER'S LANDING	SFD	O				
072032009000	1575 TRAPPER JOHN LN	POTTER'S LANDING	SFD	O				
072032007000	1555 TRAPPER JOHN LN	POTTER'S LANDING	SFD	O				
073021030000	1631 PALMER DR	None	SFD	O				
072032011000	1556 TRAPPER JOHN LN	POTTER'S LANDING	SFD	O				
072032008000	1565 TRAPPER JOHN LN	POTTER'S LANDING	SFD	O				
072032012000	1546 TRAPPER JOHN LN	POTTER'S LANDING	SFD	O				
072032013000	205 E HAWKEYE AVE	POTTER'S LANDING	SFD	O				
072017029000	1360 AKRON DR	None	SFD	O				
050027024000	406 S LAUREL ST	None	ADU	R				
050035011000	829 VERMONT AVE	None	SFD	O				
072024006000	1110 E MINNESOTA AVE	None	ADU	R				
050031028000	296 ANGELUS ST	None	SFD	O				
050031028000	294 ANGELUS ST	None	ADU	R				
420260220000	906 N OLIVE AVE	None	MDP 2021-07	5+	R		20	5/11/2021
710040090000	1525 W MONTE VISTA AVE	None	MDP 2021-08	5+	R		348	5/10/2021
730160060000	2830 E TUOLUMNE RD	BALISHA RANCH	PD 280	SFD	O		50	5/28/2021
710029120000	4510 CROWELL RD	ATRIUM	VTSM 2021-01	SFD	O		32	5/5/2021

Jurisdiction	Turlock
Reporting Year	2021 (Jan. 1 - Dec. 31)
Planning Period	5th Cycle 12/31/2015 - 12/31/2023

Project Identifier				Unit Types		Affordability by Household incomes - Certificates of Occupancy										Streamlining	Infill	Housing with Fir and/or Dece	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16				
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA SFD, L to 4.5+ ADU/MH)	Temer R=Rentor O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above-Moderate-Income	Certificates of Occupancy or other forms of readiness (see Instructions) Date Issued	# of Units Issued Certificate of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N	Infill Units? Y/N	Assistance Programs for Each Development (may select multiple - see Instructions)
Summary Row: Start Data Entry Below																			
							0	0	0	2	0	1	77		80	0		0	
07203014000	215 E HAWKEYE AVE	POTTERS LANDING			SFD	O								12/1/2021	1		N	Y	
08900046000	2428 HIGHTSH DR	THE CLASSES			SFD	O								8/2/2021	1		N	Y	
073015045000	2067 REGAL CT	THE CLASSES			SFD	O								5/5/2021	1		N	Y	
073015045000	2032 REGAL CT	THE CLASSES			SFD	O								7/28/2021	1		N	Y	
07302022000	2771 E TUCULUMNE RD	FAIRBANKS RANCH			SFD	O								8/1/2021	1		N	Y	
07302022000	2771 E TUCULUMNE RD	FAIRBANKS RANCH			SFD	O								6/28/2021	1		N	Y	
07302022000	2781 E TUCULUMNE RD	FAIRBANKS RANCH			SFD	O								7/28/2021	1		N	Y	
07302022000	2781 E TUCULUMNE RD	FAIRBANKS RANCH			SFD	O								7/28/2021	1		N	Y	
073044024000	2524 AUGUSTA PLACE	None			SFD	O								7/28/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								7/18/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								4/7/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								6/30/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1/2021	1		N	Y	
07202028000	4687 CHERRY BLOSSOM LN	None			SFD	O								11/1					

Jurisdiction	Turlock	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name. Information comes from previous APRs. Please contact HCD if your data is different than the material shown.

Table B										
Regional Housing Needs Allocation Progress										
Permitted Units Issued by Affordability										
Income Level	RHNA Allocation by Income Level	2								
		2015	2016	2017	2018	2019	2020	2021	2022	
Very Low	Deed Restricted	877	1	1	-	-	16	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-
Low	Deed Restricted	562	3	120	-	-	45	-	-	-
	Non-Deed Restricted		-	-	-	2	69	8	5	-
Moderate	Deed Restricted	627	-	-	-	-	-	-	-	-
	Non-Deed Restricted		41	547	3	8	6	36	9	-
Above Moderate		1,552	15	13	16	34	95	96	34	-
Total RHNA		3,618								
Total Units			60	681	21	44	231	140	48	-

Note: units serving extremely low-income households are included in the very low-income permitted units totals and must be reported as very low-income units.
 Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will include units that were permitted since the start of the planning period.
 Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Turlock
Reporting Year	2021 (Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1 Name of Program	2 Objective	3 Timeframe in H.E	4 Status of Program Implementation
<i>Increase Housing Opportunities and Accessibility</i>	Seek assistance under federal, state, and other programs for eligible activities within the City that address affordable housing needs.	annually	Department continues to seek assistance as needed to address affordable housing opportunities and needs.
<i>Increase Housing Opportunities and Accessibility</i>	Provide home ownership opportunities for low and moderate income residents whenever possible.	ongoing	Provided down payment assistance to 6 families.
<i>Increase Housing Opportunities and Accessibility</i>	Encourage the development of housing and programs to assist persons with special needs.	ongoing	Working with local Housing Authority for the acquisition of property for the purpose of creating 16 permanent supportive housing units.
<i>Increase Housing Opportunities and Accessibility</i>	Assist the Housing Authority of the County of Stanislaus to meet the growing demand for public housing units and rental assistance through the voucher programs.	annually	Stanislaus Housing Authority awarded State funds for the construction of permanent supportive affordable housing units.
<i>Remove Constraints to Housing Production</i>	Provide the citizens in the City of Turlock with reasonably priced housing opportunities within the financial capacity of all members of the community.	ongoing	Worked with non-profit agencies to provide 2 affordable housing units to Turlock residents.
<i>Remove Constraints to Housing Production</i>	Promote available housing programs to non-profits and private developers to ensure that a wide range of entities are aware of the programs, and to promote the development of good quality competitive applications for affordable housing projects.	ongoing	Continuing to provide information to non-profit agencies and housing developers information regarding program and funding availability.
<i>Provide and Maintain Adequate Supply of Sites for the Development of New Affordable Housing</i>	Provide information to lenders, for-profit and non-profit developers, and other housing providers on available vacant and underutilized land.	ongoing	As properties become available Department will share information with non-profit developers for acquisition for the development of affordable development.
<i>Provide and Maintain Adequate Supply of Sites for the Development of New Affordable Housing</i>	Provide opportunities for mixed use developments.	ongoing	Housing Department continues membership with the Turlock Community Collaborative and the Stanislaus County Continuum of Care.
<i>Provide and Maintain Adequate Supply of Sites for the Development of New Affordable Housing</i>	Provide a sufficient amount of zoned land to accommodate development for all housing types and income levels.	ongoing	ONGOING
<i>Preserve, Rehabilitate, and Enhance Existing Housing and Neighborhoods</i>	Preserve existing neighborhoods.	ongoing	Department continues to identify target areas and offer grants for the preservation of existing housing stock.
<i>Preserve, Rehabilitate, and Enhance Existing Housing and Neighborhoods</i>	Maintain, preserve, and rehabilitate the existing housing stock in the City of Turlock.	annually	Department assisted 2 owner occupied single family residences and purchased & rehabilitated 10 rental units for the preservation of affordable housing units.
<i>Preserve, Rehabilitate, and Enhance Existing Housing and Neighborhoods</i>	Preserve at-risk housing.	annually	No units were identified in 2020
<i>Provide Housing free from Discrimination</i>	Eliminate Housing Discrimination.	ongoing	Continue working with non-profit agencies for the furthering of fair housing. One (1) Fair Housing seminar was conducted for both landlords and tenants.
<i>Provide Housing free from Discrimination</i>	Reduce the incidence of displacement.	ongoing	No tenants were displaced.
<i>Encourage and Enhance Housing Program Coordination</i>	Maximize coordination and cooperation among housing developers, housing providers and program managers.	ongoing	Continuing cooperation and coordination with developers and providers as needed.
<i>Encourage and Enhance Housing Program Coordination</i>	Provide housing assistance information to low wage employees.	ongoing	Information available through City web site, flyers and directly to employers as requested.
<i>Reduce Residential Energy Consumption</i>	Increase awareness of energy conservation opportunities.	ongoing	Department working with Central valley Opportunity Center to assist low income renters, homeowners, or disable with energy conservation methods and repairs with grants funded by TID, MID and or PG&E.
<i>Reduce Residential Energy Consumption</i>	Reduce the energy consumption in City funded and supported residential projects.	ongoing	Staff will continue to evaluate properties to determine where changes can occur to reduce energy consumption in all city owned and owner occupied dwellings. Items may include: dual pane windows, attic insulation, energy efficient HVAC units, low flow toilets and faucets, replacement of existing lights to LED, weather stripping and tankless or high efficiency water heaters.

Jurisdiction	Turlock	
Reporting Period	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Note: "+"
Cells in

Table F
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to the standards set forth in Government Code section 65583.1, subdivision (c) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA* Listed for Informational Purposes Only				Units that Count Towards RHNA* Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The number of units for each unit type
	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	
Rehabilitation Activity		2		2					
Preservation of Units At-Risk									
Acquisition of Units			1	1					
Mobilehome Park Preservation									
Total Units by Income		2	1	3					

Jurisdiction	Turlock	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	5
Moderate	Deed Restricted	0
	Non-Deed Restricted	9
Above Moderate		34
Total Units		48

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	82	43	78
2 to 4	0	0	0
5+	404	0	0
ADU	0	5	2
MH	0	0	0
Total	486	48	80

Housing Applications Summary	
Total Housing Applications Submitted:	97
Number of Proposed Units in All Applications Received:	578
Total Housing Units Approved:	574
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

City Council Staff Report

April 12, 2022



From: Isaac Moreno, Finance Director
Prepared by: Julie Burke, Principal Accountant
Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

Motion: Approving an agreement between the City of Turlock and Economic & Planning Systems, Inc. (EPS) to provide administrative services in connection with the annual direct assessment process for Turlock Community Facilities District (CFD) No. 1 – Monte Vista Corridor (District)

2. SYNOPSIS:

Approving an agreement with Economic & Planning Systems, Inc. (EPS) for annual administrative services related to the preparation of the annual direct assessment taxes for Turlock Community Facilities District (CFD) No. 1 – Monte Vista Corridor. The proposed agreement is for the 2022-2023 tax year plus the option of four (4) additional one-year extensions.

3. DISCUSSION OF ISSUE:

This agreement is a continuation of the annual services EPS has provided to the City of Turlock for the District since its inception in 1999. EPS assists City staff with the following:

- Determine the annual special assessment for parcels within the District based on the parameters approved when the District was formed.
- Work with Stanislaus County officials to get the annual assessment on the tax rolls.
- Prepare the annual report required of all community facility districts and provide the report to staff in both printed and electronic versions.

EPS also provides technical assistance to staff on an as needed basis throughout the year. Assistance provided includes determining payoff amounts should a property owner desire to pre-pay their assessment obligation. This situation has

come up several times as property ownership within the District has changed hands.

4. BASIS FOR RECOMMENDATION:

A. The services provided are of a specialized nature and staff believes that it is more cost-effective and efficient to have a professional perform these services for the City (in lieu of City staff).

5. FISCAL IMPACT / BUDGET AMENDMENT:

Fiscal Impact

The agreement amount is not to exceed \$5,000 per year. This contract also contains the option to extend the contract annually for four (4) additional years at the same price contingent on the availability of funding. Funds for these services are included within the adopted budget for the District in account 705-10-170.43165_001 "Reports – Annual". The cost for EPS's services is included in the costs of administering the District and is paid by the annual assessment collected within the District.

6. STAFF RECOMMENDATION:

Staff recommends approval of the agreement with EPS.

7. CITY MANAGER'S COMMENTS:

Recommend Approval.

8. ENVIRONMENTAL DETERMINATION:

N/A

9. ALTERNATIVES:

A. Council could choose not to approve the agreement with EPS. Staff does not recommend this alternative as this agreement provides cost-effective and efficient use of a consultant familiar with these specialized matters.



**AGREEMENT BETWEEN THE CITY OF TURLOCK
and
ECONOMIC & PLANNING SYSTEMS, INC.
for
Administration of CFD #1 for the 2022-2023 Tax Year**

City Project No. 2023-001

THIS SERVICE AGREEMENT is entered into by and between the CITY OF TURLOCK, a California municipal corporation (“City”), and ECONOMIC & PLANNING SYSTEMS, INC. (“Professional”), a California corporation, on this 12th day of April 2022 (The “effective Date”). City and Professional may be collectively referred to herein as the “Parties” or individually as “Party.” There are no other parties to this Agreement.

RECITALS

A. City seeks to hire an independent contractor to perform professional services to assist City with special assessment district tax administration services for Community Facilities District (“CFD”) #1 (the “Project”).

B. Professional has made a proposal to City to provide such professional services. A description of the services Professional proposes to provide is included in the Scope of Services in **Exhibit A** attached hereto and incorporated herein by reference (“Services”). City desires to retain Professional to perform the Services, subject to the terms and conditions set forth in this Agreement.

C. The Parties have outlined the schedule or timeline for providing the Services (“Completion Schedule”), which shall be included in the Scope of Services in **Exhibit A**.

D. The Parties have outlined the rates and method of payment to Professional for its performance of the Services under this Agreement (“Compensation Schedule”), which shall be included in the Scope of Services in **Exhibit A**.

NOW, THEREFORE, in consideration of the promises and covenants set forth below, the Parties agree as follows:

AGREEMENT

1. Recitals. The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Section 1 through 53 of this Agreement, Sections 1 through 53 shall prevail

2. Term. The term of this Agreement shall be one year and will commence on the Effective Date and terminate on the 30th day of June, 2023 (“Term”) unless the Parties mutually agree in writing to terminate the Agreement earlier or extend the Term pursuant to this Agreement.

3. Extension of Agreement. City may elect to extend this Agreement for four (4) additional one year (1) terms, on the same terms and conditions, upon issuing an “Election to Extend Agreement” letter executed by the City Manager to Professional thirty (30) days prior to the expiration of this Agreement.

4. Effective Date. This Agreement shall only become effective once all of the Parties have executed the Agreement (the “Effective Date”).

5. Work.

5.1. Services. Subject to the terms and conditions set forth in this Agreement, Professional shall provide City the Services described in **Exhibit A**. Any request for Services not included in **Exhibit A** will be considered a request for additional or modified Services (“Modification” or “Modifications”). Professional shall not receive additional compensation for any Modification of the Services unless the Parties agree otherwise in a writing executed by both Parties.

5.2. City Requested Modification of Services. City may, by written order, authorize Modifications to the Services described in **Exhibit A**. If such Modifications cause an increase in the cost or time required for performance of Professional’s Services, the Parties shall enter into a written amendment to this Agreement to adjust the Services and the compensation to be paid to Professional and, if necessary, amend the Completion Schedule or Compensation Schedule. The Services, Completion Schedule, or Compensation Schedule shall not be revised unless City and Professional mutually agree to a written amendment to this Agreement reflecting such revisions, additional compensation, time for performance or such other terms or conditions mutually agreed upon by the Parties.

5.3. Professional Requested Modification in Services. Professional shall not be compensated for work outside the Services described in this Agreement, unless, prior to the commencement of the Services:

(a) Professional provides City with written notice that specific work requested by City or required to complete the Project is outside the agreed upon Services. Such notice shall: (1) be supported by substantial evidence that the work is outside the Services; (2) set forth the Professional’s proposed course of action for completing the work and a specific request for City

to approve the Modification to the Services; (3) set forth the Professional's proposed revisions, if any, to the Completion Schedule; and (4) set forth the Professional's proposed revisions, if any, to the Compensation Schedule; and

(b) City agrees that the work requires a Modification;

(c) City approves all adjustments, if any, to the Completion Schedule and Compensation Schedule.

6. Compensation.

6.1. Amount, Time and Manner of Payment for Professional Services. City agrees to pay Professional in accordance with Exhibit A as full remuneration for performing all services and furnishing all staffing and materials called for in Exhibit A and for performance by the Professional of all of its duties and obligation under this Agreement. In no event shall the annual sum of this Agreement exceed five thousand and No/100th Dollars (\$5,000.00). Professional agrees that compensation shall be paid in the manner and at times set forth by this Agreement.

6.2. Invoices. Professional shall provide City with monthly invoices sufficiently evidencing Professional's expenses and completion of the Services. All invoices furnished to City by Professional shall be in a form approved by City. The payments specified shall be the only payments made to Professional for performance of the Services, including compensation for any Modification. Professional shall submit all billings for Services to City within forty-five (45) days of the performance of such Services. City shall issue payment according to City's customary procedures and practices for issuing payments to independent contractors.

7. Notice to Proceed. Professional shall not commence the performance of the Services until it has been given notice by City ("Notice to Proceed"), with which City shall also deliver the Deposit.

8. Time of Performance. Professional warrants that it will commence performance of the Services within sixty (60) calendar days of the date the agreement was executed and shall conform to the Completion Schedule. The time of performance is a material term of this Agreement relied on by City in entering into this Agreement.

9. City Assistance to Professional. {Intentionally Omitted}

10. Time and Personnel Devoted to Services. Professional shall devote such time and personnel to the performance of this Agreement, as is necessary to perform the Services in compliance with the Completion Schedule, Compensation Schedule, and this Agreement.

11. Performance by Qualified Personnel; No Subcontracting. Services under this Agreement shall be performed only by competent personnel under the supervision and direct employment of Professional. Professional will conform with City's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, shall be supervised by Professional. Professional is prohibited from subcontracting this Agreement or any

part of it unless such subcontracting is expressly approved by City in writing. Neither Party shall, on the basis of this Agreement, contract on behalf of, or in the name of the other Party. An agreement made in violation of this provision shall confer no rights on any Party and shall be null and void.

12. Representations of Professional. City relies upon the following representations by Professional in entering into this Agreement:

12.1. Qualifications. Professional represents that it is qualified to perform the Services provided in **Exhibit A** and that it possesses the necessary licenses and permits required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Professional shall also ensure that all subcontractors are similarly licensed and qualified. Professional and all subcontractors shall also obtain a business license from City before they commence performance of the Services. Professional represents and warrants to City that Professional shall, at Professional's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and approvals which are legally required for Professional to practice Professional's profession at the time the Services are rendered.

12.2. Professional Performance. Professional represents that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Professional shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Professional shall be completed using the best practices available for the profession. Professional agrees that, if a Service is not so performed, in addition to all of its obligations under this Agreement and at law, Professional shall re-perform or replace unsatisfactory Service at no additional expense to City.

12.3. No Waiver of Claims. The granting of any progress payment by City, or the receipt thereof by Professional, or any inspection, review, approval or oral statement by any representative of City, or state certification shall not, in any way, waive, limit, or replace any certification or approval procedures normally required or lessen the liability of Professional to re-perform or replace unsatisfactory Service, including, but not limited to, cases where the unsatisfactory character of such Service may not have been apparent or detected at the time of such payment, inspection, review or approval.

12.4. City's Remedies are Cumulative. Nothing in this Section shall constitute a waiver or limitation of any right or remedy, whether in equity or at law, which City or Professional may have under this Agreement or any applicable law. All rights and remedies of City, whether under this Agreement or applicable law, shall be cumulative.

12.5. No Conflict of Interest. Professional represents that no conflict of interest will be created under state or federal law by entering into or in carrying out this Agreement.

13. Conformity with Law and Safety. Professional shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies having jurisdiction over any or all of the scope of Services, including all provisions of the Occupational Safety and Health Act of 1979 as amended, all California Occupational Safety and Health Regulations, the California Building Code, the Americans with Disabilities Act, any copyright, patent, or trademark law, and all other applicable federal, state, municipal and local safety regulations, appropriate trade association safety standards, and appropriate equipment manufacturer instructions. All Services performed by Professional must be in accordance with these laws, ordinances, codes and regulations. Professional's failure to comply with any laws, ordinances, codes, or regulations applicable to the performance of the Services hereunder shall constitute a breach of contract. In cases where standards conflict, the standard providing the highest degree of protection shall prevail.

If a death, serious personal injury or substantial property damage occurs in connection with the performance of this Agreement, Professional shall immediately notify City's risk manager by telephone. If any accident occurs in connection with this Agreement, Professional shall promptly submit a written report to City, in such form as City may require. This report shall include the following information: (a) name and address of the injured or deceased person(s); (b) name and address of Professional's subcontractor, if any; (c) name and address of Professional's liability insurance carrier; and (d) a detailed description of the accident, including whether any of City's equipment, tools or materials were involved.

If a release of a hazardous material, substance, or waste occurs in connection with the performance of this Agreement, Professional shall immediately notify City. Professional shall not store hazardous materials or hazardous waste within City limits without a proper permit from City.

14. Contact by Professional with Project Owner or Project Applicant. Unless otherwise set forth in the Services, neither Professional nor Professional's subcontractors shall directly contact the owner of the property involved in the Project or any party who is the applicant for the Project ("Interested Party"), or an employee or contractor of an Interested Party, on any matter relating to the Project without the prior consent of the Contractor Administrator. In no event shall Professional take any instructions or directions from an Interested Party on any matter pertaining to the Professional's Services to be performed for City under this Agreement.

15. Confidentiality. Professional understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Professional may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City ("Confidential Information").

Professional shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of City. If City gives Professional written authorization to make any such disclosure, Professional shall do so only within the limits and to the extent of that authorization. Professional may be directed or advised by the City Attorney on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project and, in such event, Professional agrees that it will treat all communications

between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

Notwithstanding the foregoing, Professional may disclose Confidential Information required to be disclosed under law, provided that, prior to disclosure, Professional shall first give notice to City and make a reasonable effort to obtain a protective order requiring that City's Confidential Information not be disclosed. This exception is limited to the extent disclosure is required under law.

16. Excusable Delays; Notice to Other Party of Delay. Professional shall not be in breach of this Agreement in the event that performance of Services is temporarily interrupted or discontinued due to a "Force Majeure" event which is defined as: riots, wars, sabotage, civil disturbances, insurrections, explosion, natural disasters such as floods, earthquakes, landslides, fires, strikes, lockouts and other labor disturbances or other catastrophic events, which are beyond the reasonable control of Professional. Force Majeure does not include: (a) Professional's financial inability to perform; (b) Professional's failure to obtain any necessary permits or licenses from other governmental agencies; or (c) Professional's failure to obtain the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of the Professional.

17. Assignment Prohibited. No Party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempt or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

18. Suspension of Services by City. City reserves the right to suspend Professional's Services under this Agreement when City determines that it is necessary to do so. When possible, City shall give Professional notice of such suspension and Professional shall, upon receipt of said notice, suspend all Services except any Services, the completion of which is authorized by the notice given by City. If the Services are suspended by City for more than sixty (60) consecutive days, for reasons other than the fault of the Professional, the Professional shall be compensated for Services performed prior to notice of such suspension. When the Project is resumed, the Professional's compensation shall be equitably adjusted by City to provide for expenses incurred by the interruption of the Services. In this regard, Professional shall furnish to City such financial information that, in the judgment of the City Manager, is necessary to determine the reasonable value of the Services rendered by Professional during the period when Services were suspended.

If the Parties are unable to agree upon the amount of extra compensation which is due to Professional within thirty (30) days of Professional resuming Services, the amount of such additional compensation, if any, that is required to appropriately compensate the Professional for its expenses incurred by the interruption of Services may, upon the request of either Party, be determined by arbitration conducted in accordance with the "Arbitration of Disputes" section of this Agreement. Such arbitration shall be commenced by the Professional no later than sixty (60) calendar days following the event which entitles the Parties to pursue arbitration unless the Parties agree in writing to an extended time period for commencement of arbitration. Unless otherwise agreed in writing, all Parties shall carry on the Services and perform their duties during any arbitration proceedings, and City shall continue to make payments for the Services in progress as required by this Agreement.

19. Ownership of Work Product. Any and all work, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, designs, specifications, drawings, diagrams, surveys, source codes, professional or technical information or data, photographs, notes, letters, emails or any original works of authorship created by Professional or its subcontractors or subcontractors in connection with Services performed under this Agreement (“**Products**”) shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of City. In the event it is ever determined that any Product created by Professional or its subcontractors, or subcontractors under this Agreement, are not works for hire under U.S. law, Professional hereby assigns all copyrights to such Products to City. With the prior written approval of City's point of contact for the Project, Professional may retain and use copies of such Products for reference and as documentation of its experience and capabilities.

All Products shall become the property of City irrespective of where located or stored, and Professional agrees to deliver all such documents and information to City, without charge and in whatever form it exists, on the completion of the Professional's Services hereunder. Professional shall have no ownership interest in such Products.

All work product of Professional under this Agreement, including written information which City will cause to be distributed for either internal or public circulation, including both preliminary and final drafts, shall be delivered to City in both printed and electronic form, or as may be specified in **Exhibit A**.

When this Agreement is terminated, Professional agrees to return to City all documents, drawings, photographs and other written or graphic material, however produced, that it received from City, its contractors or agents, in connection with the performance of its Services under this Agreement. All materials shall be returned in the same condition as received.

20. Termination of Work by City for Its Convenience. City shall have the right to terminate this Agreement at any time for its convenience by giving notice of such termination to Professional. In the event City shall give such notice of termination, Professional shall cease rendering Services upon receipt of said notice given as required in this Agreement. If City terminates this Agreement:

(a) Professional shall deliver copies of all Products prepared by it pursuant to this Agreement.

(b) If City terminates this Agreement for convenience before City issues the Notice to Proceed to Professional or before Professional commences any Services hereunder, whichever last occurs, City shall not be obligated to make any payment to Professional. If City terminates this Agreement after City has issued the Notice to Proceed to Professional and after Professional has commenced performance under this Agreement, City shall pay Professional the reasonable value of the Services rendered by Professional pursuant to this Agreement prior to termination of this Agreement. City shall not in any manner be liable for Professional's actual or projected lost profits had Professional completed the Services. Professional shall furnish to City such financial information that, in the judgment of the City Manager, is necessary to determine the reasonable

value of the Services rendered by Professional prior to termination. In the event of a dispute as to the reasonable value of the Services rendered by Professional prior to termination and the Parties are unable to agree upon said amount within sixty (60) calendar days following the date of the notice of termination by City, such dispute may, upon the request of either Party, be resolved by arbitration conducted in accordance with the “Arbitration of Disputes” section of this Agreement.

(c) Except as provided in this Agreement, in no event shall City be liable for costs incurred by or on behalf of Professional after the date of the notice of termination.

21. Assurance of Performance. If, at any time, City believes Professional may not be adequately performing its obligations under this Agreement or may fail to complete the Services as required by this Agreement, City may submit a written request to Professional for written assurances of performance and a plan to correct observed deficiencies in Professional's performance. Failure to provide written assurances subsequent to such written request, constitutes grounds to declare a breach under this Agreement.

22. Cancellation for Breach by Either Party. Should either Party fail to substantially perform its obligations in accordance with the provisions of this Agreement, the other Party shall thereupon have the right to cancel the Agreement by giving written notice and specifying the effective date of such cancellation. If City cancels this Agreement for breach and it is subsequently determined that Professional did not fail to substantially perform its obligations in accordance with this Agreement, then cancellation for breach by City shall be deemed, and treated, as termination for convenience.

~~Neither Party waives the right to recover damages against the other for breach of this Agreement, including any amount necessary to compensate City for all detriment proximately caused by Professional's failure to perform its obligations hereunder or which in the ordinary course of things would be likely to result therefrom. City reserves the right to offset such damages against any payments owed to Professional.~~

City shall not in any manner be liable for Professional's actual or projected lost profits had Professional completed the Services required by this Agreement.

23. Non-Discrimination. In its performance of the Services, Professional shall adhere to City's EEO Policy which states, “The City is committed to ensuring that all qualified individuals have a full and fair opportunity to compete in all phase of the hiring process and promotion, and to enjoy the benefits of employment with the City. All employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal or state statutes, the City's ordinances, resolutions, rules or regulations.”

In addition, all agreements with sub-contractors will include language as required by the Office of Federal Contract Compliance Programs (OFCCP) that requires sub-contractors to maintain equal employment opportunity policies, and, as necessary, affirmative action policies.

24. Arbitration of Disputes. All claims, disputes, and other matters in question between City and Professional arising out of or relating to this Agreement or the breach thereof, including claims of Professional for extra compensation for Services related to the Project, shall be decided by arbitration before a single arbitrator in accordance with the provisions of Sections 1281 to 1284.2 of the California Code of Civil Procedure (the “Arbitration Laws”) unless the Parties mutually agree otherwise. The provisions of Section 1283.05 of the Arbitration Laws apply to any arbitration proceeding except as otherwise provided in this Agreement. The arbitrator shall have authority to decide all issues between the Parties including, but not limited to, ~~claims for extras, delay and liquidated damages, if any, provided for in this Agreement,~~ matters involving defects in the work product of the Professional, rights to payment, and whether the necessary procedures for arbitration have been followed. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Notice of the demand for arbitration shall be filed in writing with the other Party. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitation.

The Parties shall jointly appoint an arbitrator within fifteen (15) calendar days of the date of giving of the notice of the demand for arbitration. If the Parties are unable to jointly agree upon the appointment of an arbitrator within said fifteen (15) calendar day period, and do not agree in writing to extend said period for a fixed period, then either Party may seek to have the arbitrator appointed by the Superior Court of Stanislaus County in accordance with the Arbitration Laws.

If any proceeding is brought to contest the right to arbitrate and it is determined that such right exists, the losing Party shall pay all costs and attorneys' fees incurred by the prevailing party.

In addition to the other rules of law which may be applicable to any arbitration hereunder, the following shall apply:

(a) Promptly upon the filing of the arbitration, each Party shall be required to set forth in writing and to serve upon each other Party a detailed statement of its contentions of fact and law.

(b) All parties to the arbitration shall be entitled to the discovery procedures as provided in Section 1283.05 of the California Code of Civil Procedure.

(c) The arbitration shall be commenced and conducted as expeditiously as possible consistent with affording reasonable discovery as provided herein.

(d) These additional rules shall be implemented and applied by the arbitrator.

The costs of arbitration shall be borne by the Parties as determined by the arbitrator, but each Party shall bear its own attorney's fees associated with the dispute with the other Party and to the arbitration.

25. Insurance Coverage. During the Term, the Professional shall maintain in full force and effect policies of insurance set forth herein, which shall be placed with insurers with a current A M Best's rating of no less than A VII and will provide City with written proof of said insurance. Professional shall maintain coverage as follows:

25.1. General Liability. Professional shall carry general liability insurance in the amount of Two Million Dollars (\$2,000,000.00) per occurrence for bodily injury, personal injury, and property damage. If commercial general liability insurance or another form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project or the general aggregate shall be Four Million Dollars (\$4,000,000.00).

25.2. Workers' Compensation Insurance and Employer's Liability. Professional shall carry workers' compensation insurance as required by the State of California under the Labor Code. Professional shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollars (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollars (\$1,000,000.00) limit for each employee's bodily injury by disease.

25.3. Errors and Omissions Liability. Professional shall carry errors and omissions liability insurance in the amount of no less than Two Million Dollars (\$2,000,000.00) per claim or greater if appropriate for the Professional's profession. Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to City, its elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("City's Agents"); or the Professional shall provide a financial guarantee satisfactory to City guaranteeing payment of losses and related investigations, claims administration and defense expenses.

25.4. Commercial Automobile Liability. Professional shall carry commercial automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00) or greater per occurrence for owned, leased, hired, **and or** borrowed automobiles.

25.5. Waiver of Subrogation. With the exception of errors and omissions liability insurance, Professional hereby agrees to waive subrogation which any insurer of Professional may acquire from Professional by virtue of the payment of any loss. The commercial general liability policy and workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of City for all work performed by Professional, its agents, employees, independent contractors, and subcontractors. Professional agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

26. Additional Insurance Requirements. Within five (5) days of the Effective Date, Professional shall provide City with certificates of insurance for all of the policies required under this Agreement ("Certificates"), excluding the required workers' compensation insurance. Such Certificates shall be kept current for the Term of the Agreement and Professional shall be responsible for providing updated copies and notifying City if a policy is cancelled, suspended, reduced, or voided. With the exception of the workers' compensation insurance, all of the

insurance policies required in this Agreement shall: (a) ~~provide that the policy will~~ not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days' prior written notice to City of such cancellation, expiration, or reduction ~~and each policy shall be endorsed to state such~~; (b) name City, and City's Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of Professional; (c) cover products and completed operations of Professional, premises owned, occupied, or used by the Professional, or automobiles owned, leased, or hired or borrowed by the Professional; contain no special limitations on the scope of protection afforded to City; (d) be primary with respect to any insurance or self-insurance programs covering City or City's Agents and any insurance or self-insurance maintained by City or City's Agents shall be in excess of Professional's insurance and shall not contribute to it; (e) contain standard separation of insured provisions; and (f) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to City.

27. Indemnification by Professional. To the fullest extent permitted by law (including, without limitation, California Civil Code sections 2782 and 2782.8), Professional shall defend with legal counsel reasonably acceptable to City, indemnify and hold harmless City and City's Agents from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of Professional or its subcontractors), expense and liability of every kind, nature and description that arise out of, pertain to, or relate to **negligent** acts or omissions of Professional, or any direct or indirect subcontractor, employee, contractor, representative or agent of Professional, or anyone that Professional controls (collectively "Liabilities"). Such obligations to defend, hold harmless, and indemnify City and City's Agents shall not apply to the extent that such Liabilities are caused in whole by the sole negligence, active negligence, or willful misconduct of City or City's Agents, but shall apply to all other Liabilities. With respect to third party claims against the Professional, the Professional waives any and all rights of any type of express or implied indemnity against City and City's Agents.

28. Liability of City. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

29. Independent Contractor. At all times during the Term, Professional shall be deemed to be an independent contractor and shall be wholly responsible for the manner in which Professional performs the Services required under this Agreement. Professional shall be liable for its acts and omissions and those of its employees, contractors, subcontractors, representatives, volunteers, and its agents. Nothing contained herein shall be construed as creating an employment, agency or partnership relationship between City and Professional. City shall have the right to control Professional only insofar as the result of Professional's Services rendered pursuant to this Agreement; however, City shall not have the right to control the means by which Professional accomplishes Services rendered pursuant to this Agreement.

30. Professional Not Agent. Except as City may specify in writing, Professional shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent.

Professional shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

31. Payment of Taxes and Other Expenses. Payment of any taxes, including California sales and use taxes, levied upon this Agreement, the transaction, or the Services or goods delivered pursuant hereto, shall be the obligation of Professional.

32. Notices. All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid. Any Party hereto may at any time, by giving ten (10) days' written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below.

If to City: **City of Turlock**
Attn: Isaac Moreno
156 S. Broadway, Suite 110
Turlock, CA 95380-5461

With courtesy copies to: **Petrulakis Law & Advocacy, APC**
Attn: George A. Petrulakis, City Attorney
P.O. Box 92
Modesto, California 95354

If to Professional: **Economic & Planning Systems, Inc.**
455 Capitol Mall, Suite 701
Sacramento, CA 95814

33. City Contract Administrator. City's contract administrator and contact person for this Agreement is:

City of Turlock
Attn: Nadine Silva
156 S. Broadway, Suite 110
Turlock, California 95380-5456
Telephone: (209) 668-6070
E-mail: nsilva@turlock.ca.us

34. Interpretation. As used herein, any gender includes each other gender, the singular includes the plural and vice versa.

35. Use of City Project Number. {Intentionally Omitted}

36. Modification. No alteration, amendment, modification, or termination of this Agreement shall be valid unless made in writing and executed by all of the Parties to this Agreement.

37. Waiver. No covenant, term, or condition or the breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

38. Assignment. No Party to this Agreement shall assign, transfer, or otherwise dispose of this Agreement, in whole or in part, to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties hereto.

39. Authority. All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, persons, states or firms and that all former requirements necessary or required by state or federal law in order to enter into the Agreement have been fully complied with. Further, by entering into this Agreement, neither Party hereto shall have breached the terms or conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

40. Drafting and Ambiguities. Each Party acknowledges that it has reviewed this Agreement with its own legal counsel, and based upon the advice of that counsel, freely entered into this Agreement. Each Party has participated fully in the review and revision of this Agreement. Any rule of construction that ambiguities are to be resolved against the drafting Party does not apply in interpreting this Agreement.

41. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of California.

42. Venue. Venue for all legal proceedings shall be in the Superior Court of the State of California, in and for the County of Stanislaus.

43. Severability. If this Agreement in its entirety is determined by a court to be invalid or unenforceable, this Agreement shall automatically terminate as of the date of final entry of judgment. If any provision of this Agreement shall be determined by a court to be invalid and unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any federal or state statute, which becomes effective after the Effective Date of this Agreement, the remaining provisions shall continue in full force and effect and shall be construed to give effect to the intent of this Agreement.

44. Counterparts. This Agreement may be executed simultaneously, and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

45. Audit. City shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Professional's charges to City under this Agreement.

46. Entire Agreement. This Agreement, together with its specific references, attachments, and exhibits, constitutes the entire agreement of the Parties with respect to the subject matters hereof and supersedes any and all prior negotiations, understanding, and agreements with respect hereto, whether oral or written.

47. Supersedes Prior Agreement. It is the intention of the Parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, or representations, whether written, electronic or oral, between the Parties with respect to the subject matter of this Agreement.

48. Mandatory and Permissive. “Shall” and “will” and “agrees” are mandatory. “May” and “can” are permissive.

49. Successors and Assigns. All representations, covenants, and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of, any or all of the Parties hereto, shall be binding upon and inure to the benefit of such Party, its successors and assigns.

50. Headings. Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

51. Attorney’s Fees and Costs. If any action at law or in equity not resolved pursuant to the “Arbitration of Disputes” section of this Agreement, including action for declaratory relief, is brought to enforce or interpret provisions of this Agreement, the prevailing Party shall be entitled to reasonable attorney’s fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

52. Necessary Acts and Further Assurances. The Parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

53. Time is of the Essence. Time is of the essence in this Agreement for each covenant and term of a condition herein.

[Signatures on Following Page]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by and through their respective officers thereunto duly authorized.

PROFESSIONAL

**Economic & Planning Systems. Inc.,
a California corporation**

By: _____

Print Name: _____

Title: _____

Date _____

CITY

**City of Turlock, a California
municipal corporation**

By: _____

Reagan M. Wilson, City Manager

Date: _____

APPROVED AS TO SUFFICIENCY:

By: _____

Isaac Moreno, Finance Director

APPROVED AS TO FORM:

By: _____

George A. Petrulakis, City Attorney

ATTEST:

By: _____

Lisa Schimmelfennig, Deputy City Clerk

WORK ORDER 1-1

Project Number: 222034 **Project Name:** City of Turlock CFD No. 1
 FY 2022-23 Administration

Contract Date: March 16, 2022 **Billing Task/Name:** 1/CFD Administration
 FY 2022-23

Work Order Date: March 16, 2022 **Work Order Number:** 1-1

Description: Economic & Planning Systems, Inc. (EPS) will set the Fiscal Year (FY) 2022-23 Annual Tax Levy, Prepare the Tax Report, and Prepare the Annual Report (as requested). Remaining tasks may be authorized at a later date and will be controlled by (an)other Work Order(s). It is anticipated that EPS will submit Work Order 2-1 for FY 2023-24, Work Order 3-1 for FY 2024-25, Work Order 4-1 for FY 2025-26, and Work Order 5-1 for FY 2026-27.

Terms: The total budget will be billed in full in August 2022. The City of Turlock (CLIENT) may terminate assignment of work under this Work Order with written notice.

Payment: A single invoice will be produced in August 2022 for all work through March 31, 2023. The invoice will be due and payable on receipt.

Budget: \$3,500

The Parties acknowledge that the information used to prepare the Budget reflects conditions on or about the Contract Date. The CLIENT agrees that if there is a delay or work stoppage of 90 days or more, EPS, in its sole discretion, may submit a revised budget to the CLIENT for its approval, and the Parties shall negotiate the terms of any such revised Budget in good faith.

Timing: By July 1, 2022, EPS will submit the FY 2022-23 annual tax levy to the CLIENT for review. After making any edits, the tax levy will be provided to the CLIENT electronically by July 15, 2022, and transmitted to the Stanislaus County Auditor-Controller by July 31, 2022.

2022 Staffing and Billing Rates (billing rates updated annually):

Managing Principal	\$295-\$310
Senior Principal	\$360
Principal	\$275
Executive/Senior Vice President	\$250
Vice President	\$225
Senior Technical Associate	\$205
Senior Associate	\$195
Associate	\$175
Research Analyst II	\$430
Research Analyst I	\$100
Production and Administrative Staff	\$90

The Economics of Land Use



*Economic & Planning Systems, Inc.
455 Capitol Mall, Suite 701
Sacramento, CA 95814
916 649 8010 tel
916 649 2070 fax*

*Oakland
Sacramento
Denver
Los Angeles*

www.epsys.com

SIGNATURES ON THE FOLLOWING PAGE

Approved:

City of Turlock

Economic & Planning Systems, Inc. (EPS)
A California Corporation

Isaac Moreno, Finance Director



Jamie Gomes, Managing Principal

WORK ORDER 1-2

Project Number:
222034

Project Name: City of Turlock CFD No. 1
FY 2022-23 Administration

Contract Date:
March 16, 2022

Billing Task/Name: 2/CFD Technical Support
FY 2022-23

Work Order Date:
March 16, 2022

Work Order Number: 1-2

Description: Economic & Planning Systems, Inc. (EPS) will provide Technical Support as needed. Remaining tasks may be authorized at a later date and will be controlled by (an)other Work Order(s). It is anticipated that EPS will submit Work Order 2-2 for FY 2023-24, Work Order 3-2 for FY 2024-25, Work Order 4-2 for FY 2025-26, and Work Order 5-2 for FY 2026-27.

Terms: The total budget will be billed on a time-and-materials, not-to-exceed basis. The City of Turlock (CLIENT) may terminate assignment of work under this Work Order with written notice. This Work Order includes an \$800 data acquisition fee for access to current Assessor's data for identifying taxable parcels and preparing disclosure reports.

Payment: Monthly invoices for consulting time, materials, and expenses for the prior month. Invoices are due and payable on receipt.

Budget: \$1,500

Timing: EPS will provide technical support as needed.

2022 Staffing and Billing Rates (billing rates updated annually):

Managing Principal	\$295-\$310
Senior Principal	\$360
Principal	\$275
Executive/Senior Vice President	\$250
Vice President	\$225
Senior Technical Associate	\$205
Senior Associate	\$195
Associate	\$175
Research Analyst II	\$430
Research Analyst I	\$100
Production and Administrative Staff	\$90

The Economics of Land Use



*Economic & Planning Systems, Inc.
455 Capitol Mall, Suite 701
Sacramento, CA 95814
916 649 8010 tel
916 649 2070 fax*

SIGNATURES ON THE FOLLOWING PAGE

*Oakland
Sacramento
Denver
Los Angeles*

Approved:

City of Turlock

Economic & Planning Systems, Inc. (EPS)
A California Corporation

Isaac Moreno, Finance Director



Jamie Gomes, Managing Principal

City Council Staff Report

April 12, 2022



6G

From: Isaac Moreno, Finance Director
Prepared by: Lisa Quiroga, Purchasing Supervisor
Agendized by: Reagan Wilson, City Manager

1. ACTION RECOMMENDED:

Motion: Approving Supply Agreements for the purchase of Janitorial Paper and Cleaning Supplies between the City of Turlock, Randik Paper Company and Central Sanitary Supply in an annual compensation amount not to exceed \$30,000 per Agreement

2. SYNOPSIS:

Approving multiple Agreements for the purchase of Janitorial Paper and Cleaning Supplies for all City Departments.

3. DISCUSSION OF ISSUE:

The Purchasing Division solicited formal bids for Janitorial Paper and Cleaning Supplies through a Request for Bid (RFB) 21-033 by publishing the formal bid notice in the local newspaper, the City's website and contacting potential bidders. Multiple vendors were solicited but only two (2) proposals were received by Purchasing.

Staff is recommending an authorization to award multiple contracts with Central Sanitary Supply and Randik Paper in order to meet the weekly needs of the City. During the procurement process it was determined one supplier does not have all the supplies necessary to fulfill the orders of the City as outlined in the attached bid summary and awarding the Agreements to multiple vendors will be a cost savings measure for the City.

Effective January 1, 2022, SB 1383 requires jurisdictions (cities, counties, or special districts that provide solid waste collection services) to purchase recycled-content paper products that are recyclable. By identifying these products in advance will help ensure the City meets the requirements outlined by SB1383.

4. BASIS FOR RECOMMENDATION:

- A. Awarding multiple Agreements will ensure City departments have adequate supplies on hand and will provide the City with cost savings measures.

5. FISCAL IMPACT / BUDGET AMENDMENT:

Fiscal Impact: Estimated Annually \$ 60,000

410-51-530.44001_117 Supplies Transfers to Other Depts

6. STAFF RECOMMENDATION:

Award multiple Agreements for the purchase of Janitorial Paper and Cleaning Supplies to ensure City departments have adequate supplies on hand.

7. CITY MANAGER'S COMMENTS:

Recommend Approval.

8. ENVIRONMENTAL DETERMINATION:

N/A.

9. ALTERNATIVES:

- A. Council may choose not to approve multiple agreements with Central Sanitary Supply and Randik Paper Company for Janitorial Paper and Cleaning Supplies. This alternative is not recommended as the City will have to solicit quotes on a weekly basis in order to purchase supplies to meet the departmental needs.



BID SUMMARY 21-033 JANITORIAL PAPER & CLEANING SUPPLIES

RANDIK PAPER

Item No.	Quantity Yearly Usage	Unit	Description (Section 1)	Unit Price (Delivered)	30% PCR	Recyclable	No
1	140	Case	Toilet Tissue: Roll Master White split core 2-Ply, 48 Rolls 770 sheets per roll (19027 Georgia Pacific or acceptable equal) Manufacturer Brand: <u>TORR</u> Item No. <u>240616</u> Quantity per case: <u>48 RL/CS</u>	\$ 38.80	X	<input type="checkbox"/>	<input type="checkbox"/>
2	17	Case	Toilet Seat Cover: 1/2 Fold Paper, 20 packs 250/PK 500 per case (GP-4706 Integrity or acceptable equal) Manufacturer Brand: <u>ROCHESTER</u> Item No. <u>50RA-I</u> Quantity per case: <u>5000/CS</u>	\$ 46.40	X	<input type="checkbox"/>	<input type="checkbox"/>
3	12	Case	Towel: C-fold, 12 pack 200 per pack, 2400 towels (01510 Kimberly-Clark Scott or acceptable equal) Manufacturer Brand: <u>SCOTT</u> Item No. <u>01510</u> Quantity per case: <u>2400</u>	\$ 28.72	X	<input type="checkbox"/>	<input type="checkbox"/>
4	152	Case	Towel: High Capacity Hard Roll 6 Rolls 1000 ft. per roll 6000 ft. case (01005 Kimberly-Clark Scott or acceptable equal) Manufacturer Brand: <u>SCOTT</u> Item No. <u>01005</u> Quantity per case: <u>6X1000/CS</u>	\$ 34.79	X	<input type="checkbox"/>	<input type="checkbox"/>
5	93	Case	Towels: All Purpose Wipers White 12 pack 56 per pack 672 towels (05600 30 Wypall L40 or acceptable equal) Manufacturer Brand: <u>WYPALL</u> Item No. <u>05701</u> Quantity per case: <u>18X56/CS</u>	\$ 48.25	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 1				\$ 196.96			

CENTRAL SANITARY

Item No.	Quantity Yearly Usage	Unit	Description (Section 1)	Unit Price (Delivered)	30% PCR	Recyclable	No
1	140	Case	Toilet Tissue: Roll Master White split core 2-Ply, 48 Rolls 770 sheets per roll (19027 Georgia Pacific or acceptable equal) Manufacturer Brand: <u>F&B</u> Item No. <u>FB-2748BB</u> Quantity per case: <u>48 ROLLS /770 SHEET</u>	\$ 42.99	<input type="checkbox"/>	<input type="checkbox"/>	X
2	17	Case	Toilet Seat Cover: 1/2 Fold Paper, 20 packs 250/Pk 500 per case (GP-4706 Integrity or acceptable equal) Manufacturer Brand: <u>INTEGRITY</u> Item No. <u>GP-47046</u> Quantity per case: <u>250/PKG 20 PKG CASE</u>	\$ 39.80	X	<input type="checkbox"/>	<input type="checkbox"/>
3	12	Case	Towel: C-fold, 12 pack 200 per pack, 2400 towels (01510 Kimberly-Clark Scott or acceptable equal) Manufacturer Brand: <u>KIMBERLY CLARK</u> Item No. <u>SC-1510</u> Quantity per case: <u>2400/CASE</u>	\$ 29.90	X	<input type="checkbox"/>	<input type="checkbox"/>
4	152	Case	Towel: High Capacity Hard Roll 6 Rolls 1000 ft. per roll 6000 ft. case (01005 Kimberly-Clark Scott or acceptable equal) Manufacturer Bran <u>KIMBERLY CLARK</u> Item No. <u>KC-1005</u> Quantity per case: <u>6/1000</u>	\$ 39.90	X	<input type="checkbox"/>	<input type="checkbox"/>
5	93	Case	Towels: All Purpose Wipers White 12 pack 56 per pack 672 towels (05600 30 Wypall L40 or acceptable equal) Manufacturer Brand: <u>KIMBERLY CLARK</u> Item No. <u>SC-5600</u> Quantity per case: <u>12/56 672/CASE</u>	\$ 46.99	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 1				\$ 199.58			

Item No.	Quantity Yearly Usage	Unit	Description (Section 2)	Unit Price (Delivered)	30% PCR	Recyclable	No
6	8	Case	Liners: LNR002 23 Gallon 8 mil, 250 liners per box (REP3036 16" x 14" x36" or acceptable equal) Manufacturer Brand: <u>METRO</u> Item No. <u>37LL-H</u> Quantity per case: <u>250/CS</u>	\$ 21.03	<input type="checkbox"/>	<input type="checkbox"/>	X
7	3	Case	Liners: LNR003 32 Gallon 1 mil, 250 liners per box (REP3339 33" x 39" or acceptable equal) Manufacturer Brand: <u>METRO</u> Item No. <u>40LL-H</u> Quantity per case: <u>250/CS</u>	\$ 23.68	<input type="checkbox"/>	<input type="checkbox"/>	X
8	72	Case	Liners: LNR004 44 Gallon Black 1.5 mil., 200 liners per box (REP404615B 40" x 46" or acceptable equal) Manufacturer Brand: <u>METRO</u> Item No. <u>48LL-XXXH</u> Quantity per case: <u>200</u>	\$ 34.02	<input type="checkbox"/>	<input type="checkbox"/>	X
9	29	Case	Liners: LNR008 10 Gallon Clear or Black 1.5 mil., 250 liners per box (REP243215 24" x 32" or acceptable equal) Manufacturer Brand: <u>METRO</u> Item No. <u>33LL-XXH</u> Quantity per case: <u>250</u>	\$ 27.02	<input type="checkbox"/>	<input type="checkbox"/>	X
10	2	Case	Liners: LNR009 23 Gallon Clear 4 mil. Roll, 500 liners per box (PC303710N 30" x 37" or acceptable equal) Manufacturer Brand: <u>INTERPLAST</u> Item No. <u>S303710N</u> Quantity per case: <u>500</u>	\$ 24.50	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 2				\$ 130.25			

Item No.	Quantity Yearly Usage	Unit	Description (Section 2)	Unit Price (Delivered)	30% PCR	Recyclable	No
6	8	Case	Liners: LNR002 23 Gallon 8 mil, 250 liners per box (REP3036 16" x 14" x36" or acceptable equal) Manufacturer Brand: <u>ALL STATE</u> Item No. <u>REP-3036</u> Quantity per case: <u>250/CASE</u>	\$ 22.00	<input type="checkbox"/>	<input type="checkbox"/>	X
7	3	Case	Liners: LNR003 32 Gallon 1 mil, 250 liners per box (REP3339 33" x 39" or acceptable equal) Manufacturer Brand: <u>ALL STATE</u> Item No. <u>REP-3339</u> Quantity per case: <u>250/CASE</u>	\$ 27.99	<input type="checkbox"/>	<input type="checkbox"/>	X
8	72	Case	Liners: LNR004 44 Gallon Black 1.5 mil., 200 liners per box (REP404615B 40" x 46" or acceptable equal) Manufacturer Brand: <u>OCEANIA</u> Item No. <u>REP-404615B</u> Quantity per case: <u>200/CASE</u>	\$ 44.00	<input type="checkbox"/>	<input type="checkbox"/>	X
9	29	Case	Liners: LNR008 10 Gallon Clear or Black 1.5 mil., 250 liners per box (REP243215 24" x 32" or acceptable equal) Manufacturer Brand: <u>OCEANIA</u> Item No. <u>REP-243215</u> Quantity per case: <u>250/CASE</u>	\$ 28.99	<input type="checkbox"/>	<input type="checkbox"/>	X
10	2	Case	Liners: LNR009 23 Gallon Clear 4 mil. Roll, 500 liners per box (PC303710N 30" x 37" or acceptable equal) Manufacturer Brand: <u>ALL STATE</u> Item No. <u>PC-303710N</u> Quantity per case: <u>500/CASE</u>	\$ 25.99	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 2				\$ 148.97			

Item No.	Quantity Yearly Usage	Unit	Description (Section 3)	Unit Price (Delivered)	30% PCRC	Recyclable	No
11	2	Case	Liners for Sanitary Napkin for disposal receptacle (500/box) (KL/260 or acceptable equal) Manufacturer Brand: <u>HOSPECO</u> Item No. <u>KL260</u> Quantity per case: <u>500/CS</u>	\$ 21.20	<input type="checkbox"/>	<input type="checkbox"/>	X
12	180	Each	Luxury Lotion KC Kimberly Clark Skin Cleanser 1000 mil. (CLE91556 or acceptable equal)**can also be foam 91552 Manufacturer Brand: <u>KIMBERLY CLARK</u> Item No. <u>91552</u> Quantity per case: <u>6 EA/CS</u>	\$ 5.72	<input type="checkbox"/>	<input type="checkbox"/>	X
13	5	Each	Hand Cleaner with pumice Kresto SBS-KCL2T 2 liter Manufacturer Brand: <u>KRESTO</u> Item No. <u>KRCL2T</u> Quantity per case: <u>Each</u>	\$ 21.00	<input type="checkbox"/>	<input type="checkbox"/>	X
14	26	Gallon	Hand Soap, Pink Deluxe Lotion, 1 gallon each 4 per case (Entral or acceptable equal) Manufacturer Brand: <u>SERENADE</u> Item No. <u>117704S</u> Quantity per case: <u>4 GALLON/CASE</u>	\$ 4.85	<input type="checkbox"/>	<input type="checkbox"/>	X
15	39	Gallon	Antibacterial hand soap gallon size must be clear liquid color Manufacturer Brand: <u>SERENADE</u> Item No. <u>116807</u> Quantity per case: <u>4 GALLON CASE</u>	\$ 8.25	<input type="checkbox"/>	<input type="checkbox"/>	X
16	53	Each	Antibacterial hand soap w/ light moisturizers 7.5 oz. or acceptable equal Manufacturer Brand: <u>BOARKWALK</u> Item No. <u>BWK8600EA</u> Quantity per case: <u>6/CS</u>	\$ 2.43	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 3				\$ 63.45			

Item No.	Quantity Yearly Usage	Unit	Description (Section 3)	Unit Price (Delivered)	30% PCRC	Recyclable	No
11	2	Case	Liners for Sanitary Napkin for disposal receptacle (500/box) (KL/260 or acceptable equal) Manufacturer Brand: <u>HOSPECO</u> Item No. <u>C-250K</u> Quantity per case: <u>500/CASE</u>	\$ 18.90	<input type="checkbox"/>	<input type="checkbox"/>	X
12	180	Each	Luxury Lotion KC Kimberly Clark Skin Cleanser 1000 mil. (CLE91556 or acceptable equal)**can also be foam 91552 Manufacturer Brand: <u>KIMBERLY CLARK</u> Item No. <u>SF-91554</u> Quantity per case: <u>6/1000ML</u>	\$ 8.45	<input type="checkbox"/>	<input type="checkbox"/>	X
13	5	Each	Hand Cleaner with pumice Kresto SBS-KCL2T 2 liter Manufacturer Brand: <u>SC JOHNSON</u> Item No. <u>SBS-KCL2LT</u> Quantity per case: <u>4 2LT/CASE</u>	\$ 20.45	<input type="checkbox"/>	<input type="checkbox"/>	X
14	26	Gallon	Hand Soap, Pink Deluxe Lotion, 1 gallon each 4 per case (Entral or acceptable equal) Manufacturer Brand: <u>ENTRAL</u> Item No. <u>EX-3882</u> Quantity per case: <u>4 GAL/CASE</u>	\$ 4.69	<input type="checkbox"/>	<input type="checkbox"/>	X
15	39	Gallon	Antibacterial hand soap gallon size must be clear liquid color Manufacturer Brand: <u>CONTINENTAL CHEMICAL</u> Item No. <u>K-41178D</u> Quantity per case: <u>4 GAL/CASE</u>	\$ 9.05	<input type="checkbox"/>	<input type="checkbox"/>	X
16	53	Each	Antibacterial hand soap w/ light moisturizers 7.5 oz. or acceptable equal Manufacturer Brand: <u>DIAL</u> Item No. <u>DIA01585</u> Quantity per case: <u>12/CASE</u>	\$ 2.92	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 3				\$ 64.46			

Item No.	Quantity Yearly Usage	Unit	Description (Section 4)	Unit Price (Delivered)	30% PCRC	Recyclable	No
17	265	Each	Hand Sanitizer with Aloe, 4 oz. per pack/per box(9631 Purell or acceptable equal) Manufacturer Brand: <u>PURELL</u> Item No. <u>9631-24</u> Quantity per case: <u>24</u>	\$ 1.62	<input type="checkbox"/>	<input type="checkbox"/>	X
18	47	Each	Air Effect Air Refresher, eliminates odors and freshens the air (9.7 oz. can) (Febreze Air Effects or acceptable equal) Manufacturer Brand: <u>PROCTOR & GAMBLE</u> Item No. <u>03259</u> Quantity per case: <u>8</u>	\$ 7.15	<input type="checkbox"/>	<input type="checkbox"/>	X
19	337	Each	Metered Air Freshener Aerosol Refill Cans to fit metered dispenser (varied fragrances), 7 oz. can 12 per case (Hospeco or acceptable equal) Manufacturer Brand: <u>CHAMPION</u> Item No. <u>5318</u> Quantity per case: <u>12</u>	\$ 3.78	<input type="checkbox"/>	<input type="checkbox"/>	X
20	14	Each	Metered Aerosol Dispenser, high impact chemical resistant plastic (1/box) (HSC 07521 Hospeco Health Gards Stratus2 or acceptable equal) Manufacturer Brand: <u>CHAMPION</u> Item No. <u>1000C</u> Quantity per case: <u>1</u>	\$ 14.28	<input type="checkbox"/>	<input type="checkbox"/>	X
21	79	Gallon	Multi Cleaner, 1 Gallon container (04307 Fabuloso or acceptable equal) Manufacturer Brand: <u>FABULOUSO</u> Item No. <u>04307</u> Quantity per case: <u>4</u>	\$ 10.31	<input type="checkbox"/>	<input type="checkbox"/>	X
22	968	Quart	Bathroom Cleaner, thickened non-acid, 1 quart each, 12 per case (HIL0010904 Clean Assist Hillyard or acceptable equal) Manufacturer Brand: <u>SPARTAN NABC</u> Item No. <u>5-7116QT</u> Quantity per case: <u>12</u>	\$ 2.50	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 4				\$ 39.64			

Item No.	Quantity Yearly Usage	Unit	Description (Section 4)	Unit Price (Delivered)	30% PCRC	Recyclable	No
17	265	Each	Hand Sanitizer with Aloe, 4 oz. per pack/per box(9631 Purell or acceptable equal) Manufacturer Brand: <u>HILLYARD</u> Item No. <u>HIL0040244</u> Quantity per case: <u>12/CAS</u>	\$ 1.79	<input type="checkbox"/>	<input type="checkbox"/>	X
18	47	Each	Air Effect Air Refresher, eliminates odors and freshens the air (9.7 oz. can) (Febreze Air Effects or acceptable equal) Manufacturer Brand: <u>FEBREEZE</u> Item No. <u>PGC-45535</u> Quantity per case: <u>6 8.8OZ/CASE</u>	\$ 3.16	<input type="checkbox"/>	<input type="checkbox"/>	X
19	337	Each	Metered Air Freshener Aerosol Refill Cans to fit metered dispenser (varied fragrances), 7 oz. can 12 per case (Hospeco or acceptable equal) Manufacturer Brand: <u>HOSPECO</u> Item No. <u>HS-7905</u> Quantity per case: <u>12/CASE</u>	\$ 3.10	<input type="checkbox"/>	<input type="checkbox"/>	X
20	14	Each	Metered Aerosol Dispenser, high impact chemical resistant plastic (1/box) (HSC 07521 Hospeco Health Gards Stratus2 or acceptable equal) Manufacturer Brand: <u>IMPACT</u> Item No. <u>CB-0141</u> Quantity per case: <u>12/CASE</u>	\$ 16.50	<input type="checkbox"/>	<input type="checkbox"/>	X
21	79	Gallon	Multi Cleaner, 1 Gallon container (04307 Fabuloso or acceptable equal) Manufacturer Brand: <u>FABULOUSO</u> Item No. <u>LG-04307</u> Quantity per case: <u>4/CASE</u>	\$ 11.25	<input type="checkbox"/>	<input type="checkbox"/>	X
22	968	Quart	Bathroom Cleaner, thickened non-acid, 1 quart each, 12 per case (HIL0010904 Clean Assist Hillyard or acceptable equal) Manufacturer Brand: <u>HILLYARD</u> Item No. <u>H-109QT</u> Quantity per case: <u>12/CASE</u>	\$ 2.79	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 4				\$ 38.59			

Item No.	Quantity Yearly Usage	Unit	Description (Section 5)	Unit Price (Delivered)	30% PCRC	Recyclable	No
23	41	Each	Stainless Steel Polish, 12 oz. cans, 12 per case (CL811 Iron Horse or acceptable equal) Manufacturer Brand: <u>CHAMPION</u> Item No. <u>5197</u> Quantity per case: <u>12</u>	\$ 4.30	<input type="checkbox"/>	<input type="checkbox"/>	X
24	155	Each	All Purpose Cleaner for mult surface cleaner, cut grease and grime, 1 each, 32 fluid oz. (Fantastik or Lysol Cleaner or acceptable equal) Manufacturer Brand: <u>LYSOL</u> Item No. <u>75352CT</u> Quantity per case: <u>12</u>	\$ 4.38	<input type="checkbox"/>	<input type="checkbox"/>	X
25	98	Each	Cleaner with Bleach, 1 each 32 fluid oz. (Clorox or Fantastik or Lysol or acceptable equal) Manufacturer Brand: <u>CLOROX</u> Item No. <u>35417</u> Quantity per case: <u>9</u>	\$ 3.62	<input type="checkbox"/>	<input type="checkbox"/>	X
26	100	Each	Bathroom Cleaner, 1 quart each, 12 per case (HIL0010604 Clean Assist Hillyard #106 Crème Clean or acceptable equal) Manufacturer Brand: <u>CLOROX</u> Item No. <u>30613</u> Quantity per case:	\$ 3.54	<input type="checkbox"/>	<input type="checkbox"/>	X
27	16	Each	Drain Cleaners, 32 oz. per bottle (Drano Max Gel Pro strength or acceptable equal) Manufacturer Brand: Item No. Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	36	Each	Disinfectant spray kills 99.9% of germs, 19 oz. can, 12 per case(Aerosol or acceptable equal) Manufacturer Brand: <u>SPRAYPAK</u> Item No. <u>433-4104</u> Quantity per case: <u>12</u>	\$ 1.99	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 5				\$ 17.83			

Item No.	Quantity Yearly Usage	Unit	Description (Section 5)	Unit Price (Delivered)	30% PCRC	Recyclable	No
23	41	Each	Stainless Steel Polish, 12 oz. cans, 12 per case (CL811 Iron Horse or acceptable equal) Manufacturer Brand: <u>CLAIRE</u> Item No. <u>CL-841</u> Quantity per case: <u>12 / 15OZ CANS/CS</u>	\$ 4.99	<input type="checkbox"/>	<input type="checkbox"/>	X
24	155	Each	All Purpose Cleaner for mult surface cleaner, cut grease and grime, 1 each, 32 fluid oz. (Fantastik or Lysol Cleaner or acceptable equal) Manufacturer Brand: <u>FANTASTIC</u> Item No. <u>SJN306387</u> Quantity per case: <u>8/CASE</u>	\$ 3.12	<input type="checkbox"/>	<input type="checkbox"/>	X
25	98	Each	Cleaner with Bleach, 1 each 32 fluid oz. (Clorox or Fantastik or Lysol or acceptable equal) Manufacturer Brand: <u>CLOROX</u> Item No. <u>CLO68970</u> Quantity per case: <u>6/CASE</u>	\$ 10.98	<input type="checkbox"/>	<input type="checkbox"/>	X
26	100	Each	Bathroom Cleaner, 1 quart each, 12 per case (HIL0010604 Clean Assist Hillyard #106 Crème Clean or acceptable equal) Manufacturer Brand: <u>HILLYARD</u> Item No. <u>H-106QT</u> Quantity per case: <u>12/CASE</u>	\$ 3.77	<input type="checkbox"/>	<input type="checkbox"/>	X
27	16	Each	Drain Cleaners, 32 oz. per bottle (Drano Max Gel Pro strength or acceptable equal) Manufacturer Brand: <u>SPARTAN</u> Item No. <u>S-7380QT</u> Quantity per case: <u>12/CASE</u>	\$ 4.03	<input type="checkbox"/>	<input type="checkbox"/>	X
28	36	Each	Disinfectant spray kills 99.9% of germs, 19 oz. can, 12 per case(Aerosol or acceptable equal) Manufacturer Brand: <u>CHASE</u> Item No. <u>C-014</u> Quantity per case: <u>12/15.5 OZ CAN/CASE</u>	\$ 2.99	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 5				\$ 29.88			

Item No.	Quantity Yearly Usage	Unit	Description (Section 6)	Unit Price (Delivered)	30% PCRC	Recyclable	No
29	418	Each	Glass and Mirror Cleaner, Aerosol Foam, 19 oz. can, 12 per case (Entral Aerosol Foam or acceptable equal) Manufacturer Brand: <u>SPRAYPAK</u> Item No. <u>433-4101</u> Quantity per case: <u>12</u>	\$ 1.80	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30	137	Gallon	Bleach disinfectant 5.25% sodium hypochlorite solution, 1 gallon each, 6 per case (Pure Bright or acceptable equal) Manufacturer Brand: <u>GENERIC</u> Item No. <u>06-004</u> Quantity per case: <u>6</u>	\$ 3.10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31	20	Each	Detergent Dishwasher, 2-in-1 Action Pacs with Fresh Scent, 84 count each (Finish Dishwasher tabs, 90 count or acceptable equal) Manufacturer Brand: Item No. Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	2	Each	Cleaner Oven/Grill Heavy Duty, 24 oz. can or acceptable equal Manufacturer Brand: Item No. Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	84	Each	Dish Liquid, 46-oz. each 14OZ (Ajax dishwashing liquid orange or acceptable equal) Manufacturer Brand: <u>AJAX</u> Item No. <u>CPC44633</u> Quantity per case: <u>20</u>	\$ 1.42	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
34	40	Each	Dawn Ultra Dish Washing Liquid Original Scent 56 oz (must be brand) Manufacturer Brand: Item No. Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
35	101	Each	Wipes, disinfectant, general purpose pre-moistened, 7" x 8" wipes, 140-per container (WIP4AZR9 Tough Guy or acceptable equal) 75qty Manufacturer Brand: <u>CLOROX</u> Item No. <u>15949</u> Quantity per case: <u>6X75/CS</u>	\$ 4.47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subtotal Section 6				\$ 10.79			

Item No.	Quantity Yearly Usage	Unit	Description (Section 6)	Unit Price (Delivered)	30% PCRC	Recyclable	No
29	418	Each	Glass and Mirror Cleaner, Aerosol Foam, 19 oz. can, 12 per case (Entral Aerosol Foam or acceptable equal) Manufacturer Brand: <u>ENTRAL</u> Item No. <u>CL-GLEAME</u> Quantity per case: <u>12/CASE</u>	\$ 2.49	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30	137	Gallon	Bleach disinfectant 5.25% sodium hypochlorite solution, 1 gallon each, 6 per case (Pure Bright or acceptable equal) Manufacturer Brand: <u>CENTRAL</u> Item No. <u>AP-GB6X1GL</u> Quantity per case: <u>6/CASE</u>	\$ 2.71	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31	20	Each	Detergent Dishwasher, 2-in-1 Action Pacs with Fresh Scent, 84 count each (Finish Dishwasher tabs, 90 count or acceptable equal) Manufacturer Brand: <u>CASCADE</u> Item No. <u>PGC 97726</u> Quantity per case: <u>62 PACKS/BAG/3 BAGS/CASE</u>	\$ 19.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32	2	Each	Cleaner Oven/Grill Heavy Duty, 24 oz. can or acceptable equal Manufacturer Brand: <u>HILLYARD</u> Item No. <u>H-1038</u> Quantity per case: <u>12/19OZ CAN/CASE</u>	\$ 3.90	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33	84	Each	Dish Liquid, 16 oz. each (Ajax dishwashing liquid orange or acceptable equal) Manufacturer Brand: <u>CENTRAL</u> Item No. <u>B-3170QT</u> Quantity per case: <u>12 QTS/CASE</u>	\$ 3.20	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
34	40	Each	Dawn Ultra Dish Washing Liquid Original Scent 56 oz (must be brand) Manufacturer Brand: <u>DAWN ULTRA</u> Item No. <u>PGC 91451</u> Quantity per case: <u>6 75OZ BOTTLE/CASE</u>	\$ 9.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
35	101	Each	Wipes, disinfectant, general purpose pre-moistened, 7" x 8" wipes, 110 per container (WIP4AZR9 Tough Guy or acceptable equal) Manufacturer Brand: <u>PROGRESSIVE</u> Item No. <u>PP-37701EA</u> Quantity per case: <u>80 7"X8" PKG 12PKG/CASE</u>	\$ 4.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 6				\$ 47.27			

Item No.	Quantity Yearly Usage	Unit	Description (Section 7)	Unit Price (Delivered)	30% PCR	Recyclable	No
36	17	Each	Cleanser with bleach powered disinfectant, 25.2 oz. shake top can (Comet or acceptable equal) Manufacturer Brand: Item No. Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	25	Each	Cleaner with Bleach, 128 oz. container (Clorox or acceptable equal) Manufacturer Brand: <u>CLOROX</u> Item No. <u>68978</u> Quantity per case: <u>4</u>	\$ 21.36	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
38	37	Gallon	Deodorant concentrates kill odor, enzyme, 1 gallon each (6024110 Ramsey Kil-Oder Country Morning or acceptable equal) Manufacturer Brand: GENLAB ODDOR-B-GONE Item No. <u>8052</u> Quantity per case: <u>4</u>	\$ 11.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
39	51	Gallon	Deodorant concentrates kill odor, enzyme, 1 gallon each (6012110 Ramsey Kil-Oder Cherry Almond or acceptable equal) Manufacturer Brand: <u>MAINTEX</u> Item No. <u>155804</u> Quantity per case: <u>4</u>	\$ 8.27	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
40	111	Each	Remindair 60 Urinal Screen DE010 Cotton Blossom, 5 per package (F-RU30CB or acceptable equal) Manufacturer Brand: <u>FRESH PRODUCTS</u> Item No. <u>3WDS60-06</u> Quantity per case: <u>10</u>	\$ 1.65	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
41	54	Each	Impact Urinal Z-mat 1525-5 6 pk Black 171/2 x 203/8 Manufacturer Brand: <u>IMPACT</u> Item No. <u>1525</u> Quantity per case: <u>5</u>	\$ 8.69	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
42	11	Gallon	Floor Cleaner, mop stripper for removal of waxes and plymers low foaming, 1 gallon each, 4 per case (#149 Hillard Assault or acceptable equal) Manufacturer Brand: <u>DIVERSEY BRAND</u> Item No. <u>5115940</u> Quantity per case: <u>4</u>	\$ 14.09	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 7				\$ 66.05			

Item No.	Quantity Yearly Usage	Unit	Description (Section 7)	Unit Price (Delivered)	30% PCR	Recyclable	No
36	17	Each	Cleanser with bleach powered disinfectant, 25.2 oz. shake top can (Comet or acceptable equal) Manufacturer Brand: <u>CENTRAL</u> Item No. <u>KK-3021</u> Quantity per case: <u>24 21OZ /CASE</u>	\$ 0.97	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
37	25	Each	Cleaner with Bleach, 128 oz. container (Clorox or acceptable equal) Manufacturer Brand: <u>CLOROX</u> Item No. <u>PGC02291CT</u> Quantity per case: <u>3/CASE</u>	\$ 18.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
38	37	Gallon	Deodorant concentrates kill odor, enzyme, 1 gallon each (6024110 Ramsey Kil-Oder Country Morning or acceptable equal) Manufacturer Brand: <u>MAINTEX</u> Item No. <u>155804</u> Quantity per case: <u>4/CASE</u>	\$ 10.40	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
39	51	Gallon	Deodorant concentrates kill odor, enzyme, 1 gallon each (6012110 Ramsey Kil-Oder Cherry Almond or acceptable equal) Manufacturer Brand: <u>ENTRAL</u> Item No. <u>2020881</u> Quantity per case: <u>4/CASE</u>	\$ 10.40	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
40	111	Each	Remindair 60 Urinal Screen DE010 Cotton Blossom, 5 per package (F-RU30CB or acceptable equal) Manufacturer Brand: <u>FRESH PRODUCTS</u> Item No. <u>FTWDS36CB</u> Quantity per case: <u>36/CASE</u>	\$ 4.40	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
41	54	Each	Impact Urinal Z-mat 1525-5 6 pk Black 171/2 x 203/8 Manufacturer Brand: <u>IMPACT</u> Item No. <u>IP-1525-5</u> Quantity per case: <u>6/CASE</u>	\$ 6.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
42	11	Gallon	Floor Cleaner, mop stripper for removal of waxes and plymers low foaming, 1 gallon each, 4 per case (#149 Hillard Assault or acceptable equal) Manufacturer Brand: <u>HILLYARD</u> Item No. <u>H-1511</u> Quantity per case: <u>4/CASE</u>	\$ 10.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 7				\$ 62.65			

Item No.	Quantity Yearly Usage	Unit	Description (Section 8)	Unit Price (Delivered)	30% PCR	Recyclable	No
43	2	Gallon	Floor Cleaner for high maintenance floors, 1 gallon each, 4 per case (#528 Hillard North Star High Solids or acceptable equal) Manufacturer Brand: Item No.: Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	41	Gallon	Cleaner/Degreaser, all-purpose cleaner, fast acting, 1 gallon each, 4 per case (#153 Hillard Assurance or acceptable equal) Manufacturer Brand: <u>SERENADE</u> Item No.: <u>1676045</u> Quantity per case: <u>4</u>	\$ 5.98	<input type="checkbox"/>	<input type="checkbox"/>	X
45	4	Each	Carpet instant spot remover, 32 oz. per bottle (Folex or acceptable equal) Manufacturer Brand: <u>BETCO</u> Item No.: <u>42512</u> Quantity per case: <u>12</u>	\$ 5.66	<input type="checkbox"/>	<input type="checkbox"/>	X
46	52	Gallon	Cleaner, concentrated Hydrogen Peroxide powered, 1 gallon each, 4 per case (HPC128C HydrOxi or acceptable equal) Manufacturer Brand: <u>BUCKEYE</u> Item No.: <u>52651000</u> Quantity per case: <u>4</u>	\$ 16.65	<input type="checkbox"/>	<input type="checkbox"/>	X
47	34	Each	Pest Control Spray, for ants, roach, spider killer, fragrance free, and 20.5 oz. can 12 per case (Black Flag or acceptable equal) Manufacturer Brand: <u>SPRAYPAK</u> Item No.: <u>433-4106</u> Quantity per case: <u>12</u>	\$ 3.27	<input type="checkbox"/>	<input type="checkbox"/>	X
48	61	Each	Wipes for graffiti and paint remover, 30 wipes per package or acceptable equal Manufacturer Brand: <u>DYMON</u> Item No.: <u>ITW90130CT</u> Quantity per case: <u>6</u>	\$ 12.69	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 8				\$ 44.25			

Item No.	Quantity Yearly Usage	Unit	Description (Section 8)	Unit Price (Delivered)	30% PCR	Recyclable	No
43	2	Gallon	Floor Cleaner for high maintenance floors, 1 gallon each, 4 per case (#528 Hillard North Star High Solids or acceptable equal) Manufacturer Brand: <u>IRON HORSE</u> Item No. <u>IH-41108D</u> Quantity per case: <u>4/CASE</u>	\$ 13.99	<input type="checkbox"/>	<input type="checkbox"/>	X
44	41	Gallon	Cleaner/Degreaser, all-purpose cleaner, fast acting, 1 gallon each, 4 per case (#153 Hillard Assurance or acceptable equal) Manufacturer Brand: <u>HILLYARD</u> Item No. <u>H-1531</u> Quantity per case: <u>41 CASE</u>	\$ 16.78	<input type="checkbox"/>	<input type="checkbox"/>	X
45	4	Each	Carpet instant spot remover, 32 oz. per bottle (Folex or acceptable equal) Manufacturer Brand: <u>BETCO</u> Item No. <u>B-42512</u> Quantity per case: <u>12/CASE</u>	\$ 3.99	<input type="checkbox"/>	<input type="checkbox"/>	X
46	52	Gallon	Cleaner, concentrated Hydrogen Peroxide powered, 1 gallon each, 4 per case (HPC128C HydrOxi or acceptable equal) Manufacturer Brand: <u>BETCO</u> Item No. <u>B-33604</u> Quantity per case: <u>4/CASE</u>	\$ 15.17	<input type="checkbox"/>	<input type="checkbox"/>	X
47	34	Each	Pest Control Spray, for ants, roach, spider killer, fragrance free, and 20.5 oz. can 12 per case (Black Flag or acceptable equal) Manufacturer Brand: <u>CHASE</u> Item No. <u>C-4334106</u> Quantity per case:	\$ 3.90	<input type="checkbox"/>	<input type="checkbox"/>	X
48	61	Each	Wipes for graffiti and paint remover, 30 wipes per package or acceptable equal Manufacturer Brand: <u>SCRUBS</u> Item No. <u>AB-DYC901</u> Quantity per case: <u>30/TUB 6 TUB CASE</u>	\$ 13.99	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 8				\$ 67.82			

Item No.	Quantity Yearly Usage	Unit	Description (Section 9)	Unit Price (Delivered)	30% PCR	Recyclable	No
49	78	Each	Hand moisturizing cream, 8 oz. container or acceptable equal Manufacturer Brand: Item No.: Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	16	Each	Polish for furniture to restore wood, lemon scent, 12.5 oz. cans, 12 per case (Best Value or acceptable equal) Manufacturer Brand: <u>SPRAYPAK</u> Item No.: <u>433-4109</u> Quantity per case: <u>12</u>	\$ 2.66	<input type="checkbox"/>	<input type="checkbox"/>	X
51	24	Each	Pest Control Spray for wasp/hornet killer, ready to use aerosol, jet spray reaches up to 20 ft. for target and effective killing, non-staining formula that kills on contact, 15 oz. aerosol spray can (#HG-95949 Real Kill Wasp & Hornet Killer or acceptable equal) Manufacturer Brand: <u>CHAMPION</u> Item No.: <u>5108</u> Quantity per case: <u>12</u>	\$ 4.92	<input type="checkbox"/>	<input type="checkbox"/>	X
52	24	Each	Hard bristle Brush, for toilet bowl, pack of 6 Manufacturer Brand: <u>RUBBERMAID</u> Item No.: <u>6310</u> Quantity per case: <u>24</u>	\$ 1.16	<input type="checkbox"/>	<input type="checkbox"/>	X
53	54	Each	Pumice stone sticks institutional, 12 bars per case (C-P's or acceptable equal) Manufacturer Brand: <u>U.S. PUMICE</u> Item No.: <u>JAN-12</u> Quantity per case: <u>12</u>	\$ 1.92	<input type="checkbox"/>	<input type="checkbox"/>	X
54	130	Each	Mop head for cleaning (medium) 24 oz.web foot, 1 each, 12 per box (PM-SCMG or acceptable equal) Manufacturer Brand: <u>OCDAR</u> Item No.: <u>97292</u> Quantity per case: <u>12</u>	\$ 6.97	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 9				\$ 17.63			

Item No.	Quantity Yearly Usage	Unit	Description (Section 9)	Unit Price (Delivered)	30% PCR	Recyclable	No
49	78	Each	Hand moisturizing cream, 8 oz. container or acceptable equal Manufacturer Brand: <u>GOJO</u> Item No. <u>GOJ 4334-48</u> Quantity per case: <u>48/CASE</u>	\$ 3.11	<input type="checkbox"/>	<input type="checkbox"/>	X
50	16	Each	Polish for furniture to restore wood, lemon scent, 12.5 oz. cans, 12 per case (Best Value or acceptable equal) Manufacturer Brand: <u>ENTRAL</u> Item No. <u>CL-811</u> Quantity per case: <u>12 9 OZ/CASE</u>	\$ 3.88	<input type="checkbox"/>	<input type="checkbox"/>	X
51	24	Each	Pest Control Spray for wasp/hornet killer, ready to use aerosol, jet spray reaches up to 20 ft. for target and effective killing, non-staining formula that kills on contact, 15 oz. aerosol spray can (#HG-95949 Real Kill Wasp & Hornet Killer or acceptable equal) Manufacturer Brand: <u>CHASE</u> Item No. <u>CL-013</u> Quantity per case: <u>12/CASE</u>	\$ 4.99	<input type="checkbox"/>	<input type="checkbox"/>	X
52	24	Each	Hard bristle Brush, for toilet bowl, pack of 6 Manufacturer Brand: <u>IMPACT</u> Item No. <u>RM-6310</u> Quantity per case: <u>12/CASE</u>	\$ 2.90	<input type="checkbox"/>	<input type="checkbox"/>	X
53	54	Each	Pumice stone sticks institutional, 12 bars per case (C-P's or acceptable equal) Manufacturer Brand: <u>U.S.P.</u> Item No. <u>C-PS</u> Quantity per case: <u>12/BOX 6BOX/CASE</u>	\$ 1.99	<input type="checkbox"/>	<input type="checkbox"/>	X
54	130	Each	Mop head for cleaning (medium) 24 oz.web foot, 1 each, 12 per box (PM-SCMG or acceptable equal) Manufacturer Brand: <u>GOLDEN STAR</u> Item No. <u>PM-SCMG</u> Quantity per case: <u>12/CASE</u>	\$ 3.59	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 9				\$ 20.46			

Item No.	Quantity Yearly Usage	Unit	Description (Section 10)	Unit Price (Delivered)	30% PCRC	Recyclable	No
55	6	Each	Mop head rayon for waxing (medium) 24 oz., 1 each, and 12 per box (NAT-MBW 24 or acceptable equal) Manufacturer Brand: Item No.: Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	42	Each	Mop head web foot for cleaning (large), 36 oz., 1 each, 12 per box (PM-SCLR or acceptable equal) Manufacturer Brand: Item No.: Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	8	Each	Dust mop head, yarn/backing color blue, slot back style, 24" x 5", 1 each (1TZC5 or acceptable equal) Manufacturer Brand: Item No.: Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	6	Each	Dust mop head, yarn/backing color blue, slot back style, 36" x 5", and 1 each (1TZC6 or acceptable equal) Manufacturer Brand: Item No.: Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	5	Each	Dust mop head, yarn/backing color blue, slot back style, 48" x 5", 1 each (1TZC7 or acceptable equal) Manufacturer Brand: Item No.: Quantity per case:	NO BID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	80	Each	Scrub pads, general purpose green, 40 per pack, 2 packs per case (9650 3M Scotch Brite or acceptable equal) Manufacturer Brand: <u>3M</u> Item No.: <u>9650</u> Quantity per case: <u>80</u>	\$ 0.47	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 10				\$ 0.47			

Item No.	Quantity Yearly Usage	Unit	Description (Section 10)	Unit Price (Delivered)	30% PCRC	Recyclable	No
55	6	Each	Mop head rayon for waxing (medium) 24 oz., 1 each, and 12 per box (NAT-MBW 24 or acceptable equal) Manufacturer Brand: <u>GOLDEN STAR</u> Item No. <u>NAT-MBW</u> Quantity per case: <u>12/CASE</u>	\$ 4.30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
56	42	Each	Mop head web foot for cleaning (large), 36 oz., 1 each, 12 per box (PM-SCLR or acceptable equal) Manufacturer Brand: <u>GOLDEN STAR</u> Item No. <u>PM-SCLR</u> Quantity per case: <u>12/CASE</u>	\$ 4.35	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
57	8	Each	Dust mop head, yarn/backing color blue, slot back style, 24" x 5", 1 each (1TZC5 or acceptable equal) Manufacturer Brand: <u>GOLDEN STAR</u> Item No. <u>CL524LE-B</u> Quantity per case: <u>12/CASE</u>	\$ 4.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
58	6	Each	Dust mop head, yarn/backing color blue, slot back style, 36" x 5", and 1 each (1TZC6 or acceptable equal) Manufacturer Brand: <u>GOLDEN STAR</u> Item No. <u>CL536LE-B</u> Quantity per case: <u>12/CASE</u>	\$ 6.88	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
59	5	Each	Dust mop head, yarn/backing color blue, slot back style, 48" x 5", 1 each (1TZC7 or acceptable equal) Manufacturer Brand: <u>GOLDEN STAR</u> Item No. <u>CL548LE-B</u> Quantity per case: <u>6/CASE</u>	\$ 9.99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
60	80	Each	Scrub pads, general purpose green, 40 per pack, 2 packs per case (9650 3M Scotch Brite or acceptable equal) Manufacturer Brand: <u>3M</u> Item No. <u>3-M 9650</u> Quantity per case: <u>40/BOX</u>	\$ 0.58	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 10				\$ 31.09			

Item No.	Quantity Yearly Usage	Unit	Description (Section 11)	Unit Price (Delivered)	30% PCRC	Recyclable	No
61	72	Each	Scrub pads, standard light duty, and 6 packs of 10 bulk package (#92-98 or acceptable equal) Manufacturer Brand: AMERICO Item No.: 510111 Quantity per case: 20	\$ 0.34	<input type="checkbox"/>	<input type="checkbox"/>	X
62	3	Each	Polishing Pads, 20" diameter white for machine buffer, 5 pads in a pack (3M4100 or acceptable equal) Manufacturer Brand: AMERICO Item No.: 401220 Quantity per case: 5	\$ 5.00	<input type="checkbox"/>	<input type="checkbox"/>	X
63	10	Each	Stripping Pads, 20" diameter black for machine buffer, 5 pads in a pack (3M7200 or acceptable equal) Manufacturer Brand: AMERICO Item No.: 400120 Quantity per case: 5	\$ 5.00	<input type="checkbox"/>	<input type="checkbox"/>	X
64	3	Each	Buffing Pad, 20" diameter red for machine buffer, 5 pads in a pack (3M5100 or acceptable equal) Manufacturer Brand: AMERICO Item No.: 404420 Quantity per case: 5	\$ 5.00	<input type="checkbox"/>	<input type="checkbox"/>	X
65	4	Each	Eraser/Burnisher Pad, 20" diameter pink for machine buffer, 5 pads in a pack (3M3600 or acceptable equal) Manufacturer Brand: 3M Item No.: 25858-9 Quantity per case: 5	\$ 11.97	<input type="checkbox"/>	<input type="checkbox"/>	X
66	3	Each	Scrub pads, 20" diameter blue poly, 5 pads in a pack (4RU99 Rough Guy or acceptable equal) Manufacturer Brand: AMERICO Item No.: 400420 Quantity per case: 5	\$ 5.00	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 11				\$ 32.31			

Item No.	Quantity Yearly Usage	Unit	Description (Section 11)	Unit Price (Delivered)	30% PCRC	Recyclable	No
61	72	Each	Scrub pads, standard light duty, and 6 packs of 10 bulk package (#92-98 or acceptable equal) Manufacturer Brand: CENTRAL Item No. C-98 Quantity per case: 20/CASE	\$ 0.39	<input type="checkbox"/>	<input type="checkbox"/>	X
62	3	Each	Polishing Pads, 20" diameter white for machine buffer, 5 pads in a pack (3M4100 or acceptable equal) Manufacturer Brand: ACS Item No. 3-M20WEA Quantity per case: 5/CASE	\$ 3.42	<input type="checkbox"/>	<input type="checkbox"/>	X
63	10	Each	Stripping Pads, 20" diameter black for machine buffer, 5 pads in a pack (3M7200 or acceptable equal) Manufacturer Brand: ACS Item No. 3-M20BLKEA Quantity per case: 5/CASE	\$ 3.42	<input type="checkbox"/>	<input type="checkbox"/>	X
64	3	Each	Buffing Pad, 20" diameter red for machine buffer, 5 pads in a pack (3M5100 or acceptable equal) Manufacturer Brand: ACS Item No. 3-M20REA Quantity per case: 5/CASE	\$ 3.42	<input type="checkbox"/>	<input type="checkbox"/>	X
65	4	Each	Eraser/Burnisher Pad, 20" diameter pink for machine buffer, 5 pads in a pack (3M3600 or acceptable equal) Manufacturer Brand: 3M Item No. 3M25858 Quantity per case: 5/CASE	\$ 7.99	<input type="checkbox"/>	<input type="checkbox"/>	X
66	3	Each	Scrub pads, 20" diameter blue poly, 5 pads in a pack (4RU99 Rough Guy or acceptable equal) Manufacturer Brand: ACS Item No. 3-M20BEA Quantity per case: 5/CASE	\$ 4.00	<input type="checkbox"/>	<input type="checkbox"/>	X
Subtotal Section 11				\$ 22.64			

Item No.	Quantity Yearly Usage	Unit	Description (Section 12)	Unit Price (Delivered)	30% PCRC	Recyclable	No
67	214	Each	Sponge, double-sided scrubbing sponge, medium duty, 6.1" x 3.6" x .7mm each, 20 per case (#74 3M Scotch Brite or acceptable equal) Manufacturer Brand: 3M Item No.: Z74 Quantity per case: 20	\$ 1.70	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 12				\$ 1.70			
GRAND TOTAL				\$ 621.33			

List any extra charges not described above:

There is a \$3.50 fuel surcharge per order. Should there be a backorder,
NO ADDITIONAL CHARGE WILL BE INCURRED

At the time of supply order, if item(s) are not available and are on backorder how will the City be notified?

