



# LINDSAY CITY COUNCIL REGULAR MEETING AGENDA

City Hall, 251 E. Honolulu St., Lindsay, CA 93247

Notice is hereby given that the Lindsay City Council will hold a Regular Meeting on June 14, 2022, at 6:00 PM in person and via webinar. The webinar address for members of the public is <https://zoom.us/j/99279557087>.

Persons with disabilities who may need assistance should contact the City Clerk at least 24 hours prior to the meeting at (559) 562-7102 ext. 8034 or via email at [lindsay.cityclerk@lindsay.ca.us](mailto:lindsay.cityclerk@lindsay.ca.us).

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE**

Led by Council Member SANCHEZ.

4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**

The public is invited to comment on any subject under the jurisdiction of the Lindsay City Council. Please note that speakers that wish to comment on a Regular Item or Public Hearing on tonight's agenda will have an opportunity to speak when public comment for that item is requested by the Mayor. Comments shall be limited to three (3) minutes per person, with thirty (30) minutes for the total comment period, unless otherwise indicated by the Mayor. The public may also choose to submit a comment before the meeting via email. Public comments received via email will be distributed to the Council prior to the start of the meeting and incorporated into the official minutes; however, they will not be read aloud. Under state law, matters presented under public comment cannot be acted upon by the Council at this time.

6. **COUNCIL REPORT**
7. **CITY MANAGER REPORT**
8. **RECOGNITION ITEMS**

- 8.1 Proclamation Recognizing Juneteenth (p. 5)
- 8.2 City of Lindsay Employee Spotlight Recognition Video  
*Presented by Mari Carrillo, Human Resources Manager*

9. **PRESENTATIONS**

- 9.1 First Annual City of Lindsay Family Camp Out Commemorative Video  
*Presented by Lisa Davis, Director of Recreation Services*

10. **CONSENT CALENDAR**

Routine items approved in one motion unless an item is pulled for discussion.

10.1 Minutes from May 24, 2022, City Council Regular Meeting (pp. 6 – 10)

10.2 Warrant List for May 16, 2022 through June 02, 2022 (pp. 11 – 24)

10.3 Treasurer's Report for May 2022 (p. 25)

10.4 Consider Minute Order Approval of the 2022 Local Agency Biennial Notice for the City of Lindsay (pp. 26 – 29)

10.5 Second Reading of **Ordinance 599**, An Ordinance of the City of Lindsay Amending Chapter 18.10.030 of Title 18 of the Lindsay Municipal Code, Amending CC Central Commercial District, and Authorization to Waive Full Reading of Said Ordinance and Authorize Reading by Title Only (pp. 30 – 36)

10.6 Landscape and Lighting Maintenance Districts (pp. 37 – 57)

- A. Consider Approval of **Resolution 22-29**, A Resolution of the City Council of the City of Lindsay, Ordering the Preparation of an Engineer's Report for Landscape and Lighting Maintenance Districts for Fiscal Year 2022-2023
- B. Consider Approval of **Resolution 22-30**, A Resolution of the City Council of the City of Lindsay, Granting Preliminary Approval of Engineer's Report for Fiscal Year 2022-2023 for Landscape and Lighting Maintenance Districts
- C. Consider Approval of **Resolution 22-31**, A Resolution of the City Council of the City of Lindsay, Declaring its Intention to Levy and Collect Assessments for Fiscal Year 2022-2023 Landscape & Lighting Maintenance Assessment Districts, Declaring the Work to be of More than Local or Ordinary Public Benefit, Specifying the Exterior Boundaries of the Areas within the Landscape Maintenance Districts to be Assessed and the Cost and Expense Thereof, Designating Said Districts as Landscape & Lighting Maintenance Districts, Determining that these Proceedings Shall be Taken Pursuant to the Landscaping and Lighting Act of 1972, and Offering a Time and Place for Hearing Objections Thereto

10.7 Consider Approval of **Resolution 22-32**, A Resolution of the City Council of the City of Lindsay, Authorizing an Agreement between the City of Lindsay, and Tony Vasquez for Extra-Territorial Sewer Service and Offsite Infrastructure for the Property Located at 894 North Sycamore Avenue, Lindsay, CA 93247 (APN: 202-152-018) and Authorizing City Manager to Execute Any Documents Thereto (pp. 58 – 69)

10.8 Consider Minute Order Approval of Job Description for the Information Technology (IT) Manager Job Position (pp. 70 – 75)

10.9 Consider Minute Order Approval of Amendments and Revisions to City of Lindsay  
Personnel Rules & Regulations (pp. 76 – 183)

## 11. PUBLIC HEARINGS

11.1 Public Hearing to Consider the Approval of **Resolution 22-33**, A Resolution of the City Council of the City of Lindsay, Adopting the Fiscal Year 2022-2023 Operating Budget and the Fiscal Years 2023 – 2027 Five-Year Capital Improvement Plan, and **Resolution 22-35**, A Resolution of the City Council of the City of Lindsay Approving and Adopting the Fiscal Year 2022-2023 GANN Appropriations Limit (pp. 184 – 318)

*Presented by Juana Espinoza, Director of Finance*

11.2 First Reading of **Ordinance 601**, An Ordinance of the City of Lindsay Amending Chapter 5.28.020 of Title 5 of the Lindsay Municipal Code, Amending Cannabis Businesses, Amending Chapter 18.11.020 of Title 18 of the Lindsay Municipal Code, and Authorization to Waive Full Reading of Said Ordinance and Authorize Reading by Title Only (pp. 319 – 323)

*Presented by Curtis Cannon, Planning Manager*

11.3 First Reading of **Ordinance 602**, An Ordinance of the City of Lindsay Amending the City of Lindsay Zoning Map Designation of Mixed Use District to Light Industrial District for the Following Properties: Assessor's Parcel Number's (APN's); 205-360-011, 205-360-012, 205-036-013, 205-096-003, 205-101-012, 205-101-006, 205-101-007, 205-101-014, 205-101-015, 205-101-017 with Accompanying Exhibits, and Authorization to Waive Full Reading of Said Ordinance and Authorize Reading by Title Only (pp. 324 – 329)

*Presented by Curtis Cannon, Planning Manager*

## 12. ACTION ITEMS

12.1 Consider Approval of **Resolution 22-28**, A Resolution of the City Council of the City of Lindsay California Proclaiming a Local Emergency, Ratifying the Proclamation of a State Emergency by Governor Newsom on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the City of Lindsay Pursuant to Government Code Section 54953(e)(3) and Consider Future Model for Council Meetings During Covid-19 State of Emergency (pp. 330 – 334)

*Presented by Francesca Quintana, City Clerk & Assistant to the City Manager*

12.2 Property Located at 365 North Sweetbriar Avenue, Lindsay, California 93247 (APN's: 205-294-011, 205-294-015), More Commonly Known as 'McDermont X' (pp. 335 – 363)

- A. Consider the Approval of Notice of Availability of Surplus Land with Accompanying Exhibits and Authorize City Manager to Make Any Modifications or Execute Any Documents Thereto
- B. Consider the Approval of **Resolution 22-34**, A Resolution of the City Council of the City of Lindsay Approving the Declaration of Certain City Owned Parcels of Land Located At 365 North Sweetbriar Avenue as Surplus Land and Directing the City Manager to Follow the Procedures Set Forth in the Surplus Land Act for the Sale of Such Property

*Presented by Joseph M. Tanner, City Manager*

- 12.3 Consider the Approval of **Resolution of Necessity 2022-001**, A Resolution of Necessity of the City of Lindsay Authorizing Condemnation for Real Property in the City of Lindsay, County of Tulare, State of California by the City of Lindsay (pp. 364 – 371)

*Presented by Megan Dodd, City Attorney*

- 12.4 Consider the Approval of **Resolution of Necessity 2022-002**, A Resolution of Necessity of the City of Lindsay Authorizing Condemnation for Real Property in the City of Lindsay, County of Tulare, State of California by the City of Lindsay (pp. 372 – 379)

*Presented by Megan Dodd, City Attorney*

### **13. CLOSED SESSION**

- 13.1 Conference with Legal Counsel – Existing Litigation

Pursuant to Cal Gov. Code § 54956.9

Name of Case: City of Lindsay v. SQM North America Corp., No. 1:11-cv-0046 (E.D. Cal. 2011)

### **14. ADJOURNMENT**

Lindsay City Council meetings are held in the City Council Chambers at 251 E. Honolulu Street in Lindsay, California beginning at 6:00 P.M. on the second and fourth Tuesday of every month unless otherwise noticed. Materials related to an Agenda item submitted to the legislative body after distribution of the Agenda Packet are available for public inspection in the office of the City Clerk during normal business hours. Complete agenda is available at [www.lindsay.ca.us](http://www.lindsay.ca.us). In compliance with the Americans with Disabilities Act & Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the office of the City Clerk at (559) 562-7102 x 8034. Notification 48 hours prior to the meeting will enable the City to ensure accessibility to this meeting and/or provision of an alternative format of the agenda and documents in the agenda packet.



# Proclamation

---

**WHEREAS**, Juneteenth commemorates an extraordinary moment in our nation's history; and

**WHEREAS**, on June 19, 1865, Union General Gordon Granger led troops into Galveston, Texas, to announce the end of the Civil War and of the institution of slavery; and

**WHEREAS**, joyous commemorations that began in Texas spread around the nation, with cities and communities in California joining in celebration of this milestone in the ongoing American journey toward freedom for all; and

**WHEREAS**, since 2003, the State of California has celebrated Juneteenth as a day to honor and reflect on the significant contributions of African Americans to our nation; and

**WHEREAS**, California's Black and African American communities have made countless contributions to the state throughout our history; and

**WHEREAS**, as we honor Juneteenth, let us all redouble our commitment to use our power to stamp out racism in our communities and institutions and help secure freedom for all.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Ramona Caudillo, Mayor of the City of Lindsay, do hereby proclaim June 19, 2022, as "Juneteenth National Freedom Day: A Day of Observance."

**IN WITNESS WHEREOF**, I hereby set my hand and caused the Seal of the City of Lindsay to be affixed this 14th Day of June of 2022.

LINDSAY CITY COUNCIL

---

Ramona Caudillo, Mayor



**LINDSAY CITY COUNCIL  
REGULAR MEETING AGENDA  
MINUTES**

City Hall, 251 E. Honolulu St., Lindsay, CA 93247

Notice is hereby given that the Lindsay City Council will hold a Regular Meeting on May 24, 2022, at 6:00 PM in person and via webinar. The webinar address for members of the public is <https://zoom.us/j/99279557087>.

Persons with disabilities who may need assistance should contact the City Clerk at least 24 hours prior to the meeting at (559) 562-7102 ext. 8034 or via email at [lindsay.cityclerk@lindsay.ca.us](mailto:lindsay.cityclerk@lindsay.ca.us).

1. **CALL TO ORDER**
2. **ROLL CALL**

<b>Present</b>	Council Member Serna Mayor Pro Tem Cerros* Mayor Caudillo Council Member Flores Council Member Sanchez
<b>Absent</b>	N/A

*\* Remote Participation*

3. **PLEDGE**

Led by Council Member FLORES.

4. **APPROVAL OF AGENDA**

<b>Motion to Approve Agenda</b>							
1 <sup>st</sup>	2 <sup>nd</sup>	Result	SERNA	FLORES	CAUDILLO	CERROS	SANCHEZ
CAUDILLO	SERNA	(5-0)	AYE	AYE	AYE	AYE	AYE

5. **PUBLIC COMMENT**

The public is invited to comment on any subject under the jurisdiction of the Lindsay City Council. Please note that speakers that wish to comment on a Regular Item or Public Hearing on tonight's agenda will have an opportunity to speak when public comment for that item is requested by the Mayor. Comments shall be limited to three (3) minutes per person, with thirty (30) minutes for the total comment period, unless otherwise indicated by the Mayor. The public may also choose to submit a comment before the meeting via email. Public comments received via email will be distributed to the Council prior to the start of the meeting.

and incorporated into the official minutes; however, they will not be read aloud. Under state law, matters presented under public comment cannot be acted upon by the Council at this time.

- Local resident by the last name Mejia shared with the Council that there have been people jumping over the back fence of her residence. They have yelled and threatened homes in her area and she is concerned about her family's safety. She also raised concerns over the two (2) story incoming low-income apartments near her residence. She has been in contact with self-help and said they will be placing a cement fence on Westwood Avenue.

## **6. COUNCIL REPORT**

- Council Member SERNA reported that the first annual family camp out saw a great turn out with over 200 people attending, he looks forward to next year. The salute to service run on will be held on May 28<sup>th</sup>, 2022, from 8-9 AM; the first 100 attendee receive a free t-shirt. The veterans banner program is off to a great start, and there will be a Veteran's Memorial Day ceremony held at the Lindsay-Strathmore Cemetery on Memorial Day. The veteran's banner policy is open to anyone who lives in the jurisdiction.
- Council Member FLORES thanked Chief Carrillo and the City Manager for their investment and overall involvement in the community.
- Council Member SANCHEZ had no report, but she stated that she was happy to see students from Lindsay High School at the meeting. She encouraged community members people to address the Council and give a public comment if they are open to it.
- Mayor Pro Tem CERROS had a meeting with Senator Padilla's Office and established a working relationship between the City of Lindsay and the Senator.
- Mayor Caudillo shared that her TCAG and EKGSA meetings went well, the meeting's covered transportation and water. State bound 99 will be permanently closed effective May 22, 2022.

## **7. CITY MANAGER REPORT**

- The City is putting a list together of all upcoming street projects and will follow up with the Council via email.
- The 190 S. Elmwood St. property deal will likely close tomorrow.
- The City received a letter from the state water board regarding reporting requirements and when they will be effective, the letter was vague but reporting requirements will be set.
- The City is working with the County to get Lindmore St. repaired.
- Chief Carrillo was able to secure additional grant money for radios, since other agencies did not meet reporting requirements, the City was able to secure additional funds.

## **8. RECOGNITION ITEMS**

8.1 Proclamation Recognizing June 2022 as LGBTQ Pride Month (p. 4)

8.2 Proclamation in Recognition of Memorial Day (p. 5)

## **9. PRESENTATIONS**

9.1 Update from the Lindsay High School Associated Student Body (ASB) Representative

*Presented by Rogelio Castillo, ASB Representative*

9.2 Lindsay Unified School District Security Surveillance Project

*Presented by Lindsay Unified School District Representatives*

## **10. DISCUSSION ITEMS**

10.1 Cannabis Study Session

*Presented by Joseph M. Tanner, City Manager*

10.2 City of Lindsay Fiscal Year 2022-2023 Operating Budget Workshop #2 (pp. 6 – 52)

*Presented by Juana Espinoza, Director of Finance*

**11. CONSENT CALENDAR**

Routine items approved in one motion unless an item is pulled for discussion.

11.1 Minutes from May 10, 2022, City Council Regular Meeting (pp. 53 – 59)

11.2 Warrant List for May 03, 2022 through May 15, 2022 (pp. 60 – 62)

11.3 Consider Approval of **Resolution 22-26**, Proclaiming a Local Emergency, Ratifying the Proclamation of a State Emergency by Governor Newsom on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the City of Lindsay Pursuant to Government Code Section 54953(e)(3) (pp. 63 – 67)

11.4 Second Reading of **Ordinance 597**, An Ordinance of the City of Lindsay Amending Chapter 1.16.010 of Title 1 of the Lindsay Municipal Code, Amending Penalty for Code Violations, and Authorization to Waive Full Reading of Said Ordinance and Authorize Reading by Title Only (pp. 68 – 71)

11.5 Second Reading of **Ordinance 598**, An Ordinance of the City of Lindsay Amending Chapter 18.17.180 of Title 18 of the Lindsay Municipal Code, Amending Temporary Use Permits and Establishing a Special Event Permit, and Authorization to Waive Full Reading of Said Ordinance and Authorize Reading by Title Only (pp. 72 – 96)

11.6 Consider Approval of Agreement Renewal between the City of Lindsay and the County of Tulare for Emergency Dispatch and Communications Services and Authorize City Manager to Execute Any Documents Thereto (pp. 97 – 107)

11.7 Consider Minute Order Appointment of Francesca Quintana as City Clerk (p.108)

11.8 Consider the Approval of the Employment Agreement Addendum with the City Manager (pp. 109 – 114)

<b>Motion to Approve Consent Calendar</b>							
1 <sup>st</sup>	2 <sup>nd</sup>	Result	SERNA	FLORES	CAUDILLO	CERROS	SANCHEZ
CAUDILLO	SANCHEZ	(5-0)	AYE	AYE	AYE	AYE	AYE

**12. PUBLIC HEARINGS**



12.1 First Reading of **Ordinance 599**, An Ordinance of the City of Lindsay Amending Chapter 18.10.030 of Title 18 of the Lindsay Municipal Code, Amending CC Central Commercial District, and Authorization to Waive Full Reading of Said Ordinance and Authorize Reading by Title Only (pp. 115 – 121)

*Presented by Edward Real, Assistant City Planner*

- Mayor CAUDILLO opened the public hearing at 7:38 PM; no public comment was received; the public hearing was closed at 7:39 PM

<b>Motion to Approve Item 12.1</b>							
1 <sup>st</sup>	2 <sup>nd</sup>	Result	SERNA	FLORES	CAUDILLO	CERROS	SANCHEZ
CAUDILLO	SERNA	(5-0)	AYE	AYE	AYE	AYE	AYE

12.2 Consider Approval of **Tentative Parcel Map (TPM) 22-02** and **Resolution 22-27**, to Split a Single 4.33 Acres Parcel at North Westwood Avenue Between West Hermosa Street and West Apia Street (APN 205-030-001) in the RM-3 Multifamily District Into Two Parcels; Parcel A and Parcel B, from Self Help Enterprises (SHE) (pp. 122 – 128)

*Presented by Edward Real, Assistant City Planner*

- Mayor CAUDILLO opened the public hearing at 7:40 PM
- A public comment from local resident with last name MEJIA; asked if the new fencing associated with the TPM 22-02 would be wood fencing or concrete fencing; they did not like the idea of wood fencing. City Staff responded that the fencing is planned to be concrete fencing. The resident was on board with the concrete fencing.
- No further comments were received.
- The public hearing was closed at 7:44 PM

<b>Motion to Approve Item 12.2</b>							
1 <sup>st</sup>	2 <sup>nd</sup>	Result	SERNA	FLORES	CAUDILLO	CERROS	SANCHEZ
CAUDILLO	SERNA	(5-0)	AYE	AYE	AYE	AYE	AYE

### 13. ACTION ITEMS

13.1 Consider Application for **Temporary Use Permit (TUP) No. 22-09** for a Community Event and Car Show Closing a Portion of the Public Right of Way Along North Mt. Vernon Avenue Between West Hermosa Street and Samoa Street on June 05, 2022 (pp. 129 – 144)

*Presented by Edward Real, Assistant City Planner*

<b>Motion to Approve Item 13.1</b>							
1 <sup>st</sup>	2 <sup>nd</sup>	Result	SERNA	FLORES	CAUDILLO	CERROS	SANCHEZ

CERROS	CAUDILLO	(5-0)	AYE	AYE	AYE	AYE	AYE
--------	----------	-------	-----	-----	-----	-----	-----

13.2 Consider the Rejection of Proposals and Qualifications Received for Design Services for Project 1: Transit Center and Project 2: Community Facility Building, and Consider Authorization to Rebid for Architectural Design Services for Concept Designs for Project’s 1 and 2 (pp. 145 – 208)

*Presented by Neyba Amezcua, Director of City Services & Planning*

<b>Motion to Approve Item 13.2</b>							
1 <sup>st</sup>	2 <sup>nd</sup>	Result	SERNA	FLORES	CAUDILLO	CERROS	SANCHEZ
SERNA	CAUDILLO	(5-0)	AYE	AYE	AYE	AYE	AYE

**14. CLOSED SESSION**

14.1 Conference with Labor Negotiators Pursuant to Cal Gov. Code § 54957.6

Agency Designated Representative: Joseph M. Tanner, City of Lindsay

Employee Organization: Lindsay Public Safety Officers’ Association

- No reportable action was taken in closed session.

**15. REQUEST FOR FUTURE ITEMS**

- Mayor CAUDILLO requested that the Pancake Breakfast be held at the Wellness August 6, 2022.
- Mayor CAUDILLO requested event space for a Dress Giveaway event. The Vida De Oro Foundation has 500 brand new formal dresses to be given out.

**16. ADJOURNMENT**

Lindsay City Council meetings are held in the City Council Chambers at 251 E. Honolulu Street in Lindsay, California beginning at 6:00 P.M. on the second and fourth Tuesday of every month unless otherwise noticed. Materials related to an Agenda item submitted to the legislative body after distribution of the Agenda Packet are available for public inspection in the office of the City Clerk during normal business hours. Complete agenda is available at [www.lindsay.ca.us](http://www.lindsay.ca.us). In compliance with the Americans with Disabilities Act & Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the office of the City Clerk at (559) 562-7102 x 8034. Notification 48 hours prior to the meeting will enable the City to ensure accessibility to this meeting and/or provision of an alternative format of the agenda and documents in the agenda packet.

Check#	Fund	Date	Vendor #	Vendor Name	Description	Amount
<b>20424</b>						<b>(\$5,928.13)</b>
	101 - GENERAL FUND	02/04/22	5647	GRISWOLD,LASSALLE,C	VOID	(120.33)
	101 - GENERAL FUND	02/04/22	5647	GRISWOLD,LASSALLE,C	VOID	(154.58)
	101 - GENERAL FUND	02/04/22	5647	GRISWOLD,LASSALLE,C	VOID	(1,998.75)
	101 - GENERAL FUND	02/04/22	5647	GRISWOLD,LASSALLE,C	VOID	(2,442.92)
	101 - GENERAL FUND	02/04/22	5647	GRISWOLD,LASSALLE,C	VOID	(358.75)
	101 - GENERAL FUND	02/04/22	5647	GRISWOLD,LASSALLE,C	VOID	(41.67)
	101 - GENERAL FUND	02/04/22	5647	GRISWOLD,LASSALLE,C	VOID	(42.38)
	101 - GENERAL FUND	02/04/22	5647	GRISWOLD,LASSALLE,C	VOID	(768.75)
<b>21125</b>						<b>\$250.00</b>
	101 - GENERAL FUND	05/16/22	4877	ADAM ROMERO	FIELD TRNG OFFICER	250.00
<b>21126</b>						<b>\$100.00</b>
	101 - GENERAL FUND	05/16/22	6792	ADRIANA MENDEZ	ARBOR DEPOSIT REFUN	100.00
<b>21127</b>						<b>\$861.06</b>
	101 - GENERAL FUND	05/16/22	2873	ADVANTAGE ANSWERING	5/1/22-5/31/22	861.06
<b>21128</b>						<b>\$411.58</b>
	101 - GENERAL FUND	05/16/22	007	AG IRRIGATION SALES	PVC PLAIN TOE BOOT	30.52
	101 - GENERAL FUND	05/16/22	007	AG IRRIGATION SALES	PINK MARKING FLAG	35.13
	101 - GENERAL FUND	05/16/22	007	AG IRRIGATION SALES	RECEIVER PROGRAMABL	93.96
	552 - WATER	05/16/22	007	AG IRRIGATION SALES	WD-40, VINYL TUBING	15.99
	552 - WATER	05/16/22	007	AG IRRIGATION SALES	COMPRESSION COUPLIN	21.66
	552 - WATER	05/16/22	007	AG IRRIGATION SALES	TRENCHING SHOVEL	32.61
	552 - WATER	05/16/22	007	AG IRRIGATION SALES	PVC BALL VALVE,PRIM	36.99
	552 - WATER	05/16/22	007	AG IRRIGATION SALES	PVC PIPE,TAPE,COUPL	46.51
	552 - WATER	05/16/22	007	AG IRRIGATION SALES	FLANGE GASKET,PVC C	98.21
<b>21129</b>						<b>\$15.00</b>
	101 - GENERAL FUND	05/16/22	6362	AMERICAN BUSINESS M	C.S. #13981 TONER	15.00
<b>21130</b>						<b>\$921.48</b>
	101 - GENERAL FUND	05/16/22	6600	AMERICAN HERITAGE L	APRIL ACCIDENT PLAN	921.48
<b>21131</b>						<b>\$281.68</b>
	101 - GENERAL FUND	05/16/22	3428	AT&T MOBILITY	C.S.287297286867 MA	40.24
	101 - GENERAL FUND	05/16/22	3428	AT&T MOBILITY	C.M.287297286867 MA	40.24
	101 - GENERAL FUND	05/16/22	3428	AT&T MOBILITY	P.S.287297286867 MA	80.48
	101 - GENERAL FUND	05/16/22	3428	AT&T MOBILITY	HR&F.D.287297286867	80.48
	400 - WELLNESS CENTER	05/16/22	3428	AT&T MOBILITY	W.C.287297286867MAY	40.24
<b>21132</b>						<b>\$306.76</b>
	101 - GENERAL FUND	05/16/22	5457	AUTO ZONE COMMERCIA	TRUCK#91 OIL & FILT	56.35
	101 - GENERAL FUND	05/16/22	5457	AUTO ZONE COMMERCIA	PULLMOWER-BELTS	95.26
	552 - WATER	05/16/22	5457	AUTO ZONE COMMERCIA	MOTOR OILS & FILTER	62.38
	553 - SEWER	05/16/22	5457	AUTO ZONE COMMERCIA	CABIN AIR & OIL FIL	92.77
<b>21133</b>						<b>\$86.58</b>
	101 - GENERAL FUND	05/16/22	5381	AWAKE SKATE SHOP	NIKE POLO W/EMBROID	86.58
<b>21134</b>						<b>\$15,466.50</b>
	101 - GENERAL FUND	05/16/22	6179	BADAWI & ASSOCIATES	FY 2021 AUDIT BILL#	15,466.50
<b>21135</b>						<b>\$5,463.00</b>
	552 - WATER	05/16/22	051	BSK	BACTI,GENERAL,ALK/T	4,912.00
	556 - VITA-PAKT	05/16/22	051	BSK	VITAPAKT WASTE WATE	551.00
<b>21136</b>						<b>\$2,250.00</b>
	101 - GENERAL FUND	05/16/22	6689	BUILDING MAINTENANC	APRIL MTHLY CLEANIN	321.43
	101 - GENERAL FUND	05/16/22	6689	BUILDING MAINTENANC	APRIL MTHLY CLEANIN	321.43
	101 - GENERAL FUND	05/16/22	6689	BUILDING MAINTENANC	APRIL MTHLY CLEANIN	321.43
	101 - GENERAL FUND	05/16/22	6689	BUILDING MAINTENANC	APRIL MTHLY CLEANIN	321.43
	552 - WATER	05/16/22	6689	BUILDING MAINTENANC	APRIL MTHLY CLEANIN	321.43
	553 - SEWER	05/16/22	6689	BUILDING MAINTENANC	APRIL MTHLY CLEANIN	321.43
	554 - REFUSE	05/16/22	6689	BUILDING MAINTENANC	APRIL MTHLY CLEANIN	321.42
<b>21137</b>						<b>\$748.80</b>
	101 - GENERAL FUND	05/16/22	1979	CALIFORNIA BUILDING	JAN-MARCH 2022 SB14	748.80

<b>21138</b>						<b>\$68.15</b>
	101 - GENERAL FUND	05/16/22	2220	MARI CARRILLO	PC JOB FAIR-MILEAGE	15.62
	101 - GENERAL FUND	05/16/22	2220	MARI CARRILLO	RMA TRAINING-MILEAG	52.53
<b>21139</b>						<b>\$153.13</b>
	101 - GENERAL FUND	05/16/22	076	CENTRAL VALLEY BUSI	BUSINESS CARDS-J.AV	153.13
<b>21140</b>						<b>\$4,350.00</b>
	261 - GAS TAX FUND	05/16/22	1702	CENTRAL VALLEY SWEE	APRIL-AIR SWEEPING	4,350.00
<b>21142</b>						<b>\$983.79</b>
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	4/20/22 UNIFORMS	24.28
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	4/20/22 UNIFORMS	24.28
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	4/20/22 UNIFORMS	24.28
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	4/27/22 UNIFORMS	32.03
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	4/27/22 UNIFORMS	32.04
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	4/27/22 UNIFORMS	32.04
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	4/27/22 UNIFORMS	32.04
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	5/4/22 UNIFORMS	38.01
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	5/4/22 UNIFORMS	38.00
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	5/4/22 UNIFORMS	38.00
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	4/13/22 UNIFORMS	46.21
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	4/13/22 UNIFORMS	46.21
	101 - GENERAL FUND	05/16/22	5832	CINTAS CORPORATION	4/13/22 UNIFORMS	46.22
	552 - WATER	05/16/22	5832	CINTAS CORPORATION	4/20/22 UNIFORMS	24.28
	552 - WATER	05/16/22	5832	CINTAS CORPORATION	4/27/22 UNIFORMS	32.04
	552 - WATER	05/16/22	5832	CINTAS CORPORATION	5/4/22 UNIFORMS	38.01
	552 - WATER	05/16/22	5832	CINTAS CORPORATION	4/13/22 UNIFORMS	46.21
	553 - SEWER	05/16/22	5832	CINTAS CORPORATION	4/20/22 UNIFORMS	24.29
	553 - SEWER	05/16/22	5832	CINTAS CORPORATION	4/27/22 UNIFORMS	32.04
	553 - SEWER	05/16/22	5832	CINTAS CORPORATION	5/4/22 UNIFORMS	38.01
	553 - SEWER	05/16/22	5832	CINTAS CORPORATION	4/13/22 UNIFORMS	46.21
	554 - REFUSE	05/16/22	5832	CINTAS CORPORATION	4/20/22 UNIFORMS	24.29
	554 - REFUSE	05/16/22	5832	CINTAS CORPORATION	4/27/22 UNIFORMS	32.04
	554 - REFUSE	05/16/22	5832	CINTAS CORPORATION	5/4/22 UNIFORMS	38.01
	554 - REFUSE	05/16/22	5832	CINTAS CORPORATION	4/13/22 UNIFORMS	46.21
	556 - VITA-PAKT	05/16/22	5832	CINTAS CORPORATION	4/20/22 UNIFORMS	24.29
	556 - VITA-PAKT	05/16/22	5832	CINTAS CORPORATION	4/27/22 UNIFORMS	32.04
	556 - VITA-PAKT	05/16/22	5832	CINTAS CORPORATION	5/4/22 UNIFORMS	38.01
	556 - VITA-PAKT	05/16/22	5832	CINTAS CORPORATION	4/13/22 UNIFORMS	46.21
<b>21143</b>						<b>\$260.49</b>
	101 - GENERAL FUND	05/16/22	6672	COLBY'S TIRE,TOWING	LIC#1400807 TIRE	260.49
<b>21144</b>						<b>\$77.00</b>
	101 - GENERAL FUND	05/16/22	102	CULLIGAN	#53249 H.R. APRIL	17.50
	101 - GENERAL FUND	05/16/22	102	CULLIGAN	#53249 C.M. APRIL	17.50
	101 - GENERAL FUND	05/16/22	102	CULLIGAN	#53249 F.D. APRIL	42.00
<b>21145</b>						<b>\$777.41</b>
	552 - WATER	05/16/22	6761	DENNIS KELLER CIVIL	TOC,DBP,WELL14,WTP	777.41
<b>21146</b>						<b>\$2,420.35</b>
	101 - GENERAL FUND	05/16/22	111	DEPT OF CONSERVATIO	RESIDENTIAL SEISMIC	2,347.19
	101 - GENERAL FUND	05/16/22	111	DEPT OF CONSERVATIO	COMMERCIAL SEISMIC	73.16
<b>21147</b>						<b>\$4,120.13</b>
	553 - SEWER	05/16/22	5978	DOMINO SOLAR LTD	JB-9325693-00 MARCH	4,120.13
<b>21148</b>						<b>\$2,956.67</b>
	101 - GENERAL FUND	05/16/22	119	DOUG DELEO WELDING	FABRICATE 4-SS TUBE	139.97
	101 - GENERAL FUND	05/16/22	119	DOUG DELEO WELDING	RE-INSTALL BTHRM DO	2,542.28
	101 - GENERAL FUND	05/16/22	119	DOUG DELEO WELDING	ROLLS OF CAUTION TA	45.02
	552 - WATER	05/16/22	119	DOUG DELEO WELDING	2-SS NIPPLES	10.92
	552 - WATER	05/16/22	119	DOUG DELEO WELDING	TRUCK#28 CUTOFF WHE	14.65
	552 - WATER	05/16/22	119	DOUG DELEO WELDING	REPAIR HOT TAP	16.25
	552 - WATER	05/16/22	119	DOUG DELEO WELDING	WTP-SS NIPPLE&BUSHI	25.52
	552 - WATER	05/16/22	119	DOUG DELEO WELDING	WTP-SS BALL VALVE	62.26
	552 - WATER	05/16/22	119	DOUG DELEO WELDING	2-SS NIPPLES	89.86
	552 - WATER	05/16/22	119	DOUG DELEO WELDING	WELL#15 7-SS NIPPLE	9.94

<b>21149</b>						<b>\$1,265.13</b>
	552 - WATER	05/16/22	3478	FRESNO PIPE & SUPPL	ROMAC SS REPAIR CLA	1,265.13
<b>21150</b>						<b>\$5,202.25</b>
	552 - WATER	05/16/22	137	FRIANT WATER AUTHOR	APRIL 15, 22 SLDMWA	1,487.25
	552 - WATER	05/16/22	137	FRIANT WATER AUTHOR	FKC JUNE 22 OM&R CO	3,715.00
<b>21151</b>						<b>\$1,300.52</b>
	101 - GENERAL FUND	05/16/22	6010	FRONTIER COMMUNICAT	209-042-9309	1.99
	101 - GENERAL FUND	05/16/22	6010	FRONTIER COMMUNICAT	562-2512	141.35
	101 - GENERAL FUND	05/16/22	6010	FRONTIER COMMUNICAT	209-151-2650	23.26
	101 - GENERAL FUND	05/16/22	6010	FRONTIER COMMUNICAT	209-151-2650	23.26
	101 - GENERAL FUND	05/16/22	6010	FRONTIER COMMUNICAT	209-188-3200	4.47
	101 - GENERAL FUND	05/16/22	6010	FRONTIER COMMUNICAT	209-188-3200	4.47
	101 - GENERAL FUND	05/16/22	6010	FRONTIER COMMUNICAT	209-151-2656	46.51
	101 - GENERAL FUND	05/16/22	6010	FRONTIER COMMUNICAT	209-151-2652	46.51
	101 - GENERAL FUND	05/16/22	6010	FRONTIER COMMUNICAT	209-151-2662	61.50
	552 - WATER	05/16/22	6010	FRONTIER COMMUNICAT	562-7131	137.10
	552 - WATER	05/16/22	6010	FRONTIER COMMUNICAT	209-151-2650	23.26
	552 - WATER	05/16/22	6010	FRONTIER COMMUNICAT	209-188-3200	4.47
	552 - WATER	05/16/22	6010	FRONTIER COMMUNICAT	209-150-2936	84.64
	552 - WATER	05/16/22	6010	FRONTIER COMMUNICAT	562-1552	99.23
	553 - SEWER	05/16/22	6010	FRONTIER COMMUNICAT	209-150-3621	117.59
	553 - SEWER	05/16/22	6010	FRONTIER COMMUNICAT	209-151-2650	23.26
	553 - SEWER	05/16/22	6010	FRONTIER COMMUNICAT	562-7132	274.71
	553 - SEWER	05/16/22	6010	FRONTIER COMMUNICAT	209-188-3200	4.48
	553 - SEWER	05/16/22	6010	FRONTIER COMMUNICAT	209-151-2654	46.51
	553 - SEWER	05/16/22	6010	FRONTIER COMMUNICAT	209-151-2655	46.51
	553 - SEWER	05/16/22	6010	FRONTIER COMMUNICAT	559-562-6317	85.44
<b>21152</b>						<b>\$1,454.90</b>
	101 - GENERAL FUND	05/16/22	1970	GIOTTO'S	CORP YARD PARTS&LAB	1,454.90
<b>21153</b>						<b>\$16,953.63</b>
	556 - VITA-PAKT	05/16/22	180	INGRAM EQUIPMENT CO	TURBINE COLUMN&SETU	15,203.63
	556 - VITA-PAKT	05/16/22	180	INGRAM EQUIPMENT CO	EMERGENCY TEMP REPA	1,750.00
<b>21154</b>						<b>\$650.00</b>
	101 - GENERAL FUND	05/16/22	6346	JEFF PFEIFFER	OLIVE BOWL SQUIRREL	225.00
	101 - GENERAL FUND	05/16/22	6346	JEFF PFEIFFER	SQUIRREL TREATMENT	425.00
<b>21155</b>						<b>\$300.00</b>
	400 - WELLNESS CENTER	05/16/22	6786	LISA SALINAS	POOL RENTAL CANCELL	300.00
<b>21156</b>						<b>\$234.57</b>
	553 - SEWER	05/16/22	6789	LOBUE LORI	SEWER REFUND FY 21/	234.57
<b>21157</b>						<b>\$11,130.43</b>
	600 - CAPITAL IMPROVEMENT	05/16/22	2548	LOCAL GOVERNMENT CO	4-428 HERMOSA CORRI	1,431.75
	600 - CAPITAL IMPROVEMENT	05/16/22	2548	LOCAL GOVERNMENT CO	4-428 HERMOSA CORRI	1,970.25
	600 - CAPITAL IMPROVEMENT	05/16/22	2548	LOCAL GOVERNMENT CO	4-428 HERMOSA CORRI	2,776.00
	600 - CAPITAL IMPROVEMENT	05/16/22	2548	LOCAL GOVERNMENT CO	4-428 HERMOSA CORRI	3,624.43
	600 - CAPITAL IMPROVEMENT	05/16/22	2548	LOCAL GOVERNMENT CO	4-428 HERMOSA CORRI	539.50
	600 - CAPITAL IMPROVEMENT	05/16/22	2548	LOCAL GOVERNMENT CO	4-428 HERMOSA CORRI	788.50
<b>21158</b>						<b>\$11,871.49</b>
	101 - GENERAL FUND	05/16/22	6550	MARIO SAGREDO ELECT	GRASS AREA POLE LIG	1,211.88
	101 - GENERAL FUND	05/16/22	6550	MARIO SAGREDO ELECT	HONOLULU-GFI RECEPT	145.30
	101 - GENERAL FUND	05/16/22	6550	MARIO SAGREDO ELECT	SWEETBRIER & HONOLU	170.88
	101 - GENERAL FUND	05/16/22	6550	MARIO SAGREDO ELECT	SWEETBRIER/PARK LIG	1,732.61
	101 - GENERAL FUND	05/16/22	6550	MARIO SAGREDO ELECT	SWEETBRIER/STAGE LI	1,837.47
	101 - GENERAL FUND	05/16/22	6550	MARIO SAGREDO ELECT	CITY YARD EQUIP. AR	300.37
	101 - GENERAL FUND	05/16/22	6550	MARIO SAGREDO ELECT	CORP YARD POLE LIGH	502.42
	101 - GENERAL FUND	05/16/22	6550	MARIO SAGREDO ELECT	CORP YARD RPLC LIGH	598.65
	552 - WATER	05/16/22	6550	MARIO SAGREDO ELECT	WATER PLANT LIGHTS	1,167.62
	552 - WATER	05/16/22	6550	MARIO SAGREDO ELECT	CITY YARD EQUIP. AR	300.37
	552 - WATER	05/16/22	6550	MARIO SAGREDO ELECT	CORP YARD POLE LIGH	502.41
	552 - WATER	05/16/22	6550	MARIO SAGREDO ELECT	CORP YARD RPLC LIGH	598.65
	553 - SEWER	05/16/22	6550	MARIO SAGREDO ELECT	CITY YARD EQUIP. AR	300.37
	553 - SEWER	05/16/22	6550	MARIO SAGREDO ELECT	CORP YARD POLE LIGH	502.41

553 - SEWER	05/16/22	6550	MARIO SAGREDO ELECT	CORP YARD RPLC LIGH	598.65
554 - REFUSE	05/16/22	6550	MARIO SAGREDO ELECT	CITY YARD EQUIP. AR	300.37
554 - REFUSE	05/16/22	6550	MARIO SAGREDO ELECT	CORP YARD POLE LIGH	502.41
554 - REFUSE	05/16/22	6550	MARIO SAGREDO ELECT	CORP YARD RPLC LIGH	598.65
<b>21159</b>					<b>\$100.00</b>
101 - GENERAL FUND	05/16/22	6791	MARISSA FLORES	ARBOR DEPOSIT REFUN	100.00
<b>21160</b>					<b>\$10.95</b>
552 - WATER	05/16/22	6790	MARTINEZ RIGOBERTO	REFUND UB CLOSED AC	10.95
<b>21161</b>					<b>\$2,067.90</b>
552 - WATER	05/16/22	6673	PACE SUPPLY CORP	3/4X1 LF ADPT METER	2,067.90
<b>21162</b>					<b>\$683.35</b>
552 - WATER	05/16/22	6498	PACWEST DIRECT	4/28 DELINQ. LETTER	227.79
553 - SEWER	05/16/22	6498	PACWEST DIRECT	4/28 DELINQ. LETTER	227.78
554 - REFUSE	05/16/22	6498	PACWEST DIRECT	4/28 DELINQ. LETTER	227.78
<b>21163</b>					<b>\$2,000.00</b>
101 - GENERAL FUND	05/16/22	272	PITNEY BOWES INC.	POSTAGE METER REFIL	2,000.00
<b>21164</b>					<b>\$25,882.90</b>
553 - SEWER	05/16/22	4618	PROVOST & PRITCHARD	WWTP PFAS/PFOS SAMP	1,906.99
553 - SEWER	05/16/22	4618	PROVOST & PRITCHARD	F21 GWM&R POND MONI	2,819.76
553 - SEWER	05/16/22	4618	PROVOST & PRITCHARD	R21 GWM POND REPORT	706.50
556 - VITA-PAKT	05/16/22	4618	PROVOST & PRITCHARD	F21 VITA-PAKT GW MO	1,909.55
556 - VITA-PAKT	05/16/22	4618	PROVOST & PRITCHARD	R21 VITAPAKT GW REP	687.60
600 - CAPITAL IMPROVEMENT	05/16/22	4618	PROVOST & PRITCHARD	TULARE/FOOTHILL REH	1,066.40
600 - CAPITAL IMPROVEMENT	05/16/22	4618	PROVOST & PRITCHARD	HERMOSA ST REHAB	16,786.10
<b>21165</b>					<b>\$22,896.70</b>
101 - GENERAL FUND	05/16/22	399	QUAD KNOFF,INC.	2022 GENERAL ENGINE	2,804.10
101 - GENERAL FUND	05/16/22	399	QUAD KNOFF,INC.	2021 GENERAL ENGINE	677.50
101 - GENERAL FUND	05/16/22	399	QUAD KNOFF,INC.	PLANNING SERVICES	965.10
600 - CAPITAL IMPROVEMENT	05/16/22	399	QUAD KNOFF,INC.	LINDA VISTA LOOP	18,450.00
<b>21166</b>					<b>\$465.07</b>
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	OFFICE SUPPLIES	102.93
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	FILE FOLDERS, LABEL	134.80
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	STEP STOOL	14.13
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	COFFE	14.79
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	COFFE	15.59
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	LAPTOP COVER	25.00
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	CLICKER FOR MEETING	38.05
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	KEYSTONE JACK	4.34
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	YELLOW CARDSTOCK	42.40
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	PUSH PINS,BINDER CL	55.56
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	RE-INKING FLUID	8.69
101 - GENERAL FUND	05/16/22	285	QUILL CORPORATION	TAZO TEA	8.79
<b>21167</b>					<b>\$5,000.00</b>
552 - WATER	05/16/22	6095	RALPH GUTIERREZ WAT	APRIL CPO WATER TRE	2,500.00
553 - SEWER	05/16/22	6095	RALPH GUTIERREZ WAT	APRIL CPO WASTE WAT	2,500.00
<b>21168</b>					<b>\$1,102.55</b>
552 - WATER	05/16/22	6788	RESOURCE ENVIRONMEN	METER DEPOSIT REFUN	1,102.55
<b>21169</b>					<b>\$276.00</b>
101 - GENERAL FUND	05/16/22	6766	RIVERSIDE COUNTY SH	FIELD TRNG OFFICER	276.00
<b>21170</b>					<b>\$55.79</b>
101 - GENERAL FUND	05/16/22	298	SAVE MART SUPERMARK	PINNING CEREMONY EV	55.79
<b>21171</b>					<b>\$2,278.67</b>
552 - WATER	05/16/22	3004	SEQUOIA EQUIPMENT C	LIFT & TILT CYLINDE	1,650.17
552 - WATER	05/16/22	3004	SEQUOIA EQUIPMENT C	SEAT & CUSHION	628.50
<b>21172</b>					<b>\$1,572.04</b>
553 - SEWER	05/16/22	307	SILVAS OIL COMPANY	DIESEL #2	1,572.04
<b>21173</b>					<b>\$378.52</b>
400 - WELLNESS CENTER	05/16/22	1776	SMART & FINAL	LAWNCHAIR/LEMONADE	188.75
400 - WELLNESS CENTER	05/16/22	1776	SMART & FINAL	CONCESSIONS SUPPLIE	189.77

101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8004012502 CITY PAR	(11.52)
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003993819 CITY HAL	142.92
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003994404 PD	168.82
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8004010028 164 HONO	17.26
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8000107343 LLAD FRA	17.26
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8000284582 LLAD HER	17.26
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003002502HERMOSA I	17.82
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003002768ENTRANCE	17.82
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8002734502 BALL PAR	17.98
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003992152 CITY SER	218.08
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8004981583CENTENNIA	258.24
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8004012990 801 ELMW	259.19
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003959276 OLIVE BO	27.89
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8000585610 SWEETBRI	32.14
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003905121HERMOSA H	(36.28)
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8002267441 MERCADO	426.12
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003994258 CITY HAL	454.30
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8001003095 OLIVE	46.11
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8004012502 CITY PAR	46.11
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8000360307FARMERS M	46.88
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003959760 CORP YAR	468.50
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003991979 175 GALE	52.82
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8004031233 801 ELMW	60.50
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8003994868 PD	642.94
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8001165691 BALL PAR	716.18
101 - GENERAL FUND	05/16/22	310	SOUTHERN CA. EDISON	8004012096 CITY PAR	75.60
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000779320 LAMPS	(1,061.48)
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000063823HERMOSA L	12.37
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000669799HONOLULU/	(13.38)
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8001511465SEQUOIA/T	13.90
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8001499584SEQUOIA/T	15.93
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000765183 SILVERCR	196.56
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000468504 LAMPS	216.36
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000805994TULARE/ST	230.67
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000665970LEARNING	24.45
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000776159FOSTER/VA	24.45
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000689798 OLIVE/AP	(31.22)
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8001499584SEQUOIA/T	(4.46)
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000468504 LAMPS	(4.46)
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000669799HONOLULU/	42.98
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000708538SEQUOIA/S	49.06
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000779320 LAMPS	5,791.01
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	6000649811SEQUOIA V	73.52
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000776159FOSTER/VA	(8.92)
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000665970LEARNING	(8.92)
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000717612HICKORY/S	88.77
261 - GAS TAX FUND	05/16/22	310	SOUTHERN CA. EDISON	8000689798 OLIVE/AP	98.14
552 - WATER	05/16/22	310	SOUTHERN CA. EDISON	8003976532 CANAL NW	167.01
552 - WATER	05/16/22	310	SOUTHERN CA. EDISON	8003991438 CANAL328	18.16
552 - WATER	05/16/22	310	SOUTHERN CA. EDISON	8000957107 WELL#14	3,290.37
552 - WATER	05/16/22	310	SOUTHERN CA. EDISON	8004011373STORAGE T	35.25
552 - WATER	05/16/22	310	SOUTHERN CA. EDISON	8004129175 23467PLA	3,619.68
552 - WATER	05/16/22	310	SOUTHERN CA. EDISON	8003991276 CANAL358	40.43
552 - WATER	05/16/22	310	SOUTHERN CA. EDISON	8003958836 WELL#11	72.17
552 - WATER	05/16/22	310	SOUTHERN CA. EDISON	8000186351 WELL#15	7,239.99
553 - SEWER	05/16/22	310	SOUTHERN CA. EDISON	8000071282 EL RANCH	135.75
553 - SEWER	05/16/22	310	SOUTHERN CA. EDISON	8004456212 OAK POND	17.26
553 - SEWER	05/16/22	310	SOUTHERN CA. EDISON	8002151754SEQUOIA P	18.16
553 - SEWER	05/16/22	310	SOUTHERN CA. EDISON	8002965397 WWTP PUM	19.33
553 - SEWER	05/16/22	310	SOUTHERN CA. EDISON	8003991606HARVARD P	26.41