All undelivered items are noted on shipping documents. Additional notifications available upon request.

Item No.	Quantity Yearly Usage	Unit	Description (Section 12)	Unit Price (Delivered)	30% PCRC	Recyclable	No
67	214	Each	Sponge, double-sided scrubbing sponge, medium duty, 6.1" x 3.6" x .7mm each, 20 per case (#74 3M Scotch Brite or acceptable equal) Manufacturer Brand: CENTRAL Item No. C-74 Quantity per case: 5/BOX 8 BOX/CASE	\$ 0.65	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 12				\$ 0.65			
GRAND TOTAL				\$ 734.06			

List any extra charges not described above:

At the time of supply order, if item(s) are not available and are on backorder how will the City be notified?

If a product become unavailable, we will change to a comparable item,
with proper documents and adjust price.



AGREEMENT FOR SERVICES
between
THE CITY OF TURLOCK
and
CENTRAL SANITARY SUPPLY
for
JANITORIAL PAPER & CLEANING SUPPLIES
CONTRACT NO. 2022-76

THIS AGREEMENT is made this 12th day of April, 2022, by and between the **CITY OF TURLOCK**, a municipal corporation of the State of California hereinafter referred to as "CITY" and **CENTRAL SANITARY SUPPLY**, a Corporation, hereinafter referred to as "SUPPLIER."

WITNESSETH:

WHEREAS, CITY has a need for janitorial paper and cleaning supplies on an "As-Needed" basis; and

WHEREAS, SUPPLIER has represented itself as duly trained, qualified, and experienced to provide such Products/Service, hereinafter referred to as "Services."

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF WORK: SUPPLIER shall furnish all labor, equipment, materials and process, implements, tools, and machinery, except as otherwise specified, which are necessary and required to provide the Services and shall perform such Services in accordance with the standards of its profession and the specifications attached hereto as Exhibit A. SUPPLIER shall provide Services that are acceptable to CITY.

2. PERSONNEL AND EQUIPMENT: SUPPLIER shall provide all personnel needed to accomplish the Services hereunder. SUPPLIER shall additionally acquire, provide, maintain, and repair, at its sole cost and expense, such equipment, materials, and supplies as SUPPLIER shall reasonably require to accomplish the Services.

3. SAFETY REQUIREMENT: All Services and merchandise must comply with California State Division of Industrial Safety orders and O.S.H.A.

4. COMPENSATION: CITY agrees to pay SUPPLIER in accordance with Exhibit A as full remuneration for performing all Services and furnishing all staffing and materials called for in Exhibit A and for performance by SUPPLIER of all of its duties and obligations under this Agreement. In no event shall the annual sum of this Agreement exceed Thirty Thousand and No/100ths Dollars (\$30,000.00). SUPPLIER agrees that compensation shall be paid in the manner and at the times set forth below:

(a) Invoices: SUPPLIER shall submit dated invoices to CITY specifying the date, location and service rendered, and the charge therefor.

(b) Payment:

(1) All payments by CITY shall be made in arrears, after satisfactory service, as determined and approved by CITY, has been provided. Payment shall be made by CITY no more than thirty (30) days from CITY's receipt of invoice.

(2) CITY shall normally pay by voucher or check within ten (10) working days after each City Council meeting at which payments can be authorized, provided that CITY receives the invoice at least five (5) working days prior to CITY's meeting date.

(3) If CITY disputes any items on an invoice for a reasonable cause, which includes but is not limited to unsatisfactory service, CITY may deduct that disputed item from the payment, but shall not delay payment for the undisputed portions. The amounts and reasons for such deletions shall be documented to SUPPLIER within fifteen (15) working days after receipt of invoice by CITY. CITY shall assign a sequential reference number to each deletion.

(4) If dispute is settled, payment shall be by voucher or check payable to and mailed to SUPPLIER within five (5) working days of dispute settlement.

(5) CITY reserves the right to only pay for such services rendered to the satisfaction of CITY.

5. TERM OF AGREEMENT: This Agreement shall become effective April 15, 2022 and end April 15, 2023, subject to CITY's availability of funds.

6. EXTENSION OF AGREEMENT: CITY may elect to extend this Agreement for three (3) additional one-year terms, on the same terms and conditions, upon issuing an "Election to Extend Agreement" letter executed by the City Manager to CONTRACTOR thirty (30) days prior to the expiration of this Agreement. On each anniversary date, CONTRACTOR will be allowed to increase prices. Increases may not exceed increases in the San Francisco-Oakland Consumer Price Index for all urban consumers or percentage increases in CONTRACTOR's published prices, whichever is lower. In all cases, CITY may cancel the contract if a requested price increase is not acceptable.

7. INSURANCE: SUPPLIER shall not commence work under this Agreement until SUPPLIER has obtained City's approval regarding all insurance requirements, forms, endorsements, amounts, and carrier ratings, nor shall SUPPLIER allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor shall

have been so obtained and approved. SUPPLIER shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by SUPPLIER, its agents, representatives, employees or subcontractors. Failure to maintain or renew coverage or to provide evidence of renewal may constitute a material breach of contract. Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to City.

(a) General Liability Insurance: SUPPLIER shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability and coverage for explosion, collapse and underground property damage hazards. SUPPLIER's general liability policies shall be primary and not seeking contribution from the City's coverages, and be endorsed using Insurance Services Office form CG 20 10 to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction contracts, an endorsement providing completed operations to the additional insured, ISO form CG 20 37, is also required.

(b) Workers' Compensation Insurance: SUPPLIER shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). SUPPLIER shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

(c) Auto Insurance: SUPPLIER shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than two million dollars (\$2,000,000) per accident. If SUPPLIER owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

(d) Builder's Risk Insurance: {Intentionally Omitted}

(e) Contractors Pollution Insurance: {Intentionally Omitted}

(f) Professional Liability Insurance: {Intentionally Omitted}

(g) Deductibles and Self-Insured Retentions: Upon request of City, any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, its elective and appointive boards, officers, agents, employees, and volunteers; or (2) SUPPLIER shall provide a financial guarantee satisfactory to City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

(h) Other Insurance Provisions: The commercial general liability policy shall contain, or be endorsed to contain, the following provisions:

(1) City, its elective and appointive boards, officers, agents, employees, and volunteers are to be covered as additional insureds with respect to liability arising

out of work or operations performed by or on behalf of SUPPLIER, including materials, parts or equipment furnished in connection with such work or operations, which coverage shall be maintained in effect for at least three (3) years following the completion of the work specified in the contract. General liability coverage can be provided in the form of an endorsement to SUPPLIER's insurance (at least as broad as CG 20 10 for ongoing operations and CG 20 37 for products/completed operations), or as a separate Owners and Contractors Protective Liability policy providing both ongoing operations and completed operations coverage.

(2) For any claims related to this project, SUPPLIER's insurance coverage shall be primary insurance as respects City and any insurance or self-insurance maintained by City shall be excess of SUPPLIER's insurance and shall not contribute with it.

(3) In the event of cancellation, non-renewal, or material change that reduces or restricts the insurance coverage afforded to City under this Agreement, the insurer, broker/producer, or SUPPLIER shall provide City with thirty (30) days' prior written notice of such cancellation, non-renewal, or material change.

(4) Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

(i) Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII or with an insurer to which the City has provided prior approval.

(j) Verification of Coverage: SUPPLIER shall furnish City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive SUPPLIER's obligation to provide them. City reserves the right, at any time, to require complete, certified copies of all required insurance policies and endorsements.

(k) Waiver of Subrogation: With the exception of professional liability, SUPPLIER hereby agrees to waive subrogation which any insurer of SUPPLIER may acquire from SUPPLIER by virtue of the payment of any loss. The commercial general liability policy and workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of City for all work performed by SUPPLIER, its agents, employees, independent contractors and subcontractors. SUPPLIER agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(l) Subcontractors: SUPPLIER shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

(m) Surety Bonds: SUPPLIER shall provide a Performance Bond and a Payment Bond.

8. INDEMNIFICATION:

Indemnity for Professional Liability: When the law establishes a professional standard of care for SUPPLIER's Services, to the fullest extent permitted by law, SUPPLIER shall indemnify, protect, defend, and hold harmless CITY and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent SUPPLIER (and its Subcontractors) are responsible for such damages, liabilities and costs on a comparative basis of fault between the SUPPLIER (and its Subcontractors) and the CITY in the performance of professional services under this Agreement. SUPPLIER shall not be obligated to defend or indemnify CITY for the CITY's own negligence or for the negligence of others.

Indemnity for other than Professional Liability: Other than in the performance of professional services and to the full extent permitted by law, SUPPLIER shall indemnify, defend, and hold harmless CITY and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by SUPPLIER or by any individual or agency for which SUPPLIER is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of SUPPLIER.

9. INDEPENDENT CONTRACTOR RELATIONSHIP: All acts of SUPPLIER, its agents, officers, and employees and all others acting on behalf of SUPPLIER relating to the performance of this Agreement, shall be performed as independent contractors and not as agents, officers, or employees of CITY. SUPPLIER, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of CITY. SUPPLIER has no authority or responsibility to exercise any rights or power vested in the CITY. No agent, officer, or employee of the CITY is to be considered an employee of SUPPLIER. It is understood by both SUPPLIER and CITY that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or a joint venture.

SUPPLIER, its agents, officers and employees are and, at all times during the terms of this Agreement, shall represent and conduct themselves as independent contractors and not as employees of CITY.

SUPPLIER shall determine the method, details and means of performing the work and Services to be provided by SUPPLIER under this Agreement. SUPPLIER shall be responsible to CITY only for the requirements and results specified in this Agreement, and, except as expressly provided in this Agreement, shall not be subjected to CITY's control with respect to the physical action or activities of the SUPPLIER in fulfillment of this Agreement. SUPPLIER has control over the manner and means of performing the Services under this Agreement. SUPPLIER is permitted to provide services to others during the same period service is provided to CITY under this Agreement. If necessary, SUPPLIER has the responsibility for employing other persons or firms to assist SUPPLIER in fulfilling the terms and obligations under this Agreement.

If in the performance of this Agreement any third persons are employed by SUPPLIER, such persons shall be entirely and exclusively under the direction, supervision, and control of SUPPLIER. All terms of employment including hours, wages, working conditions, discipline, hiring, and discharging or any other term of employment or requirement of law shall be

determined by the SUPPLIER.

It is understood and agreed that as an independent contractor and not an employee of CITY neither the SUPPLIER or SUPPLIER'S assigned personnel shall have any entitlement as a CITY employee, right to act on behalf of the CITY in any capacity whatsoever as an agent, or to bind the CITY to any obligation whatsoever.

It is further understood and agreed that SUPPLIER must issue W-2 forms or other forms as required by law for income and employment tax purposes for all of SUPPLIER'S personnel.

As an independent contractor, SUPPLIER hereby indemnifies and holds CITY harmless from any and all claims that may be made against CITY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

10. VOLUNTARY TERMINATION: CITY may terminate this Agreement without cause or legal excuse by providing thirty (30) days' written notice to SUPPLIER.

11. TERMINATION OF STATED EVENT:

(a) Termination on Occurrence of Stated Events. This Agreement shall terminate automatically on the date on which any of the following events occur: (1) bankruptcy or insolvency of SUPPLIER, (2) legal dissolution of SUPPLIER, or (3) death of key principal(s) of SUPPLIER.

(b) Termination by CITY for Default of SUPPLIER. Should SUPPLIER default in the performance of this Agreement or materially breach any of its provisions, at its option CITY may terminate this Agreement by giving written notification to SUPPLIER. The termination date shall be the effective date of the notice. For the purposes of this section, material breach of this Agreement shall include but not be limited to any of the following: failure to perform required Services or duties, willful destruction of CITY's property by SUPPLIER, dishonesty or theft.

(c) Termination by SUPPLIER for Default of CITY. Should CITY default in the performance of this Agreement or materially breach any of its provisions, at its option SUPPLIER may terminate this Agreement by giving written notice to CITY. The termination date shall be the effective date of the notice. For the purposes of this section, material breach of this Agreement shall include but not be limited to any of the following: failure to cooperate reasonably with SUPPLIER, willful destruction of SUPPLIER's property by CITY, dishonesty or theft.

(d) Termination for Failure to Make Agreed-Upon Payments. Should CITY fail to pay SUPPLIER all or any part of the payments set forth in this Agreement on the date due, at its option SUPPLIER may terminate this Agreement if the failure is not remedied within thirty (30) days after SUPPLIER notifies CITY in writing of such failure to pay. The termination date shall be the effective date of the notice.

(e) Termination by CITY for Change of SUPPLIER'S Tax Status. If CITY determines that SUPPLIER does not meet the requirements of federal and state tax laws for independent contractor status, CITY may terminate this Agreement by giving written notice to SUPPLIER. The termination date shall be the effective date of the notice.

(f) In the Event of Termination. If this Agreement is terminated pursuant to this Paragraph, SUPPLIER shall cease all its work on the project as of the termination date and shall see to it that its employees, subcontractors and agents are notified of such termination and cease their work. If CITY so requests, and at CITY's cost, SUPPLIER shall provide sufficient oral or written status reports to make CITY reasonably aware of the status of SUPPLIER'S work on the project. Further, if CITY so requests, and at CITY's cost, SUPPLIER shall deliver to CITY any work products whether in draft or final form which have been produced to date.

If the Agreement is terminated pursuant to any of the subsections contained in this paragraph, CITY will pay SUPPLIER an amount based on the percentage of work completed on the termination date, this percentage shall be determined by CITY in its sole discretion. If the Agreement is terminated pursuant to the subparagraph entitled Termination by CITY for Default of SUPPLIER, SUPPLIER understands and agrees that CITY may, in CITY's sole discretion, refuse to pay SUPPLIER for that portion of SUPPLIER'S Services which were performed by SUPPLIER on the project prior to the termination date and which remain unacceptable and/or not useful to CITY as of the termination date.

12. CONFORMANCE WITH FEDERAL AND STATE LAW: All equipment, supplies and services used by SUPPLIER in the performance of this Agreement shall conform to the laws of the government of the United States and the State of California.

13. NONDISCRIMINATION: In connection with the execution of this Agreement, SUPPLIER shall not discriminate against any employee or applicant for employment because of age, race religion, color, sex, or national origin. SUPPLIER shall take affirmative action to insure that applicants are employed, and the employees are treated during their employment, without regard to their age, race, religion, color, sex or national origin. Such actions shall include, but not be limited to, the following: employment, promotions, demotions or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. SUPPLIER shall also comply with the requirement of Title VII of the Civil Rights Act of 1964 (P.L. 88-352) and with all applicable regulations, statutes, laws, etc., promulgated pursuant to the civil rights acts of the government of the United States and the State of California now in existence or hereafter enacted. Further, SUPPLIER shall comply with the provisions of Section 1735 of the California Labor Code.

14. TIME: Time is of the essence in this Agreement.

15. ENTIRE AGREEMENT AND MODIFICATION: This Agreement supersedes all previous Agreements and constitutes the entire understanding of the parties hereto. SUPPLIER shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. SUPPLIER specifically acknowledges that in entering into and executing this Agreement, SUPPLIER relies solely upon the provisions contained in this Agreement and no others. Should any conflict exist between the terms and conditions of the Agreement and any and all exhibits attached hereto, the terms and conditions of the Agreement shall prevail.

16. OBLIGATIONS OF SUPPLIER: Throughout the term of this Agreement, SUPPLIER shall possess, or secure all licenses, permits, qualifications and approvals legally required to conduct business. SUPPLIER warrants that it has all of the necessary professional capabilities and experience, as well as all tools, instrumentalities, facilities and other resources necessary to provide the CITY with the Services contemplated by this Agreement. SUPPLIER

further represents that it will follow the best current, generally accepted and professional practices to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding this project.

17. OWNERSHIP OF DOCUMENTS: All reports, data, drawings, plans, designs, specifications, graphics, calculations, working papers, models, flow diagrams, visual aids, and other incidental work or materials furnished hereunder shall become and remain the property of the CITY, and may be used by CITY as it may require without any additional cost to CITY. No reports shall be used by the SUPPLIER for purposes other than this contract without the express prior written consent of CITY.

18. NEWS AND INFORMATION RELEASE: SUPPLIER agrees that it will not issue any news releases in connection with either the award of this Agreement, or any subsequent amendment of or efforts under this Agreement, without first obtaining review and approval of said news releases from CITY through the City Manager.

19. INTEREST OF SUPPLIER: SUPPLIER warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Services required to be performed under this Agreement. SUPPLIER warrants that, in performance of this Agreement, SUPPLIER shall not employ any person having any such interest. SUPPLIER agrees to file a Statement of Economic Interests with the City Clerk at the start and end of this contract if so required at the option of CITY.

20. AMENDMENTS: Both parties to this Agreement understand that it may become desirable or necessary during the execution of this Agreement, for CITY or SUPPLIER to modify the scope of Services provided for under this Agreement. Any material extension or change in the scope of work shall be discussed with CITY and the change and cost shall be memorialized in a written amendment to the original contract prior to the performance of the additional work.

Until a change order is so executed, CITY will not be responsible to pay any charges SUPPLIER may incur in performing such additional services, and SUPPLIER shall not be required to perform any such additional services.

21. PATENT/COPYRIGHT MATERIALS: Unless otherwise expressly provided in the contract, SUPPLIER shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of this Agreement. SUPPLIER shall furnish a warranty of such right to use to CITY at the request of CITY.

22. CERTIFIED PAYROLL REQUIREMENT: For SUPPLIERS performing field work on public works contracts on which prevailing wages are required, SUPPLIER shall comply with the provisions of the California Labor Code including, but not limited to Section 1776 regarding payroll records, and shall require its subcontractors to comply with that section as may be required by law.

23. PARTIAL INVALIDITY: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

24. WAIVER: The waiver by any party to this Agreement of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or

subsequent breach hereof unless specifically stated in writing.

25. AUDIT: CITY's duly authorized representative shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify SUPPLIER'S charges to CITY under this Agreement.

SUPPLIER agrees to retain reports, records, documents, and files related to charges under this Agreement for a period of four (4) years following the date of final payment for SUPPLIER Services. CITY's representative shall have the right to reproduce any of the aforesaid documents.

26. GOVERNING LAW: This Agreement shall be governed according to the laws of the State of California.

27. HEADINGS NOT CONTROLLING: Headings used in the Agreement are for reference purposes only and shall not be considered in construing this Agreement.

28. COMPLIANCE WITH LAWS: SUPPLIER shall insure compliance with all safety and hourly requirements for employees, in accordance with federal, state, and county safety and health regulations and laws including, but not limited to, prevailing wage laws, if applicable. SUPPLIER shall fully comply with all applicable federal, state, and local laws, ordinances, regulations and permits.

29. CITY BUSINESS LICENSE: SUPPLIER will have a City of Turlock business license.

30. ASSIGNMENT: This Agreement is binding upon CITY and SUPPLIER and their successors. Except as otherwise provided herein, neither CITY nor SUPPLIER shall assign, sublet, or transfer interest in this Agreement or any part thereof without the prior written consent of the other.

31. RECORD INSPECTION AND AUDIT: SUPPLIER shall maintain adequate records to permit inspection and audit of SUPPLIER's time and material charges under this Agreement. SUPPLIER shall make such records available to CITY during normal business hours upon reasonable notice. Such records shall be turned over to CITY upon request.

32. EXCLUSIVE USE: Services provided within the scope of this Agreement are for the exclusive use of CITY and SUPPLIER agrees that, until final approval by CITY, all data, plans, specifications, reports, and other documents will not be released to third parties by SUPPLIER without the prior written consent of CITY.

33. EMPLOYMENT OF CITY OFFICIAL OR EMPLOYEE: SUPPLIER shall employ no CITY official or employee in the work performed pursuant to this Agreement. No officer or employee of CITY shall have any financial interest in this Agreement in violation of California Government Code Sections 1090 *et seq.*; nor shall CITY violate any provision of its Conflict of Interest Code adopted pursuant to the provisions of California Government Code Sections 87300 *et seq.*

34. NOTICE: Any and all notices permitted or required to be given hereunder shall be deemed duly given and effective (1) upon actual delivery, if delivery is by hand; or (2) five (5) days

after delivery into the United States mail, if delivery is by postage paid, registered, or certified (return receipt requested) mail. Each such notice shall be sent to the parties at the address respectively indicated below or to any other address as the respective parties may designate from time to time:

for SUPPLIER: **Central Sanitary Supply**
ATT: David Martini
416 N. Ninth Street
Modesto, CA 95350
PHONE: (209) 523-3002
FAX: (209) 523-1923

for CITY: **CITY OF TURLOCK**
ATT: Isaac Moreno
Finance Department
156 S. Broadway, Suite 270
Turlock, CA 95380
PHONE: (209) 668-5542 Ext. 1301
FAX: (209) 668-5695

35. CITY CONTRACT ADMINISTRATOR: The City's contract administrator and contact person for this Agreement is:

Lisa Quiroga
Finance Department, Purchasing Division
156 S. Broadway, Suite 270
Turlock, CA 95380
Telephone: (209) 668-5402
E-mail: equiroga@turlock.ca.us

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by and through their respective officers' thereunto duly authorized.

CITY OF TURLOCK, a municipal corporation

CENTRAL SANITARY SUPPLY

By: _____
Reagan Wilson, City Manager

By: _____

Date: _____

Title: _____

Print name: _____

Date: _____

APPROVED AS TO SUFFICIENCY:

By: _____
Isaac Moreno, Finance Director

APPROVED AS TO FORM:

By: _____
George A. Petrulakis, City Attorney

ATTEST:

By: _____
Kellie Weaver, Interim City Clerk

BID PROPOSAL EXHIBIT 'A'

**CITY OF TURLOCK
BID PROPOSAL FORM**

BID NO RFP 21-033

BID DUE DATE: March 7, 2022

The City of Turlock invites sealed bids and shall be enclosed in an envelope clearly marked:

“JANITORIAL PAPER AND CLEANING SUPPLIES”

1) Return original bid to:

**City of Turlock
Administrative Services Department Purchasing
156 S. Broadway, Ste 270
Turlock, CA 95380-5454**

- 2) Price shall be F.O.B. Destination or for the service rendered.
- 3) Bidder shall honor bid prices for sixty (60) days or for the stated contract period whichever is longer.
- 4) Bid must be on this bid form and signed by vendors authorized representative.

BIDDER TO READ

NO BID IS VALID UNLESS SIGNED BY THE PERSON MAKING THE BID AND ALL BLANKS ARE FILLED IN.

Company: Central Sanitary Supply

Address: 416 N. 9th St. Modesto, CA 95350

Telephone Number 209-523-3002 Fax Number 209-523-1923

E-Mail Address bids@centralsanitary.com

Authorized Representative (print) David Martini

The undersigned, upon acceptance, agrees to furnish the following in accordance with terms and conditions per City of Turlock specifications for March 7, 2022, at the prices indicated herein.

The following is required information. Any omission may be cause for rejection of Bid.

Early Pay Discount

A N/A % discount is offered for payment within N/A days.

(Note: Discount period must be fifteen days, or greater, to be considered.) Net 30 days

City of Turlock Tax Certificate

Does your firm hold a City of Turlock Business Tax Certificate? Yes No

If yes, number: 64321

"Piggyback" Contracting

Will your firm extend the same prices, terms and conditions to other public agencies?

Yes No

Order Contact

Provide the following information about the City's contact for orders.

Name:	<u>Angela Mello</u>
Phone Number:	<u>209-523-3002</u>
Fax Number:	<u>209-523-1923</u>
Cell Number:	<u>209-321-8581</u>
Email Address:	<u>Angelamello@centralSanitary.com</u>

Delivery

Method of Delivery: Common Carrier Private Company Carrier
(Please circle one choice or describe alternative method)

Compliance

Bidder, have you complied with the specifications, terms and conditions of this bid?

Yes NO

A "NO" answer requires a detailed explanation giving reference to all deviations.

Addendums (if applicable):

Bidder acknowledges receipt of ADDENDUM NO. _____, _____, _____

Terms

- 1) Sales tax will be added at time of purchase.
- 2) Prices are F.O.B. Turlock.
- 3) Bids shall be valid for sixty days following the bid opening.

Nondiscrimination Clause

- a) In connection with the execution of this agreement, SUPPLIER shall not discriminate against any employee for applicant for employment because of age, race, religion, color, and sex or nation origin. SUPPLIER shall take affirmative action to insure that applicants are employed, and the employees are treated during their employment, without regards to their age, race, religion, color, sex or national origin. Such actions shall include, but not be limited to, the following: employment, promotions, demotions or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. SUPPLIER shall also comply with requirement of Title VII of the Civil Rights Act of 1964 (P.L.88-352) and with all applicable regulations, statutes, laws, etc., promulgated pursuant to the civil rights acts of the government of the United States and the State of California now in existence or hereafter enacted. Further, SUPPLIER shall comply with the provisions of Section 1735 of the California Labor Code.
- b) Supplier and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other agreement.
- c) Supplier shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.
- d) Supplier shall permit access by representatives of the Department of Fair Employment and Housing and the City upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, other sources of information and its facilities as said Department of City shall require to ascertain compliance with this clause.

Non-discrimination of the Handicapped:**Policy Statement**

In compliance with Section 51.55, Office of Revenue Sharing, Department of the Treasury, it is the policy of the City of Turlock that it will not aid or perpetuate discrimination against a qualified handicapped individual by funding an agency, organization, or person that discriminates on the basis of handicap in providing an aid, benefit, or service to beneficiaries of the program or activity.

The City is committed to provide access to all City services, programs, and meetings open to the public for people with disabilities. In this regard, City and all of its Suppliers and Subcontractors will take all reasonable steps in accordance with GRS Section 51.55 to ensure that handicapped individuals have the maximum opportunity for the same level of aid, benefit, or service as any other individual.

Transportation of Hazardous Materials:

In order to comply with the appropriate federal and state requirements applicable to the transportation and dumping of hazardous waste materials/substances, the seller, or any commercial hauling/transporting firm through the subcontractor, which the seller may obtain such services, must be licensed and registered to

provide such service. All dumping facilities shall be licensed and certified to accept material being dumped. Seller hereby warrants that it or its subcontractor has obtained all necessary state and federal licenses and registrations applicable to transporters and transportation of toxic and/or hazardous materials/substances. If required to do so by CITY, seller or its subcontractor shall provide proof of said licenses and/or registrations. If required also, the CITY may request proof of dumping from an approved dumping facility.

Drug Free Workplace

Bidder/Supplier certifies that he/she is in compliance with Section 8350 - 8355 of Chapter 5.5 of the

Government Code, Drug Free Workplace Act. Every person or organization awarded a contract/purchase order or grant for the procurement of any property or service from any state agency (city) shall certify to the contracting or granting agency that it will provide a drug free workplace.

Offer and Acceptance

Supplier represents his acceptance to provide products and/or services as follows: City's offer to purchase products and/or services is expressly conditioned upon Seller's assent to the terms and conditions set forth in city purchase order documents, specifications, supporting data, and these articles. Supplier agrees that Supplier's order Acknowledgment terms and conditions received prior to, during, or after order placement by City's Purchasing Officer or his designated agent and issued to Supplier constitutes written notification to Supplier of City's rejection of any and all of Supplier order Acknowledgments, counter offers and change to the City's terms and conditions.


(If applicable)

Supplier's License No. 104321 Expiration Date: 6-30-22

Supplier certifies by signature below that the information furnished herein is true and accurate, that applicable certifications have been complied with, and that representations are made under penalty of perjury. Any bid submitted without the above information, or a bid containing information, which is subsequently proven false, shall be considered non-responsive and shall be rejected.

The undersigned recognizes the right of the City of Turlock to reject any or all bids received and to waive any informality or minor defects in bids received.

Central Sanitary Supply
Company Name


Signature of Authorized Representative

****Failure to clearly mark the original and provide original signature may result in a proposal being found non-responsive and given no consideration.***

EXHIBIT 'B'
REQUEST FOR PROPOSAL AND SPECIFICATION NO. 21-033

Janitorial Paper & Cleaning Supplies List

To provide the City of Turlock with janitorial paper and cleaning supplies as requested (per prices below) for the period of 12 months. If at time of order items listed below are out of stock the SUPPLIER must provide an estimated time of arrival of item(s) or may suggest an alternative to the item with the approval of the CITY. If the CITY does not agree to the alternative the CITY may at its discretion purchase such item(s) elsewhere to fulfill the needs of the CITY.

Bid Sheet Subtotals from Exhibit B

Section 1	\$ 199.58
Section 2	\$ 148.97
Section 3	\$ 64.46
Section 4	\$ 38.59
Section 5	\$ 29.88
Section 6	\$ 47.27
Section 7	\$ 62.65
Section 8	\$ 67.82
Section 9	\$ 20.46
Section 10	\$ 31.09
Section 11	\$ 22.64
Section 12	\$.65
GRAND TOTAL	\$ 734.06

SB 1383

Beginning January 1, 2022, SB 1383 requires jurisdictions (cities, counties, cities and counties, or special districts that provide solid waste collection services) to purchase recycled-content paper products that are recyclable.

This builds upon existing laws to purchase products that contain minimum recycled content, and adds requirements on product recyclability and recordkeeping.

You may learn more about SB 1383 at the link below:

<https://www.calrecycle.ca.gov/organics/slcp/procurement/RecycledPaper>

Vendor must comply with SB 1383 provisions and provide necessary information for reporting purposes to the City on an agreed upon basis

EXHIBIT B

Item No.	Quantity Yearly Usage	Unit	Description (Section 1)	Unit Price (Delivered)	30% PCRC	Recyclable	No
1	140	Case	Toilet Tissue: Roll Master White split core 2-Ply, 48 Rolls 770 sheets per roll (19027 Georgia Pacific or acceptable equal) Manufacturer Brand: <u>F4B</u> Item No. <u>FB-2748BR</u> Quantity per case: <u>48 rolls / 770 sheet</u>	42.99 /cs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	17	Case	Toilet Seat Cover: 1/2 Fold Paper, 20 packs 250/Pk 500 per case (GP-4706 Integrity or acceptable equal) Manufacturer Brand: <u>Integrity</u> Item No. <u>GP-4704B</u> Quantity per case: <u>250/pkg 20 pkg case</u>	39.80 /cs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	12	Case	Towel: C-fold, 12 pack 200 per pack, 2400 towels (01510 Kimberly-Clark Scott or acceptable equal) Manufacturer Brand: <u>Kimberly Clark</u> Item No. <u>SC-1510</u> Quantity per case: <u>2400/case</u>	29.90 /cs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	152	Case	Towel: High Capacity Hard Roll 6 Rolls 1000 ft. per roll 6000 ft. case (01005 Kimberly-Clark Scott or acceptable equal) Manufacturer Brand: <u>Kimberly Clark</u> Item No. <u>KC-1005</u> Quantity per case: <u>6/1000</u>	39.90 /cs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	93	Case	Towels: All Purpose Wipers White 12 pack 56 per pack 672 towels (05600 30 Wypall L40 or acceptable equal) Manufacturer Brand: <u>Kimberly Clark</u> Item No. <u>SC-5600</u> Quantity per case: <u>12/56 672/case</u>	46.99 /cs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 1				199.58			

Item No.	Quantity Yearly Usage	Unit	Description (Section 2)	Unit Price (Delivered)	30% PCRC	Recyclable	No
6	8	Case	Liners: LNR002 23 Gallon 8 mil, 250 liners per box (REP3036 16" x 14" x36" or acceptable equal) Manufacturer Brand: <u>Allstate</u> Item No. <u>Rep-3036</u> Quantity per case: <u>250/case</u>	22. ⁰⁰ / _{cs}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	3	Case	Liners: LNR003 32 Gallon 1 mil, 250 liners per box (REP3339 33" x 39" or acceptable equal) Manufacturer Brand: <u>Allstate</u> Item No. <u>Rep-3339</u> Quantity per case: <u>250/case</u>	27. ⁹⁹ / _{cs}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	72	Case	Liners: LNR004 44 Gallon Black 1.5 mil., 200 liners per box (REP404615B 40" x 46" or acceptable equal) Manufacturer Brand: <u>Oleania</u> Item No. <u>Rep-404615B</u> Quantity per case: <u>200/case</u>	44. ⁰⁰ / _{cs}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	29	Case	Liners: LNR008 10 Gallon Clear or Black 1.5 mil., 250 liners per box (REP243215 24" x 32" or acceptable equal) Manufacturer Brand: <u>Oleania</u> Item No. <u>Rep-243215</u> Quantity per case: <u>250/case</u>	28. ⁹⁹ / _{cs}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	2	Case	Liners: LNR009 23 Gallon Clear 4 mil. Roll, 500 liners per box (PC303710N 30" x 37" or acceptable equal) Manufacturer Brand: <u>Allstate</u> Item No. <u>PC-303710N</u> Quantity per case: <u>500/case</u>	25. ⁹⁹ / _{cs}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 2				148.97			

Item No.	Quantity Yearly Usage	Unit	Description (Section 3)	Unit Price (Delivered)	30% PCR	Recyclable	No
11	2	Case	Liners for Sanitary Napkin for disposal receptacle (500/box) (KL/260 or acceptable equal) Manufacturer Brand: <u>Hospco</u> Item No. <u>C-250K</u> Quantity per case: <u>500/case</u>	18.90 /cs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	180	Each	Luxury Lotion KC Kimberly Clark Skin Cleanser 1000 mil. (CLE91556 or acceptable equal) *** can also be foam 91552 Manufacturer Brand: <u>Kimberly Clark</u> Item No. <u>SF-91554</u> Quantity per case: <u>6/1000ml</u>	8.45 /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	5	Each	Hand Cleaner with pumice Kresto SBS-KCL2T 2 liter Manufacturer Brand: <u>SC Johnson</u> Item No. <u>SBS-KCL2T</u> Quantity per case: <u>4 2LT/case</u>	20.45 /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	26	Gallon	Hand Soap, Pink Deluxe Lotion, 1 gallon each 4 per case (Entral or acceptable equal) Manufacturer Brand: <u>Entral</u> Item No. <u>EX-388a</u> Quantity per case: <u>4 gal/case</u>	4.69 /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	39	Gallon	Antibacterial hand soap gallon size must be clear liquid color Manufacturer Brand: <u>Continental Chemical</u> Item No. <u>K-4178D</u> Quantity per case: <u>4 gal/case</u>	9.05 /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	53	Each	Antibacterial hand soap w/ light moisturizers 7.5 oz. or acceptable equal Manufacturer Brand: <u>Pia</u> Item No. <u>DA01585</u> Quantity per case: <u>12/case</u>	2.92 /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 3				64.46			

Item No.	Quantity Yearly Usage	Unit	Description (Section 4)	Unit Price (Delivered)	30% PCR	Recyclable	No
17	265	Each	Hand Sanitizer with Aloe, 4 oz. per pack/per box (9631 Purell or acceptable equal) Manufacturer Brand: <u>Hillyard</u> Item No. <u>HEL0040244</u> Quantity per case: <u>12/CASE</u>	<u>1.79</u> /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	47	Each	Air Effect Air Refresher, eliminates odors and freshens the air (9.7 oz. can) (Febreze Air Effects or acceptable equal) Manufacturer Brand: <u>Febreze</u> Item No. <u>PGC-45535</u> Quantity per case: <u>6 8.8oz/CASE</u>	<u>3.14</u> /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	337	Each	Metered Air Freshener Aerosol Refill Cans to fit metered dispenser (varied fragrances), 7 oz. can 12 per case (Hospeco or acceptable equal) Manufacturer Brand: <u>HOSPECO</u> Item No. <u>HS-7905</u> Quantity per case: <u>12/CASE</u>	<u>3.10</u> /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	14	Each	Metered Aerosol Dispenser, high impact chemical resistant plastic (1/box) (HSC 07521 Hospeco Health Guards Stratus2 or acceptable equal) Manufacturer Brand: <u>Impact</u> Item No. <u>CB-0141</u> Quantity per case: <u>12/CASE</u>	<u>16.50</u> /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21	79	Gallon	Multi Cleaner, 1 Gallon container (04307 Fabuloso or acceptable equal) Manufacturer Brand: <u>Fabuloso</u> Item No. <u>LG-04307</u> Quantity per case: <u>4/CASE</u>	<u>11.25</u> /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22	968	Quart	Bathroom Cleaner, thickened non-acid, 1 quart each, 12 per case (HIL0010904 Clean Assist Hillyard or acceptable equal) Manufacturer Brand: <u>Hillyard</u> Item No. <u>H-10904</u> Quantity per case: <u>12/CASE</u>	<u>2.79</u> /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 4				38.59			

Item No.	Quantity Yearly Usage	Unit	Description (Section 5)	Unit Price (Delivered)	30% PCRC	Recyclable	No
23	41	Each	Stainless Steel Polish, 12 oz. cans, 12 per case (CL811 Iron Horse or acceptable equal) Manufacturer Brand: <u>CLARE</u> Item No. <u>CL-841</u> Quantity per case: <u>12/15.62 cans/cs</u>	4.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24	155	Each	All Purpose Cleaner for multi surface cleaner, cut grease and grime, 1 each, 32 fluid oz. (Fantastik or Lysol Cleaner or acceptable equal) Manufacturer Brand: <u>Fantastik</u> Item No. <u>SSN 306387</u> Quantity per case: <u>8/case</u>	3.10/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25	98	Each	Cleaner with Bleach, 1 each 32 fluid oz. (Clorox or Fantastik or Lysol or acceptable equal) Manufacturer Brand: <u>Clorox</u> Item No. <u>CL068970</u> Quantity per case: <u>10/case</u>	10.98/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26	100	Each	Bathroom Cleaner, 1 quart each, 12 per case (HIL0010604 Clean Assist Hillyard #106 Crème Clean or acceptable equal) Manufacturer Brand: <u>Hillyard</u> Item No. <u>H-10604</u> Quantity per case: <u>12/case</u>	3.77/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
27	16	Each	Drain Cleaners, 32 oz. per bottle (Drano Max Gel Pro strength or acceptable equal) Manufacturer Brand: <u>Spartan</u> Item No. <u>S-7380QT</u> Quantity per case: <u>12/case</u>	4.03/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
28	36	Each	Disinfectant spray kills 99.9% of germs, 19 oz. can, 12 per case (Aerosol or acceptable equal) Manufacturer Brand: <u>Chase</u> Item No. <u>C-014</u> Quantity per case: <u>12/15.562 can/case</u>	2.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 5				29.88			

Item No.	Quantity Yearly Usage	Unit	Description (Section 6)	Unit Price (Delivered)	30% PCR	Recyclable	No
29	418	Each	Glass and Mirror Cleaner, Aerosol Foam, 19 oz. can, 12 per case (Entral Aerosol Foam or acceptable equal) Manufacturer Brand: <u>Entral</u> Item No. <u>CL-GLEAME</u> Quantity per case: <u>12/case</u>	2.49/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30	137	Gallon	Bleach disinfectant 5.25% sodium hypochlorite solution, 1 gallon each, 6 per case (Pure Bright or acceptable equal) Manufacturer Brand: <u>Central</u> Item No. <u>AP-GB6X1GL</u> Quantity per case: <u>6/case</u>	2.71/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31	20	Each	Detergent Dishwasher, 2-in-1 Action Pacs with Fresh Scent, 84 count each (Finish Dishwasher tabs, 90 count or acceptable equal) Manufacturer Brand: <u>Cascade</u> Item No. <u>PGC 9772b</u> Quantity per case: <u>60 packs/bag 3 bags/case</u>	19.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32	2	Each	Cleaner Oven/Grill Heavy Duty, 24 oz. can or acceptable equal Manufacturer Brand: <u>Hillyard</u> Item No. <u>H-1038</u> Quantity per case: <u>12/14oz can/case</u>	3.90/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33	84	Each	Dish Liquid, 16 oz. each (Ajax dishwashing liquid orange or acceptable equal) Manufacturer Brand: <u>Central</u> Item No. <u>B-31700T</u> Quantity per case: <u>12975/case</u>	3.20/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
34	40	Each	Dawn Ultra Dish Washing Liquid Original Scent 56 oz (must be brand) Manufacturer Brand: <u>Dawn Ultra</u> Item No. <u>PGC 91451</u> Quantity per case: <u>6 7503 bottle/case</u>	9.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

35	101	Each	Wipes, disinfectant, general purpose pre-moistened, 7" x 8" wipes, 110 per container (WIP4AZR9 Tough Guy or acceptable equal) Manufacturer Brand: <u>PROGRESSIVE</u> Item No. <u>PP-37701EA</u> Quantity per case: <u>80 7" x 8" / pkg 12 pkg case</u>	4.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 6				47.27			

Item No.	Quantity Yearly Usage	Unit	Description (Section 7)	Unit Price (Delivered)	30% PCRC	Recyclable	No
36	17	Each	Cleanser with bleach powered disinfectant, 25.2 oz. shake top can (Comet or acceptable equal) Manufacturer Brand: <u>Central</u> Item No. <u>KK-3021</u> Quantity per case: <u>24 21oz / case</u>	<u>.97/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
37	25	Each	Cleaner with Bleach, 128 oz. container (Clorox or acceptable equal) Manufacturer Brand: <u>Clorox</u> Item No. <u>PLC0091CT</u> Quantity per case: <u>3/case</u>	<u>18.99/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
38	37	Gallon	Deodorant concentrates kill odor, enzyme, 1 gallon each (6024110 Ramsey Kil-Oder Country Morning or acceptable equal) Manufacturer Brand: <u>Maintex</u> Item No. <u>155804</u> Quantity per case: <u>4/case</u>	<u>10.40/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
39	51	Gallon	Deodorant concentrates kill odor, enzyme, 1 gallon each (6012110 Ramsey Kil-Oder Cherry Almond or acceptable equal) Manufacturer Brand: <u>Entral</u> Item No. <u>2620881</u> Quantity per case: <u>4/case</u>	<u>10.40/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
40	111	Each	Remindair 60 Urinal Screen DE010 Cotton Blossom, 5 per package (F-RU30CB or acceptable equal) Manufacturer Brand: <u>Fresh Products</u> Item No. <u>F1WPS36CB</u> Quantity per case: <u>36/case</u>	<u>4.40/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
41	54	Each	Impact Urinal Z-mat 1525-5 6 pk Black 171/2 x 203/8 Manufacturer Brand: <u>Impact</u> Item No. <u>IP-1525-5</u> Quantity per case: <u>6/case</u>	<u>6.50/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

42	11	Gallon	<p>Floor Cleaner, mop stripper for removal of waxes and plymers low foaming, 1 gallon each, 4 per case (#149 Hillard Assault or acceptable equal)</p> <p>Manufacturer Brand: <u>Hillaryard</u></p> <p>Item No. <u>A-154</u></p> <p>Quantity per case: <u>24/case</u></p>	10.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Subtotal Section 7	62.65			

Item No.	Quantity Yearly Usage	Unit	Description (Section 8)	Unit Price (Delivered)	30% PCRC	Recyclable	No
43	2	Gallon	Floor Cleaner for high maintenance floors, 1 gallon each, 4 per case (#528 Hillard North Star High Solids or acceptable equal) Manufacturer Brand: <u>IRON HORSE</u> Item No. <u>FH-41108D</u> Quantity per case: <u>4/case</u>	13.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
44	41	Gallon	Cleaner/Degreaser, all-purpose cleaner, fast acting, 1 gallon each, 4 per case (#153 Hillard Assurance or acceptable equal) Manufacturer Brand: <u>Hillyard</u> Item No. <u>H-1531</u> Quantity per case: <u>4/case</u>	16.78/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
45	4	Each	Carpet instant spot remover, 32 oz. per bottle (Folex or acceptable equal) Manufacturer Brand: <u>Betco</u> Item No. <u>B-42512</u> Quantity per case: <u>12/case</u>	3.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
46	52	Gallon	Cleaner, concentrated Hydrogen Peroxide powered, 1 gallon each, 4 per case (HPC128C Hydroxi or acceptable equal) Manufacturer Brand: <u>Betco</u> Item No. <u>B-33604</u> Quantity per case: <u>4/case</u>	15.17/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
47	34	Each	Pest Control Spray, for ants, roach, spider killer, fragrance fee, and 20.5 oz. can 12 per case (Black Flag or acceptable equal) Manufacturer Brand: <u>Cheseb</u> Item No. <u>C-4334106</u> Quantity per case: _____	3.90/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
48	61	Each	Wipes for graffiti and paint remover, 30 wipes per package or acceptable equal Manufacturer Brand: <u>Scrubs</u> Item No. <u>AB-DYC901</u> Quantity per case: <u>30/tubs 60tubs/case</u>	13.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 8				67.82			

Item No.	Quantity Yearly Usage	Unit	Description (Section 9)	Unit Price (Delivered)	30% PCRC	Recyclable	No
49	78	Each	Hand moisturizing cream, 8 oz. container or acceptable equal Manufacturer Brand: <u>GOJO</u> Item No. <u>GOJ 4334-48</u> Quantity per case: <u>48/case</u>	3.11/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
50	16	Each	Polish for furniture to restore wood, lemon scent, 12.5 oz. cans, 12 per case (Best Value or acceptable equal) Manufacturer Brand: <u>Entral</u> Item No. <u>CL-811</u> Quantity per case: <u>12 19oz/case</u>	3.88/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51	24	Each	Pest Control Spray for wasp/hornet killer, ready to use aerosol, jet spray reaches up to 20 ft. for target and effective killing, non-staining formula that kills on contact, 15 oz. aerosol spray can (#HG-95949 Real Kill Wasp & Hornet Killer or acceptable equal) Manufacturer Brand: <u>Chase</u> Item No. <u>CL-013</u> Quantity per case: <u>12/case</u>	4.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
52	24	Each	Hard bristle Brush, for toilet bowl, pack of 6 Manufacturer Brand: <u>Impact</u> Item No. <u>RM-6310</u> Quantity per case: <u>12/case</u>	2.90/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
53	54	Each	Pumice stone sticks institutional, 12 bars per case (C-P's or acceptable equal) Manufacturer Brand: <u>U.S.P.</u> Item No. <u>C-PS</u> Quantity per case: <u>12/Box 60 box/case</u>	1.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
54	130	Each	Mop head for cleaning (medium) 24 oz. web foot, 1 each, 12 per box (PM-SCMG or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>PM-SCMG</u> Quantity per case: <u>12/case</u>	3.59/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 9				20.46			

Item No.	Quantity Yearly Usage	Unit	Description (Section 10)	Unit Price (Delivered)	30% PCRC	Recyclable	No
55	6	Each	Mop head rayon for waxing (medium) 24 oz., 1 each, and 12 per box (NAT-MBW 24 or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>NAT-MBW</u> Quantity per case: <u>12/case</u>	4.30/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
56	42	Each	Mop head web foot for cleaning (large), 36 oz., 1 each, 12 per box (PM-SCLR or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>PM-SCLR</u> Quantity per case: <u>12/case</u>	4.35/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
57	8	Each	Dust mop head, yarn/backing color blue, slot back style, 24" x 5", 1 each (1TZC5 or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>CL524LE-B</u> Quantity per case: <u>12/case</u>	4.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
58	6	Each	Dust mop head, yarn/backing color blue, slot back style, 36" x 5", and 1 each (1TZC6 or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>CL536LE-B</u> Quantity per case: <u>12/case</u>	6.88/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
59	5	Each	Dust mop head, yarn/backing color blue, slot back style, 48" x 5", 1 each (1TZC7 or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>CL548LE-B</u> Quantity per case: <u>12/case</u>	9.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

60	80	Each	Scrub pads, general purpose green, 40 per pack, 2 packs per case (9650 3M Scotch Brite or acceptable equal) Manufacturer Brand: <u>3M</u> Item No. <u>3-M 9650</u> Quantity per case: <u>40/box 2 boxes</u>	.58/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 10				31.69			

Item No.	Quantity Yearly Usage	Unit	Description (Section 11)	Unit Price (Delivered)	30% PCR	Recyclable	No
61	72	Each	Scrub pads, standard light duty, and 6 packs of 10 bulk package (#92-98 or acceptable equal) Manufacturer Brand: <u>Central</u> Item No. <u>C-98</u> Quantity per case: <u>20/case</u>	1.39/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
62	3	Each	Polishing Pads, 20" diameter white for machine buffer, 5 pads in a pack (3M4100 or acceptable equal) Manufacturer Brand: <u>ACS</u> Item No. <u>3-M20W5A</u> Quantity per case: <u>5/case</u>	3.40/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
63	10	Each	Stripping Pads, 20" diameter black for machine buffer, 5 pads in a pack (3M7200 or acceptable equal) Manufacturer Brand: <u>ACS</u> Item No. <u>3-M20BK5A</u> Quantity per case: <u>5/case</u>	3.40/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
64	3	Each	Buffing Pad, 20" diameter red for machine buffer, 5 pads in a pack (3M5100 or acceptable equal) Manufacturer Brand: <u>ACS</u> Item No. <u>3-M20R5A</u> Quantity per case: <u>5/case</u>	3.40/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
65	4	Each	Eraser/Burnisher Pad, 20" diameter pink for machine buffer, 5 pads in a pack (3M3600 or acceptable equal) Manufacturer Brand: <u>3M</u> Item No. <u>3M25858</u> Quantity per case: <u>5/case</u>	7.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

66	3	Each	Scrub pads, 20" diameter blue poly, 5 pads in a pack (4RU99 Rough Guy or acceptable equal) Manufacturer Brand: <u>NCS</u> Item No. <u>3-M203EA</u> Quantity per case: <u>5/case</u>	4.00/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 11				22.64			

Item No.	Quantity Yearly Usage	Unit	Description (Section 12)	Unit Price (Delivered)	30% PCRRC	Recyclable	No
67	214	Each	Sponge, double-sided scrubbing sponge, medium duty, 6.1" x 3.6" x .7mm each, 20 per case (#74 3M Scotch Brite or acceptable equal) Manufacturer Brand: <u>Central</u> Item No. <u>C-74</u> Quantity per case: <u>5/Box 8 box/Case</u>	.65/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 12				.65			
GRAND TOTAL				734.00			

List any extra charges not described above:

At the time of supply order, if item(s) are not available and are on backorder how will the City be notified?

If a product becomes unavailable, we will change to a comparable item, with paper documents and adjust price.

EXHIBIT 'C'
REQUEST FOR PROPOSAL AND SPECIFICATION NO. 21-033

REFERENCES

Indicate below, or on a separate sheet, at least five (5) references from accounts similar in size. Be sure to include for each reference: an account name, contact person, telephone number, and how long you have had the account.

Account Name:	City of Modesto		
Address:	1010 10th St. Modesto, CA 95354		
Contact Name & Title:			
Phone Number:	209-577-5420	Fax Number:	209-491-4456
Number of years servicing this account:	50+ years		

Account Name:	Modesto City Schools		
Address:	1424 Woodland Ave Modesto, CA 95351		
Contact Name & Title:	Karen Lewis, Buyer		
Phone Number:	209-576-4090	Fax Number:	209-576-4184
Number of years servicing this account:	50+ years		

Account Name:	Cal State University Stanislaus		
Address:	801 W. Monte Vista Turlock, CA 95382		
Contact Name & Title:	Hugo Hernandez, Purchasing		
Phone Number:	209-664-6526	Fax Number:	209-667-3076
Number of years servicing this account:	13+ years		

Account Name:	County of Fresno		
Address:	4525 E. Hamilton Fresno, CA 93702		
Contact Name & Title:	James Penner		
Phone Number:	559-456-7110	Fax Number:	
Number of years servicing this account:	20+ years		

Account Name:	City of Fresno		
Address:	2101 G Street Fresno, CA 93706		
Contact Name & Title:	Diana Reynolds, Purchasing		
Phone Number:	559-621-1332	Fax Number:	559-488-1069
Number of years servicing this account:	10+ years		

EXHIBIT 'D'
REQUEST FOR PROPOSAL AND SPECIFICATION NO. 21-033
QUESTIONNAIRE

1. How many years has your company been in the business of providing Janitorial Paper and Cleaning Supplies and what geographical areas does your firm provide this product to.

Central Sanitary has been in business for 65 years providing janitorial and cleaning supplies

2. Describe the type(s) of training your employees have had in the safe handling procedure of this product requested under this Request for Bids.

All employees are trained in handling the proper items, paper, cleaning. Drivers are class. A, Hazmat trained. Sales reps are Hazmat trained, SMA, and with various manufactures of product.

3. What is the current number of employees working for your firm?

108 employees

4. What has been the employee turnover rate for your firm in the past year?

5 percent

5. How many field supervisors does your firm intend to assign to the City's contract.

1 - Angela Mello

6. Describe on a separate sheet of paper your firm's work plan for the City's contract should you be the successful bidder.

Please see attached

7. Indicate below the name of the person who will be responsible for administering the contract, if awarded. Also include the person's title, telephone number, address and Internet E-Mail address.

David Martini - President Contract
Angela Mello - sales representative, main contact
cell: 209-321-8581 416 N 9th St. Modesto CA 95350
email: AngelaMello@centralSanitary.com

* Attach additional pages if needed



March 7, 2022

Dun & Bradstreet number: 028682912

For Questionnaire line #6

Central Sanitary Supply has a proud 66 year legacy of personalized, professional service at the local level with regional reach and deep resources. Our focus today is to help develop, implement, and continually enhance facility management programs that achieve a healthy indoor environment for occupants while protecting the building assets, and maintain budget integrity. We distribute products from the world's leading cleaning and facility manufacturers. Working with you we build the perfect blend of products and procedures to meet your goals.

Central has many long-standing partnerships with some of the largest government institutions here in the West, yet we are a Stanislaus County based company with deep roots in the community. We offer a comprehensive training solution through our Academy for Cleaning Professionals (ACP). ACP will work with your sites to help build a training program catered to the policies and standards of your specific district or complement existing procedures.

You can trust Central Sanitary Supply as more than an efficient logistical partner for supplies but as a reliable facility management consultant. Today we operate nearly 50 distribution centers across the US and Mexico. As a member-owner in NETWORK, we offer standardized distribution throughout North America as the largest marketer of facility solutions and foodservice products with over \$8 Thank you again for the opportunity and we look forward to continuing our partnership with you.

Fresno

1149 West Nielsen Ave
Fresno, CA 93706
559-498-6204 FAX 559-444-0580

Bakersfield

4730 Armstrong Road
Bakersfield, CA 93313
661-587-5055 FAX 661-587-5037

CORPORATE OFFICE

Modesto

416 North Ninth Street
Modesto, CA 95350
209-523-3002 FAX 209-523-1923

EXHIBIT 'E'

CITY OF TURLOCK

**REQUEST FOR PROPOSAL AND SPECIFICATIONS NO. 21-033
"JANITORIAL PAPER AND CLEANING SUPPLIES"**


**BID PACKET
INSURANCE DOCUMENTS**

Name of Bidder: Central Sanitary Supply
Business Address: 416 N. 9th St. Modesto, CA 95350

Please read your contract for particular insurance specifications and requirements. In general, the following documents are required upon award of bid:

- A Certificate of Insurance accompanied by the following Endorsements:
 - General Liability Additional Insured (CG 20 10 11 85 or equivalent)
 - Automobile Liability Additional Insured
 - Designated Entity - Earlier Notice of Cancellation/Nonrenewal Provided by Us
 - Primary and Non-Contributory
 - General Liability Waiver of Subrogation
 - Workers' Compensation Waiver of Subrogation

The undersigned, as bidder, declares that he/she has carefully examined the insurance requirements in the contract for the proposed work and will furnish, provide, and execute all necessary insurance certificates and endorsements or other documents specified in the contract.

Signature: 
Date: 3-4-2020

FAILURE TO PROVIDE REQUIRED INSURANCE DOCUMENTS WITHIN TEN (10) CALENDAR DAYS OF A REQUEST FROM CITY SHALL BE DEEMED NON-RESPONSIVE AND THE BID WILL BE REJECTED.

The undersigned, as broker or insurance agent for bidder, declares that he/she has carefully examined the insurance requirements in the contract for the proposed work and will furnish, provide, and execute on behalf of bidder all necessary insurance certificates and endorsements or other documents specified in the contract.

Signature: _____
Date: _____

FAILURE TO PROVIDE REQUIRED INSURANCE DOCUMENTS WITHIN TEN (10) CALENDAR DAYS OF A REQUEST FROM CITY SHALL BE DEEMED NON-RESPONSIVE AND THE BID WILL BE REJECTED.



AGREEMENT FOR SERVICES
between
THE CITY OF TURLOCK
and
CENTRAL SANITARY SUPPLY
for
JANITORIAL PAPER & CLEANING SUPPLIES
CONTRACT NO. 2022-76

THIS AGREEMENT is made this 12th day of April, 2022, by and between the **CITY OF TURLOCK**, a municipal corporation of the State of California hereinafter referred to as "CITY" and **CENTRAL SANITARY SUPPLY**, a Corporation, hereinafter referred to as "SUPPLIER."

WITNESSETH:

WHEREAS, CITY has a need for janitorial paper and cleaning supplies on an "As-Needed" basis; and

WHEREAS, SUPPLIER has represented itself as duly trained, qualified, and experienced to provide such Products/Service, hereinafter referred to as "Services."

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF WORK: SUPPLIER shall furnish all labor, equipment, materials and process, implements, tools, and machinery, except as otherwise specified, which are necessary and required to provide the Services and shall perform such Services in accordance with the standards of its profession and the specifications attached hereto as Exhibit A. SUPPLIER shall provide Services that are acceptable to CITY.

2. PERSONNEL AND EQUIPMENT: SUPPLIER shall provide all personnel needed to accomplish the Services hereunder. SUPPLIER shall additionally acquire, provide, maintain, and repair, at its sole cost and expense, such equipment, materials, and supplies as SUPPLIER shall reasonably require to accomplish the Services.

3. SAFETY REQUIREMENT: All Services and merchandise must comply with California State Division of Industrial Safety orders and O.S.H.A.

4. COMPENSATION: CITY agrees to pay SUPPLIER in accordance with Exhibit A as full remuneration for performing all Services and furnishing all staffing and materials called for in Exhibit A and for performance by SUPPLIER of all of its duties and obligations under this Agreement. In no event shall the annual sum of this Agreement exceed Thirty Thousand and No/100ths Dollars (\$30,000.00). SUPPLIER agrees that compensation shall be paid in the manner and at the times set forth below:

(a) Invoices: SUPPLIER shall submit dated invoices to CITY specifying the date, location and service rendered, and the charge therefor.

(b) Payment:

(1) All payments by CITY shall be made in arrears, after satisfactory service, as determined and approved by CITY, has been provided. Payment shall be made by CITY no more than thirty (30) days from CITY's receipt of invoice.

(2) CITY shall normally pay by voucher or check within ten (10) working days after each City Council meeting at which payments can be authorized, provided that CITY receives the invoice at least five (5) working days prior to CITY's meeting date.

(3) If CITY disputes any items on an invoice for a reasonable cause, which includes but is not limited to unsatisfactory service, CITY may deduct that disputed item from the payment, but shall not delay payment for the undisputed portions. The amounts and reasons for such deletions shall be documented to SUPPLIER within fifteen (15) working days after receipt of invoice by CITY. CITY shall assign a sequential reference number to each deletion.

(4) If dispute is settled, payment shall be by voucher or check payable to and mailed to SUPPLIER within five (5) working days of dispute settlement.

(5) CITY reserves the right to only pay for such services rendered to the satisfaction of CITY.

5. TERM OF AGREEMENT: This Agreement shall become effective April 15, 2022 and end April 15, 2023, subject to CITY's availability of funds.

6. EXTENSION OF AGREEMENT: CITY may elect to extend this Agreement for three (3) additional one-year terms, on the same terms and conditions, upon issuing an "Election to Extend Agreement" letter executed by the City Manager to CONTRACTOR thirty (30) days prior to the expiration of this Agreement. On each anniversary date, CONTRACTOR will be allowed to increase prices. Increases may not exceed increases in the San Francisco-Oakland Consumer Price Index for all urban consumers or percentage increases in CONTRACTOR's published prices, whichever is lower. In all cases, CITY may cancel the contract if a requested price increase is not acceptable.

7. INSURANCE: SUPPLIER shall not commence work under this Agreement until SUPPLIER has obtained City's approval regarding all insurance requirements, forms, endorsements, amounts, and carrier ratings, nor shall SUPPLIER allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor shall

have been so obtained and approved. SUPPLIER shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by SUPPLIER, its agents, representatives, employees or subcontractors. Failure to maintain or renew coverage or to provide evidence of renewal may constitute a material breach of contract. Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to City.

(a) General Liability Insurance: SUPPLIER shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability and coverage for explosion, collapse and underground property damage hazards. SUPPLIER's general liability policies shall be primary and not seeking contribution from the City's coverages, and be endorsed using Insurance Services Office form CG 20 10 to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction contracts, an endorsement providing completed operations to the additional insured, ISO form CG 20 37, is also required.

(b) Workers' Compensation Insurance: SUPPLIER shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). SUPPLIER shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

(c) Auto Insurance: SUPPLIER shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than two million dollars (\$2,000,000) per accident. If SUPPLIER owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

(d) Builder's Risk Insurance: {Intentionally Omitted}

(e) Contractors Pollution Insurance: {Intentionally Omitted}

(f) Professional Liability Insurance: {Intentionally Omitted}

(g) Deductibles and Self-Insured Retentions: Upon request of City, any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, its elective and appointive boards, officers, agents, employees, and volunteers; or (2) SUPPLIER shall provide a financial guarantee satisfactory to City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

(h) Other Insurance Provisions: The commercial general liability policy shall contain, or be endorsed to contain, the following provisions:

(1) City, its elective and appointive boards, officers, agents, employees, and volunteers are to be covered as additional insureds with respect to liability arising

out of work or operations performed by or on behalf of SUPPLIER, including materials, parts or equipment furnished in connection with such work or operations, which coverage shall be maintained in effect for at least three (3) years following the completion of the work specified in the contract. General liability coverage can be provided in the form of an endorsement to SUPPLIER's insurance (at least as broad as CG 20 10 for ongoing operations and CG 20 37 for products/completed operations), or as a separate Owners and Contractors Protective Liability policy providing both ongoing operations and completed operations coverage.

(2) For any claims related to this project, SUPPLIER's insurance coverage shall be primary insurance as respects City and any insurance or self-insurance maintained by City shall be excess of SUPPLIER's insurance and shall not contribute with it.

(3) In the event of cancellation, non-renewal, or material change that reduces or restricts the insurance coverage afforded to City under this Agreement, the insurer, broker/producer, or SUPPLIER shall provide City with thirty (30) days' prior written notice of such cancellation, non-renewal, or material change.

(4) Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

(i) Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII or with an insurer to which the City has provided prior approval.

(j) Verification of Coverage: SUPPLIER shall furnish City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive SUPPLIER's obligation to provide them. City reserves the right, at any time, to require complete, certified copies of all required insurance policies and endorsements.

(k) Waiver of Subrogation: With the exception of professional liability, SUPPLIER hereby agrees to waive subrogation which any insurer of SUPPLIER may acquire from SUPPLIER by virtue of the payment of any loss. The commercial general liability policy and workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of City for all work performed by SUPPLIER, its agents, employees, independent contractors and subcontractors. SUPPLIER agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(l) Subcontractors: SUPPLIER shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

(m) Surety Bonds: SUPPLIER shall provide a Performance Bond and a Payment Bond.

8. INDEMNIFICATION:

Indemnity for Professional Liability: When the law establishes a professional standard of care for SUPPLIER's Services, to the fullest extent permitted by law, SUPPLIER shall indemnify, protect, defend, and hold harmless CITY and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent SUPPLIER (and its Subcontractors) are responsible for such damages, liabilities and costs on a comparative basis of fault between the SUPPLIER (and its Subcontractors) and the CITY in the performance of professional services under this Agreement. SUPPLIER shall not be obligated to defend or indemnify CITY for the CITY's own negligence or for the negligence of others.

Indemnity for other than Professional Liability: Other than in the performance of professional services and to the full extent permitted by law, SUPPLIER shall indemnify, defend, and hold harmless CITY and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by SUPPLIER or by any individual or agency for which SUPPLIER is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of SUPPLIER.

9. INDEPENDENT CONTRACTOR RELATIONSHIP: All acts of SUPPLIER, its agents, officers, and employees and all others acting on behalf of SUPPLIER relating to the performance of this Agreement, shall be performed as independent contractors and not as agents, officers, or employees of CITY. SUPPLIER, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of CITY. SUPPLIER has no authority or responsibility to exercise any rights or power vested in the CITY. No agent, officer, or employee of the CITY is to be considered an employee of SUPPLIER. It is understood by both SUPPLIER and CITY that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or a joint venture.

SUPPLIER, its agents, officers and employees are and, at all times during the terms of this Agreement, shall represent and conduct themselves as independent contractors and not as employees of CITY.

SUPPLIER shall determine the method, details and means of performing the work and Services to be provided by SUPPLIER under this Agreement. SUPPLIER shall be responsible to CITY only for the requirements and results specified in this Agreement, and, except as expressly provided in this Agreement, shall not be subjected to CITY's control with respect to the physical action or activities of the SUPPLIER in fulfillment of this Agreement. SUPPLIER has control over the manner and means of performing the Services under this Agreement. SUPPLIER is permitted to provide services to others during the same period service is provided to CITY under this Agreement. If necessary, SUPPLIER has the responsibility for employing other persons or firms to assist SUPPLIER in fulfilling the terms and obligations under this Agreement.

If in the performance of this Agreement any third persons are employed by SUPPLIER, such persons shall be entirely and exclusively under the direction, supervision, and control of SUPPLIER. All terms of employment including hours, wages, working conditions, discipline, hiring, and discharging or any other term of employment or requirement of law shall be

determined by the SUPPLIER.

It is understood and agreed that as an independent contractor and not an employee of CITY neither the SUPPLIER or SUPPLIER'S assigned personnel shall have any entitlement as a CITY employee, right to act on behalf of the CITY in any capacity whatsoever as an agent, or to bind the CITY to any obligation whatsoever.

It is further understood and agreed that SUPPLIER must issue W-2 forms or other forms as required by law for income and employment tax purposes for all of SUPPLIER'S personnel.

As an independent contractor, SUPPLIER hereby indemnifies and holds CITY harmless from any and all claims that may be made against CITY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

10. VOLUNTARY TERMINATION: CITY may terminate this Agreement without cause or legal excuse by providing thirty (30) days' written notice to SUPPLIER.

11. TERMINATION OF STATED EVENT:

(a) Termination on Occurrence of Stated Events. This Agreement shall terminate automatically on the date on which any of the following events occur: (1) bankruptcy or insolvency of SUPPLIER, (2) legal dissolution of SUPPLIER, or (3) death of key principal(s) of SUPPLIER.

(b) Termination by CITY for Default of SUPPLIER. Should SUPPLIER default in the performance of this Agreement or materially breach any of its provisions, at its option CITY may terminate this Agreement by giving written notification to SUPPLIER. The termination date shall be the effective date of the notice. For the purposes of this section, material breach of this Agreement shall include but not be limited to any of the following: failure to perform required Services or duties, willful destruction of CITY's property by SUPPLIER, dishonesty or theft.

(c) Termination by SUPPLIER for Default of CITY. Should CITY default in the performance of this Agreement or materially breach any of its provisions, at its option SUPPLIER may terminate this Agreement by giving written notice to CITY. The termination date shall be the effective date of the notice. For the purposes of this section, material breach of this Agreement shall include but not be limited to any of the following: failure to cooperate reasonably with SUPPLIER, willful destruction of SUPPLIER's property by CITY, dishonesty or theft.

(d) Termination for Failure to Make Agreed-Upon Payments. Should CITY fail to pay SUPPLIER all or any part of the payments set forth in this Agreement on the date due, at its option SUPPLIER may terminate this Agreement if the failure is not remedied within thirty (30) days after SUPPLIER notifies CITY in writing of such failure to pay. The termination date shall be the effective date of the notice.

(e) Termination by CITY for Change of SUPPLIER'S Tax Status. If CITY determines that SUPPLIER does not meet the requirements of federal and state tax laws for independent contractor status, CITY may terminate this Agreement by giving written notice to SUPPLIER. The termination date shall be the effective date of the notice.

(f) In the Event of Termination. If this Agreement is terminated pursuant to this Paragraph, SUPPLIER shall cease all its work on the project as of the termination date and shall see to it that its employees, subcontractors and agents are notified of such termination and cease their work. If CITY so requests, and at CITY's cost, SUPPLIER shall provide sufficient oral or written status reports to make CITY reasonably aware of the status of SUPPLIER'S work on the project. Further, if CITY so requests, and at CITY's cost, SUPPLIER shall deliver to CITY any work products whether in draft or final form which have been produced to date.

If the Agreement is terminated pursuant to any of the subsections contained in this paragraph, CITY will pay SUPPLIER an amount based on the percentage of work completed on the termination date, this percentage shall be determined by CITY in its sole discretion. If the Agreement is terminated pursuant to the subparagraph entitled Termination by CITY for Default of SUPPLIER, SUPPLIER understands and agrees that CITY may, in CITY's sole discretion, refuse to pay SUPPLIER for that portion of SUPPLIER'S Services which were performed by SUPPLIER on the project prior to the termination date and which remain unacceptable and/or not useful to CITY as of the termination date.

12. CONFORMANCE WITH FEDERAL AND STATE LAW: All equipment, supplies and services used by SUPPLIER in the performance of this Agreement shall conform to the laws of the government of the United States and the State of California.

13. NONDISCRIMINATION: In connection with the execution of this Agreement, SUPPLIER shall not discriminate against any employee or applicant for employment because of age, race religion, color, sex, or national origin. SUPPLIER shall take affirmative action to insure that applicants are employed, and the employees are treated during their employment, without regard to their age, race, religion, color, sex or national origin. Such actions shall include, but not be limited to, the following: employment, promotions, demotions or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. SUPPLIER shall also comply with the requirement of Title VII of the Civil Rights Act of 1964 (P.L. 88-352) and with all applicable regulations, statutes, laws, etc., promulgated pursuant to the civil rights acts of the government of the United States and the State of California now in existence or hereafter enacted. Further, SUPPLIER shall comply with the provisions of Section 1735 of the California Labor Code.

14. TIME: Time is of the essence in this Agreement.

15. ENTIRE AGREEMENT AND MODIFICATION: This Agreement supersedes all previous Agreements and constitutes the entire understanding of the parties hereto. SUPPLIER shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. SUPPLIER specifically acknowledges that in entering into and executing this Agreement, SUPPLIER relies solely upon the provisions contained in this Agreement and no others. Should any conflict exist between the terms and conditions of the Agreement and any and all exhibits attached hereto, the terms and conditions of the Agreement shall prevail.

16. OBLIGATIONS OF SUPPLIER: Throughout the term of this Agreement, SUPPLIER shall possess, or secure all licenses, permits, qualifications and approvals legally required to conduct business. SUPPLIER warrants that it has all of the necessary professional capabilities and experience, as well as all tools, instrumentalities, facilities and other resources necessary to provide the CITY with the Services contemplated by this Agreement. SUPPLIER

further represents that it will follow the best current, generally accepted and professional practices to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding this project.

17. OWNERSHIP OF DOCUMENTS: All reports, data, drawings, plans, designs, specifications, graphics, calculations, working papers, models, flow diagrams, visual aids, and other incidental work or materials furnished hereunder shall become and remain the property of the CITY, and may be used by CITY as it may require without any additional cost to CITY. No reports shall be used by the SUPPLIER for purposes other than this contract without the express prior written consent of CITY.

18. NEWS AND INFORMATION RELEASE: SUPPLIER agrees that it will not issue any news releases in connection with either the award of this Agreement, or any subsequent amendment of or efforts under this Agreement, without first obtaining review and approval of said news releases from CITY through the City Manager.

19. INTEREST OF SUPPLIER: SUPPLIER warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Services required to be performed under this Agreement. SUPPLIER warrants that, in performance of this Agreement, SUPPLIER shall not employ any person having any such interest. SUPPLIER agrees to file a Statement of Economic Interests with the City Clerk at the start and end of this contract if so required at the option of CITY.

20. AMENDMENTS: Both parties to this Agreement understand that it may become desirable or necessary during the execution of this Agreement, for CITY or SUPPLIER to modify the scope of Services provided for under this Agreement. Any material extension or change in the scope of work shall be discussed with CITY and the change and cost shall be memorialized in a written amendment to the original contract prior to the performance of the additional work.

Until a change order is so executed, CITY will not be responsible to pay any charges SUPPLIER may incur in performing such additional services, and SUPPLIER shall not be required to perform any such additional services.

21. PATENT/COPYRIGHT MATERIALS: Unless otherwise expressly provided in the contract, SUPPLIER shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of this Agreement. SUPPLIER shall furnish a warranty of such right to use to CITY at the request of CITY.

22. CERTIFIED PAYROLL REQUIREMENT: For SUPPLIERS performing field work on public works contracts on which prevailing wages are required, SUPPLIER shall comply with the provisions of the California Labor Code including, but not limited to Section 1776 regarding payroll records, and shall require its subcontractors to comply with that section as may be required by law.

23. PARTIAL INVALIDITY: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

24. WAIVER: The waiver by any party to this Agreement of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or

subsequent breach hereof unless specifically stated in writing.

25. AUDIT: CITY's duly authorized representative shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify SUPPLIER'S charges to CITY under this Agreement.

SUPPLIER agrees to retain reports, records, documents, and files related to charges under this Agreement for a period of four (4) years following the date of final payment for SUPPLIER Services. CITY's representative shall have the right to reproduce any of the aforesaid documents.

26. GOVERNING LAW: This Agreement shall be governed according to the laws of the State of California.

27. HEADINGS NOT CONTROLLING: Headings used in the Agreement are for reference purposes only and shall not be considered in construing this Agreement.

28. COMPLIANCE WITH LAWS: SUPPLIER shall insure compliance with all safety and hourly requirements for employees, in accordance with federal, state, and county safety and health regulations and laws including, but not limited to, prevailing wage laws, if applicable. SUPPLIER shall fully comply with all applicable federal, state, and local laws, ordinances, regulations and permits.

29. CITY BUSINESS LICENSE: SUPPLIER will have a City of Turlock business license.

30. ASSIGNMENT: This Agreement is binding upon CITY and SUPPLIER and their successors. Except as otherwise provided herein, neither CITY nor SUPPLIER shall assign, sublet, or transfer interest in this Agreement or any part thereof without the prior written consent of the other.

31. RECORD INSPECTION AND AUDIT: SUPPLIER shall maintain adequate records to permit inspection and audit of SUPPLIER's time and material charges under this Agreement. SUPPLIER shall make such records available to CITY during normal business hours upon reasonable notice. Such records shall be turned over to CITY upon request.

32. EXCLUSIVE USE: Services provided within the scope of this Agreement are for the exclusive use of CITY and SUPPLIER agrees that, until final approval by CITY, all data, plans, specifications, reports, and other documents will not be released to third parties by SUPPLIER without the prior written consent of CITY.

33. EMPLOYMENT OF CITY OFFICIAL OR EMPLOYEE: SUPPLIER shall employ no CITY official or employee in the work performed pursuant to this Agreement. No officer or employee of CITY shall have any financial interest in this Agreement in violation of California Government Code Sections 1090 *et seq.*; nor shall CITY violate any provision of its Conflict of Interest Code adopted pursuant to the provisions of California Government Code Sections 87300 *et seq.*

34. NOTICE: Any and all notices permitted or required to be given hereunder shall be deemed duly given and effective (1) upon actual delivery, if delivery is by hand; or (2) five (5) days

after delivery into the United States mail, if delivery is by postage paid, registered, or certified (return receipt requested) mail. Each such notice shall be sent to the parties at the address respectively indicated below or to any other address as the respective parties may designate from time to time:

for SUPPLIER: **Central Sanitary Supply**
ATT: David Martini
416 N. Ninth Street
Modesto, CA 95350
PHONE: (209) 523-3002
FAX: (209) 523-1923

for CITY: **CITY OF TURLOCK**
ATT: Isaac Moreno
Finance Department
156 S. Broadway, Suite 270
Turlock, CA 95380
PHONE: (209) 668-5542 Ext. 1301
FAX: (209) 668-5695

35. CITY CONTRACT ADMINISTRATOR: The City's contract administrator and contact person for this Agreement is:

Lisa Quiroga
Finance Department, Purchasing Division
156 S. Broadway, Suite 270
Turlock, CA 95380
Telephone: (209) 668-5402
E-mail: equiroga@turlock.ca.us

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by and through their respective officers' thereunto duly authorized.

CITY OF TURLOCK, a municipal corporation

CENTRAL SANITARY SUPPLY

By: _____
Reagan Wilson, City Manager

By: _____

Date: _____

Title: _____

Print name: _____

Date: _____

APPROVED AS TO SUFFICIENCY:

By: _____
Isaac Moreno, Finance Director

APPROVED AS TO FORM:

By: _____
George A. Petrulakis, City Attorney

ATTEST:

By: _____
Kellie Weaver, Interim City Clerk

BID PROPOSAL EXHIBIT 'A'

**CITY OF TURLOCK
BID PROPOSAL FORM**

BID NO RFP 21-033

BID DUE DATE: March 7, 2022

The City of Turlock invites sealed bids and shall be enclosed in an envelope clearly marked:

“JANITORIAL PAPER AND CLEANING SUPPLIES”

1) Return original bid to:

**City of Turlock
Administrative Services Department Purchasing
156 S. Broadway, Ste 270
Turlock, CA 95380-5454**

- 2) Price shall be F.O.B. Destination or for the service rendered.
- 3) Bidder shall honor bid prices for sixty (60) days or for the stated contract period whichever is longer.
- 4) Bid must be on this bid form and signed by vendors authorized representative.

BIDDER TO READ

NO BID IS VALID UNLESS SIGNED BY THE PERSON MAKING THE BID AND ALL BLANKS ARE FILLED IN.

Company: Central Sanitary Supply

Address: 416 N. 9th St. Modesto, CA 95350

Telephone Number 209-523-3002 Fax Number 209-523-1923

E-Mail Address bids@centralsanitary.com

Authorized Representative (print) David Martini

The undersigned, upon acceptance, agrees to furnish the following in accordance with terms and conditions per City of Turlock specifications for March 7, 2022, at the prices indicated herein.

The following is required information. Any omission may be cause for rejection of Bid.

Early Pay Discount

A N/A % discount is offered for payment within N/A days.

(Note: Discount period must be fifteen days, or greater, to be considered.) Net 30 days

City of Turlock Tax Certificate

Does your firm hold a City of Turlock Business Tax Certificate? Yes No

If yes, number: 64321

"Piggyback" Contracting

Will your firm extend the same prices, terms and conditions to other public agencies?

Yes No

Order Contact

Provide the following information about the City's contact for orders.

Name:	<u>Angela Mello</u>
Phone Number:	<u>209-523-3002</u>
Fax Number:	<u>209-523-1923</u>
Cell Number:	<u>209-321-8581</u>
Email Address:	<u>Angelamello@centralSanitary.com</u>

Delivery

Method of Delivery: Common Carrier Private Company Carrier
(Please circle one choice or describe alternative method)

Compliance

Bidder, have you complied with the specifications, terms and conditions of this bid?

Yes NO

A "NO" answer requires a detailed explanation giving reference to all deviations.

Addendums (if applicable):

Bidder acknowledges receipt of ADDENDUM NO. _____, _____, _____

Terms

- 1) Sales tax will be added at time of purchase.
- 2) Prices are F.O.B. Turlock.
- 3) Bids shall be valid for sixty days following the bid opening.

Nondiscrimination Clause

- a) In connection with the execution of this agreement, SUPPLIER shall not discriminate against any employee for applicant for employment because of age, race, religion, color, and sex or nation origin. SUPPLIER shall take affirmative action to insure that applicants are employed, and the employees are treated during their employment, without regards to their age, race, religion, color, sex or national origin. Such actions shall include, but not be limited to, the following: employment, promotions, demotions or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. SUPPLIER shall also comply with requirement of Title VII of the Civil Rights Act of 1964 (P.L.88-352) and with all applicable regulations, statutes, laws, etc., promulgated pursuant to the civil rights acts of the government of the United States and the State of California now in existence or hereafter enacted. Further, SUPPLIER shall comply with the provisions of Section 1735 of the California Labor Code.
- b) Supplier and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other agreement.
- c) Supplier shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.
- d) Supplier shall permit access by representatives of the Department of Fair Employment and Housing and the City upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, other sources of information and its facilities as said Department of City shall require to ascertain compliance with this clause.

Non-discrimination of the Handicapped:**Policy Statement**

In compliance with Section 51.55, Office of Revenue Sharing, Department of the Treasury, it is the policy of the City of Turlock that it will not aid or perpetuate discrimination against a qualified handicapped individual by funding an agency, organization, or person that discriminates on the basis of handicap in providing an aid, benefit, or service to beneficiaries of the program or activity.

The City is committed to provide access to all City services, programs, and meetings open to the public for people with disabilities. In this regard, City and all of its Suppliers and Subcontractors will take all reasonable steps in accordance with GRS Section 51.55 to ensure that handicapped individuals have the maximum opportunity for the same level of aid, benefit, or service as any other individual.

Transportation of Hazardous Materials:

In order to comply with the appropriate federal and state requirements applicable to the transportation and dumping of hazardous waste materials/substances, the seller, or any commercial hauling/transporting firm through the subcontractor, which the seller may obtain such services, must be licensed and registered to

provide such service. All dumping facilities shall be licensed and certified to accept material being dumped. Seller hereby warrants that it or its subcontractor has obtained all necessary state and federal licenses and registrations applicable to transporters and transportation of toxic and/or hazardous materials/substances. If required to do so by CITY, seller or its subcontractor shall provide proof of said licenses and/or registrations. If required also, the CITY may request proof of dumping from an approved dumping facility.

Drug Free Workplace

Bidder/Supplier certifies that he/she is in compliance with Section 8350 - 8355 of Chapter 5.5 of the

Government Code, Drug Free Workplace Act. Every person or organization awarded a contract/purchase order or grant for the procurement of any property or service from any state agency (city) shall certify to the contracting or granting agency that it will provide a drug free workplace.

Offer and Acceptance

Supplier represents his acceptance to provide products and/or services as follows: City's offer to purchase products and/or services is expressly conditioned upon Seller's assent to the terms and conditions set forth in city purchase order documents, specifications, supporting data, and these articles. Supplier agrees that Supplier's order Acknowledgment terms and conditions received prior to, during, or after order placement by City's Purchasing Officer or his designated agent and issued to Supplier constitutes written notification to Supplier of City's rejection of any and all of Supplier order Acknowledgments, counter offers and change to the City's terms and conditions.


(If applicable)

Supplier's License No. 604321 Expiration Date: 6-30-22

Supplier certifies by signature below that the information furnished herein is true and accurate, that applicable certifications have been complied with, and that representations are made under penalty of perjury. Any bid submitted without the above information, or a bid containing information, which is subsequently proven false, shall be considered non-responsive and shall be rejected.

The undersigned recognizes the right of the City of Turlock to reject any or all bids received and to waive any informality or minor defects in bids received.

Central Sanitary Supply
Company Name


Signature of Authorized Representative

****Failure to clearly mark the original and provide original signature may result in a proposal being found non-responsive and given no consideration.***

EXHIBIT 'B'
REQUEST FOR PROPOSAL AND SPECIFICATION NO. 21-033

Janitorial Paper & Cleaning Supplies List

To provide the City of Turlock with janitorial paper and cleaning supplies as requested (per prices below) for the period of 12 months. If at time of order items listed below are out of stock the SUPPLIER must provide an estimated time of arrival of item(s) or may suggest an alternative to the item with the approval of the CITY. If the CITY does not agree to the alternative the CITY may at its discretion purchase such item(s) elsewhere to fulfill the needs of the CITY.

Bid Sheet Subtotals from Exhibit B

Section 1	\$ 199.58
Section 2	\$ 148.97
Section 3	\$ 64.46
Section 4	\$ 38.59
Section 5	\$ 29.88
Section 6	\$ 47.27
Section 7	\$ 62.65
Section 8	\$ 67.82
Section 9	\$ 20.46
Section 10	\$ 31.09
Section 11	\$ 22.64
Section 12	\$.65
GRAND TOTAL	\$ 734.06

SB 1383

Beginning January 1, 2022, SB 1383 requires jurisdictions (cities, counties, cities and counties, or special districts that provide solid waste collection services) to purchase recycled-content paper products that are recyclable.

This builds upon existing laws to purchase products that contain minimum recycled content, and adds requirements on product recyclability and recordkeeping.

You may learn more about SB 1383 at the link below:

<https://www.calrecycle.ca.gov/organics/slcp/procurement/RecycledPaper>

Vendor must comply with SB 1383 provisions and provide necessary information for reporting purposes to the City on an agreed upon basis

EXHIBIT B

Item No.	Quantity Yearly Usage	Unit	Description (Section 1)	Unit Price (Delivered)	30% PCRC	Recyclable	No
1	140	Case	Toilet Tissue: Roll Master White split core 2-Ply, 48 Rolls 770 sheets per roll (19027 Georgia Pacific or acceptable equal) Manufacturer Brand: <u>F4B</u> Item No. <u>FB-2748BR</u> Quantity per case: <u>48 rolls / 770 sheet</u>	42.99 /cs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	17	Case	Toilet Seat Cover: 1/2 Fold Paper, 20 packs 250/Pk 500 per case (GP-4706 Integrity or acceptable equal) Manufacturer Brand: <u>Integrity</u> Item No. <u>GP-4704B</u> Quantity per case: <u>250/pkg 20 pkg/case</u>	39.80 /cs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	12	Case	Towel: C-fold, 12 pack 200 per pack, 2400 towels (01510 Kimberly-Clark Scott or acceptable equal) Manufacturer Brand: <u>Kimberly Clark</u> Item No. <u>SC-1510</u> Quantity per case: <u>2400/case</u>	29.90 /cs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	152	Case	Towel: High Capacity Hard Roll 6 Rolls 1000 ft. per roll 6000 ft. case (01005 Kimberly-Clark Scott or acceptable equal) Manufacturer Brand: <u>Kimberly Clark</u> Item No. <u>KC-1005</u> Quantity per case: <u>6/1000</u>	39.90 /cs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	93	Case	Towels: All Purpose Wipers White 12 pack 56 per pack 672 towels (05600 30 Wypall L40 or acceptable equal) Manufacturer Brand: <u>Kimberly Clark</u> Item No. <u>SC-5600</u> Quantity per case: <u>12/56 672/case</u>	46.99 /cs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 1				199.58			

Item No.	Quantity Yearly Usage	Unit	Description (Section 2)	Unit Price (Delivered)	30% PCRC	Recyclable	No
6	8	Case	Liners: LNR002 23 Gallon 8 mil, 250 liners per box (REP3036 16" x 14" x36" or acceptable equal) Manufacturer Brand: <u>Allstate</u> Item No. <u>Rep-3036</u> Quantity per case: <u>250/case</u>	22. ⁰⁰ / _{cs}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	3	Case	Liners: LNR003 32 Gallon 1 mil, 250 liners per box (REP3339 33" x 39" or acceptable equal) Manufacturer Brand: <u>Allstate</u> Item No. <u>Rep-3339</u> Quantity per case: <u>250/case</u>	27. ⁹⁹ / _{cs}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	72	Case	Liners: LNR004 44 Gallon Black 1.5 mil., 200 liners per box (REP404615B 40" x 46" or acceptable equal) Manufacturer Brand: <u>Oleania</u> Item No. <u>Rep-404615B</u> Quantity per case: <u>200/case</u>	44. ⁰⁰ / _{cs}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	29	Case	Liners: LNR008 10 Gallon Clear or Black 1.5 mil., 250 liners per box (REP243215 24" x 32" or acceptable equal) Manufacturer Brand: <u>Oleania</u> Item No. <u>Rep-243215</u> Quantity per case: <u>250/case</u>	28. ⁹⁹ / _{cs}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	2	Case	Liners: LNR009 23 Gallon Clear 4 mil. Roll, 500 liners per box (PC303710N 30" x 37" or acceptable equal) Manufacturer Brand: <u>Allstate</u> Item No. <u>PC-303710N</u> Quantity per case: <u>500/case</u>	25. ⁹⁹ / _{cs}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 2				148.97			

Item No.	Quantity Yearly Usage	Unit	Description (Section 3)	Unit Price (Delivered)	30% PCR	Recyclable	No
11	2	Case	Liners for Sanitary Napkin for disposal receptacle (500/box) (KL/260 or acceptable equal) Manufacturer Brand: <u>Hospco</u> Item No. <u>C-250K</u> Quantity per case: <u>500/case</u>	18.90 /cs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	180	Each	Luxury Lotion KC Kimberly Clark Skin Cleanser 1000 mil. (CLE91556 or acceptable equal) *** can also be foam 91552 Manufacturer Brand: <u>Kimberly Clark</u> Item No. <u>SF-91554</u> Quantity per case: <u>6/1000ml</u>	8.45 /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	5	Each	Hand Cleaner with pumice Kresto SBS-KCL2T 2 liter Manufacturer Brand: <u>SC Johnson</u> Item No. <u>SBS-KCL2T</u> Quantity per case: <u>4 2LT/case</u>	20.45 /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	26	Gallon	Hand Soap, Pink Deluxe Lotion, 1 gallon each 4 per case (Entral or acceptable equal) Manufacturer Brand: <u>Entral</u> Item No. <u>EX-388a</u> Quantity per case: <u>4 gal/case</u>	4.69 /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	39	Gallon	Antibacterial hand soap gallon size must be clear liquid color Manufacturer Brand: <u>Continental Chemical</u> Item No. <u>K-4178D</u> Quantity per case: <u>4 gal/case</u>	9.05 /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	53	Each	Antibacterial hand soap w/ light moisturizers 7.5 oz. or acceptable equal Manufacturer Brand: <u>Pia</u> Item No. <u>DA01585</u> Quantity per case: <u>12/case</u>	2.92 /EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 3				64.46			

Item No.	Quantity Yearly Usage	Unit	Description (Section 4)	Unit Price (Delivered)	30% PCR	Recyclable	No
17	265	Each	Hand Sanitizer with Aloe, 4 oz. per pack/per box (9631 Purell or acceptable equal) Manufacturer Brand: <u>Hillyard</u> Item No. <u>HL0040244</u> Quantity per case: <u>12/CASE</u>	1.79/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	47	Each	Air Effect Air Refresher, eliminates odors and freshens the air (9.7 oz. can) (Febreze Air Effects or acceptable equal) Manufacturer Brand: <u>Febreze</u> Item No. <u>PGC-45535</u> Quantity per case: <u>6 8.8oz/CASE</u>	3.14/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	337	Each	Metered Air Freshener Aerosol Refill Cans to fit metered dispenser (varied fragrances), 7 oz. can 12 per case (Hospeco or acceptable equal) Manufacturer Brand: <u>HOSPECO</u> Item No. <u>HS-7905</u> Quantity per case: <u>12/CASE</u>	3.10/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	14	Each	Metered Aerosol Dispenser, high impact chemical resistant plastic (1/box) (HSC 07521 Hospeco Health Guards Stratus2 or acceptable equal) Manufacturer Brand: <u>Impact</u> Item No. <u>CB-0141</u> Quantity per case: <u>12/CASE</u>	16.50/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21	79	Gallon	Multi Cleaner, 1 Gallon container (04307 Fabulouso or acceptable equal) Manufacturer Brand: <u>Fabulouso</u> Item No. <u>LG-04307</u> Quantity per case: <u>4/CASE</u>	11.25/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22	968	Quart	Bathroom Cleaner, thickened non-acid, 1 quart each, 12 per case (HIL0010904 Clean Assist Hillyard or acceptable equal) Manufacturer Brand: <u>Hillyard</u> Item No. <u>H-10904</u> Quantity per case: <u>12/CASE</u>	2.79/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 4				38.59			

Item No.	Quantity Yearly Usage	Unit	Description (Section 5)	Unit Price (Delivered)	30% PCRC	Recyclable	No
23	41	Each	Stainless Steel Polish, 12 oz. cans, 12 per case (CL811 Iron Horse or acceptable equal) Manufacturer Brand: <u>CLARE</u> Item No. <u>CL-841</u> Quantity per case: <u>12/15.62 cans/cs</u>	4.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24	155	Each	All Purpose Cleaner for multi surface cleaner, cut grease and grime, 1 each, 32 fluid oz. (Fantastik or Lysol Cleaner or acceptable equal) Manufacturer Brand: <u>Fantastik</u> Item No. <u>SSN 306387</u> Quantity per case: <u>8/case</u>	3.10/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25	98	Each	Cleaner with Bleach, 1 each 32 fluid oz. (Clorox or Fantastik or Lysol or acceptable equal) Manufacturer Brand: <u>Clorox</u> Item No. <u>CL068970</u> Quantity per case: <u>10/case</u>	10.98/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26	100	Each	Bathroom Cleaner, 1 quart each, 12 per case (HIL0010604 Clean Assist Hillyard #106 Crème Clean or acceptable equal) Manufacturer Brand: <u>Hillyard</u> Item No. <u>H-10604T</u> Quantity per case: <u>12/case</u>	3.77/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
27	16	Each	Drain Cleaners, 32 oz. per bottle (Drano Max Gel Pro strength or acceptable equal) Manufacturer Brand: <u>Spartan</u> Item No. <u>S-7380QT</u> Quantity per case: <u>12/case</u>	4.03/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
28	36	Each	Disinfectant spray kills 99.9% of germs, 19 oz. can, 12 per case (Aerosol or acceptable equal) Manufacturer Brand: <u>Chase</u> Item No. <u>C-014</u> Quantity per case: <u>12/15.562 can/case</u>	2.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 5				29.88			

Item No.	Quantity Yearly Usage	Unit	Description (Section 6)	Unit Price (Delivered)	30% PCRC	Recyclable	No
29	418	Each	Glass and Mirror Cleaner, Aerosol Foam, 19 oz. can, 12 per case (Entral Aerosol Foam or acceptable equal) Manufacturer Brand: <u>Entral</u> Item No. <u>CL-GLEAME</u> Quantity per case: <u>12/case</u>	2.49/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30	137	Gallon	Bleach disinfectant 5.25% sodium hypochlorite solution, 1 gallon each, 6 per case (Pure Bright or acceptable equal) Manufacturer Brand: <u>Central</u> Item No. <u>AP-GB6X1GL</u> Quantity per case: <u>6/case</u>	2.71/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31	20	Each	Detergent Dishwasher, 2-in-1 Action Pacs with Fresh Scent, 84 count each (Finish Dishwasher tabs, 90 count or acceptable equal) Manufacturer Brand: <u>Cascade</u> Item No. <u>PGC 9772b</u> Quantity per case: <u>62 packs/bag 3 bags/case</u>	19.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32	2	Each	Cleaner Oven/Grill Heavy Duty, 24 oz. can or acceptable equal Manufacturer Brand: <u>Hillyard</u> Item No. <u>H-1038</u> Quantity per case: <u>12/14oz can/case</u>	3.90/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33	84	Each	Dish Liquid, 16 oz. each (Ajax dishwashing liquid orange or acceptable equal) Manufacturer Brand: <u>Central</u> Item No. <u>B-3170DT</u> Quantity per case: <u>12975/case</u>	3.20/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
34	40	Each	Dawn Ultra Dish Washing Liquid Original Scent 56 oz (must be brand) Manufacturer Brand: <u>Dawn Ultra</u> Item No. <u>PGC 91451</u> Quantity per case: <u>6 7503 bottle/case</u>	9.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

35	101	Each	Wipes, disinfectant, general purpose pre-moistened, 7" x 8" wipes, 110 per container (WIP4AZR9 Tough Guy or acceptable equal) Manufacturer Brand: <u>PROGRESSIVE</u> Item No. <u>PP-37701EA</u> Quantity per case: <u>80 7" x 8" / pkg 12 pkg / case</u>	4.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Subtotal Section 6	47.27			

Item No.	Quantity Yearly Usage	Unit	Description (Section 7)	Unit Price (Delivered)	30% PCRC	Recyclable	No
36	17	Each	Cleanser with bleach powered disinfectant, 25.2 oz. shake top can (Comet or acceptable equal) Manufacturer Brand: <u>Central</u> Item No. <u>KK-3021</u> Quantity per case: <u>24 21oz / case</u>	<u>.97/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
37	25	Each	Cleaner with Bleach, 128 oz. container (Clorox or acceptable equal) Manufacturer Brand: <u>Clorox</u> Item No. <u>PLC0091CT</u> Quantity per case: <u>3/case</u>	<u>18.99/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
38	37	Gallon	Deodorant concentrates kill odor, enzyme, 1 gallon each (6024110 Ramsey Kil-Oder Country Morning or acceptable equal) Manufacturer Brand: <u>Maintex</u> Item No. <u>155804</u> Quantity per case: <u>4/case</u>	<u>10.40/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
39	51	Gallon	Deodorant concentrates kill odor, enzyme, 1 gallon each (6012110 Ramsey Kil-Oder Cherry Almond or acceptable equal) Manufacturer Brand: <u>Entral</u> Item No. <u>2620881</u> Quantity per case: <u>4/case</u>	<u>10.40/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
40	111	Each	Remindair 60 Urinal Screen DE010 Cotton Blossom, 5 per package (F-RU30CB or acceptable equal) Manufacturer Brand: <u>Fresh Products</u> Item No. <u>F1WPS36CB</u> Quantity per case: <u>36/case</u>	<u>4.40/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
41	54	Each	Impact Urinal Z-mat 1525-5 6 pk Black 171/2 x 203/8 Manufacturer Brand: <u>Impact</u> Item No. <u>IP-1525-5</u> Quantity per case: <u>6/case</u>	<u>6.50/EA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

42	11	Gallon	<p>Floor Cleaner, mop stripper for removal of waxes and plymers low foaming, 1 gallon each, 4 per case (#149 Hillard Assault or acceptable equal)</p> <p>Manufacturer Brand: <u>Hillaryard</u></p> <p>Item No. <u>A-154</u></p> <p>Quantity per case: <u>24/case</u></p>	10.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Subtotal Section 7	62.65			

Item No.	Quantity Yearly Usage	Unit	Description (Section 8)	Unit Price (Delivered)	30% PCRC	Recyclable	No
43	2	Gallon	Floor Cleaner for high maintenance floors, 1 gallon each, 4 per case (#528 Hillard North Star High Solids or acceptable equal) Manufacturer Brand: <u>IRON HORSE</u> Item No. <u>FH-41108D</u> Quantity per case: <u>4/case</u>	13.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
44	41	Gallon	Cleaner/Degreaser, all-purpose cleaner, fast acting, 1 gallon each, 4 per case (#153 Hillard Assurance or acceptable equal) Manufacturer Brand: <u>Hillyard</u> Item No. <u>H-1531</u> Quantity per case: <u>4/case</u>	16.78/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
45	4	Each	Carpet instant spot remover, 32 oz. per bottle (Folex or acceptable equal) Manufacturer Brand: <u>Betco</u> Item No. <u>B-42512</u> Quantity per case: <u>12/case</u>	3.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
46	52	Gallon	Cleaner, concentrated Hydrogen Peroxide powered, 1 gallon each, 4 per case (HPC128C Hydroxi or acceptable equal) Manufacturer Brand: <u>Betco</u> Item No. <u>B-33604</u> Quantity per case: <u>4/case</u>	15.17/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
47	34	Each	Pest Control Spray, for ants, roach, spider killer, fragrance fee, and 20.5 oz. can 12 per case (Black Flag or acceptable equal) Manufacturer Brand: <u>Cheseb</u> Item No. <u>C-4334106</u> Quantity per case: _____	3.90/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
48	61	Each	Wipes for graffiti and paint remover, 30 wipes per package or acceptable equal Manufacturer Brand: <u>Scrubs</u> Item No. <u>AB-DYC901</u> Quantity per case: <u>30/tubs 60tubs/case</u>	13.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 8				67.82			

Item No.	Quantity Yearly Usage	Unit	Description (Section 9)	Unit Price (Delivered)	30% PCRC	Recyclable	No
49	78	Each	Hand moisturizing cream, 8 oz. container or acceptable equal Manufacturer Brand: <u>GOJO</u> Item No. <u>GOJ 4334-48</u> Quantity per case: <u>48/case</u>	3.11/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
50	16	Each	Polish for furniture to restore wood, lemon scent, 12.5 oz. cans, 12 per case (Best Value or acceptable equal) Manufacturer Brand: <u>Entral</u> Item No. <u>CL-811</u> Quantity per case: <u>12 19oz/case</u>	3.88/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51	24	Each	Pest Control Spray for wasp/hornet killer, ready to use aerosol, jet spray reaches up to 20 ft. for target and effective killing, non-staining formula that kills on contact, 15 oz. aerosol spray can (#HG-95949 Real Kill Wasp & Hornet Killer or acceptable equal) Manufacturer Brand: <u>Chase</u> Item No. <u>CL-013</u> Quantity per case: <u>12/case</u>	4.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
52	24	Each	Hard bristle Brush, for toilet bowl, pack of 6 Manufacturer Brand: <u>Impact</u> Item No. <u>RM-6310</u> Quantity per case: <u>12/case</u>	2.90/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
53	54	Each	Pumice stone sticks institutional, 12 bars per case (C-P's or acceptable equal) Manufacturer Brand: <u>U.S.P.</u> Item No. <u>C-PS</u> Quantity per case: <u>12/Box 60 box/case</u>	1.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
54	130	Each	Mop head for cleaning (medium) 24 oz. web foot, 1 each, 12 per box (PM-SCMG or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>PM-SCMG</u> Quantity per case: <u>12/case</u>	3.59/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 9				20.46			

Item No.	Quantity Yearly Usage	Unit	Description (Section 10)	Unit Price (Delivered)	30% PCRC	Recyclable	No
55	6	Each	Mop head rayon for waxing (medium) 24 oz., 1 each, and 12 per box (NAT-MBW 24 or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>NAT-MBW</u> Quantity per case: <u>12/case</u>	4.30/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
56	42	Each	Mop head web foot for cleaning (large), 36 oz., 1 each, 12 per box (PM-SCLR or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>PM-SCLR</u> Quantity per case: <u>12/case</u>	4.35/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
57	8	Each	Dust mop head, yarn/backing color blue, slot back style, 24" x 5", 1 each (1TZC5 or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>CL524LE-B</u> Quantity per case: <u>12/case</u>	4.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
58	6	Each	Dust mop head, yarn/backing color blue, slot back style, 36" x 5", and 1 each (1TZC6 or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>CL536LE-B</u> Quantity per case: <u>12/case</u>	6.88/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
59	5	Each	Dust mop head, yarn/backing color blue, slot back style, 48" x 5", 1 each (1TZC7 or acceptable equal) Manufacturer Brand: <u>Golden Star</u> Item No. <u>CL548LE-B</u> Quantity per case: <u>12/case</u>	9.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

60	80	Each	Scrub pads, general purpose green, 40 per pack, 2 packs per case (9650 3M Scotch Brite or acceptable equal) Manufacturer Brand: <u>3M</u> Item No. <u>3-M 9650</u> Quantity per case: <u>40/box 2 box/cs</u>	.58/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Subtotal Section 10	31.69			

Item No.	Quantity Yearly Usage	Unit	Description (Section 11)	Unit Price (Delivered)	30% PCR	Recyclable	No
61	72	Each	Scrub pads, standard light duty, and 6 packs of 10 bulk package (#92-98 or acceptable equal) Manufacturer Brand: <u>Central</u> Item No. <u>C-98</u> Quantity per case: <u>20/case</u>	1.39/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
62	3	Each	Polishing Pads, 20" diameter white for machine buffer, 5 pads in a pack (3M4100 or acceptable equal) Manufacturer Brand: <u>ACS</u> Item No. <u>3-M20WGA</u> Quantity per case: <u>5/case</u>	3.40/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
63	10	Each	Stripping Pads, 20" diameter black for machine buffer, 5 pads in a pack (3M7200 or acceptable equal) Manufacturer Brand: <u>ACS</u> Item No. <u>3-M20BKGA</u> Quantity per case: <u>5/case</u>	3.40/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
64	3	Each	Buffing Pad, 20" diameter red for machine buffer, 5 pads in a pack (3M5100 or acceptable equal) Manufacturer Brand: <u>ACS</u> Item No. <u>3-M20RGA</u> Quantity per case: <u>5/case</u>	3.40/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
65	4	Each	Eraser/Burnisher Pad, 20" diameter pink for machine buffer, 5 pads in a pack (3M3600 or acceptable equal) Manufacturer Brand: <u>3M</u> Item No. <u>3M25858</u> Quantity per case: <u>5/case</u>	7.99/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

66	3	Each	Scrub pads, 20" diameter blue poly, 5 pads in a pack (4RU99 Rough Guy or acceptable equal) Manufacturer Brand: <u>NCS</u> Item No. <u>3-M203EA</u> Quantity per case: <u>5/case</u>	4.00/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 11				22.00			

Item No.	Quantity Yearly Usage	Unit	Description (Section 12)	Unit Price (Delivered)	30% PCR	Recyclable	No
67	214	Each	Sponge, double-sided scrubbing sponge, medium duty, 6.1" x 3.6" x .7mm each, 20 per case (#74 3M Scotch Brite or acceptable equal) Manufacturer Brand: <u>Central</u> Item No. <u>C-74</u> Quantity per case: <u>5/Box 8 box/Case</u>	.65/EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subtotal Section 12				.65			
GRAND TOTAL				734.00			

List any extra charges not described above:

At the time of supply order, if item(s) are not available and are on backorder how will the City be notified?

If a product becomes unavailable, we will change to a comparable item, with paper documents and adjust price.

EXHIBIT 'C'
REQUEST FOR PROPOSAL AND SPECIFICATION NO. 21-033

REFERENCES

Indicate below, or on a separate sheet, at least five (5) references from accounts similar in size. Be sure to include for each reference: an account name, contact person, telephone number, and how long you have had the account.

Account Name:	City of Modesto		
Address:	1010 10th St. Modesto, CA 95354		
Contact Name & Title:			
Phone Number:	209-577-5420	Fax Number:	209-491-4456
Number of years servicing this account:	50+ years		

Account Name:	Modesto City Schools		
Address:	1424 Woodland Ave Modesto, CA 95351		
Contact Name & Title:	Karen Lewis, Buyer		
Phone Number:	209-576-4090	Fax Number:	209-576-4184
Number of years servicing this account:	50+ years		

Account Name:	Cal State University Stanislaus		
Address:	801 W. Monte Vista Turlock, CA 95382		
Contact Name & Title:	Hugo Hernandez, Purchasing		
Phone Number:	209-664-6526	Fax Number:	209-667-3076
Number of years servicing this account:	13+ years		

Account Name:	County of Fresno		
Address:	4525 E. Hamilton Fresno, CA 93702		
Contact Name & Title:	James Penner		
Phone Number:	559-456-7110	Fax Number:	
Number of years servicing this account:	20+ years		

Account Name:	City of Fresno		
Address:	2101 G Street Fresno, CA 93706		
Contact Name & Title:	Diana Reynolds, Purchasing		
Phone Number:	559-621-1332	Fax Number:	559-488-1069
Number of years servicing this account:	10+ years		

EXHIBIT 'D'
REQUEST FOR PROPOSAL AND SPECIFICATION NO. 21-033
QUESTIONNAIRE

1. How many years has your company been in the business of providing Janitorial Paper and Cleaning Supplies and what geographical areas does your firm provide this product to.

Central Sanitary has been in business for 65 years providing janitorial and cleaning supplies

2. Describe the type(s) of training your employees have had in the safe handling procedure of this product requested under this Request for Bids.

All employees are trained in handling the proper items, paper, cleaning. Drivers are class. A, Hazmat trained. Sales reps are Hazmat trained, SMA, and with various manufactures of product.

3. What is the current number of employees working for your firm?

108 employees

4. What has been the employee turnover rate for your firm in the past year?

5 percent

5. How many field supervisors does your firm intend to assign to the City's contract.

1 - Angela Mello

6. Describe on a separate sheet of paper your firm's work plan for the City's contract should you be the successful bidder.

Please see attached

7. Indicate below the name of the person who will be responsible for administering the contract, if awarded. Also include the person's title, telephone number, address and Internet E-Mail address.

David Martini - President Contract
Angela Mello - sales representative, main contact
cell: 209-321-8581 416 N 9th St. Modesto CA 95350
email: AngelaMello@centralSanitary.com

* Attach additional pages if needed



March 7, 2022

Dun & Bradstreet number: 028682912

For Questionnaire line #6

Central Sanitary Supply has a proud 66 year legacy of personalized, professional service at the local level with regional reach and deep resources. Our focus today is to help develop, implement, and continually enhance facility management programs that achieve a healthy indoor environment for occupants while protecting the building assets, and maintain budget integrity. We distribute products from the world's leading cleaning and facility manufacturers. Working with you we build the perfect blend of products and procedures to meet your goals.

Central has many long-standing partnerships with some of the largest government institutions here in the West, yet we are a Stanislaus County based company with deep roots in the community. We offer a comprehensive training solution through our Academy for Cleaning Professionals (ACP). ACP will work with your sites to help build a training program catered to the policies and standards of your specific district or complement existing procedures.

You can trust Central Sanitary Supply as more than an efficient logistical partner for supplies but as a reliable facility management consultant. Today we operate nearly 50 distribution centers across the US and Mexico. As a member-owner in NETWORK, we offer standardized distribution throughout North America as the largest marketer of facility solutions and foodservice products with over \$8 Thank you again for the opportunity and we look forward to continuing our partnership with you.

Fresno

1149 West Nielsen Ave
Fresno, CA 93706
559-498-6204 FAX 559-444-0580

Bakersfield

4730 Armstrong Road
Bakersfield, CA 93313
661-587-5055 FAX 661-587-5037

CORPORATE OFFICE

Modesto

416 North Ninth Street
Modesto, CA 95350
209-523-3002 FAX 209-523-1923

EXHIBIT 'E'

CITY OF TURLOCK

**REQUEST FOR PROPOSAL AND SPECIFICATIONS NO. 21-033
"JANITORIAL PAPER AND CLEANING SUPPLIES"**


**BID PACKET
INSURANCE DOCUMENTS**

Name of Bidder: Central Sanitary Supply
Business Address: 416 N. 9th St. Modesto, CA 95350

Please read your contract for particular insurance specifications and requirements. In general, the following documents are required upon award of bid:

- A Certificate of Insurance accompanied by the following Endorsements:
 - General Liability Additional Insured (CG 20 10 11 85 or equivalent)
 - Automobile Liability Additional Insured
 - Designated Entity - Earlier Notice of Cancellation/Nonrenewal Provided by Us
 - Primary and Non-Contributory
 - General Liability Waiver of Subrogation
 - Workers' Compensation Waiver of Subrogation

The undersigned, as bidder, declares that he/she has carefully examined the insurance requirements in the contract for the proposed work and will furnish, provide, and execute all necessary insurance certificates and endorsements or other documents specified in the contract.

Signature: 
Date: 3-4-2020

FAILURE TO PROVIDE REQUIRED INSURANCE DOCUMENTS WITHIN TEN (10) CALENDAR DAYS OF A REQUEST FROM CITY SHALL BE DEEMED NON-RESPONSIVE AND THE BID WILL BE REJECTED.

The undersigned, as broker or insurance agent for bidder, declares that he/she has carefully examined the insurance requirements in the contract for the proposed work and will furnish, provide, and execute on behalf of bidder all necessary insurance certificates and endorsements or other documents specified in the contract.

Signature: _____
Date: _____

FAILURE TO PROVIDE REQUIRED INSURANCE DOCUMENTS WITHIN TEN (10) CALENDAR DAYS OF A REQUEST FROM CITY SHALL BE DEEMED NON-RESPONSIVE AND THE BID WILL BE REJECTED.

City Council Staff Report

April 12, 2022



From: Alan Ernst, Fire Chief
Prepared by: Kevin Wise, Assistant Chief
Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

Motion: Approving a Resolution initiating a Master Lease-Purchase Agreement with PNC Equipment Finance for the purchase of two (2) Pierce Velocity Pumps

2. SYNOPSIS:

This is a housekeeping item to approve a Resolution required by PNC Equipment Finance for the financing of two (2) Pierce Velocity Pumps that was approved at the February 22, 2022 City Council Meeting.

3. DISCUSSION OF ISSUE:

At the February 22, 2022, Turlock City Council meeting the Council approved the Master Lease-Purchase Agreement with PNC Equipment Finance for the purchase of two (2) Pierce Velocity Pumps for a period of fifteen (15) years. As part of the PNC application process, they are requiring a formal Resolution from the City Council in order to proceed with the financing portion of the purchase.

4. BASIS FOR RECOMMENDATION:

PNC is requiring a formal Resolution from the City Council for initiating financing for the purchase of these vehicles.

5. FISCAL IMPACT / BUDGET AMENDMENT:

There is no fiscal impact.

6. STAFF RECOMMENDATION:

Staff is recommending approval of the attached Resolution.

7. CITY MANAGER'S COMMENTS:

Recommend Approval.

8. ENVIRONMENTAL DETERMINATION:

N/A

9. ALTERNATIVES:

A. City Council could choose to not approve this Resolution; however, this is not recommended as this Resolution is required to gain financing for this purchase.

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

**IN THE MATTER OF APPROVING A
RESOLUTION INITIATING A MASTER
LEASE PURCHASE AGREEMENT WITH PNC
EQUIPMENT FINANCE, LLC FOR THE
LEASE/PURCHASE OF TWO (2) PIERCE
VELOCITY PUMPERS**

RESOLUTION NO. 2022-

Principal Amount Expected To Be Financed: \$1,755,110.30

WHEREAS, the City of Turlock (the “Municipality”) is a political subdivision of the State in which Municipality is located (the “State”) and is duly organized and existing pursuant to the Constitution and laws of the State; and

WHEREAS, pursuant to applicable law, the City Council of the City of Turlock, as the governing body of the Municipality (“Governing Body”), is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interest in property, leases and easements necessary to the functions or operations of the Municipality; and

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more Lease-Purchase Agreements (“Leases”) in the principal amount not exceeding the amount stated above for the purpose of acquiring the property (“Equipment”) to be described in the Leases is appropriate and necessary to the functions and operations of the Municipality; and

WHEREAS, PNC Equipment Finance, LLC (“Lessor”) shall act as Lessor under said Leases.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby approve a Resolution initiating a Master Lease Purchase Agreement with PNC Equipment Finance, LLC for the Lease/Purchase of two (2) Pierce Velocity Pumps.

Section 1. The City Manager (the “Authorized Representative”) acting on behalf of the Municipality, is hereby authorized to negotiate, enter into, execute, and deliver one or more Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Municipality. The Authorized Representative acting on behalf of the Municipality is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Lease as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Leases are hereby authorized.

Section 2. By a written instrument signed by the Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Municipality to execute and deliver agreements and documents relating to the Leases

on behalf of the Municipality.

Section 3. The aggregate original principal amount of the Leases shall not exceed the amount stated above and shall bear interest as set forth in the Leases and the Leases shall contain such options to purchase by the Municipality as set forth therein.

Section 4. The Municipality's obligations under the Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Lease and the Municipality's obligations under the Leases shall not constitute general obligations of the Municipality or indebtedness under the Constitution or laws of the State.

Section 5. This Resolution shall take effect immediately upon its adoption and approval.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April, 2022, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk,
City of Turlock, County of Stanislaus,
State of California

City Council Staff Report

April 12, 2022



From: Reagan M. Wilson, City Manager

Prepared by: Julie Christel, City Clerk

Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

Resolution: Reaffirming the Director of Emergency Services Proclamation of Existence of a Local Emergency in response to COVID-19

2. SYNOPSIS:

Reaffirming the Director of Emergency Services Proclamation of Existence of a Local Emergency.

3. DISCUSSION OF ISSUE:

A novel coronavirus ("COVID-19") was first detected in Wuhan City, Hubei Province, China in December 2019. Symptoms of COVID-19, an infectious disease caused by the novel coronavirus, include fever, cough, and shortness of breath; outcomes have ranged from mild to severe illness, and in some cases, death. On March 11, 2020, the World Health Organization ("WHO") officially classified COVID-19 as a pandemic.

On January 31, 2020, the United States Health and Human Services Secretary Alex Azar declared a public emergency for COVID-19 beginning on January 27, 2020. On March 4, 2020, the Governor of the State of California, declared a state of emergency in the State of California (the "State") due to the number of confirmed cases of COVID-19 in the State.

On March 13, 2020, the President of the United States, declared a national emergency in response to the rapid spread of COVID-19 across the Country.

The transmission of COVID-19 has occurred at an accelerated pace since its introduction into the United States. With the rate of transmission only increasing, it is imperative that local jurisdictions do everything in their power to prepare for, respond to, mitigate, and recover from COVID-19.

Section 4-2-105 of the Turlock Municipal Code empowers the Director of Emergency Services (the "Director") to proclaim the existence or threatened existence of a local emergency in the City of Turlock (the "City") if the City Council is not in session, subject to ratification by the City Council within seven (7) days.

On March 17, 2020, the Director issued a Proclamation of Existence of a Local Emergency, which was ratified by the City of Turlock City Council ("City Council") on March 24, 2020, and reaffirmed by the City Council on April 28, 2020, May 26, 2020, June 23, 2020, July 28, 2020, August 25, 2020, September 22, 2020, October 27, 2020, November 10, 2020, December 8, 2020, January 12, 2021, February 9, 2021, March 9, 2021, April 13, 2021, May 11, 2021, June 22, 2021, July 27, 2021, August 24, 2021, September 28, 2021, October 12, 2021, November 9, 2021, December 14, 2021, January 11, 2022, January 25, 2022, February 22, 2022, and March 22, 2022.

Positive cases continue to increase and mitigation measures are still needed. Neither the Governor of the State of California nor the Stanislaus County Public Health Official has rescinded their emergency declaration. Therefore, due to the ongoing state of COVID-19, staff recommends Council reaffirm the emergency declaration.

4. BASIS FOR RECOMMENDATION:

A. Pursuant to the City of Turlock Emergency Operations Plan ("EOP"), the governing body shall review the need for continuing the local emergency at regularly scheduled board (City Council) meetings at least once every 60 days until the governing body terminates the local emergency. Until a recent revision to the EOP, the review period was at least once every 30 days. The 60-day time period still allows review more often if needed. Because the City Council has reviewed the COVID-19 local emergency at least every 30 days since its inception and Health & Safety Code Section 101080 requires review every 30 days for similar emergencies, it is recommended the City Council reaffirm the local emergency for COVID-19 at least every 30 days.

5. FISCAL IMPACT / BUDGET AMENDMENT:

Adoption of the Resolution reaffirming the Proclamation of Existence of a Local Emergency in response to COVID-19 will allow the City to be eligible for State and federal funds. Both the State and federal government set aside money specifically for local emergencies. Under section 8685 of the Government Code, a local emergency must be declared in order to obtain monetary relief from both State and federal agencies.

6. CITY MANAGER'S COMMENTS:

Recommend Approval.

7. ENVIRONMENTAL DETERMINATION:

N/A

8. ALTERNATIVES:

A. The City Council may choose not to adopt the resolution; however, this alternative is not recommended. The City Council is required to review the need for continuing the local emergency at least every 30 days and due to the ongoing state of COVID-19, the local emergency still exists.

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

**IN THE MATTER OF REAFFIRMING THE
DIRECTOR OF EMERGENCY SERVICES
PROCLAMATION OF EXISTENCE OF A
LOCAL EMERGENCY IN RESPONSE
TO COVID-19**

RESOLUTION NO. 2022-

WHEREAS, a novel coronavirus ("COVID-19") was first detected in Wuhan City, Hubei Province, China in December 2019. Symptoms of COVID-19, an infectious disease caused by the novel coronavirus, include fever, cough, and shortness of breath; outcomes have ranged from mild to severe illness, and in some cases, death. On March 11, 2020, the World Health Organization ("WHO") officially classified COVID-19 as a pandemic; and

WHEREAS, conditions or threatened conditions caused by the novel coronavirus ("COVID-19") including, but not limited to, potential isolation and quarantines of residents, employees, businesses, and public safety workers, give rise to conditions of extreme peril to the safety of persons and property within the City; and

WHEREAS, the transmission of COVID-19 has occurred at an accelerated pace since its introduction into the United States. With the rate of transmission only increasing, it is imperative that local jurisdictions do everything in their power to prepare for, respond to, mitigate, and recover from COVID-19; and

WHEREAS, Section 4-2-105 of the Turlock Municipal Code empowers the Director of Emergency Services (the "Director") to proclaim a local emergency if the City Council is not in session, subject to ratification by the City Council within seven (7) days; and

WHEREAS, on March 17, 2020, the Director proclaimed the existence of a local emergency in the City based on conditions or threatened conditions caused by COVID-19 (EXHIBIT A), which was ratified by the City of Turlock City Council ("City Council") on March 24, 2020 and reaffirmed by the City Council on April 28, 2020, May 26, 2020, June 23, 2020, July 28, 2020, August 25, 2020, September 22, 2020, October 27, 2020, November 10, 2020, December 8, 2020, January 12, 2021, February 9, 2021, March 9, 2021, April 13, 2021, May 11, 2021, June 22, 2021, July 27, 2021, August 24, 2021, September 28, 2021, October 12, 2021, November 9, 2021, December 14, 2021, January 11, 2022, January 25, 2022, February 22, 2022, and March 22, 2022; and

WHEREAS, pursuant to the City of Turlock Emergency Operations Plan, the governing body shall review the need for continuing the local emergency at regularly scheduled board meetings (City Council) at least once every 60 days, and allows for review at more frequent periods such as every 30 days, until the governing body terminates the local emergency; and

WHEREAS, COVID-19 continues to present conditions of extreme peril to the safety of persons and property within the City; therefore, necessitating the continuance of the local emergency.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby reaffirm the Director of Emergency Services Proclamation of Existence of a Local Emergency in response to COVID-19.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April, 2022, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk,
City of Turlock, County of Stanislaus,
State of California

EXHIBIT A

CITY OF TURLOCK

Proclamation of the Existence of a Local Emergency

By the Director of Emergency Services (Interim City Manager) of the City of Turlock

WHEREAS, Section 4-2-105 of the Turlock Municipal Code empowers the City Manager as the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency in the City of Turlock (the "City") if the City Council is not in session, subject to ratification by the City Council within seven (7) days; and

WHEREAS, the Centers for Disease Control and Prevention (the "C.D.C.") considers the novel coronavirus ("COVID-19") to be a very serious public health threat with outcomes ranging from mild sickness to severe illness and death; and

WHEREAS, COVID-19 is easily transmissible from person to person and has spread globally to approximately one hundred eighteen (118) countries, infected more than one hundred twenty-five thousand (125,000) people, and killed more than four thousand (4,000) people as of March 12, 2020, according to the World Health Organization (the "WHO"); and

WHEREAS, on January 31, 2020, the United States Secretary of Health and Human Services Secretary declared a public emergency for COVID-19 beginning on January 27, 2020; and

WHEREAS, on March 4, 2020, the Governor of the State of California (the "Governor"), declared a state of emergency in the State of California (the "State") due to the number of confirmed cases of COVID-19 in the State; and

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

WHEREAS, on March 11, 2020, the Governor announced that State public health officials have determined that gatherings of more than two hundred fifty (250) people should be postponed or canceled across the State until at least the end of March; and

WHEREAS, as of March 12, 2020, there are two (2) cases of COVID-19 in the County of Stanislaus (the "County"), including an assumed case of community transmission; and

WHEREAS, on March 12, 2020, the County Health Officer issued a Countywide moratorium on mass gatherings of one thousand (1,000) or more persons until March 31, 2020 to mitigate the spread of COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency due to COVID-19; and

WHEREAS, the health, safety, and welfare of City residents, businesses, visitors, and staff are of utmost importance to the City, and additional future measures may be needed to protect the community; and

WHEREAS, declaring a local emergency allows additional resources to flow into the City in a timely fashion; and

WHEREAS, existing conditions related to COVID-19 constitute an emergency as defined in Turlock Municipal Code Section 4-2-102; and

WHEREAS, the Interim City Manager as the Director of Emergency Services of the City of Turlock hereby finds that:

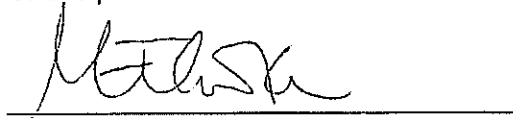
- The efforts required to prepare for, respond to, mitigate, and recover from the increasing spread of COVID-19 have imposed, and will continue to impose, extraordinary requirements and expenses on the City, requiring diversion from day-to-day operations; and
- In addition to the above facts, conditions or threatened conditions caused by COVID-19 including, but not limited to, potential isolation and quarantines of residents, employees, businesses, and public safety workers, give rise to conditions of extreme peril to the safety of persons and property within the City; and
- These conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the City; and
- The City may request any available funding from the California Disaster Assistance Act, the Small Business Administration, or any other funding available as a result of this proclamation of local emergency; and
- At the time of this proclamation, the City Council is not in session, and cannot be called into session.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City due to COVID-19.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of the local emergency, the powers functions and duties of the Director of Emergency Services (City Manager) and the emergency organization of the City shall be those prescribed by State law, the ordinances and resolutions of the City, and the City of Turlock Emergency Plan.

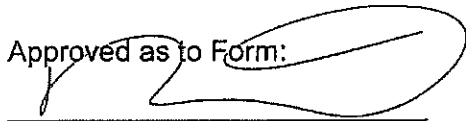
IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall expire unless ratified by the City Council within 7 days of this proclamation.

Dated: March 17, 2020



Michael I. Cooke,
Director of Emergency Services / Interim City Manager

Approved as to Form:



Douglas L. White,
City Attorney

City Council Staff Report

April 12, 2022



From: Sarah Tamey Eddy, Interim Administrative Services Director
Prepared by: Tiffini Dhanota, Human Resources Analyst
Agendized by: Reagan Wilson, City Manager

1. ACTION RECOMMENDED:

Resolution: Approving revisions to the job description for Fire Battalion Chief.

2. SYNOPSIS:

Adopting a Resolution approving revisions to the job description for Fire Battalion Chief

3. DISCUSSION OF ISSUE:

Staff have determined the need to revise the job description for Fire Battalion Chief to update the distinguishing characteristics, duties, knowledge statement, experience, and certification required for the job.

The Fire Battalion Chief is represented by Turlock Firefighters Local #2434 bargaining unit for labor relations purposes. The Turlock Firefighters bargaining unit has reviewed and agreed to these changes.

4. BASIS FOR RECOMMENDATION:

City Council approval is required any new and/or modified job description.

5. FISCAL IMPACT / BUDGET AMENDMENT:

Fiscal impact: None

6. STAFF RECOMMENDATION:

Staff recommends the approval of the revisions to the job description for Fire Battalion Chief.

7. CITY MANAGER'S COMMENTS:

Recommend Approval

8. ENVIRONMENTAL DETERMINATION: N/A

9. ALTERNATIVES:

A. Council may choose not to approve the revisions to the job description for Fire Battalion Chief.

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

**IN THE MATTER OF APPROVING REVISIONS }
TO THE JOB DESCRIPTION FOR FIRE }
BATTALION CHIEF }**

RESOLUTION NO. 2022-

WHEREAS, City staff have identified the need to modify the job description for Fire Battalion Chief as identified in Attachment A; and

WHEREAS, the proposed modifications to the job description for Fire Battalion Chief updates the distinguishing characteristics, duties, knowledge statement, experience and certification required; and

WHEREAS, the Fire Battalion Chief is represented by the Turlock Firefighters Local #2434 bargaining unit for labor relations; and the Turlock Firefighters bargaining unit has reviewed and agreed to these changes; and

WHEREAS, the City Council is required to approve all new job descriptions or modifications to existing job descriptions.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby approve revisions to the job description for Fire Battalion Chief.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April 2022, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk,
City of Turlock, County of Stanislaus,
State of California



March 1998
Revised 10/03
Revised 5/06
Revised 4/22

FIRE BATTALION CHIEF

DEFINITION

Under direction, the incumbent is responsible to supervise an assigned shift in the provision of fire suppression, emergency medical services, fire prevention inspection shift and/or department training and investigation activities; act as Incident Commander during assigned shift; plan, organize and coordinate shift assignments; administer the performance evaluation system and may assume responsibility for specialty function areas for an assigned shift.

This classification is assigned to the [Turlock](#) Firefighter's Bargaining Unit for labor relations purposes and is subject to overtime and call-back assignments.

DISTINGUISHING CHARACTERISTICS

~~The Fire Battalion Chief is distinguished from the Fire Captain classification in that the former provides supervision to the entire shift. The Fire Battalion Chief shall serve as the Incident Commander for major emergency events occurring while on shift. The Fire Battalion Chief coordinates all shift activities under the direction of the Fire Chief or designee.~~

Under the direction and guidance of the Fire Chief (or designee), the Battalion Chief is responsible for planning, organizing, directing, coordinating, and supervising activities of an assigned shift which includes the management of personnel, fire prevention and training activities, and oversight of major programs. Within the framework of organizational policies and procedures, the Battalion Chief operates with considerable latitude for independent decision making.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

~~Performs all essential functions of the Fire Captain including:~~

- ~~• Responds to emergency calls of all types including but not limited to: fire suppression, emergency medical response, and hazmat releases, and assumes responsibility as Incident Commander unless relieved by a senior officer.~~
- ~~• Assists in all aspects of fire fighting operations; Operates resuscitator, other emergency equipment and administers medical aid.~~
- ~~• Supervises vehicle maintenance and may perform mechanical repairs.~~
- ~~• Conducts maintenance procedures to facilities and equipment.~~

- ~~• Answers general questions from the public.~~
- Plans, organizes and directs, under the supervision of the Fire Chief or designee, the functioning of specialty areas within the Fire Department.
- ~~• Enforces Fire Department rules and regulations.~~
- ~~• Performs a wide variety of general staff work as assigned.~~
- ~~• Prepares reports, processes forms and makes recommendations and other required administrative procedures for assigned station and/or company.~~
- ~~• Investigates cause and origin at a fire scene.~~
- ~~• Studies and applies principles of fire hazard identifications and fire fighting techniques.~~
- Participates in drills and exercises and conducts same.
- ~~• Performs fire inspection and prevention duties.~~
- ~~• Supervises shift and crew at station and emergency scene.~~
- ~~• Develops, supervises and/or administers training in fire fighting tactics, chemistry, rescue, safety and related areas.~~

In addition, performs the following expanded duties beyond those required of a Fire Captain:

- ~~• Directly supervises Officers/Engineers and Firefighters on an assigned shift.~~
 - Supervise and coordinate fire suppression companies on an assigned shift or within assigned stations; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures; assume responsibility for all personnel and non-emergency duties and activities within an assigned fire management area(s).
 - Assist in the development and implementation of Department goals, objectives, policies, and procedures.
 - Plan, prioritize, assign, supervise, and review the work of staff involved in fire suppression, communications, and training.
 - Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials, and supplies; monitor and control expenses; conduct fiscal analyses and studies.
 - Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
 - Respond to and manage critical emergency incidents and calls for service; act as the incident commander or other position identified in the incident command system; evaluate the need for additional assistance and equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

- Support and monitor overall training activities and requirements; work with the Training Division to ensure training needs are identified, addressed, and being completed within prescribed time frames; develop, coordinate, and participate in company drills.
- Identify opportunities for improving service delivery methods and procedures related to area of responsibility.
- Interpret and apply departmental policies and procedures; enforce staff compliance.
- Prepare and review forms, reports, schedules, recommendations, and other administrative records related to fire suppression, training, or other special programs as assigned.
- Prepare special research reports and develop and manage projects and programs as assigned.
- Ensure the safe use and condition of department property; inspect buildings, grounds, equipment, and supplies.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observe and maintain a safe working environment in compliance with established safety programs and procedures.
- ~~Performs related duties as assigned.~~
- ~~Schedules shift assignments, implements disciplinary action, and administers daily shift activities within the framework of Departmental and City goals.~~
- Administers the Fire Department's employee performance appraisal and progressive disciplinary system, up to and including written reprimands for assigned shift. Makes recommendations regarding appointment of new personnel.
- ~~Maintains all records of vacations, holidays, and sick days utilized by members of shift.~~
 - Maintenance of daily rosters, NFIRS reports and training rosters
- ~~Coordinates special projects which involve members of their assigned shift and insure coordination with other shifts as required.~~
- ~~Develops and coordinates monthly activity schedules and reviews such with Battalion Chiefs.~~
- ~~Enforces all Fire Department Rules, Regulations, Codes and Ordinances.~~
- ~~Assumes coordination role of purchasing supplies for assigned shift.~~
 - Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures of modern fire suppression, prevention, management and equipment, and the ability to apply the knowledge to fire control and fire prevention situations.
- ~~Emergency/medical aid procedures and techniques, the~~ The geography of the City and of major fire hazards and water supply systems.
- Building materials and construction and the principles of combustion.
- Local, state and national codes, ordinances and laws relating to fire prevention.
- Principles and supervision, management and training.
- Rules, regulations and procedures of the Fire Department.
- Principles of administration, including personnel, budgeting/purchasing and goal development and implementation.
- Current Incident Command System and implementation measures within it.
- Operation and maintenance of apparatus utilized in modern firefighting operations.
- Fire investigation methods, practices and procedures.
- First aid and emergency medical practices.

Ability to:

- Lead personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and coordinate training on an assigned shift.
- Interpret, explain and apply fire prevention laws and departmental rules and regulations.
- Represent the Department in public forums.
- Establish and maintain cooperative relationships with those contacted during course of work.

EXPERIENCE AND EDUCATION

Experience:

~~Five years of fire fighting experience, including at least three years with the Turlock Fire Department as a Fire Captain.~~

A minimum of three years with the Turlock Fire Department as a Fire Captain.

Education:

Possession of an Associate Degree in Fire Science, Public Administration or related field at time of appointment

OR

Must be currently enrolled in an accredited university or institution and obtain an Associate Degree in Fire Science, Public Administration, or a related field within 24 (twenty-four) months from the date of application.

OR

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

~~Possession of California State Fire Training (SFT Fire Officer Certificate~~

~~Within eighteen months of appointment, the incumbent must complete Fire Management 2a and Fire Command 2a in the California Fire Academy System.~~

LICENSE OR CERTIFICATE

Possession of California State Fire Training (SFT) Fire Officer Certificate (old curriculum) or SFT Company Officer Certificate (current curriculum) at time of appointment.

Within eighteen (18) months of appointment, the incumbent must complete coursework for the State Fire Training Chief Fire Officer certification track*. Coursework consists of these four (4) courses:

- Chief Fire Officer 3A: Human Resource Management for Chief Fire Officers
- Chief Fire Officer 3B: Budget and Fiscal Responsibilities for Chief Fire Officers
- Chief Fire Officer 3C: General Administration Functions for Chief Fire Officers
- Chief Fire Officer 3D: Command of Expanding All-Hazard Incidents

*Coursework from the SFT Chief Officer Certification track (discontinued 12/31/2016) may be substituted for the above-listed Chief Fire Officer classes.

Possession of a valid Class B California Driver's license and maintenance of the same as a condition of continued employment.

Possession of an EMT-D Certificate and maintenance of the same as a condition of continued employment.

PHYSICAL REQUIREMENTS

At time of appointment to this position, incumbents must possess the physical ability and stamina to meet fire and safety protection line duties including: vision corrected sufficiently to drive City vehicles and apparatus and meet medical standards established by the Department of Motor Vehicles to maintain Class B Driver's License, read blueprints, fine print and MDT's; hear well enough to identify mechanical noises, converse on the radio, telephone, and in person over incident noise; bodily mobility to crawl in attics, maintain balance on narrow platforms, to climb ladders, make rapid transitions from rest to near maximal exertion without warm-up periods; use of hands and fingers to write, drive vehicles and administer medical treatment; must be able to lift

equipment and people as necessary; free from any physical, emotional or mental condition that might adversely affect the ability to exercise the duties of the position; tolerate extreme fluctuations in temperature while performing essential functions, must perform physically demanding work in hot (up to 400 F), and humid (up to 100% humidity) atmospheres while wearing firefighting equipment which significantly impairs body cooling mechanisms.

Created: March 1998

Revised 10/03

Revised 5/06

Revised 4/22

Reviewed and Approved: _____
Personnel Officer

Date

City Council Staff Report

April 12, 2022



From: Reagan M. Wilson, City Manager
Prepared by: Reagan M. Wilson, City Manager
Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

Resolution: Appropriating funding for the remainder of FY 21-22 and approving the reorganization of City departments, including the realignment of City personnel and services, revisions to relevant job descriptions, amendments to salary schedules, and position allocation and budget adjustments and;

1. Does hereby accept and endorse the City Manager's related appointment of Erik Schultze to the position of Deputy Public Works Director effective April 12, 2022.
2. Does hereby accept and endorse the City Manager's related appointment of Katie Quintero to the position of Development Services Director effective April 12, 2022.
3. Does hereby accept and endorse the City Manager's related appointment of Jessie Dhami to the position of Human Resources Director effective April 12, 2022.
4. Does hereby accept and endorse the City Manager's related appointment of Sarah Tamey Eddy to the position of Deputy City Manager effective April 12, 2022.
5. The City Council hereby approves and adopts the reorganization of Departments as reflected in the organizational charts attached hereto as Attachment "A," and eliminates the Administrative Services Department and Parks, Recreation, and Public Facilities Maintenance Department.
6. The City Council hereby approves the related cost summary attached hereto as Attachment "B".

7. The City Council hereby approves the related position list attached hereto as Attachment "C".
8. The City Council hereby approves the related amendments to salary schedules attached hereto as Attachment "D."
9. The City Council hereby approves the related job descriptions attached hereto as Attachment "E."

2. SYNOPSIS:

This reorganization is intended to reassign various functions and responsibilities that are currently assigned throughout the organization in a manner that provides City personnel with the appropriate leadership in an appropriate Department. Among other items within this reorganization, we are recommending the establishment of a Public Works Department and a Human Resources Department. The establishment of these Departments will be coupled with the elimination of the Administrative Services Department and the Parks, Recreation, and Public Facilities Maintenance Department without the elimination of services provided to the public. This will allow for better alignment of responsibilities of like functions under single leadership to provide better service to the public.

3. DISCUSSION OF ISSUE:

The intent of the requested reorganization is to positively impact the eight (8) Departments within the City by providing better alignment of job responsibilities and functions which ultimately will lead to more efficiently run City services providing better service to the public.

If City Council approves the reorganization, staff is requesting an effective date of April 16, 2022 to facilitate any appointments. Logistically, the implementation of this reorganization shall take approximately 4 to 6 weeks. There are sufficient salary savings from Fiscal Year 2021-2022 to accommodate the appointments, reclassification(s), and new positions being requested within all funds being impacted except Measure A. Therefore, no additional budget augmentations are needed, with the exception of positions funded by Measure A. There are currently no direct salaries budgeted in this fund. This will constitute a budget augmentation request of \$362,917 from 118-20-115 and 118-30-115 for salaries and corresponding benefits for the remainder of Fiscal Year 2021-2022.

The below subheadings provide a discussion of the recommendations relevant to each of the City's Departments.

Public Works Department

Staff is recommending the addition of a Public Works Department, to include the Airport, Engineering, Transit, Maintenance, and Recreation Divisions. Upon approval of the reorganization, a recruitment for the Public Works Director will commence immediately. As the City's appointing authority, I will be appointing Erik Schulze to the position of Deputy Public Works Director.

In order to streamline processes and improve customer service, the alignment of like functions will facilitate process management which will result in more efficient and effective services both in-house and most importantly to our public/customers. The Public Works Department would be responsible for all streets and roads projects, facility maintenance, and improvements including Parks and the Airport.

As part of the Public Works Department, the City Engineer will be responsible for managing the Engineering Division. The City Engineer will be responsible for the coordination of the citywide engineering and public works maintenance programs such as the roads program using Measure A and Measure L funds, reviewing and approving all public works engineering activities including design, surveying, and inspection; as well as reviewing, conditioning, approving, and inspecting development projects.

The Recreation Division would be responsible for after school programs, camps, classes, sports, aquatics programs, Pedretti Park, and special events planning and production.

Police Department

As part of Field Operations, staff is recommending the addition of a new Code Enforcement Division that includes Neighborhood Services as well as Code Compliance, with the request for additional staffing levels in this area. Historically, Code Enforcement was previously part of the Police Department, and by making this move both Code Enforcement and Crime Prevention will benefit by working together under the same department. Staff is recommending the addition of one (1) Neighborhood Services Supervisor, two (2) Neighborhood Preservation Officers, and one (1) Neighborhood Code Compliance Technician. In addition, two (2) Neighborhood Resource Officers (sworn Police Officer positions) are being recommended as added resources to the Crime Prevention Unit. The addition of one (1) Police Lieutenant is proposed for Field Operations to provide 24/7 field supervision and direction.

The Special Operations Division of the Police Department includes a Professional Standards Unit. Staff is recommending approval of a Public Affairs Analyst, a non-sworn position responsible for community relations and public information programs in response to public safety issues. The incumbent will serve as a

representative for special events occurring in the City, coordinating compliance and communication with necessary regulatory agencies.

Staff is proposing the addition of a Support Services Division, to include Records, Communications, and the Business Unit. This division is a vital function of internal and external police services to the public. The request to add a Public Safety Communication Supervisor will aid in improving call time response. In addition, the proposal to add a Public Safety Business Analyst will support the review and financial business of the police department. The Support Services Division was previously part of the Police Department structure. The addition of a Police Support Operations Manager will support, direct, and oversee this division. The Police Support Operations Manager and Public Safety Business Analyst allow Lieutenants to be deployed in the field as a resource to patrol.

Fire Department

The City of Turlock has an agreement with the City of Modesto for Fire Administration Services effective February 8, 2022. Since this time, the City has experienced a solid level of leadership and direction. Also, there have been three (3) internal Fire Division Chief promotions for Chief of Operations, Chief of Training, and Fire Marshal. We will propose further changes based on the City Gate study.

Staff is requesting to unfreeze one (1) Firefighter position and two (2) Fire Engineer positions. The added positions will provide adequate staffing to meet daily mandatory staffing levels.

The Fire Department continues to work closely with Human Resources to fill line level vacancies.

Municipal Services Department

The Municipal Services Department is responsible for Water Quality Control, Regulatory Affairs, and Utility Maintenance. Staff is recommending the addition of a Regulatory Affairs Division. City Council approved a budget appropriation to hire a Regulatory Affairs Manager at the February 22, 2022 budget presentation. This position will coordinate the regulatory compliance needs for the potable water, wastewater, storm, sewer collection, laboratory, industrial pretreatment systems, and other process in compliance with City, State, and Federal requirements. This position will also develop and maintain safety programs and standards for the department to insure compliance with City, State, and Federal OSHA regulations.

Staff is recommending the addition of a Shipping & Receiving Inventory Specialist to perform support services for the City organization by providing essential products, materials, and safety equipment for use by each department. With the

passage of SB 1383 there will be a greater burden on the City to order bulk office supplies that have a certain recycle content, such as paper and envelopes to reduce disposal of organic waste in landfills. The Municipal Services Department can fully support this additional position.

Development Services Department

As the City's appointing authority, I will be appointing Katie Quintero as the Development Services Director. We are recommending the elimination of the Deputy Development Services Director/Planning and the addition of a Planning Manager to oversee the general planning and permit review process.

In addition, staff is proposing to move the Housing Division to Development Services. We believe this change will provide a more focused leadership over this important function, as Housing is a significant factor in the City's General Plan. There is a need to reclassify the Community Housing Program Supervisor to Housing Program Manager for the purpose of executing documentation related to this division. Also, staff is recommending the addition of a Housing Finance Specialist Trainee to assist in supporting the operations of this division.

Finance Department

The Finance Department currently oversees the Accounting and Purchasing Divisions. We are recommending the Utility Billing Division become part of this department which is a customary function of a Finance Department. Staff is also requesting the addition of a Purchasing Specialist with duties to include a specific focus on contract preparation and review, in addition to ancillary help maintaining the City's purchasing needs.

Human Resources Department

As the City's appointing authority, I will be appointing Jessie Dhami to the position of Human Resources Director. The Human Resources Department, which will include the Payroll and Human Resources Divisions, will replace the Administrative Services Department.

This department is vital to the organization, and includes functions such as recruiting and testing, employee training and development, employee benefits, employee and labor relations, payroll processing statistical and other analytical duties. Additionally, staff is recommending the addition of a Payroll Coordinator to assist with the workload and the demands of this division.

City Manager's Office

As the City's appointing authority, I will be appointing Sarah Tamey Eddy as the Deputy City Manager. The job classifications and budget appropriation for both Economic Development Director/Communications Officer and Risk Manager were approved at the March 22, 2022 City Council meeting. (The Risk Manager job description has been revised.) The three (3) proposed positions will allow the City Manager's Office to better serve the Council, City Departments, and provide efficient services to the general public.

The Deputy City Manager will oversee the divisions of Homeless, Information Technology, Risk Management, and serve as backup to the City Manager. This includes serving as the City Manager in his absence.

The Risk Manager will be responsible for the review and implementation of City's insurance plans and policies, all safety training, ADA compliance, and general risk management functions.

The Economic Development Director/Communications Officer will be responsible for updating the City's Economic Development Plan, working with the business community, identifying new businesses interested in locating in Turlock and negotiating with the new businesses. As the Communications Officer, responsibilities include those of a Public Information Officer, creating and managing a total citywide website that has a strong social media platform.

To ensure a successful reorganization, the City will require a focused Total Quality Management Plan (TQM). This plan will examine all City processes in order to realize the full benefit of the proposed changes. The opportunities to streamline, become more customer friendly to the City residents, as well as in-house, will benefit the community. In the TQM Plan we will find many opportunities to economize and make working with the City straightforward and more understandable to the public. This will require the hiring of Process Management and Total Quality Management trainers to educate the senior leadership of the City on implementation of these tools. The benefits will more than pay for the cost of these trainings. TQM is a philosophy of management that is driven by the constant attainment of customer satisfaction through the continuous improvement of all organizational processes. It requires employees to rethink what they do and become more involved in workplace decisions.

4. BASIS FOR RECOMMENDATION:

The recommended reorganization will benefit the City, City employees, and the residents by way of properly aligning City personnel with the appropriate Department and Departmental Director. The recommended reorganization aims to align similar responsibilities and functions under the appropriate leadership which will in turn allow the City to provide services in a more efficient manner.

5. FISCAL IMPACT / BUDGET AMENDMENT:

Overall the current fiscal year impacts would be \$526,877. There are enough savings in the operating departments to cover this cost except for the Measure A Fund. For the 22/23 budget the costs are estimated to be \$2,637,590. The general fund impact is estimated to be \$1,788,181. The use of Measure A funds will be utilized to offset this estimated impact. See detailed analysis on Attachments B & C.

6. STAFF RECOMMENDATION:

Recommend approval.

7. CITY MANAGER'S COMMENTS:

Recommend approval.

8. ENVIRONMENTAL DETERMINATION:

N/A

9. ALTERNATIVES:

A. The Council could choose to reject the proposed Reorganization Plan.

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF APPROPRIATING }
FUNDING FOR THE REMAINDER OF FY 21-22 }
AND APPROVING THE REORGANIZATION OF }
CITY DEPARTMENTS, INCLUDING THE }
REALIGNMENT OF CITY PERSONNEL AND }
SERVICES, REVISIONS TO RELEVANT JOB }
DESCRIPTIONS, AMENDMENTS TO SALARY }
SCHEDULES, AND POSITION ALLOCATION }
AND COST SUMMARY AND;

RESOLUTION NO. 2022-

1. DOES HEREBY ACCEPT AND ENDORSE }
THE CITY MANAGER'S RELATED }
APPOINTMENT OF ERIK SCHULTZE TO }
THE POSITION OF DEPUTY PUBLIC WORKS }
DIRECTOR EFFECTIVE APRIL 12, 2022.

2. DOES HEREBY ACCEPT AND ENDORSE }
THE CITY MANAGER'S RELATED }
APPOINTMENT OF KATIE QUINTERO TO }
THE POSITION OF DEVELOPMENT }
SERVICES DIRECTOR EFFECTIVE APRIL 12, }
2022.

3. DOES HEREBY ACCEPT AND ENDORSE }
THE CITY MANAGER'S RELATED }
APPOINTMENT OF JESSIE DHAMI TO THE }
POSITION OF HUMAN RESOURCES }
DIRECTOR EFFECTIVE APRIL 12, 2022.

4. DOES HEREBY ACCEPT AND ENDORSE }
THE CITY MANAGER'S RELATED }
APPOINTMENT OF SARAH TAMEY EDDY TO }
THE POSITION OF DEPUTY CITY MANAGER }
EFFECTIVE APRIL 12, 2022.

5. THE CITY COUNCIL HEREBY APPROVES }
AND ADOPTS THE REORGANIZATION OF }
DEPARTMENTS AS REFLECTED IN THE }
ORGANIZATIONAL CHARTS ATTACHED }
HERETO AS ATTACHMENT "A," AND }
ELIMINATES THE ADMINISTRATIVE }
SERVICES DEPARTMENT AND PARKS, }
RECREATION, AND PUBLIC FACILITIES }
MAINTENANCE DEPARTMENT.

**6. THE CITY COUNCIL HEREBY APPROVES
THE RELATED COST SUMMARY ATTACHED
HERETO AS ATTACHMENT "B".**

**7. THE CITY COUNCIL HEREBY
APPROVES THE RELATED POSITION LIST
ATTACHED HERETO AS ATTACHMENT "C".**

**8. THE CITY COUNCIL HEREBY APPROVES
THE RELATED AMENDMENTS TO SALARY
SCHEDULES ATTACHED HERETO AS
ATTACHMENT "D."**

**9. THE CITY COUNCIL HEREBY APPROVES
THE RELATED JOB DESCRIPTIONS
ATTACHED HERETO AS ATTACHMENT "E."**

WHEREAS, Section 2-4-207 of the Turlock Municipal Code provides that the City Manager is responsible for the efficient administration of all affairs of the City which are under his control; and

WHEREAS, Section 2-4-207(d) of the Turlock Municipal Code provides the City Manager with the power and duty to recommend to the City Council the reorganization of offices, positions, departments, or units under his direction as he may deem in the interest of the efficient, effective, and economical conduct of the City's business; and

WHEREAS, the City Manager has reviewed the City's existing organizational structure and identified areas where the reorganization of offices, positions, departments and units, the realignment of City personnel and services, the revisions to job descriptions, and the amendments of salary schedules, are in the City's interest for the efficient, effective and economical conduct of the City's business and efficient administration of the affairs of the City under his control; and

WHEREAS, the reorganization proposed by the City Manager is intended to reassign various functions and responsibilities that are currently assigned throughout the organization in a manner that provides City personnel with the appropriate leadership within the appropriate Department.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Turlock as follows:

Appropriating funding for the remainder of FY 21-22 and approving the reorganization of City departments, including the realignment of City personnel and

services, revisions to relevant job descriptions, amendments to salary schedules, and position allocation and budget adjustments.

1. Does hereby accept and endorse the City Manager's related appointment of Erik Schultze to the position of Deputy Public Works Director effective April 12, 2022.
2. Does hereby accept and endorse the City Manager's related appointment of Katie Quintero to the position of Development Services Director effective April 12, 2022.
3. Does hereby accept and endorse the City Manager's related appointment of Jessie Dhami to the position of Human Resources Director effective April 12, 2022.
4. Does hereby accept and endorse the City Manager's related appointment of Sarah Tamey Eddy to the position of Deputy City Manager effective April 12, 2022.
5. The City Council hereby approves and adopts the reorganization of Departments as reflected in the organizational charts attached hereto as Attachment "A," and eliminates the Administrative Services Department and Parks, Recreation, and Public Facilities Maintenance Department.
6. The City Council hereby approves the related cost summary attached hereto as Attachment "B".
7. The City Council hereby approves the related position list attached hereto as Attachment "C".
8. The City Council hereby approves the related amendments to salary schedules attached hereto as Attachment "D."
9. The City Council hereby approves the related job descriptions attached hereto as Attachment "E."

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April, 2022, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk
City of Turlock, County of Stanislaus,
State of California

Attachment A- Organizational Charts

New Created Position

Existing Division/Position Not Currently Budgeted

Allocated but Unfilled/Vacant

New Division

New or Renamed Department

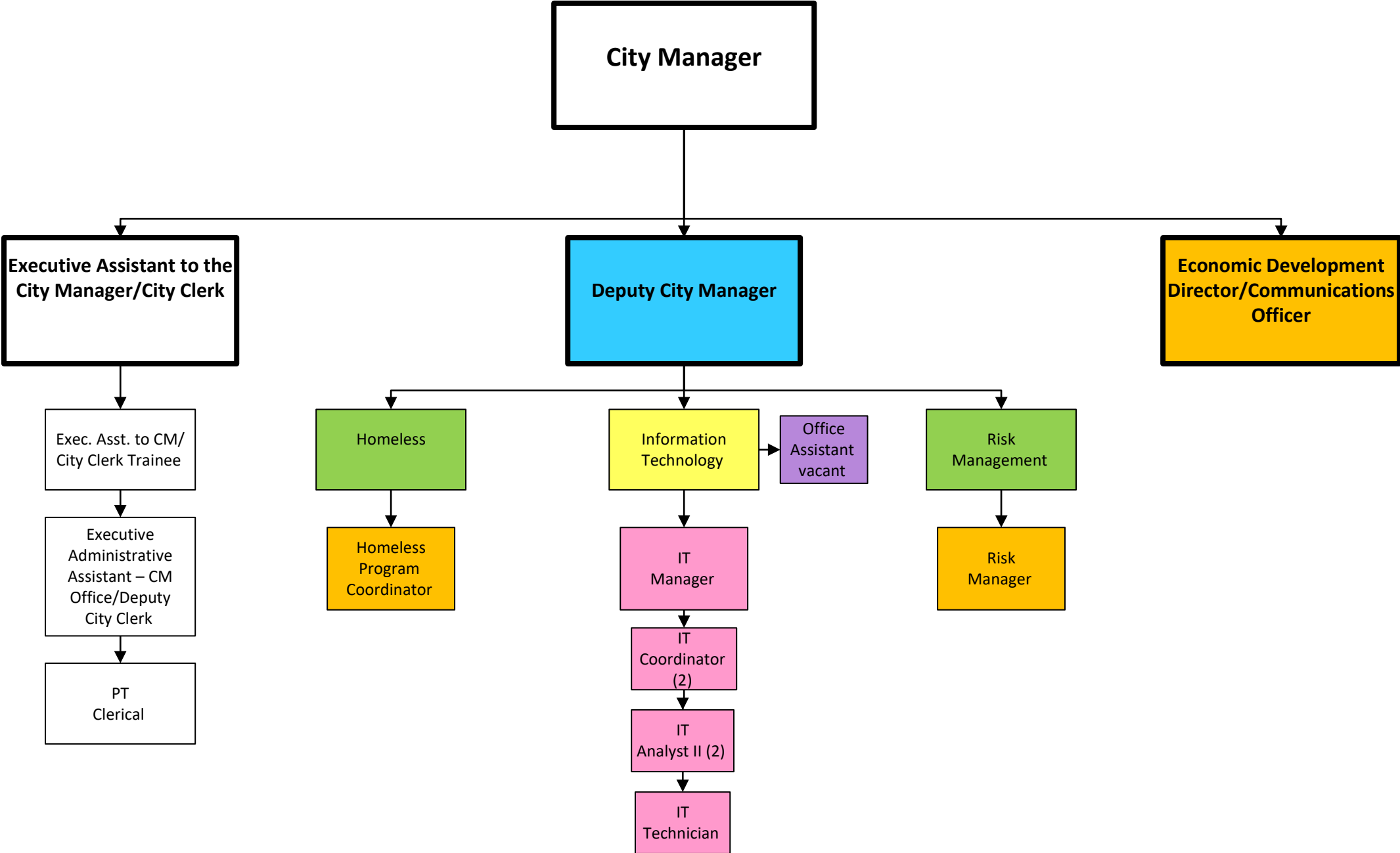
Change in Job Description

Division Moved to Different Department

City of Turlock Reorganizational Chart Legend

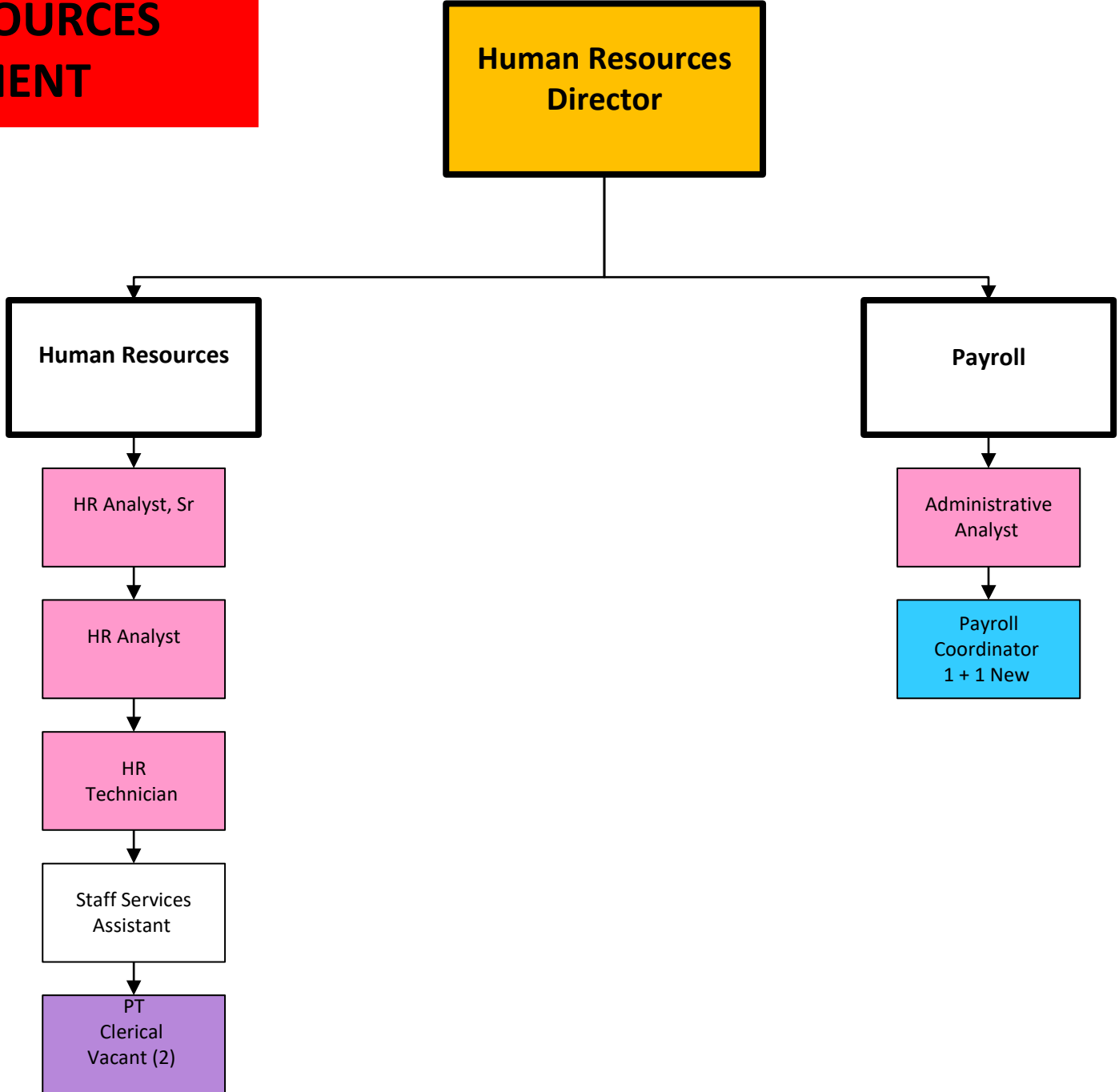
CITY MANAGER'S OFFICE

DRAFT



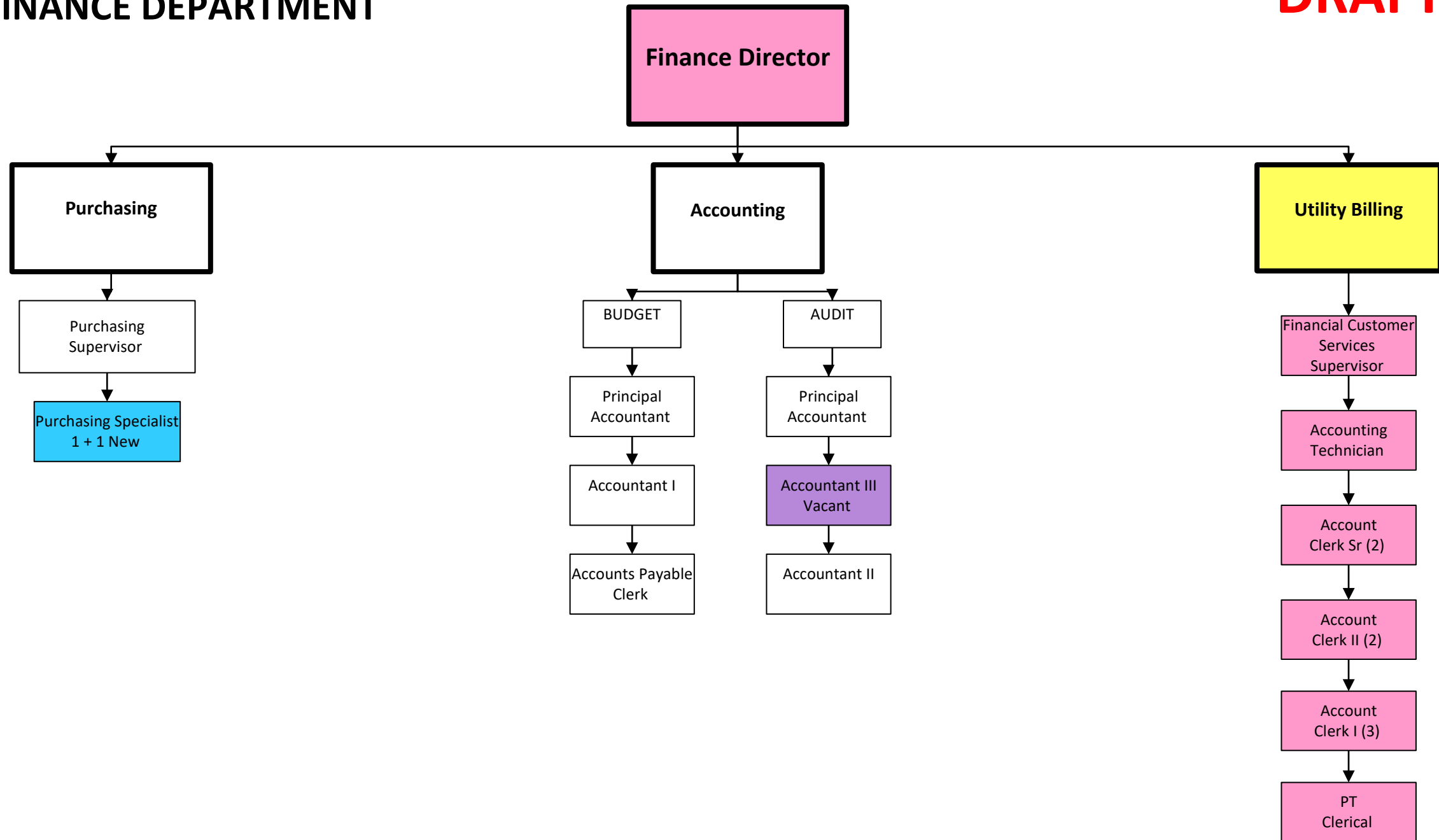
**HUMAN RESOURCES
DEPARTMENT**

DRAFT



FINANCE DEPARTMENT

DRAFT



TURLOCK POLICE DEPARTMENT

Chief of Police

Executive Admin. Assistant to the Chief

PT Background Investigator

Admin. Assistant

DRAFT

Field Operations

Staff Services Assistant

Field Operations Captain

Field Ops Lieutenants
3 + 1 New

Patrol Unit

Sergeants

Officer/
P.O.
Trainee

C.S.O.