553 - SEWER	05/16/22	310	SOUTHERN CA. EDISON	8000957380 TONYVILL	37.56
553 - SEWER	05/16/22	310	SOUTHERN CA. EDISON	700141289638	6,253.50
553 - SEWER	05/16/22	310	SOUTHERN CA. EDISON	8001278228PARKSIDE/	82.11
556 - VITA-PAKT	05/16/22	310	SOUTHERN CA. EDISON	8004033030 36690PLA	18.16
556 - VITA-PAKT	05/16/22	310	SOUTHERN CA. EDISON	8004032660 36689PLA	582.03
883 - SIERRA VIEW ASSESSMENT	05/16/22	310	SOUTHERN CA. EDISON	8003776721 LLAD 976	17.69
883 - SIERRA VIEW ASSESSMENT	05/16/22	310	SOUTHERN CA. EDISON	8005064096 LLAD 941	17.69
884 - HERITAGE ASSESSMENT DIST	05/16/22	310	SOUTHERN CA. EDISON	8002151008 111 HONO	17.26
886 - SAMOA	05/16/22	310	SOUTHERN CA. EDISON	8000314948LLAD 161	17.69
887 - SWEETBRIER TOWNHOUSES	05/16/22	310	SOUTHERN CA. EDISON	8000022220LLAD 275	30.79
888 - PARKSIDE	05/16/22	310	SOUTHERN CA. EDISON	8001661885LLAD PARK	17.26
889 - SIERRA VISTA ASSESSMENT	05/16/22	310	SOUTHERN CA. EDISON	8000746784LLAD-SV E	122.58
889 - SIERRA VISTA ASSESSMENT	05/16/22	310	SOUTHERN CA. EDISON	8007788734LLAD SIER	61.29
890 - MAPLE VALLEY ASSESSMENT	05/16/22	310	SOUTHERN CA. EDISON	8004527827MAPLE VAL	26.57
890 - MAPLE VALLEY ASSESSMENT	05/16/22	310	SOUTHERN CA. EDISON	8004528589 ASH LDSC	27.46
890 - MAPLE VALLEY ASSESSMENT	05/16/22	310	SOUTHERN CA. EDISON	8004527827MAPLE VAL	(34.56)
890 - MAPLE VALLEY ASSESSMENT	05/16/22	310	SOUTHERN CA. EDISON	8000732032 MAPLE VA	49.06
891 - PELOUS RANCH	05/16/22	310	SOUTHERN CA. EDISON	8000769251PELOUS RA	208.31
891 - PELOUS RANCH	05/16/22	310	SOUTHERN CA. EDISON	8000796333LLAD PELO	235.17
<b>21175</b>					<b>\$55.00</b>
552 - WATER	05/16/22	5691	STATE WATER RESOURC	D1 CERT. JOSE A. VE	55.00
<b>21176</b>					<b>\$4,096.67</b>
101 - GENERAL FUND	05/16/22	6146	SUPERION, LLC	5/1/22-5/31/22	1,024.16
552 - WATER	05/16/22	6146	SUPERION, LLC	5/1/22-5/31/22	1,024.17
553 - SEWER	05/16/22	6146	SUPERION, LLC	5/1/22-5/31/22	1,024.17
554 - REFUSE	05/16/22	6146	SUPERION, LLC	5/1/22-5/31/22	1,024.17
<b>21177</b>					<b>\$3,000.00</b>
101 - GENERAL FUND	05/16/22	6744	TEAMCALIFORNIA ECON	MEMBERSHIP-ECON. DE	2,500.00
101 - GENERAL FUND	05/16/22	6744	TEAMCALIFORNIA ECON	BOOTH-ICSC LAS VEGA	500.00
<b>21178</b>					<b>\$4,167.95</b>
101 - GENERAL FUND	05/16/22	5755	TELEPACIFIC COMMUNI	5/9/22-6/8/22	595.42
101 - GENERAL FUND	05/16/22	5755	TELEPACIFIC COMMUNI	5/9/22-6/8/22	595.42
101 - GENERAL FUND	05/16/22	5755	TELEPACIFIC COMMUNI	5/9/22-6/8/22	595.42
101 - GENERAL FUND	05/16/22	5755	TELEPACIFIC COMMUNI	5/9/22-6/8/22	595.43
400 - WELLNESS CENTER	05/16/22	5755	TELEPACIFIC COMMUNI	5/9/22-6/8/22	595.42
552 - WATER	05/16/22	5755	TELEPACIFIC COMMUNI	5/9/22-6/8/22	595.42
553 - SEWER	05/16/22	5755	TELEPACIFIC COMMUNI	5/9/22-6/8/22	595.42
<b>21179</b>					<b>\$1,769.22</b>
552 - WATER	05/16/22	1921	TELSTAR INSTRUMENTS	SIEMENS VALVES	1,769.22
<b>21180</b>					<b>\$25.00</b>
400 - WELLNESS CENTER	05/16/22	6787	TERESA CISNEROS	DUP MEMBERSHIP CHAR	25.00
<b>21181</b>					<b>\$5,583.09</b>
101 - GENERAL FUND	05/16/22	144	THE GAS COMPANY	139 N. SWEETBRIAR B	15.27
101 - GENERAL FUND	05/16/22	144	THE GAS COMPANY	488 N. MT VERNON	15.27
101 - GENERAL FUND	05/16/22	144	THE GAS COMPANY	1637156900-251 HONO	201.75
101 - GENERAL FUND	05/16/22	144	THE GAS COMPANY	1637158900-185 GALE	43.15
101 - GENERAL FUND	05/16/22	144	THE GAS COMPANY	0314159000-140 MIRA	61.81
400 - WELLNESS CENTER	05/16/22	144	THE GAS COMPANY	0986282905-740 SEQU	5,245.84
<b>21182</b>					<b>\$60.00</b>
101 - GENERAL FUND	05/16/22	6413	TRANS UNION LLC	3/26/22-4/25/22	60.00
<b>21183</b>					<b>\$250.00</b>
101 - GENERAL FUND	05/16/22	6709	TYLER FLEISCHMANN	CO. OFFICER 2A HR	250.00
<b>21185</b>					<b>\$14,336.85</b>
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	THANK YOU BASKET	100.95
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	FIRE-RECRUITMENT AD	125.00
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	HR-TRAINING	125.00
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	ZOOM	13.50
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	FINANCE-RECRUIT. AD	130.00
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	ADOBE	14.99
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	ADOBE	14.99
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-EMPLOYEE PHO	15.20



101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	ZOOM	15.89
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-NFPA EQUIP.	162.02
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	STARBUCK-TCSO DISPAT	17.95
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	REPLACEMENT FLAG	172.52
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	WILDLAND FIRE HANDB	177.13
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	HOTEL-C.S. CONFEREN	182.84
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	EVENT DONATION BASK	191.63
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	CUSTOM PICTURE FRAM	194.77
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	ABOBE	20.99
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	CSMFO TRAINING	200.00
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	PANERA-TCSO DISPATC	21.76
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	PSW PC SWAG	23.09
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	REPLACEMENT KEYS	23.59
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	GREEN BEAN SALES TA	233.98
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	GREEN BEAN BATTERY	2,674.00
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	OBF FLOWERS	293.63
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	FINANCE-RECRUIT. AD	300.00
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	TARGET-TOASTER	32.76
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	ABOBE	33.99
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	REPLACE DRINKING FO	344.97
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	HOTEL-C.S. CONFEREN	353.60
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	OFFICE SUPPLIES-SAV	36.12
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	HOTEL-S-290 TRAININ	390.45
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	RITE AID-GET WELL C	4.01
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	PC JOB FAIR RAFFLE	41.61
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-POWER ETHERN	42.95
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-POWER ETHERN	42.96
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	NAT'L EMBLEM PATCHE	420.99
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-IPHONE CASES	43.48
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	HOME DEPOT LEAF BLO	435.02
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	ADOBE	50.97
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	HOTEL-FTO TRAINING	537.70
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	BED FOR FIRE QUARTE	563.39
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	USPS	6.80
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	USPS	6.80
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	MICROPHONE STAND	6.85
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	MICROPHONE STAND	6.85
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	MICROPHONE STAND	6.85
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	MICROPHONE STAND	6.85
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	CVS BIRTHDAY CARD	7.58
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	BESTBUY-TV	708.52
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	BESTBUY-TV	708.53
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-WIFI CABLE	77.38
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-WIFI CABLE	77.39
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	FLOWERS	77.53
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	ADOBE	78.50
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	GAS FOR CONFERENCE	81.77
101 - GENERAL FUND	05/16/22	6326	CORPORATE PAYMENT S	ADOBE	9.99
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-OPERATING SU	1,206.16
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	ADOBE	14.99
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-LAPTOP CHARG	15.53
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	W.C. AMAZON PRIME	16.30
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	DRIP-ADVERTISING	19.00
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	LAWNCHAIR&LEMONADE	207.66
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	ADOBE	239.88
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	CONCESSIONS-SAVE MA	24.75
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	LAWNCHAIR/LEMONADE	25.84
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-ELECTRIC GRI	253.38
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	CONCESSIONS-SMART&F	343.13
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	LOWE'S-OBF EVENT	44.51
400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	AMAZON-OBF EVENT	52.70

400 - WELLNESS CENTER	05/16/22	6326	CORPORATE PAYMENT S	MICROPHONE STAND	6.85
552 - WATER	05/16/22	6326	CORPORATE PAYMENT S	HOTEL-C.S. CONFEREN	182.84
552 - WATER	05/16/22	6326	CORPORATE PAYMENT S	HOTEL-C.S. CONFEREN	405.95
553 - SEWER	05/16/22	6326	CORPORATE PAYMENT S	HOTEL-C.S. CONFEREN	182.84
553 - SEWER	05/16/22	6326	CORPORATE PAYMENT S	HOTEL-C.S. CONFEREN	405.96
<b>21186</b>					<b>\$3,024.00</b>
101 - GENERAL FUND	05/16/22	5747	UNITED STAFFING	4/24/22 MAYRA&JULIS	1,296.00
101 - GENERAL FUND	05/16/22	5747	UNITED STAFFING	4/24 JOSHUA&JONATHA	576.00
101 - GENERAL FUND	05/16/22	5747	UNITED STAFFING	4/24 JOSHUA&JONATHA	576.00
101 - GENERAL FUND	05/16/22	5747	UNITED STAFFING	4/24 JOSHUA&JONATHA	576.00
<b>21187</b>					<b>\$1,140.24</b>
552 - WATER	05/16/22	5413	UNIVAR USA INC	SOD HYPO LIQUICHLOR	1,140.24
<b>21188</b>					<b>\$1,555.61</b>
552 - WATER	05/16/22	356	USA BLUEBOOK	ELECTRODE, DISP WIP	551.10
552 - WATER	05/16/22	356	USA BLUEBOOK	CHLORINE FREE REAGE	693.23
553 - SEWER	05/16/22	356	USA BLUEBOOK	CHART PENS	311.28
<b>21189</b>					<b>\$224.39</b>
101 - GENERAL FUND	05/16/22	1041	VERIZON WIRELESS	642065758-00003 APR	29.50
101 - GENERAL FUND	05/16/22	1041	VERIZON WIRELESS	642065758-00003 APR	29.50
101 - GENERAL FUND	05/16/22	1041	VERIZON WIRELESS	642065758-00003 APR	29.50
101 - GENERAL FUND	05/16/22	1041	VERIZON WIRELESS	642065758-00003 APR	47.38
552 - WATER	05/16/22	1041	VERIZON WIRELESS	642065758-00003 APR	29.50
553 - SEWER	05/16/22	1041	VERIZON WIRELESS	642065758-00003 APR	29.50
554 - REFUSE	05/16/22	1041	VERIZON WIRELESS	642065758-00003 APR	29.51
<b>21190</b>					<b>\$9,475.00</b>
101 - GENERAL FUND	05/16/22	2790	WILLDAN INC.	MARCH BLDG INSPECTO	2,720.00
101 - GENERAL FUND	05/16/22	2790	WILLDAN INC.	MARCH BLDG PLAN CHE	275.00
101 - GENERAL FUND	05/16/22	2790	WILLDAN INC.	MARCH CODE ENFORCEM	6,480.00
<b>21191</b>					<b>\$370.00</b>
400 - WELLNESS CENTER	05/17/22	3898	AMERICAN INCORPORAT	W.C. AC NOT WORKING	370.00
<b>21192</b>					<b>\$50.00</b>
400 - WELLNESS CENTER	05/17/22	6097	ANGELICA BERMUDEZ	APRIL 2022 ZUMBA	50.00
<b>21193</b>					<b>\$150.00</b>
400 - WELLNESS CENTER	05/17/22	5819	ANITA GUTIERREZ	APRIL 2022 ZUMBA	150.00
<b>21194</b>					<b>\$87.00</b>
400 - WELLNESS CENTER	05/17/22	5013	BUZZ KILL PEST CONT	W.C. 860 SEQUOIA	87.00
<b>21195</b>					<b>\$866.64</b>
553 - SEWER	05/17/22	6794	CHAVEZ ELVIA	SEWER REFUND FY 21/	469.08
554 - REFUSE	05/17/22	6794	CHAVEZ ELVIA	TRASH REFUND FY 21/	397.56
<b>21196</b>					<b>\$320.00</b>
101 - GENERAL FUND	05/17/22	5930	CHRIS ALLARD	IWO	(480.00)
400 - WELLNESS CENTER	05/17/22	5930	CHRIS ALLARD	MAY PM VISITS	800.00
<b>21197</b>					<b>\$860.00</b>
400 - WELLNESS CENTER	05/17/22	6090	CLEAN CUT LANDSCAPE	W.C. APRIL LANDSCAP	860.00
<b>21198</b>					<b>\$24.00</b>
400 - WELLNESS CENTER	05/17/22	102	CULLIGAN	W.C. 860 N SEQUOIA	24.00
<b>21199</b>					<b>\$560.91</b>
101 - GENERAL FUND	05/17/22	6775	CURTIS CANNON	BOOT ALLOWANCE	195.29
101 - GENERAL FUND	05/17/22	6775	CURTIS CANNON	AMERICAN PLN ASSOC.	365.62
<b>21200</b>					<b>\$48.25</b>
400 - WELLNESS CENTER	05/17/22	3733	DIRECTV	059208625X220509 MA	48.25
<b>21201</b>					<b>\$362.70</b>
101 - GENERAL FUND	05/17/22	6778	EDWARD REAL	AMERICAN PLN ASSOC.	362.70
<b>21202</b>					<b>\$174.79</b>
101 - GENERAL FUND	05/17/22	4378	JOSEPH H AVINA	BOOT ALLOWANCE	174.79
<b>21203</b>					<b>\$50.00</b>
400 - WELLNESS CENTER	05/17/22	5804	KELSIE AVINA	APRIL 2022 ZUMBA	50.00
<b>21204</b>					<b>\$2,734.19</b>
400 - WELLNESS CENTER	05/17/22	5788	LINCOLN AQUATICS	BULK LIQUID CHLORIN	1,005.06
400 - WELLNESS CENTER	05/17/22	5788	LINCOLN AQUATICS	W.C. RCHRGBL BATTER	1,729.13

<b>21205</b>						<b>\$149.52</b>
	400 - WELLNESS CENTER	05/17/22	3819	LISA DAVIS	COSTCO-USED PRSNL C	149.52
<b>21206</b>						<b>\$1,800.00</b>
	400 - WELLNESS CENTER	05/17/22	6260	LLEON SERVICES	MAY 2022 CHEM BALAN	1,800.00
<b>21207</b>						<b>\$125.00</b>
	400 - WELLNESS CENTER	05/17/22	6499	MARGARITA BENITEZ B	APRIL 2022 ZUMBA	125.00
<b>21208</b>						<b>\$75.00</b>
	101 - GENERAL FUND	05/17/22	6307	MARIA DEL CARMEN MA	ARBOR DEPOSIT REFUN	75.00
<b>21209</b>						<b>\$100.00</b>
	400 - WELLNESS CENTER	05/17/22	6599	MARIA EDWARDS	APRIL 2022 ZUMBA	100.00
<b>21210</b>						<b>\$449.88</b>
	702 - CHFA-HELP LHBP	05/17/22	2482	MARIA O. GUARDADO	IMP. & INT. PAYOFF	(35.26)
	779 - 00-HOME-0487	05/17/22	2482	MARIA O. GUARDADO	IMP. & INT. PAYOFF	485.14
<b>21211</b>						<b>\$229.64</b>
	400 - WELLNESS CENTER	05/17/22	6550	MARIO SAGREDO ELECT	W.C. ROLLUP DOOR SE	229.64
<b>21212</b>						<b>\$232,780.72</b>
	554 - REFUSE	05/17/22	5852	MID VALLEY DISPOSAL	REFUSE PAID THRU APRIL	232,780.72
<b>21213</b>						<b>\$278.00</b>
	101 - GENERAL FUND	05/17/22	4365	NEYBA AMEZCUA	5/5 EMPLOYEE LUNCHE	220.00
	101 - GENERAL FUND	05/17/22	4365	NEYBA AMEZCUA	PAID NOE-SHADE COVE	58.00
<b>21214</b>						<b>\$866.64</b>
	553 - SEWER	05/17/22	6793	RODRIGUEZ MARIA ELI	SEWER REFUND FY 21/	469.08
	554 - REFUSE	05/17/22	6793	RODRIGUEZ MARIA ELI	TRASH REFUND FY 21/	397.56
<b>21215</b>						<b>\$200.00</b>
	400 - WELLNESS CENTER	05/17/22	3208	SHANNON PATTERSON	APRIL STRNGTH&BALAN	200.00
<b>21216</b>						<b>\$332.92</b>
	400 - WELLNESS CENTER	05/17/22	6500	CHARTER COMMUNICATI	MAY WELLNESS INTERN	332.92
<b>21217</b>						<b>\$63.17</b>
	400 - WELLNESS CENTER	05/17/22	144	THE GAS COMPANY	740 SEQUOIA BLDG CN	63.17
<b>21218</b>						<b>\$1,550.00</b>
	400 - WELLNESS CENTER	05/17/22	6588	TORI DAVIS	APRIL ADMIN PLAN/ST	1,550.00
<b>21219</b>						<b>\$5,000.00</b>
	101 - GENERAL FUND	05/17/22	2468	URBAN FUTURES INC.	REVIEW&UPDATE POLIC	5,000.00
<b>21220</b>						<b>\$300.00</b>
	400 - WELLNESS CENTER	05/17/22	5912	YVETTE DURAN	APRIL TRX & POUND	300.00
<b>21221</b>						<b>\$372.20</b>
	101 - GENERAL FUND	05/20/22	6452	GREAT-WEST TRUST	DED:0500 DEF COMP	186.10
	101 - GENERAL FUND	05/20/22	6452	GREAT-WEST TRUST	DED:151 DEFERCOMP	186.10
<b>21222</b>						<b>\$288.86</b>
	101 - GENERAL FUND	05/24/22	4660	CITY OF LINDSAY	DED:052 WELLNESS	21.69
	101 - GENERAL FUND	05/24/22	4660	CITY OF LINDSAY	DED:CDBG CDBG PMT	267.17
<b>21223</b>						<b>\$474.00</b>
	101 - GENERAL FUND	05/24/22	4660	CITY OF LINDSAY	DED:L203 CDBG LOAN	474.00
<b>21224</b>						<b>\$62.00</b>
	101 - GENERAL FUND	05/24/22	6675	EDD	DED:EDD EDD ORDER	62.00
<b>21225</b>						<b>\$84.72</b>
	101 - GENERAL FUND	05/24/22	3192	SEIU LOCAL 521	DED:DUES UNION DUES	84.72
<b>21226</b>						<b>\$7,993.66</b>
	101 - GENERAL FUND	05/24/22	6452	GREAT-WEST TRUST	DED:0555 DC LOANPAY	1,213.82
	101 - GENERAL FUND	05/24/22	6452	GREAT-WEST TRUST	DED:ROTH ROTH	299.18
	101 - GENERAL FUND	05/24/22	6452	GREAT-WEST TRUST	DED:151 DEFERCOMP	3,158.03
	101 - GENERAL FUND	05/24/22	6452	GREAT-WEST TRUST	DED:0500 DEF COMP	3,322.63
<b>21227</b>						<b>\$41.58</b>
	101 - GENERAL FUND	05/24/22	2325	LINDSAY PUBLIC SAFE	DED:LPOA LPOA DUES	41.58
<b>21228</b>						<b>\$89.97</b>
	101 - GENERAL FUND	05/24/22	6246	MCDERMONT VENTURE I	DED:051 MCDERMONT	89.97
<b>21229</b>						<b>\$355.31</b>
	101 - GENERAL FUND	05/24/22	1955	TEAMSTERS LOCAL 856	DED:0508 TEAMSTERS	355.31
<b>21230</b>						<b>\$187.50</b>
	101 - GENERAL FUND	05/31/22	2392	A & G TELEPHONE SER	HOME ZONE LABOR	187.50

<b>21231</b>						<b>\$780.00</b>
	101 - GENERAL FUND	05/31/22	6504	ADVENTIST HEALTH TO	APRIL 2022 TOXICOLO	780.00
<b>21232</b>						<b>\$22.16</b>
	101 - GENERAL FUND	05/31/22	6362	AMERICAN BUSINESS M	FINANCE TONER #1398	15.00
	101 - GENERAL FUND	05/31/22	6362	AMERICAN BUSINESS M	C.M. #13987 TONER	7.16
<b>21233</b>						<b>\$66.32</b>
	101 - GENERAL FUND	05/31/22	5457	AUTO ZONE COMMERCIA	FOAM SPRAYER & FOAM	66.32
<b>21234</b>						<b>\$219.70</b>
	101 - GENERAL FUND	05/31/22	5381	AWAKE SKATE SHOP	JACKET&POLOS W/EMBR	133.12
	101 - GENERAL FUND	05/31/22	5381	AWAKE SKATE SHOP	POLOS W/EMBROIDERY	86.58
<b>21235</b>						<b>\$1,526.35</b>
	101 - GENERAL FUND	05/31/22	3966	BEATWEAR INC.	CHANGE SHIRT PATCHE	151.90
	101 - GENERAL FUND	05/31/22	3966	BEATWEAR INC.	UNIFORM-MANUEL V.	572.78
	101 - GENERAL FUND	05/31/22	3966	BEATWEAR INC.	UNIFORM-JEREMIAH G.	801.67
<b>21236</b>						<b>\$6,379.00</b>
	552 - WATER	05/31/22	051	BSK	AFA2152 DRINKING WA	120.00
	552 - WATER	05/31/22	051	BSK	AFA3004 DRINKING WA	120.00
	552 - WATER	05/31/22	051	BSK	AFB0117 DRINKING WA	120.00
	552 - WATER	05/31/22	051	BSK	AFB1030 DRINKING WA	120.00
	552 - WATER	05/31/22	051	BSK	AFB1779 DRINKING WA	<b>120.00</b>
	552 - WATER	05/31/22	051	BSK	AFB2471 DRINKING WA	120.00
	552 - WATER	05/31/22	051	BSK	AFB0722 DRINKING WA	135.00
	552 - WATER	05/31/22	051	BSK	AFB0720 DRINKING WA	1,820.00
	552 - WATER	05/31/22	051	BSK	AFB1596 DRINKING WA	211.00
	552 - WATER	05/31/22	051	BSK	AFA2153 DRINKING WA	270.00
	552 - WATER	05/31/22	051	BSK	AFA2968 DRINKING WA	270.00
	552 - WATER	05/31/22	051	BSK	AFB0122 DRINKING WA	270.00
	552 - WATER	05/31/22	051	BSK	AFB1033 DRINKING WA	270.00
	552 - WATER	05/31/22	051	BSK	AFB1775 DRINKING WA	<b>270.00</b>
	552 - WATER	05/31/22	051	BSK	CERT,MATERIAL,DISPO	68.00
	552 - WATER	05/31/22	051	BSK	AFB0716 DRINKING WA	<b>706.00</b>
	553 - SEWER	05/31/22	051	BSK	AFB0212 WASTE WATER	215.00
	553 - SEWER	05/31/22	051	BSK	AFB0157 WASTE WATER	35.00
	553 - SEWER	05/31/22	051	BSK	AFB0158 WASTE WATER	35.00
	553 - SEWER	05/31/22	051	BSK	WASTE WATER TESTING	540.00
	553 - SEWER	05/31/22	051	BSK	CERT,MATERIAL,DISPO	68.00
	553 - SEWER	05/31/22	051	BSK	AFB1036 WASTE WATER	75.00
	553 - SEWER	05/31/22	051	BSK	AFB1811 WASTE WATER	75.00
	556 - VITA-PAKT	05/31/22	051	BSK	AFB0211VITAPAKT/WAS	198.00
	556 - VITA-PAKT	05/31/22	051	BSK	AFB1038 VITA-PAKT	20.00
	556 - VITA-PAKT	05/31/22	051	BSK	AFB1810 VITA-PAKT	20.00
	556 - VITA-PAKT	05/31/22	051	BSK	AFB2476 VITA-PAKT	<b>20.00</b>
	556 - VITA-PAKT	05/31/22	051	BSK	CERT,MATERIAL,DISPO	68.00
<b>21237</b>						<b>\$276.00</b>
	101 - GENERAL FUND	05/31/22	5013	BUZZ KILL PEST CONT	801 ELMWOOD CL#801	25.00
	101 - GENERAL FUND	05/31/22	5013	BUZZ KILL PEST CONT	911 N PARKSIDE #CL9	27.00
	101 - GENERAL FUND	05/31/22	5013	BUZZ KILL PEST CONT	157 N MIRAGE #CL157	<b>33.00</b>
	101 - GENERAL FUND	05/31/22	5013	BUZZ KILL PEST CONT	174 SWEETBRIER #CL1	34.00
	552 - WATER	05/31/22	5013	BUZZ KILL PEST CONT	729 W. HONOLULU CL7	<b>28.00</b>
	553 - SEWER	05/31/22	5013	BUZZ KILL PEST CONT	23611 RD 196 #CL236	33.00
	886 - SAMOA	05/31/22	5013	BUZZ KILL PEST CONT	SAMOA #CLSAMOA	43.00
	887 - SWEETBRIER TOWNHOUSES	05/31/22	5013	BUZZ KILL PEST CONT	HERMOSA TOWN HOMES	53.00
<b>21238</b>						<b>\$348.00</b>
	101 - GENERAL FUND	05/31/22	3925	CALIFORNIA POLICE C	MEMBERSHIP RENEWAL	348.00
<b>21239</b>						<b>\$1,951.57</b>
	101 - GENERAL FUND	05/31/22	6351	CANON FINANCIAL SER	F.D. 5/1/22-5/31/22	390.31
	101 - GENERAL FUND	05/31/22	6351	CANON FINANCIAL SER	P.S. 5/1/22-5/31/22	390.31
	101 - GENERAL FUND	05/31/22	6351	CANON FINANCIAL SER	H.R. 5/1/22-5/31/22	390.31
	101 - GENERAL FUND	05/31/22	6351	CANON FINANCIAL SER	C.S. 5/1/22-5/31/22	<b>390.32</b>
	101 - GENERAL FUND	05/31/22	6351	CANON FINANCIAL SER	C.M. 5/1/22-5/31/22	390.32