Traffic Unit

Sergeant

Officer

Crime Prevention Unit

Sergeant

N.R.O. (Sworn)
1 + 2 new

S.R.O. (Sworn)
(2)

Crime Prevention Specialist

V.I.P.S.

Chaplain

Animal Services

Animal Control Officer Supervisor

Animal Control Officer (3)

PT Animal Control Clerk

PT Kennel Attendant

Code Enforcement

Neighborhood Services Supervisor

Neighborhood Preservation Officer
1 + 2 New

Neighborhood Code Compliance Tech.
1 + 1 New

Staff Services Assistant

Special Operations

Special Operations Captain

Special Operations Lieutenant

Crime/Community Information Analyst

Professional Standards Unit

Sergeant

Public Affairs Analyst (Non-Sworn)

General Investigation Unit

Sergeant

Detective

Rotational Detective

Property Specialist

Special Investigations Unit

Sergeant

Detective

Records Unit

Supervisor

Sr. Records Tech.

Records Tech.

PT Records Clerical

Communications Unit

Public Safety Communication Supervisor
1 + 1 New

Lead Dispatcher

Dispatcher

Business Unit

Police Business Unit Supervisor

Public Safety Business Analyst

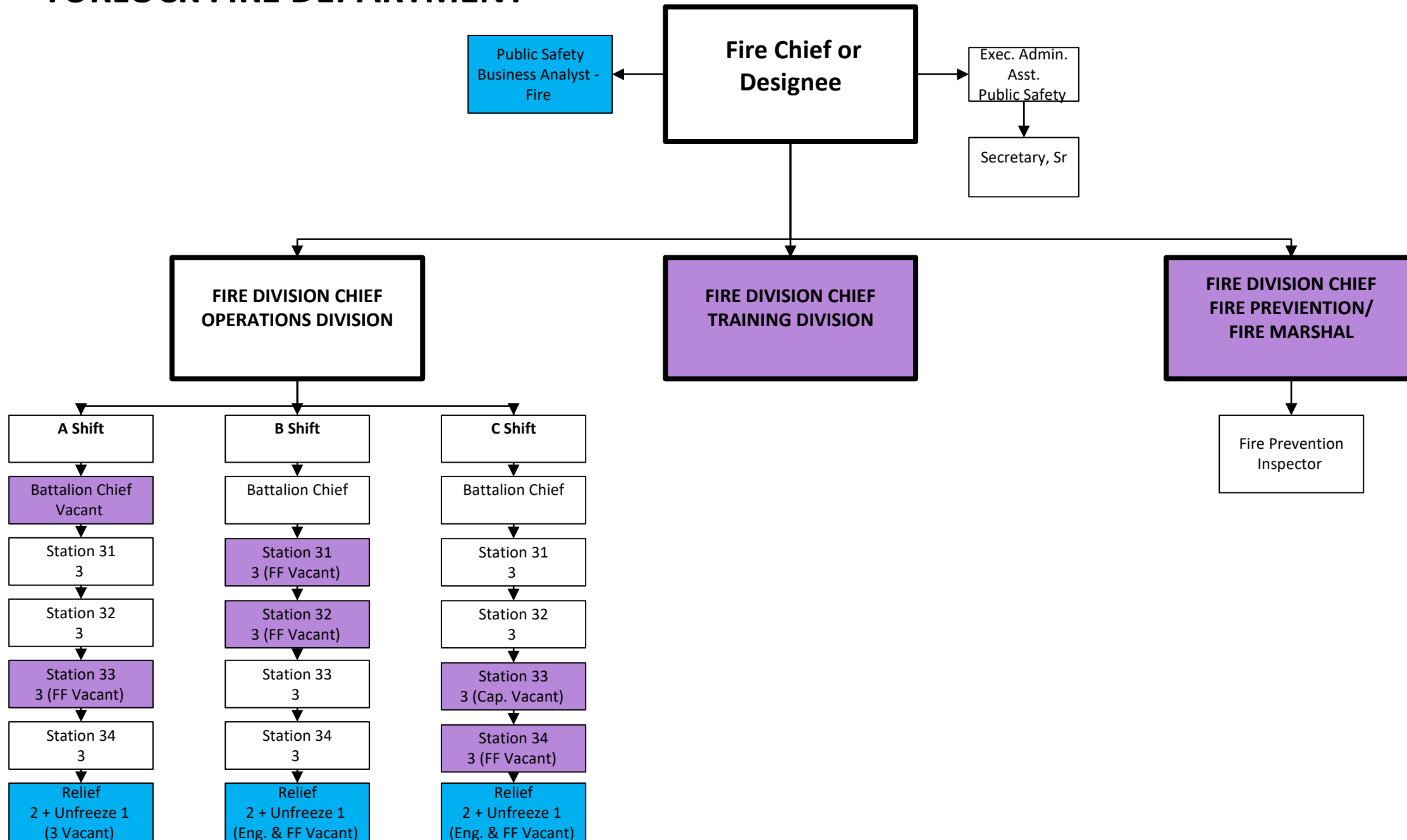
PT Cadet (4)

Support Services

Police Support Operations Manager

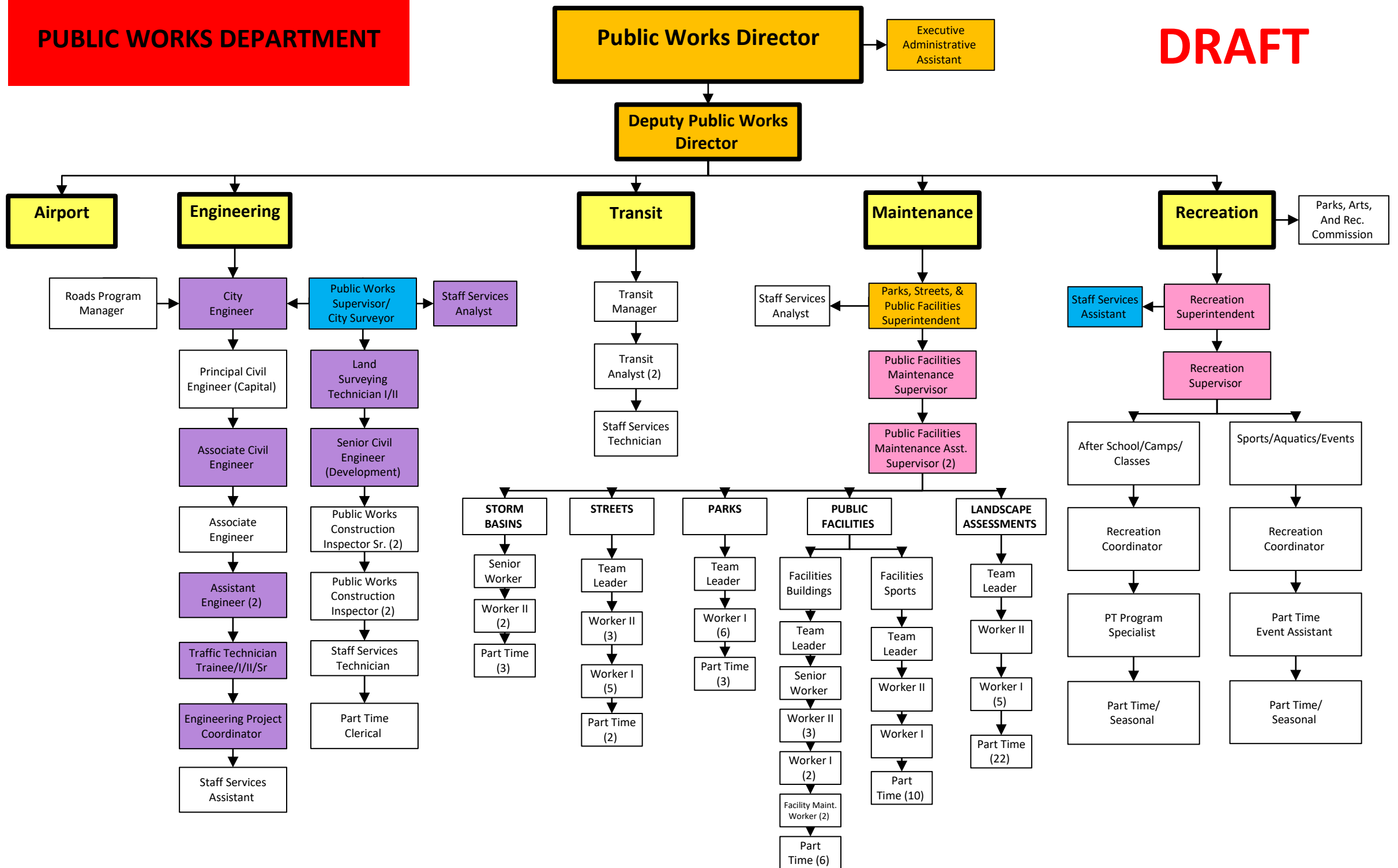
TURLOCK FIRE DEPARTMENT

DRAFT



PUBLIC WORKS DEPARTMENT

DRAFT



MUNICIPAL SERVICES DEPARTMENT

Municipal Services Director

Executive Admin. Assistant

DRAFT

Water Quality Control

Regulatory Affairs

Utility Maintenance

WQC Division Manager

Staff Svcs Assistant

Regulatory Affairs Manager

Water Cons. Worker, PT Vacant

Utilities Division Manager

Staff Services Assistant

WQC Lab Supervisor

Operations

Elec/Mech Maintenance

Fleet Maintenance

Utility Maintenance

Pre-Treatment

Laboratory Services

WQC Supervisor

Elec/Mech Supervisor

Fleet Maint. Supv.

Utilities Supervisor

Env. Compliance Inspector (Vacant)

Lab Analyst II (2)

WWTPO Sr. (8)

Elec/Mech Supv. Asst.

Elec/Instru. Tech. Sr

Fleet Maint. Mech. Sr.

Utilities Supv. Asst. (2)

Env. Comp. Inspector

PT Lab Assistant

WWTPO II

Elec/Mech Tech. Sr. (2)

Elec/Instru. Tech. (2)

Fleet Maint. Mech. II

Utility Maint. Worker Sr. Vacant

PT Env. Comp. Insp.

WWTPO I

Elec/Mech Tech. II (2)

Elec/Instru. Tech. PT

Fleet Main. Mech. I (2)

Utility Maint. Worker II (7)

Attendant PT

Elec/Mech Tech. I

Elec/Instru. Tech. I

Parts Inventory Clerk

Utility Maint. Worker I (10)

Elect/Mech Tech. I Vacant

Staff Services Analyst

Staff Services Technician

Staff Services Assistant (3)

Office Assistant I

Ship./Receiving Inventory Specialist + 1 New

Field Services Technician

PT Fleet Maintenance

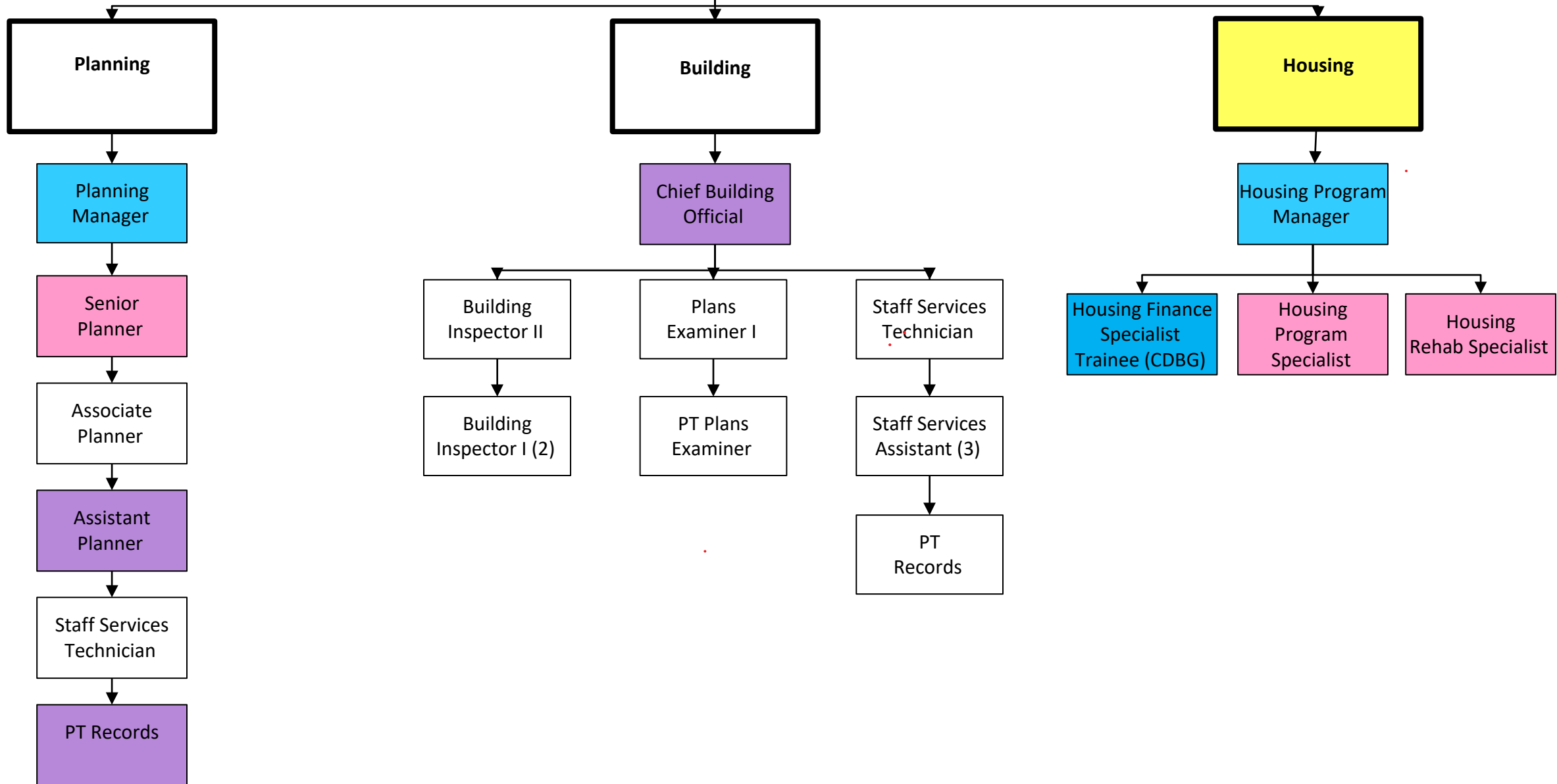
Utility Maint. Worker PT (2) Vacant

PT Fleet Maintenance Vacant

DEVELOPMENT SERVICES DEPARTMENT

Development Services Director

DRAFT



Attachment B- Cost Summary

PROPOSED REORGANIZATION COST SUMMARY-4/12/2022

NEW POSITIONS

FUND	4/12/22-6/30/22	FY 22/23
110 General Fund (Non Public Safety)	306,130	1,518,347
118 Measure A (Public Safety)	384,754	1,896,592
205 Public Facilities	14,692	73,327
217 Streets - Gas Tax	19,215	95,404
246 Landscape Assessments	9,045	44,149
255 CDBG (Housing)	58,581	291,404
410 WQC	19,215	95,404
426 Transit	18,091	88,299
502 Engineering	82,896	416,890
	912,619	4,519,816

Number of Positions = +32

ELIMINATED POSITIONS

FUND	4/12/22-6/30/22	FY 22/23
110 General Fund (Non Public Safety)	(183,766)	(899,862)
118 Measure A (Public Safety)	(21,837)	(108,411)
205 Public Facilities	(12,890)	(63,753)
217 Streets - Gas Tax	(17,256)	(83,444)
246 Landscape Assessments	(15,094)	(73,131)
255 CDBG (Housing)	(40,148)	(191,441)
405 Building	(4,521)	(21,565)
410 WQC	(17,256)	(83,444)
501 Information Technology	(13,902)	(69,253)
502 Engineering	(59,072)	(287,922)
	(385,742)	(1,882,226)

Number of Positions = -10

REALLOCATED POSITIONS

FUND	4/12/22-6/30/22	FY 22/23
110 General Fund (Non Public Safety)	61,679	301,011
205 Public Facilities	(10,424)	(50,109)
217 Streets - Gas Tax	(15,151)	(72,340)
246 Landscape Assessments	(11,236)	(53,675)
256 Stanislaus Housing Consortium	(16,995)	(85,443)
405 Building	8,931	44,659
410 WQC	(5,602)	(26,405)
420 Water	8,893	42,785
426 Transit	(4,466)	(22,330)
502 Engineering	(15,629)	(78,153)
	-	-

PROPOSED REORGANIZATION COST SUMMARY-4/12/2022

NET IMPACT		
FUND	4/12/22-6/30/22	FY 22/23
110 General Fund (Non Public Safety)	184,043	919,496 *
118 Measure A (Public Safety)	362,917	1,788,181
205 Public Facilities	(8,622)	(40,535)
217 Streets - Gas Tax	(13,192)	(60,380)
246 Landscape Assessments	(17,285)	(82,657)
255 CDBG (Housing)	18,433	99,963
256 Stanislaus Housing Consortium	(16,995)	(85,443)
405 Building	4,410	23,094
410 WQC	(3,643)	(14,445)
420 Water	8,893	42,785
426 Transit	13,625	65,969
501 Information Technology	(13,902)	(69,253)
502 Engineering	8,195	50,815
	526,877	2,637,590

Number of Positions = +22

-

-

*Includes Economic Development Director/Communications Officer and Risk Manager approved 3/22/2022

Attachment C- Position List

PROPOSED REORGANIZATION POSITION LIST-4/12/2022

New Positions						FY 21/22 4/12/22-6/30/22			FY 22/23			
Qty	Job Title	Department	Bargaining Unit	Comments	see Eliminated	GF	Measure A	Non GF	Projected Cost	GF	Measure A	Non GF
1	Deputy City Manager	City Manager's Office	MGMT	Replace Admin Serv Director	A	45,163			225,133	225,133		
1	Homeless Program Coordinator	City Manager's Office	TCEA			23,777			118,524	118,524		
1	Economic Development Director-Communications Officer	City Manager's Office	MGMT	Approved 3/22/22 (replace Asst to CM for Econ Dev/Comm Housing)	B	45,163			225,133	225,133		
1	Risk Manager	City Manager's Office	MGMT	Approved 3/22/22		37,993			189,097	189,097		
1	Engineering Project Coordinator	Development Services	TCEA	Replace Engineering Assistant	C			23,713	118,195			118,195
1	Housing Finance Specialist, Trainee	Development Services	TCEA					20,118	99,963			99,963
1	Housing Program Manager	Development Services	MGMT	Replace Comm Housing Program Sup	D			38,463	191,441			191,441
1	Planning Manager	Development Services	MGMT	Replace Deputy Dev Serv Dir/Planning	E	33,606			167,037	167,037		
1	Purchasing Specialist	Finance	TCEA			19,817			98,409	98,409		
1	Public Safety Business Analyst, Fire	Fire	TCEA				21,837		108,411		108,411	
1	1 Firefighter = UNFREEZE	Fire	FIRE				21,854		104,636		104,636	
2	2 Engineers = UNFREEZE	Fire	FIRE				49,028		234,972		234,972	
1	Human Resources Director	Human Resources	MGMT	Replace Human Resources Manager	F	42,570			207,551	207,551		
1	Payroll Coordinator	Human Resources	Conf.			19,609			96,654	96,654		
1	Neighborhood Code Compliance Technician	Police	TCEA				17,783		87,962		87,962	
2	Officers	Police	TCEA				36,837		178,078		178,078	
2	2 Neighborhood Resource Officers (PO I)	Police	TAPO				44,036		222,330		222,330	
1	Neighborhood Services Supervisor	Police	TAPO				23,947		119,264		119,264	
1	Police Lieutenant, Field Ops	Police	TMAPS				47,590		235,925		235,925	
1	Public Affairs Analyst	Police	TCEA				20,404		101,251		101,251	
1	Public Safety Business Analyst, Police	Police	TCEA				19,673		97,554		97,554	
1	Public Safety Communications Supervisor	Police	TAPO				26,867		136,291		136,291	
1	Staff Services Assistant (Code Enforcement)	Police	TCEA	Replace Public Safety Business Analyst, Neighborhood	G		18,179		89,990		89,990	
1	Police Support Operations Manager	Police	MGMT				36,719		179,928		179,928	
1	Parks, Streets, and Public Facilities Superintendent	Public Works	MGMT			13,061		19,591	163,299	65,320		97,979
1	Public Works Director	Public Works	MGMT			9,243		36,972	230,439	46,088		184,351
1	Deputy Public Works Director	Public Works	MGMT	Replace Public Facilities Maintenance Manager	H	8,848		35,392	211,054	42,211		168,843
1	Surveyor	Public Works	MGMT	Replace Civil Engineer, Principal	I			36,566	188,320			188,320
1	Staff Services Assistant	Public Works	TCEA			7,280		10,920	92,975	37,190		55,785
32	TOTAL NEW POSITIONS PROJECTED COSTS					306,130	384,754	221,735	4,519,816	1,518,347	1,896,592	1,104,877

PROPOSED REORGANIZATION POSITION LIST-4/12/2022

Eliminated Positions						FY 21/22 4/12/22-6/30/22			FY 22/23			
Qty	Job Title	Department	Bargaining Unit	Comments	see New	GF	Measure A	Non GF	Projected Cost	GF	Measure A	Non GF
-1	Administrative Services Director	Administrative Services	MGMT	Replace with Deputy City Manager	A	(27,803)		(13,902)	(207,759)	(138,506)		(69,253)
-1	Asst to City Manager for Economic Dev/Community Housing	City Manager's Office	MGMT	Replace with Econ Dev Dir-Comm Officer	B	(40,788)			(201,410)	(201,410)		
-1	Community Housing Program Supervisor	Development Services	MGMT	Replace with Housing Program Manager	D			(40,148)	(191,441)			(191,441)
-1	Deputy Dev. Serv. Director/Planning	Development Services	MGMT	Replace with Planning Manager	E	(40,684)		(4,521)	(215,649)	(194,084)		(21,565)
-1	Human Resources Manager	Human Resources	MGMT	Director	F	(42,184)			(208,351)	(208,351)		
-1	Parks, Recreation and Public Facilities Director	Public Works	MGMT			(19,334)		(32,224)	(255,013)	(95,630)		(159,383)
-1	Public Safety Business Analyst, Neighborhood	Police	TCEA	Replace with Staff Services Assistant	G		(21,837)		(108,411)		(108,411)	
-1	Public Facilities Maintenance Manager	Public Works	MGMT	Replace with Deputy Public Works Director	H	(12,973)		(30,270)	(206,269)	(61,881)		(144,388)
-1	Civil Engineer, Principal	Public Works	MGMT	Replace with Public Works Supervisor/City Surveyor	I			(36,264)	(174,297)			(174,297)
-1	Engineering Assistant (originally Engineering Tech Sr approved 2/22/22, however, series eliminated 5/12/20, Reso#2020-059)	Public Works	TCEA	Replace with Engineering Project Coordinator	C			(22,810)	(113,626)			(113,626)
-10 TOTAL ELIMINATED POSITIONS PROJECTED SAVINGS						(183,766)	(21,837)	(180,139)	(1,882,226)	(899,862)	(108,411)	(873,953)

22 TOTAL REORGANIZATION PROJECTED COSTS (New and Eliminated Positions)

122,364	362,917	41,596	2,637,590	618,485	1,788,181	230,924
---------	---------	--------	-----------	---------	-----------	---------

Reallocated Positions

Reallocated Positions					FY 21/22 4/12/22-6/30/22			FY 22/23			
Job Title	Department	Bargaining Unit	Comments		GF	Measure A	Non GF	Projected Cost	GF	Measure A	Non GF
Recreation Supervisor	Public Works	TCEA	from Public Facilities/Rec to Recreation		15,437		(15,437)		74,060		(74,060)
Staff Services Analyst	Public Works	TCEA	Recreation		8,471		(8,471)		40,605		(40,605)
Recreation Superintendent	Public Works	MGMT	Recreation		24,532		(24,532)		116,925		(116,925)
Public Maintenance Supervisor	Public Works	TCEA	Reallocate		(656)		656		(3,150)		3,150
Recreation Coordinator	Public Works	TCEA	from Public Facilities/Rec to Recreation		3,521		(3,521)		16,874		(16,874)
Finance Director	Finance	MGMT	Reallocate		(17,785)		17,785		(85,570)		85,570
Accountant III	Finance	TCEA	Reallocate		16,995		(16,995)		85,443		(85,443)
Development Services Director	Development Services	MGMT	Reallocate		11,164		(11,164)		55,824		(55,824)
TOTAL REALLOCATION PROJECTED					61,679	-	(61,679)	301,011	-	(301,011)	

TOTAL REORGANIZATION AND REALLOCATION PROJECTED COSTS

184,043	362,917	(20,083)	2,637,590	919,496	1,788,181	(70,087)
---------	---------	----------	-----------	---------	-----------	----------

Attachment D- Salary Schedules

CONFIDENTIAL SALARY SCHEDULE FY 2021-2022

	Range	Step 1	Step 2	Step 3	Step 4	Step 5
OFFICE ASSISTANT I	14.3	2958	3104	3260	3424	3596
OFFICE ASSISTANT II	16.3	3260	3424	3596	3776	3965
ACCOUNT TECH	21.2	4142	4349	4566	4794	5033
HUMAN RESOURCES TECH	21.2	4142	4349	4566	4794	5033
STAFF SERVICES ASSISTANT	21.4	4184	4393	4612	4842	5083
SECRETARY, SR	21.6	4226	4437	4658	4890	5134
PAYROLL COORDINATOR	23.2	4566	4794	5033	5284	5549
SECRETARY/DEPUTY CITY CLERK	23.2	4566	4794	5033	5284	5549
SECRETARY, SUPERVISING	23.6	4658	4890	5134	5391	5661
EXEC ADMIN ASST/DEPUTY CITY CLERK	26.2	5284	5549	5827	6117	6424
POLICE BUSINESS UNIT SUPERVISOR	27.4	5605	5885	6179	6488	6813
HUMAN RESOURCES ANALYST	28.0	5769	6057	6360	6678	7012
<u>PUBLIC AFFAIRS ANALYST</u>	<u>28.0</u>	<u>5769</u>	<u>6057</u>	<u>6360</u>	<u>6678</u>	<u>7012</u>
EXEC ADMIN ASSIST/PUBLIC SAFETY	29.2	6117	6424	6745	7082	7437
EXEC ADMIN ASSIST/CITY MANAGER	29.2	6117	6424	6745	7082	7437
EXEC ADMIN ASSIST/CM OFF/DEP CITY CLK	29.2	6117	6424	6745	7082	7437
EXEC ADMIN ASST/MUNI SERV	29.2	6117	6424	6745	7082	7437
EXEC ASST TO CM/CITY CLERK TRAINEE	31.2	6745	7082	7437	7809	8200

MANAGEMENT SALARY SCHEDULE FY 2021-2022

	Range	Step 1	Step 2	Step 3	Step 4	Step 5
HUMAN RESOURCE ANALYST SR.	27.7	6648	6981	7329	7696	8081
ADMINISTRATIVE ANALYST	29.1	7113	7469	7843	8235	8647
COMM HOUSING PROGRAM SUPV	30.1	7469	7843	8235	8647	9079
PARKS/REC/PUBLIC FAC. SUPT.	30.1	7469	7843	8235	8647	9079
PARKS/STREETS & PUBLIC FACILITIES SUPERINTENDENT	30.1	7469	7843	8235	8647	9079
<u>RECREATION SUPERINTENDENT</u>	30.1	7469	7843	8235	8647	9079
BUILDING OFFICIAL, CHIEF	34.1	9079	9533	10010	10510	11036
CIVIL ENGINEER, PRINCIPAL	34.1	9079	9533	10010	10510	11036
DEV SUP/CITY SURVEY	34.1	9079	9533	10010	10510	11036
<u>HOUSING PROGRAM MANAGER</u>	34.1	9079	9533	10010	10510	11036
PLANNING MANAGER	34.1	9079	9533	10010	10510	11036
PUBLIC WORKS SUPERVISOR / CITY SURVEYOR	34.1	9079	9533	10010	10510	11036
<u>REGULATORY AFFAIRS MGR</u>	34.1	9079	9533	10010	10510	11036
RISK MANAGER	34.1	9079	9533	10010	10510	11036
ROADS PROGRAM MANAGER	34.1	9079	9533	10010	10510	11036
TRANSIT MANAGER	34.1	9079	9533	10010	10510	11036
UTILITIES MANAGER	34.1	9079	9533	10010	10510	11036
WQC DIVISION MGR	34.1	9079	9533	10010	10510	11036
INFO TECH MANAGER	34.4	9216	9677	10161	10669	11202
ACCOUNTANT, PRINCIPAL	35.1	9533	10010	10510	11036	11588
EXECUTIVE ASST TO CM/CITY CLERK	35.1	9533	10010	10510	11036	11588
HUMAN RESOURCES MANAGER	35.1	9533	10010	10510	11036	11588
PARKS, REC & PUB FAC MGR	35.1	9533	10010	10510	11036	11588
<u>POLICE SUPPORT OPERATIONS MANAGER</u>	35.1	9533	10010	10510	11036	11588
<u>DEPUTY PUBLIC WORKS DIRECTOR</u>	36.1	10010	10510	11036	11588	12168
MUNICIPAL SERVICES DEPUTY DIR	36.1	10010	10510	11036	11588	12168
DEP DEV SERV DIR/PLANNING	36.1	10010	10510	11036	11588	12168
CITY ENGINEER	38.1	11036	11588	12168	12776	13415
CITY MANAGER, ASSISTANT	38.1	11036	11588	12168	12776	13415
ADMINISTRATIVE SERVICES DIR	39.1	11588	12168	12776	13415	14085
DEV SERV DIRECTOR	39.1	11588	12168	12776	13415	14085
ECONOMIC DEVELOPMENT DIRECTOR / COMMUNICATIONS OFFICER	39.1	11588	12168	12776	13415	14085
FINANCE DIRECTOR	39.1	11588	12168	12776	13415	14085
HUMAN RESOURCES DIRECTOR	39.1	11588	12168	12776	13415	14085
<u>MUNICIPAL SERVICES DIR</u>	39.1	11588	12168	12776	13415	14085
PARKS, REC, PUBLIC FAC DIR	39.1	11588	12168	12776	13415	14085
<u>PUBLIC WORKS DIRECTOR</u>	39.1	11588	12168	12776	13415	14085
<u>DEPUTY CITY MANAGER</u>	41.1	12776	13415	14085	14790	15529
FIRE CHIEF	41.1	12776	13415	14085	14790	15529
POLICE CHIEF	42.1	13415	14085	14790	15529	16306
CITY MANAGER	44.3	14938	15685	16470	17293	18157

TCEA SALARY SCHEDULE

EFFECTIVE 7/1/21

JOB TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
OFFICE ASST I	13.9	2987	3136	3293	3458	3631
FACILITIES MAINT. ASST	15.2	3180	3339	3506	3681	3865
ACCOUNT CLERK I	15.2	3180	3339	3506	3681	3865
OFFICE ASST II	15.9	3293	3458	3631	3813	4004
TRAFFIC TECHNICIAN TRAINEE	16.6	3406	3576	3755	3943	4140
ACCOUNT CLERK II	17.2	3506	3681	3865	4058	4261
FIELD SERVICES TECHNICIAN	17.2	3506	3681	3865	4058	4261
MAINTENANCE WKR I	17.2	3506	3681	3865	4058	4261
SHIPPING & RECEV INV SPEC	17.2	3506	3681	3865	4058	4261
POLICE RECORDS TECH	17.3	3524	3700	3885	4079	4283
FLEET MAINT SERVICE WKR	17.9	3631	3813	4004	4204	4414
COMMUNITY SERV COORDINATOR	18.0	3645	3827	4018	4219	4430
PARTS CLERK	18.2	3681	3865	4058	4261	4474
ACCOUNTS PAYABLE CLERK	19.2	3866	4059	4262	4475	4699
ACCOUNT CLERK, SR	19.2	3866	4059	4262	4475	4699
MAINTENANCE WKR II	19.2	3866	4059	4262	4475	4699
NEIGHBORHOOD CODE COMP TECH	19.2	3866	4059	4262	4475	4699
PLANNING ASSISTANT	19.2	3866	4059	4262	4475	4699
SECRETARY	19.2	3866	4059	4262	4475	4699
POLICE RECORDS TECH, SR	19.3	3885	4079	4283	4497	4722
UTILITY MAINT WKR I	19.4	3904	4099	4304	4519	4745
WATER CONSERVATION WORKER	19.4	3904	4099	4304	4519	4745
LAND SURVEYING TECH I	19.6	3943	4140	4347	4564	4792
TRAFFIC TECHNICIAN I	19.6	3943	4140	4347	4564	4792
NEIGHBORHOOD PRESERVATION OFF	20.2	4059	4262	4475	4699	4934
BUILDING INSPECTOR, TRNEE	20.8	4182	4391	4611	4842	5084
FLEET MAINT. MECHANIC I	20.9	4203	4413	4634	4866	5109
NEIGHBORHOOD SERVICES TEC	21.0	4219	4430	4652	4885	5129
STAFF SERVICES ASSISTANT	21.0	4219	4430	4652	4885	5129
LABORATORY ANALYST I	21.1	4241	4453	4676	4910	5156
ACCOUNTING TECHNICIAN	21.2	4262	4475	4699	4934	5181
MAINTENANCE WKR, SR.	21.2	4262	4475	4699	4934	5181
SECRETARY, SR.	21.2	4262	4475	4699	4934	5181
COMMUNITY DEV-SERVICE TEC	21.3	4283	4497	4722	4958	5206
UTILITY MAINT WKR II	21.4	4304	4519	4745	4982	5231
WASTEWATER PLT OPR I	21.9	4413	4634	4866	5109	5364
ADMIN ASST, PUBLIC SAFETY	22.0	4430	4652	4885	5129	5385
ADMINISTRATIVE ASSISTANT	22.0	4430	4652	4885	5129	5385
PERMIT TECHNICIAN	22.5	4542	4769	5007	5257	5520
FLEET MAINT. MECHANIC II	22.9	4634	4866	5109	5364	5632
PLANNING TECHNICIAN	23.0	4652	4885	5129	5385	5654
PURCHASING SPECIALIST	23.0	4652	4885	5129	5385	5654
STAFF SERVICES TECHNICIAN	23.0	4652	4885	5129	5385	5654
CRIME & COMMUNITY INFO ANALYST	23.2	4699	4934	5181	5440	5712
PUBLIC SAFETY BUSINESS ANALYST - POLICE	23.2	4699	4934	5181	5440	5712
PUBLIC SAFETY BUSINESS ANALYST - FIRE	23.2	4699	4934	5181	5440	5712
SECRETARY, SUPERVISING	23.2	4699	4934	5181	5440	5712
PUB FAC MAINT - TEAM LEADER	23.2	4699	4934	5181	5440	5712
UTILITY MAINT WKR, SR	23.4	4746	4983	5232	5494	5769
LAND SURVEYING TECH II	23.6	4793	5033	5285	5549	5826
TRAFFIC TECHNICIAN II	23.6	4793	5033	5285	5549	5826

TCEA SALARY SCHEDULE

EFFECTIVE 7/1/21

JOB TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
WASTEWATER PLT OPR II	23.9	4866	5109	5364	5632	5914
BUILDING INSPECTOR I	24.1	4909	5154	5412	5683	5967
FIRE PREVENTION INSP	24.1	4909	5154	5412	5683	5967
LABORATORY ANALYST II	24.1	4909	5154	5412	5683	5967
ACCOUNTANT I	24.2	4934	5181	5440	5712	5998
PLANNER, ASSISTANT	24.3	4958	5206	5466	5739	6026
HOUSING FINANCE SPECIALIST TRAINEE	24.3	4958	5206	5466	5739	6026
FLEET MAINT. MECHANIC, SR	24.9	5109	5364	5632	5914	6210
ELECTRICAL MECH TECH I	25.0	5129	5385	5654	5937	6234
INFORMATION TECHNOLOGY TECH	25.2	5180	5439	5711	5997	6297
HOUSING FINANCE SPEC I	25.3	5206	5466	5739	6026	6327
HOUSING REHABIL. SPEC I	25.3	5206	5466	5739	6026	6327
HOUSING PROGRAM SPEC I	25.3	5206	5466	5739	6026	6327
PLANS EXAMINER I	25.6	5285	5549	5826	6117	6423
PURCHASING COORDINATOR	25.6	5285	5549	5826	6117	6423
TRAFFIC TECHNICIAN, SR.	25.6	5285	5549	5826	6117	6423
PUBLIC SAFETY RECORDS SUP	25.7	5311	5577	5856	6149	6456
WASTEWATER PLT OPR, SR	25.9	5364	5632	5914	6210	6521
LABORATORY ANALYST, SR	26.1	5412	5683	5967	6265	6578
ACCOUNTANT II	26.2	5439	5711	5997	6297	6612
HOUSING REHABIL. SPEC II	26.3	5466	5739	6026	6327	6643
HOUSING FINANCE SPEC II	26.3	5466	5739	6026	6327	6643
HOUSING PROGRAM SPEC II	26.3	5466	5739	6026	6327	6643
UTILITIES SUPERVISOR, ASST	26.4	5494	5769	6057	6360	6678
PUB FACIL MAINT SUPV, ASST	26.4	5494	5769	6057	6360	6678
LAND SURVEYOR, ASST	26.6	5549	5826	6117	6423	6744
ELECT/INSTRUMENT TECH	27.0	5654	5937	6234	6546	6873
ELECTRICAL MECH TECH II	27.0	5654	5937	6234	6546	6873
BUILDING INSPECTOR II	27.1	5683	5967	6265	6578	6907
PUBLIC WORKS CONST INSP	27.1	5683	5967	6265	6578	6907
INFO TECH ANALYST I	27.2	5711	5997	6297	6612	6943
PLANNER, ASSOCIATE	27.3	5740	6027	6328	6644	6976
REDEV/ECON DEV ANALYST	27.3	5740	6027	6328	6644	6976
TRANSIT PLANNER	27.3	5740	6027	6328	6644	6976
ENVIRONMENTAL COMPL INSP	27.4	5768	6056	6359	6677	7011
CAPITAL PROJECT COORDINATOR	27.6	5826	6117	6423	6744	7081
ENGINEER, ASSISTANT	27.6	5826	6117	6423	6744	7081
ENGINEERING PROJECT COORDINATOR	27.6	5826	6117	6423	6744	7081
HOMELESS PROGRAM COORDINATOR	27.6	5826	6117	6423	6744	7081
PLANT OPERATOR, LEAD	27.9	5914	6210	6521	6847	7189
RECREATION SUPERVISOR	27.9	5914	6210	6521	6847	7189
PARKS, REC & PUB FAC SUPERVISOR	27.9	5914	6210	6521	6847	7189
STAFF SERVICES ANALYST	28.0	5937	6234	6546	6873	7217
FLEET MAINT. SUPERVISOR	28.5	6087	6391	6711	7047	7399
PLANS EXAMINER II	28.6	6118	6424	6745	7082	7436
ELECT/INSTRUMENT TECH, SR	29.0	6234	6546	6873	7217	7578
ELECTRICAL MECH TECH, SR	29.0	6234	6546	6873	7217	7578
INFO TECH ANALYST, II	29.2	6297	6612	6943	7290	7655
ENGINEER, ASSOCIATE	29.6	6423	6744	7081	7435	7807
CIVIL ENGINEER, ASSISTANT	29.6	6423	6744	7081	7435	7807
ELECT/MECH MAINTENANCE SUPV, ASST	30.0	6546	6873	7217	7578	7957

TCEA SALARY SCHEDULE

EFFECTIVE 7/1/21

JOB TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
BUILDING INSPECTOR, SR	30.1	6579	6908	7253	7616	7997
PUBLIC WORKS CONS INSP SR	30.1	6579	6908	7253	7616	7997
PLANNER, SENIOR	30.3	6644	6976	7325	7691	8076
TRANSIT ANALYST	30.3	6644	6976	7325	7691	8076
UTILITIES SUPERVISOR	30.4	6678	7012	7363	7731	8118
WQC LABORATORY SUPERVISOR	30.4	6678	7012	7363	7731	8118
FIN CUSTOMER SERVICE SUPV	30.4	6678	7012	7363	7731	8118
PUBLIC MAINT SUPERVISOR	30.4	6678	7012	7363	7731	8118
PURCHASING SUPERVISOR	30.4	6678	7012	7363	7731	8118
ACCOUNTANT III	31.2	6942	7289	7653	8036	8438
PLANS EXAMINER, SR	31.6	7082	7436	7808	8198	8608
CIVIL ENGINEER, ASSOC	31.6	7082	7436	7808	8198	8608
ELECT/MECH MAINTENANCE SUPV	33.0	7578	7957	8355	8773	9212
CIVIL ENGINEER, SR	33.6	7808	8198	8608	9038	9490
PLANNER, PRINCIPAL	33.6	7808	8198	8608	9038	9490
INFO TECH ANALYST, SR	34.2	8036	8438	8860	9303	9768
INFO TECH COORDINATOR	36.2	8860	9303	9768	10256	10769

**TAPO NON-SWORN
NON-DISPATCH**

	FISCAL YEAR 2021 - 2022					
	Range	Step 1	Step 2	Step 3	Step 4	Step 5
ANIMAL CONTROL OFFICER	20.7	4122	4328	4544	4772	5010
COMMUNITY SERVICE OFF. I	20.7	4122	4328	4544	4772	5010
EVIDENCE & PROPERTY SPEC I	20.7	4122	4328	4544	4772	5010
ANIMAL CONTROL OFFICER, SR	21.2	4222	4433	4654	4886	5131
COMMUNITY SERVICE OFF. II	21.2	4222	4433	4654	4886	5131
CRIME PREVENTION SPECIALIST	21.2	4222	4433	4654	4886	5131
EVIDENCE & PROPERTY SPEC II	21.2	4222	4433	4654	4886	5131
ANIMAL SERVICES SUPV.	25.7	5261	5523	5800	6090	6394
<u>NEIGHBORHOOD SERVICES SUPERVISOR</u>	25.7	5261	5523	5800	6090	6394

Attachment E- Job Descriptions



ACCOUNT CLERK I

DEFINITION

Under direction to perform responsible account clerical work involving the processing and maintenance of financial or statistical records in an accounting system.

This classification is assigned to the ~~Miscellaneous—Turlock City Employees Association bargaining~~Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS

This is the entry level clerical accounting classification assigned to the Finance Department. The class is distinguished from the II level in one of two ways:

Work is performed under close and continuous supervision and involves a group of closely related duties within established procedures. While a variety of tasks may be assigned, each usually fits a familiar pattern and changes in procedure or exceptions to rules are explained in detail as they arise.

The Account Clerk I may be used~~Used~~ as a training class for advancement to the Account Clerk II level~~flexibly staffed positions~~.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by higher level accounting or supervisory positions.

ESSENTIAL FUNCTIONS – Duties may include, but are not limited to, the following:

- Participate in the preparation of accounts payable and accounts receivable, as well as control and account verification of an accounting system.
- Open and close accounts; maintain various ledgers, registers, and journals according to established account classifications.
- Audit invoices against purchase orders; verify encumbrances; research discrepancies; approve for payment and post to the proper account.
- Prepare billings and related correspondence for accounts receivable.
- Post bond payments; prepare monthly revenue reports; and reconcile checking accounts.

- May operate cash register and related office equipment in receiving and processing utility bill payments and other City funds; process warrants and City payroll checks, prepare cash balances.
- Audit various claims for payment including those for telephone invoices; prepare for check writing and input to data processing.
- Accept and process applications and payments for utility service and various licenses, permits and fees, including new service and changes in services; explain billing and other regulatory policies and procedures to customers.
- Prepare a variety of financial statements and costs and statistical reports.
- Interpret computer reports.
- Perform various routine clerical duties such as typing and filing.
- ~~Operates word processor and data base software on personal computer or performs data input into mainframe computer~~Perform data input.
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures.
- Business arithmetic and basic accounting record keeping.
- Common word processing, spreadsheet, and database software.

Ability to:

- Operate a personal computer, typewriter, calculator, and other common office machines
- Learn to operate a cash register.
- Keep financial and statistical records.
- Perform basic word processing duties.
- Perform varied clerical work.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Experience:

One year of clerical experience including some financial and statistical record keeping

Education:

Possession of a High School diploma or G.E.D Certificate.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Drivers License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's License is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to view and work with computer screen for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

Reviewed and Approved: Personnel Officer

- Rev. 6/90
- Rev. 10/90
- Rev. 8/95
- Rev. 10/04
- Rev. 06/05
- Rev. 04/22



ACCOUNT CLERK II

DEFINITION

To perform responsible accounting clerical work involving the processing and maintenance of financial or statistical records in an accounting system.

This classification is assigned to the ~~Miscellaneous~~ Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the clerical accounting series assigned to the Finance Department. Positions in this class are normally filled by advancement from I level, or when filled from the outside, require prior clerical accounting experience. Appointment to the higher class requires that the employee be performing the full range of duties for the class and meet the qualification standards for the class. An Account Clerk II works under general supervision and, within a framework of established procedures, is expected to perform a variety of accounting duties with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher level accounting or supervisory positions.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following:

- Participate in the preparation of payroll, accounts payable, and accounts receivable as well as control and account verification of an accounting system.
- Open and close accounts; maintain various ledgers, registers, and journals according to established account classifications.
- Audit invoices against purchase orders; verify encumbrances; research discrepancies; approve for payment and post to the proper account.
- Prepare billings and related correspondence for accounts receivable.
- Post bond payments; prepare monthly revenue reports; and reconcile checking accounts.
- May operate cash register and related office equipment in receiving and processing utility bill payments and other City funds; process warrants and City payroll checks; prepare cash balances.

- Audit various claims for payment including those for telephone invoices; prepare for check writing and input to data processing.
- Accept and process applications and payments for utility service and various licenses, permits and fees, including new service and changes in service; explain billing and other regulatory policies and procedures to customers.
- May assist in the input and processing of payroll and preparation of related payroll data reports.
- Prepare a variety of financial statements and costs and statistical reports.
- Interpret computer reports.
- Perform various routine clerical duties such as typing and filing.
- ~~Operates word processor and data base software on personal computer or performs data input into mainframe computer.~~
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures.
- Business arithmetic and basic accounting record keeping.
- Principles and practices of financial record keeping.
- Municipal accounting system requirements and procedures.
- Common word processing, spreadsheet, and database software.

Ability to:

- Operate a typewriter, calculator, and other common office machines.
- Operate a personal computer, typewriter, calculator, word processor computer terminal and a cash register, and other common office machines.
- Keep financial and statistical records.
- Perform varied clerical work.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

~~• Operate a word processor computer terminal.~~

- Work independently in the absence of supervision.
- Understand and interpret City ordinances, contracts and legal documents in the course of enforcing established City policies and procedures.

EXPERIENCE AND EDUCATION

Experience:

One year of clerical accounting experience performing fiscal or statistical work in an office environment; or one year. as an Account Clerk ~~in a position comparable to an Account Clerk-I~~ with the City of Turlock.

Education:

Possession of a High School diploma or G.E.D. Certificate.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's License is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to view and work with computer screen for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing, and filing.

NOTE: ~~In addition to the requirements above, promotion to the Account Clerk II classification will require a test process to validate ability to perform higher level tasks.~~

Reviewed and Approved: _____ PERSONNEL OFFICER

October, 1985
Revised, 6/90
Revised, 8/95
Revised, 10/04
Revised, 06/05
Revised, 04/22



SENIOR ACCOUNT CLERK

DEFINITION

Under general supervision, to perform advanced journey level clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the City's accounts payable and to prepare and maintain appropriate accounts involving posting and balancing, related general ledger work and other duties as directed.

This position is assigned to the ~~miscellaneous~~ Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS

The Senior Account Clerk position is distinguished from the Account Clerk II in that the Senior Account Clerk is assigned more complex assignments carried out with a greater level of independence. This position is assigned to the Finance Department.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher level accounting or supervisory positions. May exercise occasional technical supervision over entry and journey level staff.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to the following:

- Receives, distributes and balances statements.
- Audits invoices against purchase orders and demands, initiated on a City-wide basis; verify encumbrances, research discrepancies, prepare payment requests, verify account numbers and payee, prepare warrant list for presentation to City Council.
- Research and answer vendor, employee, and department questions regarding the status of accounts and payments.
- Respond to questions from departments regarding account numbers, balances, and correction of posting errors.
- Prepare reports on revenues and expenditures.
- Prepare information for 1099's forms and Use Tax Reports.

- As assigned, performs payroll-related functions including the reconciling of payroll and attendance reports and various payroll contributions report records.
- Perform special account clerical assignments/ projects independently.
- Perform technical supervision or lead work as required.
- As assigned, key in a produce payroll registers and checks. Perform various routine clerical duties such as sorting and distributing mail, typing, and filing.
- Coordinate telecommunication system service and billing requirements including: All telephone installations and needed repair, review and evaluate new technology in telephone use and data/voice transmission.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of financial recording keeping.
- Record keeping and reporting procedures.
- Basic accounting principles.
- Journey level knowledge and application of spreadsheet and data processing functions.
- Modern office methods, practices, procedures and equipment.
- Common word processing, spreadsheet, and database software.

Ability to:

- Accurately maintain records and files and prepare financial reports.
- Analyze data and draw logical conclusions.
- Lead and train subordinate employees on rules, regulations, and office procedures.
- Operate a personal computer, terminal, typewriter, calculator and other common office machines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE

Education:

Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc) and three college units or CEU's in Supervision or Management for a total of nine units or CEU's.

Experience:

~~Five years of full-time clerical accounting experience performing fiscal or statistical work in an office environment, including three~~ Three years of experience at the journey level; or three years as an Account Clerk in a position comparable to an Account Clerk II with the City of Turlock.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's License is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to view and work with computer screen for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing, and filing.

~~**NOTE:** In addition to the requirements above, promotion to the Senior Account Clerk classification will require a test process to validate ability to perform higher level tasks.~~

Reviewed and Approved: PERSONNEL OFFICER

- Revised, 04/00
- Revised, 6/90
- Revised, 8/95
- Revised, 10/04
- Revised, 06/05
- Revised, 04/22



Revised, 8/95, 2/07

ACCOUNTING TECHNICIAN

DEFINITION

To perform a wide variety of highly responsible independent clerical accounting and records processing duties and maintenance including major assignments in business licenses, payroll, permit applications and utility billing; work directly with the public in response to inquiries about a variety of accounting functions.

This classification is assigned to the Turlock City Employee's Association Miscellaneous bargaining unit for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from ~~Division Manager~~ Financial Customer Service Supervisor. May, on assignment, provide supervision of Account Clerk staff.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following:

- Process business license and permit applications, to include the identification of the type of request, review of application, computation of fees and issuance of license or permit. Research inquiries and process discrepancies to resolution.
- Assist in other responsible accounting functions such as payroll, utility billing and general record keeping.
- Maintain computerized record keeping of completed and issued business licenses, permits, and payroll as assigned.
- Process a variety of record updating and maintenance activities, including the mailing of notices and receiving payments and documents.
- Research and verify accuracy of records/documents related to job assignments. May require verification through inspection or other public documents.
- May coordinate the issuing of licenses/permits with appropriate agencies, City offices and enforcement organizations.
- Compose official correspondence and other public information documents for the department.
- As assigned, supervise, evaluate and train account clerical staff.

- Provide information in person or by telephone when judgement, common knowledge and interpretation of departmental and City policies and regulations are necessary; provide customer and public assistance.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of bookkeeping.
- Modern office practices, procedures, methods and equipment.
- Computer systems and applications

Ability to:

- Understand and interpret the policies and procedures related to area of assignment.
- Work on several assignments at one time.
- Perform complex accounting clerical research.
- Learn municipal, state and county codes.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Experience:

Five years of progressively responsible technical clerical, accounting, or business experience with an emphasis on communication and public contact of which one must be at the advanced journey level. Supervisory experience preferred.

Education:

Equivalent to an Associate of Arts Degree (approximately 60 semester units) in Accounting, Business Administration or related field.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License at time of appointment, to be maintained as a condition of employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to view and work with computer screen for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

NOTE: This classification is not part of the flexible staffing account clerical series. Promotion to this classification will only be on a need basis and must be requested by the Department Director and approved by the Personnel Officer.

Revised, 8/95, 2/07, 4/22

Reviewed and approved: _____ **PERSONNEL OFFICER**



CAPITAL IMPROVEMENT ENGINEERING PROJECT COORDINATOR

DEFINITION

Under general supervision, the Capital Improvement Engineering Project Coordinator will perform contract administration of consultants and contractors, construction management, and a variety of specialized complex administrative analysis work to support the Development Services Department City's capital improvement program. Responsibilities will include ~~training~~, report writing; preparation of staff reports for City council, commissions, and committees; to coordinate a variety of ~~programs and~~ special capital improvement projects; funding and project coordination with various state and federal agencies, ~~to perform pre-development activities for capital projects~~; and to do related work as assigned.

This position is assigned to the Miscellaneous-Turlock City Employees Association Bargaining unit for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Principal Civil Engineer. Technical or functional supervision may be received from the Senior Civil Engineer. Responsibilities may include functional supervision of subordinate paraprofessional positions.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions that provide a variety of technical and professional staff assistance for City capital improvement programs and projects. ~~This class is distinguished from other positions within the department by the greater scope of responsibility for the project coordination and pre-development activities for individual projects, as opposed to one area of responsibility internal to the department. The incumbent is experienced in performing the range of responsibilities, including development, coordination, and completion of major projects, studies, and programs.~~

ESSENTIAL FUNCITONS: - Duties may include, but are not limited to the following:

- ~~• Coordinates the annual capital improvement budget.~~
- ~~• Coordinates Assists in the preparation~~ the five-year Capital Improvement Program.
- Administers contracts and project requirements and standards in accordance with City policies and procedures; define and negotiate contract changes.
- Apply project management principles to ensure projects are completed in accordance with established schedules and budgets.
- ~~• Participates in local and regional transportation planning and studies.~~
- Interface, communicate and develop partnerships with City staff, consultants, contractors and representatives from other agencies during project design and

construction; coordinate and conduct status update meetings with contractor and applicable City personnel; monitor project budget and schedule and provide status updates to appropriate staff and management.

- ~~Assists in the preparation of various master plans including, but not limited to transportation plan, capital improvement plan, or other growth plans.~~
- Review and process consultant or contractor invoices, schedules, submittals, and recommend payment.
- ~~Maintains and improves, with appropriate interdepartmental participation, the capital improvements database for the annual budget and five-year CIP.~~
- ~~Has oversight responsibility for Inputs updates to the Pavement Management System.~~
- ~~Performs and coordinates pre-development activities for assigned capital projects, including direct work on CEQA reviews for smaller-scale projects.~~
- ~~Prepares Requests for Proposals (RFP) for engineering, architectural, and environmental consultants and evaluates proposals for recommendations to City Council.~~
- Performs procurement tasks related to professional service contracts, including the preparation of Requests for Proposals (RFP) for professional services, such as engineering, architectural, materials testing, environmental, and property acquisition services.
- Receive professional service proposals and review for completeness, appropriateness of the scope of work and compliance with City standards and specification requirements; recommend award of contract and negotiate professional service contracts; manage contract throughout the life of the project.
- Coordinates pre-development work on capital improvement projects with consultants, including environmental, engineering, and architectural consultants.
- Prepares grant applications and administers grants.
- ~~Coordinates with other departments, including others in the Development Services Department, on the City's maintenance districts and annual Engineer's Reports.~~
- ~~Develops and recommends adoption of codes and ordinances, as well as revisions to existing codes and ordinances.~~
- Prepares and, develops, ~~and presents~~ a variety of complex reports and recommendations for assigned council, commissions, and committees.
- ~~Make public presentations to the public, community organizations, and other government agencies.~~
- Represents the engineering functions with the public, community organizations, and other government agencies.
- Applies applicable laws, rules, codes, and regulations.
- ~~Design or review of traffic control plans for permanent traffic control measures, temporary or permanent road closures, or detours.~~
- ~~Analysis of traffic study data for use in speed studies or signal control plans.~~
- ~~Responds to public inquiries relates to traffic issues.~~
 - ~~Performs office and field related activities for the completion of traffic studies, including physical data collection as well as installation, monitoring and data processing of automated counting devices.~~
 - Perform engineering ~~surveying or other~~ field related tasks or duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

General theory, principles, and practices of ~~public administration~~project management, including:

- Terminology, methods, practices, and techniques used in technical engineering work.
- ~~Administrative analysis and fiscal planning, transportation/traffic planning, environmental analysis, land use planning and development.~~
- Property acquisition and relocation.
- Research methods and sources of information related to the construction of public works projects.
- Public relations principles and practices.
- Laws, rules, ordinances, and legislative processes controlling municipal government services, operations, engineering and ~~planning~~public works contracting.
- Budget development, administration, and expenditure control.
- Contract and grant application, development, and administration.
- ~~Personal and mainframe computers and computer software applications related to administrative, fiscal, program and management analysis.~~Modern office procedures, methods, and computer equipment.
- Principles of project planning, development, coordination and direction.

Ability to:

- Assist with the planning, development, and administration of City capital improvement projects ~~and overall capital improvement planning.~~
- Perform ~~sensitive~~ negotiations with property owners, business owners, residents and tenants related to capital improvement projects.
- Effectively coordinate and manage consultants in pre-development stages of capital projects.
- ~~Develop~~ Apply for and administer grants.
- Review plans, designs, and specifications for public works produced by consultants providing professional services to the City. ~~and City facility development, construction, and maintenance.~~
- Gather, organize, analyze, and present a variety of technical engineering and statistical data.
- Prepare clear, concise, and accurate records and reports for oral or written presentation.
- ~~Evaluate, formulate, and develop recommendations on improvements to City operations, programs, services and procedures.~~

- Effectively represent the City ~~and the Development Services Department~~ in contacts with public and private agencies as well as local, state, and federal agencies.
- Establish and maintain cooperative working relationships.
- With minimal supervision, manage multiple projects in various phases of completion while ensuring deliverables meet applicable standards and specifications, project budget and timeline.
- Deal with difficult and complex issues, and resolve conflicts.
- Perform various field activities in association with traffic surveys, review of traffic control systems, signals or temporary detour signage.

EXPERIENCE AND EDUCATION:

Experience:

~~Three years of professional progressively responsible experience in public engineering, planning, development, construction, or administration with demonstrated proficiency. Professional experience in contract administration, construction management, engineering, or related fields is desired, although not required for this position.~~

Education:

Possession of a Bachelor's degree in business administration, construction management, engineering or a related field.

LICENSE OR CERTIFICATE

License:

Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

Certificate:

Possession of a Project Management Professional Certificate is highly desirable.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions; sufficient dexterity and hand-eye coordination to operate computer equipment~~drafting and field surveying equipment~~; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; able to lift

and carry objects weighing up to 40 pounds; climb stairs and ladders. ~~stamina to work long hours and attend night meetings.~~

Established 10/2012
~~Revised 04~~ Revised 04/2022

Reviewed and Approved:

Personnel Officer

Date



FINANCIAL CUSTOMER SERVICES SUPERVISOR

DEFINITION:

Under general supervision, supervises and participates in the operations of the business licensing, utility billing, and accounts receivable functions of the City; implements and monitors utility billing systems and procedures; supervises accounting office support staff; and performs other job related work as required.

This position is assigned to the Turlock City Employee Association Bargaining Unit for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the ~~Municipal Services~~Finance Department Director, ~~Deputy Director~~, or designee. The Financial Customer Services Supervisor supervises accounting technician and office support staff.

DISTINGUISHING CHARACTERISTICS

This is a first level supervisory position responsible for a discrete sub-divisional organizational component involving the accounts receivable and business licensing functions of the City. The job incumbent has responsibility for assigning, supervising, and directing the work of staff assigned to the accounts receivable and business licensing functions of the City. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

EXAMPLES OF DUTIES: Duties may include, but are not limited to:

- Plan, develop, and implement or direct the implementation of goals, objectives, policies and priorities relating to accounts receivable functions.
- Administer and direct the work of accounts receivable/clerical office support staff with responsibilities for business licensing, utility billing, and other accounts receivable functions.
- Analyze accounts receivable records and report problem areas to professional accountant staff for resolution and corrective action.
- Prepare a variety of accounting reports.
- Process and record county abatement liens on parcels and provide yearly data for the State of California's Tax Roll.
- Schedule and oversee regular and delinquent utility billings.

- Calculate building permit and business license charges.
- Process changes in addresses, annexations, subdivisions that impact account receivables records.
- Review all receipts to ensure accuracy of account and fund numbers.
- Oversee daily deposits and make necessary adjustments to reimburse petty cash account.
- Assist with and implement periodic studies to adjust utility rates, reconcile accounts, and ensure that all entities conducting business have a required business license.
- Respond to sensitive citizen information requests and complaints.
- Assist Department Director in scheduling and conducting a variety of staff meetings and conferences.
- Supervise the activities of subordinates, assign staff schedules and task assignments.
- Ensure close coordination with other City departments and affected outside groups.
- Assist with preparation of specialized budgets related to assigned activities; assist in budget implementation; participate in budget forecasts; administer the approved budget.
- Maintain current processes and equipment, recommend new business standards and comply with standard accounting principles.
- Occasionally may assist with presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Maintain current vendor contracts for outside services.
- Define scope of work for vendor contracts, write staff reports for City council, prepare contract agreements; accounts receivable 3rd party service agreements.
- Supervise staff including provision of timely performance evaluations; recommend and implement approved discipline; provide staff development; and maintain high standards necessary for efficient, professional operations.
- Answer questions; provide information to the public; recommend corrective actions; investigate, report, document and resolve complaints.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution, as needed.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training; interact with outside agencies and commissions; provide leadership for teams, or committees, as needed.
- Assure staff works in a safe manner; follow safety requirements; monitor and assure compliance with regulations and other legal requirements.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of governmental accounting and maintenance of financial records.
- Federal, State and local codes and ordinances relating to taxes, fees, licenses, permits and contracts.
- Modern office practices, procedures, methods and equipment.
- Principles of employee supervision, career development and training.
- The concepts of word processing, micro-computer and mainframe computer applications.
- Modern methods of records and archival management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Budgeting procedures and techniques.

Ability to:

- Plan, organize, direct and supervise the work of an ~~small~~ administrative and office support staff.
- Develop, implement and evaluate accounts receivable accounting systems.
- Examine and verify financial documents and reports.
- Operate a variety of office machines and automated equipment.
- Interpret and apply accounting rules, regulations and contract agreements.
- Delegate authority and responsibility effectively.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Present ideas effectively orally and in writing.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Lead, supervise, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.
- Forecast and administer a budget.

EXPERIENCE:

Five years of increasingly responsible accounting support work in public utility billings, the processing of taxes, licenses, fees and permits, collections and maintenance of financial records including at least one year of supervisory experience or equivalent that would have provided the opportunity to develop the required skills, knowledge and abilities.

EDUCATION & TRAINING:

Equivalent to possession of an Associates Degree in Business or a related field.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS:

Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

Revised 5/21
[Revised 04/22](#)

Reviewed and Approved:

Personnel Officer

Date



HOMELESS PROGRAM COORDINATOR

DEFINITION

Under general direction, the Homeless Program Coordinator will coordinate existing services for the homeless in areas such as prevention, early intervention, emergency and support services; develop and implement new strategies in collaboration with other agencies; provide staff assistance to the Commission on Homelessness; organize and participate in public outreach, education and advocacy efforts; perform research, report and grant writing; and to supervise assigned staff.

This position is assigned to the Turlock City Employees Association Bargaining Unit for labor relations purposes and is subject to overtime, standby and call back assignments.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Deputy City Manager. The incumbent may supervise and train full-time, part-time, seasonal and volunteer staff responsible for Homeless related program areas..

DISTINGUISHING CHARACTERISTICS

Duties and responsibilities are performed in accordance with municipal codes, laws, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to:

- Develop and coordinate a working group of representatives from city departments who will implement homeless prevention and intervention strategies.
- Coordinate City's policies and activities with local, regional, state and federal homeless programs.
- Network with City departments and the business community to create expanded services and employment opportunities for homeless people; serve as liaison on homeless issues with non-profit and public agencies and coalitions.
- Advocate for greater support and expansion of homeless programs at all appropriate levels of government.
- Establish, maintain and enhance cooperative relationships with local service providers and the homeless community.
- Conduct and participate in public outreach and educational programs; advocate for and promote acceptance of homeless persons and/or programs in localities and neighborhoods.
- Maintain data and statistics on the City's existing homeless population and services.

- Research and develop grants, donations and other funding sources; write reports.
- Operate a motor vehicle in the performance of assigned duties.
- Provide a presence and monitor homeless campsites throughout the City.
- Engage in conflict resolution with campers.
- Receive, investigate, and respond to complaints of violations of local and state laws, ordinances, or codes and regulations related to homeless campsites designated by the City.
- Interact with campers and members of the public in situations that may involve disputes regarding camp sites, outreach efforts, camp rules, and camp conditions.
- Analyze, evaluate, and interpret all City, state, and federal codes regarding homeless, public property camping, and public safety/health issues involving public property camping; explain and educate members of the public on laws as well as outreach efforts.
- Conduct interviews with campers and those who are in need of services to better assist in coordinating social services.
- Assists with and coordinate homeless outreach and engagement efforts; provide assistance to the homeless population.
- Participate in prevention activities by working with various departments, groups, and individuals on addressing issues, concerns, and complaints.
- Administer public information programs and education programs to inform campers and homeless of the social service programs and outreach efforts occurring in the City.
- Prepare and present information regarding social service and campers at administrative meetings as required.
- Coordinate and facilitate with other agencies and City departments regarding the needs of campers and the needs and conditions of the campsites.
- Confer with departments on initiatives, programs, and projects; provide input regarding strategic planning and implementation.
- Collaborate with staff to identify and seek co-sponsorship community outreach opportunities.
- Monitor homeless camp activities and notify city staff of any health, safety, and maintenance issues.
- Coordinate crews to clean up homeless campsites.worksites
- Provide information to City management on emerging and urgent issues related to homeless campsites throughout the City.
- Maintain records and statistics related to homelessness. Performs other administrative tasks as needed.
- Drive City vehicles in a safe and knowledgeable manner.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.
- Manage funding associated with homeless programs and cleanup efforts.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles and practices of service provision to the homeless.
- Program planning, development and coordination.
- Principles and practices of management, supervision and training.
- Community outreach, advocacy and public education.
- Methods and techniques of researching funding sources, fund raising and grant writing.
- Municipal government and organization.
-

Ability to:

- Work cooperatively with diverse agencies, service providers and community groups.
- Develop creative and effective solutions to complex problems and issues.
- Develop and implement goals, objectives, policies and procedures for programs.
- Coordinate activities with City staff and other agencies.
- Communicate effectively in both oral and written form.
- Prepare clear and concise research reports, correspondence and other written materials.
- Follow oral and written directions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable:

Education:

Possession of a Bachelor’s degree from an accredited college or university with major course work in social sciences or a related field.

Experience:

Four years of progressively responsible experience in the field of social services with homeless or low income services. Experience working with diverse agencies and community groups in a local government or non-profit agency preferred.

LICENSE AND CERTIFICATES

Possession of a valid California Driver’s License in the category necessary to perform essential duties of the position will be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Maintenance of a valid California Driver’s license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the required physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over uneven terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

Class Established: 4/22

Reviewed and Approved: _____ **Date:** _____
Personnel Officer



HOUSING FINANCE SPECIALIST TRAINEE

DEFINITION

To work under supervision with the Community Housing Program [Supervisor/Manager](#), performing specialized work obtaining, assembling and processing real estate loan packages for housing rehabilitation and development projects.

SUPERVISION RECEIVED AND EXERCISED

This is a trainee level position in the Housing Finance Specialist series. Positions assigned to the trainee class perform more routine and standardized tasks. Positions in this class will usually perform most of the duties performed by the Housing Finance Specialist, however, incumbents will usually exercise less independent discretion and judgement on matters related to work procedures and methods. Work is usually supervised while in progress and fits a pattern that has been previously established through the [supervisor/manager](#).

The Housing Finance Specialist Trainee is considered to be in a training status for a minimum of six months. Incumbents are expected to promote to the Housing Finance Specialist I position within twelve months of appointment. Promotion to the Housing Finance I position will be based on the incumbent's demonstration of their ability to assume the full range of duties for the Housing Finance Specialist I. The trainee is a probationary position. Once promoted to Housing Finance Specialist I the incumbent will serve an additional one-year probationary period. The department will evaluate the progress of the trainee during the first twelve (12) months of employment to determine when standards for promotion have been met. Failure to make continuous progress and/or failure to promote to Housing Finance Specialist I at the end of twelve (12) months will result in termination. The department may extend this deadline under extenuating circumstances.

This classification is assigned to the Turlock City Employees Association bargaining group for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Community Housing Program [Supervisor/Manager](#) or other supervisory positions.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

Interview applicants for housing and rehabilitation loans to obtain personal and financial data; assists applicants in completing forms.

Review applications and gathers supporting documentation to verify applicant eligibility for loan programs; investigate conflicting information; make recommendations in accordance with housing regulations.

Obtain and evaluate property appraisals and title reports.

Package information with recommendations for supervisory review and submission to loan committee for disposition; recommend action to be taken in regard to loan servicing, including foreclosures.

Assist program participants with temporary relocation and temporary storage of household goods, who are required to move during completion of rehabilitation of their property.

Prepare forms and documents for settlement of approved loans; obtain signatures, perform computation, issue instructions to title companies, loan servicing organizations and fiscal agents; process miscellaneous changes during life of loans.

Prepare correspondence, documentation for files and required reports.

Communicate with bank personnel regarding the coordination of bank services and City and HUD housing program policies and regulations.

Disseminate program information by phone or correspondence and may make oral presentation to individuals or groups.

Gather required statistical data for HUD quarterly and annual reports.

Act as a community liaison between the division and non-profit housing development participants and contractors.

Use appropriate marketing techniques and tools to create public awareness of program services.

Perform related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Real Estate practices and procedures for packaging and processing loans.

Fair Housing Laws

Modern office procedures.

Proper interviewing techniques.

Basic mathematical and statistical methods.

Ability to:

Conduct effective interviews.

Evaluate applicant personal and financial data.

Assemble documents and forms into loan packages.

Make accurate arithmetical computations.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships with those contacted during the course of work.

Perform work that requires attention to detail.

EXPERIENCE AND EDUCATION

Experience:

Any combination of training and experience that would provide the knowledge and skills and abilities is qualifying. A typical way to obtain the knowledge and skill and abilities is: Six months of journey-level clerical experience directly related to loan processing, property rehabilitation, escrow procedures, financial accounting, real estate transactions, or other related fields.

Education:

Equivalent to an Associate of Arts Degree from an accredited college or university, with major course work in Real Estate, Finance, Business, or related field.

LICENSE AND/OR CERTIFICATES

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment; to be maintained as a condition of continued employment.

DESIRABLE QUALIFICATIONS

Ability to speak Spanish

PHYSICAL REQUIREMENTS

Physical refers to the requirement for physical exertion and coordination of limb and body movement. Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of mental processes May perform professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; may apply general understanding of operating policies and procedures to solve complex administrative problems; may require continuous, close attention for accurate results or frequent exposure to unusual pressure.

Environmental Conditions: Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken. This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: Sensory refers to hearing, sight, touch, taste, and smell required by the job. The job requires normal visual acuity, and field of vision, hearing and speaking.

Reviewed and Approved:

Personnel Officer

Date

Class Established July 2021
Revised April 2022



HOUSING PROGRAM SPECIALIST I/II

DEFINITION

Under general direction from the Community Housing Program ~~Services Program~~ Division Supervisor Manager, provides administrative and technical support to the Housing Program Services Division. Also initiates and maintains contact with property owners, residents, organizations and governmental entities involved in community development programs offered through the Housing Program Services Division.

This classification is assigned to the Turlock City Employees Association ~~miscellaneous~~ bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS

Housing Program Specialist I – This position is distinguished from the Housing Program Specialist II by the performance of the more routine tasks and duties assigned to the position.

Housing Program Specialist II – Employees within this class are distinguished from the Housing Program Specialist I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the level I classification.

ESSENTIAL FUNCTIONS: - Duties may include, but are not limited to, the following:

- Provide statistical methodology for major projects.
- Marketing the community development programs administered through the Housing Program Services Division; create and prepare division brochures and flyers.
- Develop and maintain automated systems, such as the HUD IDIS system.
- Gather data for the preparation of the required HUD Annual Action Plan application, CAPER, and related HUD documents.
- Monitor and gather data for environmental compliance for all program activities administered by the Housing Program Services Division.
- Compile, analyze and assist in the preparation of reports and required HUD documentation.

- Provide home counseling under the HUD Certified Counseling Program to all Stanislaus County residence in the area pre and post purchase counseling, money/debt management, and pre-foreclosure and foreclosure counseling.
- Gather data for the monitoring of non-profits for HUD compliance.
- Gather data for the monitoring of the HOME Consortium in order to insure uniformity of the activities to HUD regulations.

MINIMUM QUALIFICATIONS

Knowledge of:

Knowledge of Federal, State and local housing and community programs and regulations

Effective communication skills with a diversity of clients

Technical analytical report writing

Basic statistical and record keeping methods

Principles and practices of basic real estate transactions

Basic computer skills and operations

Ability to:

Conduct effective interviews

Evaluate applicant personal and financial data

Gather data and prepare recommendations

Make accurate arithmetical computations

Prepare statistical charts, graphs and exhibits

Foster cooperative working relationships with the general public

Deal effectively with individuals from a variety of ethnic and socioeconomic groups

Prepare and present reports for public meeting and funding workshops

Prepare work that requires attention to detail

Establish and maintain cooperative-working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

EDUCATION AND EXPERIENCE

EDUCATION:

Equivalent to an Associate Degree with course work in real estate, finance, business or a related field.

EXPERIENCE:

Housing Program Specialist I:

Considerable journey-level clerical experience directly related to loan processing, property rehabilitation, escrow procedures, financial accounting, real estate transactions or other related housing fields.

Housing Program Specialist II:

Equivalent to two years of experience performing duties comparable to a Housing Program Specialist I in a program funded by HUD or a sub-recipient of HUD for the purpose of affordable housing.

LICENSE OR CERTIFICATE

Possession of an appropriate valid California driver's license, to be maintained as a condition of continued employment.

WORKING CONDITIONS

Work is performed primarily in an office setting with occasional off-site assignments as needed.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

July 2003

Revised April 2022

REVIEWED AND APPROVED:

 Personnel Officer

 Date



HOUSING REHABILITATION SPECIALIST I/II

DEFINITION

Under general supervision, provides professional and technical assistance to property owners participating in the City of Turlock ~~and the Turlock/Stanslaus County HOME Consortium Housing Rehabilitation Program~~ related to construction and rehabilitation of property and performs related work as required.

These classifications are assigned to the [Turlock City Employees Association](#) ~~Miscellaneous~~ bargaining unit for labor relations purposes and are subject to overtime and call-back assignments.

DISTINGUISHING CHARACTERISTICS

Incumbents in these classes report to and are supervised by the Community Housing Program Supervisor. The Housing Rehabilitation Specialist I is distinguished from the Housing Rehabilitation Specialist II in that the latter performs duties at the fully qualified work level. After two (2) years of satisfactory performance as a Rehabilitation Specialist I and successful completion of a rehabilitation construction certification examination, the incumbent will be eligible for promotion to Housing Rehabilitation Specialist II.

ESSENTIAL FUNCTIONS: – Duties may include, but are not limited to the following:

- Makes field inspections of dwellings of potential participants in the housing rehabilitation program
- Prepares specifications for work to be performed
- Drafts and checks plans
- Prepares detailed cost estimates of proposed work and presents the estimates to property owners
- Assists property owners in preparing bids and soliciting bidders
- Gives technical assistance to homeowners on all phases of construction
- Works with property owners and contractors to develop suitable agreements
- Inspects dwelling units during rehabilitation to determine compliance with applicable housing and building codes and policies of the Housing Rehabilitation Program

- Housing Quality Standards inspections for Turlock and member jurisdictions First Time Homebuyer programs
- Assists in marketing and promoting the rehabilitation program to potential clients

MINIMUM QUALIFICATIONS

Knowledge of:

- State and County laws, codes and ordinances relating to building construction and zoning.
- Types of building materials and variation in their quality.
- Methods of building construction and rehabilitation.
- Principles and techniques of building inspection.
- Principles and techniques of structural rehabilitation.
- Principles and techniques of real estate appraisal.

Ability to:

- Interpret provisions of applicable codes, ordinances, and regulations enforceable by the City.
- Apply technical knowledge of building trades work.
- Use sound inspection methods to examine workmanship and materials and to detect deviations from plans, specifications, and standard installation practices.
- Prepare work specifications for rehabilitation.
- Accurately estimate the cost of material and labor for potential rehabilitation work.
- Relate to individuals of various social-economic levels.
- Read and interpret diagrams, plans, and specifications.
- Make arithmetic computations rapidly and accurately.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Housing Rehabilitation Specialist I

Experience:

Equivalent to three years of experience in residential/housing construction or related occupational field dealing with the residential/ housing construction industry.

Education:

Education requirement is the equivalent to graduation from high school. Thirty units of college level course work in Construction Technology or related field may be substituted for one year of the required experience.

Housing Rehabilitation Specialist II

Experience:

Approximately two years of experience working in a position equivalent to the Housing Rehabilitation Specialist I.

Education:

Education requirement is the equivalent to graduation from high school. Thirty units of college level course work in Construction Technology or related field may be substituted for one year of the required experience.

LICENSE AN/OR CERTIFICATE

License:

Possession of a valid and appropriate California Driver's License at the time of appointment to be maintained as a condition of continued employment.

Certificate:

Possession of a certification or course completed in a related HUD regulation such as lead based paint, mold or other construction discipline with twelve months from date of appointment.

PHYSICAL REQUIREMENTS:

Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties;

Reviewed and approved: _____
Personnel Officer

Date

August 1987

Revised, 6/90, 1/07, 7/15, 04/22



INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY COORDINATOR

DEFINITION

~~Under direction~~Under direction from ~~the Information~~the Information Technology Manager, plan, direct, organize, and supervise the Information Technology Division; assist in the development of division policies, procedures, goals: prepare division budget; interpret and apply existing policies; represent Information Technology on issues concerning the various programs managed.

This position is assigned to the Turlock City Employees Association Bargaining Unit labor relations purposes and is subject to overtime and call back assignments.

DISTINGUISHING CHARACTERISTICS

~~Information Technology~~Information Technology Coordinator's duties are administrative/ supervisory in nature but also involve professional information technology work. This position has authority over complex programs that are central to the department's mission. The Information Technology Coordinator is distinguished from the next lower classification, of Information Technology Analyst Senior, in that the former has responsibilities for special projects and the City's computer infrastructure.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~the Information~~the Information Technology Manager or ~~Administrative Services Director~~other assigned Manager.

May exercise technical and functional supervision over technical positions, i.e., IT Technician, IT Analyst I/II, IT Analyst Senior, and part-time interns.

ESSENTIAL FUNCTIONS - Functions may include but are not limited to the following:

- Assist and coordinate in the development and implementation of goals, objectives, policies, and priorities for ~~the information~~the information technology division.
- Assure and implement a strong commitment to customer service; monitor and manage departmental customer satisfaction.
- Assist and coordinate with the preparation of operating technology fund.

- Assist and ~~coordinate resource~~coordinate resource allocation planning and management to effectively assign work tasks to team members.
- Confer with other divisions regarding project priorities and progress; participate in planning, progress, and design review meetings.
- Confer with department staff, public officials, and consultants in the accomplishment of division objectives.
- Coordinate resolution of complex and technical problems and system changes that affect the work of the division unit.
- Coordinate and conduct special assignments or projects.
- Coordinate division activities with those from other departments and outside agencies and organizations; provide staff assistance to higher-level management; prepare and present staff reports as necessary and other necessary correspondence.
- Assist in preparation and administers divisional budget; Review capital budget requests for computer equipment; insures connectivity of systems; coordinate between user departments, purchasing unit, and vendors in hardware and software acquisition.
- Assist ~~with project~~with project cost controls.
- Assist in developing policies and procedures and assure they are carried out.
- Establish program and production goals, priorities and major work schedules in accordance with established policies.
- Supervise, direct and organize division activities in the area of network or application operations; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Oversee third-party systems, vendor sales, and support; the installation, configuration, and cutover phases of a project;
- Provide professional IT consulting with departments on development projects; complex business changes; and the implementation of emerging Information technologies.
- Participate in committees and work groups; may lead or participate in planning or focus groups; may represent the department; maintain a variety of records and technical data.
- Prepare a variety of correspondence including general and special reports.
- Review and approve programming, systems development and systems enhancement plans, work orders, review new and proposed laws, regulations, codes, methods, materials, and

technique for application to projects; develop and implement procedures, standards, and systems.

- Supervise the development of plans and estimates for systems development and major enhancements of the City's information technology systems; supervise and participate in the preparation of special information technology studies and reports.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Practices and techniques of advanced computing skills, networking technologies, database management, imaging software, and virtual environments.
- Principles and techniques used in technical writing
- Industry technology, practices and trends, including system development and administration.
- Principles and practices of complex computer system design.
- Principles and practices of research and analytical methodology.
- Principles and techniques of complex programming and programming documentation.
- ~~Basic budgeting~~Basic budgeting principles.
- Effective public presentation techniques.
- Methodologies for project management including project tracking and project control.
- Techniques for training users.

Ability to:

- Properly interpret and make decisions in accordance with laws, regulations, and City policies.
- Know and understand all aspects of the position responsibilities, including but not limited ~~to~~to; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Analyze ~~departmental technology~~departmental technology system needs and requirements; identify goals, objectives, and problems, examine alternatives; develop recommendations and implement solutions; develop project plans; organize and monitor the work of others.
- Design and ~~manage complex~~manage complex technology projects.

- Create training materials.
- Maintain a high level of customer service
- Secure cooperation and teamwork among professional and technical project staff.
- Design, ~~develop, test~~develop, test, and implement ~~complex systems~~complex systems.
- Maintain confidentiality of sensitive information.
- ~~Monitor technology~~Monitor technology systems utilization and recommend appropriate revisions to processes, procedures, and operations.
- Work independently with minimal supervision.
- Communicate clearly and concisely, orally, and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Equivalent to five years increasingly responsible experience carrying out and managing complex system development and/or network projects at the departmental and/or enterprise level. Three years of the required experience must have been in a ~~lead capacity~~lead capacity.

Education:

Possession of a Bachelor Degree from an accredited college with major course work ~~in, in,~~ computer science, information ~~systems, or~~systems, or a related field.

LICENSE OR CERTIFICATE

Possession of one or more of the following certifications is desirable: Microsoft, Cisco, and CompTIA.

Possession of an appropriate and valid California driver's license at the time of appointment and ability to maintain it as a requirement for continued employment.

PHYSICAL REQUIREMENTS

Work is typically performed in an office environment; occasional work in cooled air conditioned data center/server rooms; occasional work outside in various types of inclement weather; occasional work in confined spaces. Work may take place at off-site locations throughout the City,

- *Mobility*: continuous use of keyboard; frequent sitting, standing; occasional walking, bending, squatting.
- *Lifting*: frequently up to 10 pounds; occasionally up to 75 pounds.
- *Vision*: constant use of overall vision; continuous computer use; occasional color and depth vision.
- *Dexterity*: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- *Hearing/Talking*: frequent hearing and talking, in person and on the phone.
- *Emotional/Psychological*: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
- *Environmental*: frequent exposure to noise.

Reviewed and approved: _____ Date: _____

Revised: March 18, 2021

Revised: [April 12, 2022](#)



INFORMATION TECHNOLOGY TECHNICIAN

DEFINITION

To perform responsible technical duties related to computer hardware and software customer support; provide project support for new and modified systems; install and configure desktop computers and related peripheral equipment; and perform other related work as required.

This position is assigned to the Turlock City Employees Association Bargaining Unit for labor relations purposes and is subject to overtime and call back assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technology Manager ~~or Administrative Services Director~~.
Receives lead direction from the Information Technology Coordinator and/or Information Technology Analyst, Senior.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

- Install and configure desktop computers, printers, and other desktop peripherals such as scanners and cameras; install and support various software and train customers in the use of hardware and software.
- Support and troubleshoot current desktop operating systems; perform basic diagnostic testing; analyze root cause of problem and develop long-term solutions; identify and report network problems to the proper network areas.
- Create and maintain desktop deployment images.
- Deliver laptop computers, set up and train customers in their use.
- Analyze failed equipment and perform repairs or return equipment to vendor; review and test vendor repairs.
- Provide technical support in diagnosing and solving problems by telephone or remote access; respond to help desk trouble tickets according to urgency and priority levels; log calls into help desk database and use helpdesk software.
- Participate in projects related to PC deployment, software and hardware procurement, or hardware consolidation.
- Develop documentation and standard operating procedures as they relate to assignment.

- Deploy and maintain mobile devices.
- Assist users with log-on authentication; instruct users in saving data and backing up systems.
- Perform research to resolve problems or refer to higher level staff.
- Order supplies and maintain and track inventory; assist in asset management of personal computers, laptops, and related peripheral equipment.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Video record all City Council meetings and other meetings as assigned by department manager.
- Perform related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles of computer, telecommunication, and peripheral equipment.
- Principles and practices of computer recordkeeping.
- Principles and techniques of a variety of desktop operating and data communications systems.
- Principles and techniques of installing, repairing, and maintaining desktop hardware and software.
- Principles and techniques of advanced troubleshooting for desktop computers and printers in network environment.
- Project management methodologies.

Ability to:

- Operate a variety of computer and office equipment including telephones, computers, printers, modems, and related software.
- Perform system installations, problem correction, and maintain and repair computer systems and network hardware and software.
- Explain department and City policies regarding use of computer and communications systems.
- Effectively troubleshoot, diagnose, and resolve hardware and software issues.
- Follow technical oral and written instructions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would be likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience performing desktop computer system and network installation, operation, and maintenance functions.

Education:

Two years of full-time college or vocational coursework, equivalent to an Associate's degree from an accredited college or university, in computer science, information systems, or a related field, including network-related coursework.

LICENSE / CERTIFICATE

Possession of an appropriate, valid California driver's license ~~at time~~at time of appointment, to be maintained as a condition of continued employment.

DESIRABLE QUALIFICATIONS

Possession of Microsoft Certification.

PHYSICAL REQUIREMENTS

Work is typically performed in a typical office environment; occasional work in cold computer mainframe rooms; occasional work outside in various types of weather; occasional work in confined spaces. Work may take place at off-site locations throughout the City. Work is also performed in an office environment or in computer rooms.

- *Mobility:* continuous use of keyboard; frequent sitting, standing; occasional walking, bending, squatting.
- *Lifting:* frequently up to 10 pounds; occasionally up to 75 pounds.
- *Vision:* constant use of overall vision; continuous computer ~~use~~use; occasional color and depth vision.
- *Dexterity:* frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- *Hearing/Talking:* frequent hearing and talking, in person and on the phone.
- *Emotional/Psychological:* frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
- *Environmental:* frequent exposure to noise.

Reviewed and approved: _____

Personnel Officer

Date: _____

April 27, 2021, April 12, 2022



INFORMATION TECHNOLOGY ANALYST I/II

DEFINITION

Under general supervision, the Information Technology Analyst performs technical work in the design, research, programming, testing, installation, planning, updating and maintenance of computer application systems and networks. Performs diagnoses of software malfunctions and trains employees in computer and software utilization.

This position is assigned to the ~~Miscellaneous~~ Turlock City Employees Association Bargaining Unit for labor relations purposes and is subject to overtime and call back assignments.

DISTINGUISHING CHARACTERISTICS:

The Information Technology Analyst I/II is assigned to monitor and maintain the operation of complex computer, network and software systems. The Information Technology Analyst II is distinguished from Information Technology Analyst I, by the added level of experience of at least 4 years as IT Analyst I or equivalent experience, along with job performance evaluation showing consistently above average work performance and increasing levels of work responsibility.

ESSENTIAL FUNCTIONS:

Functions may include but are not limited to the following:

- May serve as system administrator for computer network systems.
- Research and evaluate advances in computer hardware and software.
- Participate in planning, and implementation of current and future technology.
- Deployment of computer systems, hardware, peripherals, and software.
- Provide professional customer service.
- Test and troubleshoot computers, software and upgrades.
- Maintain records and prepare oral and written reports.
- Assist in the maintenance of Internet connections and Websites.
- Monitor and administer critical systems including, email, enterprise software, and public safety systems.
- Keep abreast of current trends in server, database, network, and security concepts and

technologies.

MINIMUM QUALIFICATIONS

Knowledge of:

- Local and Wide Area Network (LAN & WAN) hardware, concepts and terminology, and Internet access protocols.
- Computer software, including operating systems, office productivity software. Systems management software, database management and security systems.
- Computer hardware architecture.
- Server, Virtualization and Storage Technologies.
- Principles and techniques of computer systems analysis, programming, hardware/software diagnosis and repair, and security.
- Principles of design and development of websites.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Analyze, design, program, install and maintain highly technical and complex programs and equipment.
- Read, interpret and apply information from complex technical publications, manuals and other documents.
- Troubleshoot, configure, perform repairs, and install computer hardware and software.
- Develop and maintain effective working relationships.
- Work independently with minimal supervision.

Additional Requirements for the Level II Candidate:

- Review computer systems for effectiveness and efficiency of system resources.
- Interface with vendors of hardware and software for prompt resolution of problems encountered.
- Review and maintain system security and make recommendations for improvement.
- Develop and evaluate training programs.

EXPERIENCE AND EDUCATION

Experience:

IT Analyst I

A minimum of one year of full-time increasingly responsible experience in supporting computer systems, operating systems, software, Networking including routing, security and administrative support, computer system repairs and general programming.

IT Analyst II

A minimum of 4 years of fulltime increasingly responsible experience in supporting computer systems, operating systems, software networking: including routing, security and administrative support, computer system repairs and general programming.

Education:

A Bachelor's Degree from an accredited four-year college or university with major course work in computer science, electrical engineering, information system or a business-related field.

LICENSE

Possession of a valid California driver's license at the time of appointment and ability to maintain it as a requirement for continued employment.

DESIRABLE QUALIFICATIONS:

Possession of one or more of the following certifications is desirable: Microsoft, Cisco, CompTIA, and Brocade regarding operating systems and software.

PHYSICAL REQUIREMENTS

Work is typically performed in an office environment; occasional work in cooled air-conditioned data center/server rooms; occasional work outside in various types of inclement weather; occasional work in confined spaces. Work may take place at off-site locations throughout the City,

- *Mobility:* continuous use of keyboard; frequent sitting, standing; occasional walking, bending, squatting.
- *Lifting:* frequently up to 10 pounds; occasionally up to 75 pounds.
- *Vision:* constant use of overall vision; continuous computer use; occasional color and depth vision.
- *Dexterity:* frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- *Hearing/Talking:* frequent hearing and talking, in person and on the phone.
- *Emotional/Psychological:* frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
- *Environmental:* frequent exposure to noise.

Reviewed and approved: _____ Date: _____

Revised: 10/20/2015, 9/10/19 10/22/2019, 04/27/21, 04/12/22



LAND SURVEYING TECHNICIAN I/II

DEFINITION

Under direction of the ~~City Land Surveyor~~Public Works Supervisor/City Surveyor to perform office and field land surveying and engineering work and assist the engineering staff.

This classification is assigned to the ~~Miscellaneous-Turlock City Employees Association~~ Bargaining Unit for labor relations purposes and is subject to overtime, standby and call back assignments.

SUPERVISION RECEIVED AND EXERCISED

Land Surveying Technician I

General supervision is provided by ~~a higher level Surveying~~the Public Works Supervisor/City Surveyor-Supervisor. Technical or functional direction/assistance may be received from a variety of para-professional or professional personnel.

Land Surveying Technician II

General supervision is provided by ~~a higher level Surveying Supervisor~~the Public Works Supervisor/City Surveyor. Responsibilities may include functional supervision of subordinate paraprofessional positions.

DISTINGUISHING CHARACTERISTICS

Land Surveying Technician I

This is the entry-level class in the paraprofessional land surveying series. Incumbents in this class perform routine office and field land surveying and engineering related work. Generally, work is observed and reviewed both during performance and upon completion, and changes in procedures or exceptions to rules are explained in detail as they arise until competency is established, then work is performed with greater independence.

Land Surveying Technician II

Positions in this class perform complex and technical surveying work approaching that of the professional land surveying series. Work involves the application of precise paraprofessional surveying knowledge and techniques. It is performed under the general supervision of a ~~Surveying Supervisor~~Public Works Supervisor/City Surveyor who makes general assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted surveying standards.

ESSENTIAL FUNCTIONS: - Duties may include, but are not limited to the following:

Land Surveying Technician I:

- Assisting and/or leading the survey crew in the field performing surveys; Control Surveys; Boundary Surveys; Topography Surveys; Construction staking.
- Schedule and prioritize the field surveying activities to ensure that deadlines are met.
- Operate Optical, Robotic and GPS surveying instruments with modern technology in a variety of field survey work, conducting preliminary location, construction, property and topographic surveys; keep field notes and make sketches and computations; plot profiles and cross-sections, reduce field notes and compute grades.
- Perform routine maintenance and cleaning on the surveying equipment and other tools.
- Perform necessary routine calibrations on the surveying instruments.
- Assist the Public Works Inspectors during construction inspections verifying horizontal and vertical locations of improvements.
- Assist [the City Land Surveyor](#) ~~with~~ reviewing maps and survey documents.
- Assist [the City Land Surveyor](#) in preparing legal descriptions and plats.
- Research current technology and assist [the City Land Surveyor](#) in determining the need for potential upgrades.
- Perform drafting and design work on computer aided drafting software and other related computer design equipment.
- File and retrieve surveying and engineering plans, maps, exhibits and various documents; update files and keep reference system current.
- Prepare drawn sketches and permanent plans, diagrams and maps for street, water and sewer improvements using CAD software.
- May draft (by hand or CAD software) maps, surveying and engineering plans, charts, diagrams, graphs, tables and sketches for the City-wide projects.
- Reduce field notes for application to drafting assignments.
- Operate copiers, scanners and printers to reproduce engineering plans and maps for staff and public.
- Perform related duties as assigned.

Land Surveying Technician II:

In addition to duties of a Land Surveying Technician I:

- Leading the survey crew in the field performing a variety of surveys.
- Prepare legal descriptions and plats.
- Research current technology and assist ~~the City Land Surveyor~~ in determining the need for potential upgrades.
- Assist the public at the counter; provide information on surveying requirements; inform the public of application and checking procedures and related questions.
- Prepare reports and keep accurate record and research records; maintain surveying files.
- Assist staff; prepare special reports; create exhibits.
- Respond to citizen complaints and maintain records.
- Provide information to other divisions.
- Perform complex land surveys and assist with the boundary resolution.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Land Surveying Technician I

Knowledge of:

- Terminology, methods, practices and techniques of both standard conventional drafting and Computer Aided Drafting (CAD)
- Control Survey datums utilized for horizontal and vertical data collection.
- Computer software and electronic field devices used to collect, transfer and manipulate survey data.
- Proficient operation of Optical, Robotic and GPS surveying instruments with modern technology.
- Proficient operation of a Virtual Reference Station.
- Mathematics as applied to computation of angles, areas, volumes and distances.

- Surveying practices.
- Surveying maps and records.
- Modern office methods and practices.

Ability to:

- Utilize surveying instruments with modern technology.
- Determine the appropriate control survey datum for a variety of surveying projects.
- Determine the necessary accuracy required for a variety of surveying projects.
- Identify the methods and techniques required for the surveying and mapping projects.
- Coordinate with the construction project team to complete the required construction staking.
- Utilize the computer for internet for research and email for communication.
- Interpret City policies and standards.
- Understand and follow oral and written instructions and sketches.
- Demonstrate advanced computer skills relevant to land surveying.
- Use and care for drafting, surveying and mechanical instruments and tools.
- Establish and maintain effective working relationships with those contacted during the course of work.

Land Surveying Technician II

In addition to required skills of a Land Surveying Technician I:

Knowledge of:

- Principles and practices of surveying.
- Methods and materials in the construction of public works and utilities facilities.
- Advanced operation of Optical, Robotic and GPS surveying instruments with modern technology.
- Advanced operation of a Virtual Reference Station.

- Policies and regulations governing the construction, extension and maintenance of public works systems and facilities.
- Advanced methods and techniques of surveying and mapping projects.
- Conducting research of necessary land records for surveying, mapping and documents.

Ability to:

- Perform technical research and provide reliable advice on surveying problems.
- Communicate clearly and concisely, both orally and in writing.
- Perform complex surveying calculations with speed and accuracy.
- Prepare technical reports.
- Complete calculations and staking plans for public works and utility projects.
- Use and care for surveying and computer equipment.
- Read and interpret land title documents.

EXPERIENCE AND EDUCATION

Land Surveying Technician I

Experience:

One year of paraprofessional field and/or office experience performing routine surveying work utilizing modern technology and procedures. Qualifying experience shall be within five years of applying for this position.

Education:

High School diploma or GED certificate, supplemented by college level courses or equivalent vocational/technical institutional coursework in mathematics, engineering, surveying and computer aided drafting.

Land Surveying Technician II

Experience:

Two years of experience as a Land Surveying Technician in a position comparable to a Land Surveying Technician I with the City of Turlock. Qualifying experience shall be within five years of applying for this position.



NEIGHBORHOOD CODE COMPLIANCE TECHNICIAN

DEFINITION

Under ~~the~~ direct supervision ~~of the Fire Marshal / Division Chief~~, performs code compliance ~~and fire prevention activities as well as necessary clerical support duties~~. The ~~incumbent employee~~ enforces ~~codes, laws, and regulations related to, zoning, subdivision, fire, nuisance and other related codes and regulations~~. ~~fire codes, laws and regulations relating to fire protection, prevention and safety~~.

This classification is assigned to the ~~miscellaneous~~ Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, evening and weekend assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Neighborhood Services Supervisor. Technical or functional guidance may be provided by fire, police and/or community development personnel.

ESSENTIAL FUNCTIONS – Duties may include, but are not limited to the following:

- Enforcement of graffiti abatement; receive requests, patrol the city, record the location and document by photograph, and facilitate vandalism clean up.
- Assist in the enforcement of week abatement, nuisance, and code enforcement.
- Assist in the investigation and enforcement of abandoned and inoperative vehicles abatement on public and private property to include assisting with the Abandoned Vehicle Abatement (AVA) Program.
- Conducts field inspections of new construction, remodeled and various other structures to ensure compliance with fire, life safety and related codes, the City's Municipal Code, ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water use, and other matters of public concern.
- ~~Conducts inspections, provides training and administers applications for the Fourth of July Fireworks Program.~~

- Locates vacant residences and businesses; secures buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- Assist with the abatement of unsecured/unsafe buildings and the unlawful dumping and trash on public and private property.
- Receive complaints and work with property owners, neighborhood organizations, and other concerned parties to resolve nuisance issues and avert legal action where possible.
- Prepare necessary paperwork utilizing word processing software, GIS, and other available technology or reference material to process form letters, forms and required notices needed to enforce codes and process violations according to the Turlock Municipal Code.
- Research property legal descriptions and owners of record to ensure notices are sent to proper persons.
- Assist with conducting abatement hearings of routine code violations under direction of the supervisor.
- Gather evidence for abatement proceedings.
- Compile information and data for a variety of reports.
- Assist and coordinate with other departments in compliance activities.
- ~~• Advises and educates developers, contractors, property owners and the public in matters related to fire prevention, code enforcement and hazardous material storage and disposal.~~
- ~~• Inspects fire escapes, emergency exits, fire and smoke alarms, sprinkler systems, hood systems, and other systems and equipment to promote fire and life safety.~~
- Perform follow-up inspections, meetings, discussions, and negotiations to gain compliance with appropriate codes and ordinances.
- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Appears in court, or in hearings if necessary in the defense of code compliance.
- Maintains accurate physical and computer files, documentation, photographs and records. Prepares correspondence, reports, evidence in support of legal actions taken by the City.
- ~~• Periodically inspects hospitals, convalescent homes and childcare facilities.~~

- ~~• Conducts fire flow tests.~~
- Issues administrative citations and notices when necessary.
- ~~• Support line personnel with code issues encountered during engine company inspections.~~
- ~~• Coordinate with all City Departments regarding fire prevention and code compliance matters.~~
- Operates computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement and research complaints.
- ~~• Reviews plans and specifications for compliance with applicable codes and regulations.~~
- ~~• Assists with Abandoned Vehicle Abatement (AVA) Program.~~
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- General organization and structure of municipal government
- Modern office methods, computer procedures and equipment
- City codes and regulations related to department activities
- ~~• Word processing and spreadsheet applications, record keeping and filing practices~~
- ~~• Basic federal, state and local ordinances and regulations relating to fire and life safety, hazardous materials storage, building construction, and code compliance.~~
- ~~• Safe and efficient work practices.~~
- ~~• Principles and methods used in building construction, fire prevention, graffiti abatement and code compliance.~~
- ~~• Basic fire protection, detection and suppressions systems, materials and equipment.~~
- ~~• Fire code compliance inspection practices and methods, including techniques for dealing with the public in stressful situations.~~
- Legal actions applicable to enforcements.
- Operation of computer and assigned programs.

Ability to:

- ~~Independently perform thorough and accurate facility inspections for code compliance and compliance purposes.~~
- Prepare clear, concise and complete written reports.
- Understand and carry out oral and written instructions.
- Interpret and apply applicable codes and regulations.
- ~~Read and interpret basic plans and specifications.~~
- Investigate complaints, evaluate alternatives and make appropriate recommendations and sound decisions for problem resolution.
- Use maps and learn City geography.
- Learn the operation of standard equipment required for job performance including the use of a computer, police radio, graffiti paint sprayer, and other equipment as assigned.
- Work effectively and efficiently under stressful situations and with minimum supervision.
- Deal courteously and communicate effectively both orally and in writing with property owners, contractors and others contacted in the course of work.
- Establish and maintain effective relationships with those contacted during the course of work.

EXPERIENCE AND EDUCATION

Experience:

One (1) year of experience working with the general public ~~in an enforcement or inspection role, with a fire agency, building department, municipality, or private sector service that meets this equivalent.~~

Education:

Equivalent to graduation from high school ~~and fifteen (15) units of college course work in Fire Science, Police Science, Construction Inspection or related field.~~

LICENSE AND/OR CERTIFICATE(S)

Possession of a valid California Driver's license at time of appointment, to be maintained as a condition of continued employment.

Possession of 832 PC (Penal Code), Arrest and Seizure, within twelve (12) months of appointment.

~~Possession of a Fire Prevention One A Certificate, Fire Prevention One B Certificate, and a Fire Prevention One C Certificate within thirty-six (36) months of appointment.~~

DESIRABLE QUALIFICATIONS

Possession of a basic code enforcement academy certification issued by the California Association of Code Enforcement Officers (C.A.C.E.O.) or American Association of Code Enforcement Officers (A.A. C.E.).

PHYSICAL REQUIREMENTS

Maintain the physical ability and stamina to meet prevention duties including: Vision corrected sufficiently to drive City vehicles, read blueprints, fine print; hear well enough to identify mechanical noises, converse on the radio, telephone; bodily mobility to lift and maneuver supplies, ~~crawl in attics, maintain balance on narrow platforms~~, to climb ladders; use of hands and fingers to use computer keyboard, copy machine, file, write and drive vehicles; must be able to lift equipment as necessary; tolerate fluctuations in temperature while performing essential functions.

Reviewed and approved: _____
Personnel Officer

Date

October 2013

Revised April 2022



NEIGHBORHOOD PRESERVATION OFFICER

DEFINITION

To enforce City zoning, subdivision, fire, nuisance, and related codes and regulations for the City's ~~Fire Prevention Division of Turlock Fire Department~~. Plays a major role in coordination with the Neighborhood Association and management of Neighborhood Preservation Programs.

This position is subject to overtime, evening and weekend assignments, and is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from ~~the Fire Marshal~~ assigned Supervisor. Technical or functional guidance may be provided by fire, police and/or community development personnel. May assist in the supervision of seasonal and part-time personnel.

ESSENTIAL FUNCTIONS - Duties will include, but are not limited to the following:

- Responsible for weed abatement, nuisance and code enforcement
- Enforce abandoned and inoperative vehicle abatement on public and private property
- Abate unsecured/unsafe buildings and the unlawful dumping and trash on public and private property
- Enforce zoning, sign and noise ordinances
- Respond to land use and building complaints
- Management of City anti-graffiti program and graffiti abatement
- Issues citations as needed
- Gain compliance with the requirements of City ordinances, conditions of land use approvals and City permits
- Assists and coordinates with other departments in compliance activities and public hearings
- Works with City Attorney to determine compliance in difficult cases and provides support for prosecution of violations
- Make presentations at public hearings and may appear as a court witness

- Supervises part-time personnel as needed
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- General organization and structure of municipal government
- City ordinances and regulations related to use of land
- Elements of planning and zoning administration and use of related ordinances
- Building codes, nuisance abatement practices and procedures
- Investigative techniques, evidence collection, and legal enforcement procedures

Ability to:

- Interact in a positive manner with the public and co-workers
- Read and evaluate basic maps, building plans and property descriptions
- Interpret and apply detailed rules and regulations and procedures
- Work independently in discovering violations, gathering evidence and applying enforcement procedures
- Receive reports of code violations in person and by phone
- Complete appropriate report forms and related documentation
- Determine nature of violations
- Receive complaints and work with property owners, neighborhood organizations, and other concerned parties to resolve nuisance issues and avert legal action where possible
- Prepare written reports, make oral presentations to the Planning Commission, City Council, and private organizations
- Ability to maintain complex files and communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted during the course of work

EXPERIENCE AND EDUCATION

Experience:

Two years of experience in an administrative, technical, or related position for a legal, regulatory, or law enforcement agency which involves heavy public contact and enforcement of community standards.

Education:

Equivalent to completion of the twelfth grade.

LICENSE OR CERTIFICATE

- Possession of a valid California driver's license at the time of appointment, to be maintained as a condition of employment.
- Possession of a valid Penal Code 832 Certificate (Arrest and Firearms) within six (6) months from date of employment.

DESIRABLE QUALIFICATIONS

CCEC Code Enforcement Officer Certification

Equivalent to the completion of thirty (30) college units with major coursework in environmental studies, land use planning, law, fire science, administration of justice, or a related field.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting individuals; bodily mobility to lift and maneuver supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

Reviewed and approved: _____
Personnel Officer

Date

July, 1995

Revised 2/03

Revised 3/03

Revised 2/14

Revised 8/19 (Resolution Number 2019-153)

Revised 4/22



PUBLIC SAFETY BUSINESS ANALYST

DEFINITION

The Public Safety Business Analyst performs a variety of office duties to support ~~both~~ the Police ~~and Fire~~ Departments including but not limited to coordinating the budget process; providing a variety of administrative support; performing research, statistical, and other analytical work; fulfilling other assignments in functional areas such as purchasing, project management, and other areas for ~~both~~ the Departments; performing other job related duties as assigned.

This position is assigned to the Turlock City Employees Association (TECATCEA) bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS

The Public Safety Business Analyst is a non-sworn classification in the Police Department with a focus on budgeting, purchasing, and general business administration of the Police ~~and Fire~~ Department. Supervision is received from a Police ~~Captain~~ Support Operations Division Manager.

ESSENTIAL FUNCITONS: - Duties may include, but are not limited to the following:

- Coordinate the budgetary and fiscal control processes for the departments, project revenue and expenditures; prepare the departments' budgets; develop proformas for the departments, collaborate with City Finance and represent the departments' interests in fiscal matters.
- Investigate, analyze, develop, and prepare special studies or projects as requested; conduct special projects and administrative studies; prepare research and analytical reports.
- Coordinate the departments' purchasing function including vendor development, specification development, solicitation of bids, cost evaluations, and the preparation of committee or council reports.
- Coordinate the management of fiscal records.
- Coordinate the development and administration of grants, coordinate the fiscal monitoring and reporting for grants, contracts and agreements; coordinate billing for services provided.
- Coordinate, prepare, and keep record of documents necessary for presentation to the Turlock City Council.
- Prepare and process documents and data relative to the departments' payroll including accruals, benefits and specialty pay.
- Perform departmental administrative duties as assigned.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of organization, administration, and business administration.
- Principles and practices of budget preparation and administration.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of financial records keeping and reporting.
- Technical report writing procedures.
- Principles and practices of purchasing.
- Principles of project management.
- Administrative research techniques, sources and availability of information.
- Methods and techniques of design for informational materials such as flyers, brochures and visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Application of various labor MOU's relative to payroll processing.
- Computer software programs required to perform job duties.

Ability to:

- Learn the process and structure of City and departments.
- Learn applicable Federal, State, and local laws, codes and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Prepare completed staff work for oral and written communication.
- Plan, initiate and complete work assignments with minimal direction.
- Communicate clearly and concisely, both orally and in writing.
- Use and operate a personal computer with a variety of software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Represent the City and the Department in a variety of situations.

EXPERIENCE AND EDUCATION:

Experience:

Two years of increasingly responsible administrative and analytical experience in business administration, fiscal management, purchasing coordination, project management, or a related field.

Education:

Possession of an Associate's Degree from an accredited institution in business or a related field.

Desirable:

Possession of a Bachelor's Degree in business or a related field.

LICENSE OR CERTIFICATE

License:

Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions; sufficient dexterity and hand-eye coordination to operate drafting and field surveying equipment; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; stamina to work long hours and attend night meetings.

Established 04/2014

Revised 04/22

Reviewed and Approved:

Personnel Officer

Date



PUBLIC SAFETY BUSINESS ANALYST, FIRE

DEFINITION

The Public Safety Business Analyst, Fire performs a variety of office duties to support both the Fire Department ~~and Neighborhood Services division~~ including but not limited to coordinating the budget process; providing a variety of administrative support; performing research, statistical, and other analytical work; fulfilling other assignments in functional areas such as purchasing, project management, and other areas for both Departments; performing other job related duties as assigned.

This position is assigned to the Turlock City Employees Association (~~TECATCEA~~) bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS

The Public Safety Business Analyst, Fire is a non-sworn classification in the Fire Department with a focus on budgeting, purchasing, and general business administration of the Fire Department ~~and Neighborhood Services division~~. Supervision is received from a Fire ~~Division~~ Chief or designee.

ESSENTIAL FUNCTIONS: - Duties may include, but are not limited to the following:

- Coordinate the budgetary and fiscal control processes for the departments, project revenue and expenditures; prepare the departments' budgets; develop proformas for the departments, collaborate with City Finance and represent the departments' interests in fiscal matters.
- Investigate, analyze, develop, and prepare special studies or projects as requested; conduct special projects and administrative studies; prepare research and analytical reports.
- Coordinate the departments' purchasing function including vendor development, specification development, solicitation of bids, cost evaluations, and the preparation of committee or council reports.
- Coordinate the management of fiscal records.
- Coordinate the development and administration of grants, coordinate the fiscal monitoring and reporting for grants, contracts and agreements; coordinate billing for services provided.
- Coordinate, prepare, and keep record of documents necessary for presentation to the Turlock City Council.
- Prepare and process documents and data relative to the departments' payroll including accruals, benefits and specialty pay.
- Perform departmental administrative duties as assigned.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of organization, administration, and business administration.
- Principles and practices of budget preparation and administration.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of financial records keeping and reporting.
- Technical report writing procedures.
- Principles and practices of purchasing.
- Principles of project management.
- Administrative research techniques, sources and availability of information.
- Methods and techniques of design for informational materials such as flyers, brochures and visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Application of various labor MOU's relative to payroll processing.
- Computer software programs required to perform job duties.

Ability to:

- Learn the process and structure of City and departments.
- Learn applicable Federal, State, and local laws, codes and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Prepare completed staff work for oral and written communication.
- Plan, initiate and complete work assignments with minimal direction.
- Communicate clearly and concisely, both orally and in writing.
- Use and operate a personal computer with a variety of software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Represent the City and the Department in a variety of situations.

EXPERIENCE AND EDUCATION:

Experience:

Two years of increasingly responsible administrative and analytical experience in business administration, fiscal management, purchasing coordination, project management, or a related field.

Education:

Possession of an Associate's Degree from an accredited institution in business or a related field.

Desirable:

Possession of a Bachelor's Degree in business or a related field.

LICENSE OR CERTIFICATE

License:

Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions; sufficient dexterity and hand-eye coordination to operate drafting and field surveying equipment; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; stamina to work long hours and attend night meetings.

Established 09/~~2018~~ (2018) (Resolution Number 2018-281)
Revised 04/22

Reviewed and Approved:

Personnel Officer

Date



POLICE BUSINESS UNIT SUPERVISOR

DEFINITION

The Police Business Unit Supervisor performs a variety of supervisory functions to support the Police Department including but not limited to supervising the budget process; providing a variety of administrative support; performing and supervising research, statistical, and other analytical work; planning, organizing, and supervising assignments in functional areas such as purchasing, project management, facility maintenance, event coordination, and other areas for the Police Department; performing other job related duties as assigned.

This classification is assigned to the confidential bargaining group for labor relations purposes.

DISTINGUISHING CHARACTERISTICS

The Police Business Unit Supervisor is a non-sworn supervisory classification in the Police Department with a focus on planning, organizing, directing, and supervising the budgeting, purchasing, and general business administration of the Police Department. Supervision is received from a Police ~~Lieutenant, Police Captain~~Support Operations Division Manager, or other Command-level position within the Police Department.

ESSENTIAL FUNCITONS: - Duties may include, but are not limited to the following:

- Recommend and assist in the implementation of goals and objectives and implement policies and procedures.
- Plan, prioritize, assign, supervise, and assist in the budgetary and fiscal control processes for the department, project revenue and expenditures; prepare the department's budget; develop proformas for the department, collaborate with City Finance and represent the department's interests in fiscal matters.
- Coordinate and supervise functions and activities at the Public Safety Facility including the coordination and supervision of staff necessary to prepare for functions and events.
- Coordinate the maintenance, repair, janitorial services, and ongoing usability and good operation of the Public Safety Facility.
- Investigate, analyze, develop, and prepare special studies or projects as requested; conduct special projects and administrative studies; prepare research and analytical reports.
- Supervise and coordinate the department's purchasing function including vendor development, specification development, solicitation of bids, cost evaluations, and the preparation of committee or council reports.

- Coordinate and supervise the management of fiscal records.
- Coordinate and supervise the development and administration of grants, supervise and coordinate the fiscal monitoring and reporting for grants, contracts and agreements; supervise and coordinate billing for services provided.
- Supervise, coordinate, prepare, and keep record of documents necessary for presentation to the Turlock City Council.
- Provide technical assistance to other department staff on business and analytical matters.
- Prepare and process documents and data relative to the department's payroll including accruals, benefits and specialty pay.
- Perform departmental administrative duties as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic supervisory principles and practices.
- Financial/statistical/comparative analysis techniques.
- Principles and practices of organization, administration, and business administration.
- Principles and practices of budget preparation and administration.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of financial records keeping and reporting.
- Technical report writing procedures.
- Principles and practices of purchasing.
- Principles of project management.
- Administrative research techniques, sources and availability of information.
- Methods and techniques of design for informational materials such as flyers, brochures and visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Application of various labor MOU's relative to payroll processing.
- Computer software programs required to perform job duties.

Ability to:

- Plan, coordinate, schedule and supervise the activity of subordinate staff.
- Learn the process and structure of City and departments.
- Learn applicable Federal, State, and local laws, codes and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.

- Manage projects and coordinate activities.
- Prepare completed staff work for oral and written communication.
- Plan, initiate and complete work assignments with minimal direction.
- Communicate clearly and concisely, both orally and in writing.
- Use and operate a personal computer with a variety of software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Represent the City and the Department in a variety of situations.

EXPERIENCE AND EDUCATION:

Experience:

Three years of increasingly responsible administrative and analytical experience with at least one year of supervisor and/or lead experience in business administration, fiscal management, purchasing coordination, project management, or a related field.

Education:

Possession of a Bachelor's Degree from an accredited institution in business or a related field.

LICENSE OR CERTIFICATE

License:

Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions; sufficient dexterity and hand-eye coordination to operate drafting and field surveying equipment; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; stamina to work long hours and attend night meetings.

Established 05/2018

Revised 04/22

Reviewed and Approved:

Personnel Officer

Date



POLICE RECORDS TECHNICIAN

DEFINITION

To perform a variety of moderately complex clerical duties related to the records activities of the Police Department in providing police records to the public and law enforcement agencies and properly processing records for filing and retrieval purpose.

This classification is assigned to the Miscellaneous—Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to the following:

- Type, process, record, and file a variety of Police records, reports and materials; collect and compile relevant data.
- Prepare and process a variety of Police records forms, related to Police Department procedures.
- Assist departmental personnel and the public in person and by phone, performing record checks, issuing permits and collecting fees, and receiving reports and complaints from citizens.
- Prepare written reports for the City Attorney and District Attorney.
- Operate teletype machine to enter, modify, and retrieve data; perform records and warrants checks.
- Research, collect data, and prepare a variety of statistical and written reports as required.
- Train new clerical personnel.
- Office methods and procedures: telephone and receptionist techniques; proper composition, spelling, grammar and punctuation.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Organization, procedures, and operating details of law enforcement agencies.
- Principles, codes, regulations, and laws governing records management.
- Principles of office management, supervision, training and evaluation.
- Criminal justice procedures.
- Modern office procedures, techniques, and equipment, including principles of record keeping and automated information systems.
- Basic personal computer operations and related word and data processing software.
- Research techniques and procedures.

Ability to:

- Learn and properly interpret related California Codes, public records acts, penal and vehicle sections.
- Effectively maintain accurate record keeping and process the work of a major police records and clerical support operation.
- Understand the organization and operation of the City, and of outside agencies, as necessary, to assume assigned responsibilities.
- Follow verbal and written instructions.
- Process applicants for City permits and licenses.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Train subordinate clerical personnel.
- Compile and maintain complex and extensive records, including financial data; prepare reports.
- Type letters, forms and reports, review documents for errors or omissions.
- Work various shifts as assigned.
- Work under pressure.
- Type at a speed of 50 words per minute net corrected.
- Maintain confidential criminal records pertaining to law enforcement activity.

EXPERIENCE AND EDUCATION

Experience:

Two years of experience performing general clerical work.

Education:

Possession of a High School diploma or GED Certificate.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver’s License in the category necessary to perform essential duties of the position may be required at the time of appointment. —Maintenance of a valid California Driver’s License is a condition of continued employment.

DESIRABLE QUALIFICATIONS

Clerical experience working in a law enforcement agency.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions, read fine print and view computer screen; hear well enough to converse on the telephone and in person assisting customers; use of hands and fingers for use of computer keyboard, copy machine, filing, writing and answering telephones.

Reviewed and approved: _____

Date: _____

Revised, 7/95, 3/96, 10/04, 12.05, 8/09, 04/22



POLICE RECORDS TECHNICIAN, SENIOR

DEFINITION

To perform a variety of complex duties related to the activities of Police Services in providing police records to the public and law enforcement agencies, properly processing records for filing and retrieval purposes, and performance of clerical duties.

This classification is assigned to the ~~Miscellaneous-Turlock City Employees Association~~ Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the police services clerical/records series. This classification is distinguished from the Police Records Technician by the more complex, responsible and sensitive duties assumed related to functioning at the level impacting broader records operations and greater consequence of error in completing assigned tasks.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to the following:

- Type, process, record, and file a variety of Police records, reports and materials; collect and compile relevant data.
- Prepare and process a variety of Police records forms, related to Police Department procedures.
- Prepare and process police reports and various permits.
- Assist departmental personnel and the public in person and by phone, performing record checks, issuing permits and collecting fees, and receiving reports and complaints from citizens.
- Prepare written reports for the City Attorney and District Attorney.
- Utilize computers to enter, modify, and retrieve data; perform records and warrants checks.
- Research, collect data, and prepare a variety of statistical and written and/or typed reports as required.
- Answers routine inquires and correspondence from general knowledge or instructions.
- Train and supervise clerical personnel.

- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Organization, procedures, and operating details of law enforcement agencies.
- Principles, codes, regulations, and laws governing police, recreation and neighborhood services.
- Principles of office management, supervision, training and evaluation.
- Criminal justice procedures.
- Modern office procedures, techniques, and equipment, including principles of record keeping and automated information systems.
- Personal computer operations and related word and data processing software.
- City practices and procedures.
- Research techniques and procedures.

Ability to:

- Operate a personal computer efficiently.
- Effectively perform processing of police reports and various permits.
- Effectively maintain and process the work of police services clerical support.
- Accomplish complex tasks on an independent basis.
- Understand the organization and operation of the City, and of outside agencies, as necessary, to assume assigned responsibilities to include the ability to analyze and enforce laws.
- Follow verbal and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Train and supervise subordinate clerical personnel.
- Compile and maintain complex and extensive records, including financial data; prepare reports.
- Make accurate decisions relating to confidential records and information.

- Work various shifts as assigned.
- Type at a speed of 50 words per minute net corrected.

EXPERIENCE AND EDUCATION:

Experience:

Three years of experience as a Police Records Technician in a position comparable to a Police Records Technician with the City of Turlock.

Education:

- Possession of a High School diploma or GED Certificate and:
- Possession of an Associate's Degree from an accredited college;

• OR

- Must have a minimum of twenty (20) accredited college units and at time of appointment be enrolled in a two-year accredited college and obtain an Associate's Degree within 36 months of date of appointment.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's License is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions, read fine print and view computer screen; hear well enough to converse on the telephone and in person assisting customers; use of hands and fingers for use of computer keyboard, copy machine, filing, writing and answering telephones.

Reviewed and approved: _____ **Date:** _____

January, 1996
Revised, 10/04, 12/05, 9/09, 04/2017, 04/22



ASSISTANT PUBLIC FACILITIES MAINTENANCE ASSISTANT SUPERVISOR

DEFINITION:

Under general direction, performs skilled and lead work over a crew of maintenance personnel in street maintenance, parks, tree trimming, buildings and ground maintenance, ~~and~~ street and sign painting, landscape assessments, and storm basins.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call-back and standby assignments.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received by the Public Facilities Maintenance Supervisor.

Supervision exercised includes direct supervision of self-directed work teams and the ability to take the lead role in the more complex and challenging projects.

EXAMPLES OF DUTIES: Duties may include, but are not limited to:

- Lead and assist subordinates in the maintenance, repair and upkeep of parks, buildings, streets and related facilities.
- Acts as project leader on special projects requiring the supervision of other staff to complete projects.
- Inspect and review the work of subordinate personnel.
- Determine type and quantity of material required for landscape of facility repair or installation projects and utilized established procedures to make necessary purchases.
- Perform skilled park and street maintenance and repair work; operate a variety of maintenance equipment including: backhoe, tractor, grader, trencher, gang mower and loader, air compressor and jackhammer.
- Plant, prune, and water trees and shrubs.
- Assist in the performance evaluations of subordinate personnel.

- Maintain a variety of records and reports such as personnel reports, work projects reports, spraying reports and payroll reports.
- Conduct spraying tasks involving herbicides, insecticides and fungicides.
- Train and supervise Parks, Streets, and Public Facilities~~public_~~ maintenance personnel.
- Ensure the application of basic safety rules, in the operation of equipment and work techniques.
- Break up concrete and asphalt; prepare street for patching and paving as assigned.
- Assist Public Facilities Maintenance ~~Services~~ Supervisor and Parks, Streets, and Public Facilities Superintendent.
- Perform preventative maintenance on equipment to insure proper and safe operation.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Materials, methods, practices and equipment used in street construction and maintenance activities.
- Technical tree trimming methods, techniques, equipment and procedures to insure safe traffic passage on the public right of way.
- Occupational hazards and standard safety precautions necessary in the work place.
- Operation of heavy or light equipment depending on area of assignment.
- Materials, methods, practices and equipment used in park maintenance, modification and facility repair activities.
- Procedures and techniques used in horticulture.
- Plant pests and diseases, and methods for their control and eradication.
- Methods and practices used in the supervision and training of personnel.
- Plumbing, electrical, cement work, basic carpentry and hydraulics related to the installation of irrigation systems.

Ability to:

- Lead maintenance personnel in the performance of grounds and facility development, repair and upkeep tasks, construction and maintenance of streets, sign installation and painting.
- Perform skilled landscape installation, maintenance and repair activities; read work plans and blueprints.
- Operate a variety of equipment used in street maintenance, repair and tree trimming, park maintenance, ~~and~~ ground development, landscape assessments, and storm basins.
- Perform a wide variety of skilled street maintenance and repair work.
- Identify park and facility problems and supervise their correction.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Supervise and train subordinates.
- Develop and maintain necessary written records, logs, schedules and reports.
- Establish and maintain effective working relationships with those contacted during the course of work.

EXPERIENCE:

Requires a minimum of six years of work experience, two of which must have been with the City of Turlock, performing increasingly responsible duties in facilities maintenance related to public parks, grounds, streets and buildings. This position also requires a minimum of two years experience performing leadworker or supervisory duties. (Two years of supervisory experience in a related field can be applied to the six year experience requirement.)

EDUCATION & TRAINING:

Requires completion of high school or G.E.D. and 18 college semester ~~units~~ in units in general education, construction, maintenance, ornamental horticulture or related field. Three of the eighteen units shall be in the field of supervision or management.

LICENSE AND/OR CERTIFICATE

Must possess three of the following certifications at the time of appointment and maintain certificates in current status.

Certificate

- Pesticide Applicator’s Certificate
- Playground Safety Certificate
- Certified Pool Operator
- Signs II and Pavement Markings II certificates or Risk Management Association approved equivalents (both are required, and will count as one of the three required certifications)

License

Possession of an appropriate, valid California Class B Driver’s License and proof of automobile liability insurance at the time of appointment, to be maintained as a condition of continued employment.

DESIRABLE QUALIFICATIONS

Possession of an Associate’s Degree in a related field.

PHYSICAL REQUIREMENTS:

Maintain the following physical abilities: see well enough to read and write, view computer screens, make observations. Use of hands and fingers for use of computer keyboard, copy machine, filing, writing, answering telephones, operating hand and power tools, driving vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person assisting customers; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time and to operate assigned equipment and vehicles and perform heavy, manual labor for extended periods, able to work at elevated heights for extended periods, able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

Class Established:	8/95
Class Revised:	2/02
	4/03
	2/13
	9/21
	<u>4/22</u>

Reviewed and Approved:

Personnel Officer

Date



PUBLIC FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, and supervise the day to day maintenance and repair of streets, ~~drains~~, parks, landscaped ~~assessment~~ areas, playground areas, storm basins, street medians, right-of-ways, buildings and grounds; and supervise the work crews of the ~~Streets, Parks and Trees, and Building and Parks, Streets, and Public Facilities-Grounds~~ Maintenance Division.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime and call-back assignments.

DISTINGUISHING CHARACTERISTICS

This is a supervisory level position. —The incumbent in this position will be required to use considerable independent judgment and initiative, as well as assigning and evaluating the work of subordinate personnel.

SUPERVISION EXERCISED AND RECEIVED

General direction is provided by the Parks, ~~Recreation-Streets~~ and Public Facilities ~~Manager or~~ Superintendent. Supervision is exercised over crew supervisors and other personnel.

ESSENTIAL FUNCTIONS - Duties include, but are not limited to the following:

- Provide day to day organization, direction and supervision of skilled and semi-skilled personnel in the repair and maintenance of streets, parks, park facilities, landscaped areas, government buildings and drainage facilities including such activities as street resurfacing, repainting and patching, street cleaning, storm drain maintenance, tree trimming, street and sign painting, mowing, edging, irrigations repairs, building repairs and janitorial duties.
- Determine type and quantity of material required for landscape or facility repair or installation projects and utilize established procedures to make necessary purchases.
- Assist in the evaluations of subordinate maintenance staff.
- Maintain a variety of records and reports such as personnel reports, work projects reports, spraying reports and payroll reports.

- Participate in the maintenance and repair of streets and operate a variety of maintenance equipment.
- Investigate complaints and recommend corrective actions as necessary to resolve complaints, explaining programs and policies.
- Inspect the work of crews while in progress and provide advice and assistance to subordinate maintenance personnel.
- Assist in preparing the division budgets.
- Ensure compliance to established safety rules and performance of duties rules and procedures in the operation of equipment.
- Supervise and train subordinates.
- Assist in the preparation of specifications for the purchase of equipment and tools.
- Estimate labor and material costs, review plans and assist in the specifications for bid packages and service contracts.
- Direct and supervise the preparation and application of chemicals for the control and eradication of plant and lawn pests and diseases.
- Monitor special programs and service contracts.

MINIMUM QUALIFICATIONS

Knowledge of:

- Materials, methods, techniques and equipment used in the construction, operation, installation and maintenance of streets, parks, trees and buildings facilities and repair activities.
- Safe construction and maintenance practices and procedures required in performing and directing assignments in Streets, Parks and Trees, and Buildings and Grounds maintenance activities.
- Principles and practices of effective customer relations.
- Basic computer skills; word processing, spreadsheets, and computerized maintenance managements systems.
- Backflow and cross connections principles and operations of backflow devices.
- Procedures and techniques used in horticulture.
- Plant pests and diseases and methods for their control and eradication.

- Methods and practices used in the supervision and training of personnel and evaluations.
- Occupational hazards and standard safety precautions necessary in the work.
- Plumbing, electrical, cement work, basic carpentry and hydraulics related to the installation of irrigation systems.
- Principles of supervision.

Ability to:

- Effectively direct maintenance personnel in the performance of streets, parks, buildings and grounds and facility development, repair and upkeep tasks.
- Estimate labor and material requirements and implement decisions.
- Communicate clearly and concisely, both orally and in writing.
- Use computerized tracking of labor, parts, equipment and maintenance costs.
- Understand and carry out oral and written instructions.
- Identify problems and supervise their correction.
- Establish and effectively maintain cooperative working relationships with those contacted during the course of work.
- Respond effectively to emergency situations as they arise.
- Supervise and train subordinates.
- Develop and maintain necessary written records, logs, schedules and reports.
- Administer a Division budget.

EXPERIENCE AND EDUCATION

Experience:

Four years experience performing increasingly responsible assignments equivalent to those performed by a Senior Maintenance Worker, ~~Public Facilities Maintenance~~ Team Leader, or ~~Assistant~~ Public Facilities Maintenance Assistant Supervisor, ~~in the public facilities maintenance (parks, streets, buildings, grounds) field.~~

Education:

Equivalent to the possession of an Associates Degree with some coursework in construction, facilities, ornamental horticulture management, business or related fields within four years of appointment. (Must have a minimum of 30 college semester units at the time of appointment and obtain a total of 60 semester units within four years of appointment.)

LICENSE OR CERTIFICATE

License

Possession of an appropriate, valid California Class B Driver’s License and proof of automobile liability insurance at the time of appointment, to be maintained as a condition of continued employment.

Certificate

Must possess three of the following certifications at the time of appointment and maintain certificates in current status.

- Pesticide Applicator’s Certificate
- Playground Safety Certificate
- Certified Pool Operator
- Signs II and Pavement Markings II certificates or Risk Management Association approved equivalents (both are required, and will count as one of the three required certifications)

DESIRABLE QUALIFICATIONS

Possession of an Associate’s Degree in a related field.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read and write, view computer screens, make observations. Use of hands and fingers for use of computer keyboard, copy machine, filing, writing, answering telephones, operating hand and power tools, driving vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person assisting customers; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time and to operate assigned equipment and vehicles and perform heavy, manual labor for extended periods, able to work at elevated heights for extended periods, able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

Class Revised:	2/02
	4/03
	2/13
	9/21
	<u>4/22</u>

Reviewed and Approved:

Personnel Officer

Date



PUBLIC SAFETY RECORDS SUPERVISOR

DEFINITION

The Public Safety Records Supervisor reports to the Public Safety Support Operations Division Manager and is responsible for planning, organizing, directing, and supervising the activities of the Police Records Unit.

This position is assigned to the Miscellaneous-Turlock City Employees Association Bargaining Unit for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Public Safety Support Operations Division Manager, as assigned. The incumbent provides direct supervision to subordinate level clerical or technical staff within assigned support services area.

DISTINGUISHING CHARACTERISTICS

This is a supervisor classification responsible for assisting the supervision of discrete sub-divisional organizational component(s) and programs/functions within a department as determined by the Public Safety Support Operations Division Manager. The incumbent is expected to demonstrate technical competence while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

ESSENTIAL FUNTIONS: - Duties may include, but are not limited to the following:

- Performs highly complex specialized record keeping and tasks related to police functions by using automated ad manual systems.
- Supervise, train and operate all department computer systems, which include but are not limited to: California Law Enforcement Telecommunications System (CLETS), Criminal Justice Information Center (CJIS), National Crime Information Center (NCIC), and the Turlock Police and Fire Department Records Management System and other law enforcement integrated records systems.
- Maintain and update data and information tables in the police and fire Records Management System.
- Supervise subpoenas, RMS, CLETS, and all criminal records processes performed within the Records Unit.
- Assigns, coordinates, supervises, and evaluates the work of subordinate records personnel on an assigned shift for the most effective utilization of available personnel.
- Manages clerical procedures and incoming/outgoing information and records.

- Monitors employee workload and solves related problems.
- Develops/conducts training programs.
- Reviews requests for release of reports.
- Monitors the quality of computer data entry.
- Receives complaints and provides information to the public as required.
- Testifies in court as required.
- Represents the department at meetings and/or serves as liaison with other criminal justice agencies involving records or telecommunications issues.
- Performs other related duties as assigned.
- Provides specialized support services and supervision within assigned area.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Adapt to working shifts, weekends, holidays, nights and evenings.
- Perform all related duties of a Police Records Technician as required.
- Performs research, compiles data, and conducts studies, as assigned.
- Maintains and supervises record management system; processes and provides custody and security of various records; files historical information, lists, certificates, contracts, agreements, claims, or other specialized documents or data related to assigned program area.
- Assists with audits or requests for information by providing research and reports, as needed.
- Assists with the preparation of specialized budgets related to assigned activities; assists in budget implementation; organizes and prepares department's Annual Report; Quarterly Report; participates in budget forecasts; alerts Public Safety Support Operations Division Manager of problems detected in budget related to planned programs, projects or expenditures.
- Provide technical support and training on computer software and hardware.
- Provide administrative support on special projects and implementation of programs and processes.
- Assists with the research, submits, reviews, coordinates and follows up on grant requests from state and federal funding sources or other contracts or agreements, as assigned; assures insurance and other requirements are met.
- Orders or purchases and distributes or assigns materials, equipment or supplies; maintains related records and inventories.
- Provides, assists with or coordinates training to others, as needed.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.

- Models appropriate professional supervisory conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements. Performs other duties, as assigned.
- Receives and responds to citizen information requests.
- Oversees daily operations of Police Records Unit; processes information for Uniform Crime Report (UCR) to Department of Justice (DOJ), oversees maintenance of police reports, fire arson reports, sex offender registration records, narcotics violations and parking enforcement records.
- Perform other job related work as required.

MINIMUM QUALIFICATIONS:

Knowledge Of:

- Required training and certification requirements related to assigned program area.
- A variety of automated and manual law enforcement systems.
- Police department procedures and policies and Personnel Rules and Regulations.
- Laws, codes, and regulations relevant to police operations and confidentiality.
- Principles and practices of supervision.
- Technical and operational aspects of assigned function or program area.
- Statistical methods and principles.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Principles of effective record, file and archival management related to area of assignment.
- Principles of effective time management.
- Safe work practices and related regulations.
- Principles of conflict resolution and excellent customer service.
- Provisions, principles and practices of municipal structure and organization.
- Applicable federal, state and local laws, regulations and guidelines.
- Modern techniques for proper maintenance and destruction of police records and other documents.
- Requirements and processes for Live Scan Fingerprint Program and Live ID.

- Stays current with laws related to records retention, records release, records destruction, and records management.
- Customer service techniques.

Ability To:

- Interpret laws, regulations, and procedures and to ensure compliance in all areas and responsibilities.
- Compile information for statistical reports.
- Establish and maintain tactful, courteous, and effective working relationships with others.
- Provide lead supervision.
- Handle multiple priorities, organize workload and meet strict deadlines.
- Resolve problems.
- Make effective decisions.
- Take appropriate action in a variety of work situations.
- Understand and comply with complex state and federal regulations, laws, codes, policies as related to assigned program area.
- Understand City processes and procedures and specific requirements of assigned program area.
- Diagnose and troubleshoot complex problems and provide and coordinate appropriate solutions.
- Work with and control sensitive and confidential information and assure security for assigned program area.
- Create and maintain accurate and detailed record keeping systems.
- Facilitate and coordinate meetings or training.
- Develop and implement policies and procedures.
- Estimate, track and project revenues and expenditures.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments or projects with a minimum of direction.
- Work irregular hours, which may include late night meetings.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise assigned program goals and City objectives.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Assist in preparing, forecasting and administering a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

EXPERIENCE AND EDUCATION

Experience:

Three years of increasingly responsible technical, administrative or analytical experience in a public safety agency in related function areas or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities. One of the three years of experience shall be in a lead or supervisory capacity.

Education:

Equivalent to an Associate's degree from an accredited college or university with significant course work in the areas of Public Administration, Criminal Justice, Administration of Justice or related field.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's License and proof of automobile liability insurance is a condition of continued employment.

Successfully complete a Peace Officer Standards and Training (POST) Certified Civilian Supervisory Course within twelve (12) months from date of appointment.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

Created September 2011

Revised 2/12

Revised 04/22

Review and Approved: _____

Date: _____



~~PARKS, RECREATION AND PUBLIC FACILITIES SUPERVISOR~~ COORDINATOR

DEFINITION

Under general direction of the ~~Parks, Recreation & Public Facilities~~ Supervisor, the Coordinator is responsible for developing, organizing, and supervising part-time recreation personnel and activities, including but not limited to after school programs, summer camps, aquatics, sports special events, local parades, and community events. Responsibilities include but are not limited to recruiting, training and supervising of part-time, seasonal, and volunteer program staff as well as monitoring and assisting program grants and contractual agreements. The Coordinator will provide a wide range of routine clerical, technical and administrative support. Perform related work as assigned.

This position is assigned to the ~~Miscellaneous~~ Turlock City Employees Association Bargaining Unit for labor relation's purposes and is subject to overtime, evening and weekend assignments.

SUPERVISION EXERCISED AND RECEIVED

The Coordinator receives direct supervision from the ~~Parks, Recreation & Public Facilities~~ Supervisor in charge of the assigned program area. The Coordinator supervises part-time, seasonal and volunteer personnel.

DISTINGUISHING CHARACTERISTICS

This class provides leadership and general guidance for City recreation and related programs and activities. Work is performed at a variety of recreation sites, including community centers, schools, playgrounds, parks, sports facilities and other sites. Incumbents may be considered subject area experts in areas such as after school, aquatics, sports, contract classes, special events or may be program generalists.

ESSENTIAL FUNCTIONS: – Duties may include, but are not limited to the following:

- Develops, organizes and supervises recreation activities.
- Helps recruit, train and supervise part-time, seasonal and volunteer staff.
- Prepare program/activity reports, evaluations and maintains records.

- Attend training sessions and meetings as assigned.
- Coordinates programs/special events with community organizations.
- Establish and maintain effective working relations with public groups, agencies, school officials, and media in the course of work.
- Prepare payroll for the department to interface with City payroll system.
- Assist in responding to requests for information from other departments, agencies and the public.
- Provide planning support for local parades and community events.
- Provide support for the Community Events and Activities grant program.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current recreation principles as applies to community programming.
- Basic programming and supervision techniques.
- Promotional publicity techniques and tools.
- Basic concepts of recreation/social programming.
- Principles of public administration; record keeping and filing practices; and government practices and requirements
- City codes and regulations relating to departmental activities
- Word processing and spreadsheet applications

Skill in:

- Developing, organizing, supervising, and evaluating recreation programs and activities.
- Recruiting, training, supervising and evaluating staff.
- Coordinating programs and special events with community groups.

Ability to:

- Work effectively with the public, community groups and on teams.
- Resolve conflicts effectively.

- Schedule staff, programs and activities.
- Effectively use written and oral communication techniques.
- Use spreadsheets and graphic programs.
- Perform clerical duties.

EDUCATION AND EXPERIENCE

Education:

Graduation from a college or university with a Bachelor of Arts degree in Recreation, Community Services, Communications, Marketing or related field desirable or the equivalent of an Associate's Degree with four years of related experience.

Experience:

Two years of experience in organized Recreation Services, Leisure Service or related field work in a responsible leadership capacity.

LICENSE AND CERTIFICATES

Possession of a valid California Driver's License within 30 days of employment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting customers and program participants; bodily mobility to lift and maneuver program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and able to lift equipment as necessary.

July 2015

Revised 04/22

Reviewed and approved: _____

PERSONNEL OFFICER

DATE



PARKS, RECREATION AND PUBLIC FACILITIES SUPERVISOR

DEFINITION

Under general direction, of the Recreation Superintendent, of the Parks, Recreation and Public Facilities Manager or designee to plan, organize, promote, budget, schedule, direct, evaluate and coordinate the activities and operations of the Parks, Recreation and Public Facilities Department Division including but not limited to the following program areas, aquatics, prevention/youth, sports, programs/events, public facilities maintenance and special projects related to the department division. Performs related work as required. Incumbent also coordinates and oversees work performed by less experienced personnel as assigned.

This position is assigned to the Miscellaneous Turlock City Employees Association Bargaining Unit for labor relation's purposes and is subject to overtime, evening and weekend assignments.

SUPERVISION EXERCISED AND RECEIVED

General direction is provided by the Parks, Recreation and Public Facilities Manager Recreation Superintendent.

Responsibilities include supervision over assigned program staff including full and part-time, to include seasonal and volunteer personnel. Responsibilities may include indirect supervision of Recreation Coordinators and/or lower level Parks, Recreation and Public Facilities staff and office personnel on a project basis.

DISTINGUISHING CHARACTERISTICS

The Parks, Recreation and Public Facilities Supervisor is distinguished from the Recreation Coordinator in that the Supervisor performs more difficult and technical assignments/projects requiring specialized skill on an independent basis.

This classification may will be assigned to one or more of the following five specific areas of concentration as distinguished below:

Aquatics: Aquatics programs and facilities; instruction and safety classes; write & oversee grants; and staff liaison to affiliated organizations.

Prevention/Youth: Youth services clearinghouse; Jr. High and after school programs; intervention and pro-active programs; Police Activities League (PAL); youth development programs; and special events; prevention program curriculum design and implementation; recreation scholarship programs and staff liaison to affiliated organizations.

Sports: Adult and youth sport programs; sport tournaments and special events; supervision of Pedretti Park sports complex; supervision of Turlock Sports Complex; sports education programs for youth and families and staff liaison to affiliated organizations; and write/oversee grants.

Programs/Events: Special populations/senior citizens/prevention/neighborhood programs/associations and outreach education programs and events. Special teen and family programs and youth advisory council (13-18 years old), special events, enrichment classes and programs including senior citizens and active adults. Research and write various public safety, education, and recreation safety grants; staff liaison to affiliated organizations; Recreation scholarship programs.

~~Maintenance: Special projects related to Parks, Storm, Landscape Assessments and Street Maintenance.~~

ESSENTIAL FUNCTIONS: – Duties may include, but are not limited to the following:

- Coordinates the activities of the ~~Department~~ Division with City sponsored, co-sponsored and community non-City sponsored activities.
- Plans, organizes, directs and evaluates assigned portions of city-wide ~~Parks, Recreation and Public Facilities~~ programs, activities and events; in the area of youth, families, senior sports, prevention, aquatics and special projects related to the ~~Parks, Recreation and Public Facilities~~ Department Division.
- Development and implementation of youth, teen and family needs assessment tools.
- Evaluates programs, staff, and facilities.
- Develops and assists in initiating new ~~Parks, Recreation and Public Facilities~~ programs/activities and events.
- Plans, recommends and monitors program budgets.
- Serves as staff member or representative to City appointed commissions, committees and/or task forces.
- Trains and orients new full-time and part-time employees and volunteer staff as assigned.

- Conducts regular staff meetings for part-time, seasonal and volunteer personnel.
- Makes inspection tours of ~~Parks, Recreation and Public Facilities~~ programs/activities and facilities and makes recommendations of improvement.
- Responsible for payroll and time record forms for part-time and seasonal employees, in assigned area.
- Performs various office functions as needed.
- Plans, supervises, and coordinates programs such as; enrichment classes/events/programs, sports leagues, and prevention/intervention activities.
- Responsible for the recruitment and selection of part-time, seasonal and volunteer personnel; including training, evaluations and discipline of part-time and seasonal employees/volunteers and makes recommendations to the ~~Manager-Superintendent~~ or designee.
- Write/submit and oversee grants.
- Develop program and activity sponsorships and partnerships.
- Create and develop programs for diverse populations.
- Responsible for marketing publicity and advertisement of ~~Parks, Recreation and Public Facilities~~ programs and activities through available community resources and news media.
- Assist in managing facility usage.
- ~~As assigned, manages special project related to Facilities, Parks, Storm, Landscape Assessment and Street Maintenance~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Objectives, methods, and techniques of development, planning, and organizing Recreation programs, activities, and events.
- Development of prevention and intervention programs.
- Recreation, social, and education activities suitable for a wide range of age groups and individuals of diverse backgrounds.

- Community organizations and resources availability.
- Program/facility safety and first aid techniques.
- Marketing and promotion techniques.
- Team building concepts and a strong desire to function as a team player.
- City procedures, including purchasing, financing, and budget functions.
- Computer software programs such as WordPerfect, Excel, PowerPoint, MS Word and Netscape.
- Familiarity with web page design, plus Internet usage and protocol.
- Prevention Program curriculum design and implementation.

~~Office of Criminal Justice Planning requirements and other related grant/funding agencies.~~

- Grant funding sources, grant writing and program development.
~~Modern highly complex principles and practices of parks and recreation program development and administration, and park facility design and use.~~
~~Procedures for planning, implementing and maintaining a variety of recreation activities and programs.~~
~~Recreational, cultural and social needs of all age groups and people of diverse backgrounds.~~
~~Volunteer commission management and laws and regulations related to their administration.~~
~~Recent developments, current literature and sources of information related to recreation program administration and alternative financing.~~
~~Occupational hazard and standard safety precautions necessary to maintain safe work practices.~~

~~All phases of turf and landscape maintenance, sprinkler system installation, operation and repair, weed and insect detection and control methods and plant disease detection and control.~~

~~The installation/removal and maintenance of all City trees, including leaf clean-up programs and mistletoe removal programs.~~

~~Materials, methods, tools and equipment used in the maintenance, repair and construction of various City facilities.~~

~~Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.~~

~~Pertinent State, Federal, and local laws, codes, regulations, Grants and Foundations.~~

~~Principles and practices of budget preparation and administration.~~

~~Principles of supervision, training and performance evaluation.~~

Ability to:

- Organize, supervise and coordinate the activities of the department/division in a manner conducive to full performance and high morale.
- Understand and implement the park and recreation needs of the community and recommend facilities and programs to meet those needs.
- Coordinate, train, supervise, and direct the activities of paid or volunteer staff engaged in recreation programs and activities.
- ~~Prepare and present complex reports.~~
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups.
- Prepare and administer a budget.
- ~~Administer a variety of parks and recreation programs and activities.~~

- Develop and implement policies and procedures related to the administration of a variety of ~~parks and~~ recreation programs and activities.
- Research, write, oversee and monitor grants.
- Forecast and plan for future needs.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, and supervise the work of professional, technical and office support staff.
- Establish and maintain cooperative working relationships with elected officials, City personnel, consultants, commission and board members, representatives of outside agencies, youth organizations and groups and members of the public.
- ~~Present ideas effectively orally and in writing.~~
- Prepare a variety of complex and comprehensive reports and documents.
- Prepare speeches, articles and letters for publications.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Organize, implement and supervise ~~Department's~~ Division's goals and City objectives. Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Make presentations before groups and represent the City in public forums. Use computer and needed programs effectively.

EDUCATION AND EXPERIENCE

Education:

Graduation from a college or university with a Bachelor's degree in Political Science, Business Communications, Liberal Arts, Recreation, or related field.

Experience:

Minimum of four years of increasingly responsible experience with the City of Turlock ~~Parks, Recreation and Public Facilities~~ Division ~~Department~~ coordinating and leading related activities, programs and projects.

LICENSE AND CERTIFICATES

Possession of a valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

Possession of a certificate in one or more of the following:

~~Graduate of the National Park and Recreation Revenue Resources School, N.R.P.A. National Aquatic Management School, Certified Leisure Professional Certificate, or related public maintenance certificates.~~

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting customers and program participants; bodily mobility to lift and maneuver program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and able to lift equipment as necessary.

December 1997 Revised 08/00, 03/01, 01/03, 01/06, 5/08, 10/16, 04/22

Reviewed and approved: _____

PERSONNEL OFFICER

DATE



SENIOR PLANNER

DEFINITION

Under general supervision to perform advanced level professional planning and technical assignments supporting the development review, long-range and special projects programs of the city; and to provide responsible staff assistance to the ~~Deputy Director of~~ Development Services Director(Planning).

This position is assigned to the ~~Miscellaneous~~ Turlock City Employees Association Bargaining Unit for labor relation purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the professional planning series. Level of responsibility, complexity of assignments and level of supervision exercised distinguishes this class from the Associate Planner. The Senior Planner position requires the ability to apply professional knowledge and skills to various municipal planning problems and projects. Responsibilities include the preparation of specific reports and plans that require independent judgement in making recommendations and technical determinations. Employees at this level are expected to be very knowledgeable about the city's ordinances and policies and to work effectively with only minimal instruction and direction. Employees at this level are expected to supervise the work of subordinate positions, as may be necessary from time to time depending on tasks assigned.

This classification is part of the professional planning series, but not part of the flexible-staffing program. Promotional opportunities will be based upon workload needs as determined by the ~~Deputy Director of~~ Development Services (Planning)Director.

ESSENTIAL FUNCTIONS - Duties may include but are not limited to:

- Provides information to the public via telephone, front counter and/or Internet.
- Gathers and evaluates data for various planning studies (e.g. land use, transportation, zoning, economic development, redevelopment, and housing, etc.).

- Prepares comprehensive reports and develops solutions and/or recommendations.
- Reviews development proposals for compliance with the city's policies and ordinances.
- Conducts and chairs meetings with developers, property owners, developer representatives and other interested parties.
- Prepares and presents reports to the Planning Commission, City Council and other bodies.
- Participates in public hearings and public meetings relative to planning applications and/or policy decisions.
- Confers with the public, other city employees, other agency employees and governmental officials regarding planning related issues and projects.
- Works with and coordinates the work of consultants, including the preparation of requests for proposals and contract management.
- Reviews existing laws and regulations as required.
- Prepares drafts of policies and regulations as directed.
- May train, plan, assign and supervise the work of subordinate personnel.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Ability to:

- Review, collect, and analyze and interpret data pertaining to planning.
- Understand the organizational structure of the city and current policy issues affecting the city.
- Prepare clear, concise and comprehensive verbal and written reports.
- Complete work assignments in a timely and accurate manner.
- Work on several complex planning projects simultaneously and successfully coordinate these activities.
- Review and understand current legislation affecting planning practices and policies.
- Plan, assign and supervise the work of other subordinate employees.
- Maintain effective working relationships with fellow employees and the public.
- Work independently with minimum supervision.
- Use personal computers generally and word processing programs (MS Word) specifically.

Knowledge of:

- Principles and practices applying to city planning.
- California Planning and Zoning Law, and California Environmental Quality Act.
- Current trends in local, state and federal planning.
- Basic statistical measurements and methods of analysis.
- Engineering/architectural drawings and site plans.

EDUCATION AND EXPERIENCE

Education:

Equivalent to a Bachelor's Degree in City or Regional Planning, Architecture, Landscape Architecture, Civil Engineering, Public Administration, Urban Studies, Social Science, Geography or a related field.

Completion of an accredited certificate program in land use planning approved by the City of Turlock may be substituted for the Bachelor's Degree requirement. A Master's Degree in Planning, Public Administration, or a related field may be substituted for some work experience.

Experience:

Three (3) years of full-time, professional level work in planning, public administration or a related field that includes one (1) year of progressively responsible experience in a lead or supervisory capacity, preferably in a municipal setting.

LICENSE OR CERTIFICATE

Applicants must possess (or be able to obtain, if currently residing out of state) and maintain a valid California Drivers License as a condition of continued employment.

DESIRABLE QUALIFICATIONS

Bilingual (Spanish).

A.I.C.P. Certificate.

Master's Degree in Planning, Public Administration, or a related field

PHYICAL REQUIREMENTS

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

April 2001

Revised 6/07

Revised 04/22

Reviewed and approved: _____ **Personnel Officer**



SHIPPING & RECEIVING/INVENTORY SPECIALIST

DEFINITION

Under the direction of the Fleet Maintenance Supervisor, the Shipping & Receiving/Inventory Specialist is responsible to process incoming and outgoing supplies and materials, maintain stores facility for city-wide use, control related inventory, maintain required records for audit purposes, assist in the operation and coordination of records for the City's Fleet Maintenance Division and perform other related duties as required.

This position is assigned to the Turlock City Employees Association ~~Miscellaneous~~ bargaining unit for labor relations purposes and is subject to overtime, weekend, holiday and call-back assignments.

SUPERVISION RECEIVED AND EXERCISED

The Shipping & Receiving/Inventory Specialist receives direct supervision from the Fleet Maintenance Supervisor within the Utilities Division of Municipal Services.

May exercise general supervision of other temporary and/or part-time support staff.

EXAMPLES OF DUTIES: - Duties may include but are not limited to the following:

- Process all incoming and outgoing freight and inspect the same for condition and completeness.
- Ensure the City receives the lowest possible pricing for materials within City specifications.
- Utilize the City of Turlock's adopted Purchasing Policy and Procedures in the application of regular duties.
- Track purchase orders by due dates and follow through with vendors on unfilled orders. Maintain record system, which documents the same.
- Order and deliver Stores supplies to various City departments.
- Prepare purchasing specifications for the City Stores supply needs.
- Transport archive materials to and from Stores facility upon departmental requests.
- Receive, fill, and deliver departmental requisitions from City Stores facility.
- Maintain inventory; post charge-backs to departments and re-order supplies as necessary.
- Assist in off-loading and loading supplies/materials as required.

- Prepare a variety of vehicle usage reports as requested.
- Clean, organize, and maintain the City Corporation yard.
- Coordinate the disposal of all City Surplus Materials.
- Assist the Purchasing ~~Coordinator~~ Supervisor as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods and practices used in receiving, storing, packing and shipping equipment and supplies.
- Methods used in taking inventory and maintaining inventory records.
- Fundamentals of data processing and word processing systems, with an emphasis on Windows based programs.
- Techniques for establishing sources of supply.
- Techniques for specification writing.
- Modern records maintenance practices.
- Basic mathematical principles.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Maintain a clean driving record free from preventable accidents.
- Establish records management system to accurately track receipt of goods and funds expended for the same.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Lift 50 pounds of weight in receiving and storing supplies and materials.
- Organize work effectively.
- Calculate basic mathematical computations.
- Operate a personal computer and related word processing, maintenance management software and/or spreadsheet software.
- Type 35 wpm (Net Corrected)

- Operate a forklift and drive a medium sized truck.
- Select and recommend the purchase of routinely used materials and supplies.
- Interview and correspond with vendors regarding their products.
- Evaluate the needs and future supply requirements of the Municipal Services Division.

EXPERIENCE AND EDUCATION

Experience:

Two years of increasingly responsible experience in modern inventory/receiving techniques along with a variety of related records keeping duties.

Education:

Equivalent to completion of the twelfth grade.

DESIRABLE QUALIFICATIONS

College coursework in business or related field.

Experience working in the fleet services industry.

LICENSE OR CERTIFICATE

Possession of a valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person, assist employees and vendors with the distribution of supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, driving equipment and answering telephones; tolerate extreme fluctuation in temperature while performing essential functions and be able to lift pounds of weight in receiving and storing supplies and materials.

Created: July 1989

Revised: ~~6/90~~

Revised: ~~12/98~~

Revised: ~~7/07~~

~~Revised: 4/22~~

Reviewed and approved: _____ **Personnel Officer**



FIRE DIVISION CHIEF - OPERATIONS

DEFINITION

Under administrative direction, manages and coordinates the work load and staff of specialized fire services which may include Administration, Operations, and/or Training; coordinates activities with other divisions, departments and agencies; provides highly complex staff assistance to Fire Chief and performs other job related work as required.

This position is designated as represented by Turlock Management Association-Public Safety (TMAPS) for Labor Relations purposes and is considered non-exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Fire Chief. The job incumbent provides direct supervision of subordinate level supervisors, professional, technical line and office clerical staff in related program areas.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification responsible for the management of discrete sub-departmental organizational component(s) and programs/functions within a department as determined by Department Director (Chief), City Manager and City Council. Serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed the by executive team. The incumbent exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates technical competence while working as a team member and exercises independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with city policy, ordinance and fire code.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

- Responds as Chief Officer to emergencies and directs or performs related activities during multiple alarms, as needed.
- Recommends and implements division goals, objectives, policies and procedures.
- Manages, oversees and participates in development of work plans; assignment of work activities, projects and programs; monitors work flow.
- Reviews and evaluates work projects, methods and procedures.
- Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Prepares reports; documents policies and procedures; performs research; makes presentations before various groups, including City Council, as needed.

- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff work in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements
- Represents Fire Chief in his absence, as requested.
- Performs other duties, as assigned.

When Assigned to Operations/Administration

- Manages and monitors work programs related to Engine/Truck company activity coordination; station and equipment maintenance; communications systems for operations and emergency response activities; and station assignments.
- Evaluates levels of staffing for proper response, station locations and coverage policies.
- Evaluates individual, company and multi-company performance.
- Oversees purchase orders, procurement cards, and RFP's, to ensure fiscal responsibility and proper management of the operating budget.
- ~~Performs other duties, as assigned.~~

When Assigned as Training Officer

- Identifies, recommends, manages, develops, schedules, and coordinates long and short range training programs for shifts, engine companies reserve staff and departmental staff including in-service trainings; task and performance measurement; new personnel training; proficiency and performance testing; Federal or State mandated safety training; and other departmental training needs required to address anticipated emergency conditions.
- Develops and maintains training record system including analysis of training needs; tracking of individual and company training activities including Paid Division Academy; and individual training evaluations and record keeping.
- Provide for training facilities and recommend planning for such facilities.

MINIMUM QUALIFICATIONS

Knowledge of:

- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.

- Modern principles of Fire Department administration.
- Modern fire suppression tactics and strategies.
- Use and maintenance of fire fighting equipment and apparatus.
- Safe work practices and related regulations.
- Standards of coverage, emergency response and disaster preparedness programs.

Ability to:

- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Interpret, explain and apply departmental rules and regulations.
- Make presentations before groups and represent the Department in public forums.
- Use computer and job related software effectively.
- Organize, analyze, manage and implement a variety of division programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

EDUCATION AND EXPERIENCE

Education:

Possession of a Bachelor Degree in Fire Science, Public Administration or related field;

OR

Must be currently enrolled in an accredited university or institution and obtain a Bachelor Degree in Fire Science, Public Administration or related field within 24 (twenty-four) months from date of appointment.

OR

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience:

Three years of increasingly responsible professional supervisory experience with a minimum rank of Fire Captain with the Turlock Fire Department or three years of experience with a public agency comparable to that of a Battalion Chief with the Turlock Fire Department or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.

LICENSE AND CERTIFICATES

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position is required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

Administrative/Operations Assignment

Possession of Level 2 Certifications in Fire Management 2A, Command 2A and Certified Fire Instructor from CFSTES required at time of appointment,

OR

Chief Fire Officer Certification from CFSTES (which includes Chief Fire Officer 3A, 3B, 3C, and 3D) within thirty-six (36) months from date of appointment.



POLICE CAPTAIN

DEFINITION:

Under general direction of the Chief of Police; maintains oversight and leads the activities of one of two major Divisions comprising the Turlock Police Department. Provides direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions and the public. May act for the Police Chief, as needed. Performs other job related work as required.

This position is designated as represented by Turlock Management Association-Public Safety (TMAPS) for Labor Relations purposes and is considered non-exempt under the Fair Labor Standards Act (FLSA).

~~*This position is designated as un-represented for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).*~~

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Police Chief. The job incumbent provides general supervision to subordinate level managers in affected program areas.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification responsible for the discrete sub-departmental organizational component(s) and programs/functions within a department as determined by Department Director (Chief), City Manager and City Council. The incumbent serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team. Exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

EXAMPLES OF DUTIES

- Acts as the Police Chief, in the Chief's absence
- Demonstrates leadership in commitment to the Police Code of Ethics and highest ethical values in the delivery of public service.
- Manages police command staff and supervisors responsible for, crime prevention, planning, investigations, research, special programs/projects and disaster preparedness.
- Acts in an official capacity in local disaster preparedness organization.
- Provides management direction to activities relating to the effective utilization of personnel, facilities and equipment.

- Develops division policy; collaborates with sub-division managers regarding sub-divisional policies and procedures.
- Oversees departmental operations, activities and provides planning and research for disaster preparedness, protection of life and property, maintenance of the public peace, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records, ~~and jail facilities and provision of emergency dispatch services.~~
- Oversees the activities of the Police Department in Field Operations and Special Operations. ~~patrol field operation functions.~~ Develops and reviews policies, rules and procedures for effective operation of Police Operations-Services. ~~(What does this mean? We have two divisions within the police department, but this only speaks of field operations and not special operations.)~~
- Oversees any other activity or work group in the Police Department as required by staffing vacancies or as directed by the Chief of Police.
- Confers with public officials and citizen groups on law enforcement problems and recommends municipal law enforcement policies.
- Oversees the assignment of employees and equipment.
- Coordinates with other local government agencies in emergency response activities.
- Confers with and makes recommendations to the Police Chief regarding projects and programs and assists in the development and implementation of City's strategic plan.
- Updates Police Chief of emergency developments.
- Consults, confers and coordinates with City departments, citizens and officials regarding issues.
- Assists in the preparation of budget related to assigned activities; oversees budget implementation; recommends regarding the forecast of additional funds; approves expenditures; implements mid-year adjustments.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings; participates in community events.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations; participates in labor negotiations.
- Answers difficult questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training and police conferences; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern principles, practices and techniques of a municipal police department ~~and emergency dispatch services.~~
- Modern operating principles, practices and techniques of law enforcement and crime prevention including causation of criminal/deviant behavior and Community-Oriented Policing.
- Use and maintenance of law enforcement equipment and apparatus.
- Codes, regulations, criminal laws and ordinances related to police activities, crime prevention, emergency response and disaster preparedness; and code enforcement.
- All applicable MOU's for staff assigned to the Turlock Police Department Turlock Associated Police Officers M.O.U., City procedures and policies. Should include other applicable MOU's.
- Local geography and available police resources.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting development procedures and administration.
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective time management
- Principles of effective public speaking, conflict resolution and excellent customer service.

Ability to:

- Effectively formulate, organize and manage sound divisional policy in the areas of police law enforcement and crime prevention.
- Interact with citizens and employees in an effective way that produces positive results.
- Supervise the management of major incidents and crime scenes.
- Analyze and research police and community problems and plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs; determine community needs; establish and maintain excellent community relations.
- Analyze situations accurately and ~~swiftly, and~~ swiftly and adopt an effective course of action.
- Plan for major events and tactical situations.
- Be perceptive and innovative in the prediction and recognition of trends and problems and in the analysis and development of solutions to problems.
- Implement City Council direction.
- Work well under pressure; work such hours as are necessary to accomplish the job including remaining on-call 24 hours a day; travel out of the area during or after work hours.
- Understand and communicate state and federal regulations, laws, codes, policies and solutions in the area of crime management.
- Delegate authority and responsibility as well as schedule and program work.
- Work with and control sensitive and confidential information.
- Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.

- Organize, implement and direct divisional goals within City objectives.
- Make highly effective presentations before groups and represent the City in public forums; communicate codes and regulatory information.
- Use computer and job related software in a highly effective manner.
- Manage, project and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.
- Perform the duties and requirements of a sworn police officer.

EXPERIENCE:

~~Two~~ years ~~Two years~~ of increasingly responsible professional command level management experience with a public law enforcement ~~agency performing~~ agency performing administrative and supervisory oversight at Lieutenant level or higher or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.

EDUCATION & TRAINING:

Possession of a Bachelor degree from an accredited college or university with significant course work in the areas of Criminal Justice, Administration of Justice, Criminology, Law Enforcement, Police Science, Public Administration, or related fields.

LICENSE AND/OR CERTIFICATE:

Possession of a valid California Driver’s License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver’s license and proof of automobile liability insurance is a condition of continued employment.

Possession of California Peace Officer’s Standards and Training Advanced and Management Certificates.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet, and detect unusual sounds; voice volume and speech clarity to command during an emergency; body mobility adequate to operate emergency equipment and perform required duties; stamina to perform administrative functions and to meet physical and mental demands during an emergency; use of hands and fingers adequate for operation of special equipment and weapons, writing, typing and computer related functions; ability to lift heavy equipment, as needed in emergency conditions.

Reviewed and Approved: _____

Date: _____

Classification Specification Established: 2/02
Revised 5/07, 8/11, 5/15, 04/22



POLICE LIEUTENANT

DEFINITION:

Under general direction, plans, directs and reviews the activities of the police department field operations and special operations divisions. Provides direction to meet City and Department goals and to coordinate with other service areas, agencies, boards, commissions and the public. The Police Lieutenant generally functions as a shift watch commander. Performs other job related assignments as required.

This position is designated as represented by Turlock Management Association-Public Safety (TMAPS) for Labor Relations purposes and is considered non-exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Police Captain. The job incumbent provides general supervision to subordinate level supervisors in affected program areas.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification responsible for the discrete sub-division organizational component(s) and programs/functions within a division as determined by Division Manager (Captain), Department Director (Chief), City Manager, and City Council. Serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team. Exercises policy development and promulgation responsibilities for specific program/functional areas. The incumbent is expected to demonstrate professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

EXAMPLES OF DUTIES

- Demonstrates leadership in commitment to the Police Code of Ethics and highest ethical values in the delivery of public service.
- Leads and oversees police supervisors responsible for, crime prevention, disaster preparedness, planning, research, and other special programs/projects.
- Supervises and oversees operations of Critical Response Team- tactical (SWAT), Major Accident Investigation Teams (MAIT), Crime Analysis Unit, canine unit, Code Enforcement, and other special programs or units as directed by the Chief of Police or his/her designee.
- Acts in an official capacity in local disaster preparedness organization.
- Provides management direction to activities relating to the effective utilization of personnel, facilities and equipment.
- Oversees safety program; researches and recommends safety procedures and safety training or equipment needs.