<b>21240</b>						<b>\$225.94</b>
	101 - GENERAL FUND	05/31/22	076	CENTRAL VALLEY BUSI	BC-RICK CARRILLO	164.01
	101 - GENERAL FUND	05/31/22	076	CENTRAL VALLEY BUSI	PROP 68 SIGNS	61.93
<b>21241</b>						<b>\$173.49</b>
	305 - COVID-19 EMERGENCY FUND	05/31/22	5832	CINTAS CORPORATION	4/20 P.S. DISNFCT/C	120.26
	305 - COVID-19 EMERGENCY FUND	05/31/22	5832	CINTAS CORPORATION	4/6 P.S. DISNFCT/CL	53.23
<b>21242</b>						<b>\$2,845.33</b>
	883 - SIERRA VIEW ASSESSMENT	05/31/22	6090	CLEAN CUT LANDSCAPE	APRIL SIERRA VIEW E	1,129.00
	884 - HERITAGE ASSESSMENT DIST	05/31/22	6090	CLEAN CUT LANDSCAPE	APRIL HERITAGE PARK	159.50
	887 - SWEETBRIER TOWNHOUSES	05/31/22	6090	CLEAN CUT LANDSCAPE	APRIL SAMOA TOWNHOM	133.00
	887 - SWEETBRIER TOWNHOUSES	05/31/22	6090	CLEAN CUT LANDSCAPE	APRIL SWEETBRIER/HE	475.00
	888 - PARKSIDE	05/31/22	6090	CLEAN CUT LANDSCAPE	APRIL PARKSIDE ESTA	197.00
	889 - SIERRA VISTA ASSESSMENT	05/31/22	6090	CLEAN CUT LANDSCAPE	APRIL SIERRA VISTA	83.33
	890 - MAPLE VALLEY ASSESSMENT	05/31/22	6090	CLEAN CUT LANDSCAPE	APRIL MAPLE VALLEY	159.50
	891 - PELOUS RANCH	05/31/22	6090	CLEAN CUT LANDSCAPE	APRIL PELOUS RANCH	509.00
<b>21243</b>						<b>\$384.22</b>
	101 - GENERAL FUND	05/31/22	102	CULLIGAN	FINANCE CHARGE	0.50
	101 - GENERAL FUND	05/31/22	102	CULLIGAN	FINANCE CHARGE	0.50
	101 - GENERAL FUND	05/31/22	102	CULLIGAN	FINANCE CHARGE	0.50
	101 - GENERAL FUND	05/31/22	102	CULLIGAN	FINANCE CHARGE	0.62
	101 - GENERAL FUND	05/31/22	102	CULLIGAN	FINANCE CHARGE	1.79
	101 - GENERAL FUND	05/31/22	102	CULLIGAN	FINANCE CHARGE	3.06
	101 - GENERAL FUND	05/31/22	102	CULLIGAN	P.S. 185 N GALE HIL	35.00
	552 - WATER	05/31/22	102	CULLIGAN	C.S. 150 N MIRAGE	16.50
	552 - WATER	05/31/22	102	CULLIGAN	18869 AVE 240	193.75
	552 - WATER	05/31/22	102	CULLIGAN	23965 RD 188	31.00
	552 - WATER	05/31/22	102	CULLIGAN	18829 AVE 240	7.75
	552 - WATER	05/31/22	102	CULLIGAN	18899 AVE 240	85.25
	553 - SEWER	05/31/22	102	CULLIGAN	23611 RD 196	8.00
<b>21244</b>						<b>\$286.00</b>
	101 - GENERAL FUND	05/31/22	316	DEPT OF JUSTICE	APRIL FINGERPRINTS	111.00
	101 - GENERAL FUND	05/31/22	316	DEPT OF JUSTICE	MARCH BLOOD ALCOHOL	175.00
<b>21245</b>						<b>\$586.64</b>
	261 - GAS TAX FUND	05/31/22	113	DEPT OF TRANSPORTAT	JAN-MARCH SIGNAL&LI	586.64
<b>21246</b>						<b>\$384.00</b>
	781 - CAL HOME RLF	05/31/22	2540	DEPT.OF HOUSING & C	4/30 CALHOME TO HCD	384.00
<b>21247</b>						<b>\$1,162.07</b>
	781 - CAL HOME RLF	05/31/22	2540	DEPT.OF HOUSING & C	5/15 CALHOME TO HCD	1,162.07
<b>21248</b>						<b>\$1,055.35</b>
	700 - CDBG REVOLVING LN FUND	05/31/22	2540	DEPT.OF HOUSING & C	4/30/22 CDBG TO HCD	1,055.35
<b>21249</b>						<b>\$1,611.88</b>
	700 - CDBG REVOLVING LN FUND	05/31/22	2540	DEPT.OF HOUSING & C	5/15/22 CDBG TO HCD	1,611.88
<b>21250</b>						<b>\$14,352.41</b>
	720 - HOME REVOLVING LN FUND	05/31/22	2540	DEPT.OF HOUSING & C	4/30/22 HOME TO HCD	14,352.41
<b>21251</b>						<b>\$33,293.86</b>
	720 - HOME REVOLVING LN FUND	05/31/22	2540	DEPT.OF HOUSING & C	5/15/22 HOME TO HCD	33,293.86
<b>21252</b>						<b>\$126.17</b>
	552 - WATER	05/31/22	119	DOUG DELEO WELDING	MODIFY METER BOX LI	35.34
	552 - WATER	05/31/22	119	DOUG DELEO WELDING	12FT NEOPRENE SHEET	90.83
<b>21253</b>						<b>\$24.80</b>
	101 - GENERAL FUND	05/31/22	6681	FRANCESCA QUINTANA	MLG REFUND-TC COURT	24.80
<b>21254</b>						<b>\$1,952.78</b>
	101 - GENERAL FUND	05/31/22	148	GOMEZ AUTO & SMOG	LIC#1400808 LUBE,OI	28.00
	101 - GENERAL FUND	05/31/22	148	GOMEZ AUTO & SMOG	LIC1157650 CHNG BRE	394.23
	101 - GENERAL FUND	05/31/22	148	GOMEZ AUTO & SMOG	LIC#1400809 LUBE,OI	47.00
	552 - WATER	05/31/22	148	GOMEZ AUTO & SMOG	BACKHOE ALTERNATOR	1,456.55
	552 - WATER	05/31/22	148	GOMEZ AUTO & SMOG	LIC#1456093 LUBE, O	27.00
<b>21255</b>						<b>\$105.80</b>
	101 - GENERAL FUND	05/31/22	151	GRAINGER INC	HAND CLEANER DISPEN	105.80
<b>21256</b>						<b>\$100.00</b>
	101 - GENERAL FUND	05/31/22	6798	HECTOR VARGAS	ARBOR DEPOSIT REFUN	100.00

<b>21257</b>						<b>\$263.80</b>
	101 - GENERAL FUND	05/31/22	1391	HOME DEPOT	ROUND BASEBOARD COR	263.80
<b>21258</b>						<b>\$10,866.58</b>
	263 - TRANSPORTATION	05/31/22	4768	JESUS S. SUSTAITA	CONSULTIN DEMOLITIO	10,866.58
<b>21259</b>						<b>\$100.00</b>
	101 - GENERAL FUND	05/31/22	6750	JOE ROBLES	ARBOR DEPOSIT REFUN	100.00
<b>21260</b>						<b>\$66,944.17</b>
	101 - GENERAL FUND	05/31/22	6100	KEENAN & ASSOCIATES	JUNE PPO 250 RETIRE	2,755.17
	101 - GENERAL FUND	05/31/22	6100	KEENAN & ASSOCIATES	JUNE COMPLETE CARE	428.00
	101 - GENERAL FUND	05/31/22	6100	KEENAN & ASSOCIATES	JUNE PPO 250 ACTIVE	55,516.60
	101 - GENERAL FUND	05/31/22	6100	KEENAN & ASSOCIATES	JUNE PPO 500 ACTIVE	8,244.40
<b>21261</b>						<b>\$23,696.64</b>
	600 - CAPITAL IMPROVEMENT	05/31/22	6799	KTU&A PLANNING & LA	WEST HERMOSA CORRID	1,337.50
	600 - CAPITAL IMPROVEMENT	05/31/22	6799	KTU&A PLANNING & LA	WEST HERMOSA CORRID	14,299.14
	600 - CAPITAL IMPROVEMENT	05/31/22	6799	KTU&A PLANNING & LA	WEST HERMOSA CORRID	8,060.00
<b>21262</b>						<b>\$170.00</b>
	101 - GENERAL FUND	05/31/22	6795	LETICIA SEGURA	ARBOR DEPOSIT REFUN	100.00
	101 - GENERAL FUND	05/31/22	6795	LETICIA SEGURA	ARBOR RENTAL REFUND	70.00
<b>21263</b>						<b>\$5,965.73</b>
	101 - GENERAL FUND	05/31/22	4067	LINCOLN NAT'L INSUR	JUNE 2022 DENTAL PL	5,965.73
<b>21264</b>						<b>\$2,818.92</b>
	101 - GENERAL FUND	05/31/22	4067	LINCOLN NAT'L INSUR	MAY 2022 DENTAL PLA	2,818.92
<b>21265</b>						<b>\$1,744.97</b>
	101 - GENERAL FUND	05/31/22	4067	LINCOLN NAT'L INSUR	JUNE 2022 LIFE PLAN	1,744.97
<b>21266</b>						<b>\$1,134.10</b>
	101 - GENERAL FUND	05/31/22	4067	LINCOLN NAT'L INSUR	MAY 2022 LIFE PLAN	1,134.10
<b>21267</b>						<b>\$1,624.28</b>
	101 - GENERAL FUND	05/31/22	1422	LINDSAY TRUE VALUE	APRIL LANDSCAPING	122.12
	101 - GENERAL FUND	05/31/22	1422	LINDSAY TRUE VALUE	APRIL CITY YARD	13.04
	101 - GENERAL FUND	05/31/22	1422	LINDSAY TRUE VALUE	APRIL PARKS	216.23
	101 - GENERAL FUND	05/31/22	1422	LINDSAY TRUE VALUE	APRIL BUILDING	221.91
	101 - GENERAL FUND	05/31/22	1422	LINDSAY TRUE VALUE	APRIL CITY SERVICES	29.11
	101 - GENERAL FUND	05/31/22	1422	LINDSAY TRUE VALUE	APRIL GRAFFITI	40.19
	101 - GENERAL FUND	05/31/22	1422	LINDSAY TRUE VALUE	APRIL P.S.	44.21
	101 - GENERAL FUND	05/31/22	1422	LINDSAY TRUE VALUE	APRIL STREETS	83.34
	261 - GAS TAX FUND	05/31/22	1422	LINDSAY TRUE VALUE	APRIL SIGNS	114.71
	552 - WATER	05/31/22	1422	LINDSAY TRUE VALUE	APRIL WATER	626.98
	553 - SEWER	05/31/22	1422	LINDSAY TRUE VALUE	APRIL WWTP	112.44
<b>21268</b>						<b>\$100.00</b>
	101 - GENERAL FUND	05/31/22	6804	MARIA CISNEROS	ARBOR DEPOSIT REFUN	100.00
<b>21269</b>						<b>\$75.00</b>
	101 - GENERAL FUND	05/31/22	6796	MARIA MARTINEZ	ARBOR DEPOSIT REFUN	75.00
<b>21270</b>						<b>\$15,000.01</b>
	554 - REFUSE	05/31/22	5852	MID VALLEY DISPOSAL	REFUSE PAID THRU 4/29/22	15,000.01
<b>21271</b>						<b>\$914.19</b>
	779 - 00-HOME-0487	05/31/22	6023	NATIONWIDE	S. VARELA 726096529	914.19
<b>21272</b>						<b>\$410.01</b>
	101 - GENERAL FUND	05/31/22	5625	NGLIC-SUPERIOR VISI	JUNE 2022 VISION PL	410.01
<b>21273</b>						<b>\$917.52</b>
	552 - WATER	05/31/22	6673	PACE SUPPLY CORP	BOLT SET WAFER PLTD	37.34
	552 - WATER	05/31/22	6673	PACE SUPPLY CORP	SILENT CHECK VALVE	880.18
<b>21274</b>						<b>\$46.87</b>
	101 - GENERAL FUND	05/31/22	2869	PORTERVILLE SHELTER	RECRUITMENT COSTS	46.87
<b>21275</b>						<b>\$1,462.44</b>
	101 - GENERAL FUND	05/31/22	285	QUILL CORPORATION	TRASH BAGS	100.42
	101 - GENERAL FUND	05/31/22	285	QUILL CORPORATION	BLACK T ONER	100.44
	101 - GENERAL FUND	05/31/22	285	QUILL CORPORATION	OPERATING SUPPLIES	122.62
	101 - GENERAL FUND	05/31/22	285	QUILL CORPORATION	OPERATING SUPPLIES	24.95
	101 - GENERAL FUND	05/31/22	285	QUILL CORPORATION	SWIFFER SOLUTION	26.11
	101 - GENERAL FUND	05/31/22	285	QUILL CORPORATION	ENVELOPES,LINERS,PA	348.26
	101 - GENERAL FUND	05/31/22	285	QUILL CORPORATION	DISINFECTING WIPES	36.15

	101 - GENERAL FUND	05/31/22	285	QUILL CORPORATION	FACIAL TISSUE & LIN	620.85
	101 - GENERAL FUND	05/31/22	285	QUILL CORPORATION	COPY PAPER	82.64
<b>21276</b>						<b>\$420.00</b>
	101 - GENERAL FUND	05/31/22	3622	RLH FIRE PROTECTION	MCD REPLACED BATTER	420.00
<b>21277</b>						<b>\$100.00</b>
	101 - GENERAL FUND	05/31/22	6797	SHERRY ROBINSON	ARBOR DEPOSIT REFUN	100.00
<b>21278</b>						<b>\$5,136.95</b>
	552 - WATER	05/31/22	4555	THATCHER COMPANY IN	2022250900902 CYL D	(1,794.38)
	552 - WATER	05/31/22	4555	THATCHER COMPANY IN	2022250103609CHLORI	6,931.33
<b>21279</b>						<b>\$183.88</b>
	101 - GENERAL FUND	05/31/22	5624	SIERRA SANITATION,	5/17-6/14 OLIVE REN	183.88
<b>21280</b>						<b>\$1,044.22</b>
	553 - SEWER	05/31/22	307	SILVAS OIL COMPANY	WWTP MOBILGEAR	1,044.22
<b>21281</b>						<b>\$400.66</b>
	261 - GAS TAX FUND	05/31/22	310	SOUTHERN CA. EDISON	151 W SAMOA ST LS3D	49.84
	261 - GAS TAX FUND	05/31/22	310	SOUTHERN CA. EDISON	157 N. MIRAGE AVE L	5.59
	261 - GAS TAX FUND	05/31/22	310	SOUTHERN CA. EDISON	269 N SWEETBRIER	50.37
	261 - GAS TAX FUND	05/31/22	310	SOUTHERN CA. EDISON	151 W HONOLULU LS3C	54.03
	261 - GAS TAX FUND	05/31/22	310	SOUTHERN CA. EDISON	108 HERMOSA ST PED	75.80
	261 - GAS TAX FUND	05/31/22	310	SOUTHERN CA. EDISON	135 W HONOLULU LS3A	75.91
	261 - GAS TAX FUND	05/31/22	310	SOUTHERN CA. EDISON	150 E HONOLULU LS3B	89.12
<b>21282</b>						<b>\$385.38</b>
	779 - 00-HOME-0487	05/31/22	3634	STATE FARM	ADELFA M 87-CL-M558	385.38
<b>21283</b>						<b>\$567.13</b>
	101 - GENERAL FUND	05/31/22	6703	STERICYCLE INC	3/7/22 SHRED SERVIC	186.79
	101 - GENERAL FUND	05/31/22	6703	STERICYCLE INC	4/4/22 SHRED SERVIC	189.79
	101 - GENERAL FUND	05/31/22	6703	STERICYCLE INC	5/2/22 SHRED SERVIC	190.55
<b>21284</b>						<b>\$2,516.00</b>
	552 - WATER	05/31/22	1921	TELSTAR INSTRUMENTS	2022 1ST S/A CALIB.	1,258.00
	552 - WATER	05/31/22	1921	TELSTAR INSTRUMENTS	2022 1ST S/A CALIB.	1,258.00
<b>21285</b>						<b>\$100.00</b>
	101 - GENERAL FUND	05/31/22	6772	TERESA HIGAREDA	ARBOR DEPOSIT REFUN	100.00
<b>21286</b>						<b>\$105.88</b>
	553 - SEWER	05/31/22	336	TULARE COUNTY TAX C	1ST INSTALLMENT	47.94
	553 - SEWER	05/31/22	336	TULARE COUNTY TAX C	2ND INSTALLMENT	57.94
<b>21287</b>						<b>\$105.60</b>
	553 - SEWER	05/31/22	336	TULARE COUNTY TAX C	1ST INSTALLMENT	47.80
	553 - SEWER	05/31/22	336	TULARE COUNTY TAX C	2ND INSTALLMENT	57.80
<b>21288</b>						<b>\$3,056.40</b>
	101 - GENERAL FUND	05/31/22	5747	UNITED STAFFING	5/1/22 MAYRA & JULI	1,328.40
	101 - GENERAL FUND	05/31/22	5747	UNITED STAFFING	5/1/22 JOSHUA & JON	576.00
	101 - GENERAL FUND	05/31/22	5747	UNITED STAFFING	5/1/22 JOSHUA & JON	576.00
	101 - GENERAL FUND	05/31/22	5747	UNITED STAFFING	5/1/22 JOSHUA & JON	576.00
<b>21289</b>						<b>\$296.00</b>
	101 - GENERAL FUND	05/31/22	1032	US POSTMASTER	PO BOX 369 12/MONTH	296.00
<b>21290</b>						<b>\$742.33</b>
	101 - GENERAL FUND	05/31/22	1041	VERIZON WIRELESS	642065758-00001 APR	122.40
	101 - GENERAL FUND	05/31/22	1041	VERIZON WIRELESS	642065758-00004 APR	619.93
<b>21291</b>						<b>\$306.00</b>
	101 - GENERAL FUND	05/31/22	368	VOLLMER EXCAVATION,	EXCAVATE FIRE HONOL	306.00
<b>21292</b>						<b>\$276.98</b>
	101 - GENERAL FUND	05/31/22	4068	YOLANDA FLORES	TRAVEL EXPENSES - CBD CONF	276.98
<b>EDD506</b>						<b>(\$5,405.92)</b>
	101 - GENERAL FUND	05/06/22	687	STATE OF CALIFORNIA	EDD PIT & SDI PRTX 5	(5,405.92)
<b>EDD520</b>						<b>\$4,194.63</b>
	101 - GENERAL FUND	05/20/22	687	STATE OF CALIFORNIA	EDD PIT & SDI PR 5/	4,194.63
<b>IRS520</b>						<b>\$29,137.77</b>
	101 - GENERAL FUND	05/20/22	2011	INTERNAL REVENUE SE	941 FED TAX PR 5/20	10,270.81
	101 - GENERAL FUND	05/20/22	2011	INTERNAL REVENUE SE	941 FICA/MEDI PR 5/	18,866.96
<b>IWO517</b>						<b>\$480.00</b>
	101 - GENERAL FUND	05/24/22	6727	EXPERTPAY	ALLARD IWO	480.00

<b>SRV522</b>						<b>\$28,290.89</b>
101 - GENERAL FUND	05/16/22	457	PUBLIC EMPLOYEES RE	MBPD 4/17-4/30 2633		1,835.83
101 - GENERAL FUND	05/16/22	457	PUBLIC EMPLOYEES RE	MBPD 4/17-4/30 2535		2,004.32
101 - GENERAL FUND	05/16/22	457	PUBLIC EMPLOYEES RE	CTPD 4/17-4/30 2535		2,024.36
101 - GENERAL FUND	05/16/22	457	PUBLIC EMPLOYEES RE	CTPD 4/17-4/30 2633		2,064.28
101 - GENERAL FUND	05/16/22	457	PUBLIC EMPLOYEES RE	MBPD 4/17-4/30 2535		305.97
101 - GENERAL FUND	05/16/22	457	PUBLIC EMPLOYEES RE	CTPD 4/17-4/30 2535		309.03
101 - GENERAL FUND	05/16/22	457	PUBLIC EMPLOYEES RE	MBPD 4/17-4/30 434		3,139.49
101 - GENERAL FUND	05/16/22	457	PUBLIC EMPLOYEES RE	MBPD 4/17-4/30 433		3,176.44
101 - GENERAL FUND	05/16/22	457	PUBLIC EMPLOYEES RE	CTPD 4/17-4/30 433		5,696.08
101 - GENERAL FUND	05/16/22	457	PUBLIC EMPLOYEES RE	CTPD 4/17-4/30 434		7,735.09
<b>WIRES2</b>						<b>\$175,800.00</b>
101 - GENERAL FUND	05/26/22	6803	CHICAGO TITLE COMPA	190 S.ELMWOOD PURCH		175,800.00
<b>SUMMARY BY FUNDING SOURCE</b>						
101 - GENERAL FUND						414,126.81
261 - GAS TAX FUND						11,197.34
263 - TRANSPORTATION						10,866.58
305 - COVID-19 EMERGENCY FUND						173.49
400 - WELLNESS CENTER						19,079.39
552 - WATER						61,377.27
553 - SEWER						29,172.00
554 - REFUSE						251,720.71
556 - VITA-PAKT						21,168.52
600 - CAPITAL IMPROVEMENT						71,129.57
700 - CDBG REVOLVING LN FUND						2,667.23
702 - CHFA-HELP LHBP						(35.26)
720 - HOME REVOLVING LN FUND						47,646.27
779 - 00-HOME-0487						1,784.71
781 - CAL HOME RLF						1,546.07
883 - SIERRA VIEW ASSESSMENT						1,164.38
884 - HERITAGE ASSESSMENT DIST						176.76
886 - SAMOA						60.69
887 - SWEETBRIER TOWNHOUSES						691.79
888 - PARKSIDE						214.26
889 - SIERRA VISTA ASSESSMENT						267.20
890 - MAPLE VALLEY ASSESSMENT						228.03
891 - PELOUS RANCH						952.48
<b>TOTAL</b>						<b>\$ 947,376.29</b>





**Monthly Treasurer's Report**  
**May 31, 2022**  
**Cash Balances Classified by Depository**

**CASH RESOURCES**

LOCATION	GL ACCOUNT #	TYPE		BALANCE
Cash Register Funds (City Hall & Wellness)	100-102	RES		\$800
Bank of the Sierra- Depository Account	100-114	GEN	\$	5,040,278.68
Bank of the Sierra - AP/Operating	100-100	GEN	\$	3,900.00
Bank of the Sierra - Payroll	100-106	GEN	\$	393,513.53
Bank of the Sierra - Wellness Center	100-500	GEN	\$	824,420.26
Bank of the Sierra - Impound Account	100-120	RES	\$	153,075.28
LAIF Savings: City & Successor Agency	100-103	INV-RES	\$	5,940,226.10
MBS Investments	100-700	INV-RES		2,380,542
<b>TOTAL</b>				<b>\$14,736,756</b>

**CASH EXPENDED**

ACCOUNTS PAYABLE & PAYROLL	AMOUNT
Accounts Payable	\$1,127,054
Payroll (May 6th Payday)	\$283,587
Payroll (May 20th Payday)	\$206,313
<b>TOTAL</b>	<b>\$ 1,616,953</b>

DEBT SERVICE	AMOUNT
Library	\$29,220
Tulare Road	\$16,124
<b>TOTAL</b>	<b>\$ 45,344</b>

**INVESTMENTS**

**INVESTMENT POLICY COMPLIANCE**

As of the end of the month, the investments were in compliance with the requirements of the City's investment policy. This report reflects all cash and investments of the City of Lindsay (O/S checks not reflected in End Cash Balance).

<b>INVESTED FUNDS</b>	<b>\$8,320,768</b>
-----------------------	--------------------

Respectfully submitted,

*Juana Espinoza*

Finance Director  
 City of Lindsay

**ABBREVIATIONS**

GEN: GENERAL UNRESTRICTED  
 RES: RESTRICTED ACTIVITY  
 INV: INVESTMENT



## STAFF REPORT

TO: Lindsay City Council  
FROM: Francesca Quintana, City Clerk & Assistant to the City Manager  
DEPARTMENT: City Manager  
ITEM NO.: 10.4  
MEETING DATE: June 14, 2022

### **ACTION & RECOMMENDATION**

Consider Minute Order Approval of 2022 Local Agency Biennial Notice for the City of Lindsay.

### **BACKGROUND | ANALYSIS**

Every two years, the City of Lindsay is required to review and examine its current programs to ensure that the City's code includes disclosure by those agency officials who make or participate in making governmental decisions. It is essential to provide accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in local government. The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. A conflict-of-interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By July 1, 2022: The code reviewing body ("City Council") must notify agencies and special districts within its jurisdiction to review their conflict-of-interest codes.

By October 3, 2022: The biennial notice must be filed with the agency's code reviewing body ("City Council").

The Fair Political Practices Commission has prepared a 2022 Local Agency Biennial Notice form for local agencies to complete and submit to the code reviewing body ("City Council"). It is recommended to amend the City's code conflict of interest code if the current code is more than five years old, if positions have been substantially eliminated or renamed, or if there have been substantial changes in duties/responsibilities for any positions since the last code was approved.

On November 10, 2020, the City passed Ordinance No. 584, which amended the conflict-of-interest provisions of the Lindsay Municipal Code.

Staff recommends that Council approve that no amendments be made to the City's conflict of interest code and that the 2022 Local Agency Biennial Notice be filed with the indication that 'no amendment is required'.



## **STAFF REPORT**

### **FISCAL IMPACT**

No fiscal impact.

### **ATTACHMENTS**

- 2022 Local Agency Biennial Notice

# 2022 Local Agency Biennial Notice

Name of Agency: City of Lindsay  
Mailing Address: 251 E. Honolulu St. Lindsay, CA. 93247  
Contact Person: Francesca Quintana Phone No. (559)562-7102 x 8034  
Email: fquintana@lindsay.ca.us Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

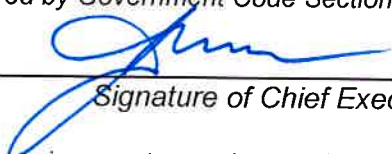
**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

May 10 2022  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 2022 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

---

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

**By July 1, 2022:** The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

**By October 3, 2022:** The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2022 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in *more than one county* and will contact them.

### **The Local Agency Biennial Notice is not forwarded to the FPPC.**

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

**If you answer yes, to any of the questions below, your agency's code probably needs to be amended.**

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).



## STAFF REPORT

TO: Lindsay City Council  
FROM: Edward Real, Assistant City Planner  
DEPARTMENT: City Services and Planning  
ITEM NO.: 10.5  
MEETING DATE: June 14, 2022

### **ACTION & RECOMMENDATION**

Second Reading of **Ordinance No. 599**, An Ordinance of the City of Lindsay Amending Chapter 18.10.030 of Title 18 of the Lindsay Municipal Code, Amending CC Central Commercial District, and Authorization to Waive Full Reading of Said Ordinance and Authorize Reading by Title Only.

### **BACKGROUND | ANALYSIS**

Section 18.10.030 of the Lindsay Municipal Code states that tobacco stores are allowed as a ‘permitted use’ within the CC Central Commercial Zone District. The City Council of the City of Lindsay have requested that Staff amend the municipal code to remove tobacco stores as a ‘permitted use’ and instead add the use to the list of ‘conditional uses’, thus requiring City Council approval.

Staff agrees that this modification to the municipal code will aid in protecting public health, safety, and welfare. As such, Staff have prepared an ordinance amendment removing tobacco stores as a ‘permitted use’ in the CC Central Commercial zone and adding the use to the list of uses approved by ‘conditional use’, requiring City Council approval.

Required Public Notice was provided at least 10 days in advance via publication in the Porterville Recorder.

### **FISCAL IMPACT**

Any new tobacco store looking to locate in the City will require a Conditional Use Permit. The permit fee is \$2,000 and will be deposited into the City’s General Fund.

### **ATTACHMENTS**

- Ordinance No. 599 – Redline copy

**ORDINANCE NO. 599**

**AN ORDINANCE OF THE CITY OF LINDSAY AMENDING CHAPTER 18 OF THE LINDSAY MUNICIPAL CODE, AMENDING CHAPTER 18.10 C COMMERCIAL DISTRICTS**

**Section 1. PURPOSE.** The provisions of this ordinance are intended to amend the Lindsay Municipal Code to amend the permitted and conditional uses in the CC Central Commercial Zone.

**Section 2. CODE AMENDMENT.** Lindsay Municipal Code, Title 18 is hereby amended to read in their entirety as follows:

Chapter 18.10.030

CC Central Commercial District

**18.10.030 CC Central Commercial District**

- A. Application. The CC central commercial district is intended to be applied both to the central commercial core of the city, and to central commercial areas outside of the central core as may be designated by the General Plan. These areas constitute the primary commercial districts of the community where a wide range of retail, financial, governmental, professional, business service and entertainment activities and uses are encouraged to concentrate to serve the entire community. Central commercial areas outside of the city's commercial core are intended to be developed only as unified commercial centers, except where the existing development pattern makes it impractical.
- B. Permitted Uses. Office, retail stores and service establishments which supply commodities or provide services primarily to meet the convenience needs of residents of one or more residential neighborhoods shall be permitted, including the following:

Art supply stores;

Automobile supply stores, not including repair or service garages;

Bakery goods stores;

Banks, including drive-in banks;

Barber shops and beauty shops;

Book stores and rental libraries;

Cafeterias;

Camera shops, photographic supplies, and photography studios;  
Candy and confectionery stores;  
Christmas tree sales lots;  
Cleaning agencies (pickup and delivery only);  
Cleaning and dyeing shops (retail only, dry cleaning, cleaning clothes in enclosed machines, non-inflammable cleaning compounds);  
Clinics (medical);  
Commercial offices;  
Dairy products sales stores;  
Day spa;  
Drug stores;  
Dry goods stores;  
Electrical appliance and incidental repair shops;  
Florists;  
Food lockers (no slaughtering, handling of dressed meats only);  
Food stores, delicatessens, and supermarkets;  
Garden supply stores and nurseries provided all equipment, supplies, and merchandise, other than plants and mulches, shall be kept within completely enclosed buildings or under a lath or other type of sun screened structure and provided further, that fertilizer of any type shall be stored and sold in packaged form only;  
Gift shops;  
Hardware stores;  
Ice dispensers (coin-operated);  
Hobby supply stores;  
Liquor stores;  
Locksmiths;  
Massage therapy, by a massage therapist, certified per CA Business and Professional Code Section 4600;  
Newsstands and magazine stores;  
Parking lots improved in conformity with the standards prescribed for required off-street parking facilities in this title;  
Pressing, altering, and repairing of wearing apparel;  
Radio and television stores and repair shops;  
Restaurants, tea rooms, and cafes, including outdoor cafes, but excluding the sale of alcoholic beverages;  
Self-service laundry and dry cleaning establishments;



Shoe repair shops;  
Shoe stores;  
Soda fountains;  
Stationery stores;  
Tailors and dressmakers;  
Thrift shops and secondhand stores;  
~~Tobacco stores;~~  
Variety stores, less than ten thousand square feet in area;  
Signs in accordance with the provisions of Chapter 18.15;  
Incidental and accessory structures and uses on the same site as a permitted use.  
Other uses added to this list according to the procedure in Chapter 18.15.

- C. Permitted Uses—Administrative Approval. The following uses may be permitted in accordance with the provisions of Chapter 18.16:

Electrical distribution substations, communication equipment buildings, gas regulator stations and utility pumping stations.

Service stations (gasoline), excluding automotive repair services not included in the definition of "service station"; provided, that all operations, except the sale of gasoline and oil, shall be conducted in a building enclosed on at least two sides. Incidental and accessory structures and uses as defined in Chapter 18.24, located on the same site as a use permitted by administrative approval, or conditional use.

Other uses which are added to this list according to the procedure in Chapter 18.15.

- D. Conditional Uses—City Council Approval. The following uses may be permitted in accordance with the provisions of Chapter 18.17:

Bars, cocktail lounges and nightclubs;  
Cannabis Cultivation within a cannabis dispensary, up to 20% of the gross leasable area;  
Cannabis delivery service from an authorized cannabis dispensary;  
Cannabis dispensaries in a retail cannabis dispensary zone;  
Car washing, self-service and coin-operated;  
Churches;

City, county, state or federal administrative offices, libraries, police and fire stations;  
Convenience store/mini-mart;  
Dance halls;  
Entertainment venue in a retail cannabis dispensary zone permitting the sale for on-site consumption of cannabis, including comedy clubs, as authorized by, and which meet the requirements of, the State of California;  
Farmers markets, including indoor and outdoor facilities;  
Mini-storage facilities;  
Pool halls;  
Residential use in conjunction with a permitted use in accordance with requirements of the RM-1.5 district;  
Service commercial uses designated by an asterisk (\*) as listed under Section 18.10.040(B) of this chapter, which include incidental retail and office use;  
Temporary revival church services;

Tabacco Stores;

Modest expansion or remodeling of an existing nonconforming use of a structure or land, up to fifty percent or less of the assessed value of the structure, or reestablishment of a nonconforming use which has been damaged, except nonconforming signs and outdoor advertising structures, nonconforming uses occupying a structure with an assessed valuation of less than one hundred dollars, and nonconforming fences, walls and hedges;  
Expansion, remodeling, or additions to a conditional use that are not considered an incidental or accessory use as defined in Chapter 18.21;  
Other uses which are added to this list according to the procedure in Chapter 18.15.

All other code sections in Title 18 of the Lindsay Municipal Code remain unchanged.

**Section 3. CEQA REVIEW.** The City Council hereby finds that this ordinance is not subject to review under the California Environmental Quality Act (CEQA) pursuant to CEQA Section 15060(c)(2) (The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment).

**Section 4. NO LIABILITY.** The provisions of this ordinance shall not in any way be construed as imposing any duty of care, liability, or responsibility for damage to person or property upon the City of Lindsay, or any official, employee or agent thereof.

**Section 5. PENDING ACTIONS.** Nothing in this ordinance or in the codes hereby adopted shall be construed to affect any suit or proceeding pending or impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance or code repealed by this ordinance, nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this ordinance.

**Section 6. SEVERABILITY.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this ordinance, or its application to any other person or circumstance. The City Council of the City of Lindsay hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

**Section 7. CONSTRUCTION.** The City Council intends this ordinance to supplement, not to duplicate, contradict or otherwise conflict with, applicable State and federal law and this ordinance shall be construed in light of that intent. To the extent the provisions of the Lindsay Municipal Code as amended by this ordinance are substantially the same as provisions in the Lindsay Municipal Code existing prior to the effectiveness of this ordinance, then those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

**Section 8. EFFECTIVE DATE.** The foregoing ordinance shall take effect thirty (30) days from the date of the passage hereof. Prior to the expiration of fifteen (15) days from the enactment hereof a certified copy of this ordinance shall be posted in the office of the City Clerk pursuant to Government Code section 36933(c)(1) and a summary shall be published once in the Porterville Recorder, a newspaper printed and published in the City of Porterville, State of California, together with the names of the Council members voting for and against the same.

THE FOREGOING ORDINANCE, read by title only with waiving of the reading in full, was introduced at a regularly scheduled meeting on the \_\_\_\_th day of \_\_\_\_\_ 2022.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_\_ 2022.

CITY COUNCIL OF THE CITY OF LINDSAY

---

Ramona Caudillo, Mayor

ATTEST:

---

Francesca Quintana, ~~Deputy~~ City Clerk



## STAFF REPORT

TO: Lindsay City Council  
FROM: Neyba Amezcua, Director of City Services & Planning  
DEPARTMENT: City Services  
ITEM NO.: 10.6  
MEETING DATE: June 14, 2022

### ACTION & RECOMMENDATION

Landscape and Lighting Maintenance Districts:

1. Consider Approval of **Resolution No. 22-29**, A Resolution of the City Council of the City of Lindsay, Ordering the Preparation of an Engineer's Report for Landscape and Lighting Maintenance Districts for Fiscal Year 2022-2023.
2. Consider Approval of **Resolution No. 22-30**, A Resolution of the City Council of the City of Lindsay, Granting Preliminary Approval of Engineer's Report for Fiscal Year 2022-2023 for Landscape and Lighting Maintenance Districts.
3. Consider Approval of **Resolution No. 22-31**, A Resolution of the City Council of the City of Lindsay, Declaring its Intention to Levy and Collect Assessments for Fiscal Year 2022-2023 Landscape & Lighting Maintenance Assessment Districts, Declaring the Work to be of More than Local or Ordinary Public Benefit, Specifying the Exterior Boundaries of the Areas within the Landscape Maintenance Districts to be Assessed and the Cost and Expense Thereof, Designating Said Districts as Landscape & Lighting Maintenance Districts, Determining that these Proceedings Shall be Taken Pursuant to the Landscaping and Lighting Act of 1972, and Offering a Time and Place for Hearing Objections Thereto.

### BACKGROUND | ANALYSIS

Staff recommends that the City Council approve the Engineer's Report for Fiscal Year 2022-2023 for each of the districts and approve the referenced Resolutions and set the Public Hearing for June 28, 2022.

Each year, the Engineer of Work (State Approved Title) is ordered to prepare the report for the upcoming Fiscal Year in accordance with Article 4, Division 15, of the Streets and Highways Code, "Landscaping and Lighting Act of 1972" of the State of California.

The Engineer's report outlines the budgeted expenses for the present fiscal year, the actual expenses through May-June, and the projected expenses for the upcoming fiscal year. Each year there are adjustments made due to increases and/or actual expenses.

Attached are the engineer's reports for the Assessment Districts. Said reports identify the cost for maintenance and administration of the districts for the 2022-2023 fiscal year based on 2021-2022 expenses.



## STAFF REPORT

It is projected that all monies will be expended in these funds by the end of the fiscal year.

Summary of Charges per District:

	No. Lots	Maximum Allowed		Budgeted 2021-2022 FY		Proposed 2022-2023 FY		Increase/Decrease per Year
		Amount per Year/lot	Amount per Month/lot	Amount per Year/lot	Amount per Month/lot	Amount per Year/lot	Amount per Month/lot	
Sierra View Estates Assessment District 92-01	92	\$ 295.40	\$ 24.62	\$ 204.74	\$ 17.06	\$ 238.75	\$ 19.90	\$ 2.83
Heritage Park Assessment District 96-01	37	\$ 260.30	\$ 21.69	\$ 212.98	\$ 17.75	\$ 208.10	\$ 17.34	\$ (0.41)
Parkside Estates Assessment District 01-01	44	\$ 307.72	\$ 25.64	\$ 154.32	\$ 12.86	\$ 142.52	\$ 11.88	\$ (0.98)
Sweet Brier Plaza (Samoa) Assessment District 02-01	6	\$ 1,929.83	\$ 160.82	\$ 767.32	\$ 63.94	\$ 766.52	\$ 63.88	\$ (0.07)
Sweet Brier Plaza (Hermosa) Assessment District 02-02	12	\$ 1,923.33	\$ 160.28	\$ 966.42	\$ 80.54	\$ 966.42	\$ 80.54	\$ -
Sierra Vista Assessment District 07-01	19	\$ 502.84	\$ 41.90	\$ 502.84	\$ 41.90	\$ 502.84	\$ 41.90	\$ -
Maple Valley Assessment District 07-02	42	\$ 120.00	\$ 10.00	\$ 86.46	\$ 7.21	\$ 86.12	\$ 7.18	\$ (0.03)
Pelous Ranch Assessment District 09-01	105	\$ 200.62	\$ 16.72	\$ 100.00	\$ 8.33	\$ 150.00	\$ 12.50	\$ 4.17

### FISCAL IMPACT

Fund No.	Description	Budget
883	Sierra View Estates Assessment District 92-01	\$21,965.00
884	Heritage Park Assessment District 96-01	\$ 7,699.70
888	Parkside Estates Assessment District 01-01	\$ 6,270.88
886	Sweet Brier Plaza (Samoa) Assessment District 02-01	\$ 4,599.12
887	Sweet Brier Plaza (Hermosa) Assessment District 02-02	\$11,597.04
889	Sierra Vista Assessment District 07-01	\$ 9,553.96
890	Maple Valley Assessment District 07-02	\$ 3,617.04
891	Pelous Ranch Assessment District 09-01	\$15,750.00

### ATTACHMENTS

- Resolution No. 22-29
- Resolution No. 22-30
- Resolution No. 22-31
- Attachment A: Engineer's Report for Sierra View Estates
- Attachment B: Engineer's Report for Heritage Park Estates
- Attachment C: Engineer's Report for Parkside Estates
- Attachment D: Engineer's Report for Sweet Brier Plaza (Samoa)
- Attachment E: Engineer's Report for Sweet Brier Plaza (Hermosa)
- Attachment F: Engineer's Report for Sierra Vista Estates
- Attachment G: Engineer's Report for Maple Valley Estates



## **STAFF REPORT**

- Attachment H: Engineer's Report for Pelous Ranch
- Attachment I: LLAD's Location Map



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**NUMBER** 22-29

**TITLE** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY, ORDERING THE PREPARATION OF AN ENGINEER’S REPORT FOR LANDSCAPE AND LIGHTING MAINTENANCE DISTRICTS FOR FISCAL YEAR 2022-2023

**MEETING** At a regularly scheduled meeting of the City of Lindsay City Council held on June 14, 2022, at 6:00 PM at 251 E. Honolulu Street, Lindsay, CA 93247

**WHEREAS**, the City Council of the City of Lindsay has determined that the public interest, convenience and necessity required the maintenance of lighting systems, landscape planting materials, irrigation systems and appurtenances in designated areas of the City; and

**WHEREAS**, the City has established assessment districts to recover the cost of maintenance work; and

**WHEREAS**, Section 22622 of the California Streets and Highways Code requires that an Engineer’s Report be prepared and filed annually, outlining the assessments to be levied against the properties within the assessment district.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LINDSAY DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The Director of City Services & Planning; Neyba Amezcua is appointed “Engineer of Work” for preparation of the Engineer’s Report.

**SECTION 2.** The Engineer of Work is ordered to prepare the report for Fiscal Year 2021-2022 in accordance with Article 4, Division 15, of the Streets and Highways Code, “Landscaping and Lighting Act of 1972” of the State of California.





## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**PASSED AND ADOPTED** by the City Council of the City of Lindsay as follows:

MEETING DATE	June 14, 2022
MOTION	
SECOND MOTION	
AYES	
ABSENT	
ABSTAIN	
NAYS	

CERTIFICATION OF THE FOREGOING RESOLUTION AS FULL, TRUE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LINDSAY AS DETAILED.

---

FRANCESCA QUINTANA  
CITY CLERK

---

RAMONA CAUDILLO  
MAYOR



# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**NUMBER** 22-30

**TITLE** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY, GRANTING PRELIMINARY APPROVAL OF ENGINEER’S REPORT FOR FISCAL YEAR 2022-2023 FOR LANDSCAPE AND LIGHTING MAINTENANCE DISTRICTS

**MEETING** At a regularly scheduled meeting of the City of Lindsay City Council held on June 14, 2022, at 6:00 PM at 251 E. Honolulu Street, Lindsay, CA 93247

**WHEREAS**, on the 14<sup>th</sup> day of June 2022 said City Council did adopt a Resolution directing the Engineer of Work to make and file with the City Clerk of said City a report in writing for Fiscal Year 2022-2023 as required by the Landscaping and Lighting Act of 1972; and

**WHEREAS**, said Engineer of Work has made and filed with the City Clerk of said City a report in writing as called for in said Resolution and under and pursuant to said Act, which report has been presented to this Council for consideration; and

**WHEREAS**, said Council has duly considered said report and each and every part thereof, and finds that each and every part of said report is sufficient, and that said report, nor any part thereof, requires or should be modified.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LINDSAY DOES HEREBY RESOLVE AS FOLLOWS:**

- SECTION 1. The Engineer’s Estimate of the itemized costs and expenses of said work and of the incidental expenses in connection therewith, contained in said report be, and each of them are hereby preliminarily approved and confirmed.
- SECTION 2. The diagram showing the Assessment Districts referred to and described in said report (the boundaries of the subdivision of land within each said Assessment District), are approved and confirmed as the same as existed at the time of passage of Resolution originally establishing each District.
- SECTION 3. The proposed assessments upon the subdivisions of land in said Assessment Districts are in proportion to the estimated benefit to be received by said subdivisions, respectively, from said normal and customary maintenance and of the incidental expenses thereof, as contained in said report, and are hereby preliminarily approved and confirmed.



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

SECTION 4. Said report shall stand as the Engineer's Report for the purposes of all subsequent proceedings, and pursuant to the proposed district.

**PASSED AND ADOPTED** by the City Council of the City of Lindsay as follows:

MEETING DATE	June 14, 2022
MOTION	
SECOND MOTION	
AYES	
ABSENT	
ABSTAIN	
NAYS	

CERTIFICATION OF THE FOREGOING RESOLUTION AS FULL, TRUE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LINDSAY AS DETAILED.

---

FRANCESCA QUINTANA  
CITY CLERK

---

RAMONA CAUDILLO  
MAYOR



# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**NUMBER** 22-31

**TITLE** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2022-2023 LANDSCAPE & LIGHTING MAINTENANCE ASSESSMENT DISTRICTS, DECLARING THE WORK TO BE OF MORE THAN LOCAL OR ORDINARY PUBLIC BENEFIT, SPECIFYING THE EXTERIOR BOUNDARIES OF THE AREAS WITHIN THE LANDSCAPE MAINTENANCE DISTRICTS TO BE ASSESSED AND THE COST AND EXPENSE THEREOF, DESIGNATING SAID DISTRICTS AS LANDSCAPE & LIGHTING MAINTENANCE DISTRICTS, DETERMINING THAT THESE PROCEEDINGS SHALL BE TAKEN PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972, AND OFFERING A TIME AND PLACE FOR HEARING OBJECTIONS THERETO

**MEETING** At a regularly scheduled meeting of the City of Lindsay City Council held on June 14, 2022, at 6:00 PM at 251 E. Honolulu Street, Lindsay, CA 93247

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LINDSAY DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1. DESCRIPTION OF WORK**

That the public interest and convenience requires it is the intention of the City Council of the City of Lindsay, California, to order the following work be done, to wit:

1. Maintenance and servicing of facilities and landscaping as authorized by Section 22525 of the Streets and Highways Code.
2. Any and all work and materials appurtenant thereto or which are necessary or convenient for the maintenance and servicing thereof.

**SECTION 2. LOCATION OF WORK**

The foregoing described work is to be located within the following areas:

1. Right of way and easement along Sierra View St frontage from Harvard to Lafayette and Harvard Avenue frontage from Sierra View St to the North subdivision boundary, more particularly described on maps which are on file in the City Clerk's office as "Sierra View Estates".

RESOLUTION NO. 22-31  
Page 1 of 5



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

2. Right of way and easement along Tulare Rd frontage from Oak to the Eastern subdivision boundary, more particularly described on maps which are on file in the City Clerk's office as "Heritage Park".
3. Right of way and easement along Parkside Ave frontage from Hickory to the North subdivision boundary, more particularly described on maps which are on file in the City Clerk's office as "Parkside Estates".
4. Right of way and easement along Samoa St frontage from Sweet Brier east to the alley, on Sweet Brier Ave from Samoa St to the North subdivision boundary, and areas identified as reciprocal easement for ingress and egress & easement for public utilities and landscaping, more particularly described on maps which are on file in the City Clerk's office as "Sweet Brier Plaza-Samoa".
5. Right of way and easement along Hermosa St frontage from Sweet Brier Ave to the western subdivision boundary, on Sweet Brier Ave frontage from Hermosa St to the Southern subdivision boundaries, and areas identified as reciprocal easement for ingress and egress & easement for public utilities and landscaping, more particularly described on maps which are on file in the City Clerk's office as "Sweet Brier Plaza-Hermosa".
6. Right of way and easement along Orange Ave Lot A and traffic circle located at Sierra View St and Orange Ave, more particularly described on maps which are on file in the City Clerk's office as "Sierra Vista".
7. Right of way and easement at intersections of Maple Valley Way & Maple Valley and Maple Valley Way & Ash Ave, more particularly described on maps which are on file in the City Clerk's office as "Maple Valley".
8. Right of way and easement along Hickory frontage from Hamlin Way to West subdivision boundary, at lots B & C on Bellah Ave, Right of way along Plum Drive, lot A, Right of Way along "Pond Area" and Parkside Ave from Southern subdivision boundary ("Pond Area") to the Northern boundary, more particularly described on maps which are on file in the City Clerk's office as "Pelous Ranch".

Reference is hereby made to said maps for further work, in the opinion of said City Council, is to be of more than local or ordinary public benefit, and the said City Council hereby makes the expense of the said work chargeable upon a district, which said district is described as follows:

### SECTION 3. DESCRIPTION OF ASSESSMENT DISTRICTS

That the contemplated work, in the opinion of said City Council, is to be of more than local or ordinary public benefit, and the said City Council hereby makes the expense of the said work chargeable upon a districts, which said district s are described as follows:



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

1. All that certain territory of the City of Lindsay, included within the exterior boundary line shown upon that certain “Map of Landscape and Lighting Maintenance District Sierra View Estates” heretofore approved by the City Council of said City by Resolution No. 92-37, indicating that by said boundary line the extent of the territory included within the assessment district and which map is on file in the Office of the City Clerk of said City.
2. All that certain territory of the City of Lindsay, included within the exterior boundary line shown upon that certain “Map of Landscape and Lighting Maintenance District Heritage Park” heretofore approved by the City Council of said City by Resolution No. 96-11, indicating that by said boundary line the extent of the territory included within the assessment district and which map is on file in the Office of the City Clerk of said City.
3. All that certain territory of the City of Lindsay, included within the exterior boundary line shown upon that certain “Map of Landscape and Lighting Maintenance District Parkside Estates” heretofore approved by the City Council of said City by Resolution No. 01-74, indicating that by said boundary line the extent of the territory included within the assessment district and which map is on file in the Office of the City Clerk of said City.
4. All that certain territory of the City of Lindsay, included within the exterior boundary line shown upon that certain “Map of Landscape and Lighting Maintenance District Sweet Brier Plaza-Samoa” heretofore approved by the City Council of said City by Resolution No. 02-12, indicating that by said boundary line the extent of the territory included within the assessment district and which map is on file in the Office of the City Clerk of said City.
5. All that certain territory of the City of Lindsay, included within the exterior boundary line shown upon that certain “Map of Landscape and Lighting Maintenance District Sweet Brier Plaza-Hermosa” heretofore approved by the City Council of said City by Resolution No. 02-15, indicating that by said boundary line the extent of the territory included within the assessment district and which map is on file in the Office of the City Clerk of said City.
6. All that certain territory of the City of Lindsay, included within the exterior boundary line shown upon that certain “Map of Landscape and Lighting Maintenance District Sierra Vista” heretofore approved by the City Council of said City by Resolution No. 07-17, indicating that by said boundary line the extent of the territory included within the assessment district and which map is on file in the Office of the City Clerk of said City.
7. All that certain territory of the City of Lindsay, included within the exterior boundary line shown upon that certain “Map of Landscape and Lighting Maintenance District Maple Valley” heretofore approved by

RESOLUTION NO. 22-31

Page 3 of 5



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

the City Council of said City by Resolution No. 07-30, indicating that by said boundary line the extent of the territory included within the assessment district and which map is on file in the Office of the City Clerk of said City.

8. All that certain territory of the City of Lindsay, included within the exterior boundary line shown upon that certain “Map of Landscape and Lighting Maintenance District Pelous Ranch” heretofore approved by the City Council of said City by Resolution No. 09- 59 and Resolution No. 11-56, indicating that by said boundary line the extent of the territory included within the assessment district and which map is on file in the Office of the City Clerk of said City.