- Recommends policy and oversees sub-divisional operations and activities.
- Provides planning, training and research for disaster preparedness, protection of life and property, maintenance of the public peace, regulation of traffic, apprehension, arrest and detention of law violators, ~~and provision of emergency dispatch services.~~
- Oversees the assignment of sworn and non-sworn officers and staff and equipment.
- Coordinates with other local government agencies in emergency response activities.
- Oversee extradition requests and manages detention facility in compliance with state law.
- Confers with and makes recommendations to the Police Captain regarding projects and programs.
- Updates Police Captain of emergency developments.
- Assists in the preparation of budget related to assigned activities; oversees budget implementation; recommends regarding the forecast of additional funds; implements mid-year adjustments.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations; participates in labor negotiations.
- Evaluates staffing levels and workload of all assigned staff.
- Analyze information from multiple databases; prepares reports and responds to needs for information and research.
- Answers difficult questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions and State Regulation for police departments (P.O.S.T. standards) including minimum requirements and update/mandated training.
- Attends assigned meetings and training and police conferences; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern principles, practices and techniques of a municipal police department and ~~emergency dispatch services.~~
- Modern operating principles, practices and techniques of law enforcement and crime prevention including causation of criminal/deviant behavior and Community Oriented Policing.
- Use and maintenance of law enforcement equipment and apparatus.

- Codes, regulations, criminal laws and ordinances related to police activities, crime prevention, code enforcement, emergency response and disaster preparedness.
- All applicable MOU's for staff assigned to the Turlock Police Department, City procedures and policies Labor Organizations M.O.U.'s, City procedures and policies. Why is this different from the captains language?
- Local geography and available police resources.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting development procedures and administration.
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective time management
- Principles of effective public speaking, conflict resolution and excellent customer service.

Ability to:

- —Perform the duties and requirements of a sworn police officer.
 - Effectively formulate, organize and manage sound sub-divisional policy in the areas of police law enforcement and crime prevention.
 - Interact with citizens and employees in an effective way that produces positive results.
 - Supervise the management of major incidents and crime scenes.
 - Analyze police and community problems and plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs; determine community needs; establish and maintain excellent community relations.
 - Analyze situations accurately and swiftly, and adopt an effective course of action.
 - Plan for major events and tactical situations.
 - Work well under pressure; work such hours as are necessary to accomplish the job including remaining on-call 24 hours a day; travel out of the area during or after work hours.
 - Understand and communicate state and federal regulations, laws, codes, policies and solutions in the area of crime management.
 - Manage program services that benefit the community; analyze policy issues and develop recommendations and solutions.
 - Delegate authority and responsibility as well as schedule and program work.
 - Work with and control sensitive and confidential information.
 - Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
 - Lead, manage, evaluate and train personnel effectively and maintain discipline.
 - Organize, implement and direct divisional goals within City objectives.
 - Make highly effective presentations before groups and represent the City in public forums; communicate codes and regulatory information.
 - Use computer and needed programs in a highly effective manner.
 - Manage, project and administer a budget.
 - Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.

- Communicate effectively, orally, electronically and in writing.

EXPERIENCE:

-Three years of experience comparable to that of a Police Sergeant with the City of Turlock, having successfully completed a probationary period serving at the rank of Sergeant.

EDUCATION & TRAINING:

Possession of a Bachelor Degree in Administration of Justice, Criminology, Police Science or related field;

LICENSE AND/OR CERTIFICATE:

Possession of a valid California Driver's License at the time of appointment to be maintained as a condition of continued employment.

Possession of California Peace Officer's Standards and Training Supervisory Certificate.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet, and detect unusual sounds; voice volume and speech clarity to command during an emergency; body mobility adequate to operate emergency equipment and perform required duties; stamina to perform administrative functions and to meet physical and mental demands during an emergency; use of hands and fingers adequate for operation of special equipment and weapons, writing, typing and computer related functions; ability to lift heavy equipment, as needed in emergency conditions.

Revised: 8/95, 2/02, 4/02, 3/07, 7/08, 04/12, 04/22

Reviewed and Approved:

Personnel Officer

Date



HUMAN RESOURCES ANALYST

DEFINITION

Under general supervision, performs a variety of human resources work involving recruitment, selection, classification, salary administration, risk management, career development, retirement, benefits and other related human resources programs.

This classification is assigned to the ~~confidential~~Confidential bargaining group for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Human Resources ~~Manager~~Director or Senior Human Resources Analyst. The Human Resources Analyst may supervise technicians and office support staff.

DISTINGUISHING CHARACTERISTICS

This is a professional human resources position with first level supervisory duties in a discrete sub-divisional organizational component involving the human resources programs/functional area within the department. The job incumbent has responsibility for the day to day assigning, supervising, and directing the work of staff assigned to the City-wide human resources programs and functions of the City. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to:

- Assists in the planning, development and implementation of human resources programs.
- Develop, evaluate, and validate selection instruments such as written, oral, and/or performance examination activities.
- Conduct position classification studies, including audit and analysis of positions and classifications.
- Prepare and revise classification specifications including preparation of related documentation necessary for formal adoption.
- Supervises and directs the work of staff with human resources responsibilities.
- Supervises the activities of subordinates including employee selection, training, instruction, task assignment, work review, performance evaluation and administration of progressive discipline as needed.
- Ensures close coordination with other City departments and affected outside groups.
- Occasionally may assist with presentations before various groups, including City Council, and professional and public meetings, as needed.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.

- Conduct salary and employee fringe benefit surveys, analyze data and recommend adjustments and internal relationships.
- Assist with the management of City self-insurance plans including health insurance and workers' compensation benefits.
- Assists in the resolution of employee disciplinary and grievance complaints.
- Assists in the development and implementation of negotiated labor agreements.
- Assists with the administration of formally adopted health, retirement, workers' compensation, drug & alcohol, blood borne pathogens and employee incentive programs.
- Provides assistance to City Departments and employees on human resources problems, staffing and organizational needs, the interpretation of human resources policies and procedures, and in resolving human resources problems.
- Provide orientation for new employees on City operations and a variety of human resources, retirement and benefit programs.
- Provide career advise and counseling to individual and groups.
- Assist with administration of the operational functions of the city memorandum of understanding, retirement, benefits, and deferred compensation programs in accordance with established policies, regulations and requirements.
- Assist with the supervision of staff including provision of timely performance evaluations; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Fundamental principles and practices of public human resources management including recruitment, selection, classification, salary, career development, equal opportunity, benefit, and retirement programs.
- Public agency administration.
- Federal, State and local laws and regulations relating to human resources management.
- Principles of organization and management.
- Statistical concepts and methods.
- Career development planning techniques and methods.
- Principles of employee supervision, career development and training.
- The concepts of word processing, micro-computer and computer applications.
- Modern methods of records management.

- Principles and practices of supervision, staff selection, training and human resources management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct, review and supervise the work of a small administrative and office support staff.
- Delegate authority and responsibility effectively.
- Perform professional, technical human resources management analysis including the preparation of complex analytical reports and documents.
- Interpret and apply human resources management laws, rules, regulations, policies and guidelines.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Present ideas effectively orally and in writing.
- Read, comprehend and apply complex laws and regulations.
- Lead, supervise, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of human resources programs. Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

EXPERIENCE

Three years of increasingly responsible administrative support or technical work in human resources that would have provided the opportunity to develop the required skills, knowledge and abilities.

EDUCATION & TRAINING

Possession of a bachelor's degree from an accredited college or university in the areas of public administration, business administration, human resources management or related fields preferably including course work in the area of human resources management.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

Class Established: 2/02

Revised 9/14

Revised 04/22

Reviewed and Approved:

Personnel Officer

Date



PAYROLL COORDINATOR

DEFINITION

Under direction of the ~~Support Services Supervisor~~Administrative Analyst, performs a variety of technical, analytical and accounting duties involving the analysis and implementation of payroll regulations and laws, and the processing of City wide payroll and preparation and maintenance of general ledger records; prepares payroll reports required by outside agencies; provides technical assistance to City staff and responds to employees inquiries regarding payroll; may perform general office support duties; and perform other related duties as assigned.

This classification is assigned to the ~~confidential~~Confidential bargaining group for labor relations purposes.

DISTINGUISHING CHARACTERISTICS

This confidential, single position classification performs paraprofessional payroll and accounting work as required. Incumbents perform the full range of duties requiring specialized knowledge and training in the payroll administration area. Incumbents are expected to perform more difficult and responsible duties and exercise independent judgment in resolving problems within established department guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~Support Services Supervisor~~Administrative SupervisorAnalyst. Exercises no routine supervisory responsibility, but may direct the activities of ~~payroll assistants~~clerical staff on an occasional basis.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following:

- Responsible for the preparation and processing of the City's payroll
- Assures compliance with City, State and Federal requirements.
- Maintains and prepares payroll-related records and reports to assist with various management-based projects.
- Prepares payroll journal entries.
- Answers payroll-related questions from employees.
- Prepares a variety of financial reports for multi-departmental use.
- Maintains records of employee benefits to include vacation, sick leave, etc.
- Assist with the administration of the City's compensation plans.

- Work with ~~other~~the Department of Human Resources staff on a routine operational basis to carry out various confidential personnel transactions; such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations and other related matters.
- Prepare quarterly, annual and W-2 tax reporting statements; process retirement plan contributions.
- Research and resolve discrepancies or problems with a variety of vendors and governmental agencies, implement provisions and associated changes in employee bargaining agreements on the payroll system; coordinate with outside vendors, plan sponsors and governmental agencies.

MINIMUM QUALIFICATIONS

Knowledge of:

- Payroll-related laws and regulations.
- Accounting principles and procedures.
- Methods and practices of payroll processing
- Financial mathematics and statistics.
- Methods and practices of financial record-keeping and report preparation.

Ability to:

- Organize, prioritize and coordinate work activities in a confidential manner.
- Read, interpret and apply rules, policies and procedures.
- Maintain detailed and accurate payroll records.
- Provide accurate paychecks to employees and generate related reports.
- Establish and maintain effective working relationships with city staff, public agencies, the business community and the general public.
- Operate standard office equipment including desktop computers.
- Develop and maintain effective working relationships with others and work with limited supervision.

EXPERIENCE AND EDUCATION

Education:

Equivalent to an Associate Degree in accounting, business administration or a related field.

Experience:

Three years of increasingly responsible accounting work with an emphasis in payroll processing.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License at time of appointment, to be maintained as a condition of employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions, read fine print and view computer screen for extended periods; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, ten key, filing, writing and answering telephones.

September 2003

Revised: April 2022

Reviewed and approved: _____
Personnel Officer

Date: _____



PUBLIC AFFAIRS ANALYST

DEFINITION

Under the direct supervision of a Turlock Police Lieutenant, the Public Affairs Analyst performs administrative functions in the development and administration of community relations and public information programs in response to public safety issues; to provide strategic public affairs direction and to serve as a public relations resource; and to promote and create awareness of the operations and objectives of public safety through public outreach, education programs, and marketing strategies with the use of a variety of media methods. Additionally, this employee will support the Professional Standards Unit by processing permits as directed by the supervising Lieutenant, serving as a representative for special events occurring in the city, coordinating compliance and communication with necessary regulatory agencies including but not limited to Alcohol Beverage Control and the Department of Cannabis Control. Assist the Professional Standards Sergeant with ensuring department training and training compliance. Assisting in developing / modifying department policy. Assist with Internal Affairs Investigations in a support role as deemed appropriate by the Supervising Lieutenant.

This position is designated as Confidential for Labor Relations purposes and is subject to overtime assignments evening and weekend assignments.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by designated Lieutenant or other designee at the direction of the Chief of Police.

DISTINGUISHING CHARACTERISTICS

Public Affairs Analyst responsibilities include handling most assignments and issues with considerable independence under general management direction. There are regular contacts with elected and appointed officials, the various media, staff, citizens and a variety of other customers. These contacts require tact, discretion and persuasion. Demonstrates professional and technical competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

This position shall not investigate in any manner, sworn or non-sworn personnel for any purpose or reason.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to:

- Evaluate and administer public information and media communications regarding public safety issues.

- Respond to inquiries and requests for information from the media, government agencies, City staff, and members of the public.
- Develop, write, edit, design, and produce various communication materials including newsletters, brochures, fact sheets, press releases, articles, multi-media presentations, correspondence, reports, speeches, and special publications.
- Participate in the preparation, publication, and distribution of internal and external newsletters, public service announcements, annual reports, and other communications.
- Research, compile, and prepare reports, and documentation on program activities; evaluate and analyze the effectiveness of communications programs and implement changes, as needed; maintain records of program findings and corrective actions; prepare periodic status reports.
- Confer with divisions and units on initiatives, programs, and projects; provide guidance and direction regarding strategic communication planning and implementation.
- Coordinate major press events, media management, and public outreach for public safety events and issues.
- Create pro-active relationships with members of the local media and serve as the staff's contact person with the media.
- Provide direction and counsel on emerging and urgent communications issues; recommend responses; assist with media and public relations issues.
- May serve as the City's Public Information Officer during citywide emergencies to develop and direct emergency information to the media, City employees, and the general public.
- Recommend vendors; recommend design, color, graphics, and appropriate media in accordance with budget.
- Plan and coordinate video presentation projects using script-writing techniques; plan, manage, and develop content for the production of video, audio, and commercial artwork for a variety of print, online, and multimedia publications, and work products.
- Maintain the content of the Police Department's website ensuring accuracy, consistency, and quality by coordinating the resources of various departments.
- Represent the City at public meetings or community events, as required.
- Represent the communications function to committees, outside organization, and staff subcommittees, as necessary; coordinate department communications activities with outside agencies and other City divisions and departments.
- Ensure sensitive and controversial matters are managed in a discreet and professional manner.
- Ensure the Department's website and social media pages are current and relevant, and that Department accomplishments are highlighted and reported to appropriate media sources.
- Attend Police Department functions and activities for media content. Ride along with Patrol.
- Develop and enhance branding of Police Department.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Train others in media relations.

- Observe and maintain a safe working environment in compliance with established safety programs and procedures.
- Process applicable permits.
- Serving as a Police representative for special events occurring in the city.
- Assist with ensuring department training and training compliance to include preparing annual training plan, tracking / processing school requests as well as coordinating in service training days.
- Assisting with department policy adherence and issuance.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Police policies and procedures; California Government Code sections applicable to public safety officers' procedural bill of rights.
- Principles and practices of public relations, media, marketing, and advertising.
- Public information and community relations program development and implementation.
- Effective methods for preparing and presenting facts and information to the public and the media, including formatting of materials for publications and news releases.
- Writing and editing techniques for a variety of audiences
- Research and problem-solving techniques.
- Multiple social media platforms.
- Pertinent federal, state, and local laws, codes, rules, and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Ability to understand police principles relating to policy and training requirements

Ability to:

- Perform professional public information duties to promote and market safety services and programs.
- Exercise independent judgment in identifying and responding to request for information from the media and public.
- Effectively function under multiple deadlines.
- Interpret, explain, and apply City and department policies, procedures, rules, and regulations.
- Present complex information in a clear and understandable manner.
- Write, edit, design, and photograph.
- Establish and maintain effective working relationships with those contracted in the course of work.
- Communicate effectively, both orally and in writing.
- Public speaking.
- Operate office equipment including computers and supporting work processing, spreadsheet, and database applications.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelor's Degree, with major course work in business/public administration, public relations, journalism, mass communication, or related field.

Experience:

Two years of increasingly responsible experience involving the development and execution of broadcast journalism, public relations or marketing programs. Any work in a Law Enforcement agency as it relates to policy or training requirements will be considered desirable.

LICENSE AND CERTIFICATES

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position will be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the required physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings.

Class Established: 06/11
Revised 09/11
Revised 04/22

Reviewed and Approved: _____ **Date:** _____



POLICE BUSINESS UNIT SUPERVISOR

DEFINITION

The Police Business Unit Supervisor performs a variety of supervisory functions to support the Police Department including but not limited to supervising the budget process; providing a variety of administrative support; performing and supervising research, statistical, and other analytical work; planning, organizing, and supervising assignments in functional areas such as purchasing, project management, facility maintenance, event coordination, and other areas for the Police Department; performing other job related duties as assigned.

This classification is assigned to the confidential bargaining group for labor relations purposes.

DISTINGUISHING CHARACTERISTICS

The Police Business Unit Supervisor is a non-sworn supervisory classification in the Police Department with a focus on planning, organizing, directing, and supervising the budgeting, purchasing, and general business administration of the Police Department. Supervision is received from a Police ~~Lieutenant, Police Captain~~[Support Operations Division Manager](#), or other Command-level position within the Police Department.

ESSENTIAL FUNCITONS: - Duties may include, but are not limited to the following:

- Recommend and assist in the implementation of goals and objectives and implement policies and procedures.
- Plan, prioritize, assign, supervise, and assist in the budgetary and fiscal control processes for the department, project revenue and expenditures; prepare the department's budget; develop proformas for the department, collaborate with City Finance and represent the department's interests in fiscal matters.
- Coordinate and supervise functions and activities at the Public Safety Facility including the coordination and supervision of staff necessary to prepare for functions and events.
- Coordinate and Supervise the Cadet Program, including maintaining records for minimum school requirements, schedules and duties.
- Coordinate the maintenance, repair, janitorial services, and ongoing usability and good operation of the Public Safety Facility.
- Investigate, analyze, develop, and prepare special studies or projects as requested; conduct special projects and administrative studies; prepare research and analytical reports.

- Supervise and coordinate the department's purchasing function including vendor development, specification development, solicitation of bids, cost evaluations, and the preparation of committee or council reports.
- Coordinate and supervise the management of fiscal records.
- Coordinate and supervise the development and administration of grants, supervise and coordinate the fiscal monitoring and reporting for grants, contracts and agreements; supervise and coordinate billing for services provided.
- Supervise, coordinate, prepare, and keep record of documents necessary for presentation to the Turlock City Council.
- Provide technical assistance to other department staff on business and analytical matters.
- Prepare and process documents and data relative to the department's payroll including accruals, benefits and specialty pay.
- Perform departmental administrative duties as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic supervisory principles and practices
- Financial/statistical/comparative analysis techniques.
- Principles and practices of organization, administration, and business administration.
- Principles and practices of budget preparation and administration.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of financial records keeping and reporting.
- Technical report writing procedures.
- Principles and practices of purchasing.
- Principles of project management.
- Administrative research techniques, sources and availability of information.
- Methods and techniques of design for informational materials such as flyers, brochures and visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Application of various labor MOU's relative to payroll processing.
- Computer software programs required to perform job duties.

Ability to:

- Plan, coordinate, schedule and supervise the activity of subordinate staff.
- Learn the process and structure of City and departments.
- Learn applicable Federal, State, and local laws, codes and regulations.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Manage projects and coordinate activities.
- Prepare completed staff work for oral and written communication.
- Plan, initiate and complete work assignments with minimal direction.
- Communicate clearly and concisely, both orally and in writing.
- Use and operate a personal computer with a variety of software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Represent the City and the Department in a variety of situations.

EXPERIENCE AND EDUCATION:

Experience:

Three years of increasingly responsible administrative and analytical experience with at least one year of supervisor and/or lead experience in business administration, fiscal management, purchasing coordination, project management, or a related field.

Education:

Possession of a Bachelor's Degree from an accredited institution in business or a related field.

LICENSE OR CERTIFICATE

License:

Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions; sufficient dexterity and hand-eye coordination to operate drafting and field surveying equipment; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; stamina to work long hours and attend night meetings.

| Revised 04/22

Reviewed and Approved:

Personnel Officer

Date



March 1998
Revised 10/03
Revised 5/06
Revised 4/22

FIRE BATTALION CHIEF

DEFINITION

Under direction, the incumbent is responsible to supervise an assigned shift in the provision of fire suppression, emergency medical services, fire prevention inspection shift and/or department training and investigation activities; act as Incident Commander during assigned shift; plan, organize and coordinate shift assignments; administer the performance evaluation system and may assume responsibility for specialty function areas for an assigned shift.

This classification is assigned to the Turlock Firefighter's Bargaining Unit for labor relations purposes and is subject to overtime and call-back assignments.

DISTINGUISHING CHARACTERISTICS

~~The Fire Battalion Chief is distinguished from the Fire Captain classification in that the former provides supervision to the entire shift. The Fire Battalion Chief shall serve as the Incident Commander for major emergency events occurring while on shift. The Fire Battalion Chief coordinates all shift activities under the direction of the Fire Chief or designee.~~

Under the direction and guidance of the Fire Chief (or designee), the Battalion Chief is responsible for planning, organizing, directing, coordinating, and supervising activities of an assigned shift which includes the management of personnel, fire prevention and training activities, and oversight of major programs. Within the framework of organizational policies and procedures, the Battalion Chief operates with considerable latitude for independent decision making.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

~~Performs all essential functions of the Fire Captain including:~~

- ~~• Responds to emergency calls of all types including but not limited to: fire suppression, emergency medical response, and hazmat releases, and assumes responsibility as Incident Commander unless relieved by a senior officer.~~
- ~~• Assists in all aspects of fire fighting operations; Operates resuscitator, other emergency equipment and administers medical aid.~~
- ~~• Supervises vehicle maintenance and may perform mechanical repairs.~~
- ~~• Conducts maintenance procedures to facilities and equipment.~~

- ~~Answers general questions from the public.~~
- Plans, organizes and directs, under the supervision of the Fire Chief or designee, the functioning of specialty areas within the Fire Department.
- ~~Enforces Fire Department rules and regulations.~~
- ~~Performs a wide variety of general staff work as assigned.~~
- ~~Prepares reports, processes forms and makes recommendations and other required administrative procedures for assigned station and/or company.~~
- ~~Investigates cause and origin at a fire scene.~~
- ~~Studies and applies principles of fire hazard identifications and fire fighting techniques.~~
- ~~Participates in drills and exercises and conducts same.~~
- ~~Performs fire inspection and prevention duties.~~
- ~~Supervises shift and crew at station and emergency scene.~~
- ~~Develops, supervises and/or administers training in fire fighting tactics, chemistry, rescue, safety and related areas.~~

~~In addition, performs the following expanded duties beyond those required of a Fire Captain:~~

- ~~Directly supervises Officers/Engineers and Firefighters on an assigned shift.~~
 - Supervise and coordinate fire suppression companies on an assigned shift or within assigned stations; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures; assume responsibility for all personnel and non-emergency duties and activities within an assigned fire management area(s).
 - Assist in the development and implementation of Department goals, objectives, policies, and procedures.
 - Plan, prioritize, assign, supervise, and review the work of staff involved in fire suppression, communications, and training.
 - Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials, and supplies; monitor and control expenses; conduct fiscal analyses and studies.
 - Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
 - Respond to and manage critical emergency incidents and calls for service; act as the incident commander or other position identified in the incident command system; evaluate the need for additional assistance and equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

- Support and monitor overall training activities and requirements; work with the Training Division to ensure training needs are identified, addressed, and being completed within prescribed time frames; develop, coordinate, and participate in company drills.
- Identify opportunities for improving service delivery methods and procedures related to area of responsibility.
- Interpret and apply departmental policies and procedures; enforce staff compliance.
- Prepare and review forms, reports, schedules, recommendations, and other administrative records related to fire suppression, training, or other special programs as assigned.
- Prepare special research reports and develop and manage projects and programs as assigned.
- Ensure the safe use and condition of department property; inspect buildings, grounds, equipment, and supplies.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observe and maintain a safe working environment in compliance with established safety programs and procedures.
- Performs related duties as assigned.
- ~~Schedules shift assignments, implements disciplinary action, and administers daily shift activities within the framework of Departmental and City goals.~~
- Administers the Fire Department's employee performance appraisal and progressive disciplinary system, up to and including written reprimands for assigned shift. Makes recommendations regarding appointment of new personnel.
- ~~Maintains all records of vacations, holidays, and sick days utilized by members of shift.~~
- Maintenance of daily rosters, NFIRS reports and training rosters
- ~~Coordinates special projects which involve members of their assigned shift and insure coordination with other shifts as required.~~
- ~~Develops and coordinates monthly activity schedules and reviews such with Battalion Chiefs.~~
- ~~Enforces all Fire Department Rules, Regulations, Codes and Ordinances.~~
- ~~Assumes coordination role of purchasing supplies for assigned shift.~~
 - Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures of modern fire suppression, prevention, management and equipment, and the ability to apply the knowledge to fire control and fire prevention situations.
- ~~Emergency/medical aid procedures and techniques, the~~ The geography of the City and of major fire hazards and water supply systems.
- Building materials and construction and the principles of combustion.
- Local, state and national codes, ordinances and laws relating to fire prevention.
- Principles and supervision, management and training.
- Rules, regulations and procedures of the Fire Department.
- Principles of administration, including personnel, budgeting/purchasing and goal development and implementation.
- Current Incident Command System and implementation measures within it.
- Operation and maintenance of apparatus utilized in modern firefighting operations.
- Fire investigation methods, practices and procedures.
- First aid and emergency medical practices.

Ability to:

- Lead personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and coordinate training on an assigned shift.
- Interpret, explain and apply fire prevention laws and departmental rules and regulations.
- Represent the Department in public forums.
- Establish and maintain cooperative relationships with those contacted during course of work.

EXPERIENCE AND EDUCATION

Experience:

~~Five years of fire fighting experience, including at least three years with the Turlock Fire Department as a Fire Captain.~~

A minimum of three years with the Turlock Fire Department as a Fire Captain.

Education:

Possession of an Associate Degree in Fire Science, Public Administration or related field at time of appointment

OR

Must be currently enrolled in an accredited university or institution and obtain an Associate Degree in Fire Science, Public Administration, or a related field within 24 (twenty-four) months from the date of application.

OR

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

~~Possession of California State Fire Training (SFT Fire Officer Certificate~~

~~Within eighteen months of appointment, the incumbent must complete Fire Management 2a and Fire Command 2a in the California Fire Academy System.~~

LICENSE OR CERTIFICATE

Possession of California State Fire Training (SFT) Fire Officer Certificate (old curriculum) or SFT Company Officer Certificate (current curriculum) at time of appointment.

Within eighteen (18) months of appointment, the incumbent must complete coursework for the State Fire Training Chief Fire Officer certification track*. Coursework consists of these four (4) courses:

- Chief Fire Officer 3A: Human Resource Management for Chief Fire Officers
- Chief Fire Officer 3B: Budget and Fiscal Responsibilities for Chief Fire Officers
- Chief Fire Officer 3C: General Administration Functions for Chief Fire Officers
- Chief Fire Officer 3D: Command of Expanding All-Hazard Incidents

*Coursework from the SFT Chief Officer Certification track (discontinued 12/31/2016) may be substituted for the above-listed Chief Fire Officer classes.

Possession of a valid Class B California Driver's license and maintenance of the same as a condition of continued employment.

Possession of an EMT-D Certificate and maintenance of the same as a condition of continued employment.

PHYSICAL REQUIREMENTS

At time of appointment to this position, incumbents must possess the physical ability and stamina to meet fire and safety protection line duties including: vision corrected sufficiently to drive City vehicles and apparatus and meet medical standards established by the Department of Motor Vehicles to maintain Class B Driver's License, read blueprints, fine print and MDT's; hear well enough to identify mechanical noises, converse on the radio, telephone, and in person over incident noise; bodily mobility to crawl in attics, maintain balance on narrow platforms, to climb ladders, make rapid transitions from rest to near maximal exertion without warm-up periods; use of hands and fingers to write, drive vehicles and administer medical treatment; must be able to lift

equipment and people as necessary; free from any physical, emotional or mental condition that might adversely affect the ability to exercise the duties of the position; tolerate extreme fluctuations in temperature while performing essential functions, must perform physically demanding work in hot (up to 400 F), and humid (up to 100% humidity) atmospheres while wearing firefighting equipment which significantly impairs body cooling mechanisms.

Created: March 1998

Revised 10/03

Revised 5/06

Revised 4/22

Reviewed and Approved: _____
Personnel Officer

_____ **Date**



ADMINISTRATIVE ANALYST/~~ADMINISTRATIVE SERVICES~~HUMAN RESOURCES

DEFINITION

Under the general administrative direction of the ~~Service Area~~Human Resources Director, the Administrative Analyst is responsible to provide administrative support by performing research, statistical and other analytical work; ~~assisting in long range budget forecasting,~~ preparing division budgets, and to fulfill other assignments ~~related to~~in functional areas such as computer systems, payroll systems, withholding, Deferred Compensation, Retirement, and other benefits. ~~personnel, purchasing and audits.~~ The Administrative Analyst may be required to represent the department in public activities, meetings and facilitate positive relationships with other service areas, agencies or organizations.

This position is assigned to the Management Bargaining Unit ~~designated as management~~ for labor relations purposes and is considered exempt under FLSA.

SUPERVISION RECEIVED AND EXERCISED

General administrative direction is provided from the Human Resources Director. The incumbent in this classification is expected to work with minimal direct supervisor or assistance in new or unusual situations arise.

DISTINGUISHING CHARACTERISTICS

~~General administrative direction is provided by the Service Area Director. The incumbent in this classification is expected to work with minimal direct supervision or assistance as new or unusual situations arise.~~ The incumbent is expected to demonstrate technical competence while working as a team member and be capable of exercising independent judgement and initiative in a number of confidential and sensitive assignments. The incumbent may will, as part of their assignment, supervise others.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to the following:

- Assist in preparation and review of all division operating, budgets.
- ~~Assist in long range budget forecasting by utilizing spreadsheet software.~~
- Review and reconcile the department's monthly expenses accounts.
- Investigate, analyze, develop and prepare special studies or projects as requested.
- Research special issues, problems, and procedures; prepare various written and oral reports for the ~~Service Area~~ Human Resources Director ~~or division managers~~ regarding special projects, problems and requests.
- Submit reports and recommendations for effective adjustment and implementation.
- ~~Coordinate and submit recommendations for purchasing requests based upon need assessment and research activities.~~
- ~~Alert Service Area Director and division managers to problems detected in department budget related to planned programs, projects or expenditures.~~
- ~~Communicate with Finance and purchasing to maintain current data.~~
- ~~Assist in audits, become familiar with audit requirements and maintenance of records.~~
- ~~May~~ Supervise technical or clerical staff.
- Supervises complete payroll process; provides required employee notices related to payroll; assures payroll is accurate and timely and meets all legal requirements; processes electronic payroll deposits and oversees issuance of checks and statements.
- Generates and balances tax payments and tax reports, including processing W2's; provides financial submission of data to appropriate federal and state agencies.
- Oversees and processes payments for deferred compensation plans and other benefit and retirement related plans; negotiates and monitors contracts, changes and costs.
- Reviews and submits semi-monthly payroll variances, for department or assigned staff.
- Manages and processes payments and projections for all employee Insurance Trust Funds, TCEA, Management/Confidential, Fire, and Police. Works with actuarial on updates and changes for Trust Funds.

- Manages, sets up Plan Documents and processes all new Vantage Care, retiree health plans that are negotiated with MOU's by bargaining unit. Processes plan changes and keeps City abreast of IRS and plan changes. Processes semi-monthly payments and updates document plans with employee changes and retirements. Decides if withdrawals are within plan document rules and approves withdrawal forms for those that are.
- Works closely with in the Human Resource department on employee policies, FMLA, Long Term Disability, PERS disability retirements, MOU implementation, active health insurance plans, retiree and Cobra health plans and Section 125 plans.
- Works closely with in the Human Resource department ~~and employees~~ on employee retirement and terminations. Provides reporting information for Supervisors when needed to assist with discipline processes.
- Models appropriate professional supervisory conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principals and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Statistical methods and methods of graphic presentation.
- Principles and practices of budgeting accounting in a municipal government.
- Modern office procedures, methods and computer equipment and word processing and software applications.
- Principles and procedures of financial record keeping and reporting.
- Technical report writing procedures and grant proposal development.

Ability to:

- Learn the process and structure of the City of Turlock
- Learn pertinent federal, state and local laws, codes and regulations.

- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Prepare completed staff work for oral and written communications.
- Work with and control sensitive, confidential information.
- Estimate and project revenues and expenditures.
- Plan, initiate and complete work assignments with a minimum of direction.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships in a team environment and with those contracted in the course work.
- Utilize word processing, spreadsheet and presentation computer software in an effective and efficient manner.

EXPERIENCE AND EDUCATION

Experience:

Two years of increasingly responsible technical, administrative or analytical experience in a public agency.

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in Business Administration, Accounting, Public Administration, Economics or a closely related field.

LICENSE AND CERTIFICATION

Possession of and the ability to maintain an appropriate, valid California Drivers License as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person, assist customers and program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuation in temperature while performing essential functions and be able to lift equipment as necessary.

Reviewed and Approved:

Personnel Officer

Date

March 2015

Revised April 2022



DEPUTY PUBLIC WORKS DIRECTOR

DEFINITION:

Under the administrative direction of the Public Works Director, assists in planning, directing and organizing of the Engineering, Transit, Facilities Maintenance and Recreation Divisions of the Public Works Department. Specifically responsible for management and administration of complex technical, financial, statistical and analytical work of the Department. The incumbent may assist the Director in public activities or meetings and oversees coordination of other service areas as directed. Performs other job related work as required.

This position is assigned to the Management Bargaining Group for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Director. The job incumbent provides general supervision to subordinate level professional, technical, maintenance, recreation, and clerical staff.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification responsible for the supervision of discrete sub-departmental organizational component(s) and programs/functions within a department as determined by the Department Director, City Manager and City Council. The incumbent may serve as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team in the absence of the Director. Exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates technical competence while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal and state law and related regulating entities.

EXAMPLES OF DUTIES *(Duties may include, but are not limited to the following):*

- Plan, organize, and direct assigned divisional activities, including planning, directing, supervising, and coordinating operations and maintenance activities of assigned divisions.
- Assist in the development, planning, and implementation of department goals, objectives, policies, and procedures.

- Direct, oversee, and participate in the development of the assigned divisional work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare assigned division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Assist the Director of Public Works in managing and directing the functions of the Public Works Department.
- Establish and implement short and long-range plans and goals, including strategic planning.
- Research, prepare, and present technical and administrative reports; prepare written correspondence.
- Serves as technical advisor to the City Council, City Manager, Department Manager and Planning Commission on a broad range of projects and issues; prepares and submits reports and recommendations for management consideration.
- Oversees and monitors projects through all phases and assures compliance with regulations of various local, state and federal agencies.
- Develops and monitors compliance with divisional policies and procedures.
- Consults and coordinates with City departments, citizens and officials regarding conflicts and issues related to contract and regulatory compliance.
- Prepares multiple specialized budgets related to assigned activities; oversees budget implementation; determines budget forecasts; administers the approved budget.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings, as needed.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Manages the activities of consultants, including selection, evaluation, and contract administration.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; consortium, participates in teams, or committees, as needed.

- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of operating, maintaining, and constructing City infrastructure.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Principles and practices of contract management.
- Pertinent federal, state, and local laws, codes, rules, and regulations.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, staff selection, training, and performance evaluation.
- Technical, legal, and financial issues related to a municipal public works projects.
- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to proposed public works projects.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Federal Aviation Administration (FAA) and Federal Transit Administration (FTA) rules and regulations.
- Statistical methods and principles.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles of effective time management
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Provisions, principles and practices of municipal structure and organization

Ability to:

- Organize, implement, and direct comprehensive public works programs.
- Develop and monitor assigned program budgets.
- Supervise, train, and evaluate staff.
- Interpret, explain, and apply federal, state, local, and department policies, procedures, laws, rules, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.

- Develop, interpret, and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Review and interpret cost estimates.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.
- Operate office equipment including computers and supporting word processing, spreadsheet, database applications
- Understand City processes and procedures and specific requirements of assigned program area.
- Work with and control sensitive and confidential information.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments with a minimum of direction; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

EXPERIENCE:

Four years of increasingly responsible professional experience with a public agency in engineering, planning, transportation, public administration, or a related field, which includes two years of progressively responsible administrative and supervisory experience, or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.

EDUCATION & TRAINING:

Equivalent to a Bachelor's degree from an accredited college or university with significant course work in the areas of Civil Engineering, Urban Studies, Public Administration, or related fields.

LICENSE AND/OR CERTIFICATE:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles,

writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

April 12, 2022

Reviewed and Approved:

Personnel Office

Date



Development Services Director

DEFINITION

Under administrative direction, plans, directs, organizes and reviews the ~~engineering, transit, housing,~~ planning, and building ~~divisions and safety divisions~~ of the Department of Development Services; responsible for budget, and program direction; provides direction to assure compliance to federal, state and local regulations. Provides leadership and direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions and the public. May act as City Manager in his/her absence and performs other job-related work as required.

This position is designated as un-represented for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. The incumbent supervises ~~professional engineering, para-professional engineering, transit, housing,~~ planning, building, ~~and safety~~ and administrative support staff directly or through subordinate supervisory staff.

DISTINGUISHING CHARACTERISTICS

This is a department head management classification responsible for the discrete departmental organizational component(s) and programs/functions involving the management and coordination of the City-wide ~~engineering, transit,~~ planning, building staff, ~~and housing, and capital improvement programs and functions.~~ In addition, the job incumbent has direct responsibilities for overseeing and directing the work of subordinate staff.

The incumbent exercises policy development and promulgation responsibilities for multiple program/functional areas. Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. Demonstrates professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to ~~engineering, housing, planning and building~~ and safety functions.
- Confers with and makes recommendations to the City Manager regarding projects and programs
- Directs departmental policy; collaborates with division managers regarding divisional policies and procedures.
- Provides administrative direction to activities relating to the effective utilization of personnel, facilities and equipment.
- Directs, plans, and coordinates strategy to achieve the City's goals for local, state and federal programs related to affected programs and projects.
- ~~Directs and reviews all public works engineering activities including design, surveying, and inspection.~~
- Supervises and participates in the development and administration of the ~~housing, Engineering, Planning and Building~~ and Safety budget; directs and forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
- ~~Supervises and participates in the development and implementation of the capital improvement program.~~
- ~~Confers and consults with administrative staff on problems related to the design and construction of public works systems, the interpretation and enforcement of construction specifications, and the design and operation of traffic system.~~
- Directs the preparation of agenda items for the City Council, Planning Commission and other committees, commissions and boards involved in land use, development and general planning activities.
- Participates in the —work of area-wide and regional groups/agencies concerning growth, development, environmental quality, and economic development
- Provides leadership, direction and technical advice on most complex projects and issues; negotiates with land owners and developers concerning economic development/redevelopment of the City; conducts environmental impact evaluations on proposed projects.
- Provides interpretation and advice on the most complex areas of compliance regarding regulations of local, state and federal agencies.
- Consults, confers and coordinates with City departments, citizens and officials regarding conflicts and issues related to contract and regulatory compliance; participates with Executive Team; consults with individuals and groups in the community concerning the growth and development of the City.
- Directs and participate in the preparation of multiple specialized budgets related to assigned activities; oversees budget implementation; directs the forecast of additional funds; approves expenditures; implements mid-year adjustments.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.

- Attends assigned meetings and training; interacts with outside agencies and commissions; consortium, participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Selects, trains, and evaluates personnel; establishes and monitors employee performance objectives; prepares and present employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination actions.
- Selects, oversees, and evaluates adequacy of ~~consulting-engineering~~, housing, planning and building services; prepares requests for proposal; coordinates contract activities and provides technical advice and interpretation as required.
- Responds to and resolves the most difficult and sensitive citizen inquiries and complaints.
- Meets with the public in small and large groups to discuss City development services policies, practices, and problems.
- Determines need for new equipment and facilities, major repairs, and rebuilding projects.
- Coordinates ~~engineering, transit~~, planning, housing and building activities with other City Departments and with outside agencies.
- Ensures close coordination with other City departments and affected outside groups.
- Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- Makes presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Ensures staff works in a safe manner; follows safety requirements; and monitors compliance.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of community development, urban planning, housingtransit, and building inspections, municipal structure and organization and related areas.
- Research and statistical methods and sources of information related to urban growth and development.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.

- Applicable federal, state and local laws and regulations and related guidelines governing development, transit, building inspections, housing and planning, ~~and safety~~.
- Recent developments, current literature, and sources of information in municipal public works administration.
- Principles and techniques of budget development and administration.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct and supervise the work of professional, technical, and office support staff.
- Organize, direct, and coordinate the activities of a large division in a manner conducive to full performance and high morale.
- Delegate authority and responsibility and schedule and program work on a long-term basis.
- ~~Coordinate the work of consultants, engineering, and maintenance and operations staff, other department staff and agencies concerning major construction projects, and capital improvements programs.~~
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Communicate clearly and concisely orally and in writing.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Select, lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives; make presentations before groups and represent the City in public forums.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

EXPERIENCE

Five years of increasingly responsible professional experience with a public agency in public administration, urban planning and development services, municipal engineering experience, or a related field including three years of administrative/supervisory responsibility.

EDUCATION & TRAINING

Possession of a Bachelor's degree from an accredited college or university with significant course work in the areas of Urban Planning, Public Administration, Civil Engineering or related fields.

Desirable Qualification: Possession of an AICP certificate or Master's Degree in Planning, Public Administration or related field is desirable.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

While performing the essential duties of the position, the employee is regularly required to stand; sit, walk; use hands; move fingers to feel objects, tools and controls; reach with hands and arms; and talk and hear. Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift and move up to 15 pounds; the employee may occasionally be required to work outdoors in inclement weather.

Reviewed and Approved:

Personnel Officer

Date

November 2006

Revised 6/2014

Revised 11/2017

Revised 12/2017

Revised 10/2021

Revised 04/2022



FINANCE DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, directs, and reviews the activities and operations of the Finance Department, including financial planning, budgeting, accounting and auditing, treasury cash management, and billing of other accounts; oversees the preparation of the annual budget and serves as consultant with other City Officials in financial accounting practices; directs the purchasing, utility billing, accounting, and auditing divisions within the Finance Department; may act as City Manager in his/her absence; and performs other job-related work as required.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. The job incumbent directly supervises staff responsible for divisions in the Finance Department, to include, purchasing, utility billing, accounting, and auditing.

DISTINGUISHING CHARACTERISTICS

This is a department director classification responsible for the direction of a discrete departmental organizational component and divisions in the Finance Department. Provides highly responsible and complex administrative assistance to the City Manager. ~~Duties and responsibilities are performed in accordance with law, ordinance, and City policy.~~

Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. Demonstrates professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to:

- Participate in the development and administration of the City's annual audit process and preparation of the City's financial statements

- Participate in the development and administration of the City budget by forecasting revenues, monitoring expenditures, and analyzing trends to ensure compliance with budgetary expenditure programs and policies.
- Management and participate in the development and administration of the City budget.
- Prepare and/or coordinate all general fund, non-general fund, and capital budgets; assist in budget implementation and adjustments, as needed; participate in budget forecasts; administer the approved budget.
- Oversee the purchasing, utility billing, accounting, and auditing programs that encompass budget, purchasing, accounting, and auditing.
- Provide administrative assistance to the City Manager and City Council; prepare and present reports to the City Council and various committees and commissions regarding the City financial matters.
- Serve as the City Treasurer pursuant to local ordinances; serve as the City's budget officer, City Auditor, financial advisor overseeing financial forecasting, investment management, and related financial activities.
- Participate in the issuance of debt; ensure timely and accurate debt services payments.
- Prepare financial statements in accordance with generally accepted accounting standards).
- Monitor, supervise, and participate in the City's central accounting activity, including the preparation of varied financial reports and monitoring of annual audit.
- Prepare highly complex and technical reports; document policies and procedures; conduct research.
- Develop and implement estimation programs for revenues and tax yields for use by the City Manager and other City officials.
- Participate extensively in the development and implementation of municipal financial policies; may prepare alternative models for planned changes and expenses..
- Coordinate Finance Department activities with those of other departments and outside agencies and organizations.
- Oversee and participate in the development of the finance office work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

- Conduct research and develops recommendations on City-wide work methods, operation policy and procedures, programs, services, and other financial issues.
- Provide highly responsible administrative staff assistance including conducting specific and comprehensive analysis of municipal policies involving finance.
- Ensure close coordination with other City departments and affected outside groups.
- Make presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Supervise staff including provision of timely performance evaluations; recommend and implement approved discipline; provides staff development; and maintain high standards necessary for efficient, professional operations.
- Build and maintain respectful and positive working relationships with staff, supervisors, outside agencies, and the public using principles of good customer service; provide effective conflict resolution.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and supports City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training; interact with outside agencies and commissions; provide leadership for teams, or committees, as needed.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of public sector accounting, financing and generally accepted accounting practices (GAAP), and debt financing.
- Principles and techniques of budget development and administration.
- Principles and practices of computerized financial information systems.
- Modern governmental accounting and financial practices, procedures and standards.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Pertinent Federal, State and local laws, codes, and regulations.

- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- Principles of employee supervision, career development, and training.
- The concepts of word processing, spreadsheets, micro-computer and mainframe computer applications.
- Modern methods of records management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution, and excellent customer service.

Ability to:

- Compile and analyze financial reports and make revenue estimates within reasonable limits.
- Prepare, forecast, and administer a budget.
- Organize, implement, and supervise departmental goals and City objectives.
- Administer a variety of budgetary activities.
- Prepare a variety of complex and comprehensive reports and documents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, direct, and supervise the work professional, technical, and office support staff.
- Make presentations before groups and represent the City in public forums.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Use computer and needed programs effectively.
- Communicate effectively, orally, electronically, and in writing.
- Establish and maintain cooperative working relationships with City officials, employees, and the general public.

EXPERIENCE

Five years of increasingly responsible experience performing municipal financial planning and analysis, and public accounting, which included two years of managerial and supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge, and abilities.

EDUCATION

Possession of a Bachelor's degree from an accredited college or university in finance, accounting, business administration, public administration or a closely related field.

DESIRABLE QUALIFICATIONS

Certification as a Certified Public Accountant (CPA) or possession of a Master's degree in a closely related field.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain required physical abilities including: Vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on telephone and in person; body mobility adequate to drive and perform required duties; use of hands and fingers adequate for driving, writing, typing and computer related functions; ability to lift tools, files and equipment as needed.

Class Established: April 2021

Revised: [April 2022](#)

Reviewed and Approved:

Personnel Officer

Date



COMMUNITY HOUSING PROGRAM SERVICES MANAGER

DEFINITION:

Under general direction manages and administers complex and technical, financial, statistical, analytical work of housing programs; provides budget preparation, forecasting, funding and program direction; oversees loan and property related activities, audits and federal, state and local regulations related to housing programs. The incumbent may assist the department head in public activities or meetings, and oversees coordination with other service areas, agencies, non-profit organizations, committees, boards, commissions and a consortium. Performs other job related work as required.

~~This position is designated as un-represented~~ This position is assigned to the Management Bargaining Unit for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the ~~Community~~ Development Services Director. The job incumbent provides general supervision to subordinate level supervisors and or technical staff in the housing program area.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification responsible for the supervision of discrete sub-departmental organizational component(s) and programs/functions as determined by the Department Director, City Manager and City Council. The incumbent serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team. Exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates technical competence while working as a team member and exercises independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, Federal Department of Housing and Urban Development (HUD), State of California, Housing and Community Development Department (HCD) and related regulating entities.

EXAMPLES OF DUTIES

- Oversees, plans, develops, and implements strategy to achieve the City's goals for local, state and federal programs related to community housing and economic development, including community preservation, neighborhood revitalization single and multiple rehabilitation, affordable housing, first time buyer, sweat-equity, homeless-shelter, real property nuisance abatement, mobile home rent control, block grant, and related housing, loan and community Development programs and projects.

- Oversees land purchases, relocations and financing related to Community Development projects. Serves as the City's HUD IDIS administrator in monitoring and approving all CDBG and HOME grant funds drawdowns. Coordinates with lenders.
- ~~Provides leadership, administration and technical advice to City of Turlock/County of Stanislaus HOME program Consortia and sub-recipients.~~
- Serves as Secretary to the Housing Rehabilitation/Economic Development Loan Committee, member of the Neighborhood Revitalization Committee and alternate member to the Redevelopment Agency Loan Committee; provides professional advise, recommendations and information to these and other advisory groups.
- Prepares and submits reports and recommendations to the department head, City Manager and City Council on a broad range of community preservation, neighborhood revitalization, affordable housing and related issues and projects.
- Oversees and monitors programs, projects through all phases and assures compliance with regulations of various local, state and federal agencies; coordinates and monitors cooperation agreements with Housing Authority, Amerinational Community Services, Inc., and local and countywide non-profit agencies.
- Oversee the preparation, implementation and compliance of the City/HUD 5 year Consolidated Housing Plan with local, state and federal agencies.
- Develops and monitors compliance with divisional policies and procedures.
- Consults and coordinates with City departments, citizens and officials regarding conflicts and issues related to contract and regulatory compliance.
- Prepares procedure manuals; oversees grant applications and other research and reports; assists with audits.
- Prepares multiple specialized budgets related to assigned activities; oversees budget implementation; determines in budget forecasts; administers the approved budget.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings, as needed.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; consortium, participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced principles and practices of community revitalization, affordable housing, neighborhood preservation, housing rehabilitation and related areas.
- Consortia operations and functions.
- Statistical and audit methods and principles.
- Procedures involving real estate practices; appraisal methods; loan underwriting and administration; mortgage default resolution; foreclosure, title and escrow functions; loan eligibility and related activities.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles of financial record keeping and reporting, auditing; technical report writing and grant writing
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Principles of effective file management and time management
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Provisions, principles and practices of, municipal structure and organization
- Applicable federal, state and local laws and regulations governing municipal housing finance, loan processing and related guidelines.

Ability to:

- Understand and interpret complex state and federal regulations, laws, codes, policies and solutions in the area of housing, revitalization and economic development.
- Develop program services that benefit the community; analyze policy issues and develop sound recommendations.
- Manage and monitor complex loan, grant and related programs, and other processes involving multiple institutions and groups.
- Understand City processes and procedures and specific requirements of assigned program area.
- Work with and control sensitive and confidential information.
- Estimate and project revenues and expenditures
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments with a minimum of direction; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

EXPERIENCE:

Four years of increasingly responsible professional experience with a public agency in public administration, community preservation, housing program services or a related field and supervision, or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.

EDUCATION & TRAINING:

Equivalent to a Bachelor’s degree from an accredited college or university with significant course work in the areas of Business Administration, Finance, Accounting, Public Administration, Real Estate, Economics or related fields.

LICENSE AND/OR CERTIFICATE:

Possession of a valid California Driver’s License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver’s license and proof of automobile liability insurance is a condition of continued employment.

Possession of a certificate from a nationally recognized organization such as National Association of Housing and Redevelopment Officials (NAHRO), or equivalent.

Possession of a Real Estate license desirable.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

Revised 7/95

Revised 4/96

Revised 2/02

Revised 4/22

Reviewed and Approved:

Personnel Officer

Date



HUMAN RESOURCES ANALYST, SENIOR

DEFINITION

Under general supervision, performs a variety of human resources work involving recruitment, selection, classification, salary administration, risk management, career development, retirement, benefits and other related human resources programs.

This position is assigned to the Management Bargaining group designated as un-represented for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FSLA).

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Human Resources ~~Manager~~Director. The Senior Human Resources Analyst may supervise Human Resources Analysts, technicians and office support staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Human Resources Analyst series. Positions at this level are distinguished from the Analyst level by the performance of the full range of duties as assigned with minimal assistance or direction. Incumbents are thoroughly familiar with the operating procedures of the human resources office, and possess a technical expertise related to assigned programmatic responsibilities.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to:

- Assists in the planning, development and implementation of human resources programs.
- Develop, evaluate, and validate selection instruments such as written, oral, and/or performance examination activities.
- Conduct position classification studies, including audit and analysis of positions and classifications.
- Prepare and revise classification specifications including preparation of related documentation necessary for formal adoption.
- Supervises and directs the work of staff with human resources responsibilities.
- Supervises the activities of subordinates including employee selection, training, instruction, task assignment, work review, performance evaluation and administration of progressive discipline as needed.
- Ensures close coordination with other City departments and affected outside groups.
- Occasionally may assist with presentations before various groups, including City Council, and professional and public meetings, as needed.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.

- Conduct salary and employee fringe benefit surveys, analyze data and recommend adjustments and internal relationships.
- Assist with the management of City self-insurance plans including health insurance and workers' compensation benefits.
- Assists in the resolution of employee disciplinary and grievance complaints.
- Assists in the development and implementation of negotiated labor agreements.
- Assists with the administration of formally adopted health, retirement, workers' compensation, drug & alcohol, blood borne pathogens and employee incentive programs.
- Provides assistance to City Departments and employees on human resources problems, staffing and organizational needs, the interpretation of human resources policies and procedures, and in resolving human resources problems.
- Provide orientation for new employees on City operations and a variety of human resources, retirement and benefit programs.
- Provide career advice and counseling to individuals and groups.
- Assist with administration of the operational functions of the city memorandum of understanding, retirement, benefits, and deferred compensation programs in accordance with established policies, regulations and requirements.
- Assist with the supervision of staff including provision of timely performance evaluations; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Fundamental principles and practices of public human resources management including recruitment, selection, classification, salary, career development, equal opportunity, benefit, and retirement programs.
- Public agency administration.
- Federal, State and local laws and regulations relating to human resources management.
- Principles of organization and management.
- Statistical concepts and methods.
- Career development planning techniques and methods.
- Principles of employee supervision, career development and training.
- The concepts of word processing, micro-computer and computer applications.
- Modern methods of records management.

- Principles and practices of supervision, staff selection, training and human resources management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct, review and supervise the work of a small administrative and office support staff.
-
- Delegate authority and responsibility effectively.
-
- Perform professional, technical human resources management analysis including the preparation of complex analytical reports and documents.
-
- Interpret and apply human resources management laws, rules, regulations, policies and guidelines.
-
- Establish and maintain cooperative working relationships with elected officials, administration, other employees, and the general public.
-
- Present ideas effectively orally and in writing.
-
- Read, comprehend and apply complex laws and regulations.
-
- Lead, supervise, evaluate and train personnel effectively and maintain discipline.
-
- Organize, implement and supervise departmental goals and City objectives.
-
- Use computer and needed programs effectively.
-
- Organize, analyze, manage and implement a variety of human resources programs. Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
-
- Communicate effectively, orally, electronically and in writing.

EXPERIENCE

Three years of increasingly responsible administrative support or technical work in a human resources system including one year of supervisory responsibilities that would have provided the opportunity to develop the required skills, knowledge and abilities.

EDUCATION & TRAINING

Possession of a bachelor's degree from an accredited college or university in the areas of public administration, business administration, human resources management or

related fields preferably including course work in the area of human resources management.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

Class Established: June 2016

Revised: April 2022

Reviewed and Approved:

Personnel Officer

Date



HUMAN RESOURCES DIRECTOR

DEFINITION

Under administrative direction, is responsible to plan, organize, direct, and review the activities and operations of the Human Resources Department including functions such as performance management, recruiting and testing, employee training and development, equal employment opportunity, employee benefits, payroll processing, employee and labor relations; and any other administrative/organizational support function assigned by the City Manager; to provide leadership to the department and City organization; may act as City Manager in his/her absence; represents City Manager with City Staff, community organizations, other agencies, and the public; and performs other job related work as required.

This position is designated as management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. The job incumbent directly supervises staff responsible for divisions in Human Resources and Payroll.

DISTINGUISHING CHARACTERISTICS

This is a department director classification responsible for the direction of a discrete departmental organizational component and divisions in the areas of Human Resources and Payroll; and duties and responsibilities are performed in accordance with law, ordinance, and City policy.

This position serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies related to Human Resources and Payroll functions; demonstrates professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas; duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to:

- Develop, plan, implement, and administer Human Resources goals, objectives, and priorities; as well as policies and procedures necessary to provide Human Resources and Payroll services; approve new or modified programs, systems, policies, and procedures.
- Perform or supervise comprehensive management analyses in municipal policies, organization, and procedures related to Human Resources and Payroll functions; prepare and present staff reports and other necessary correspondence.

- Manage activities of the Human Resources Department including labor negotiations, personnel issues, recruitment and selection processes, training and orientation programs, administration of the City's classification, job evaluation, and performance appraisal systems.
- Oversee the employee benefits program; recommend and negotiate changes; consult with brokers and actuaries; recommend funding options to the City Manager.
- May oversee the investigation, processing, and settlement of worker's compensation claims.
- Select, train, motivate, and evaluate Human Resources and Payroll personnel; provide or coordinate staff training and development; work with employees to correct deficiencies.
- Administer employee disciplinary policies and procedures, including providing guidance to staff, administer formal procedures and responses to personnel complaints and grievances for City staff.
- Coordinate, maintain, and direct the administration of City Human Resources policies, practices, and procedures; advise employees, supervisors, and managers in their interpretation; recommend new or revised policies and procedures to department directors, City Manager's Office, and employee associations.
- Coordinate with employee associations, their leadership, business representatives, and legal counsel to resolve employee and labor relations issues, including contract interpretation, problem solving, and complaint and grievance resolution.
- Oversee the equal opportunity and diversity functions of the City, including recruitment outreach, training, state and federal reporting, referral of complaints for investigation, and consultation with supervisors and managers.
- Oversee recruiting, testing, selection, classification, and compensation activities; review and negotiate changes.
- Oversee the employee compensation and payroll functions.
- Monitor and evaluate legislation, regulatory, and other governing body rulemaking changes that may have an impact of City personnel matters.
- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate division activities with those of other service areas and outside agencies and organizations, provide staff assistance to the City Manager, prepare and present reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan, assigns work activities, projects and programs, monitors work flow, reviews and evaluates work products, methods and procedures.

- Supervise and participate in the development and administration of the Human Resources Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; monitor and approve expenditures; implement mid-year adjustments.
- Conduct research and develops recommendations on City-wide work methods, operation policy and procedures, programs, services and other administrative issues.
- Oversee administration of personnel rules and any other publications on employee working conditions, compensation, and benefits.
- Make presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Supervise staff including provision of timely performance evaluations; recommend and implement approved discipline; provide staff development; and maintain high standards necessary for efficient, professional operations.
- Build and maintain respectful and positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training; interact with outside agencies and commissions; provide leadership for teams, or committees, as needed.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of public human resources administration, including methods and techniques used in labor relations, negotiations, recruitment and selection, testing, classification and pay, salary and benefits administration, training, and equal employment opportunity.
- Principles and practices of Equal Employment Opportunity and Americans with Disabilities Act
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Health, dental, and life insurance coverage.
- Workers' compensation law.
- Advanced principles, practices, and techniques of public program administration.
- Research methods and sources of information related to a broad range of municipal programs, services, and administration.
- Pertinent Federal, State, and local laws, codes and regulations.

- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- Principles of employee supervision, career development, and training.
- The concepts of word processing, spreadsheets, micro-computer, and mainframe computer applications.
- Modern methods of records management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution, and excellent customer service.

Ability to:

- Organize, implement, and supervise departmental goals and City objectives.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations; develop and implement department policies and procedures.
- Supervise, train, and evaluate assigned personnel.
- Prepare a variety of complex and comprehensive reports and documents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Prepare and administer a budget, manage resources within budget and policy parameters.
- Plan, organize, direct, and supervise the work professional, technical, and office support staff.
- Make presentations before groups and represent the City in public forums.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Use computer and needed programs effectively.
- Communicate effectively, orally, electronically, and in writing.
- Establish and maintain cooperative working relationships with City officials, employees, and the general public.

EXPERIENCE

Five years of increasingly responsible experience administering public sector Human Resources functions, including two years of managerial and supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge and abilities to serve as Human Resources Director.

EDUCATION

Possession of a Bachelor's degree from an accredited college or university in business, public administration, or a closely related field.

DESIRABLE QUALIFICATIONS

Possession of a Master's degree in Public Administration or a closely related field.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this

requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain required physical abilities including: Vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on telephone and in person; body mobility adequate to drive and perform required duties; use of hands and fingers adequate for driving, writing, typing and computer related functions; ability to lift tools, files and equipment as needed.

Class Established: 4/22

Reviewed and Approved:

Personnel Officer

Date



INFORMATION TECHNOLOGY MANAGER

DEFINITION

Responsible for the overall planning, organizing, and execution of all IT functions of the City of Turlock. This includes: aligning the department's goals with City goals; safeguarding data, systems, and infrastructure; preparing IT strategies, City wide technology plan, disaster planning and protocols, policy & procedures, and security protocols.

This position is assigned to the Management Bargaining Unit for labor relations purposes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Administrative Services Director~~ Deputy City Manager, City Manager, or designee.

Exercises supervision over the Information Technology Division.

ESSENTIAL FUNCTIONS - Functions may include but are not limited to the following:

- Oversee the planning and coordination of information technology services which include enterprise computing, networking, disaster recovery, and electronic mail services.
- Select, develop and mentor assigned staff to include training and performance reviews.
- Establish work and technical standards, communicate those standards to staff and ensure adherence.
- Consult with vendors, consultants and outside agencies regarding technology issues facing the City.
- Comply with and enforce all laws, rules, regulations, policies and procedures.
- Develops, communicates and implements a City-wide plan for the strategic use of information technology based on the needs of the City. Plans long-range goals, organizational structure and overall direction for the Information Technology Division to realize the City-wide information technology strategic plan. Monitors implementation to ensure that goals and objectives are being met and that adequate progress is being made on the strategic plan.
- Manages the selection, procurement, implementation and maintenance of data systems and other technology while providing cost/benefit analysis to support decisions. Facilitates the implementation of enterprise systems and technologies used by multiple departments.

- Maintains awareness of effective applications of technology, especially those in local government, and provides consultation on technology issues to the City Manager, Administrative Services Director, City Council and City departments.
- Develops the annual and long-term budgets for the Information Technology Division. Ensures that the City's technology expenses are appropriate through cost control measures to ensure compliance with the established budget.
- Advises the Administrative Services Director and the City Manager on departmental technology needs.
- Provides ongoing measurement of appropriate employee productivity and workload to ensure departmental efficiency and timely completion of projects.
- Manages the selection, implementation and maintenance of telephone and telecommunications systems for the City.
- Supports collaborative networks and assumes a leadership role in developing similar technology initiatives with neighboring governments.
- Selects, supports, and motivates Information Technology staff; improves internal processes and enables the staff to more easily handle increasing workloads and maintain quality work.
- Researches, develops and implements plans for disaster recovery.
- Assists departments with needs assessments to evaluate the desirability and feasibility of automating certain City functions in terms of operating efficiencies; ensures all approved service and project requests are completed in an appropriate and timely manner.
- Maintains adequate security of City information technology systems and develops security plans to mitigate risk for the City; recommends policy and procedures related to the use and security of City information technology systems.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Effective applications of information technology, especially in local government.
- Best practices in the management of information technology.
- Information technology systems and enterprise resources planning (ERP) systems.
- System administration and security protocols.
- Enterprise networking and wireless technology.
- Procurement processes, Budgeting and the ability to develop and negotiate contracts with vendors.

Ability to:

- Properly interpret and make decisions in accordance with laws, regulations, and City policies.
- Know and understand all aspects of the position responsibilities including but not limited to: intermittently analyze work documents, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Analyze departmental technology system needs and requirements; identify goals, objectives, and conflicts, examine alternatives; develop recommendations and implement solutions; develop project plans; organize and monitor the work of others.
- Design and manage complex technology projects.
- Assist City departments in conducting procedure analysis and feasibility studies.
- Maintain a high level of customer service.
- Secure cooperation and teamwork among professional and technical project staff.
- Establish and maintain effective working relationships with staff, peers, management, various agencies, community professionals, officials, and the public.
- Manage complex technology projects.
- Plan, organize, assign, direct, and supervise the activities of staff members.
- Develop and implement long term technology plans.
- Explain information technology and related plans and programs to policy makers and staff in non-technical language.
- Work with department staffs to identify technology needs.
- Develop policies and procedures for information technology.
- Develop budgets in a local government environment.
- Supervise and manage employees, using a consensus-building, team-oriented approach.
- Develop training programs and effectively train staff.
- Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Usually exhibited by a person with five (5) years of progressive experience in the technology field and an additional 2 years of experience at the mid management level with increasing responsibilities.

Education:

Possession of a Bachelor's Degree from an accredited college with major course work in computer science, information systems or a related field.

LICENSE OR CERTIFICATE

Possession of one or more of the following certifications is desirable:

ITIL or other management certification

Possession of an appropriate and valid California driver's license at the time of appointment and ability to maintain it as a requirement for continued employment.

PHYSICAL REQUIREMENTS

Work is typically performed in an office environment; occasional work in cooled air conditioned data center/server rooms; occasional work outside in various types of inclement weather; occasional work in confined spaces. Work may take place at off-site locations throughout the City,

- *Mobility:* continuous use of keyboard; frequent sitting, standing; occasional walking, bending, squatting.
- *Lifting:* frequently up to 10 pounds; occasionally up to 20 pounds.
- *Vision:* constant use of overall vision; continuous computer use; occasional color and depth vision.
- *Dexterity:* frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- *Hearing/Talking:* frequent hearing and talking, in person and on the phone.
- *Emotional/Psychological:* frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
- *Environmental:* frequent exposure to noise.

Reviewed and approved: _____ Personnel Officer Date: _____

Revised March 10, 2021
Revised: April 12, 2022



MUNICIPAL SERVICES DIRECTOR

DEFINITION:

Under administrative direction, directs and administers the ~~engineering, public work maintenance~~, utility maintenance, fleet maintenance, water quality, and ~~public works administrative~~regulatory affairs sections and programs; May act as City Manager in his/her absence and perform other job related work as required.

This position is ~~designated~~ as ~~assigned to the un-~~ represented management bargaining unit for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. The job incumbent directly supervises subordinate level managers responsible for the ~~engineering, public work maintenance~~, utility maintenance, fleet maintenance, water quality, and ~~public works administrative~~unitsregulatory affairs sections and programs areas.

DISTINGUISHING CHARACTERISTICS

This is a department head management classification responsible for the direction of a discrete departmental organizational component(s) and programs/functions in a variety of ~~public works~~public utility related organizational components of the City as determined by the City Manager and City Council. The incumbent exercises policy development and promulgation responsibilities for multiple program/functional areas. Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. Demonstrates professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to:

- Manages the organization and coordination of public utility and other related works activities and programs with department staff, other City departments, City Council, outside agencies, and the public.

- Oversees the preparation of specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Establishes department goals, objectives, strategies, and priorities.
- Develops five year capital improvement plan.
- Ensures close coordination with other City departments and affected outside groups.
- Prepares highly complex and technical reports; documents policies and procedures; performs research
- Confers with and makes recommendations to the City Manager regarding projects and programs.
- Provides administrative direction to activities relating to the effective utilization of personnel, facilities, and equipment.
- Selects, oversees, and evaluates consulting engineering services.
- Manages the selection and discipline of departmental personnel; directly supervises subordinate managers.
- Makes presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Provides technical assistance to and attends meetings of various boards and commissions.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Advanced principles, practices and techniques of public program administration and personnel management.
- Principles and techniques of budget development and administration.
- Pertinent Federal, State and local laws, codes and regulations relating to public ~~works-utilities and other related~~ operations and activities.
- ~~Civil engineering principles and practices as applied to the field of municipal public works.~~
- ~~Methods of preparing designs, plans, specifications, estimates, reports and recommendations related to public works facilities.~~
- Research methods and sources of information related to a broad range of municipal programs, services, and administration.
- Modern governmental accounting and financial practices, procedures and standards.
- Principles of and current trends in public ~~works-utility~~ facility design, development, maintenance and operation.
- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- ~~Municipal structure and organization.~~
- Principles of employee supervision, career development and training.
- The concepts of word processing, spreadsheets, micro-computer and mainframe computer applications.
- Modern methods of records management.

Ability to:

- Administer a variety of public ~~works-utility~~ programs and activities.
- Develop and implement policies and procedures related to the administration of a variety of public ~~works-utility~~ programs and activities.
- Develop and administer program budgets and controls.
- Forecast and plan for future needs.
- Analyze problem, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, direct and supervise the work professional, technical and office support staff.
- Delegate authority and responsibility effectively.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Present ideas effectively orally and in writing.
- Prepare a variety of complex and comprehensive reports and documents.
- Prepare speeches, articles and letters for publications.

- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.

EXPERIENCE:

Five years of increasingly responsible municipal public ~~works~~utility program administration experience including three years of supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge and abilities.

EDUCATION & TRAINING:

Equivalent to graduation from an accredited college or university with a major in civil engineering, public administration, business administration or close related field.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS:

Maintain the following physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

Class Established: 8/95

Revised: ~~2/02~~, 6/14, 4/22

Reviewed and Approved:

Personnel Officer

Date



PARKS, RECREATION STREETS, AND PUBLIC FACILITIES MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, ~~of the Parks, Recreation and Public Facilities Maintenance Manager or designee, serves as~~ the Parks, Recreation Streets, and Public Facilities ~~Maintenance Superintendent~~ Superintendent is responsible, to plan, organize, promote, budget, schedule, direct, evaluate and coordinate through subordinate supervisors the activities and operations of the Parks, Recreation Streets and Public Facilities Maintenance ~~Department Division~~ including streets, parks, airport, recreation public facilities, landscape assessments, and storm basins; ~~cultural arts, Teens and Family Programs/Aquatics, Sports, and Police Activities League~~, as well as the design, construction, maintenance, and acquisition of all parks, recreation areas, parkways, landscape areas, and related facilities and buildings; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the ~~Department~~ Deputy Public Works Director ~~Manager~~ or designee.

This position is assigned to the Management Bargaining Unit for labor relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the ~~Parks, Recreation and Public Facilities Maintenance Manager~~ Deputy Public Works Director. The incumbent directly supervises and trains full-time, part-time, seasonal and volunteer staff responsible for parks, streets, recreation, public facilities, and related program areas.

DISTINGUISHING CHARACTERISTICS

This is a superintendent classification responsible for the oversight of a discrete ~~departmental divisional~~ organizational component and programs/functions in the areas of the parks, recreation streets, and public facilities maintenance. Duties and responsibilities are performed in accordance with municipal codes, laws, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to:

- Recommend and administer policies and procedures.
- Participate in the development of the ~~Departments Division's~~ work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

- Assist with the planning and development of new parks, facilities ~~and programs~~, and improvements to existing facilities ~~and programs~~.
- Research and prepare applications for funding alternatives such as those obtained through grants and state programs; identify long-term financing alternatives.
- ~~Responsible for fund development and sponsorship programs.~~
- Assist with the development and administration of joint use and funding agreements and contracts with public and private agencies.
- Prepare and submit reports, make recommendations and presentations, and provide technical advice to the ~~Department Deputy Director~~ Manager, Department Director, City Manager, City Council, and Parks, Arts, and Recreation ~~and Community Programs Commission, and Arts Commission~~. Make presentations to various service clubs.
- Coordinate ~~Department Division~~ activities with those of other departments and outside agencies and organizations; provide staff assistance to the ~~Department Deputy Director~~ Manager; prepare and present staff reports and other necessary correspondence.
- Respond to citizen service and facility use related complaints and requests.
- Participate in the development and administration of the Parks, Recreation Streets and Public Facilities Maintenance ~~Department Division~~ budget; forecast additional funds needed for staffing, equipment, materials and supplies; monitor expenditures and inform ~~Department Manager~~ the Deputy Director of any budget related issues.
- Organize available resources for acquisition, maintenance, improvement and repair of parks and recreation facilities.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies
- Oversee the establishment and maintenance of files and records of the ~~Department's Division's~~ activities.
- Assist in the development, implementation and administration of the City's capital improvement program as it relates to parks, streets, and recreation facilities.
- Write, administer, and oversee contracts with the City of Turlock in the landscaping areas.
- Oversee maintenance of all landscape assessment districts and storm basins.
- Administer, and oversee the functions of the street maintenance division including but not limited to the sidewalk repair program, street signage repairs, pothole repair program, street striping and legend painting, sand bagging program, tree pruning and planting programs.
- Plan, organize, and oversee the annual Arbor Day Tree Planting Celebration.
- Administrate the Tree City USA program for the City.
- ~~Coordinates the activities of Recreation Programs with City sponsored, co-sponsored and community non-City sponsored activities.~~
- Assist with the ongoing evaluation of programs, staff and facilities.
- ~~Develops and assists initiating new recreation/sports/arts programs.~~
- ~~Oversees Recreation Division computer registration system.~~
- Responsible for payroll and time record forms for all full-time, part-time and seasonal employees.
- Determines and recommends program and activity fees as directed.
- Audit part-time employees payroll accounts on a continuing basis.

- Tracks and monitors full-time and part-time employees hours and performance.
- Performs various office functions as needed.
- Recommends and monitors program budgets.
- ~~Responsible for publicity and advertisement of Recreation and Community Service programs through available community resources, news media and activity brochure.~~
- Create community partnerships to leverage existing resources.
- As assigned, supervises organized community groups and committees in the promotion and organization of parks, ~~recreation,~~ and other community programs and use of City facilities.
- Assist with the administration and oversight of the Turlock Municipal Airport.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern highly complex principles and practices of parks and streets ~~and recreation~~ program development and administration, and park facility design and use.
- ~~Procedures for planning, implementing and maintaining a variety of recreation activities and programs.~~
- ~~Recreational, cultural and social needs of all age groups and people of diverse backgrounds.~~
- ~~Volunteer commissions~~ management and laws and regulations related to their administration.
- ~~Recent developments, current literature and sources of information related to recreation program administration and alternative financing.~~
- Occupational hazard and standard safety precautions necessary to maintain safe work practices.
- All phases of turf and landscape maintenance, sprinkler system installation, operation and repair, weed and insect detection and control methods and plant disease detection and control.
- The installation/removal and maintenance of all City trees, including leaf clean-up programs and mistletoe removal programs.
- Materials, methods, tools and equipment used in the maintenance, repair and construction of various City facilities.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Pertinent State, Federal, and local laws, codes, and regulations, Grants and Foundations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Organize, supervise and coordinate the activities of the ~~department~~ division in a manner conducive to full performance and high morale.

- Understand and implement the park and ~~recreation—streets~~ needs of the community and recommend facilities and programs to meet those needs.
- Prepare and present complex reports.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups.
- Prepare and administer a budget.
- ~~Develop, implement, and a~~Administer a variety of ~~parks—maintenance and recreation~~ programs and activities.
- ~~Develop and implement policies and procedures related to the administration of a variety of parks and recreation programs and activities.~~
- Research, write, oversee and monitor grants.
- Forecast and plan for future needs.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, and supervise the work of professional, technical and office support staff.
- Establish and maintain cooperative working relationships with elected officials, City personnel, consultants, commission and board members, representatives of outside agencies, youth organizations and groups and members of the public.
- Present ideas effectively orally and in writing.
- Prepare a variety of complex and comprehensive reports and documents.
- Prepare speeches, articles and letters for publications.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Organize, implement and supervise ~~Department's—Division's~~ goals and City objectives. Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Make presentations before groups and represent the City in public forums. Use computer and needed programs effectively.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in public administration, ~~recreation,~~ park administration, ornamental horticulture, business or a related field.

Experience:

Four years of increasingly responsible technical, administrative or analytical experience in a public agency in related function areas or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities. One of the four years of experience shall be in a supervisory capacity.

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

LICENSE AND CERTIFICATES

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position will be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the required physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

Class Established: 6/11

Revised 12/13, 04/22

Reviewed and Approved: _____ **Date:** _____

Personnel Officer



PLANNING MANAGER

DEFINITION:

Under general direction manages and administers complex and technical, financial, statistical, analytical work of the Planning Division including land use planning, environmental review, General Plan administration and environmental review functions. The incumbent may assist the department head in public activities or meetings, and oversees coordination with other service areas, agencies, committees, boards, and commissions. Performs other job related work as required.

This position is assigned to the Management Bargaining Group designated as un-represented for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Development Services Director. The job incumbent provides general supervision to subordinate level professional/technical and clerical staff in the Planning program area.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification responsible for the supervision of discrete sub-departmental organizational component(s) and programs/functions within a department as determined by the Department Director, City Manager and City Council. The incumbent serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team. Exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates technical competence while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal and state law and related regulating entities.

EXAMPLES OF DUTIES

- Manages the development, maintenance, and enforcement of the City's General Plan, zoning, subdivision, and environmental ordinances.
- Serves as Secretary to the Planning Commission and provides professional advice, recommendations and information to this and other advisory groups.

- Manages the day-to-day activities of the Planning Division of the Development Services Department.
- Acts as project planner on the most complex land use planning projects.
- Prepares staff reports and other appropriate analysis to the Planning Commission and City Council on planning, zoning, and subdivision issues. Prepares complex reports, surveys, studies, resolutions, ordinances and exhibits.
- Oversees the state-mandated environmental review duties of the division, including preparation of the core complex California Environmental Quality Act (CEQA) documents.
- Manages division activity and the coordination of workload for all division responsibilities related to public assistance, ministerial permits and land use entitlements.
- Prepares and submits reports and recommendations to the department head, Planning Commission, City Manager and City Council on a broad range of planning projects and issues.
- Oversees and monitors projects through all phases and assures compliance with regulations of various local, state and federal agencies.
- Develops and monitors compliance with divisional policies and procedures.
- Consults and coordinates with City departments, citizens and officials regarding conflicts and issues related to contract and regulatory compliance.
- Prepares multiple specialized budgets related to assigned activities; oversees budget implementation; determines budget forecasts; administers the approved budget.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings, as needed.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Manages the activities of consultants, including selection, evaluation, and contract administration.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; consortium, participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced principles and practices and theories of urban planning, land use, zoning and related areas.
- State Planning Law, California Environmental Quality Act (CEQA) and Cortese-Knox-Hertzberg policies and procedures.
- California state laws affecting the planning, development, subdivision, and zoning processes.
- Statistical methods and principles.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Principles of effective file management and time management
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Provisions, principles and practices of, municipal structure and organization

Ability to:

- Understand and interpret complex state and federal regulations, laws, codes, policies and solutions in the area of planning, land use, environment, and community organization.
- Develop program services that benefit the community; analyze policy issues and develop sound recommendations.
- Understand City processes and procedures and specific requirements of assigned program area.
- Work with and control sensitive and confidential information.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments with a minimum of direction; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

EXPERIENCE:

Five years of increasingly responsible professional experience with a public agency in planning, public administration, or a related field, which includes three years of progressively responsible administrative and supervisory experience, or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.

EDUCATION & TRAINING:

Possession of a Bachelor’s degree from an accredited college or university with significant course work in the areas of Planning, Urban Studies, Geography, Public Administration, or related fields. A Master’s degree in Planning, Public Administration or a related field may be substituted for some work experience.

DESIRABLE QUALIFICATIONS:

- Bilingual (Spanish)
- A.I.C.P. Certificate
- Master’s Degree in Planning, Administration or a related field.

LICENSE AND/OR CERTIFICATE:

Possession of a valid California Driver’s License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver’s license and proof of automobile liability insurance is a condition of continued employment.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

Revised 4/95

Revised 4/96

Revised 2/02

Revised 6/07

Revised 1/18

Revised 04/22

Reviewed and Approved:

Personnel Office

Date



POLICE SUPPORT OPERATIONS ~~DIVISION~~-MANAGER

DEFINITION

Under general direction of the Chief of Police; maintains oversight and leads the activities of one of ~~three~~ ~~four~~~~three~~ major Divisions comprising the Turlock Police Department. Position provides direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions and the public. Performs other job related work as required.

The Police Support Operations ~~Division~~-Manager performs administrative and management duties with substantial authority, oversees, leads and directs technical, financial, statistical and other analytical support, research and special project management; supervises sensitive, confidential specialized record maintenance; oversees and ensures legal compliance and budgetary expenditures, supervises staff; and may fulfill other assignments in functional areas such as supervising various other administrative, accounting or technical functions.

The Police Support Operations ~~Division~~-Manager is responsible for staff and activities of a special nature within the non-sworn functions and programs of the police department. Assigned to the Police Department, the Support Operations Manager has responsibility for dispatch (including 911), records management, and front counter reception services, and related non-sworn functions; to oversee the acquisition, maintenance, and enhancement of technical communication, records, and other automated systems; and to provide highly complex staff assistance to the Chief of Police.

The position is also responsible for coordinating the design, maintenance, implementation, and administration of police communications, records, and related automated systems, working collaboratively with the City's Information Technology Division.

The Police Support Operations ~~Division~~-Manager is non-sworn, and reports directly to the Police Chief as a ~~division~~-manager. This position is assigned to the Management Bargaining Unit for labor relations purposes and is considered exempt under FLSA.

~~Performs other job related work as required.~~

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief of Police or the Chief's designee. The incumbent provides direct supervision to subordinate level supervisory and clerical or technical staff within assigned support service area.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification responsible for the supervision of discrete sub-divisional organizational component(s) and programs/functions within a department as determined by the Department Director (Chief), City Manager, and City Council. This position exercises policy interpretation and application for assigned program/functional area. Demonstrates professional and technical competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

EXAMPLE OF DUTIES: - Duties may include, but are not limited to the following:

- Provides specialized support services and supervision within assigned area.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents, and resolves complaints.
- Performs research, compiles data, and conducts studies, as assigned.
- Maintains and oversees the police record management system; processes and provides custody and security of various records; files historical information, lists, certificates, contracts, agreements, claims, or other specialized documents or data related to assigned program area.
- Prepares a variety of technical reports, including reports for City Council; develops, and recommends, implements, and documents policies and procedures.
- Performs audits or requests for information by providing research and reports, as needed.
- Prepares specialized budgets related to assigned activities; participates in budget implementation; Oversees implementation of budget; recommends regarding the forecast of additional funds; approves expenditures; implements mid-year adjustments; organizes and oversees the department's Annual Report; participates in budget forecasts; alerts Chief of Police of problems detected in budget related to planned programs, projects or expenditures.
- Researches, prepares, submits, reviews, coordinates and follows up on grant requests from state and federal funding sources or other contracts or agreements, as assigned; assures insurance and other requirements are met.
- Provides assistance and coordination and makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings, as needed.
- Attends, facilitates, or provides support, to include follow up or coordination, for various internal or external meetings, as assigned.
- Oversees the ordering or purchases including equipment or supplies; maintains related records and inventories.
- Oversees payroll process; provides required employee notices related to payroll; assures payroll is accurate and timely and meets all legal requirements.
- Provides, assists with or coordinates training to others, as needed.

- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional supervisory conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- ~~Performs other duties, as assigned.~~
- Receives and responds to citizen information requests.
- Assists City Council and City Manager in responding to various inquiries related to citywide operations, policies, and programs including sensitive and political issues that may affect the organization as a whole.
- Ensures that appropriate City staff is informed of City Council policy direction issued at Council meetings; assists with follow up and implementation of City Council decisions and actions.
- Establishes and maintains working relationships with the Mayor, City Council members, City Council appointees, City staff, news media, other governmental organizations, and the public.
- Manages and plans, oversees and coordinates special or sensitive projects with City wide impact, as assigned.
- Research, recommend, monitor, procure, and oversee installation of enhancements to various communications system.
- Oversees daily operations of Property/Evidence; maintains legal compliance and chain of custody; conducts quarterly audit and internal spot checks of property room; assures safe physical storage and proper disposal of hazardous materials cleared for destruction.
- Oversees daily operations of Live Scan Fingerprint Program and Live ID processes.
- Works with various equipment including 800 MHZ systems, E9-11 systems, CAD Systems and related databases.
- Works closely with other law enforcement agencies on radio compatibility and concerns.
- Oversees the maintenance and upgrade of technology for the police department.
- Oversees daily operations of Police Records Unit; processes information for Uniform Crime Report (UCR) to Department of [Justus-Justice](#) (DOJ), oversees maintenance of police reports, fire arson reports, sex offender registration records, narcotics violations and parking enforcement records.
- Maintains all department personnel records; appears at court when subpoenaed to produce officer personnel records; maintains Internal Affairs (IA) reports records.

- Tracks, calculates and reconciles departmental expenditures including travel, continuing education, POST reimbursement, phone and cell phone bills, credit card issuance/usage and purchases; authorizes expenditures within policy range.
- Reviews, tracks and reconciles bills for departmental expenditures.
- Provides oversight of technology problems or complaints; assures communication of changes in equipment, software, systems and processes to staff in clear, timely and appropriate manner with the Information Technology Staff.
- Performs budgetary forecasting relative to user fee revenue and operational expenses and makes recommendations for adjustments.
- Serves on or facilitates various specialized committees and task forces related to departmental operations.
- Prepares written guidelines regarding internal operational procedures.
- Calculates project costs and estimates costs of fees associated with police functions.
- Analyzes a variety of operational data to evaluate trends and makes recommendations regarding policy changes.
- Prepares technical reports required by the City Council and State agencies in conformance with normal reporting cycles and deadlines.
- May coordinate and administer special programs and projects which have multiple departmental applications or are required by the State or Federal agencies.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge Of:

- Modern principles, practices and techniques of a municipal police department and emergency dispatch services.
- Required training and certification requirements related to assigned program area.
- Technical and operational aspects of assigned function or program area.
- Statistical methods and principles.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations, and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles of financial record keeping and reporting; auditing; technical report writing and grant writing.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training, and personnel management.
- Principles of effective record, file and archival management related to area of assignment.
- Principles of effective time management.
- Safe work practices and related regulations.
- Principles of conflict resolution and excellent customer service.
- Provisions, principles, and practices of municipal structure and organization.

- Applicable federal, state and local laws, regulations, and guidelines. ~~When Assigned to City Manager's Office:~~
- ~~Principles and practices of modern municipal management and administration.~~
- Modern techniques for proper maintenance and destruction of police records, property and evidence. Requirements and processes for Live Scan Fingerprint Program and Live ID.
- Possesses proven ability to manage, organize, and direct a Records function and direct a Communications function.
- Stays current with technology used in voice, data, 9-1-1, CAD, RMS, and MDC communication and information systems.
- Stays current with laws related to records retention, records release, records destruction, and records management.

Ability To:

- Effectively formulate, organize and manage sound ~~divisional~~ policy in the areas of police records and communications.
- Interact with citizens and employees in an effective way that produces positive results.
- Implement City Council direction.
- Delegate authority and responsibility as well as schedule and program work.
- Plan, initiate, manage complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively, and maintain discipline.
- Organize, implement, and direct ~~divisional~~ goals within City objectives.
- Manage, project, and administer a budget.
- Understand and comply with complex state and federal regulations, laws, codes, policies as related to assigned program area.
- Perform research; compile and analyze data and prepare technical reports.
- Understand City processes and procedures and specific requirements of assigned program area.
- Diagnose and troubleshoot complex problems and provide and coordinate appropriate solutions.
- Work with and control sensitive and confidential information and assure security for assigned program area.
- Create and maintain accurate and detailed record keeping systems.
- Facilitate and coordinate meetings or training.
- Develop and implement policies and procedures.
- Estimate, track, and project revenues and expenditures.
- Plan, initiate, manage, and complete complex and multiple simultaneous work assignments or projects with a minimum of direction.
- Research and write complex loan, grant, and program documents and monitor processes, as assigned.
- Oversee contracts and legal agreements for requirements and compliance.
- Work irregular hours, which may include late night meetings.
- Lead, manage, evaluate, and train personnel effectively and maintain discipline.

- Organize, implement, and supervise assigned program goals and City objectives.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage, and implement a variety of programs.
- Prepare, forecast, and administer a budget.
- Establish and maintain respectful, effective, and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically, and in writing.

EXPERIENCE AND EDUCATION

Experience:

Three years of increasingly responsible technical, administrative or analytical experience in a public agency in related function areas or any experience that would have provided the opportunity to develop the required skills, knowledge, and abilities. One of the three years of experience shall be in a lead or supervisory capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with significant course work in the areas of Business Administration, Public Administration, or related fields.

OR

[Possession of an Associate's Degree in a field as noted above with five \(5\) years of relevant experience, three of which are in a supervisory capacity.](#)

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

Created June 2007

[Revised: April 12, 2022](#)

Reviewed and Approved:

Personnel Officer

Date



PUBLIC WORKS SUPERVISOR / CITY SURVEYOR

DEFINITION

Under direction of the City Engineer, incumbents are responsible to perform complex professional land surveying work requiring a substantial level of professional training and experience. Assignments are general and of a continuing nature requiring the exercise of independent judgment and initiative in scheduling, assigning and coordinating the work with that of other units or divisions.

This position is assigned to the Management Bargaining Group for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the City Engineer or designee. The Public Works Supervisor / City Surveyor exercises administrative supervision and direction to professional, technical and administrative support personnel. This position is also responsible for the direct supervision of professional and technical level staff assigned to the Engineering Division.

DISTINGUISHING CHARACTERISTICS

The Public Works Supervisor / City Surveyor will have a thorough understanding of and experience conducting professional land surveying work; experience supervising technical staff, managing budgets, managing consultant contracts, and preparing right-of-way documents; outstanding interpersonal, communication, and presentation skills; the ability to work cooperatively across section and department lines and a demonstrated commitment to providing superior customer service; and a general working knowledge of datums, horizontal and vertical control networks, and topographic and construction surveying needed for the City's projects.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to the following:

- Supervise, select, train and evaluate professional and technical staff
- Plan, assign and evaluate the work of survey crews in making a variety of surveys, including surveys to determine locations of property lines, boundaries, easements, and

right-of-ways, topographic surveys to determine locations and elevations of existing improvements, structures, and topographic features for project design, construction surveys to establish line and grade for improvement projects, high order control surveys to establish horizontal and vertical control monuments, and surveys to establish and monument street center lines

- Inspect project sites to assist in solution of difficult problems
- Provide scope, schedule and cost estimates for project-specific work of the Survey Section and manage the work based on the agreed scope, schedule and budget
- Coordinate survey and right-of-way related activities with other City departments, divisions and sections and with outside agencies
- Research, interpret and apply the City code and State and Federal laws and regulations related to land surveying activities and right-of-way documents
- Responsible charge of the Survey Section and prepare, sign, and record appropriate record documents pertaining to survey activities, as required by the California Land Surveyors Act
- Direct the taking, interpretation, and reduction of accurate survey field notes
- Compute and adjust angles, distances, bearings, traverses, and elevations
- Perform a variety of complex office surveying duties, including researching existing records, compiling data required for current survey projects, and computing data to be shown on maps
- Develop and manage the annual budget for the assigned Section
- Prepare survey-related and right-of-way-related Requests For Proposals and Project Work Orders, participate in or make the selection, and manage contracts with consulting land surveyors and right-of-way agents
- Oversee survey research and recordkeeping
- Apply computer technology used in survey work
- Prepare and present survey-related agenda items for the City Council, Planning Commission, Board of Public Utilities, other boards and commissions, committees, outside agencies, and property owners on City land surveying matters
- Perform related duties and responsibilities as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of land surveying as applied to the design and construction of public works facilities, technical inspection services, design review and other areas.
- Modern methods and techniques used in land surveying

- Modern developments, current literature, and sources of information regarding land surveying
- Principles and practices of engineering as related to surveying
- Sources of information concerning previous land surveys and appropriate research methodology
- Applicable laws, regulations and codes related to land surveying, right-of-way, development and construction of public works
- Principles and practices of modern office management
- Design and construction theory and engineering design standards
- Principles of supervision, training, and performance management

Ability to:

- Train City staff on land surveying principles and procedures as they pertain to engineering projects
- Perform complex survey activities and lead survey crews as required
- Understand and interpret legal descriptions and record survey maps
- Understand and interpret complex engineering plans, diagrams, and notes
- Gather, interpret, record and apply field notes in the performance of survey duties.
- Prepare and maintain accurate survey records
- Check and supervise land surveying work for a wide variety of City projects and right-of-way transactions
- Inspect/review development and capital projects for compliance with City standards and City approved improvement plans
- Communicate clearly and concisely, both orally and in writing
- Apply and interpret codes, specification and maps in carrying out duties
- Use algebraic formulas, trigonometry and statistical mathematics to accomplish the level of work described
- Make effective public presentations
- Develop and maintain effective working relationships with those contacted during the course of work
- Supervising, train, and evaluate professional and technical staff

EXPERIENCE AND EDUCATION

Experience:

Approximately four years of experience performing increasingly responsible and complex land surveying activities related to the construction of public rights of way, public utilities, roadways or infrastructure, including at least one year in a supervisory capacity preferably in the public sector.

Education:

Equivalent to a Bachelor's degree from an accredited college or university in Engineering or a related field.

LICENSE AND/OR CERTIFICATE

Possession of a Certificate of Registration as a Professional Land Surveyor in the State of California. If licensed in another state, must obtain registration as a Professional Land Surveyor in the State of California within six months of appointment.

Possession of a valid California Class C Driver's license at the time of appointment to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: See well enough to operate vehicles and survey equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time; ability to operate survey equipment; use hands and fingers for writing, typing, drafting, manipulating precision tools and equipment and other computer related functions; able to lift equipment as necessary; able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

Class Established: 04/22

Reviewed and Approved:

Personnel Officer

Date



PARKS, RECREATION AND PUBLIC FACILITIES MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, ~~the of the Parks, Recreation and Public Facilities Maintenance Manager or designee, serves as the Parks, Recreation and Public Facilities Maintenance~~ Superintendent, is responsible to plan, organize, promote, budget, schedule, direct, evaluate and coordinate through subordinate supervisors the activities and operations of the ~~Parks, Recreation and Public Facilities Maintenance Department~~Division including ~~streets, parks, airport,~~ recreation, cultural arts, Teens and Family Programs/Aquatics, Sports, and Police Activities League, ~~as well as the design, construction, maintenance, and acquisition of all parks, recreation areas, parkways, landscape areas, and related facilities and buildings;~~ to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the ~~Department~~ Deputy Director~~Manager~~ or designee.

This position is assigned to the Management Bargaining Unit for labor relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the ~~Deputy Public Works Director~~Parks, Recreation and Public Facilities Maintenance Manager. The incumbent directly supervises and trains full-time, part-time, seasonal and volunteer staff responsible for ~~parks, recreation, public facilities~~ and related program areas.

DISTINGUISHING CHARACTERISTICS

This is a superintendent classification responsible for the oversight of a discrete ~~departmental~~ divisional organizational component and programs/functions in the areas of ~~the parks, recreation and public facilities maintenance~~. Duties and responsibilities are performed in accordance with municipal codes, laws, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to:

- Recommend and administer policies and procedures.
- Participate in the development of the ~~Departments~~ Division's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Assist with the planning and development of new ~~parks,~~ facilities and recreation programs, and improvements to existing facilities and programs.

- Research and prepare applications for funding alternatives such as those obtained through grants and state programs; identify long-term financing alternatives.
- Responsible for fund development and sponsorship programs.
- Assist with the development and administration of joint use and funding agreements and contracts with public and private agencies.
- Prepare and submit reports, make recommendations and presentations, and provide technical advice to the ~~Department~~ Deputy Director ~~Manager~~, Department Director, City Manager, City Council, Parks, Arts, and Recreation ~~and Community Programs Commission~~, ~~and Arts Commission~~. Make presentations to various service clubs.
- Coordinate ~~Department~~ Division activities with those of other departments and outside agencies and organizations; provide staff assistance to the ~~Department~~ Deputy Director ~~Manager~~; prepare and present staff reports and other necessary correspondence.
- Respond to citizen service and facility use related complaints and requests.
- Participate in the development and administration of the ~~Parks, Recreation and Public Facilities Maintenance~~ Department Division budget; forecast additional funds needed for staffing, equipment, materials and supplies; monitor expenditures and inform ~~Department~~ the Deputy Director ~~Manager~~ of any budget related issues.
- ~~Organize available resources for acquisition, maintenance, improvement and repair of parks and recreation facilities.~~
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies
- Oversee the establishment and maintenance of files and records of the ~~Department's~~ Division's activities.
- ~~Assist in the development, implementation and administration of the City's capital improvement program as it relates to park and recreation facilities.~~
- ~~Write, administer, and oversee contracts with the City of Turlock in the landscaping areas.~~
- ~~Oversee maintenance of all landscape assessment districts.~~
- ~~Administer, and oversee the functions of the street maintenance division including but not limited to the sidewalk repair program, street signage repairs, pothole repair program, street striping and legend painting, sand bagging program, tree pruning and planting programs.~~
- ~~Plan, organize, and oversee the annual Arbor Day Tree Planting Celebration.~~
- ~~Administrate the Tree City USA program for the City.~~
- Coordinates the activities of Recreation Programs with City sponsored, co-sponsored and community non-City sponsored activities.
- Assist with the ongoing evaluation of programs, staff and facilities.
- Develops and assists initiating new recreation/sports/arts programs.
- Oversees Recreation Division computer registration system.
- Responsible for payroll and time record forms for all full-time, part-time and seasonal employees.
- Determines and recommends program and activity fees as directed.
- Audit part-time employees payroll accounts on a continuing basis.
- Tracks and monitors full-time and part-time employee's hours and performance.
- Performs various office functions as needed.

- Recommends and monitors program budgets.
- Responsible for publicity and advertisement of Recreation and Community Service programs through available community resources, news media and activity brochure.
- Create community partnerships to leverage existing resources.
- As assigned, supervises organized community groups and committees in the promotion and organization of ~~parks~~, recreation, and other community programs ~~and use of City facilities~~.
- ~~Assist with the administration and oversight of the Turlock Municipal Airport.~~
- Manage facility usage.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern highly complex principles and practices of ~~parks and~~ recreation program development and administration, and ~~park~~ facility design and use.
- Procedures for planning, implementing and maintaining a variety of recreation activities and programs.
- Recreational, cultural and social needs of all age groups and people of diverse backgrounds.
- Volunteer commission management and laws and regulations related to their administration.
- Recent developments, current literature and sources of information related to recreation program administration and alternative financing.
- Occupational hazard and standard safety precautions necessary to maintain safe work practices.
- ~~All phases of turf and landscape maintenance, sprinkler system installation, operation and repair, weed and insect detection and control methods and plant disease detection and control.~~
- ~~The installation/removal and maintenance of all City trees, including leaf clean-up programs and mistletoe removal programs.~~
- ~~Materials, methods, tools and equipment used in the maintenance, repair and construction of various City facilities.~~
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Pertinent State, Federal, and local laws, codes, regulations, Grants and Foundations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Organize, supervise and coordinate the activities of the department division in a manner conducive to full performance and high morale.
- Understand and implement the ~~park and~~ recreation needs of the community and recommend facilities and programs to meet those needs.

- Prepare and present complex reports.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups.
- Prepare and administer a budget.
- Administer a variety of ~~parks and~~ recreation programs and activities.
- Develop and implement policies and procedures related to the administration of a variety of ~~parks and~~ recreation programs and activities.
- Research, write, oversee and monitor grants.
- Forecast and plan for future needs.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, and supervise the work of professional, technical and office support staff.
- Establish and maintain cooperative working relationships with elected officials, City personnel, consultants, commission and board members, representatives of outside agencies, youth organizations and groups and members of the public.
- Present ideas effectively orally and in writing.
- Prepare a variety of complex and comprehensive reports and documents.
- Prepare speeches, articles and letters for publications.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Organize, implement and supervise ~~Department's~~ Division's goals and City objectives. Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Make presentations before groups and represent the City in public forums. Use computer and needed programs effectively.

EDUCATION AND EXPERIENCE

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in public administration, recreation management, ~~park~~ recreation administration, ~~ornamental horticulture~~, business or a related field.

Experience:

Four years of increasingly responsible technical, administrative or analytical experience in a public agency in related function areas or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities. One of the four years of experience shall be in a supervisory capacity.

LICENSE AND CERTIFICATES

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position will be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the required physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

Class Established: 6/11

Revised 12/13, 04/22

Reviewed and Approved: _____ **Date:** _____
Personnel Officer



RISK MANAGER

DEFINITION

Under administrative direction, the Risk Manager plans, directs and coordinates the Risk Management activities and operations of the City including workers' compensation, general liability, loss control, property insurance, contract insurance requirements, [ADA compliance](#), [employee training](#), and other related insurance programs; to coordinate Risk Management activities with other departments; and to provide highly responsible and complex staff assistance to executive management. Performs other job related work as required.

This position is designated as un-represented for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Deputy City Manager, City Manager or other department head. The job incumbent may directly supervise subordinate level staff in related program areas.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification responsible for the discrete sub-departmental organizational component(s) and programs/functions within a department assignment. The incumbent has responsibilities for implementing policies and procedures; exercises policy development and promulgation responsibilities for specific program/functional areas; demonstrates professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to:

- Ensure the City's immunities are properly utilized; ensuring appropriate risk control techniques are implemented.
- Review insurance documents, contracts, and leases to ensure the City is not assuming undo risk; ensure appropriate risk transfer techniques are implemented; consult with project managers regarding risk exposure and risk transfer; review contracts to ensure proper indemnification language and insurance requirements.
- Manage the occupational medical program including oversight of workers' compensation treatment, Fitness for Duty evaluations, pre-employment and

annual physicals, disability accommodations, DOT, and reasonable suspicion drug testing.

- Design, develop, and oversee the City's Safety Program.
- Handle and coordinate the completion of insurance renewal applications, working with City departments, brokers, and insurers.
- Act as representative to City's excess liability pool, attending meetings, as required.
- Negotiate adjustments and settlements of uninsured and insured losses involving damage to City property.
- Provide training to City managers and employees
- Serve as the City's Americans With Disability Act (ADA) Coordinator; review internal and external requests for Reasonable Accommodations under state and federal disability discrimination law; seek solutions with line management of impacted department/division.
- Analyze trends in liability coverages and case law; make recommendations for the needed coverage, purchase, loss reduction, and cost; review contracts and agreements relating to insurances and endorsements.
- Represent the City to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observe and maintain a safe working environment in compliance with established safety programs and procedures.
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of establishing, maintaining, and modifying a comprehensive risk management program.
- Principles and practices of risk management, risk transfer, and asset protection programs relating to general and financial liability protection.
- Records and procedures relating to court actions on risk management matters.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state, and federal rules, regulations, and laws.
- American with Disabilities Act, reasonable accommodation, and state and federal disability discrimination law
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training, and personnel management.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Organize and direct the Risk Management operations.
- Develop, implement and coordinate effective programs for safety and training.
- Analyze and interpret a variety of complex insurance and legal documents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Prepare and administer a budget.
- Supervise, train, and evaluate personnel.
- Develop, coordinate and conduct safety training programs.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Forecast and plan for future needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts. Manage resources within budget and policy parameters.
- Prepare a variety of complex and comprehensive reports and documents.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Make presentations before groups and represent the City in public forums.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in public administration, business, or a related field.

Experience:

Five years of increasingly responsible experience in the management of a combination of human resources programs including: workers' compensation, liability and property, and/or occupational medical; including one year providing technical and functional supervision over assigned personnel.

LICENSE AND CERTIFICATES

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position will be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

Possession of an Associate in Risk Management (ARM) certificate is highly desirable.

Possession of a Certified Professional in Disability Management (CPDM) is also highly desirable.

PHYSICAL REQUIREMENTS

Maintain the required physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; frequent sitting for long period of time; occasional bending or squatting; frequent repetitive motion; stamina to work long hours and attend night meetings several times a week.

Class Established: 03/22

[Revised 04/22](#)

Reviewed and Approved: _____ **Date:** _____
Personnel Officer



ROADS PROGRAM MANAGER

DEFINITION

Under general direction, performs project management functions for high profile projects and provides highly responsible and complex administrative support to the [Development Services](#)[Public Works](#) Director and/or Deputy Director.

This position is [assigned to the Management Bargaining Unit](#)~~designated as un-represented~~ for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the [Development Services](#)[Public Works](#) Director and/or Deputy Director. The Roads Program Manager exercises administrative supervision and direction to professional, technical and administrative support personnel.

DISTINGUISHING CHARACTERISTICS

The Roads Program Manager is responsible for managing high profile engineering projects. This classification differs from the classification of Principal Civil Engineer in that the latter requires registration as a Professional Engineer and is responsible for managing the engineering functions related to high profile projects, of which the primary responsibility is managing road projects funded by Measure A

ESSENTIAL FUNCTIONS: - Duties may include, but are not limited to the following:

- Manages the selection of outside consultants; oversees the bid, proposal, and purchase recommendation process for projects; solicits and reviews proposals; selects consultants; establishes schedule and performance criteria.
- Negotiates and completes various contracts developed for consultants and other outside service providers.
- Works with consultants on project planning, preparation, scheduling, and execution of contracts; ensures work is completed on time and in conformance with plans, specifications, local laws, codes and regulations.

- Monitors and reviews consultants working on assigned construction and rehabilitation projects; reviews status reports from consultants.
- Reviews project documents such as plans, specifications, studies, budgets, and estimates.
- Responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding projects.
- Interfaces with stakeholders such as management, City Council, peers, project staff, and consultants as necessary to coordinate project execution; informs stakeholders of project status and possible outcomes.
- Prepares project reports for the City Council, management, outside agencies, and others; makes presentations as necessary.
- Performs periodic review of work onsite to ensure that the work is satisfactory and completed according to plan.
- May provide administrative supervision and direction to professional, technical, and clerical staff
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Roads Program Manager

Knowledge of:

- Principles and practices of project management and administration
- Advanced methods, materials, and techniques used in the design and construction of projects
- Road rehabilitation treatments
- Road construction projects
- Methods and techniques of contract negotiations and administration
- Principles and practices of project budget preparation and control
- Principles of employee supervision
- Methods and techniques of plan review and analysis
- Methods and techniques of conducting site and field investigations
- Principles and procedures of record keeping

- Principles of business letter writing and basic report presentation
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases
- Pertinent federal, state and local laws, rules, and regulations

Ability to:

- Plan, organize, direct, coordinate, and evaluate assigned high profile projects
- Work collaboratively with community groups, boards, commissions, and City Council to achieve desired goals
- Prepare, review, interpret, and analyze plans, drawings, specifications, contract documents, bid documents, and reports for conformance to professional standards, contract obligations, and approved budgets
- To read maps, research public records and interpret construction documents
- Respond to questions and inquiries from a variety of sources regarding projects
- Interpret and explain projects to the business community and the general public
- Ensure compliance with applicable rules, regulations, and codes
- Inspect projects for conformance with plans and specifications
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations
- Prepare clear and concise reports
- Work cooperatively with other departments, City officials, and outside agencies
- Operate office equipment including computers and supported word processing, spreadsheet, and database applications
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

EXPERIENCE AND EDUCATION

Roads Program Manager

Experience:

Six years of increasingly responsible experience managing capital projects. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Education:

Possession of a Bachelor's Degree from an accredited college or university with major coursework in the areas of construction management, engineering, industrial technology, public administration or a closely related field.

LICENSE AND/OR CERTIFICATE

License:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: See well enough to operate vehicles and office equipment; hear well enough to converse on the telephone and in person; be able to communicate clearly without amplification; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

Reviewed and approved: 05/2021

[Revised 04/22](#)

Personnel Officer

Date



TRANSIT MANAGER

DEFINITION:

Under general supervision, plans, directs, supervises and coordinates planning, budgeting, procurement, and contract management activities related to public transportation and the City's transit system and performs other job-related work as required.

This position is ~~designated as un-represented~~ assigned to the Management Bargaining Group for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the [Development Services](#) [Public Works](#) Director or [Deputy Director](#). The job incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex, responsible and sensitive areas. The Transit Manager supervises assigned professional, technical and administrative support personnel.

DISTINGUISHING CHARACTERISTICS

This is a professional engineering position with first level supervisory duties in a discrete sub-divisional organizational component involving transit and transportation programs/functional areas within the department. The job incumbent personally performs administrative support and technical duties and has responsibility for assigning, supervising, and directing the work of staff assigned to the transportation and transit planning functions of the City. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

EXAMPLES OF DUTIES: Duties may include, but are not limited to:

- Develop and implement transit program goals, objectives, policies and procedures
- Supervises and personally participates in the development, implementation, administration, and modification of a variety of public transportation systems and regulations.
- Researches, applies, and obtains State and Federal grant funding for transit improvement projects including the preparation of applications, diagrams, and reports.
- Administers and directs transit-related work activities, projects, and programs, reviewing and evaluating related work products

- Administers and directs an operations and management contractor in fixed-route and demand-response transit operations for the City
- Participates in master planning for City facilities and systems, to include short and long-range transit plans, operational plans, financial plans, Intelligent Transportation System (ITS) plans, and fleet management plans.
- Oversees contract administration; participates in the discussions and examination of proposals; interprets and implements Department and City policies and objectives.
- Conducts studies of transit routes, schedules, fares, operating hours, services, and facilities, and recommending service changes as required.
- Prepares administrative and operational reports for review by others.
- Prepares financial claims, budgets, and reports for the City's transit system, including forecasting for costs associated with operations, capital improvements, staffing, equipment and supplies;
- Prepares, submits, and presents financial claims, budgets and reports to the applicable government authorities for approval, including the Stanislaus Council of Governments and the Turlock City Council.
- Maintain an effective and efficient transit system, maximizing available transit funding and strive to achieve established performance standards.
- Provides contract administration oversight and management of transit-related professional service contractors and consultants, monitoring performance and ensuring adherence to contract requirements.
- Provides supervision, training, and work evaluation for assigned personnel; assists in the selection and development of new staff; recommends resolution of employee disputes, grievances and problems; and maintains high standards necessary for efficient, professional operations.
- Represents the City's transit system with other governmental agencies, regulatory bodies, contractors, consultants, civic groups and concerned citizens.
- Seeks revenue enhancing opportunities for the City's transit system, such as advertising services, and recommends the necessary changes to pursue those opportunities.
- Prepares highly complex and technical reports; documents policies and procedures; performs research
- Makes and assists with presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Ensures close coordination with other City departments and affected outside groups.
- Assists in the development of long-term capital improvement plans.
- Draft specifications, Requests for Proposals (RFP), Requests for Qualifications (RFQ), and related documents for the procurement of transit equipment, materials, and services, adhering to all applicable local, State, and Federal grant regulations and requirements.
- Confers with and provides consultation to others on work priorities, potential problems, and solutions to current problems.

- Studies and recommends improvements for transportation system operations; and provides technical information and data to concerned parties.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Manages and directs for the maintenance of vehicles, equipment, the Roger K. Fall Transit Center, fixed-route bus shelters, benches, signs, and other transit-related facilities and amenities, as well as accounts for all transit-related assets.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- General principles and practices of management relating to a municipal transit system.
- Municipal budget preparation and monitoring of complex programs.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Materials and equipment typically used in a municipal transit system.
-
- Federal, State, regional, and local laws, regulations, and guidelines related to operating municipal transit systems.
- Federal Transit Administration (FTA) regulations related to grant applications and grant management, including Section 5307 grant funding requirements and best grant management practices.
- The Federal Americans with Disabilities Act (ADA) regulations related to the accessibility of transit services, including complementary paratransit requirements.
- The State Transportation Development Act (TDA) regulations related to farebox recovery standards, performance requirements, and general provisions applying to recipients of State funding.
- Cost estimating and contract administration.
- Technical report writing.
- Project budget development and expenditure control, including development of capital improvement plans.

- Rules and regulations related to the solicitation and procurement of goods and services, especially for procurements involving federal funds.
- Principles and practices of supervision, staff selection, training, development, retention, and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct, coordinate and supervise the functions and activities necessary to operate a municipal transit system and related transportation elements.
- Plan, organize, direct and supervise the work of technical staff, office support staff, and contracted transit service providers.
- Organize, analyze, manage and implement a variety of programs.
- Forecast, prepare, and administer a budget.
- Select, train, and evaluate staff, implementing strategies to boost retention and improve employee satisfaction.
- Develop budgets and control expenditures, including capital improvement plans.
- Engage stakeholders in strategic planning efforts such as a Short-Range Transit Plan.
- Analyze operations, initiate improvements, and respond to City growth.
- Prepare comprehensive technical reports and recommendations.
- Establish and maintain cooperative working relationships with elected officials, administration, other employees, and the general public.
- Communicate clearly and concisely orally and in writing.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Organize, implement and supervise departmental goals and City objectives.
- Use computer and needed programs effectively.

EXPERIENCE:

Four years of increasingly responsible experience in the management and operation of a municipal transit system in the State of California, including at least one year in a supervisory capacity.

EDUCATION & TRAINING:

Possession of a bachelor's degree from a four-year accredited college or university with major coursework in business administration, public administration, transportation planning or a closely related field.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's

license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS:

While performing the essential duties of the position, the employee is regularly required to stand; sit; walk; use hands; move fingers to feel objects tools controls, reach with hands and arms; and talk and hear. Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift and move up to 15 pounds; the employee may occasionally be required to work outdoors in different types of weather and cold/heat.

Class Established: 9/18

[Revised 04/22](#)

Reviewed and Approved:

Personnel Officer

Date



PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, coordinates and directs the programs and activities of the City's Public Works Department; formulates departmental policies, goals and directives; provides expert professional assistance to City management staff on public works matters; performs related work as assigned. Foster cooperative working relationships with citizen groups and other agencies.

This position is designated as management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. The job incumbent directly supervises staff responsible for divisions in Public Works Department.

DISTINGUISHING CHARACTERISTICS

This is a department director classification responsible for the direction of a discrete departmental organizational component and divisions in the areas of Engineering, Maintenance, Transit, Recreation, and Airport; and duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

This position serves as a member of the City executive team with responsibilities for overall policy development, program planning, fiscal management and operation of assigned divisions. The incumbent is responsible for developing and implementing department goals, objectives and work standards in addition to furthering City goals and objectives. This position may be assigned overall administrative responsibility for all City activities in the absence of the City Manager.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to:

- Develops and directs the implementation of goals, objectives, work standards and departmental administrative policies and procedures; oversees preparation and administration of the department's budget.
- Plans, organizes, coordinates and directs, through subordinate supervisors, all public works functions of the City.
- Works closely with the City Council, City Manager and other City departments and a variety of public and private organizations including developing programs and implementing projects to solve problems related to public works issues.

- Makes interpretation of City regulations and codes and applicable laws and provides technical assistance to staff and commissions.
- Determines priorities, reviews staff work and directs the development of management systems to evaluate policies and operating procedures for overall effectiveness.
- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to engineering, maintenance, and transit functions.
- Directs and reviews all public works engineering activities including design, surveying, and inspection; may act as the City Engineer.
- Supervises and participates in the development and implementation of the capital improvement program.
- Confers and consults with administrative staff on problems related to the design and construction of public works systems and the interpretation and enforcement of construction specifications.
- Confers with and gives guidance to division managers regarding matters effecting employer-employee relations; provides for the selection, work review and professional development of staff.
- Coordinates the formulation of long-range planning, including financial and capital improvement plans.
- Represents the City and Public Works Department in meeting with public officials, other public agencies and civic groups in order to coordinate, develop and implement projects and programs.
- Directs the preparation of and personally prepares a variety of complex administrative and technical reports; directs the maintenance of departmental records.
- Monitors development related to designated service area, evaluates their impact on City operations and implements policy and procedure improvements.
- Signs subdivision maps and construction plans, parcel maps, and other development related documents.
- Supervises and participates in the development and implementation of the City capital improvement program and budget; direct the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; monitor and approve expenditures; implement mid-year adjustments.
- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate division activities with those of other service areas and outside agencies and organizations, prepare and present reports and other necessary correspondence.

- Direct, oversee and participate in the development of the Department's work plan, assigns work activities, projects and programs, monitors work flow, reviews and evaluates work products, methods and procedures.
- Maintains departmental awareness of state-of-the-art development in management and the fields of specialty.
- Supervise staff including provision of timely performance evaluations; recommend and implement approved discipline; provide staff development; and maintain high standards necessary for efficient, professional operations.
- Build and maintain respectful and positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training; interact with outside agencies and commissions; provide leadership for teams, or committees, as needed.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Complex principles and practices of recreation program development and administration.
- Principles and practices of municipal public works administration including civil engineering, traffic engineering, and facilities maintenance.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Engineering standards and legal guidelines for public works projects.
- Applicable city, state and federal laws, guidelines and standards.
- Advanced principles, practices, and techniques of public program administration.
- Research methods and sources of information related to a broad range of municipal programs, services, and administration.
- Principles and practices of budget development and administration.
- Pertinent Federal, State, and local laws, codes and regulations.
- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- Principles of employee supervision, career development, and training.
- The concepts of word processing, spreadsheets, micro-computer, and mainframe computer applications.
- Modern methods of records management.
- Safe work practices and related regulations.

- Principles of public speaking, conflict resolution, and excellent customer service.

Ability to:

- Organize, implement, and supervise departmental goals and City objectives.
- Plan, organize, administer and coordinate a variety of large and complex public works programs and services.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations; develop and implement department policies and procedures.
- Supervise, train, and evaluate assigned personnel.
- Select, motivate and evaluate staff and provide for their training and professional development.
- Prepare a variety of complex and comprehensive reports and documents.
- Analyze complex technical and administrative public works problems, evaluating alternative solutions and adopting effective courses of action.
- Exercise general supervision over Public Works Division managers and other professional, technical, and clerical staff.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Prepare and administer a budget, manage resources within budget and policy parameters.
- Prepare clear and concise reports, correspondence and other written materials.
- Plan, organize, direct, and supervise the work professional, technical, and office support staff.
- Make presentations before groups and represent the City in public forums.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Exercise sound independent judgment within general policy guidelines.
- Use computer and needed programs effectively.
- Communicate effectively, orally, electronically, and in writing.
- Establish and maintain cooperative working relationships with City officials, employees, and the general public.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

EDUCATION

Four years of supervisory or administrative experience in a major public works setting which has included program planning, development and administration that would have provided the opportunity to develop the required skills, knowledge and abilities to serve as Public Works Director.

EDUCATION

Possession of a Bachelor's degree from an accredited college or university with major coursework in engineering or a related field OR Registration as a Civil Engineer by the California State Board of Registration for Professional Engineers

DESIRABLE QUALIFICATIONS

Possession of registration as a Civil Engineer by the California State Board of Registration for Professional Engineers

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain required physical abilities including: Vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on telephone and in person; body mobility adequate to drive and perform required duties; use of hands and fingers adequate for driving, writing, typing and computer related functions; ability to lift tools, files and equipment as needed.

Class Established: 04/22

Reviewed and Approved:

Personnel Officer

Date



POLICE CHIEF

DEFINITION:

Under administrative direction plans, directs and reviews the activities of the Police Department; provides for full service law enforcement, crime prevention, dispatch services, community education, recreation, cultural arts, neighborhood services, animal control, and code enforcement; responsible for budget, and program direction; provides direction to assure compliance to federal, state and local regulations. Provides leadership and direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions and the public. May act as City Manager in his/her absence and perform other job related work as required.

This position is ~~designated as~~ assigned to the un-represented management bargaining unit for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. The job incumbent provides general direction to subordinate level managers in affected program areas.

DISTINGUISHING CHARACTERISTICS

This is a department head management classification responsible for the direction of discrete departmental organizational component(s) and programs/functions as determined by the City Manager and City Council. The incumbent exercises policy development and promulgation responsibilities for multiple program/functional areas. Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. The incumbent is expected to demonstrate professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL FUNCTIONS

Duties may include but are not limited to:

- Develops and reviews policies, rules and procedures for effective operation of Police services.
- Directs departmental policy; collaborates with division managers regarding divisional policies and procedures.
- Demonstrates leadership in commitment to the Police Code of Ethics and highest ethical values in the delivery of public service.
- Directs police command staff and supervisors responsible for, crime prevention, planning, research, special programs/projects and disaster preparedness.
- Directs the operations of the Animal Control, Recreation/Neighborhood Services Division and Youth Services.
- Acts in an official capacity in local disaster preparedness organization.
- Supervises, oversees and directs special studies and criminal investigations and internal investigations related to complaints.
- Directs the assignment of employees and equipment.
- Coordinates with allied and other local government agencies in emergency response activities.
- Confers with and makes recommendations to the City Manager regarding projects and programs and participates in the development and implementation of City's strategic plan.
- Updates City Council and City Executive Staff of emergency developments.
- Plans, directs and coordinates the activities of the Police Department in field operations, community services and recreational areas.
- Directs departmental operations, activities and provides planning and research for disaster preparedness, protection of life and property, maintenance of the public peace, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records and jail facilities and provision of emergency dispatch services.
- Confers with public officials and citizen groups on law enforcement problems and assists in the development of municipal law enforcement policies.
- Provides administrative direction to activities relating to the effective utilization of personnel, facilities and equipment.
- Leads or participates in Police Activities League, Police Chaplaincy Board, County Police Chiefs Association, and California Police Chiefs Association.
- Consults, confers and coordinates with City departments, citizens and officials regarding conflicts and issues related to regulatory compliance; participates with Executive Team.
- Directs and participates in the preparation of budget related to assigned activities; oversees budget implementation; directs the forecast of additional funds; approves expenditures; implements mid-year adjustments.
- Makes presentations before various groups, including City Counsel, commissions, boards, committees, task forces, and on and off-site public meetings; participates in community events.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high

standards necessary for efficient, professional operations; participates in labor negotiations.

- Answers difficult questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training and police conferences; interacts with outside agencies and commissions; consortium, participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern principles, practices and techniques of a municipal police department, emergency dispatch services, animal control, community services, cultural arts, leisure time and recreation administration.
- Modern operating principles, practices and techniques of law enforcement and crime prevention including causation of criminal/deviant behavior and Community-Oriented Policing.
- Use and maintenance of law enforcement equipment and apparatus.
- Codes, regulations, criminal laws and ordinances related to police activities, crime prevention, emergency response and disaster preparedness;
- Turlock Associated Police Officers M.O.U., City procedures and policies.
- Local geography and available police resources.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting development procedures and administration.
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective time management
- Principles of effective public speaking, conflict resolution and excellent customer service.

Ability to:

- Effectively formulate, organize and administer sound departmental policy in the areas of police administration, law enforcement and crime prevention.
- Interact with citizens and employees in an effective way that produces positive results.
- Supervise the management of major incidents and crime scenes.

- Analyze police and community problems and plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs; determine community needs; establish and maintain excellent community relations.
- Interpret and implement City Council direction.
- Work well under pressure; work such hours as are necessary to accomplish the job including remaining on-call 24 hours a day; travel out of the area during or after work hours.
- Understand, interpret and communicate state and federal regulations, laws, codes, policies and solutions in the area of crime management.
- Direct program services that benefit the community; analyze policy issues and develop recommendations and solutions.
- Delegate authority and responsibility as well as schedule and program work.
- Work with and control sensitive and confidential information.
- Plan, initiate, and direct complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and direct departmental goals within City objectives.
- Make highly effective presentations before groups and represent the City in public forums; interpret and communicate codes and regulatory information.
- Use computer and needed programs in a highly effective manner.
- Direct, project and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.
- Perform the duties and requirements of a sworn police officer.

EXPERIENCE:

Five years of increasingly responsible professional command level management experience with a public law enforcement agency with at least three of those years performing administrative and supervisory oversight at Lieutenant level or higher or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.

EDUCATION & TRAINING:

Possession of a Bachelor's degree from an accredited college or university with significant course work in the areas of Criminal Justice, Administration of Justice, Law Enforcement, Criminology, Police Science, Public Administration, or a related field.

LICENSE AND/OR CERTIFICATE:

- Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.
- Possession of California Peace Officer's Standards and Training Advanced and Management Certificates.
- Graduate of the F.B.I. National Academy is desirable.

PHYSICAL REQUIREMENTS

Maintain required physical abilities including: vision adequate to operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet, and detect unusual sounds; voice volume and speech clarity to command during an emergency; body mobility adequate to operate emergency equipment and perform required duties; stamina to perform administrative functions and to meet physical and mental demands during an emergency; use of hands and fingers adequate for operation of special equipment and weapons, writing, typing and computer related functions; ability to lift heavy equipment, as needed in emergency conditions.

Revised 8/95, 4/96, 2/02, 6/14, [04/22](#)

Reviewed and Approved:

Personnel Officer

Date



DEPUTY CITY MANAGER

DEFINITION

Under direction of the City Manager, assists in planning, organizing, and directing overall activities and operations of the City; coordinate activities among and with other departments; may act as City Manager in his/her absence; provide staff assistance to the City Manager and City Council; represents City Manager with City Staff, community organizations, other agencies, and the public; provide direct oversight for Information Technology, Risk Management, and the City's Homeless programs; and performs other job related work as required.

This position is designated as management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. Direction received consists of assignment of responsibility to obtain objectives. The job incumbent may provide direct supervision to professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is a single position classification that acts with a high degree of independence of action. This position provides highly responsible and complex administrative assistance to the City Manager; ~~and duties and responsibilities are performed in accordance with law, ordinance, and City policy.~~

This position serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole; approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies; demonstrates professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas; duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to:

- Assist the City Manager in developing, planning, implementing, and administering City-wide goals and objectives, as well as policies and procedures necessary to provide City services; approve new or modified programs, systems, policies, and procedures.
- Perform or supervise comprehensive management analyses in a wide range of municipal policies, organization, and procedures; prepare and present staff reports and other necessary correspondence.

- Under the direction of the City Manager, provide staff assistance to the City Council, committees, commissions, and the City Manager in matters related to a wide variety of City administration activities and programs.
- Review and respond to citizen complaints or requests for information.
- Represent the City Manager at meetings by making presentations to explain program or project status to the City Council or other formal groups and answer questions or arrange or compilation of data to assist in decision making process; act as the City Manager in his/her absence.
- Make recommendations based on negotiations with insurance companies in all areas of municipal liability, worker's compensation, property and casualty coverage.
- Supervise the investigation, processing, and settlement of liability and worker's compensation claims against the City.
- Provide expert analysis and advise on matters of risk management, including the review of proposed legislation and court decision.
- Coordinate safety programs.
- Oversee the risk management functions, including workers' compensation and liability programs, recommending policy and funding changes related to claims administration, claims management, reserving practices, and significant settlements.
- Oversee the employee benefits program, recommend and negotiate changes, consult with brokers and actuaries; recommend funding options to the City Manager.
- Oversee the completion of comprehensive information technology studies; review reports of findings and make recommendations, as appropriate.
- Provide users with cost effective long-range solutions to complex systems and technical problems; develop, justify, acquire, and implement major information technology related projects and programs.
- Advocate for greater support and expansion of homeless programs at all appropriate levels of government.
- Oversee coordination of existing City services for the homeless in areas such as prevention, early intervention, emergency and support services; develop and implement new strategies in collaboration with other agencies.
- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures ~~related to safety~~.
- Coordinate activities with those of other service areas and outside agencies and organizations, provide staff assistance to the City Manager, prepare and present reports and other necessary correspondence.

- Direct, oversee and participate in the development of the work plans, assigns work activities, projects and programs, monitors work flow, reviews and evaluates work products, methods and procedures.
- Participate in the development and administration of the budget; direct the forecast of additional funds needed for ~~safety~~ staffing, equipment, materials, supplies, and services; monitor and approve expenditures; implement mid-year adjustments.
- Conduct research and develops recommendations on City-wide work methods, operation policy and procedures, programs, services and other issues.
- Provide highly responsible administrative staff assistance including conducting specific and comprehensive analysis of a wide range of municipal policies involving organization, procedures, and services.
- Ensure close coordination with other City departments and affected outside groups.
- Make presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Supervise staff including provision of timely performance evaluations; recommend and implement approved discipline; provide staff development; and maintain high standards necessary for efficient, professional operations.
- Build and maintain respectful and positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training; interact with outside agencies and commissions; provide leadership for teams, or committees, as needed.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of risk management, risk transfer, and asset protection programs relating to general and financial liability protection; practices and techniques of establishing, maintaining, and modifying a comprehensive risk management program
- Health, life, property, casualty, and liability insurance coverages
- Workers' compensation law
- Municipal risks and liabilities

- Principles and practices of information technology applicable to business and municipal operations
- Best practices and current information systems technology
- Principles and practices of service provision to the homeless
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Advanced principles, practices, and techniques of public program administration.
- Research methods and sources of information related to a broad range of municipal programs, services, and administration.
- Pertinent Federal, State, and local laws, codes and regulations.
- Municipal structure and organization in a Council/City Manager form of government.
- Principles of employee supervision, career development, and training.
- The concepts of word processing, spreadsheets, micro-computer, and mainframe computer applications.
- Modern methods of records management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution, and excellent customer service.

Ability to:

- Organize, implement, and supervise departmental goals and City objectives.
- Administer a variety of City-wide programs and administrative activities; implement and manage complex system upgrades and/or replacements; manage all aspects of life cycle management for critical systems throughout City departments.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations; develop and implement department policies and procedures.
- Supervise, train, and evaluate assigned personnel.
- Prepare a variety of complex and comprehensive reports and documents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Prepare and administer a budget, manage resources within budget and policy parameters.
- Plan, organize, direct, and supervise the work professional, technical, and office support staff.
- Make presentations before groups and represent the City in public forums.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Use computer and needed programs effectively.
- Communicate effectively, orally, electronically, and in writing.
- Establish and maintain cooperative working relationships with City officials, employees, and the general public.

EXPERIENCE

Five years of increasingly responsible experience ~~administering public sector Risk Management functions,~~ administrative and managerial experience in a public agency involving strong administrative/executive level management is required, including two years of managerial and supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge and abilities to serve as Deputy City Manager.

EDUCATION

Possession of a Bachelor's degree from an accredited college or university in business administration, public administration or a closely related field.

DESIRABLE QUALIFICATIONS

Possession of a Master's degree in Public Administration or a closely related field. Experience is Risk Management is desirable.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain required physical abilities including: Vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on telephone and in person; body mobility adequate to drive and perform required duties; use of hands and fingers adequate for driving, writing, typing and computer related functions; ability to lift tools, files and equipment as needed.

Class Established: April 2022

Reviewed and Approved:

Personnel Officer

Date



NEIGHBORHOOD SERVICES SUPERVISOR

DEFINITION

Under general direction, ~~of Community Services Division Manager or designee~~ to plan, organize, promote, budget, schedule, direct, evaluate, coordinate and participate in assigned City programs and activities related to neighborhoods, code enforcement, abandoned autos, ~~animal services~~, enforce city zoning, fire nuisance and related codes and regulations. Serves as the Principal liaison and coordinator with the Neighborhood Associations and other City ~~service areas~~ departments involved in neighborhood preservation activities. ~~The incumbent supervises and ensures the provision in-service training for paid full and part-time personnel and volunteers and performs related work as required.~~

This position is subject to overtime, evening, and weekend assignments, and is assigned to the Turlock Associated Police Officer bargaining unit for labor relation's purposes.

SUPERVISION RECEIVED AND EXERCISED

~~Receives general supervision from a Turlock Police Department Lieutenant or designee. Technical or functional guidance may be provided by fire, police and/or community development personnel. The incumbent supervises and ensures the provision in-service training for paid full and part-time personnel and volunteers and performs related work as required.~~

DISTINGUISHING CHARACTERISTICS

The Neighborhood Services Supervisor oversees the day to day activities of the Neighborhood Services unit supervising full time and part time staff involved in addressing a variety of code violations which have a negative impact on the quality of life in neighborhoods that can affect personal safety and property values.

ESSENTIAL FUNCTIONS: *Duties include but are not limited to the following:*

- Collaborates and partners with other City Service areas and outside agencies, community business and like organizations to encourage community activism and participation in community improvement
- ~~Supervises Animal Control Officers and the operation of the Animal Control Shelter~~
- Supervises and participates in programs involving mistletoe, weed abatement, nuisance and code enforcement
- Supervises and participates in programs involving abandoned and inoperable vehicle abatement on public and private property

- Supervises and participates in the addressing of illegal storage of property and encampment related issues.
- ~~Assist in the development of new Neighborhood Associations and serves as the City Liaison to all recognized Neighborhood Associations~~
- Administers the City's anti-graffiti and abatement code
- ~~Coordinates and supervises assigned Community wide special events and activities which promote community participation in improvement initiatives~~
- Responds to land use and building safety complaints
- Prepares, maintains and monitors program budgets within the scope of Neighborhood Services
- As necessary, performs code enforcement activities in difficult or sensitive situations in support of the success of Neighborhood Services activities
- Insures the proper processing of official notices and follow-up related to established deadlines
- Coordinates with other departments regarding compliance activities and any related public hearings
- Works with the City Attorney to determine compliance in difficult cases and provides support for prosecution violations
- Keeps current on legislative actions and correspondence necessary to implement departmental objectives, studies and projects
- Appears in court or in hearings, if necessary in the defense of code compliance
- Issues Administrative Citations and notices, when necessary
- Serves as staff member or representative to City appointed commissions, committees and/or task forces
- ~~Prepares publications to promote and advertise programs within assigned area~~
- Serves as liaison to grant agencies and ensures that grant requirements are fulfilled
- Creates and maintains ongoing educational materials for the community in reference to Neighborhood Resources, Code Enforcement, Abandoned Autos, and various permits
- Recruits, interviews, trains and evaluates full and part-time employees and volunteers according to Police Services policies
- Performs related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of:

- General organization and structure of Municipal government
- City ordinances and regulations related to use of land
- Elements of planning and zoning administration and use of related ordinances
- Building codes, nuisance abatement practices and procedures
- Investigation techniques, evidence collection and legal enforcement procedures
- ~~City Ordinances and regulations specifically related to animal control~~

- Supervisory techniques and practices

Ability to:

- Interact in a positive manner with public and co-workers
- Insure appropriate processing of required notices and paperwork needed for enforcement activities
- Provide effective leadership and supervision to assigned staff members
- Read and evaluate basic maps, building plans, and property descriptions
- Utilize tact and diplomacy in seeking compliance to codes
- Interpret and apply detailed rules, regulations, and procedures
- Work independently in discovering violations; gathering evidence and applying code enforcement procedures
- Receive reports of code violations in person and by telephone
- Complete appropriate report forms and related documentation
- Properly evaluate complaints or observed violations and apply appropriate codes or regulations to bring violations into compliance
- Receive complaints and work with property owners, neighborhood organizations, and other concerned parties to resolve nuisance issues and avert legal action where possible
- Prepare written reports and make oral presentations to community groups and City commissions or the City Council
- Maintain complex files and communicate effectively both orally and in writing
- Establish and maintain cooperative-working relationships with those contacted during the course of work

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the skills and abilities required for success in this position. A typical way to qualify for this position would be:

Experience:

~~Four~~ Two years of experience in interpreting and enforcement of a combination of the following codes or regulations: public nuisance, zoning, and ~~municipal and animal control~~. One year of supervisory or lead experience is highly desirable.

Education:

Equivalent to an Associate's Degree from an accredited college in Planning, Community Development, Business Administration, Public Administration, ~~Animal Science~~, Social Science, Administration of Justice or related field.

Certificate:

Possession of a valid (Penal Code) PC 832 Certificate (Arrest and Firearms Seizure) within six-twelve (12) of appointment months from date of employment.

License:

Possession of a valid California Drivers License at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS:

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting individuals; bodily mobility to lift and maneuver supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment necessary.

May, 2000

Revised, 2/01

Revised, 4/01

Revised, 6/02

Revised, 4/22

Reviewed and Approved

PERSONNEL OFFICER

DATE



PUBLIC SAFETY COMMUNICATIONS SUPERVISOR

DEFINITION

Under general supervision provides supervision for the Emergency Dispatch Services unit and fulfills other technical support and project management assignments for public safety in functional areas such as specialized communication and software applications and equipment. ~~Performs other job related work as required.~~

This position is assigned to the Turlock Associated Police Officers bargaining Unit for labor relations purposes. This is a non-sworn position.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by Police ~~Field Support~~ Operations ~~Division~~ Manager. The incumbent provides direct supervision to subordinate level clerical or technical/specialist staff in the Police dispatch services area.

DISTINGUISHING CHARACTERISTICS

This is a supervisor classification responsible for the supervision of discrete sub-divisional organizational component(s) and programs/functions within a department as determined by the Chief of Police. The incumbent is expected to demonstrate technical competence while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

EXAMPLES OF DUTIES: - Duties may include, but are not limited to the following:

- Supervises, oversees, staffs, trains and schedules 9-1-1 Emergency Dispatch Service staff.
- Provides team leadership for public safety related technology projects, changes or new equipment implementation plans.
- Performs troubleshooting 9-1-1 equipment, monitoring various technical systems, accessing equipment malfunctions, providing fixes and/or rebooting systems as necessary, maintenance, and backup functions related to the Police I-Series functions.
- Provides liaison with public safety equipment and repair vendors.
- Reboots systems, and assign passwords for public safety software.
- Oversees monthly audits of DOJ computer system entries for stolen vehicles, guns, property and criminal history.
- Maintains and updates tables in the CAD software related to the records management system.
- Oversees the preparation and processing of warrants for arrest.
- Writes and documents procedures and maintains and updates 9-1-1 Training Manual.

- Prepares technical reports; documents policies and procedures; performs research
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Serves as a liaison with partner agencies. Answers questions and assists with problem solving.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional supervisory conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; participates in teams, or committees, as needed. Agencies include but are not limited to DOJ, APCO, CCOG, NENA, PSAP Managers, POST, CAD Vendor Users and AMR and Life Com.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Takes an active role in public safety technology projects, including research, development and implementation.
- Acts as a liaison, coordinating repair of CAD computers and other communications equipment.
- Communications Training Coordinator. Ensures all dispatchers meet POST mandated training requirements.
- Maintains GEO file for the Computer Aided Dispatch System and related files.
- Answers inquiries and inputs emergency and non-emergency calls for service.
- Dispatches appropriate Police and Fire units. Documents CAD activity.
- Administrator of Sheriff's Office ICJIS, Probation ICJIS, Everbridge Notification Systems, DA Case Management, CAL Photo and Stan County Crimes and other future computer related systems for integration and sharing of law enforcement information.
- Oversees quarterly DOJ Wanted Person System purge updates.
- Assigns employee numbers and computer security access for police personnel.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge Of:

- Knowledge of department procedures, rules, regulations and general orders.
- Knowledge of principles, practices and procedures of emergency and routine public safety communications.

- Modern public safety related communication and emergency dispatch supervision processes, requirements, techniques, practices and equipment.
- Public safety related computer systems and software applications including troubleshooting, maintenance, and usage.
- Specialized public safety communication systems including radio, pager, DVD log recorder, security camera and other devices.
- Knowledge of CAD and telecommunications system methods, programs and equipment as applied to police dispatching.
- Ability to provide technical assistance in the operation and maintenance of voice and radio communications, E911 system; troubleshoot the network systems and respond to requests for assistance from system users.
- Knowledge of city geographical features and streets.
- Ability to work with and control sensitive and confidential information.
- Skill in multi-tasking situations.
- Understand City processes and procedures and specific requirements of assigned work area.
- Ability to manage the procurement, installation and training of employees on products used.
- Technical and operational aspects of assigned function or program area.
- Modern techniques of project management and team leadership.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles of record keeping and reporting; technical report writing and grant writing
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Principles of effective file management and time management
- Safe work practices and related regulations.
- Principles of conflict resolution and excellent customer service.
- Provisions, principles and practices of municipal structure and organization
- Applicable federal, state and local laws, regulations and related guidelines including those of the FCC and the DOJ.

Ability To:

- Understand, maintain, backup, install, trouble shoot, program, repair, reboot and explain highly technical equipment and computer related applications used in assigned functions.
- Supervise the daily operations of the 9-1-1 emergency dispatch system to assure that all requirements and expected standards are met.
- Manage highly technical and complex projects related to public safety communication equipment and participate in or lead teams to implement projects.

- Understand complex state and federal regulations, laws, codes, policies and solutions in the area of law enforcement services related to emergency dispatch services and communications.
- Understand City processes and procedures and specific requirements of assigned program area.
- Work with and control sensitive and confidential information.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments with a minimum of direction.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

EXPERIENCE AND EDUCATION

Experience:

Three years of increasingly responsible technical, administrative or analytical experience in a public safety agency in a dispatch related area or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities. One of the three years of experience shall be in a lead or supervisory capacity.

Education:

Possession of an Associate's Degree with course work in business, or related field;

OR

Must have a minimum of twenty (20) accredited college units and at time of appointment be enrolled in a two-year accredited college and obtain an Associate's Degree with course work in business, or related field within thirty-six (36) months of date of appointment.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and

perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

June 2007, Revised 9/2016

Revised 04/22

REVIEWED AND APPROVED: _____
PERSONNEL OFFICER

DATE

City Council Staff Report

April 12, 2022



From: Katie Quintero
Deputy Director of Development Services / Planning Manager

Prepared by: Randall Jones, Associate Engineer

Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

- Motion: Directing staff to proceed with the preparation of plans and specifications based on the revised scope for City Project 19-51 "Columbia Pool Improvements"
- Motion: Directing staff to proceed with the advertisement of plans and specifications to demo the existing facility in preparation for City Project 19-51 "Columbia Pool Improvements"
- Motion: Approving the advertisement for construction bids for City Project No. 19-51 "Columbia Pool Improvements"
- Motion: Approving Amendment No. 1 to the Professional Services Agreement with O'Dell Engineering of Modesto, California, in the amount of \$81,545 (Fund 117 "Cannabis Fund"), bringing the contract total to \$230,075 for engineering and surveying services for City Project No. 19-51 "Columbia Pool Improvements"
- Resolution: Appropriating \$481,545 to account number 301-50-520.51300 "Construction Repairs/Improvements" to be funded via a transfer from Fund 117 "Cannabis Fund" unallocated reserves to provide necessary funding for City Project No. 19-51 "Columbia Pool Improvements"
- Resolution: Appropriating \$2,000,000 to account number 301-50-520.51300 "Construction Repairs/Improvements" to be funded via a transfer from Fund 117 "Cannabis Fund" unallocated reserves to provide necessary funding for City Project No. 19-51 "Columbia Pool Improvements"
- Resolution: Appropriating \$3,000,000 to account number 301-50-520.51300 "Construction Repairs/Improvements" to be funded via a transfer from

ARPA unallocated reserves to provide necessary funding for City Project No. 19-51 "Columbia Pool Improvements"

2. SYNOPSIS:

This action will direct staff to proceed with new design direction to replace the pool, decking and buildings, authorize staff to move forward with demolishing the pool and advertise for bids once construction plans are complete, and appropriate a total of \$2,481,545 from Fund 117 "Cannabis Fund" and \$3,000,000 from ARPA to account number 301-50-520.51300 "Construction Repairs/Improvements, and approve an amendment to the Professional Services Agreement design services for City Project No. 19-51 "Columbia Pool Improvements."

3. DISCUSSION OF ISSUE:

On January 26, 2021, City Council was presented three options from the Columbia Pool Master Plan. The Master Plan was prepared for an Ad Hoc committee comprised of three members of the Parks, Arts & Recreation (PAR) Commission. City Council directed staff to move forward with Design Option A which proposed to repair the pool and replaced pool equipment. Design Option A did not include any "grandfathered" repairs such as additional restroom facilities or ADA improvements.

On July 13, 2021, City Council awarded a professional services agreement to O'Dell Engineering for the rehabilitation of Columbia Pool. On August 4, 2021, City staff, O'Dell Engineering, and Aquatic Design Group held a design kick off meeting. The purpose of this meeting was to discuss the objectives outlined by Design Option A.

On September 8, 2021, O'Dell Engineering informed staff that their meeting with the Stanislaus County Department of Health had determined this project would be considered a major renovation/construction project and not a maintenance project. This determination meant that any "grandfathered" issues would not be allowed to stay in place. The project would be required to address all items that do not meet current codes. Grandfathered items outlined in the Master Plan included bathroom fixture counts and ADA requirements including bathrooms, locker rooms, and decking.

On September 24, 2021, staff had a meeting with the consultants to discuss their meeting with the County. Staff provided design input on ADA pool entrances, bathrooms, ADA path of travel, showers, and locker rooms. The consultant informed staff that 60% plans would be submitted by the end of the year.

On December 20, 2021, O'Dell Engineering informed staff that the current filtration system would not meet California Building Code due to the size of the pool. Current California Code doesn't allow a public pool over 5,000 square feet to have a skimmer system, the current pool is 6,220 square feet. The existing skimmer system

was a “grandfathered” item that has to be addressed per the County’s determination on the project.

On December 29, 2021, staff met with the ad-hoc committee to discuss the skimmer issue as well as other design questions. The ad-hoc committee informed staff they would like to replace the pool, decking, chemical and mechanical equipment, building, add a pool heater, bring the facility up to code, and maintain the existing square footage of the pool by adding a code compliant filtration system.

Staff and O’Dell Engineering met on January 7, 2022 to discuss the potential changes to the project scope and direction moving forward. Staff requested updated design options and cost estimates from the direction provided by the ad hoc committee. Attachment A has estimated costs provided by the consultant. These costs may change based on the direction provided by Council. Actual construction costs will not be known until the design is complete and construction bids have been received.

Attachment A includes estimated costs for the demo of the existing building, installing a new modular entrance with a staff office area, installing seven modular bathrooms with benches for changing, adding a pool heater, replacing all decking, a new non-competitive rectangular pool with new mechanical and chemical equipment, a new chemical and mechanical modular building, new outdoor showers, and new covered arbors to provide shade in the pool area.

On December 17, 2021, parks staff informed engineering that the main pump at Columbia Pool is failing. The pump will not be able to adequately treat the water during the peak summer heat. In addition to the pump, the automatic chlorinator is not functioning. Parks staff is currently manually adding chlorine every day, this will continue to increase chlorination costs and staff costs to maintain the pool as temperatures increase as the need for chlorination increases. Staff is requesting Council’s direction on either purchasing new equipment or to move forward with demo of the facility while construction plans are being completed, in preparation for the new pool installation.

4. BASIS FOR RECOMMENDATION:

- A. An amendment to an agreement requires City Council approval.
- B. Per Resolution 2009-247, City Council may grant authorization to advertise projects when the estimated construction costs exceed one million dollars.

5. FISCAL IMPACT / BUDGET AMENDMENT:

Staff requests a total appropriation of \$2,481,545 from Fund 117 “Cannabis Fund” unassigned reserves and \$3,000,000 from ARPA reserves to provide necessary funding for the City Project No. 19-51 “Columbia Pool Improvements.” Staff has

provided Council with three separate resolutions for the requested appropriations in case Council chooses to only appropriate funds for the additional costs for design and demo at this time. Appropriations for construction are typically requested after the project has gone to bid and actual construction costs are known, but since this request involves demolishing the facility staff provided an option for Council to make an allocation based upon the estimated construction costs at this time to ensure funds are appropriated to move forward with construction once plans are completed and have gone out to bid.

6. STAFF COMMENTS:

Staff recommends advertising plans and specifications to demo the existing facility in preparation for the new pool improvements.

7. CITY MANAGER'S COMMENTS:

Recommend approval.

8. ENVIRONMENTAL DETERMINATION:

This action does not constitute a project in accordance with the California Environmental Quality Act (CEQA). Therefore, no determination is required for this action.

9. ALTERNATIVES:

A. Council could choose to not approve the change in design direction and Amendment No. 1 with O'Dell Engineering. Staff does not recommend this alternative because the facility has to be brought up to current code and professional services are needed to prepare a biddable set of construction plans and specifications to be able to move forward the renovations to the pool.

ATTACHMENT A



OPINION OF PROBABLE COST

Columbia Pool Improvements Preliminary ROM Costs

TURLOCK, CA
3/29/2022

ITEM	DESCRIPTION	UNIT	QUANT.	UNIT COST	AMOUNT
A. Mobilization and General Conditions					
1	Erosion Control	LS	1	\$ 10,000.00	\$ 10,000.00
2	Construction Fencing	ALLOW	1	\$ 1,500.00	\$ 1,500.00
3	Tree Protection Fencing	LF	415	\$ 3.50	\$ 1,452.50
4	Tree Removal	EA	2	\$ 2,000.00	\$ 4,000.00

				SUB-TOTAL	\$ 16,952.50
B. Site Demo/ Removal, Grading and Preparation					
1	Site Clearing and Grubbing	SF	9,650	\$ 0.50	\$ 4,825.00
2	Building Demolition & Removal	ALLOW	1	\$ 75,000.00	\$ 75,000.00
3	Site Grading (Fine)	SF	9,650	\$ 0.75	\$ 7,237.50
4	Site Preparation (Pool Area)	ALLOW	1	\$ 100,000.00	\$ 100,000.00

				SUB-TOTAL	\$ 187,062.50
C. Site Structures and Furnishings					
1	7 Family Stall Prefabricated Restroom Building (4 ADA Stalls, 3 Standard Stalls)	LS	1	\$ 425,000.00	\$ 425,000.00
2	Shower Pedestals - Four Shower Heads	EA	2	\$ 6,000.00	\$ 12,000.00
3	Prefab building for Staff Office/ Lifeguard Office/ & Mechanical / Chemical Building	ALLOW	1	\$ 800,000.00	\$ 800,000.00
4	16x24 Shade Structure	ALLOW	2	\$ 75,000.00	\$ 150,000.00
5	Benches	EA	3	\$ 3,000.00	\$ 9,000.00
6	Picnic Tables	EA	6	\$ 4,000.00	\$ 24,000.00

				SUB-TOTAL	\$ 1,420,000.00
D. Concrete Flatwork					
1	4" Concrete Flatwork - At Restrooms	SF	998	\$ 18.00	\$ 17,964.00
2	4" Decorative Concrete Flatwork - At Showers	SF	302	\$ 20.00	\$ 6,040.00
3	6" Pad Base Prep	SF	690	\$ 10.00	\$ 6,900.00
4	6" Pad Base Prep for Offices & Concession Spaces	SF	3,370	\$ 10.00	\$ 33,700.00

				SUB-TOTAL	\$ 64,604.00
E. Water					
1	Connect 1" Water Line to Existing 6" Water Line	EA	1	\$ 2,500.00	\$ 2,500.00
2	1" Water Line	LF	210	\$ 20.00	\$ 4,200.00
3	1" Water Valve	EA	1	\$ 800.00	\$ 800.00
4	1" Water Meter	EA	1	\$ 2,500.00	\$ 2,500.00
5	3/4" Backflow Prevention Assembly w/ Enclosure	EA	1	\$ 3,000.00	\$ 3,000.00

				SUB-TOTAL	\$ 13,000.00
F. Sanitary Sewer					
1	Connect 6" to Existing 6" Sanitary Sewer	EA	1	\$ 2,000.00	\$ 2,000.00
2	4" Sanitary Sewer Line	LF	87	\$ 70.00	\$ 6,090.00
3	6" Sanitary Sewer Line	LF	33	\$ 80.00	\$ 2,640.00
4	4" Trench Drain	LF	86	\$ 100.00	\$ 8,600.00
5	Sanitary Sewer Clean-Out	EA	1	\$ 750.00	\$ 750.00
6	Sanitary Sewer Connection w/ Manhole in Alley	EA	1	\$ 3,000.00	\$ 3,000.00

					SUB-TOTAL	\$ 23,080.00
G.	Pool Renovation - Option A					
1	New Pool & Equipment to Match Existing	ALLOW	1	\$ 1,400,000.00	\$ 1,400,000.00	

					SUB-TOTAL	\$ 1,400,000.00
H.	Pool Items - Miscellaneous					
1	Variable Flow Drive Pool Pump	EA	1	\$ 15,000.00	\$ 15,000.00	
2	Pool Heater - High Efficiency	ALLOW	1	\$ 80,000.00	\$ 80,000.00	
3	Pool Covers & Reels	ALLOW	1	\$ 50,000.00	\$ 50,000.00	

					SUB-TOTAL	\$ 145,000.00
I.	Pool Deck Renovation					
1	New 6" Pool Decking	SF	10,900	\$ 45.00	\$ 490,500.00	
2	Remove Dive Stand & Board	EA	2	\$ 2,750.00	\$ 5,500.00	
3	New Rail Goods	ALLOW	1	\$ 22,500.00	\$ 22,500.00	

					SUB-TOTAL	\$ 518,500.00
J.	Landscape Renovation					
1	Soil Conditioning & Amendments	SF	7,650	\$ 2.00	\$ 15,300.00	
2	Sod Turf Renovation	SF	7,650	\$ 3.00	\$ 22,950.00	
3	24" Box Trees	EA	5	\$ 450.00	\$ 2,250.00	
4	Irrigation System - Tree Root Watering System	EA	10	\$ 100.00	\$ 1,000.00	
5	Irrigation System - Turf Rotary Spray	SF	7,650	\$ 2.00	\$ 15,300.00	
6	Irrigation Controller	EA	1	\$ 10,000.00	\$ 10,000.00	
7	Flow Sensor & Master Valve	LS	1	\$ 3,000.00	\$ 3,000.00	
8	Landscape Maintenance (60 Day)	SF	7,650	\$ 1.00	\$ 7,650.00	

					SUB-TOTAL	\$ 77,450.00
					CONSTRUCTION SUBTOTAL	\$3,865,649.00
					10% Contingency	\$ 386,564.90
					2% Mobilization & Demobilization	\$ 77,312.98
					3% Bonding & General Conditions	\$ 115,969.47
					Construction Estimate Total With Pool Option A	\$4,445,496.35

NOTES:

- Items not included as a part of this estimate:
 - Permits
 - Utility Fees
 - City fees, bond fees
 - Soft Costs (Engineering/design fees/construction mgmt fees)
 - Soils engineering cost
 - Erosion control & siltation cost, SWPPP
 - Landscaping Fees
 - Structural costs
- This is a preliminary estimate only and not to be used as a bidding quantity sheet.
- Estimates are derived from most recent market conditions / bids in the region.
- Estimates do not reflect changes in inflation/ deflation/ escalation of future costs.



AMENDMENT NO. 1
to the
Agreement between the
CITY OF TURLOCK
and
O'DELL ENGINEERING, INC.
for
PROFESSIONAL DESIGN SERVICES
City Project 19-51

THIS AMENDMENT NO. 1, dated April 12, 2022, is entered into by and between the **CITY OF TURLOCK**, a municipal corporation (hereinafter "CITY") and **O'DELL ENGINEERING, INC.**, (hereinafter "CONSULTANT"). The CITY and CONSULTANT may be hereinafter referred collectively as the "Parties" or individually as "Party."

WHEREAS, the Parties hereto previously entered into an Agreement dated July 13, 2021, whereby CONSULTANT would perform professional design services for City Project No. 19-51 "Columbia Pool Improvements" (hereinafter the "Agreement"); and

WHEREAS, the Parties now wish to enter into this Amendment No. 1.

NOW, THEREFORE, the Parties hereto mutually agree to further amend said Agreement as follows:

1. Paragraph 5 of the Agreement is amended to read as follows:

"5.1. Services: Subject to the terms and conditions set forth in this Agreement, Professional shall provide City the Services described in Exhibit A. Any request for Services not included in Exhibit A will be considered a request for additional or modified Services ("Modification" or "Modifications"). Professional shall not receive additional compensation for any Modification of the Services unless the Parties agree otherwise in a writing executed by both Parties.

In addition to the Scope of Work attached as Exhibit A to the Agreement, CONSULTANT shall furnish all labor, equipment, materials and process, implements, tools, and machinery, except as otherwise specified, to complete the original scope of services attached as Exhibit A to the Agreement and the added scope of services attached to this Amendment No. 1 as Exhibit B and Exhibit C, which are necessary and required to provide additional professional design support needed to complete the project, and shall perform such services in accordance with the specifications attached to the Agreement and this Amendment No. 1."

2. Paragraph 6 of the Agreement is amended to read as follows:

“6.1. Amount, Time and Manner of Payment for Professional Services. City shall pay Professional according to the rates and timing set forth in the Compensation Schedule. On each anniversary date of the Effective Date, Professional will be allowed to increase prices with thirty (30) days’ written notice to City. Increases may not exceed increases in the San Francisco-Oakland Consumer Price Index for all urban consumers or percentage increases in Professional’s published prices, whichever is lower. In all cases, City may cancel this Agreement if a requested price increase is not acceptable. City’s agrees to pay CONSULTANT additional compensation in the amount of Eighty-One Thousand Five Hundred Forty-Five and No/100th Dollars (\$81,545.00) in accordance with Exhibit B and Exhibit C attached hereto and made a part hereof. The total compensation for completion of all items of work, as set forth in the Agreement and this Amendment No. 1 shall not exceed Two Hundred Thirty Thousand Seventy-Five and No/100th Dollars (\$230,075.00) (“Maximum Payment”), unless the Parties mutually agree in writing otherwise.”

3. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by and through their respective officers thereunto duly authorized on the date first written hereinabove.

CITY OF TURLOCK, a municipal corporation

O’DELL ENGINEERING, INC.

By: _____
Reagan M. Wilson, City Manager

By: _____

Date: _____

Title: _____

Print name: _____

APPROVED AS TO SUFFICIENCY:

Date: _____

By: _____
Katie Quintero, Deputy Director of
Development Services / Planning Manager

APPROVED AS TO FORM:

By: _____
George A. Petrulakis, City Attorney

ATTEST:

By: _____
Julie Christel, City Clerk

EXHIBIT B



CONTRACT CHANGE ORDER

Contract Change Order Number: 002
Original Contract Date: July 13, 2021
Client: City of Turlock
Project Number: 37512
Project Name: Columbia Pool Improvements
Date/Time: February, 04, 2022

Description of Change:

In lieu of the new change of project direction provided by the City during our meeting on 01/07/22, after the 60% preliminary project was submitted by O'Dell and ADG, we respectfully request additional compensation for redesign and additional design efforts. Please refer to the anticipated efforts described in the scope below. We are excited about the new project direction discussed during the last meeting and look forward to working through an expanded project scope that has strong potential to provide an increased benefit to the Turlock Community moving forward.

Additional Scope:

CCO: Revised 30% Drawings

1. O'Dell and ADG shall provide the following preliminary design services for City review:
 - a. Prepare preliminary conceptual level design options with the following additional scope items:
 - i. Full removal and replacement of existing pool with new pool layout options.
 - ii. Chemical and mechanical room partial to full redesign.
 - iii. Removal of existing structure and design layout options for new prefab structures.
 - iv. Tree removal and replacement options.
 - v. Design ideas to incorporate a shade structure(s).
 - b. Provide ROM budget pricing to aid City design review determination.
 - c. Additional coordination to provide options for new pool pump and pool cover.

Revised 60% Drawings

2. O'Dell and ADG shall provide the following preliminary design services:
 - a. Following the City's approval of the conceptual 30% design, O'Dell and ADG will prepare and provide a revised preliminary 60% plan set, engineers estimate and specification table of contents.
 - b. Additional items for this submittal may include the following:
 - i. new swimming pool and pool deck layout.
 - ii. Modular structure locations and reference details.
 - iii. Shade structure locations and reference details.
 - iv. Additional site furnishings.
 - v. Additional landscape renovation updates inside pool fence.
 - vi. Additional technical specifications sections added to TOC outline (as applicable).

90% Additional Scope

3. O'Dell and ADG shall provide the following preliminary design services:
 - a. Following the City's approval of the 60% preliminary redesign efforts, O'Dell and ADG will prepare and provide a 90% plan set, engineers estimate and specification table of contents.
 - c. Additional items for this submittal may include the following:

p:209.571.1765

CHANGE ORDER

1165 Scenic Drive, Suite A, Modesto, CA 95350 | www.odellengineering.com

O'Dell Engineering

- i. new swimming pool and pool deck layout.
- ii. Modular structure locations and reference details.
- iii. Shade structure locations and reference details.
- iv. Additional site furnishings.
- v. Additional landscape renovation updates inside pool fence.
- vi. Additional technical specifications sections (as applicable).

Note:

All other conditions remain per the original contract.

IMPACT ON SCHEDULE:

N/A

IMPACT ON BUDGET:

Impact on Budget: \$57,640
Proposed Contract Total: \$230,170

CLIENT SIGNATURE

CONSULTANT SIGNATURE

CLIENT SIGNATURE WILL AMEND THE CONTRACT AS SHOWN AND AUTHORIZES THE WORK TO BE PERFORMED.

EXHIBIT C



CONTRACT CHANGE ORDER

Contract Change Order Number: 003
Original Contract Date: July 13, 2021
Client: City of Turlock
Project Number: 37512
Project Name: Columbia Pool Improvements
Date/Time: March, 30, 2022

Description of Change:

In lieu of the new change of project direction provided by the City on 03/25/22, and after the 60% preliminary project was submitted by O'Dell and ADG, please see the following additional scope as requested. Our understanding is that the City Ad-Hoc Council requested a full demolition design package for bidding purposes to remove the existing pool, building and all equipment. The anticipated efforts described in the scope below are intended to cover the preparation and submittal of the demolition design package only. Additional efforts for revised 30% and 60% design and an expanded 90% design are covered in CCO 02, previously submitted on 02/04/2022.

Additional Scope:

CCO: Demolition Specific Preliminary PS&Es

1. O'Dell and ADG shall provide the following preliminary design services for City review:
 - a. Prepare preliminary demolition specific submittal with the following additional scope items:
 - i. Cover sheet
 - ii. Existing conditions plan
 - iii. Erosion control plan
 - iv. Demolition plan(s)
 1. Includes selective demolition;
 2. Protection and capping of important existing site elements;
 3. Tree protection
 - v. Demolition notes (as needed)
 - vi. Construction details (as needed)
 - vii. Demolition specific technical specifications.
 - viii. Demolition specific cost opinion.
 - b. Additional coordination efforts with City and ADG.

Demolition Specific Final PS&Es

2. O'Dell and ADG shall provide the following design services:
 - a. Following the City's approval of the preliminary demolition submittal, O'Dell and ADG will prepare an updated final plan set, engineers estimate and specifications ready for bid.
 - b. Demolition items specific for this submittal may include the following:
 - i. Cover sheet
 - ii. Existing conditions plan
 - iii. Erosion control plan
 - iv. Demolition plan(s)
 1. Includes selective demolition;
 2. Protection and capping of important existing site elements;

p:209.571.1765

CHANGE ORDER

1165 Scenic Drive, Suite A, Modesto, CA 95350 | www.odellengineering.com

O'Dell Engineering

- 3. Tree protection
 - v. Demolition notes (as needed)
 - vi. Construction details (as needed)
 - vii. Demolition specific technical specifications including:
 - 1. Bid item list and descriptions
 - viii. Front end specs: To be provided by City.
 - ix. Demolition specific cost opinion.
- c. Additional coordination efforts with City and ADG.

Demolition Specific Construction Administration Support

- 3. O'Dell and ADG shall provide the following services related to the demolition specific construction project:
 - a. Preconstruction meeting attendance (online or by phone)
 - b. Construction coordination support with City regarding RFI's and Submittal review.
 - c. O'Dell to attend punch walk & prepare follow-up memorandum.

Note:

All other conditions remain per the original contract.

IMPACT ON SCHEDULE:

N/A

IMPACT ON BUDGET:

Impact on Budget: \$23,905
Proposed Contract Total: \$254,075

CLIENT SIGNATURE

CONSULTANT SIGNATURE

CLIENT SIGNATURE WILL AMEND THE CONTRACT AS SHOWN AND AUTHORIZES THE WORK TO BE PERFORMED.

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

**IN THE MATTER OF APPROPRIATING }
\$481,545 TO ACCOUNT NUMBER }
301-50-520.51300 "CONSTRUCTION }
REPAIRS/IMPROVEMENTS" TO BE FUNDED }
VIA A TRANSFER FROM FUND 117 }
"CANNABIS FUND" UNALLOCATED }
RESERVES TO PROVIDE NECESSARY }
FUNDING FOR CITY PROJECT NO. 19-51 }
"COLUMBIA POOL IMPROVEMENTS" }**

RESOLUTION NO. 2022-

WHEREAS, Fund 117 "Cannabis Fund" are revenues generated from the public benefit amount identified in the Development Agreements for cannabis uses; and

WHEREAS, City Project 19-51 "Columbia Pool Improvements" included repairing and renovating the City's Columbia Park Pool; and

WHEREAS, by separate action on July 13, 2021, the City Council awarded a contract with O'Dell Engineering, of Modesto, California, for City Project No. 19-51 "Columbia Pool Improvements"; and

WHEREAS, staff directed O'Dell Engineering to include additional items in the project scope such as decking replacement, building replacement, and pool replacement instead of repair; and

WHEREAS, an additional \$81,545 is needed for design due to the change in design direction for a total design costs are estimated to be \$254,075; and

WHEREAS, pool equipment has failed at the existing facility significantly increasing staff time needed to maintain the facility and demolishing the existing facility is estimated at \$400,000; and

WHEREAS, staff has proposed moving forward with demo of the existing facility while final construction plans are being completed; and

WHEREAS, Council has previously expressed a desire to utilize cannabis funds for the Columbia Pool project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby appropriate \$481,545 to account number 301-50-520.51300 "Construction Repairs/Improvements" to be funded via a transfer from Fund 117 "Cannabis Fund" unallocated reserves to provide necessary funding for additional design costs and demo costs for City Project No. 19-51 "Columbia Pool Improvements."

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April 2022, by the following vote.

AYES:
NOES:

NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk
City of Turlock, County of
Stanislaus, State of California

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

**IN THE MATTER OF APPROPRIATING }
\$2,000,000 TO ACCOUNT NUMBER }
301-50-520.51300 "CONSTRUCTION }
REPAIRS/IMPROVEMENTS" TO BE FUNDED }
VIA A TRANSFER FROM FUND 117 }
"CANNABIS FUND" UNALLOCATED }
RESERVES TO PROVIDE NECESSARY }
FUNDING FOR CITY PROJECT NO. 19-51 }
"COLUMBIA POOL IMPROVEMENTS }
_____ }**

RESOLUTION NO. 2022-

WHEREAS, Fund 117 "Cannabis Fund" are revenues generated from the public benefit amount identified in the Development Agreements for cannabis uses; and

WHEREAS, City Project 19-51 "Columbia Pool Improvements" included repairing and renovating the City's Columbia Park Pool; and

WHEREAS, by separate action on April 12, 2022, the City Council authorized staff to advertise the project for bids"; and

WHEREAS, the total project costs are estimated to be \$5,000,000; and

WHEREAS, Council has previously expressed a desire to utilize cannabis funds for the Columbia Pool project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby appropriate \$2,000,000 to account number 301-50-520.51300 "Construction Repairs/Improvements" to be funded via a transfer from Fund 117 "Cannabis Fund" unallocated reserves to provide necessary funding for City Project No. 19-51 "Columbia Pool Improvements."

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April 2022, by the following vote.

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk
City of Turlock, County of
Stanislaus, State of California

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF APPROPRIATING }
\$3,000,000 TO ACCOUNT NUMBER }
301-50-520.51300 "CONSTRUCTION }
REPAIRS/IMPROVEMENTS" TO BE FUNDED }
VIA A TRANSFER FROM ARPA }
UNALLOCATED RESERVES TO PROVIDE }
NECESSARY FUNDING FOR CITY PROJECT }
NO. 19-51 "COLUMBIA POOL }
IMPROVEMENTS }
_____ }

RESOLUTION NO. 2022-

WHEREAS, Fund 117 "Cannabis Fund" are revenues generated from the public benefit amount identified in the Development Agreements for cannabis uses; and

WHEREAS, City Project 19-51 "Columbia Pool Improvements" includes repairing and renovating the City's Columbia Park Pool; and

WHEREAS, by separate action on April 12, 2022, the City Council authorized staff to advertise the project for bids"; and

WHEREAS, the total project costs are estimated to be \$5,000,000; and

WHEREAS, Council has previously expressed a desire to utilize cannabis funds for the Columbia Pool project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby appropriate \$3,000,000 to account number 301-50-520.51300 "Construction Repairs/Improvements" to be funded via a transfer from ARPA unallocated reserves to provide necessary funding for City Project No. 19-51 "Columbia Pool Improvements."

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April 2022, by the following vote.

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk
City of Turlock, County of
Stanislaus, State of California

City Council Staff Report

April 12, 2022



From: Reagan M. Wilson, City Manager
Prepared by: Isaac Moreno, Finance Director
Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

Motion: Approving Option A as described within the Staff Report specific to the utilization of Franchise Fees to offset the impact of Refuse, Recycling and Green Waste rates on Residential Customers

OR

Motion: Approving Option B as described within the Staff Report specific to the utilization of Franchise Fees to offset the impact of Refuse, Recycling and Green Waste rates on Residential Customers

OR

Motion: Approving Option C as described within the Staff Report specific to the utilization of American Rescue Plan Act (ARPA) to offset the impact of Refuse, Recycling and Green Waste rates on Residential Customers; and

Resolution: Authorizing appropriating \$6,888,710 from Fund 119 (ARPA funds) unassigned reserve to Expense Account Number 119-10-188.47599 "Refuse Rate Increase Subsidization."

2. SYNOPSIS:

During the March 22, 2022 Council Meeting, Council directed Staff to identify a third option to reduce the impact of future Refuse rates upon the residential rate payers and bring a proposal for Council consideration.

3. DISCUSSION OF ISSUE:

In December of 2021, the City Council began the process of implementing an increase to Refuse rates, based upon a rate study completed in late 2021. With the approval of the recommendations of this rate study Council authorized City Staff to proceed with the Proposition 218 process. During its February 8th, 2022 meeting,

the City Council approved the recommended rate increase pursuant to Proposition 218 requirements (Table 1 below) effective April 1st, 2022.