#### SECTION 4. **REPORT OF ENGINEER**

The City Council of said City has ordered preparation of the annual report of the Engineer of Work, which report indicates the amount of the proposed assessment, the district boundary, detailed description of improvements, and the method of assessment. The report titled “Engineer’s Report, Landscape and Lighting Maintenance Districts 2022-2023 Fiscal Year” will be filed in the Office of the City Clerk of said City and prepared for the 2022-2023 Fiscal Year in accordance with the Landscaping and Lighting Act of 1972.

Reference to said report is hereby made for all particulars for the amount and extent of the assessments and for the extent of the work.

#### SECTION 5. **COLLECTION OF ASSESSMENTS**

The assessment shall be collected at the time and in the same manner as County taxes are collected.

#### SECTION 6. **TIME AND PLACE OF HEARING**

Notice is hereby given that on the 28<sup>th</sup> day of June, 2022, at the hour of 6:00 p.m. or as soon thereafter as the matter may be heard in the City Council Chambers at 251 E. Honolulu, in the City of Lindsay, any and all persons having any objections to the work or extent of the assessment district, may appear and show cause why said work should not be done or carried out in accordance with this Resolution of Intention. The City Council will consider all oral and written protests.

#### SECTION 7. **LANDSCAPING AND LIGHTING ACT OF 1972**

All the work herein proposed shall be done and carried through in pursuance of an act of the legislature of the State of California designated The Landscaping



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

and Lighting Act of 1972, being Division 15 of the Streets and Highways Code of the State of California.

**SECTION 8. PUBLICATION OF RESOLUTION OF INTENT**

Published notice shall be made pursuant to Section 6061 of the Government Code. The publication of the Notice of Hearing shall be completed at least 10 days prior to the date of the hearing.

**PASSED AND ADOPTED** by the City Council of the City of Lindsay as follows:

MEETING DATE	June 14, 2022
MOTION	
SECOND MOTION	
AYES	
ABSENT	
ABSTAIN	
NAYS	

CERTIFICATION OF THE FOREGOING RESOLUTION AS FULL, TRUE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LINDSAY AS DETAILED.

---

FRANCESCA QUINTANA  
CITY CLERK

---

RAMONA CAUDILLO  
MAYOR



**Sierra View Estates Financial Status Report**

ENGINEER'S REPORT FOR ASSESSMENT DISTRICT 92-01

Maintenance cost breakdown based on 92 lots with an estimated maint. Area of 46,096 square feet.

	Budgeted 2021-2022			Spent 2021-2022	Projected 2022-2023		
<b>COUNTY FEES</b>							
Assessment Fee	92	\$ 1.00	\$ 92.00	\$ 92.00	92	\$ 1.00	\$ 92.00
Roll Corrections	0	\$ 25.00	\$ -		0	\$ 25.00	\$ -
Reporting Fee	1	\$ 200.00	\$ 200.00	\$ 200.00	1	\$ 200.00	\$ 200.00
<b>TOTAL</b>			\$ 292.00	\$ 292.00			\$ 292.00
<b>CITY COSTS*</b>							
<b>Engineering</b>		\$ per hr			\$ per hr		
Office Support Staff		\$ 50.56	3	\$ 151.68	\$ 70.72	3.5	\$ 247.52
City Services Director		\$ 113.29	1.5	\$ 169.94	\$ 124.42	4	\$ 497.68
Associate Engineer		\$ 82.96	5	\$ 414.80			\$ -
<b>Administration</b>							
City Manager		\$ 131.92	1.5	\$ 197.88	\$ 167.54	1.5	\$ 251.31
City Attorney		\$ 190.00	1.5	\$ 285.00	\$ 205.00	1.5	\$ 307.50
Finance Manager		\$ 93.70	3.5	\$ 327.95	\$ 97.81	3.5	\$ 342.34
City Clerk		\$ 61.28	4.5	\$ 275.76	\$ 67.78	4.5	\$ 305.01
<b>TOTAL</b>			\$ 1,823.01	\$ 1,907.01			\$ 1,951.36
<b>WALL MAINTENANCE</b>							
Graffiti Incidents							
<b>TOTAL</b>			\$ -				\$ -
<b>UTILITIES</b>		\$ per month	# months		\$ per month	# months	
Water used for irrigation		# Street Lights	12	\$ 1,464.00	\$ 1,454.16	12	\$ 1,464.00
SCE (Irrigation + Lighting)		19	12	\$ 1,710.00	\$ 1,710.00	12	\$ 1,710.00
<b>TOTAL</b>				\$ 3,174.00	\$ 3,164.16		\$ 3,174.00
<b>CITY MAINTENANCE (Landscaping &amp; Irrigation Maintenance/plants)</b>		\$/hr	hrs		\$/hr	hrs	
Senior Employee				\$ -			\$ -
Regular Employee				\$ -			\$ -
Regular Employee				\$ -			\$ -
Specialty Contract Maintenance		\$ 1,129.00	12	\$ 13,548.00	\$ 13,548.00	12	\$ 13,548.00
Operational Supplies (Landscaping Equipment, Fuel & Oil, Seeding, Fertilizer, Plants, Trees, etc)		\$ -	1	\$ -	\$ 3,000.00	10	\$ 3,000.00
<b>TOTAL</b>				\$ 13,548.00	\$ 16,548.00		\$ 16,548.00
<b>SUBTOTAL COSTS</b>				\$ 18,837.01	\$ 21,911.17		\$ 21,965.36
Total Capital Improvement							\$ -
Total assets				\$ 4,963.78			
<b>TOTAL COSTS</b>				\$ 18,837.01			\$ 21,965.36
Costs per square foot of area	46096			\$ 0.41			\$ 0.48
				\$ 204.75			\$ 238.75
Assessment per Lot:	92			\$ 204.74			\$ 238.75

\$ 34.01 Proposed decrease/increase per lot/year  
 \$ 2.83 Proposed decrease/increase per lot/month

Budgeted 21-22	\$ 18,836.08
Received as of April 29, 2022	\$ 18,631.34
Balance deducting the County Fees	\$ 204.74

Per County Report as of April 29, 2022, Unpaid Balance from previous years

Total Owed to the City	\$ 204.74
------------------------	-----------

**Heritage Park Financial Status Report**

ENGINEER'S REPORT FOR ASSESSMENT DISTRICT 96-01

Maintenance cost breakdown based on 37 lots with an estimated maint. Area of 11,600 square feet.

		Budgeted 2021-2022			Spent 2021-2022		Projected 2022-2023		
<b>COUNTY FEES</b>									
Assessment Fee		37	\$ 1.00	\$ 37.00	\$ 37.00	37	\$ 1.00	\$ 37.00	
Roll Corrections		0	\$ 25.00	\$ -	\$ -	0	\$ 25.00	\$ -	
Reporting Fee		1	\$ 200.00	\$ 200.00	\$ 200.00	1	\$ 200.00	\$ 200.00	
<b>TOTAL</b>				\$ 237.00	\$ 237.00			\$ 237.00	
<b>CITY COSTS*</b>									
<b>Engineering</b>		\$ per hr	# hr			\$ per hr	# hr		
Office Support Staff		\$ 50.56	1.5	\$ 75.84		\$70.72	1.5	\$ 106.08	
City Services Director		\$ 113.29	1	\$ 113.29		\$124.42	3	\$ 373.26	
Associate Engineer		\$ 82.96	3	\$ 248.88				\$ -	
<b>Administration</b>									
City Manager		\$ 131.92	1	\$ 131.92		\$167.54	1	\$ 167.54	
City Attorney		\$ 190.00	1	\$ 190.00		\$205.00	1	\$ 205.00	
Finance Director		\$ 93.70	2	\$ 187.40		\$97.81	2	\$ 195.62	
City Clerk		\$ 61.28	3	\$ 183.84		\$67.78	3	\$ 203.34	
<b>TOTAL</b>				\$ 1,131.17	\$ 1,200.00			\$ 1,250.84	
<b>WALL MAINTENANCE</b>									
Graffiti Incidents					\$ -				
<b>TOTAL</b>				\$ -	\$ -			\$ -	
<b>UTILITIES</b>									
		\$ per month	# months		\$ -	\$ per month	# months		
Water used for irrigation	# Street Lights	\$ 106.00	12	\$ 1,272.00	\$ 562.80	\$ 106.00	12	\$ 1,272.00	
SCE (Irrigation + Lighting)	6	\$ 16.00	12	\$ 1,152.00	\$ 1,152.00	\$ 16.00	12	\$ 1,152.00	
<b>TOTAL</b>				\$ 2,424.00	\$ 1,714.80			\$ 2,424.00	
<b>CITY MAINTENANCE (Landscaping &amp; Irrigation Maintenance/plants)</b>									
		\$/hr	hrs			\$/hr	hrs		
Senior Employee		\$ 18.92	0	\$ -		\$ 18.92	0	\$ -	
Regular Employee		\$ 14.50	0	\$ -		\$ 14.50	0	\$ -	
Regular Employee		\$ 14.50	0	\$ -		\$ 14.50	0	\$ -	
Specialty Contract Maintenance		\$ 274.00	12	\$ 3,288.00	\$ 3,288.00	\$ 274.00	12	\$ 3,288.00	
Operational Supplies (Landscaping Equipment, Fuel & Oil, Seeding, Fertilizer, Plants, Trees, etc)				\$ 800.00				\$ 500.00	
<b>TOTAL</b>				\$ 4,088.00	\$ 3,288.00			\$ 3,788.00	
<b>SUBTOTAL COSTS</b>				\$ 7,880.17	\$ 6,439.80			\$ 7,699.84	
<b>Total Capital Improvement</b>									
<b>Total assets</b>									
				\$ 13,560.52					
<b>TOTAL COSTS</b>				\$ 7,880.17	\$ 6,439.80			\$ 7,699.84	
Costs per square foot of area	13635			\$ 0.68				\$ 0.66	
				\$ 212.98				\$ 208.10	
Assessment per Lot;	37			\$ 212.98				\$ 208.10	

\$ (4.88) Proposed decrease/increase per lot/year  
 \$ (0.41) Proposed decrease/increase per lot/month

Budgeted 21-22	\$ 7,880.26
Received as of April 29, 2022	\$ 7,241.32
Balance deducting the County Fees	\$ (638.94)
Per County Report as of April 29, 2022, Unpaid Balance from previous years	\$ -
Total Owed to the City	\$ (638.94)

**Parkside Estates Financial Status Report**

ENGINEER'S REPORT FOR ASSESSMENT DISTRICT 01-01

Maintenance cost breakdown based on 44 lots with an estimated maint. Area of 7,536 square feet.

	Budgeted 2021-2022			Spent 2021-2022		Projected 2022-2023				
<b>COUNTY FEES</b>										
Assessment Fee	44	\$ 1.00	\$ 44.00	\$ 44.00	44	\$ 1.00	\$ 44.00			
Roll Corrections	0	\$ 25.00	\$ -	\$ -	0	\$ 25.00	\$ -			
Reporting Fee	1	\$ 200.00	\$ 200.00	\$ 200.00	1	\$ 200.00	\$ 200.00			
<b>TOTAL</b>			\$ 244.00	\$ 244.00			\$ 244.00			
<b>CITY COSTS*</b>										
<b>Engineering</b>		\$ per hr	# hr			\$ per hr	# hr			
Office Support Staff		\$ 50.56	2	\$ 101.12		\$70.72	2	\$ 141.44		
City Services Director		\$ 113.29	1	\$ 113.29		\$124.42	3	\$ 373.26		
Associate Engineer		\$ 82.96	4	\$ 331.84				\$ -		
<b>Administration</b>										
City Manager		\$ 131.92	1	\$ 131.92		\$167.54	1	\$ 167.54		
City Attorney		\$ 190.00	1	\$ 190.00		\$205.00	1	\$ 205.00		
Finance Director		\$ 93.70	2	\$ 187.40		\$97.81	2	\$ 195.62		
City Clerk		\$ 61.28	3	\$ 183.84		\$67.78	3	\$ 203.34		
<b>TOTAL</b>				\$ 1,239.41	\$ 1,250.00			\$ 1,286.20		
<b>WALL MAINTENANCE</b>										
Graffiti Incidents				\$ -	\$ -			\$ -		
<b>TOTAL</b>				\$ -	\$ -			\$ -		
<b>UTILITIES</b>		\$ per month	# months			\$ per month	# months			
Water used for irrigation		# Street Lights		\$ 105.32	12	\$ 1,263.86	\$ 1,305.50	\$ 108.79	12	\$ 1,305.50
SCE (Irrigation + Lighting)		6		\$ 14.93	12	\$ 179.14	\$ 270.98	\$ 22.58	12	\$ 270.98
<b>TOTAL</b>				\$ 1,443.00		\$ 1,576.48		\$ 1,576.48		
<b>CITY MAINTENANCE (Landscaping &amp; Irrigation Maintenance/plants)</b>		\$/hr	hrs			\$/hr	hrs			
Senior Employee		\$ 18.92		\$ -						
Regular Employee		\$ 14.50		\$ -						
Regular Employee		\$ 14.50		\$ -						
Specialty Contract Maintenance		\$ 197.00	12	\$ 2,364.00	\$ 2,364.00	\$ 197.00	12	\$ 2,364.00		
Operational Supplies (Landscaping Equipment, Fuel & Oil, Seeding, Fertilizer, Plants, Trees, etc)				\$ 1,500.00	\$ 200.00			\$ 800.00		
<b>TOTAL</b>				\$ 3,864.00	\$ 2,564.00			\$ 3,164.00		
<b>SUBTOTAL COSTS</b>				\$ 6,790.41	\$ 5,634.48			\$ 6,270.68		
Total Capital Improvement				\$ -				\$ -		
Total assets										
<b>TOTAL COSTS</b>				\$ 6,790.41				\$ 6,270.68		
Costs per square foot of area		7368		\$ 0.92				\$ 0.85		
				\$ 154.33				\$ 142.52		
Assessment per Lot:		44		\$ 154.32				\$ 142.52		

\$ (11.80) Proposed decrease/increase per lot/year  
 \$ (0.98) Proposed decrease/increase per lot/month

Budgeted 21-22	\$ 6,790.08
Received as of April 29, 2022	\$ 6,481.44
Balance deducting the County Fees	\$ 308.64
Per County Report as of April 29, 2022, Unpaid Balance from previous years	\$ (2,886.42)
Total Owed to the City	\$ 3,195.06

**Sweet Brier-Samoa Financial Status Report**

ENGINEER'S REPORT FOR ASSESSMENT DISTRICT 02-01

Maintenance cost breakdown based on 6 lots with an estimated maint. Area of 4,924 square feet.

		Budgeted 2021-2022			Spent 2021-2022		Projected 2022-2023		
<b>COUNTY FEES</b>									
Assessment Fee		6	\$ 1.00	\$ 6.00	\$ 6.00	6	\$ 1.00	\$ 6.00	
Roll Corrections		0	\$ 25.00	\$ -	\$ -	0	\$ 25.00	\$ -	
Reporting Fee		1	\$ 200.00	\$ 200.00	\$ 200.00	1	\$ 200.00	\$ 200.00	
<b>TOTAL</b>				\$ 206.00	\$ 206.00			\$ 206.00	
<b>CITY COSTS*</b>									
<b>Engineering</b>		\$ per hr	# hr			\$ per hr	# hr		
Office Support Staff		\$ 50.56	1	\$ 50.56		\$ 70.72	1	\$ 70.72	
City Services Director		\$ 113.29	1	\$ 113.29		\$ 124.42	2	\$ 248.84	
Associate Engineer		\$ 82.96	3	\$ 248.88				\$ -	
<b>Administration</b>									
City Manager		\$ 131.92	1	\$ 131.92		\$ 167.54	1	\$ 167.54	
City Attorney		\$ 190.00	1	\$ 190.00		\$ 205.00	1	\$ 205.00	
Finance Director		\$ 93.70	2	\$ 187.40		\$ 97.81	2	\$ 195.62	
City Clerk		\$ 61.28	3	\$ 183.84		\$ 67.78	3	\$ 203.34	
<b>TOTAL</b>				\$ 1,105.89	\$ 1,105.89			\$ 1,091.06	
<b>WALL MAINTENANCE</b>									
Graffiti Incidents				\$ -	\$ -			\$ -	
<b>TOTAL</b>				\$ -	\$ -			\$ -	
<b>UTILITIES</b>									
		\$ per month	# months			\$ per month	# months		
Water used for irrigation		\$ 32.50	12	\$ 390.00	\$ 410.00	\$ 34.17	12	\$ 410.00	
SCE (Irrigation + Lighting)		\$ 22.00	12	\$ 264.00	\$ 345.06	\$ 28.76	12	\$ 345.06	
<b>TOTAL</b>				\$ 654.00	\$ 755.06			\$ 755.06	
<b>ASPHALT FEES</b>									
		SF	\$/SF			SF	\$/SF		
Resurfacing		3,128.00	\$ -	\$ -	\$ -	3,128.00	\$ -		
Striping		1.00	\$ -	\$ -	\$ -	1.00	\$ -	\$ -	
<b>TOTAL</b>				\$ -	\$ -			\$ -	
<b>CITY MAINTENANCE (Landscaping &amp; Irrigation Maintenance/plants)</b>									
		\$/hr	hrs			\$/hr	hrs		
Senior Employee		\$ 18.92	0	\$ -		\$ 18.92	0	\$ -	
Regular Employee		\$ 14.50	0	\$ -		\$ 14.50	0	\$ -	
Regular Employee		\$ 14.50	0	\$ -		\$ 14.50	0	\$ -	
Specialty Contract Maintenance		\$ 133.00	12	\$ 1,596.00	\$ 1,596.00	\$ 133.00	12	\$ 1,596.00	
Operational Supplies (Landscaping Equipment, Fuel & Oil, Seeding, Fertilizer, Plants, Trees, etc)					\$ 501.00			\$ 501.00	
<b>TOTAL</b>				\$ 1,596.00	\$ 2,097.00			\$ 2,097.00	
<b>SUBTOTAL COSTS</b>									
				\$ 3,561.89	\$ 4,163.95			\$ 4,149.12	
Total Capital Improvement	For Asphalt Resurfacing			\$ 1,000.00				\$ 450.00	
Total assets									
<b>TOTAL COSTS</b>				\$ 4,561.89	\$ 4,163.95			\$ 4,599.12	
Costs per square foot of area		4924						\$ 0.93	
				\$ 760.32				\$ 766.52	
Assessment per Lot;		6		\$ 767.32				\$ 766.52	

\$ (0.80) Proposed decrease/increase per lot/year  
 \$ (0.07) Proposed decrease/increase per lot/month

Budgeted 21-22	\$ 4,603.92
Received as of April 29, 2022	\$ 4,603.92
Balance deducting the County Fees	\$ -
Per County Report as of April 29, 2022, Unpaid Balance from previous years	\$ -
Total Owed to the City	\$ -

**Sweet Brier-Hermosa Financial Status Report**

ENGINEER'S REPORT FOR ASSESSMENT DISTRICT 02-02

Maintenance cost breakdown based on 12 lots with an estimated maint. Area of 20,776 square feet.

			Budgeted 2021-2022			Spent 2021-2022		Projected 2022-2023		
<b>COUNTY FEES</b>										
Assessment Fee			12	\$ 1.00	\$ 12.00	\$ 12.00	12	\$ 1.00	\$ 12.00	
Roll Corrections			0	\$ 25.00	\$ -	\$ -	0	\$ 25.00	\$ -	
Reporting Fee			1	\$ 200.00	\$ 200.00	\$ 200.00	1	\$ 200.00	\$ 200.00	
<b>TOTAL</b>					\$ 212.00	\$ 212.00			\$ 212.00	\$ 212.00
<b>CITY COSTS*</b>										
<b>Engineering</b>										
			\$ per hr	# hr			\$ per hr	# hr		
Office Support Staff			\$ 50.56	2	\$ 101.12		\$ 70.72	2	\$ 141.44	
City Services Director			\$ 113.29	1	\$ 113.29		\$ 124.42	1	\$ 124.42	
Associate Engineer			\$ 82.96	3	\$ 248.88			3	\$ -	
<b>Administration</b>										
City Manager			\$ 131.92	1	\$ 131.92		\$ 167.54	1	\$ 167.54	
City Attorney			\$ 190.00	1	\$ 190.00		\$ 205.00	1	\$ 205.00	
Finance Director			\$ 93.70	2	\$ 187.40		\$ 97.81	2	\$ 195.62	
City Clerk			\$ 61.28	3	\$ 183.84		\$ 67.78	3	\$ 203.34	
<b>TOTAL</b>					\$ 1,156.45				\$ 1,037.36	
<b>WALL MAINTENANCE</b>										
Graffiti Incidents					\$ -	\$ -			\$ -	
<b>TOTAL</b>					\$ -	\$ -			\$ -	
<b>UTILITIES</b>										
			\$ per month	# months			\$ per month	# months		
SCE (Irrigation + Lighting)			\$ 66.48	12	\$ 797.76	\$ 808.29	\$ 67.36	12	\$ 808.29	
Water used for irrigation			\$ 64.63	12	\$ 775.56	\$ 670.87	\$ 55.91	12	\$ 670.87	
<b>TOTAL</b>					\$ 1,573.32	\$ 1,479.16			\$ 1,479.16	
<b>ASPHALT FEES</b>										
			SF	\$/SF			SF	\$/SF		
Resurgacing			11,542.00	0	\$ -	\$ -	11,542.00	\$ -	\$ -	
Striping			1.00	0	\$ -	\$ -	1.00	\$ -	\$ -	
<b>TOTAL</b>					\$ -	\$ -			\$ -	
<b>CITY MAINTENANCE (Landscaping &amp; Irrigation Maintenance/plants)</b>										
			\$/hr	hrs			\$/hr	hrs		
Senior Employee			\$ -	14	\$ -		\$ -	14	\$ -	
Regular Employee			\$ -	80	\$ -		\$ -	80	\$ -	
Regular Employee			\$ -	80	\$ -		\$ -	80	\$ -	
Specialty Contract Maintenance			\$ 475.00	12	\$ 5,700.00	\$ 5,700.00	\$ 475.00	12	\$ 5,700.00	
Operational Supplies (Landscaping Equipment, Fuel & Oil, Seeding, Fertilizer, Plants, Trees, etc)					\$ 1,000.00	\$ 5,848.11			\$ 3,168.52	
<b>TOTAL</b>					\$ 6,700.00	\$ 11,548.11			\$ 8,868.52	
<b>SUBTOTAL COSTS</b>					\$ 9,641.77	\$ 13,239.27			\$ 11,597.04	
Total Capital Improvement						\$ -				
Total assets					\$ 1,955.32					
<b>TOTAL COSTS</b>					\$ 11,597.09	\$ 13,239.27			\$ 11,597.04	
Costs per square foot of area		6317.5			\$ 1.84				\$ 1.84	
					\$ 966.42				\$ 966.42	
Assessment per Lot;		12			\$ 966.42				\$ 966.42	

\$ - Proposed decrease/increase per lot/year  
 \$ - Proposed decrease/increase per lot/month

Budgeted 21-22	\$ 11,597.04
Received as of April 29, 2022	\$ 11,597.04
Balance deducting the County Fees	\$ -
Per County Report as of April 29, 2022, Unpaid Balance from previous years	\$ -
Total Owed to the City	\$ -

**Sierra Vista Estates Financial Status Report**

ENGINEER'S REPORT FOR ASSESSMENT DISTRICT 07-01

Maintenance cost breakdown based on 19 lots with an estimated maint. Area of 22,200 square feet.