Table 1

Subscription Size	CY 2022	CY 2023	CY 2024	CY 2025 (With RRI at 5% Cap)	CY 2026 (With RRI at 5% Cap)
New Standardized 95-gallon Rate	\$ 33.01	\$ 36.51	\$ 38.92	\$ 41.35	\$ 44.17

In addition to the rate increase approval, City Council directed the City Manager to return to Council no later than April 1st, 2022 with a methodology to reduce the financial impact upon residential users.

After discussions with City Staff and consultation with our Consultant, R3, a determination was made to provide City Council with options on a temporary reduction below maximum approved rate of the Refuse Franchise Fee collected by the City from residential refuse customers from 15% to 10% or 5% to offset the impact of the approved rate increase (See Options A and B below).

Option A

5% Franchise Fee:

Subscription Size	CY 2022	CY 2023	CY 2024	CY 2025 (With RRI at 5% Cap)	CY 2026 (With RRI at 5% Cap)
New Standardized 95-gallon Rate	\$29.54	\$32.67	\$34.82	\$37.00	\$39.52

Option B

10% Franchise Fee:

Subscription Size	CY 2022	CY 2023	CY 2024	CY 2025 (With RRI at 5% Cap)	CY 2026 (With RRI at 5% Cap)
New Standardized 95-gallon Rate	\$31.18	\$34.48	\$36.76	\$39.05	\$41.72

With a franchise fee temporary reduction below maximum approved rates, there will be a fiscal impact in the current and future fiscal years. In fiscal year 2021-22, the City budgeted \$1,684,500 in the General Fund for the garbage franchise fee revenue. Since the rate increase is not effective until April 1st, 2022 there will be

minimal impact to this year's budget, however, future fiscal years will reflect a surplus or shortfall depending on the selected franchise fee rate.

To illustrate these impacts, Staff requested our Consultants, R3, develop a rate model, attached Exhibit A. Using our current fiscal year 2021-22 budget as a baseline, the table reflects an estimated shortfall in fiscal year 2022-23 of \$343,412 if a 5% franchise fee is utilized (Option A). Whereas, a surplus of \$66,351 is estimated with a 10% franchise fee (Option B). The estimated 5-year cumulative shortfall at 5% is \$991,393. At 10%, the estimated 5-year cumulative surplus is \$883,030.

On the March 22, 2022 meeting, staff was directed to bring an additional funding option by utilizing American Rescue Plan Act (ARPA) funds to offset the rate increase over the five years from 100% to 60%. Since ARPA funds have to be obligated by December 31, 2024 and spent by December 31, 2026 this will meet the required timeline to use these funds. In addition, utility assistance is an allowable use. The allocation would be as follows:

- Fiscal Year 2021/22 - 100% = \$224,057
- Fiscal Year 2022/23 - 90% = \$1,002,665
- Fiscal Year 2023/24 - 80% = \$1,383,282
- Fiscal Year 2024/25 – 70% = \$1,604,769
- Fiscal Year 2025/26 – 60% = \$1,750,010
- Fiscal Year 2026/27 – 60% = \$923,927 (April-December Only)

Total of all five years is estimated to be \$6,888,710. The net rate (adopted rate minus subsidy) amount can be found in Exhibit B

Each proposed fee temporary reduction below maximum approved rates does produce a decrease in the rate as requested by Council, however, their estimated impacts are different. Staff recommends discussion on these impacts and requests direction from Council as a policy decision.

4. BASIS FOR RECOMMENDATION:

The options provided for Council's consideration meet the desire of Council to lessen the impact of increased User Fees. However, Staff feels Option B provides both a reduction in impact to the User Fee and minimizes the Fiscal impact to the General Fund.

5. FISCAL IMPACT / BUDGET AMENDMENT:

Fiscal Impact

Option A – 5% Franchise Fee

Estimated shortfall of \$103,257 for the remainder of fiscal year 2021-22 with a cumulative shortfall of \$991,393 over the next five years

Option B – 10% Franchise Fee

Estimated shortfall of \$3,019 for the remainder of fiscal year 2021-22 with a cumulative surplus of \$883,030 over the next five years

Option C – Subsidize increase with American Rescue Plan Act

Estimated total appropriation for all five years is estimated to be \$6,888,710

6. STAFF RECOMMENDATION:

Recommend Approval of Option A or Option B.

7. CITY MANAGER'S COMMENTS:

Recommend Approval of Option A or Option B.

8. ENVIRONMENTAL DETERMINATION:

N/A

9. ALTERNATIVES:

A. Council could leave approved rates from the Proposition 218 process adopted at the February 8th, 2022 meeting. This would result in a larger rate increase for residential refuse customers.

Exhibit A

Refuse Franchise Fee at 5%

FRANCHISE FEE REVENUES ESTIMATES						
	2022	2023	2024	2025	2026	
Estimated Franchise Fees	\$ 1,388,051	\$ 1,390,721	\$ 1,473,319	\$ 1,550,777	\$ 1,578,641	
	2022	2023	2024	2025	2026	
	1/2 Year	1/2 Year	1/2 Year	1/2 Year	1/2 Year	
Estimated Franchise Fees	\$ 694,026	\$ 695,360	\$ 736,659	\$ 775,389	\$ 789,320	
ESTIMATED FRANCHISE FEES BY FISCAL YEAR						
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Estimated Franchise Fees	1,581,243	\$ 1,341,088	\$ 1,432,020	\$ 1,512,048	\$ 1,564,709	
Budgeted Franchise Fees	\$ 1,684,500	\$ 1,684,500	\$ 1,684,500	\$ 1,684,500	\$ 1,684,500	
Surplus (Shortfall)	(103,257)	(343,412)	(252,480)	(172,452)	(119,791)	
Cumulative Shortfall	(103,257)	(446,669)	(699,150)	(871,602)	(991,393)	

Refuse Franchise Fee at 10%

FRANCHISE FEE REVENUES ESTIMATES						
	2022	2023	2024	2025	2026	
Estimated Franchise Fees	\$ 1,688,767	\$ 1,809,292	\$ 1,919,527	\$ 2,020,546	\$ 2,056,958	
	2022	2023	2024	2025	2026	
	1/2 Year	1/2 Year	1/2 Year	1/2 Year	1/2 Year	
Estimated Franchise Fees	\$ 844,383	\$ 904,646	\$ 959,763	\$ 1,010,273	\$ 1,028,479	
ESTIMATED FRANCHISE FEES BY FISCAL YEAR						
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Estimated Franchise Fees	1,681,481	\$ 1,750,851	\$ 1,864,409	\$ 1,970,036	\$ 2,038,752	
Budgeted Franchise Fees	\$ 1,684,500	\$ 1,684,500	\$ 1,684,500	\$ 1,684,500	\$ 1,684,500	
Surplus (Shortfall)	(3,019)	66,351	179,909	285,536	354,252	
Cumulative Shortfall	(3,019)	63,332	243,242	528,778	883,030	

Exhibit B

Rates for April 2022 through March 2023

Previously 32 gallon	27.40
Previously 64 gallon	33.01
Previously 96 gallon	33.01
Previously 32 gallon (Senior)	20.95

Rates for April 2023 through March 2024

Previously 32 gallon	28.31
Previously 64 gallon	36.23
Previously 96 gallon	36.51
Previously 32 gallon (Senior)	21.65

Rates for April 2024 through March 2025

Previously 32 gallon	29.70
Previously 64 gallon	36.74
Previously 96 gallon	38.92
Previously 32 gallon (Senior)	22.71

Rates for April 2025 through March 2026

Previously 32 gallon	31.59
Previously 64 gallon	37.75
Previously 96 gallon	41.35
Previously 32 gallon (Senior)	24.15

Rates for April 2026 through December 2026*

Previously 32 gallon	34.11
Previously 64 gallon	39.39
Previously 96 gallon	42.69
Previously 32 gallon (Senior)	26.09

*Notes: APRA must be spent by December 31, 2026

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

**IN THE MATTER OF SUBSIDIZING REFUSE, } RESOLUTION NO. 2022-
RECYCLING, AND GREEN WASTE RATE }
INCREASE UNTIL DECEMBER 31, 2026 BY }
BY APPROPRIATING \$6,888,710 FROM FUND }
119 (AMERICAN RESCUE PLAN ACT (ARPA)) }
UNASSIGNED RESERVE TO EXPENSE }
ACCOUNT NUMBER 119-10-188.47599 }
"REFUSE RATE INCREASE SUBSIDIZATION" }**

WHEREAS, during the March 22, 2022, staff was directed to bring an additional funding option to subsidize the refuse, recycling, and green waste rate increase by utilizing American Rescue Plan Act (ARPA) funds to offset the rate increase effective April 1, 2022 from April 1, 2022 through December 31, 2026 by 100% the first year, decreasing 10% each to end at 60% for calendar year 2026.

WHEREAS, the utility rate subsidization is an eligible use of American Rescue Plan Act (ARPA) funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby authorize appropriating \$6,888,710 from Fund 119 (ARPA funds) unassigned reserve to Expense Account Number 119-10-188.47599 "Refuse Rate Increase Subsidization".

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 12th day of April, 2022, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Julie Christel, City Clerk,
City of Turlock, County of Stanislaus,
State of California

City Council Staff Report

April 12, 2022



From: Isaac Moreno, Finance Director
Prepared by: Isaac Moreno, Finance Director
Agendized by: Reagan A. Wilson, City Manager

1. ACTION RECOMMENDED:

Motion: Provide direction to Staff regarding the allocation of American Rescue Plan Act funds

2. SYNOPSIS:

The City Council will discuss and provide direction to staff on the allocation of American Rescue Plan Act funds.

3. DISCUSSION OF ISSUE:

On January 30, 2020, the World Health Organization declared the COVID-19 outbreak a public health emergency of international concern. On March 17, 2020, the Director of Emergency Services for the City of Turlock proclaimed the existence of a local emergency in the City based on conditions or threatened conditions caused by COVID-19.

On March 11, 2021, the American Rescue Plan Act (“ARPA”) was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

In contrast to the CARES Act which intended to be used to meet relatively short-term needs, the ARPA is intended to provide fiscal relief over a broader timeline. The City of Turlock may use the funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026.

The City of Turlock received notification on July 14, 2021 that the Department of Treasury will be processing a payment in the amount of \$7,867,595. This represents the first tranche of 50% of the total award of \$15,753,190. The second tranche will be paid out in twelve months. Please see attached Exhibit A for expenses allocated to these funds.

The U.S. Department of Treasury released their Final Rule on January 27, 2022 which provided guidelines and eligibility of funds. An overview of the final rule can be found on the U.S. Treasury website at

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

In addition, please see attached Exhibit B from the U.S. Department of Treasury which provides examples of uses for these funds.

Funds may be used to:

- Respond to the COVID-19 public health emergency and its negative economic impact, including assistance to households, small businesses, and non-profits, or aid to impacted industries such as tourism, travel, and hospitality.
- Respond to workers performing essential work by providing premium pay to eligible workers.
- Replace revenue lost to provide government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency. Revenue generated by utilities is excluded.
- Make necessary investments in water, sewer, or broadband infrastructures.

Ineligible Uses

- Depositing funds into any pension fund.
- Contributions to rainy day funds or similar reserves.
- Pay expenses related to financing, outstanding debt, or settlement agreements

The City of Turlock will be subject to federal reviews and/or audits and will be required to retain supporting documents for five years after all funds have been expended or returned to the Treasury, whichever is later.

Exhibit C provides examples of eligible expenses which have been provided by the departments.

Exhibit D is the Five (5) Year Capital Improvement Plan (CIP) adopted by Council on June 22, 2021 detailing the list of projects the City plans to undertake in the next five (5) years. The CIP provides a list of projects that Council can review and provide direction to staff to determine whether they meet eligibility requirements for use of the ARPA funds.

Staff is requesting direction on future allocations of the American Rescue Plan Act funds.

4. BASIS FOR RECOMMENDATION:

- A. Pursuant to the Department of Treasury, the American Rescue Plan Act funds must be expended by December 31, 2026 to cover eligible obligated costs incurred through December 31, 2024. Therefore, Staff is seeking direction to allocate expenditures for the use of these funds

5. FISCAL IMPACT / BUDGET AMENDMENT:

None at this time, as Staff is only seeking direction from Council on how to expend these funds

6. STAFF RECOMMENDATIONS:

Provide direction to Staff on future allocation of American Rescue Plan Act funds

7. CITY MANAGER'S COMMENTS:

Recommend the City Council accept the information provided in the staff report and provide direction to Staff on the allocation of remaining American Rescue Plan Act funds

8. ENVIRONMENTAL DETERMINATION:

N/A

9. ALTERNATIVES:

- A. Allocate available American Rescue Plan Act funds to qualified expenditures
- B. Allocate available American Rescue Plan Act funds to a percentage of Equipment, Projects, and Staff expenditures

ARPA AUGMENTATIONS							
Date of Council Action	Reso No.	General Ledger Account Number	Description	FY 21/22	FY 22/23	FY 23/24	FY 24/25 to 12/31/2024
9/28/2021	2021-185	119-10-188.43060_044	COVID-19 Case Mgmt Services	58,500			
10/18/2021	no reso	110-10-112.41001	Reinstate Maintenance Worker I <u>Effective 11/1/21</u> Dept 112 share is 45%=37,892; balance of 55% in 110-50-500 to be funded by GF	25,261	39,787	41,776	21,932
10/18/2021	no reso	110-20-210.41001	Unfreeze one Records Technician effective 1/1/22	\$ 36,069	\$ 75,744	\$ 79,531	\$ 39,766
10/18/2021	no reso	110-20-210.41001	Unfreeze two Emergency Service Dispatchers effective 1/1/22	\$ 122,508	\$ 257,267	\$ 270,130	\$ 141,818
10/18/2021	no reso	110-30-300.XXXXX	Broadband Infrastructure: <i>Modernization of broadband connection technology to improve connectivity of Fire Station systems for vital effective communication</i>	50,000			
10/18/2021	no reso	110-50-500.41001	Unfreeze one Maintenance Worker I <u>effective 11/1/21</u> to maintain landscaping at various City facilities	\$ 56,216	88,415	92,836	\$ 48,739
10/18/2021	no reso	110-60-600.41001	Unfreeze two Maintenance Worker I effective 11/1/21 for mowing crew	\$ 112,432	176,831	185,672	97,478
10/18/2021	no reso	501-10-130.41001	Unfreeze Office Assistant I effective 1/1/22 (approx. 60% expensed to GF)	\$ 30,861	\$ 64,808	\$ 68,049	35,725
12/14/2021	2021-252	119-10-188.47188	RAD Cards	\$ 1,115,000			
1/25/2022	2022-017	119-10-118.43060_047	Business Development and Assistance Program (Total Contract \$481,338)	\$ 97,185	\$ 239,432	\$ 144,722	

TOTALS

\$ 1,704,032 \$ 942,283 \$ 882,715 \$ 385,458

Total Obligated to 12/31/2024

\$ 3,914,488

Assumptions:

No MOU cost adjustments

Step Increases at 5% calculated on salary/benefits



Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds

Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

Projects and Expenditures Identified by Departments

WASTEWATER

Flotation Clarifier Improvement Project

1. Project Status: 30% Design
2. Project estimate: \$6.5M
3. Project Overview:
 - a. Increase sewer treatment capacity by replacing pressurization system on the flotation clarifiers. Project will include upgrade all the electrical and mechanical equipment.

Chemical Facility Rehabilitation Project

1. Project Status: 9 month construction schedule starts in August 2021
2. Project Cost: \$5.5M
3. Project Overview:
 - a. Replace storage and chemical feed systems for the dechlorination and coagulate facilities
 - b. Replace chlorine gas system with sodium hypochlorite

Biotower Rehabilitation

1. Project status: Working on rehabilitation options
2. Project Cost: \$0.5M
3. Project Overview:
 - a. Replace rotatory distributor system on two Biotowers

DRINKING WATER

SRWA Regional Surface Water Supply Project

1. Project Status: Pipelines and treatment plant under construction
2. Project Cost: \$113M
3. Treatment of surface water and delivery to the cities of Turlock and Ceres

CP 18-69 Local Water Distribution Systems Improvement Project

1. Project Status: Construction will begin soon
2. Project cost: \$32M
3. System facilities needed to accept treated surface water and integrate into the existing water distribution system.

PUBLIC SAFETY

1. Police Rescue Vehicle projected at \$370,000
2. Police Firearm Replacement projected at \$255,000
3. Fire Advanced Life Support (ALS) equipment projected at \$220,000
4. Fire Radio Upgrade to replace outdated equipment projected at \$168,653

INFORMATION TECHNOLOGY

1. Firewall (projections unknown at this time)
2. Generator for City Hall (projections unknown at this time)
3. Fiber Installation (projections unknown at this time)

COMMUNITY DEVELOPMENT

1. Assist Small Business and Nonprofits
2. Aid impacted industries: Tourism, travel, and hospitality



5 Year Capital Improvement Program

ID#	CAPITAL IMPROVEMENT PROJECTS	Potential Funding Source(s)	Fund No.	General Ledger Org Set to Charge Expenses	City Match Funds	Grant Funds Available	Estimated Total Costs	Five Year Program - New Funding Projected FY 2021-22 thru 2025-26					Funding Needed Beyond 2025-2026
								1	2	3	4	5	
								2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
(Thousands of Dollars)							(Thousands of Dollars)						
PUBLIC SAFETY – FIRE													
1001	Fire Station 32 Roof Repair	Capital Improvement	301	301-50-520	\$ 40	\$ -	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -
1002	Fire Station 32 Window Replacement	Capital Improvement	301	301-50-520	\$ 30	\$ -	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -
1003	Fire Station 33 Asphalt Repair	Capital Improvement	301	301-50-520	\$ 45	\$ -	\$ 45	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ -
1004	Fire Station 33 Roof Repair	Capital Improvement	301	301-50-520	\$ 40	\$ -	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -
1005	Fire Station 34 Bathroom Floor Repair	Capital Improvement	301	301-50-520	\$ 25	\$ -	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL - FIRE				\$ 180	\$ -	\$ 180	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC SAFETY – POLICE													
2001	Police Training / Evidence Storage Facility	General Fund	110	TBD	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
2002	Animal Services Facility Build Out/Replacement	General Fund	110	TBD	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	SUBTOTAL - POLICE				\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
INFORMATION TECHNOLOGY													
3001	City Hall Generator	General Fund	TBD	TBD	\$ 700	\$ -	\$ 700	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ -
3002	City Hall Server Room UPS	TBD	TBD	TBD	\$ -	\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	TBD
	SUBTOTAL - INFORMATION TECHNOLOGY				\$ 700	\$ -	\$ 700	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS STREETS & SIGNALS													
4001	Golden State Blvd. Rehabilitation (CP 17-53)	Federal STPL, Gas Tax, Measure L	215	215-40-420	\$ 1,105	\$ 820	\$ 1,925	\$ 1,925	\$ -	\$ -	\$ -	\$ -	\$ -
4002	Hedstrom Rd Rehabilitation (CP 20-031)	Federal STPL, Gas Tax	215	215-40-420	\$ 2	\$ 874	\$ 876	\$ 876	\$ -	\$ -	\$ -	\$ -	\$ -
4003	SE Quadrant Road Rehabilitation (CP 20-001)	Measure L	218	218-40-461	\$ 1,197	\$ -	\$ 1,197	\$ 1,197	\$ -	\$ -	\$ -	\$ -	\$ -
4004	SW Quadrant Road Rehabilitation (CP 20-002)	Measure L	218	218-40-461	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -
4005	Intersection Improvements at Taylor Rd and Walnut Rd (CP 14-27)	Federal CMAQ, North Turlock Master Plan	215	215-40-420	\$ 570	\$ -	\$ 570	\$ 85	\$ -	\$ 485	\$ -	\$ -	\$ -
4006	Intersection Improvements at W. Main and Tegner Road (CP 14-44)	Federal CMAQ, CFF Transpo.	215	215-40-420	\$ 535	\$ -	\$ 535	\$ 50	\$ 485	\$ -	\$ -	\$ -	\$ -
4007	Linwood Ave. Pedestrian Improvements (CP 16-60)	Federal CMAQ, CFF Transpo.	215	215-40-420	\$ 490	\$ 416	\$ 906	\$ 906	\$ -	\$ -	\$ -	\$ -	\$ -
4008	Intersection Improvements at Monte Vista and Fosberg (CP 18-53)	Federal CMAQ, Measure L	215	215-40-420	\$ 150	\$ 641	\$ 791	\$ 791	\$ -	\$ -	\$ -	\$ -	\$ -
4009	Intersection Improvements at Tully and Tuolumne (CP 18-54)	Federal CMAQ, Measure L	215	215-40-420	\$ (2)	\$ 593	\$ 591	\$ 591	\$ -	\$ -	\$ -	\$ -	\$ -

ID#	CAPITAL IMPROVEMENT PROJECTS	Potential Funding Source(s)	Fund No.	General Ledger Org Set to Charge Expenses	City Match Funds	Grant Funds Available	Estimated Total Costs	Five Year Program - New Funding Projected FY 2021-22 thru 2025-26					Funding Needed Beyond 2025-2026
								1	2	3	4	5	
								2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
(Thousands of Dollars)							(Thousands of Dollars)						
4010	Signal Coordination on W. Monte Vista, Golden State Blvd, and Geer Rd. (CP 20-038)	Federal CMAQ	215	215-40-420	\$ -	\$ 247	\$ 247	\$ 247	\$ -	\$ -	\$ -	\$ -	\$ -
4011	Signal Coordination on E. Monte Vista Ave (CP 20-038)	Federal CMAQ	215	215-40-420	\$ -	\$ 112	\$ 112	\$ 112	\$ -	\$ -	\$ -	\$ -	\$ -
4012	Pedras Road Rehabilitation	Federal STPL	215	215-40-420	\$ 296	\$ 874	\$ 1,170	\$ 85	\$ 1,085	\$ -	\$ -	\$ -	\$ -
4013	City Utility Trench Repair 2020	WQC Fund, Water Fund	410, 420	410-51-531 (50%), 420-52-550 (50%)	\$ 30	\$ -	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -
4014	Golden State/Golf/Berkeley Intersection (CP 14-79)	CFF Trans	305	305-40-440	\$ 3,550	\$ -	\$ 3,550	\$ 100	\$ -	\$ 2,300	\$ 1,150	\$ -	\$ -
4015	Slurry Seals 2022	Assessment District	246	246-60-600	\$ 900	\$ -	\$ 900	\$ 55	\$ 845	\$ -	\$ -	\$ -	\$ -
4016	Slurry Seals 2023	Assessment District	246	246-60-601	\$ 900	\$ -	\$ 900	\$ -	\$ 55	\$ 845	\$ -	\$ -	\$ -
4017	Slurry Seals 2024	Assessment District	246	246-60-602	\$ 900	\$ -	\$ 900	\$ -	\$ -	\$ 55	\$ 845	\$ -	\$ -
4018	Slurry Seals 2025	Assessment District	246	246-60-603	\$ 900	\$ -	\$ 900	\$ -	\$ -	\$ -	\$ 55	\$ 845	\$ -
4019	STPL Road Rehabilitation Project 2023	Federal STPL	215	215-40-420	\$ 285	\$ 900	\$ 1,185	\$ -	\$ 85	\$ 1,100	\$ -	\$ -	\$ -
4020	STPL Road Rehabilitation Project 2024	Federal STPL	215	215-40-420	\$ 285	\$ 900	\$ 1,185	\$ -	\$ -	\$ 85	\$ 1,100	\$ -	\$ -
4021	STPL Road Rehabilitation Project 2025	Federal STPL	215	215-40-420	\$ 285	\$ 900	\$ 1,185	\$ -	\$ -	\$ -	\$ 85	\$ 1,100	\$ -
4022	City Utility Trench Repair 2022	WQC Fund, Water Fund	410, 420	410-51-531 (50%), 420-52-550 (50%)	\$ 210	\$ -	\$ 210	\$ 20	\$ 190	\$ -	\$ -	\$ -	\$ -
4023	City Utility Trench Repair 2024	WQC Fund, Water Fund	410, 420	410-51-531 (50%), 420-52-550 (50%)	\$ 210	\$ -	\$ 210	\$ -	\$ -	\$ 20	\$ 190	\$ -	\$ -
4024	Curb Ramp Replacement 2022	General Fund	301	301-50-520	\$ 105	\$ -	\$ 105	\$ 25	\$ 80	\$ -	\$ -	\$ -	\$ -
4025	Curb Ramp Replacement 2024	General Fund	301	301-50-520	\$ 105	\$ -	\$ 105	\$ -	\$ -	\$ 25	\$ 80	\$ -	\$ -
	SUBTOTAL - PUBLIC WORKS STREETS & SIGNALS				\$ 4,185	\$ 2,700	\$ 6,885	\$ 45	\$ 410	\$ 2,130	\$ 2,355	\$ 1,945	\$ -
PUBLIC WORKS WATER SYSTEM													
5001	Water Main Replacement (CP 18-67)	Water Fund	420	420-52-551	\$ 6,700	\$ -	\$ 6,700	\$ 2,900	\$ 3,800	\$ -	\$ -	\$ -	\$ -
5002	Surface Water Distribution System Improvements (CP 18-69)	Water Fund	420	420-52-551	\$ 36,692	\$ -	\$ 36,692	\$ 24,270	\$ 12,422	\$ -	\$ -	\$ -	\$ -
5003	Well No. 38 Arsenic Mitigation and ICF Treatment (CP 20-009)	Water Fund	420	420-52-551	\$ 1,550	\$ -	\$ 1,550	\$ 1,550	\$ -	\$ -	\$ -	\$ -	\$ -
5004	City Wide Chlorination (CP 20-027)	Water Fund	420	420-52-551	\$ 2,700	\$ -	\$ 2,700	\$ 2,700	\$ -	\$ -	\$ -	\$ -	\$ -
5005	Water Storage Tank	Water Fund	420	420-52-551	\$ 4,900	\$ -	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ 4,900	\$ -
5006	Waterline Replacement on S. Center from Marshall to Minerva	Water Fund	420	420-52-551	\$ 465	\$ -	\$ 465	\$ 50	\$ 415	\$ -	\$ -	\$ -	\$ -
5007	Waterline Replacement on Crave Ave. from Hamilton to S. Minaret	Water Fund	420	420-52-551	\$ 285	\$ -	\$ 285	\$ 40	\$ 245	\$ -	\$ -	\$ -	\$ -
5008	Waterline Replacement on Florence St. from W. Ave. South to S. Lexington	Water Fund	420	420-52-551	\$ 915	\$ -	\$ 915	\$ 70	\$ 845	\$ -	\$ -	\$ -	\$ -
5009	Re-roof well sites 8, 19, 20, and 22	Water Fund	420	420-52-551	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL - PUBLIC WORKS WATER SYSTEM				\$ 54,307	\$ -	\$ 54,307	\$ 31,680	\$ 17,727	\$ -	\$ -	\$ 4,900	\$ -

ID#	CAPITAL IMPROVEMENT PROJECTS	Potential Funding Source(s)	Fund No.	General Ledger Org Set to Charge Expenses	City Match Funds	Grant Funds Available	Estimated Total Costs	Five Year Program - New Funding Projected FY 2021-22 thru 2025-26					Funding Needed Beyond 2025-2026
								1	2	3	4	5	
								2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
(Thousands of Dollars)							(Thousands of Dollars)						
PUBLIC WORKS WASTEWATER TREATMENT SYSTEM													
6001	TRWQCF Chemical Systems Upgrade (CP 20-032)	WQC	410	410-51-534	\$ 4,082	\$ -	\$ 4,082	\$ 4,082	\$ -	\$ -	\$ -	\$ -	\$ -
6002	Biogas Boiler and Waste Flare Project (CP 19-45)	WQC	410	410-51-534	\$ 1,186	\$ -	\$ 1,186	\$ 461	\$ 725	\$ -	\$ -	\$ -	\$ -
6003	WQC Floatator No. 3 Recoating (CP 20-026)	WQC	410	410-51-534	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6004	Shade Structures at TRWQCF (CP 20-041)	WQC	410	410-51-534	\$ 60	\$ -	\$ 60	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -
6005	TRWQCF Security Fence Improvements (CP 20-042)	WQC	410	410-51-534	\$ 43	\$ -	\$ 43	\$ 43	\$ -	\$ -	\$ -	\$ -	\$ -
6006	TRWQCF Equipment bays (CP 20-043)	WQC	410	410-51-534	\$ 47	\$ -	\$ 47	\$ 47	\$ -	\$ -	\$ -	\$ -	\$ -
6007	Flotator Rehabilitation Project	WQC	410	410-51-534	\$ 758	\$ -	\$ 758	\$ 450	\$ 308	\$ -	\$ -	\$ -	\$ -
6008	Flotator Rehabilitation Project	WQC	410	410-51-534	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6009	Sludge Pump Station No. 2 Reroof Project	WQC	410	410-51-534	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL - PUBLIC WORKS WASTEWATER TREATMENT SYSTEM					\$ 6,176	\$ -	\$ 6,176	\$ 5,143	\$ 1,033	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS SEWER													
7001	Sewer Replacement in alley behind Broadway (CP 19-48)	Sewer	410	410-51-534	\$ 65	\$ -	\$ 65	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -
7002	Sanitary Sewer Lift Stations 9, 42 & 55 Upgrades (CP 19-50)	Sewer	410	410-51-534	\$ 900	\$ -	\$ 900	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -
7003	Utility Replacement in the Southeast Quadrant	Sewer	410	410-51-534	\$ 4,515	\$ -	\$ 4,515	\$ 300	\$ 4,215	\$ -	\$ -	\$ -	\$ -
7004	Upgrade Town Center Sewer Lift Gravity Feed Line	Sewer	410	410-51-534	\$ 70	\$ -	\$ 70	\$ 70	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL - PUBLIC WORKS SEWER		Enterprise	410	410-51-534	\$ 5,550	\$ -	\$ 5,550	\$ 1,335	\$ 4,215	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS STORM DRAINS													
8001	Assess ASR well at Dianne Pond	Sewer	410	410-51-534	\$ 50	\$ -	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -
8002	Taylor Road Storm Drain Improvements	Sewer	410	410-51-534	\$ 590	\$ -	\$ 590	\$ -	\$ 590	\$ -	\$ -	\$ -	\$ -
8003	Johnson Road Storm Drain Line Upsize	Sewer	410	410-51-534	\$ 650	\$ -	\$ 650	\$ 50	\$ 600	\$ -	\$ -	\$ -	\$ -
8004	Diane Pond forcemain S/E to existing 24" storm line	Sewer	410	410-51-534	\$ -	\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -
8005	Olive Ave, Golden St. Blvd. (Thor St. to s/e of Minerva) MP ESD-50	Sewer	410	410-51-534	\$ -	\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -
8006	F St. (8th St. to Lander) MP ESD-53	Sewer	410	410-51-534	\$ -	\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -
8007	Lander Ave. (D St. to E St.) MP ESD-55	Sewer	410	410-51-534	\$ -	\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -
8008	Fulerton and Santa Ynez Ave upgrade storm lines	Sewer	410	410-51-534	\$ -	\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -
SUBTOTAL - PUBLIC WORKS STORM DRAINS					\$ 1,290	\$ -	\$ 1,290	\$ 100	\$ 1,190	\$ -	\$ -	\$ -	\$ -

ID#	CAPITAL IMPROVEMENT PROJECTS	Potential Funding Source(s)	Fund No.	General Ledger Org Set to Charge Expenses	City Match Funds	Grant Funds Available	Estimated Total Costs	Five Year Program - New Funding Projected FY 2021-22 thru 2025-26					Funding Needed Beyond 2025-2026
								1	2	3	4	5	
								2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
(Thousands of Dollars)							(Thousands of Dollars)						
PARKS AND COMMUNITY FACILITIES													
9001	Armory Project	CDBG	255	TBD	\$ -	\$ 3,139	\$ 3,139	\$ -	\$ 149	\$ 2,990	\$ -	\$ -	\$ -
9002	Chamber Roof Re-Placement	General Fund	301	301-50-520	\$ 35	\$ -	\$ 35	\$ -	\$ -	\$ 35	\$ -	\$ -	\$ -
9003	City Hall A/C Replacement	Small Equip. Replacement	240	240-00-201	\$ 116	\$ -	\$ 116	\$ 116	\$ -	\$ -	\$ -	\$ -	\$ -
9004	Columbia Pool Replastering	General Fund	301	301-50-520	\$ 1,960	\$ -	\$ 1,960	\$ 1,960	\$ -	\$ -	\$ -	\$ -	\$ -
9005	Phase II Montana Park	Parks and Facilities Grants	269	269-60-614	\$ -	\$ 2,386	\$ 2,386	\$ 2,386	\$ -	\$ -	\$ -	\$ -	\$ -
9006	Muni Hall A/C Replacements	WQC Fund, Water Fund	410, 420	410-51-531 (50%), 420-52-550 (50%)	\$ 232	\$ -	\$ 232	\$ 116	\$ 116	\$ -	\$ -	\$ -	\$ -
9007	North Berkeley Median Rehabilitation	Assessment District	246	246-00-000	\$ 987	\$ -	\$ 987	\$ -	\$ -	\$ -	\$ 987	\$ -	\$ -
9008	Pedretti Park Lighting Replacement	TOT 120	120	120-10-120	\$ 847	\$ -	\$ 847	\$ 847	\$ -	\$ -	\$ -	\$ -	\$ -
9009	Pedretti Sports Complex Walk Path	General Fund	301	301-50-520	\$ 24	\$ -	\$ 24	\$ -	\$ 24	\$ -	\$ -	\$ -	\$ -
9010	PBID Design Update	Downtown Improv. District	602	602-10-166	\$ 150	\$ -	\$ 150	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -
9011	Public Safety Facility Gate Replacement/Repair	General Fund	301	301-50-520	\$ 12	\$ -	\$ 12	\$ 12	\$ -	\$ -	\$ -	\$ -	\$ -
9012	Replace Existing Arbor/Pedretti Sports Complex	Sports Facilities	205	205-60-602	\$ 84	\$ -	\$ 84	\$ -	\$ 84	\$ -	\$ -	\$ -	\$ -
9013	Replace Flat Roof/City Hall	General Fund	301	301-50-520	\$ 168	\$ -	\$ 168	\$ 168	\$ -	\$ -	\$ -	\$ -	\$ -
9014	Roof Replacement Recreation Facility	General Fund	301	301-50-520	\$ 748	\$ -	\$ 748	\$ -	\$ -	\$ -	\$ 748	\$ -	\$ -
9015	Pedretti Park Refrigerator / Freezer	General Fund	301	301-50-520	\$ 8	\$ -	\$ 8	\$ 8	\$ -	\$ -	\$ -	\$ -	\$ -
9016	Senior Center A/C Replacement	General Fund	240	240-00-201	\$ -	\$ 23	\$ 23	\$ 23	\$ -	\$ -	\$ -	\$ -	\$ -
9017	Senior Center Accordion Doors	Parks and Facilities Grants	269	269-60-614	\$ -	\$ 80	\$ 80	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -
9018	Senior Center Exterior Painting	General Fund	301	301-50-520	\$ 35	\$ -	\$ 35	\$ -	\$ 35	\$ -	\$ -	\$ -	\$ -
9019	Senior Center Interior Painting	General Fund	301	301-50-520	\$ 52	\$ -	\$ 52	\$ -	\$ 52	\$ -	\$ -	\$ -	\$ -
9020	Senior Center Flat Roof Replacement	General Fund	301	301-50-520	\$ -	\$ 55	\$ 55	\$ 55	\$ -	\$ -	\$ -	\$ -	\$ -
9021	Turlock Regional Sports Complex Softball Field Lighting	Sports Facilities	205	205-60-602	\$ 325	\$ -	\$ 325	\$ -	\$ 325	\$ -	\$ -	\$ -	\$ -
9022	Resurface Columbia Park Multi-Purpose Court	General Fund	301	301-50-520	\$ 25	\$ -	\$ 25	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -
9023	Resurface Crane Park Tennis Court	General Fund	301	301-50-520	\$ 17	\$ -	\$ 17	\$ -	\$ 17	\$ -	\$ -	\$ -	\$ -
9024	Public Safety Facility Emergency Exit Door	General Fund	301	301-50-520	\$ 30	\$ -	\$ 30	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -
9025	Scoreboard Replacements at TRSC and Pedretti Sports Complex	Sports Facilities	205	205-60-602	\$ 6	\$ -	\$ 6	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ -
9026	Replace Hot Water Heater at City Hall	General Fund	301	301-50-520	\$ 10	\$ -	\$ 10	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL - PARKS AND COMMUNITY FACILITIES				\$ 5,861	\$ 5,683	\$ 11,544	\$ 5,771	\$ 1,013	\$ 3,025	\$ 1,735	\$ -	\$ -

ID#	CAPITAL IMPROVEMENT PROJECTS	Potential Funding Source(s)	Fund No.	General Ledger Org Set to Charge Expenses	City Match Funds	Grant Funds Available	Estimated Total Costs	Five Year Program - New Funding Projected FY 2021-22 thru 2025-26					Funding Needed Beyond 2025-2026
								1	2	3	4	5	
								2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
(Thousands of Dollars)							(Thousands of Dollars)						
HOUSING													
10001													
	<i>SUBTOTAL - HOUSING</i>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
AIRPORT													
11001	Rehab/ Reconstruct Apron A1				\$ 192	\$ -	\$ 192	\$ -	\$ -	\$ 192	\$ -	\$ -	
11002	Runway Widening Project				\$ 3,260	\$ -	\$ 3,260	\$ -	\$ 3,260	\$ -	\$ -	\$ -	
	<i>SUBTOTAL - AIRPORT</i>				\$ 3,452	\$ -	\$ 3,452	\$ -	\$ 3,260	\$ 192	\$ -	\$ -	
TRANSIT													
12001	Bus Stop Improvements, Phase 2 (CP 18-31)				\$ -	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	
12002	Safe Route to Transit (SRTT) ADA Signal Improvements (CP 18-56)				\$ -	\$ 381	\$ 381	\$ 381	\$ -	\$ -	\$ -	\$ -	
12003	Corporation Yard Perimeter Security Improvements (CP 20-010)				\$ 40	\$ 120	\$ 160	\$ 160	\$ -	\$ -	\$ -	\$ -	
12004	Transit Operations Facility (CP 21-001)				\$ -	\$ 7,000	\$ 7,000	\$ 154	\$ 956	\$ 1,776	\$ 4,114	\$ -	
12005	Roger K. Fall Transit Center, Phase 4 Improvements (CP 21-002)				\$ -	\$ 2,000	\$ 2,000	\$ 50	\$ 1,950	\$ -	\$ -	\$ -	
12006	Transit ITS Enhancements (CP 21-009)				\$ -	\$ 700	\$ 700	\$ 20	\$ 680	\$ -	\$ -	\$ -	
12007	Safe Route to Transit (SRTT) Pedestrian Accessibility Improvements				\$ -	\$ 800	\$ 800	\$ -	\$ 40	\$ 760	\$ -	\$ -	
	<i>SUBTOTAL - TRANSIT</i>				\$ 40	\$ 11,501	\$ 11,541	\$ 1,265	\$ 3,626	\$ 2,536	\$ 4,114	\$ -	
GRAND TOTAL:					\$ 96,741	\$ 19,884	\$ 116,625	\$ 46,219	\$ 32,474	\$ 7,883	\$ 8,204	\$ 6,845	\$ 15,000

City Council Staff Report

April 12, 2022



From: Dan Madden, Interim Municipal Services Director
Prepared by: Dan Madden, Interim Municipal Services Director
Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

No action needed, update only.

2. SYNOPSIS:

Update to Council on progress of the Stanislaus Regional Water Authority (SRWA) Surface Water Project (SWP) and related system improvements for acceptance of treated surface water.

3. DISCUSSION OF ISSUE:

During the March 22nd, 2022 Council meeting, Council directed staff to provide an update on the Stanislaus Regional Water Authority (SRWA) SWP.

The SRWA was created in 2011 as a Joint Powers Authority (JPA) between the Cities of Modesto, Turlock and Ceres, with the goal of owning and operating a 15 million gallon per day (MGD) surface water treatment plant. In 2015 the JPA was amended to include only Turlock and Ceres.

Planning, permitting and financing for the SWP was conducted from 2016 to 2020, with design and construction beginning in 2020/2021. Concurrent with these activities the member agencies began the planning, permitting, design construction of offsite improvements to eventually accept the SWP treated water.

Construction of the SWP is well underway with major pumping and treatment units at 50-90% completion. At this point the SWP is scheduled to be completed Summer of 2023. The SWP treated water 42-inch transmission line to Turlock will likely be completed within the next 4 to 6 weeks.

Construction of receiving facilities, related pipelines and equipment for distribution into the City's existing infrastructure has begun with an expected completion date of late 2022 to late 2023. This includes construction of a 2.3-million-gallon water tank, city

wide chlorination facilities (Fall/Winter 2022) and potable water transmission lines (Fall 2023.)

The total SRWA SWP cost is approximately \$230 million dollars. Major funding for the SWP is provided by State Revolving Loan Funds (SRF), Turlock's portion being \$147 million. Cost savings via Grant funds has reduced the direct cost to the SWRA by \$35 million dollars. Additional savings of approximately \$100 million dollars over the life of the SRF loan has been realized through a low interest rate of 1.2%.

Costs for the integration of the treated surface water into the City's water distribution system will total approximately \$34 million dollars and is being funded through our Capital Improvement Program (CIP) from existing water fund reserves.

The attached Exhibit provides additional information for Councils review. Further detailed information specific to the SRWA and the SWP can be found on the SWRA website at Stanrwa.com.

4. BASIS FOR RECOMMENDATION:

Informational item only.

5. FISCAL IMPACT / BUDGET AMENDMENT:

None

6. STAFF RECOMMENDATION:

Accept report as provided.

7. CITY MANAGER'S COMMENTS:

Recommend Acceptance.

8. ENVIRONMENTAL DETERMINATION:

N/A

9. ALTERNATIVES:

N/A



Regional Surface Water Supply Project Progress Report

City of Turlock City Council Meeting



April 12, 2022

WEST YOST ASSOCIATES

Project Goals

Quality

Improve water supply quality

Environmental

Provide environmental benefits to Tuolumne River aquatic species

Diversify

Improve supply reliability by diversifying supply portfolio

**Sustainable
GW**

Provide in-lieu aquifer recharge to support groundwater sustainability

**System
Operations**

Increase operational flexibility

Project Costs (SRF Loan)

	Total	Ceres	Turlock
RSWSP only costs, grants included	\$184.9M	\$61.6M	\$123.3M

Turlock Annual Debt Service = \$4.9M for 30 yrs
Turlock Annual O&M = Approx. \$2.3M (est.)

Project Capital Costs Components

\$195.4M “Awarded” Project Capital Cost Components and Capacities

- 15 mgd initial raw water pumping
- 45 mgd raw water transmission main
- 15 mgd Ceres finished water transmission
- 30 mgd Turlock finished water transmission
- 15 mgd Water Treatment Plant
- Aldrich Road Bridge Replacement

Project Cost Reduction Measures

- State Revolving Fund (SRF) Loan Financing Approx. **\$100M** savings over life of loan when compared to municipal bond financing (1.2% vs. 4%)
- Grants totaling **\$35M**
- Design-Build (DB) Project Delivery
 - DB procurement process provides opportunities to drive down capital and O&M costs

Water Treatment Plant



- 48-acre site purchased from TID
- First Phase Project = 15 mgd
- Planned for 2 additional phases (30 & 45 mgd)
- Flow Split Structure to allow TID to convey irrigation water to Ceres Main Canal
- New Bridge over canal

Finished Water Pipeline

- Approximate 7-mile pipeline to serve the City
- 42" Diameter, capable of ultimate buildout at 30 million gallons per day
- Route from Water Treatment Plant south on Berkeley to Terminal Tank on N. Quincy
- City is constructing new storage facility to accept finished water and pumping to water system customers



Project Schedule



PLANNING

DESIGN

CONSTRUCTION

OPERATION

Treated Surface Water Integration into Turlock Water System

- Construction of 2.3 Million Gallon water tank, scheduled completion Fall/Winter 2023
- Water distribution system improvements expected completion Fall of 2023.
- City wide chlorination project, expected implementation Fall/Winter 2022.
- Projected approximate final cost: \$34,182,391 (inc 5% contingency)

Future Water Rates?

- Current five year rate increase implemented 3-17 to 1-22
- Water master plan update to be performed late 2022
- Based upon the master plan update, future water rate study to be performed in 2023
- Water rate study findings to be presented to City Council Winter 23/24 or sooner

Public Outreach & Education



STANRWA.COM



PROJECT
INFORMATION



MONTHLY
PROJECT
UPDATES



CONSTRUCTION
PHOTOS

From: Katie Quintero,
Deputy Director of Development Services / Planning Manager

Prepared by: Wayne York, Transit Manager

Agendized by: Reagan M. Wilson, City Manager

1. ACTION RECOMMENDED:

Motion: Approving an Intelligent Transportation Systems (ITS) strategy for improvements to Turlock Transit services comprised of both short-term and long-term solutions

Motion: Approving a three (3) year renewal Agreement with Swiftly, Inc., of San Francisco, California, a sole source provider of the Swiftly Platform used for transit planning, analytics, and real-time performance data, in an amount not to exceed \$95,814 (Fund 426), without compliance to formal bid procedure pursuant to Turlock Municipal Code Section 2-7-08(b)(2), and authorizing the City Manager to execute all documents necessary to implement the Agreement

2. SYNOPSIS:

City staff is seeking approval of a proposed Intelligent Transportation Systems (ITS) strategy, as well as a three (3) year renewal agreement with Swiftly, Inc., which would provide access to hardware and software needed to continue providing data used for transit planning, operational analysis, and real-time performance data.

3. DISCUSSION OF ISSUE:

City transit staff recognizes the rapidly changing technological landscape with public transportation and the increased expectations of passengers for readily accessible, instant information before and during their trip. Transportation Network Companies (TNC) have capitalized on this technology to make point-to-point private transportation prevalent and easy to use. In the same way, public transit technology has been evolving, providing more options for a fully integrated ITS solution.

ITS STRATEGY FOR TURLOCK TRANSIT

While a fully integrated solution is the ultimate goal, City staff is recommending a two-step, parallel approach that will provide lower cost, short-term benefits to passengers while more complex and costly long-term improvements are pursued.

In regards to a short-term solution, City staff is recommending renewing an Agreement with Swiftly, Inc. (Swiftly), which provides access to the Swiftly Software-as-a-Service (SaaS) Platform. Swiftly also provides hardware trackers with basic Automatic Vehicle Location (AVL) services, to include real-time tracking of buses by City staff, dispatchers, and the general public. The service would continue to provide a real-time passenger information system that allows passengers to call or text a phone number, enter a bus stop identifier, and receive a verbal or written estimation of when the next bus is expected to arrive. In addition, the service provides transit performance and analytics to City transit staff, which would play a key role in making decisions for new services or modifications to existing services. This deployment would continue to meet the most pressing need of passengers now and continue to reduce reduces call volume in the transit dispatch office. Transit funding is available in the current fiscal year to deploy such as service.

In regards to a long-term solution, City staff is recommending the development of plans and specifications for a fully integrated, ITS project that incorporates existing technology on buses, such as the City's Genfare Fast Fare fareboxes, with new technology, such as Automated Passenger Counters (APC), audio/visual announcement systems, interior destination and points-of-interest signage, remote vehicle health monitoring for fleet maintenance personnel, and public WiFi. Once the plans and specifications are fully defined the project would be competitively bid, evaluated on the basis of best value to the City, awarded to the qualified proposer, and installed as part of a single project to minimize overall costs. This single vendor approach avoids compatibility and integration issues that often stem from having multiple vendors and contractors involved in a phased approach over the span of multiple years.

Given the complexity of the design and procurement process, industry experts suggest this could easily take eighteen (18) to twenty-four (24) months to successfully complete. Given recent increases in staffing within the Transit Division this process is expected to commence within the next three (3) months.

This strategy was proposed in March 2019, though the larger project was not pursued due pandemic-related priority shifts. City staff is renewing recommendations for this approach at this time. If approved, City staff would pursue both short-term and long-term solutions concurrently, allowing the public to benefit from core improvements while more comprehensive improvements are developed.

SWIFTLY

In March 2019 the City Council approved a three (3) year Agreement with Swiftly to provide tracking hardware for buses, real-time arrival services for passengers, operational performance data for Turlock Transit operations staff, and data analytics and reporting features for City transit staff. Since that time the Swiftly SaaS Platform

has performed well, providing real-time access to all data as promised with extremely high up-time performance statistics.

The only negative performance factor was related to some of the third-party tracker hardware devices that were installed on several buses. These devices had performance issues that were experienced by multiple transit agencies (clients of Swiftly), so City staff worked with Swiftly to secure trackers from a different manufacturer. As a “thank you” for remaining a valued client despite the hardware challenges, Swiftly is prepared to waive the costs for eleven of the new Samsara trackers for a full year, if the City elects to renew.

City staff is recommending the City Council make a sole source award of a renewal agreement with Swiftly, in accordance with Turlock Municipal Code Section 2-7-08(b)(2) and authorize the City Manager to execute the *Swiftly Order Form* (Exhibit A). The Swiftly SaaS Terms of Service (Exhibit B) are referenced in the *Swiftly Order Form*. The rationale for the sole source award is outlined in a *Sole Source Justification Transmittal* (Exhibit C). While the SaaS subscriptions would apply to the 14 fixed route vehicles, City staff requested and Swiftly concurred, to include 22 Samsara trackers as part of the order, allowing Turlock Transit staff to view the location and telematics data for all revenue vehicles, regardless of their mode of service.

4. BASIS FOR RECOMMENDATION:

- A. Pursuing a two-pronged ITS strategy allows passengers and Turlock Transit staff to benefit from real-time transit performance data in the short-term, while still pursuing long-term ITS enhancements and improvements.
- B. Many modern-day transit passengers have increased expectations related to technology on-board buses and its ability to transmit useful data in real-time to third-party trip planning services.
- C. Renewing an agreement with Swiftly allows the City to maintain the same phone number for phone calls and text messages that are posted at all bus stops throughout the City.
- D. With readily available access to real-time and historical performance data it's easy to identify performance issues to be address by operations staff or areas where transit planning to further improve services.
- E. As outlined in the *Sole Source Justification Transmittal*, City staff has researched available software firms within the industry and believes that only Swiftly can provide the full suite of SaaS services in a hardware agnostic manner, without requiring significant capital investments.

- F. The City's contract with Storer Transit Systems outlines performance standards and liquidated damages when specific standards are not met. The Swiftly Platform allows for greater oversight and accountability to ensure these performance standards are being maintained.

5. FISCAL IMPACT / BUDGET AMENDMENT:

Fiscal Impact

The fiscal impact across the three (3) year term of the Agreement shall not exceed \$95,813.54. 100% of SaaS costs will be charged to Program 241 "Fixed Route" (426-40-415-241-001.43267 "Transit Contract Services").

The costs for the Samsara trackers will be split based on the vehicle where the device is installed. The fourteen trackers installed on fixed route buses (\$3,150) will be charged to Program 241 "Fixed Route" (426-40-415-241-001.43267 "Transit Contract Services"), while the eight trackers installed on ADA Paratransit buses (\$1,800.00) will be charged to Program 240 "ADA Paratransit" (426-40-415-240-001.43267 "Transit Contract Services").

Costs associated with services in future years will be incorporated into the budget for those future years.

Budget Amendment

None required.

There is no impact to the General Fund.

6. STAFF RECOMMENDATION:

City staff is recommending approval of all proposed actions to maintain existing real-time arrival services for passengers, performance analysis for operations staff, and reporting and planning tools for City transit staff, while at the same time planning for a more robust, comprehensive ITS deployment in the coming years.

7. CITY MANAGER'S COMMENTS:

Recommend approval.

8. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378 (Project) of the CEQA guidelines. This action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.

9. ALTERNATIVES:

- A. Reject the proposed ITS strategy, while approving the proposed Agreement with Swiftly. While this approach would maintain the benefits of the current system in the short-term, it would call into question the City's ability to make the larger, longer-term investments in technology on-board buses, which could cause the City to fall behind in terms of the services that it can provide residents. Sufficient funding exists, and is anticipated to be available, for these future investments, so City staff does not recommend this alternative.

- B. Approve the proposed ITS strategy, while rejecting the proposed Agreement with Swiftly. While this approach maintains a good long-term strategy, rejecting a renewal agreement with Swiftly would remove the ability for passengers to view real-time arrival information, for operations staff to view the status and location of vehicles, and for City transit admin staff to utilize the Swiftly Platform for performance data and planning purposes. If selected, City staff would likely seek a replacement service, but that procurement would likely take at least several months and would negatively impact stakeholders in the short-term. City staff does not recommend this alternative.

- C. Reject the proposed ITS strategy and proposed Agreement with Swiftly. City staff does not recommend this approach because it negatively affects all transit stakeholders in the short-term, as well as calls into question any long-term investments for more robust improvements. Since sufficient transit funding exists to move forward with the recommendations, since Swiftly has demonstrated themselves to be a good partner, and since Swiftly is the sole source provider of the Swiftly Platform, City staff would not recommend seeking an alternative provider at this time.

Swiftly Order Form

Customer	City of Turlock
Quote Date	February 9, 2022
Effective Date of Service	April 1, 2022
Contract Term	Initial Three (3) Year Term: (April 1, 2022 - March 31, 2025) The Agreement shall automatically renew for successive one (1) year terms (each a "Renewal Term") after the Initial Term unless either party notifies the other party of its intent not to renew at least thirty (30) days prior to the end of the then current term.
Marketing Terms	Willingness to work with Swiftly to develop a case study, mutually agreeable press release, and ability to use your agency as a reference (website, presentations, etc.).

PRODUCT (Product name must match Invoice)	QTY	UNIT COST	TOTAL COST
Swiftly Transitime			
Real-Time Passenger Information Module: - Data APIs (GTFS-rt, JSON, XML, etc.) - SMS and Voice software services - Passenger Facing Website - Live Operations Module	14 Buses	\$13,260 / Year	\$13,260 / Year
Swiftly Insights			
GPS Playback Module	14 Buses	Included	Included
On-Time Performance Module	14 Buses	Included	Included
Speed Map Module	14 Buses	\$6,000 / Year	\$6,000 / Year
Run Times Module	14 Buses	\$6,000 / Year	\$6,000 / Year
Samsara Tracker Service			
License for Vehicle Gateways - Public Sector Only, No WiFi, No ELD	22 Trackers	\$225 / Unit	\$4,950 / Year
Vehicle IoT Gateway, Model VG54	22 Gateways	\$0	\$0
Enhanced VG Series OBDII J1962 L-Mount Cable	22 Cables	\$0	\$0
Shipping and Handling (ONE TIME)	-	-	\$75.00 (ONE TIME)
Discount (s)			
Swiftly Covering cost of 11 Samsara trackers for Year 1	11 Trackers	\$225/Unit	-\$2,475
TOTAL COST PER YEAR			\$30,210
ANNUAL INCREASE			5%
TOTAL YEAR 11			\$29,200.50
TOTAL YEAR 2			\$31,720.50
TOTAL YEAR 3			\$33,306.52
TOTAL 36 MONTHS			\$95,813.54

Swiftly Order Form (Signature Page)

Payment Terms: Due Net 30. Invoice sent separately. All fees are non-refundable and non-cancellable without Swiftly's written consent.

Sales Tax: If your agency is not tax exempt, sales tax may be added to this purchase order. **UPDATE WITH TAX STATUS

Terms of Use: By signing below, Customer agrees that this Order Form is subject to, and Customer is bound by, the Swiftly SaaS Terms of Service located at: <http://goswift.ly/saas-terms-of-service> (the "Swiftly Terms"). Unless otherwise specifically stated in an Addendum, in the event of a conflict between the Addendum and the Swiftly Terms, the Swiftly Terms shall govern.

Customer:

Signature

Reagan M. Wilson

Name

City Manager

Title

Date

156 S. Broadway
Turlock, CA 95380

Address

Jessica Toste

Billing Contact Name

transit@turlock.ca.us

Billing Email

(209) 669-2800

Billing Phone

Swiftly, Inc.

Signature

Rob Gaffney

Name

CFO

Title

Date

2261 Market Street #4151
San Francisco, CA 94114

Address

General Terms

- We use a Software as a Service (SaaS) model with annual subscriptions per product. There are no hosting or maintenance fees.
- Subscriptions include unlimited users within your agency.
- We believe in data access and availability. As long as your agency is a paying customer, you will have easy access to download any data from the modules you purchase.
- Every time we update the platform or launch a new feature, your agency will automatically have access to that feature so long as you have paid for that module. Since the system is cloud-based, you will never need to download or re-install new software. Simply login and you'll see the new feature!

Support Plan

- Access to a Customer Success Manager.
- We pride ourselves on having the best support team in the industry. Always feel free to reach out with questions, comments, or suggestions on how we can better serve you. We typically respond to inquiries within 24 hours.

Technical Requirements

Swiftly's Dashboard:

- The core Swiftly dashboard is hosted in the cloud – you do not need to install or download any software.
- You can access the software from any computer, anywhere, anytime.
- Swiftly works on the latest version of any browser.

Onboard App:

- The Onboard App is an Android app that must be installed on an Android device.
- If you do not have an Android device, you may also use Swiftly's web-based Onboard App on iOS devices. This app is supported by most web browsers.
- Onboard App works on the latest versions of Android and iOS, and updates can be rolled out through the App Store
- Please contact your Account Executive for a list of supported devices and mobile browsers for Onboard App.

[Products](#)[Solutions](#)[Company](#)[Resources](#)

SaaS Terms of Service

These updates were effective November 10, 2021

These Software as a Service Terms and Conditions (together with any applicable Order Form issued hereunder, the “Agreement”), effective as of the date set forth on an applicable Order Form (“Effective Date”), is between Swiftly, Inc., a Delaware corporation, with an address at 2261 Market Street #4151, San Francisco, CA 94114-1612 (“Swiftly”), and the Customer named in such Order Form (“Customer”). Swiftly and Customer agree as follows:

1. SERVICES

1.1 License. Subject to the terms and conditions of this Agreement, Swiftly (a) will use commercially reasonable efforts to host, operate and maintain the services as set forth on the Order Form, which may include the Swiftly platform (the “Platform”), the Swiftly API (the “API”), and/or other services offered by Swiftly (collectively, the “Services”), (b) grants Customer a non-exclusive, non-transferable, non-sublicensable right and license to access and use the Services and (c) grants Customer a non-exclusive, non-sublicensable and non-transferable license to use (i.e., to download and display locally) Content solely for purposes of using the Services. For clarity, unless otherwise specified by Swiftly in writing, any and all rights or licenses granted by Swiftly to Customer shall only apply to Customer and not Customer’s affiliates, including, without limitation, any parent, subsidiary, or other entity controlled by or under common control with Customer.

1.2 Access and Account Setup. Upon execution of an Order Form, Swiftly will provide Customer with a unique login and password to access the Services web pages which are hosted and maintained by Swiftly. Customer shall be responsible for the acts or omissions of any person who

accesses the Services using logins provided to or created by Customer. Swiftly reserves the right to modify or discontinue any part of the Services at any time by giving thirty (30) days' prior written notice to Customer, provided that in the event such modification or discontinuance materially reduces the functionality of the Services, Customer may terminate this Agreement upon at least thirty (30) days' prior written notice to Swiftly, and Swiftly shall provide Customer with a pro-rated refund of any pre-paid fees for Services not performed by the effective date of termination. From time to time, Swiftly personnel may log in to the Service under Customer's account in order to maintain or improve the Service, including providing Customer assistance with technical or billing issues. Customer hereby acknowledges and consents to such access.

1.3 Service Availability. Swiftly will use commercially reasonable efforts to maintain the Service availability to send and receive data, subject to downtimes resulting from maintenance, repairs and upgrades. Swiftly will attempt to notify Customer electronically via the Service in advance of any planned downtime. Notwithstanding the foregoing, Swiftly will not be liable for any failures in the Service or any other problems which are related to (a) the Customer Content (b) outages to any telecommunications or public Internet backbones, networks or servers, or other equipment or service outside of Swiftly's facilities or control.

1.4 Service Support. Swiftly will provide Customer with e-mail support for Customer's use of the Service during Swiftly's regular business hours. Customer agrees that Swiftly is not responsible to provide support for any issues resulting from problems, errors or inquiries related to Customer's systems or hardware.

1.5 Customer Content. As used herein, the term "Content" includes, without limitation, information, data, text, photographs, software, scripts, graphics, and interactive features generated, provided, or otherwise made accessible on or through the Services, including without limitation all Customer Content (as defined below). All Content created through or submitted to the Services by Customer (collectively "Customer Content") is the sole responsibility of Customer. Customer acknowledges and agrees that Swiftly will not assume any, and hereby disclaims all, responsibility and liability for Customer Content and any modifications thereto. Customer hereby grants Swiftly a worldwide, non-exclusive, perpetual, royalty-free, fully paid-up license to use, reproduce, perform, display, modify, and distribute the Customer Content.

1.6 Use Restrictions. Except as expressly permitted in this Agreement, Customer shall not directly or indirectly (a) use any of Swiftly's Confidential Information (defined below) to create any service, software, documentation or data that is similar or competitive to any aspect of the Services, (b) disassemble, decompile, reverse engineer or use any other means to attempt to discover any source code of the Services, or the underlying ideas, algorithms or trade secrets therein, (c) encumber, sublicense, transfer, rent, lease, time-share or use the Services in any service bureau arrangement or otherwise for the benefit of any third party, (d) copy, harvest, scrape, distribute,

manufacture, adapt, create derivative works of, translate, localize, port or otherwise modify any aspect of the Services, (e) use or allow the transmission, transfer, export, re-export or other transfer of any product, technology or information it obtains or learns pursuant to this Agreement (or any direct product thereof) in violation of any export control or other laws and regulations of the United States or any other relevant jurisdiction, (f) interfere or attempt to interfere with the proper working of the Services or any activities conducted on the Services, (g) remove any copyright patent, trademark, or other intellectual property notices, information, and restrictions contained in any Content accessed through the Services, or (h) permit any third party to engage in any of the foregoing proscribed acts.

1.7 Limitations. Swiftly will not be responsible or liable for any failure in the Services resulting from or attributable to (a) Customer use of the Services not in accordance with this Agreement or any relevant documentation provided by Swiftly, (b) failures in any telecommunications, network or other service or equipment outside of Swiftly's or its service providers' facilities, (c) Customer's or any third party's products, services, negligence, acts or omissions, (d) any force majeure or other cause beyond Swiftly's reasonable control, or (e) unauthorized access, breach of firewalls or other hacking by third parties. In particular, Swiftly makes no representations or warranties and disclaims any and all liability with respect to any third party products and services (collectively, "Third Party Materials") that Swiftly acquires pursuant to or at the direction of Customer. Customer acknowledges that it is solely responsible for deciding which Third Party Materials it requires Swiftly to purchase on its behalf, and Customer shall look solely to the manufacturer of such Third Party Materials in the event of any defect in the material or workmanship of such Third Party Materials. All such Third Party Materials shall be delivered directly to Customer and at no time shall Swiftly have possession of such Third Party Materials.

2. PROPRIETARY RIGHTS

2.1 Subject to the rights and licenses expressly granted hereunder, Customer shall retain all rights, title and interest (including all intellectual property and proprietary rights) in and to the Customer Content. Subject to the limited rights and licenses expressly granted hereunder, Swiftly (and its licensors) shall retain all rights, title and interest (including all intellectual property and proprietary rights) in and to the Services, the Platform, the API, all Content (excluding the Customer Content), all Swiftly trademarks, names, logos, all copies, modifications and derivative works thereof, and all rights to patent, copyright, trade secret and other proprietary or intellectual property rights therein. Additionally, all Customer (a) suggestions for correction, change or modification to the Services, (b) evaluations, and (c) other feedback, information and reports provided to Swiftly hereunder (collectively, "Feedback"), will be the property of Swiftly, and Customer shall and hereby does assign any rights in such Feedback to Swiftly. Customer agrees to assist Swiftly, at Swiftly's expense, in obtaining intellectual property protection for such Feedback, as Swiftly may reasonably request.

3. CONFIDENTIALITY

3.1 Definition. Each party agrees that the business, technical and financial information, including without limitation, the Services, the Platform, and the API, and all software, source code, inventions, algorithms, know-how and ideas and the terms and conditions of this Agreement, designated in writing as confidential or disclosed in a manner that a reasonable person would understand the confidentiality of the information disclosed, shall be the confidential property of the disclosing party and its licensors (“Confidential Information”). For the avoidance of doubt, any and all data provided to Customer through the Services (other than Customer Content) shall be considered Swiftly’s Confidential Information. Confidential Information does not include information that (a) is previously rightfully known to the receiving party without restriction on disclosure, (b) is or becomes known to the general public, through no act or omission on the part of the receiving party, (c) is disclosed to the receiving party by a third party without breach of any separate nondisclosure obligation, or (d) is independently developed by the receiving party.

3.2 Confidentiality. Except for the specific rights granted by this Agreement, the receiving party shall not access, use or disclose any of the disclosing party’s Confidential Information without its written consent, and shall use at least the standard of care used to protect its own Confidential Information, but not less than reasonable care to protect the disclosing party’s Confidential Information, including ensuring that its employees and contractors with access to such Confidential Information (a) have a need to know for the purposes of this Agreement and (b) have been apprised of and agree to restrictions at least as protective of the disclosing party’s Confidential Information as this Agreement. Each party shall be responsible for any breach of confidentiality by its employees and contractors. Each party may disclose only the general nature, but not the specific terms, of this Agreement without the prior consent of the other party; provided that either party may provide a copy of this Agreement or otherwise disclose its terms in connection with any legal or regulatory requirement, financing transaction or due diligence inquiry.

3.3 Required Disclosure. Nothing herein shall prevent a receiving party from disclosing any Confidential Information as necessary pursuant to any applicable court order, law, rule or regulation; provided that prior to any such disclosure, the receiving party shall use reasonable efforts to (a) promptly notify the disclosing party (to the extent legally permitted) in writing of such requirement to disclose and (b) cooperate with the disclosing party in protecting against or minimizing any such disclosure or obtaining a protective order.

4. PAYMENTS; TAXES

4.1 Customer shall pay to Swiftly fees as set forth in an applicable Order Form in accordance with the terms therein. Past due amounts shall bear a late payment charge, until paid, at the rate of 1.5%

per month or the maximum amount permitted by law, whichever is less. All payments are exclusive of federal, state, local and foreign taxes, duties, tariffs, levies, withholdings and similar assessments, and Customer agrees to bear and be responsible for the payment of all such charges, excluding taxes based upon Swiftly's net income.

5. LIMITED WARRANTY AND DISCLAIMERS

5.1 General. Each party represents and warrants that: (a) it has full power and authority, and has obtained all approvals, permissions and consents necessary, to enter into this Agreement and to perform its obligations hereunder; (b) this Agreement is legally binding upon it and enforceable in accordance with its terms; (c) the execution, delivery and performance of this Agreement does not and will not conflict with any agreement, instrument, judgment or understanding to which it is a party or by which it may be bound; and (d) it will perform its obligations hereunder in accordance with all applicable laws.

5.2 Customer. Customer represents and warrants that (a) Customer has all rights to grant the licenses to Swiftly set forth herein, including without limitation to Customer Content, without infringement or violation of any applicable laws or third party rights, including without limitation, any privacy rights, publicity rights, copyrights, trademarks, contract rights, or any other intellectual property or proprietary rights, and (b) Customer shall not make available through the Services any Content that is disparaging, obscene, offensive, or otherwise inappropriate or that contains any viruses or any other harmful code.

6. DISCLAIMERS

6.1 EXCEPT AS PROVIDED IN SECTION 5.1 HEREIN, TO THE FULLEST EXTENT PERMITTED BY LAW, SWIFTLY HEREBY DISCLAIMS (FOR ITSELF AND ITS SUPPLIERS) ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THE SERVICES, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF TITLE, NON-INFRINGEMENT, QUIET ENJOYMENT, INTEGRATION, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, RELIABILITY, OR THAT THEIR OPERATION WILL BE UNINTERRUPTED OR ERROR-FREE, AS WELL AS ALL WARRANTIES ARISING FROM COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

7. INDEMNIFICATION

7.1 Customer. Customer agrees to defend against and hold Swiftly harmless from any claim by a third party that arises from or is related to (a) any Customer Content, (b) Customer's use of the Services in violation of this Agreement, and to indemnify Swiftly for settlement amounts or damages, liabilities, costs and expenses (including reasonable attorneys' fees) awarded and arising

out of such claims.

7.2 Swiftly. Swiftly agrees to (a) defend against and hold Customer harmless from any claim by a third party that Services infringe a valid U.S. patent (issued as of the Effective Date), or any copyright or trade secret, of such third party and (b) indemnify Customer for settlement amounts or third party damages, liabilities, costs and expenses (including reasonable attorneys' fees) awarded and arising out of such claim. If any part of the Services become or, in Swiftly's opinion, is likely to become the subject of any injunction preventing its use as contemplated herein, Swiftly may, at its option (1) obtain for Customer the right to continue using the Services or (2) replace or modify the Services so that such services become non-infringing. If (1) and (2) are not reasonably available to Swiftly, Swiftly may terminate this Agreement upon written notice to Customer and refund to Customer a pro-rated amount of any pre-paid fees. Swiftly shall have no liability or obligation hereunder with respect to any claim to the extent based upon (i) any use of the Services not strictly in accordance with this Agreement or in an application or environment or on a platform or with devices for which it was not designed or contemplated, (ii) modifications, alterations, combinations or enhancements of the Services not created by or for Swiftly, (iii) any Customer Content, or (iv) Customer's continuing allegedly infringing activity after being notified thereof. The foregoing states the entire liability of Swiftly, and Customer's exclusive remedy, with respect to any actual or alleged violation of intellectual property rights by the Services, any part thereof or its use or operation.

7.3 Procedures. Any claim for indemnification hereunder requires that (a) the indemnified party provides prompt written notice of the claim and reasonable cooperation, information, and assistance in connection therewith, and (b) the indemnifying party shall have sole control and authority to defend, settle or compromise such claim. The indemnifying party shall not make any settlement that requires a materially adverse act or admission by the indemnified party without the indemnified party's written consent (such consent not to be unreasonably delayed, conditioned or withheld). The indemnifying party shall not be liable for any settlement made without its prior written consent.

8. LIMITATION OF LIABILITY

8.1 EXCEPT FOR ANY BREACH OF SECTION 3 (CONFIDENTIALITY) OR LIABILITIES TO THIRD PARTIES PURSUANT TO SECTION 7 (INDEMNIFICATION), IN NO EVENT SHALL EITHER PARTY BE LIABLE CONCERNING THE SUBJECT MATTER OF THIS AGREEMENT, REGARDLESS OF THE FORM OF ANY CLAIM OR ACTION (WHETHER IN CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE), FOR ANY (A) INTERRUPTION OF USE, LOSS OR INACCURACY OF DATA, LOSS OF, OR COST OF PROCURING SUBSTITUTE TECHNOLOGY, GOODS OR SERVICES, (B) INDIRECT, PUNITIVE, INCIDENTAL, RELIANCE, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF BUSINESS, REVENUES, PROFITS AND GOODWILL OR (C) DAMAGES, IN THE AGGREGATE, IN EXCESS OF THE AMOUNTS PAID TO IT (IN THE CASE OF SWIFTLY) OR PAID

AND PAYABLE BY IT (IN THE CASE OF CUSTOMER) HEREUNDER DURING THE SIX (6) MONTHS PRECEDING SUCH CLAIM, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS ARE INDEPENDENT FROM ALL OTHER PROVISIONS OF THIS AGREEMENT AND SHALL APPLY NOTWITHSTANDING THE FAILURE OF ANY REMEDY PROVIDED HEREIN. FOR CLARITY, CUSTOMER AGREES THAT SWIFTLY SHALL HAVE NO LIABILITY FOR ANY THIRD PARTY MATERIALS.

9. TERM AND TERMINATION

9.1 Term. Unless otherwise specified in an applicable Order Form or terminated as provided herein, this Agreement shall commence on the Effective Date and shall continue for one (1) year from the Effective Date. The term shall automatically renew for successive one (1) year terms, with an annual price increase of 10% unless either party notifies the other party of its intent not to renew at least thirty (30) days prior to the end of the then current term.

9.2 Termination. This Agreement may be earlier terminated by either party (a) if the other party materially breaches a provision of this Agreement and fails to cure such breach within thirty (30) days after receiving written notice of such breach from the non-breaching party (ten (10) days in the case on non-payment).

9.3 Effects of Termination. Upon any expiration or termination of this Agreement, all corresponding rights, obligations and licenses of the parties shall cease, except that all obligations that accrued prior to the effective date of termination (including without limitation, all payment obligations) shall survive. The provisions of Sections 2 (Proprietary Rights), 3 (Confidentiality), 7 (Indemnification), 6(Disclaimers), 8 (Limitation of Liability), 10 (General Provisions) and this Section 9.3 shall survive.

10. GENERAL PROVISIONS

10.1 Entire Agreement. This Agreement constitutes the entire agreement, and supersedes all prior negotiations or agreements (oral or written), between the parties regarding the subject matter hereof. Any inconsistent or additional terms on any related purchase order, confirmation or similar form, even if signed by the parties hereafter, shall have no effect under this Agreement.

10.2 Publicity. Customer hereby consents to inclusion of its name and logo in client lists and marketing materials that may be published as part of Swiftly's marketing and promotional efforts. From time to time upon Swiftly's request, Customer agrees it will provide reasonable cooperation and assistance in connection with such efforts (such as, for example, by acting as a reference, issuing press releases and writing testimonials and case studies with statements attributed to a named employee of Customer).

10.3 Modification and Waiver. No change, consent or waiver under this Agreement will be binding on either party unless made in writing and physically signed by an authorized representative of both parties. The failure of either party to enforce its rights under this Agreement at any time for any period will not be construed as a waiver of such rights, and the exercise of one right or remedy will not be deemed a waiver of any other right or remedy.

10.4 Severability. If any provision of this Agreement is determined to be illegal or unenforceable, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable.

10.5 Governing Law. This Agreement shall be governed by and construed under the laws of the State of California and the United States without regard to conflicts of laws provisions thereof. Exclusive jurisdiction and venue for actions related to this Agreement will be the state and federal courts located in San Francisco County, California, and both parties consent to the jurisdiction of such courts with respect to any such actions.

10.6 Remedies. Except as specifically provided otherwise herein, each right and remedy in this Agreement is in addition to any other right or remedy, at law or in equity. Each party agrees that, in the event of any breach or threatened breach of Section 3, the non-breaching party will suffer irreparable damage for which it will have no adequate remedy at law. Accordingly, the non-breaching party shall be entitled to seek injunctive and other equitable remedies to prevent or restrain such breach or threatened breach, without the necessity of posting any bond.

10.7 Notices. All notices under this Agreement will be in writing and delivered to the parties at their respective addresses stated herein or at such other address designated by written notice. Notices will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by email or facsimile; the day after being sent, if sent for next day delivery by recognized overnight delivery service; or upon receipt, if sent by certified or registered mail, return receipt requested.

10.8 Force Majeure. In the event that either party is prevented from performing, or is unable to perform, any of its obligations under this Agreement due to any cause beyond its reasonable control, the affected party shall give written notice thereof to the other party and its performance shall be extended for the period of delay or inability to perform due to such occurrence.

10.9 Assignment. This Agreement and the rights and obligations hereunder may not be assigned, in whole or in part, by Customer without Swiftly's written consent. This Agreement shall be binding upon, and inure to the benefit of, the successors, representatives and permitted assigns of the parties hereto.

10.10 Independent Contractors. The parties shall be independent contractors under this Agreement, and nothing herein will constitute either party as the employer, employee, agent or representative of the other party, or both parties as joint venturers or partners for any purpose.

11. INVENTORY PURCHASES

11.1 F.O.B. Shipping Point. All hardware (GPS, Accessories, etc.) is sold F.O.B. shipping point.

11.2 Sales Tax. Inventory purchases may result in sales tax. If Customer is not tax exempt, sales tax may be added to the invoice.

11.3 Warranty. Swiftly warrants to Customer that the GPS tracker and accessories provided by Swiftly (the "Product") contained in the original packaging will be free from physical defects in materials and workmanship for a period of ONE (1) YEAR from the date of purchase by the original purchaser ("Warranty Period"). If a defect arises and a valid claim is received within the Warranty Period, then as your sole remedy (and Swiftly' sole liability), Swiftly will at its option and sole discretion: 1) replace the Product with a new product that is functionally equivalent to the original, or 2) issue a credit for the price of such Product, in each case within 30 days following receipt of the returned Product.

To obtain warranty service, please contact Swiftly at (415) 483-9777 or support@goswift.ly to speak with a service agent or open a service request. Please be prepared to identify the specific Product (including its serial number) and the nature of the problem. If you ship the Product for repair or replacement, we recommend that the Product must be insured, and shipped freight prepaid and securely packaged. You must call for a Return Material Authorization Number ("RMA Number") before shipping any Product, and include the RMA Number and a description of the problem you are experiencing with the Product. Any claim under this Limited Warranty must be submitted to Swiftly before the end of the Warranty Period.

This Limited Warranty does not cover any physical defects or problems that arise out of or as a result of: (a) maintenance or repairs, modifications, alterations or tampering by anyone who is not an authorized representative of Swiftly; (b) accident, abuse, misuse, transport, neglect, liquid contact, fire or other external causes; (c) operation, handling, storage, installation, testing or use not in accordance with any instructions provided by Swiftly and related to use or operation of the Product; (d) damage caused by use with another product; or (e) Acts of God including lightning, flood, tornado, earthquake or hurricane, in each case as determined by Swiftly.

This Limited Warranty gives you specific legal rights and you may also have other rights, which vary from state to state. To exercise your rights under this Limited Warranty, please contact Swiftly at:

MAIL

2261 Market Street #4151
San Francisco, CA 94114-1612

EMAIL

support@goswift.ly

PHONE

(415) 483-9777

GPS Tracker & Accessory Warranty: Swiftly will provide a repair or replace warranty for GPS Trackers & Accessories for up to one (1) year from the ship date.

CCPA ADDENDUM

This CCPA Addendum (this "Addendum") dated as of April 13, 2020 is incorporated into and forms a part of the Master Services Agreement (the "Agreement") entered into by and between Swiftly, Inc. ("Service Provider") and the Customer ("Customer").

The parties acknowledge and agree that Swiftly, Inc. is a service provider for the purposes of the California Consumer Privacy Act ("CCPA") and is receiving personal information from Customer pursuant to the Agreement for a business purpose. Service Provider shall not sell any such personal information. Service Provider shall not retain, use or disclose any personal information provided by Customer pursuant to the Agreement except as necessary for the specific purpose of performing the services for Customer pursuant to the Agreement, or otherwise as set forth in the Agreement or as permitted by the CCPA. The terms "personal information," "service provider," "sale," and "sell" are as defined in Section 1798.140 of the CCPA. Service Provider certifies that it understands the restrictions of this paragraph.



CITY OF TURLOCK

SOLE SOURCE JUSTIFICATION TRANSMITTAL

Municipal Code 2-7-08 requires contracts for purchases of equipment, services, supplies or other personal property in excess of two thousand five hundred dollars to be competitively bid/awarded. Competition is not only our policy, it offers numerous advantages, is a good business practice, and sends a clear message to our community that the City will obtain goods and services through competition in a fair and open manner. When a request is made for a non-competitive purchase and the specifications limit the bidding to one source and/or brand or trade name, the requesting department must complete the following.

This form to be used with a purchase order, see guidelines below.

This is a sole source because:

- There is only one known source because:
 - This is a sole provider of a licensed, copyrighted or patented good or service.
 - This is a sole provider of items compatible with existing equipment or systems.
 - This is a sole provider of factory-authorized warranty service.
 - This is a sole provider of goods or services that perform the intended function or meet the specialized needs of the City.

Please detail: Swiftly's big data platform is a software suite that uses on-board, third-party hardware to provide real-time arrival information for passengers, real-time performance monitoring for operations staff, as well as unlimited storage of route and performance data for transit planning. While some data providers track and retain bulk data, Swiftly saves and analyzes granular data. While some other systems offer some similar features if you purchase their expensive hardware package, only Swiftly is hardware agnostic and can integrate with a variety of providers. Swiftly's Platform can help improve on-time performance by making recommendations based on historical and real-time performance data. Swiftly does not permit any other vendor to distribute its Swiftly Platform.

What steps were taken to verify that these goods or services are not available elsewhere?

- Explain: City transit staff has regular interactions with a variety of vendors that operate within the area of Intelligent Transportation Systems (ITS) and are aware of emerging technology. City transit staff attend regional, state and national conferences and/or trainings to meet with peers to be able to explore all viable solutions within the marketplace. City transit staff conducted research online of available options in the marketplace and determined that no current vendor can provide all of the needed services in a hardware agnostic manner within a single system.

This is a brand or trade name (no substitutions allowed) because:

- The requested product is an integral repair part or accessory compatible with existing equipment.
Existing Equipment: _____
Manufacturer/Model #: _____
- The requested product is one with which staff has specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- The requested product is used or demonstration equipment available at a lower-than-new cost.

DIVISION CONTACT PERSON & TITLE	
Wayne York, Transit Manager	
DIVISION NAME	PHONE
Transit Division	(209) 669-2800
REQUESTED SUPPLIER/CONSULTANT NAME	SUPPLIER CONTACT PERSON
Swiftly, Inc.	Mike Sturm, Renewals Manager
SUPPLIER ADDRESS	SUPPLIER CONTACT'S PHONE NUMBER
1 Sutter Street, Suite 500 San Francisco, CA 94104	(650) 580-8418

- Purchase Requisition Number 2022-784 is prepared following Council approval.



Signature of Requestor

3/28/2022

Date

Department Director Approval

Date

City Council Staff Update

April 12, 2022



To: Mayor and Councilmembers

From: Katie Quintero
Deputy Director of Development Services / Planning Manager

Prepared by: Stephen Fremming, P.E., Principal Civil Engineer

Subject: Update on streets projects not related to projects overseen by Michael Baker International

The project updates listed below are for road improvement projects that are not covered under Michael Baker International's contract.

Golden State Blvd Rehabilitation

Paving work is scheduled to be complete by April 8th. Remaining work includes permanent pavement striping, installation of accessible pedestrian push buttons and vehicle detector loops at signalized intersections, and minor punch list items. Bike lanes will be added to Golden State Boulevard and red curbing prohibiting parking along Golden State Boulevard will be added to accommodate the addition of the bike lanes.

Hedstrom Road Rehabilitation

Construction bids were opened on March 24th. City staff is preparing a motion for Council to award the contract at the April 26th City Council meeting.

Road Rehabilitation Adjacent to Select County Islands

City staff is preparing a motion and resolution for Council to approve a Memorandum of Understanding with Stanislaus County at the April 12th City Council Meeting. Stanislaus County will advertise the project for construction bids this Spring. It is anticipated that the project will be under construction in the Summer of 2022.

Lander Avenue Rehabilitation

City staff has completed 95% complete plans and specifications. The project is in final review. It is anticipated that the plans will be ready to be advertised for bids in late April with construction occurring in late Summer and Fall of 2022.

Southwest Quadrant Road Rehabilitation

The City's hired design consultant has indicated that 100% complete plans and specifications will be ready by April 12th that address City staff's latest comments and

changes in scope. The scope has been altered to provide grind and overlay treatments in lieu of multi-layer surface treatments. The cost of grind and overlay is higher than multi-layer surface treatments, but will result in a smoother finished surface and slightly longer life.

Measure A Pavement Maintenance (2022)

City staff have generated a list of all street segments that are in a condition that would benefit from a slurry seal that are not already in assessment districts that receive slurry seals on a set schedule. City staff have visited each segment and field verified those segments that are suitable and unsuitable for a slurry seal. Design plans have not been started yet. City staff intend on completing plans in Spring of 2022 and will bring forward a motion to authorize staff to advertise the projects for bids.

Slurry Seals 2022 (Assessment Districts)

This project will result in the application of a maintenance treatment (slurry seal) on pavement in various assessment districts. It is anticipated that City staff will complete plans and specifications in the Spring of 2022 and construction will take place in late Summer of 2022.

Pedras Road Rehabilitation

The design consultant has completed 95% plans. City staff is reviewing the 95% plans and upon receipt of City staff's comments, the consultant will provide 100% complete plans and specifications. It is anticipated that the project will be advertised for construction bids beginning in May of 2022 and be constructed in the Fall of 2022.