		Projected in 2007-2008 Maintenance			Budgeted 2021-2022			Spent 2021-2022	Projected 2022-2023		
Assessment Fee		19	\$ 1.00	\$ 19.00	19	\$ 1.00	\$ 19.00	\$ 19.00	19	\$ 1.00	\$ 19.00
Roll Corrections		1	\$ 25.00	\$ 25.00	0	\$ 25.00	\$ -	\$ -	0	\$ 25.00	\$ -
Reporting Fee		1	\$ 200.00	\$ 200.00	1	\$ 200.00	\$ 200.00	\$ 200.00	1	\$ 200.00	\$ 200.00
<b>TOTAL</b>				\$ 244.00			\$ 219.00	\$ 219.00			\$ 219.00
<b>CITY COSTS*</b>											
<b>Engineering</b>		\$ per hr	# hr		\$ per hr	# hr			\$ per hr	# hr	
Office Support Staff		\$ 33.34	8	\$ 266.72	\$ 50.56		\$ -		\$70.72	2	\$ 141.44
City Services Director		\$ 82.99	5	\$ 414.95	\$ 113.29		\$ -		\$124.42	3	\$ 373.26
Associate Engineer		\$ 43.97	17	\$ 747.49	\$ 82.96	4	\$ 331.84				\$ -
<b>Administration</b>											
City Manager		\$ 114.06	1	\$ 114.06	\$ 131.92	4	\$ 527.68		\$167.54	1	\$ 167.54
City Attorney		\$ 125.00	1	\$ 125.00	\$ 190.00	5	\$ 950.00		\$205.00	1	\$ 205.00
Finance Director		\$ 69.98	1	\$ 69.98	\$ 93.70	1	\$ 93.70		\$97.81	1.5	\$ 146.72
City Clerk					\$ 61.28	3	\$ 183.84		\$67.78	3	\$ 203.34
<b>TOTAL</b>				\$ 1,738.20			\$ 2,087.06	\$ 1,200.00			\$ 1,237.30
<b>WALL MAINTENANCE</b>											
Graffiti Incidents				\$ 1,140.00			\$ -	\$ -			\$ -
<b>TOTAL</b>				\$ 1,140.00			\$ -	\$ -			\$ -
<b>UTILITIES</b>											
	No. of Street Lights	\$ per month	# months		\$ per month	# months			\$ per month	# months	
Irrigation Timer Electrical costs (Will discontinue in FY17-18)		\$ 70.00	12	\$ 840.00	\$ -	12	\$ -	\$ -	\$ -	12	\$ -
Water used for irrigation		\$ 140.00	12	\$ 1,680.00	\$ -	12	\$ -	\$ -	\$ -	12	\$ -
SCE (Irrigation + Lighting)	4	\$ 58.50	12	\$ 2,808.00	\$ 58.50	12	\$ 701.96	\$ 731.28	\$ 60.94	12	\$ 731.28
<b>TOTAL</b>				\$ 5,328.00			\$ 701.96	\$ 731.28			\$ 731.28
<b>CITY MAINTENANCE (Landscaping &amp; Irrigation Maintenance/plants)</b>											
		\$/hr	hrs		\$/hr	hrs			\$/hr	hrs	
Senior Employee		\$ 18.92	27.5	\$ 520.30	\$ -	40	\$ -	\$ -	\$ -	40	\$ -
Regular Employee		\$ 14.50	70	\$ 1,015.00	\$ -	70	\$ -	\$ -	\$ -	70	\$ -
Regular Employee		\$ 14.50	70	\$ 1,015.00	\$ -	70	\$ -	\$ -	\$ -	70	\$ -
Specialty Contract Maintenance					\$ 83.33	12	\$ 999.96	\$ 999.96	\$ 83.33	12	\$ 999.96
Operational Supplies (Landscaping Equipment, Fuel & Oil, Seeding, Fertilizer, Plants, Trees, etc)				\$ 837.76			\$ -				\$ -
<b>TOTAL</b>				\$ 3,388.06			\$ 999.96	\$ 999.96			\$ 999.96
<b>SUBTOTAL COSTS</b>				\$ 11,838.26			\$ 4,007.98	\$ 3,150.24			\$ 3,187.54
<b>Total Capital Improvement</b>				\$ 90,000.00							
<b>Total assets</b>				\$ -			\$ 27,383.36				
<b>Loan Amount</b>				\$ 11,838.26							
Costs per square foot of area	22200			\$ 0.53							
				\$ 623.07			\$ -				
Assessment per Lot;	19			502.84			\$ 502.84				\$ 502.84

\$0.00 Proposed decrease/increase per lot/year  
 \$0.00 Proposed decrease/increase per lot/month

Budgeted 21-22 \$ 9,553.96  
 Received as of April 29, 2022 \$ 9,302.54  
 Balance deducting the County Fees \$ (251.42)

Per County Report as of April 29, 2022, Unpaid Balance from previous years

Total Owed to the City \$ 251.42

\*City Costs. Hourly Salary Rates include a 48.19% Overhead Cost

**Maple Valley Estates Financial Status Report**

ENGINEER'S REPORT FOR ASSESSMENT DISTRICT 07-02

Maintenance cost breakdown based on 42 lots with an estimated maint. Area of 1,720 square feet.

COUNTY FEES	Budgeted 2021-2022			Spent 2021-2022		Projected 2022-2023		
Assessment Fee	42	\$ 1.00	\$ 42.00	\$ 42.00	42	\$ 1.00	\$ 42.00	
Roll Corrections	0	\$ 25.00	\$ -		0	\$ 25.00	\$ -	
Reporting Fee	1	\$ 200.00	\$ 200.00	\$ 200.00	1	\$ 200.00	\$ 200.00	
<b>TOTAL</b>			\$ 242.00	\$ 242.00			\$ 242.00	
<b>CITY COSTS*</b>								
<b>Engineering</b>		\$ per hr	# hr			\$ per hr	# hr	
Office Support Staff		\$ 50.56	2	\$ 101.12		\$70.72	2.5	\$ 176.80
City Services Director		\$ 113.29	1	\$ 113.29		\$124.42	2	\$ 248.84
Associate Engineer		\$ 82.96	3	\$ 248.88				\$ -
<b>Administration</b>			\$ -					
City Manager		\$ 131.92	1	\$ 131.92		\$167.54	1	\$ 167.54
City Attorney		\$ 190.00	1	\$ 190.00		\$205.00	1	\$ 205.00
Finance Director		\$ 93.70	2	\$ 187.40		\$97.81	2	\$ 195.62
City Clerk		\$ 61.28	3	\$ 183.84		\$67.78	3	\$ 203.34
<b>TOTAL</b>			\$ 1,156.45	\$ 1,150.00				\$ 1,197.14
<b>WALL MAINTENANCE</b>								
Graffiti Incidents			\$ -	\$ -				\$ -
<b>TOTAL</b>			\$ -	\$ -				\$ -
<b>UTILITIES</b>	No. of Street Lights	\$ per month	# months		\$ per month	# months		
Water used for irrigation		\$ 42.34	12	\$ 508.08	\$ 518.89	\$ 43.24	12	\$ 518.89
SCE (Irrigation + Lighting)	4	\$ 17.39	12	\$ 834.72	\$ 869.06	\$ 18.11	12	\$ 869.06
<b>TOTAL</b>			\$ 1,342.80	\$ 1,387.95				\$ 1,387.95
<b>CITY MAINTENANCE (Landscaping &amp; Irrigation Maintenance/plants)</b>		\$/hr	hrs			\$/hr	hrs	
Senior Employee		\$ 18.92		\$ -		\$ 18.92		\$ -
Regular Employee		\$ 14.50		\$ -		\$ 14.50		\$ -
Regular Employee		\$ 14.50		\$ -		\$ 14.50		\$ -
Specialty Contract Maintenance		\$ 45.00	12	\$ 540.00		\$ 45.00	12	\$ 540.00
Operational Supplies (Landscaping Equipment, Fuel & Oil, Seeding, Fertilizer, Plants, Trees, etc)				\$ 350.00				\$ 250.00
<b>TOTAL</b>				\$ 890.00	\$ -			\$ 790.00
<b>SUBTOTAL COSTS</b>				\$ 3,631.25	\$ 2,779.95			\$ 3,617.09
Total Capital Improvement								
Total assets				\$ 1,925.16				
<b>TOTAL COSTS</b>				\$ 3,631.25	\$ 2,779.95			\$ 3,617.09
Costs per square foot of area	1720			\$ 86.46				\$ 86.12
Assessment per Lot;	42			\$ 86.46				\$ 86.12

\$ (0.34) Proposed decrease/increase per lot/year  
 \$ (0.03) Proposed decrease/increase per lot/month

Budgeted 21-22	\$ 3,631.32
Received as of April 29, 2022	\$ 3,458.40
Balance deducting the County Fees	\$ (172.92)
Per County Report as of April 29, 2022, Unpaid Balance from previous years	\$ -
Total Owed to the City	\$ (172.92)

**Pelous Ranch Financial Status Report**

ENGINEER'S REPORT FOR ASSESSMENT DISTRICT 09-01

Maintenance cost breakdown based on 105 lots with an estimated maint. Area of 27,593.1 square feet.

	Budgeted 2021-2022			Spent 2021-2022		Projected 2022-2023		
<b>COUNTY FEES</b>								
Assessment Fee	105	\$ 1.00	\$ 105.00	\$ 105.00		105	\$ 1.00	\$ 105.00
Roll Corrections	0	\$ 25.00	\$ -			0	\$ 25.00	\$ -
Reporting Fee	1	\$ 200.00	\$ 200.00	\$ 200.00		1	\$ 200.00	\$ 200.00
<b>TOTAL</b>			\$ 305.00	\$ 305.00				\$ 305.00
<b>CITY COSTS*</b>								
<b>Engineering</b>		\$ per hr	# hr			\$ per hr	# hr	
Office Support Staff		\$ 50.56	10	\$ 505.60		\$70.72	12	\$ 848.64
City Services Director		\$ 113.29	4	\$ 453.16		\$124.42	10	\$ 1,244.20
Associate Engineer		\$ 82.96	16	\$ 1,327.36				\$ -
<b>Administration</b>								
City Manager		\$ 131.92	4	\$ 527.68		\$167.54	4	\$ 670.16
City Attorney		\$ 190.00	4	\$ 760.00		\$205.00	4	\$ 820.00
Finance Director		\$ 93.70	6	\$ 562.20		\$97.81	6	\$ 586.86
City Clerk		\$ 61.28	9	\$ 551.52		\$67.78	9	\$ 610.02
<b>TOTAL</b>				\$ 4,687.52	\$ 4,600.00			\$ 4,779.88
<b>WALL MAINTENANCE</b>								
Graffiti Incidents				\$ -	\$ -			\$ -
<b>TOTAL</b>				\$ -	\$ -			\$ -
<b>UTILITIES</b>		\$ per month	# months			\$ per month	# months	
Water used for irrigation	# Street Lights	\$ 161.40	12	\$ 1,936.80	\$ 4,184.48	\$ 348.71	12	\$ 4,184.48
SCE (Irrigation + Lighting)	29	\$ 591.92	12	\$ 7,103.04	\$ 5,872.11	\$ 489.34	12	\$ 5,872.11
<b>TOTAL</b>				\$ 9,039.84	\$ 10,056.59			\$ 10,056.59
<b>CITY MAINTENANCE (Landscaping &amp; Irrigation Maintenance/plants)</b>		\$/hr	hrs			\$/hr	hrs	
Senior Employee		\$ 18.92		\$ -		\$ 18.92		\$ -
Regular Employee		\$ 14.50		\$ -		\$ 14.50		\$ -
Regular Employee		\$ 14.50		\$ -		\$ 14.50		\$ -
Specialty Contract Maintenance		\$ 509.00	12	\$ 6,108.00	\$ 6,108.00	\$ 509.00	12	\$ 6,108.00
Operational Supplies (Landscaping Equipment, Fuel & Oil, Seeding, Fertilizer, Plants, Trees, etc)				\$ 500.00	\$ 1,720.00			\$ 500.00
<b>TOTAL</b>				\$ 6,608.00	\$ 7,828.00			\$ 6,608.00
<b>SUBTOTAL COSTS</b>				\$ 20,640.36	\$ 22,789.59			\$ 21,749.47
Total Capital Improvement								
Total assets				\$ 24,151.08				
<b>TOTAL COSTS</b>				\$ 20,640.36	\$ 22,789.59			\$ 21,749.47
Costs per square foot of area	25877			\$ 0.80				\$ 0.84
Assessment per Lot;	105			\$ 100.00				\$ 150.00

\$ 50.00 Proposed decrease/increase per lot/year  
 \$ 4.17 Proposed decrease/increase per lot/month

Budgeted 21-22	\$ 10,500.00
Received as of April 29, 2022	\$ 10,500.00
Balance deducting the County Fees	\$ -
Per County Report as of April 29, 2022, Unpaid Balance from previous years	\$ -
Total Owed to the City	\$ -



# CITY OF LINDSAY

PARKSIDE  
ESTATES 01-01

PELOUS RANCH  
09-01

SIERRA VIEW  
ESTATES 92-01

MAPLE VALLEY  
07-02

SIERRA VISTA  
ESTATES 07-01

HERITAGE PARK  
96-01

SWEET BRIER PLAZA-  
SAMOA 02-01

SWEET BRIER PLAZA-  
HERMOSA 02-02

**LEGEND**

- Railroad
- Lewis Creek
- City Limits
- City Block
- Street
- State Highway
- County
- Block Address
- Right of Way

Base Data Provided by Tulare County  
Created by William Ziegler  
Lindsay City Development Department  
Printed November 15, 2011

The Features Produced by These Data Are  
Only Representations and Are Not Intended  
for Legal or Survey Purposes.





## STAFF REPORT

TO: Lindsay City Council  
FROM: Curtis Cannon, Planning Manager  
DEPARTMENT: City Services and Planning  
ITEM NO.: 10.7  
MEETING DATE: June 14, 2022

### **ACTION & RECOMMENDATION**

Consider Approval of **Resolution 22-32**, A Resolution of the City Council of the City of Lindsay, Authorizing an Agreement between the City of Lindsay, and Tony Vasquez for Extra-Territorial Sewer Service and Offsite Infrastructure for the Property Located at 894 North Sycamore Avenue, Lindsay, CA 93247 (APN: 202-152-018) and Authorizing City Manager to Execute Any Documents Thereto.

### **BACKGROUND | ANALYSIS**

At the January 25, 2022, Regular City Council meeting, Council approved a sewer connection for Assessor's Parcel Number (APN) 202-152-018. The next step is to enter into an Extra-Territorial Sewer Service and Offsite Infrastructure Agreement ("agreement") between the City and Tony Vasquez ("property owner"). Based on the property residing outside of the City limits, but within the City sphere of influence, the City Council can authorize the service via Resolution.

Annexation is not to recommended at this time. However, the property owner must also consent to annexation in the future, at the City's discretion. This agreement is only for the sewer service to the property. The property owner will be required to pay all expenses related to the agreement, and the construction of all necessary infrastructure. Per #8 of Section 'D. Additional Provisions' of the agreement, the City is indemnified. If approved by the City Council, the Local Agency Formation Commission (LAFCO) is requested to approve the agreement and it will be recorded with the County of Tulare.

### **FISCAL IMPACT**

There are no costs to the City incurred by this action.

### **ENVIRONMENTAL REVIEW**

This action is exempt from CEQA Review.

### **ATTACHMENTS**

- Extra-Territorial Sewer Service and Offsite Infrastructure Agreement
- Resolution No. 22-32

**EXTRA-TERRITORIAL SEWER SERVICE AND OFFSITE INFRASTRUCTURE  
AGREEMENT BETWEEN THE CITY OF LINDSAY AND TONY VASQUEZ**

THIS AGREEMENT is made and entered into effective the day of \_\_\_\_\_, 2022, {"Effective Date"} by and between the City of Lindsay, a California municipal corporation (hereinafter referred to as "City"), and Tony Vasquez, an individual (hereinafter referred to as "Property Owner").

**RECITIALS**

**WHEREAS**, Property Owner is the owner of that subject property commonly known as 894 Sycamore Avenue, Lindsay, California 93247 ("the Subject Property" or "the Property") consisting of 1- SINGLE FAMILY RESIDENCE ON A ACRE PARCEL; and

**WHEREAS**, the property currently lies in the County of Tulare and the Property Owner is interested in connecting to the City's infrastructure to supply sewer capacity to the Subject Property; and

**WHEREAS**, the Property Owner is currently experiencing or anticipates inadequate sewer services (Utility services) to support full use of the above defined property; and

**WHEREAS**, the subject property is within the City's sphere of influence, but is currently outside of the City's boundary limit and contiguous with the City limit line (also commonly referred to as the "City Limit"); and

**WHEREAS**, the Property Owner desires the City submit an application to Tulare Local Agency Formation Commission ("LAFCO") for the City to be able to provide Utility Services without the requirement that the Property be annexed into the City; and

**WHEREAS**, the City does not desire to annex the Subject Property to the City at this time, but is willing to provide the Property Owner with Utility Services given that the Property Owner pay any and all costs associated with making such connections and obtaining all necessary permits and approvals; and

**WHEREAS**, the necessity of this Agreement is to address immediate health and safety needs of the public; consistent with Government Code section 56133 (c); and

**WHEREAS**, the City has available Utility Services (Sewer) with sufficient capacity which may be extended to the Subject Property, and is willing to provide Utility Services so long as the Property Owner fully complies with, abides by, and performs all conditions precedent to such City performance, as specified in this Agreement.

## AGREEMENT

NOW, THEREFORE, in consideration of the WHEREAS provisions above which shall be considered contractual provisions, the mutual covenants set forth herein and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto, agree as follows:

- A. **GENERAL PROVISIONS.** Property Owner will fully complete all of the following tasks, at Property Owner's sole cost and expense, as a condition precedent to City's obligation to provide Utility Services(Sewer):
1. Submit an application for extraterritorial services on a form provided by City and pay the application deposit (which includes, without limitation, the costs of preparing this agreement). The application will have the following as attachments:
    - a. Submit design and engineering diagrams prepared by Property Owner (or Property Owner's duly licensed consultant) in a form satisfactory to the City Engineer and City Director of City Services & Planning showing how Utility Services will be connected and identifying the point of connection to City's system.
    - b. Submit an estimate of annual Utility Service consumption.
    - c. Upon tentative approval by City and delivery by City to Property Owner of a written cost estimate and connection analysis, the Property Owner shall submit payment for an application to LAFCO for approval of extraterritorial Utility Services (City will submit its evidence of consent to provide service as requested by LAFCO).
    - d. Upon receiving LAFCO approval, submit a standard City application for connection to the City Utility Service and pay all standard fees and costs associated with such applications and pay any special costs as estimated by the City Engineer and City Director of City Services & Planning that will be incurred by the City in connection with connecting Utility Services outside the City Limits, including without limitation any and all City costs in connection with construction inspection and plan review for purposes of granting approvals.
    - e. Approve the written statement (City Statement) prepared by City staff showing the exact costs to be paid and the timing of payment and approve the Point of Service and any other technical details required to affect the Utility Service Connection.
    - f. Property Owner obtaining, at Property Owner's sole cost and expense, any and all permits and approvals required for the Utility Service connection by any governmental or quasi-governmental or utility entity and complying with any and all (if any) environmental reviews including without limitation those pertaining to the California Environmental Quality Act (CEQA). Such efforts will be at Property Owner's sole cost and expense.
- B. **PROVISIONS DURING THE TERM OF THIS AGREEMENT.** During the term of this Agreement, Property Owner, on his behalf and on behalf of any successors or assigns who possess any interest in the Subject Property, agree to the following terms and conditions to the continuing receipt of City Services:

1. Property Owner shall pay to City, at the time of execution of this Agreement and consistent with when other City Utility Customers are required to make payment, all City delivery charges, fees and taxes, including but not limited to the City's Utility Taxes, and any other applicable fees, charges or taxes required by City.
2. To grant City employees and contractors access to the Subject Property as necessary to effect repairs to the Utility Service facilities and to cooperate with the City in obtaining any permits or approvals from the County of Tulare needed to maintain the utility system.

**C. PROVISIONS RELATED TO CONNECTION TO UTILITY SERVICES.**

Connection to City's municipal sewer system by Property Owner shall be subject to the following conditions:

1. **Metered Service Connection.** City will allow a metered service connection for domestic use to a sewer main at a point specified in the City Statement ("Point of Service").
2. **Construction of New Sewer System.** Property Owner shall construct in accordance with the designed and engineered system approved by City, at its sole responsibility and expense, a public sewer line from the Point of Service to the Subject Property (hereinafter "New Sewer System"). The New Sewer System shall be a public sewer line and be operated and maintained by the City of Lindsay during the term of this Agreement.
3. **Alignment and Permits.** Pipeline construction by Property Owner for the New Sewer System shall follow an alignment acceptable to Tulare County and shall comply with any required permits issued by Tulare County. All permits and approvals required from Tulare County are the sole responsibility of Property Owner.
4. **Easements Required for New Sewer System.** Property Owner will secure, and if necessary, pay for all easements required for the construction and installation of the New Sewer System. City to Provide Sewer Service. Upon installation and determining the New Sewer System is operational and upon Property Owner's full and complete performance of all obligations and responsibilities under this Agreement, City agrees to provide Property Owner with sewer services from City's municipal waste water treatment system.
5. **No Representation Regarding Sewer Service.** City does not make any representation, warranty or guarantee of any kind or nature and hereby specifically disclaims any kind of representation, warranty or guarantee any of the New Sewer System when constructed and installed will yield any specific volume to the Subject Property under static or demand scenarios or for any use by Property Owner and its tenants, lessees, purchasers, successors or assigns. However, City will use reasonable efforts to assure that the New Sewer System is treated equally with all other portions of its Municipal Waste Water Treatment System with respects to system performance.
6. **Maintenance and Repair of New Sewer System.** City shall, at its sole cost and expense maintain the City's municipal sewer water system and will maintain the New Sewer System to the Property during the term of this agreement. Property Owner shall, at its sole cost and expense, maintain, repair and replace any portion of the sewer lines from the meter to the house connection. Under no circumstances shall the City be required or accountable to maintain, repair or replace the private portion of the sewer lines from the meter to the house connection.

7. **Sewer Facilities on Owners Property.** All sewer lines and facilities located from the meter which run through the Subject Property premises are private sewer facilities, the property of Property Owner and shall not be considered a portion of the New Sewer System. The Property Owner shall have the same responsibilities, duties and obligations for its private sewer facilities, including repair and maintenance, as would any other property owner within the jurisdiction of the City of Lindsay subject to the Lindsay Municipal Code, as may be amended, including enforcement by City of Lindsay pertinent Municipal Code Provisions.
8. Property Owner shall not permit any additional connections to either the New Sewer System or to any portion of the private facilities from the point of service to the house connection other than one connection for the residence or sewer uses existing at the time of signing this Agreement. Property Owner shall not increase the intensification of land uses on the Subject Property that would substantially increase the current sewer demands from the connection existing at the time of signing this Agreement without written approval of the City. The definition of "substantially increase" as used within this section would be an amount in excess of 10% usage over the average monthly usage of Property Owner over a six month period of time after entering into this Agreement and City begins to supply sewer services.
9. **Possible Removal of the New Sewer System.** If as part of extending Sewer Services to the entire area surrounding the Subject Property, City determines that the New Sewer System is inadequate for integration into the larger system, Property Owner will remove the New Sewer System at Property Owner's sole cost and expense to allow connection into any such new system then being constructed.

#### **D. ADDITIONAL PROVISIONS.**

1. **Continuing Obligations and Responsibilities of Property Owner.** Property Owner agrees to promptly pay to City any and all charges, fees and taxes for Utility Services supplied by City to Property Owner's Subject Property. All fees listed in the City's Fee Schedule are regularly updated and amended from time to time by City's Council. Notwithstanding any other section of this Agreement, the fees and rates set forth by the City's Fee Schedule, as currently in effect or as it may be amended, are incorporated herein and shall have precedence over the fees listed in this Agreement and attached exhibits. Property Owner is responsible to pay the charges, fees and rates as set forth by the Master Fee Schedule. Property Owner agrees to maintain its Utility Service accounts with City in a current status. Property Owner acknowledges and agrees that should its Utility Services account with City become sixty (60) days delinquent, City shall have the right, at City's sole option, to discontinue Utility Services to Property Owner's Subject Property.
2. **Consent to Future Annexation.** In further consideration of City's agreement to provide Utility Services from City's municipal Utility Services systems to the Subject Property, Property Owner agrees not to oppose or protest, in any way, the future annexation of Property Owner's Subject Property to City and to pay Property Owner's share of all applicable fees and charges City or any other governmental agency may require at the time of annexation of Property Owner's Subject Property to City. Property Owner will sign a petition to annex the Subject Property when requested by City. Any material breach by Property Owner within this Agreement to Annexation into the City of Lindsay will be considered a crossbreach of this Agreement affording

City any and all remedies it would otherwise have related to a material breach of this Agreement.

3. **Covenants Running with the Land.** Property Owner acknowledges and agrees that all of Property Owner's covenants, agreements, promises, representations and warranties as set forth in this Agreement are covenants running with Property Owner's Subject Property as defined in the applicable provisions of Section 1457 et seq. of the California Civil Code. Property Owner's covenants, agreements, promises, representations and warranties as contained in this Agreement, shall run with Property Owner's Subject Property and shall be 7 binding on Property Owner, their successors and assigns and all parties and persons claiming under them. Within thirty (30) days of execution by the last party to sign, City will record a copy of this Agreement as a covenant running with the land.
4. **Successors and Assigns.** The covenants and agreements contained in this Agreement shall be binding upon and shall inure to the benefit of the heirs, successors and assigns of the parties hereto. Property Owner may not assign its rights and/or obligations under this Agreement without the prior written consent of City, which consent shall not be unreasonably withheld. Any such consent by City shall not, in any way, relieve Property Owner of its obligations and responsibilities under this Agreement.
5. **Notices.** Any notice required or intended to be given to either party under the terms of this Agreement shall be in writing and shall be deemed to be duly given if delivered personally, transmitted electronic means, or by facsimile followed by telephone confirmation of receipt or sent by United States registered or certified mail, with postage prepaid, return receipt requested, addressed to the party to which notice is to be given at the party's address set forth on the signature page of this Agreement or at such other address as the parties may from time to time designate by written notice. Notices served by United States mail in the manner above described shall be deemed sufficiently served or given at the time of the mailing thereof.
6. **Binding.** Subject to Section 18 hereafter, once this Agreement is signed by all parties, it shall be binding upon, and shall inure to the benefit of, all parties, and each parties' respective heirs, successors, assigns, transferees, agents, servants, employees and representatives.
7. **Waiver.** The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement. No provisions of this Agreement may be waived unless in writing and signed by all parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.
8. **Indemnification of City.** To the greatest extent allowed by law, Property Owner shall indemnify, hold harmless and defend City and each of its officers, officials, attorneys, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by City, Property Owner or any other person, and from any and all claims, demands, liabilities, damages and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of the performance of this Agreement or the performance of any or all work to be done in and upon the street rights-of-way, the Subject Property, and premises adjacent thereto, pursuant to

this Agreement, or arising or alleged to have arisen directly or indirectly in any way related to the construction, installation and operation of the Utility Service System by anyone occupying any portion of Property Owner's Subject Property, including, without limitation, any such claims, causes of action, damages, liabilities, fees, costs, expenses and attorney fees arising from water quality compliance, a lack of volume of water, inadequate fire flow, or lack of water pressure in, from or delivered to the New Sewer System. Property Owner's obligations under the preceding sentence shall apply regardless of whether Property Owner are passively negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused by the active or sole negligence, or willful misconduct, of City or any of its officers, officials, attorneys, employees, agents or volunteers. Property Owner also acknowledges that City's sewer supply contains detectable concentrations of various regulated and unregulated substances, as set forth in the City's 2019 Annual Water Quality Report. Property Owner agrees there are no property rights granted herein and that Property Owner only obtains a contract right to City sewer under the terms of this Agreement. With respect to any sewer quality-related issues, concerns or claims Property Owner may have, Property Owner's only remedy under this Agreement is to terminate the agreement or continue to accept sewer from the City. Property Owner agrees to indemnify City consistent with this section related to any actual or potential contamination within City's water supplied under this Agreement. This section shall survive termination or expiration of this Agreement.

9. **Public Health, Safety and Welfare.** Nothing contained in this Agreement shall limit City's authority to exercise its police powers, governmental authority or take other appropriate actions to address threats to public health, safety and welfare, including temporarily suspending Utility Services as deemed appropriate by City in its sole determination.
10. **Governing Law and Venue.** This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Tulare County, California.
11. **Headings.** The section headings in this Agreement are for convenience and reference only and shall not be construed or held in any way to explain, modify or add to the interpretation or meaning of the provisions of this Agreement.
12. **Severability.** The provisions of this Agreement are severable. The invalidity or unenforceability of any of one provision in this Agreement shall not affect the other provisions.
13. **Interpretation.** The parties acknowledge this Agreement in its final form is the result of the combined efforts of the parties and that, should any provision of this Agreement be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this Agreement in favor of or against either party, but rather by construing the terms in accordance with their generally accepted meaning.
14. **Attorney's Fees.** If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant or condition of this Agreement, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses.
15. **Exhibits.** Each exhibit and attachment referenced in this Agreement is, by the reference, incorporated into and made a part of this Agreement.



16. **Precedence of Documents.** In the event of any conflict between the body of this Agreement and any Exhibit or Attachment hereto, the terms and conditions of the body of this Agreement shall control and take precedence over the terms and conditions expressed within the Exhibit and Attachment. Furthermore, any terms or conditions contained within any Exhibit or Attachment hereto which purport to modify the allocation of risk between the parties, provided for within the body of this Agreement, shall be null and void.
17. **Cumulative Remedies.** No remedy of election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.
18. **No Third-Party Beneficiaries.** The rights, interests, duties and obligations defined within this Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement benefit or flow to the interest of any third parties.
19. **Extent of Agreement.** Each party acknowledges the have read and fully understand the contents of this Agreement. This Agreement represents the entire and integrated agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by written instrument duly authorized and executed by both City and Property Owner.

\*\*SEE FOLLOWING PAGE FOR SIGNATURES\*\*

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first written above written by their respective officers duly authorized on their behalf.

**CITY OF LINDSAY:**

City of Lindsay  
251 E. Honolulu St.  
Lindsay, CA 93247

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

Joseph Tanner, City Manager

\_\_\_\_\_

City Clerk

**Property Owner:**

Tony Vasquez  
894 Sycamore Avenue  
Lindsay, CA 932147

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

Tony Vasquez



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**NUMBER** 22-32

**TITLE** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY, AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF LINDSAY, AND TONY VASQUEZ FOR EXTRA-TERRITORIAL SEWER SERVICE AND OFFSITE INFRASTRUCTURE FOR THE PROPERTY LOCATED AT 894 NORTH SYCAMORE AVENUE, LINDSAY, CA 93247 (APN: 202-152-018) AND AUTHORIZING CITY MANAGER TO EXECUTE ANY DOCUMENTS THERETO

**MEETING** At a regularly scheduled meeting of the City of Lindsay City Council held on June 14, 2022, at 6:00 PM at 251 E. Honolulu Street, Lindsay, CA 93247

**WHEREAS**, Tony Vasquez owns property located at 894 N. Sycamore (" property") APN #202-152-018), and has requested to be connected to city sewer service; and

**WHEREAS**, the property is in the County but adjacent to the Lindsay City limits and within the Sphere of Influence; and

**WHEREAS**, Tony Vasquez has submitted a completed Application for Extraterritorial Services and has entered into an Extraterritorial Sewer Service and Offsite Infrastructure Agreement with the City; and

**WHEREAS**, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires that the Local Agency Formation Commission review and approve extraterritorial service agreements; and

**WHEREAS**, the City of Lindsay City Council has determined that the request is exempt from provisions of the California Government Code and the California Environmental Quality Act (CEQA).

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL MEMBERS OF THE CITY OF LINDSAY MAKES THE FOLLOWING FINDINGS OF FACT:**

SECTION 1. Tony Vasquez has requested that the City of Lindsay City Council allow connection to the city sewer system.

SECTION 2. The property is adjacent to and within the Sphere of Influence of the City of Lindsay.

SECTION 3. The City of Lindsay is able and willing to allow connection to the city sewer system and to provide ongoing sewer services.

RESOLUTION NO. 22-32

Page 1 of 3



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LINDSAY DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The request by Tony Vasquez to connect to the city municipal Sewer system is hereby approved, subject to the terms and conditions as set forth in the executed Extraterritorial Sewer Service and Off-site Infrastructure Agreement dated \_\_\_\_\_, as well as the following conditions:

1. Prior to initiation of construction of utility improvements for the property located at 894 Sycamore, the applicant shall obtain all required permits from the City of Lindsay, including, but not limited to, an encroachment permit, in a manner meeting the approval of the City Engineer.
2. Prior to activation of sewer service for the property located at 894 West, the applicant shall provide evidence in a manner meeting the approval of the Director of City Services and Planning that any residential structure being built on site are properly permitted and constructed according to the applicable building code. Sufficient evidence may constitute approved and final building permits.
3. Prior to activation of sewer service for the property located at 894 Sycamore, the applicant shall provide a "Consent to Annex" letter to the City of Lindsay in a manner meeting the approval of the Director of City Services & Planning.
4. Prior to activation of sewer service for the property located at 894 Sycamore, the applicant shall provide evidence in a manner meeting the approval of the City Engineer that any existing sewer related facilities on the property have been abandoned according to City of Lindsay standards.
5. Prior to activation of sewer service for the property located at 894 Sycamore, the applicant shall offer to the City of Lindsay any land identified by the City Engineer as necessary to accommodate the future widening of Sycamore. Said offer shall be made in a manner meeting the approval of the City Engineer.

SECTION 2. The City of Lindsay City Council directs that the Director of City Services & Planning or his/her designee to transmit this resolution to the Local Agency Formation Commission of Tulare County and the City of Lindsay City Councils' request that the Local Agency Formation Commission of Tulare County take the necessary actions for the approval of this Extra-Territorial Services Agreement in the manner provided by the Cortese-Knox Hertzberg Local Government Reorganization Act of 2000.



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**PASSED AND ADOPTED** by the City Council of the City of Lindsay as follows:

MEETING DATE	June 14, 2022
MOTION	
SECOND MOTION	
AYES	
ABSENT	
ABSTAIN	
NAYS	

CERTIFICATION OF THE FOREGOING RESOLUTION AS FULL, TRUE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LINDSAY AS DETAILED.

\_\_\_\_\_  
FRANCESCA QUINTANA  
CITY CLERK

\_\_\_\_\_  
RAMONA CAUDILLO  
MAYOR



## STAFF REPORT

TO: Lindsay City Council  
FROM: Mari Carrillo, Human Resources Manager  
Joe Tanner, City Manager  
DEPARTMENT: Human Resources & City Manager  
ITEM NO.: 10.8  
MEETING DATE: June 14, 2022

### **ACTION & RECOMMENDATION**

Consider the Minute Order Approval of Job Description for the Information Technology (IT) Manager Job Position.

### **BACKGROUND | ANALYSIS**

The Information Technology Manager will work under the broad direction of the City Manager, or their designee. If the IT Manager job description is approved, the City intends to begin recruitment efforts for one (1) IT Manager. In addition to the essential duties and responsibilities as described in the IT Manager job description, this position is a step forward towards centralizing the management of information technology systems in the City.

Staff recommends that Council approve the IT Manager job description so that staff may begin the recruitment process.

The essential duties and responsibilities of the IT Manager include, but are not limited to:

- Plan, organize, direct, and evaluates all activities of the Information Technology Division including customer support, operations, network infrastructure, telecommunications, cyber security, and desktop support for the city; consults with departments to determine system needs; plans facility requirements; develops cost estimates to hardware ware and software.
- Monitor network security and performance; identify unauthorized access and potential security risks; participate in projects to enhance network security operations.
- Acts as network administrator; administers e-mail access, sets up directories; monitors performance of servers; backs up systems.
- Develop, coordinate and conduct in-house training on computer systems and associated hardware and software components.
- Maintain knowledge of current trends in information technology service delivery and develop recommendations to apply new approaches to meet the needs of City departments.

It is the policy of the City of Lindsay to screen for any potential conflicts of interest in the recruitment process and adequately mitigate against the appearance of any bias, real or perceivable.



## **STAFF REPORT**

### **FISCAL IMPACT**

The fiscal impact of the IT Manager position is \$ \$70,262 – \$94,162 per year for Tier 1 (Anyone hired prior to 07/01/2018) and \$72,262 – 86,382 per year for Tier 2 (Anyone hired after 07/01/2018).

The salary and benefits for this position would be sourced from citywide funds following an approved allocation.

### **ATTACHMENTS**

- Information Technology Manager Job Description



**City of Lindsay**  
**Job Description**  
**Information Technology Manager**

---

<b>Class Title:</b>	Information Technology Manager	<b>Salary:</b>	Tier 1: \$70,262-94,162 Annually Tier 2: \$70,262-86,382 Annually
<b>Department:</b>	City Manager	<b>Step Range:</b>	1-7
<b>Location:</b>	251 E. Honolulu Lindsay, CA. 93247	<b>Status:</b>	Full-time/Exempt
<b>Date:</b>	MM/DD/YYYY	<b>Union:</b>	None

**GENERAL PURPOSE:**

Under general direction, the Information Technology Manager directs, manages, supervises, and coordinates the information technology (IT) activities in the operation of enterprise, client/server and desktop computer systems and networks. The duties involve management of technical services and operations including user and systems requirements and analysis, applications development and maintenance, computer systems operations and support, network design and maintenance, and data/database analysis/administration for *all* departments within the City.

**SUPERVISION RECEIVED:**

Administration direction is received from the City Manager or their designee.

**SUPERVISION EXERCISED:**

Administrative direction is given to assigned lower-level information services staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, direct, and evaluates all activities of the Information Technology Division including customer support, operations, network infrastructure, telecommunications, cyber security, and desktop support for the city; consults with departments to determine system needs; plans facility requirements; develops cost estimates to hardware ware and software.
- Acts as liaison between vendors and the City; negotiates and administers contract for computer and communication systems.
- Acts as network administrator; administers e-mail access, sets up directories; monitors performance of servers; backs up systems.
- Monitor computer system operations and use; perform overall maintenance and make necessary repairs; schedule complex maintenance or repairs with outside vendors; ensure adherence to contract guidelines.
- Monitor network security and performance; identify unauthorized access and potential security risks; participate in projects to enhance network security operations.
- Serve as the City's System Administrator; set up and administration of all City servers and network components; establish and maintain system backup procedures.
- Perform project management tasks for all technology related activity occurring in the City.
- Design, install and support LAN's and WAN's.
- Management and administration of City Website.





## City of Lindsay Job Description Information Technology Manager

---

- Install and configure PC's and automation hardware.
- Purchase hardware and software for City use.
- Develop, coordinate, and conduct in-house training on computer systems and associated hardware and software components.
- Provide user support services; respond to questions for assistance; resolve and/or troubleshoot operational problems.
- Meet with department managers and directors to review existing information technology systems and propose new solutions when necessary; develop project parameters, budgets, and time frames.
- Prepare, administer, and evaluate division operating and capital budgets.
- Administer, establish, and document, policies, standards, and procedures for city-wide technologies.
- Maintain knowledge of current trends in information technology service delivery and develop recommendations to apply new approaches to meet the needs of City departments.
- Provide support and management to lower-level Information Technology staff.
- Coordinate disposition of surplus equipment pursuant to City policies.
- Respond to emergency requests outside of normal business hours.
- Communicate effectively, both orally and in writing.
- Respond and perform assigned duties in the event of a city declared emergency.
- Perform other duties and responsibilities as required.

### **PERIPHERAL DUTIES:**

- Aid elected officials and all city departments (City Manager, Finance, City Services, Public Safety) in meeting their information technology needs.
- Administer, establish, and document, policies, standards, and procedures for city-wide technologies.
- Coordinate standards, best practices, and ongoing security and privacy compliance needs related to local, state, and federal mandates
- Perform related work as assigned by the department director.
- May serve as a member of committees.

### **ABILITY TO:**

- Effectively manage all information technology operations of the City.
- Develop and maintain effective working relationships with executive management team members, employees, vendors, contractors, consultants, and the public.
- Analyze data, apply technical knowledge, identify problems, calculate risks, and determine solutions.
- Identify, analyze, and assess system and network problems and take appropriate corrective action. Install, troubleshoot, and maintain network hardware and software and workstation hardware, peripherals, and software.



## City of Lindsay Job Description Information Technology Manager

---

- Evaluate existing software and hardware capabilities relative to organization needs, make recommendations, and implement changes as appropriate.
- Exercise responsibility to work with limited direction, complete assigned work, make sound judgement, and meet deadlines.
- Work in a safe manner, modeling correct safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive or privileged information

### **MINIMUM QUALIFICATIONS:**

#### Education and Experience.

- Graduation from an accredited college with a Bachelor's degree in Computer Science or related fields is desirable; and
- Minimum of five years previous experience in information systems administration that included system analysis within a mini/microcomputer environment, or
- Any equivalent combination of education and experience.

### **KNOWLEDGE OF:**

Current technology used for automated information storage; processing and retrieval; project management techniques; network administration; UNIX, MS-DOS, Windows, geographic information systems; general principles of computer systems analysis; financial recordkeeping and records management; principles of database design; common microcomputer software applications; budget preparation; principles of supervision and training.

### **SPECIAL REQUIREMENTS:**

Valid State Driver's License or the ability to obtain one prior to employment.

### **TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing; data base; motor vehicle; calculator; phone; copy machine; tape measure.

### **PHYSICAL DEMANDS:**

Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs., such as, files, stacks of paper reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use a keyboard and computer.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions.



## City of Lindsay Job Description Information Technology Manager

---

The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

### **SELECTION GUIDELINES & APPLICATION PROCESS:**

Formal employment application must be submitted, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Appointment is subject to successfully passing a pre-employment physical, live-scan, background, and criminal history check. Before starting work, applicants must present documentation of their identity, authorization to work in the United States and a DMV driving record. Following appointment, a 12-month probationary period may be required as the final phase of the appointment process.

### **BENEFITS:**

Tier 1 (Employees hired prior to 07/01/2018): \$70,262-94,162 Annually

Tier 2 (Employees hired after 07/01/2018): \$70,262-86,382 Annually

*MID-MANAGEMENT –10 Vacation Days, 10 Days Mid-Management Leave, 13 Holidays, 10 Sick Leave days, 100% Employee Only Medical, Dental and Vision Plans, Life Insurance, Cal Pers Retirement (Classic and PEPRAs tiers depending on hire date) Deferred Comp City Match (Up to 6%), Aflac and Cafeteria Plan. Please view the City of Lindsay website Human Resource page for further benefit details.*

### **COVID-19 CONSIDERATIONS:**

Protecting the health and safety of our communities including our teams and of those considering a career with the City of Lindsay is our highest priority. We continue to closely monitor the evolving situation and we appreciate your understanding and flexibility with any related changes to our interviewing process. Those selected to interview will be contacted via email with instructions for a virtual or physical interview. The City of Lindsay is committed to doing everything we can to keep our staff and community safe and it will continue to adhere to all CAL/OSHA COVID-19 Emergency Temporary Standards.



## STAFF REPORT

TO: Lindsay City Council  
FROM: Joseph M. Tanner, City Manager  
DEPARTMENT: City Manager  
ITEM NO.: 10.9  
MEETING DATE: June 14, 2022

### **ACTION & RECOMMENDATION**

Consider Minute Order Approval of Amendments and Revisions to the City Lindsay Personnel Rules and Regulations.

### **BACKGROUND | ANALYSIS**

On March 28, 2022, the City Council and City Manager received a letter from the Police Officer Association (POA”) respectfully requesting that the City and POA hold a meet and confer on any policy changes or procedural adjustment. A requirement of current employment law states that if any policy changes affect employees, then a representative from the City must hold a meet and confer to discuss.

The City made very minor changes to the City of Lindsay Personnel Rules and Regulations (“Personnel Rules”) which included the addition of additional language on reporting harassment/conduct in the case that there were to be a potential conflict. The changes included adding the Finance Director and the City’s Employment Risk Management Authority (ERMA) as reportable entities in the Personnel Rules. Under the current law for reporting harassment/conduct, an employee can make the report to any manager, department head, the City Attorney or ERMA already, but now it is officially recognized in the Personnel Rules. The City’s management team met with the POA and both parties have agreed on the changes in the Personnel Rules.

The Service Employee International Union (SEIU) did not have any comments on the changes.

### **FISCAL IMPACT**

There is no fiscal impact to this item.

### **ATTACHMENTS**

- City of Lindsay Personnel Rules and Regulations – Redline Copy

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

**TABLE OF CONTENTS**

<b>RULE 1</b>	<b>MERIT PERSONNEL SYSTEM</b>	<b>1-1</b>
Section 1.1	Purpose	1-1
Section 1.2	Personnel System Organization	1-1
Section 1.3	Merit Employment Policy	1-1
Section 1.4	Intent of the Personnel System	1-1
Section 1.5	Prior Polices Repealed	1-2
Section 1.6	Priority of Collective Bargaining Agreements	1-2
Section 1.7	Terms of Personnel Manual	1-2
Section 1.8	Non-Discrimination	1-2
Section 1.9	Application of Personnel Rules and Regulations	1-2
Section 1.10	Violations of Rule and Regulations	1-3
Section 1.11	Employee Responsibility	1-3
Section 1.12	Administrative-Department Policies and Procedures	1-3
Section 1.13	Distribution of Personnel Policies	1-3
Section 1.14	No Contract Created	1-3
Section 1.15	Severability Clause	1-3
<b>RULE 2</b>	<b>DEFINITION OF TERMS</b>	<b>2-1</b>
Section 1.1	Definition of Terms	2-1
Section 2.2	Construction In General	2-6
Section 2.3	Prohibited Acts Include Causing or Permitting	2-6
Section 2.4	Reference to Rules Includes Amendments	2-7
Section 2.5	“Shall” and “May”	2-7
<b>RULE 3</b>	<b>GENERAL PROVISION</b>	<b>3-1</b>
Section 3.1	Fair Employment	3-1
Section 3.2	Violation of Rules and Regulations	3-1
Section 3.3	Amendment and Revision of Rules and Regulations	3-1
<b>RULE 4</b>	<b>CLASSIFICATIONS</b>	<b>4-1</b>
Section 4.1	Purpose	4-1
Section 4.2	Classification Plan	4-1
Section 4.3	Administration	4-1
Section 4.4	Classification of Position	4-1
Section 4.5	Classification of New Positions	4-1
Section 4.6	Reclassification	4-1
Section 4.7	Job Descriptions (Specifications)	4-2
Section 4.8	Vacancies	4-3
Section 4.9	Evaluations	4-3
<b>RULE 5</b>	<b>COMPENSATION</b>	<b>5-1</b>
Section 5.1	Preparation of Salary and Wage Plan	5-1
Section 5.2	Adoption and Application of Plan	5-1

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

Section 5.3	New Employees	5-1
Section 5.3.1	Advancement Within Salary Range	5-1
Section 5.3.2	Special Salary Adjustments	5-1
Section 5.3.3	Applicable Pay Rates	5-1
Section 5.4	Deductions	5-2
Section 5.4.1	Deductions Required by Law and Contracts	5-2
Section 5.4.2	Written Authorization From Employee	5-2
Section 5.4.3	Claims	5-2
Section 5.5	Salary Adjustment	5-2
Section 5.6	“Acting” Capacity	5-2
Section 5.7	Terminal Pay	5-3
Section 5.7.1	Employees’ Death	5-3
Section 5.7.2	City Property	5-3
<b>RULE 6</b>	<b>APPLICATIONS AND APPLICANTS</b>	<b>6-1</b>
Section 6.1	Employment Standards	6-1
Section 6.2	Applications	6-1
Section 6.3	Application Filing	6-1
Section 6.3.1	Character	6-1
Section 6.3.2	Physical and Psychiatric Examination	6-1
Section 6.3.3	Credit Rating	6-1
Section 6.3.4	Residency	6-2
Section 6.4	Standards – Operations of Motor Vehicle	6-2
Section 6.4.1	Personal Integrity	6-2
Section 6.4.2	Dependability	6-2
Section 6.5	Disqualification of Applicant	6-2
<b>RULE 7</b>	<b>EXAMINATIONS AND ELIGIBLE LIST</b>	<b>7-1</b>
Section 7.1	Conduct of Examinations	7-1
Section 7.2	Nature and Types of Examinations	7-1
Section 7.2.1	Continuous Examinations	7-1
Section 7.2.2	Promotional Examinations	7-1
Section 7.3	Scoring Examinations and Qualifying Scores	7-1
Section 7.4	Notice of Examination Results	7-1
Section 7.5	Establishment of Eligible List	7-2
Section 7.5.1	Duration of List	7-2
Section 7.5.2	Re-Employment List	7-2
Section 7.6	Removal of Name From List	7-2
<b>RULE 8</b>	<b>APPOINTMENTS</b>	<b>8-1</b>
Section 8.1	Types of Appointments	8-1
Section 8.2	Request to Fill Vacancy	8-1
Section 8.3	Method of Appointment	8-1
Section 8.4	Reinstatement	8-1
Section 8.5	Re-employment After Lay-Off	8-1
Section 8.6	Transfer	8-1
Section 8.7	Demotion	8-2
Section 8.8	Nepotism	8-2

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

Section 8.9	Temporary or Part-Time Appointments	8-2
Section 8.10	Officer of Employment	8-2
Section 8.11	Fingerprints	8-2
Section 8.12	Medical Examination	8-2
Section 8.13	Driver’s License and Driving Record	8-3
Section 8.14	Employment Oath	8-3
Section 8.15	Identification Cards	8-3
Section 8.16	Keys	8-4
Section 8.17	Other City Property	8-4
<b>RULE 9</b>	<b>PROBATIONARY PERIOD</b>	<b>9-1</b>
Section 9.1	Purpose	9-1
Section 9.2	Duration of Probationary Period	9-1
Section 9.3	Successful Completion of Probationary Period	9-1
Section 9.4	Rejection of Probationer	9-1
Section 9.5	Rejection Following Promotion	9-1
Section 9.6	Promotion, Demotion, and Transfer Probationary Period	9-1
Section 9.7	Re-employment and Reinstatement Probationary	9-1
Section 9.8	Interrupted Probationary Period	9-2
Section 9.9	Extension of Probationary Period	9-2
<b>RULE 10</b>	<b>HOURS OR WORK; OVERTIME; HOLIDAYS</b>	<b>10-1</b>
Section 10.1	Hours of Work	10-1
Section 10.2	Attendance	10-1
Section 10.3	Holidays	10-1
Section 10.3.1	Paid Holiday	10-1
Section 10.3.2	Holiday Falling on Weekend	10-1
Section 10.3.3	Overtime Compensation for Holidays Worked	10-1
Section 10.3.4	Employee Request	10-2
Section 10.4	Overtime	10-2
Section 10.5	Compensatory Time Off	10-2
Section 10.5.1	Supervisor Approval Required Before Work	10-2
Section 10.5.2	Accrual Rate	10-2
Section 10.5.3	Employee Requests to Use CTO	10-2
Section 10.5.4	City Cash Out	10-2
Section 10.5.5	Employee Cash Out	10-2
Section 10.6	General Overtime Policy	10-3
Section 10.7	Employees Responsibility	10-3
Section 10.8	Supervisors Responsibility	10-3
Section 10.9	Accounting for Overtime Worked	10-3
Section 10.10	Accounting for Portions of an Hour	10-3
Section 10.11	Variations in Time Reported	10-3
Section 10.12	Off-Duty Employment	10-3
<b>RULE 11</b>	<b>LEAVE OF ABSENCE</b>	<b>11-1</b>
Section 11.1	Vacation Leave of Employee	11-1

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

Section 11.1.1	When Vacation Leave is Earned	11-1
Section 11.1.2	Effect of Holiday on Vacation Leave	11-1
Section 11.1.3	Changing Vacation Leave to Sick Leave	11-1
Section 11.2	Sick Leave	11-1
Section 11.2.1	Accrual of Sick Leave	11-2
Section 11.2.2	When Right to Take Sick Leave Begins	11-2
Section 11.2.3	Use of Sick Leave	11-2
Section 11.2.4	Return to Employment After Sick Leave	11-2
Section 11.3	Medical Leave	11-2
Section 11.4	On Duty Injuries	11-3
Section 11.4.1	Pay	11-3
Section 11.4.2	Accumulated Sick Leave	11-3
Section 11.5	Injuries Requiring Medical Care	11-3
Section 11.6	Liability for Failure to Comply	11-3
Section 11.7	Accident Defined	11-3
Section 11.8	Employee’s Responsibility	11-3
Section 11.9	Supervisor’s Responsibility	11-4
Section 11.10	Department Head’s Responsibility	11-4
Section 11.11	Injuries Requiring No Medical Attention	11-4
Section 11.12	Injury Caused by Other	11-5
Section 11.13	No Settlement Without Prior Approval	11-5
Section 11.14	Leaves of Absence Due to Family Death of Family Member	11-5
Section 11.14.1	Immediate Family	11-5
Section 11.14.2	Other Than Immediate Family	11-5
Section 11.14.3	Timesheet	11-5
Section 11.15	Jury Leave – Notice	11-5
Section 11.15.1	Pay	11-6
Section 11.15.2	Without Pay	11-6
Section 11.15.3	Partial Pay	11-6
Section 11.16	Military Leave	11-6
Section 11.17	Statement of Policy	11-6
Section 11.17.1	Definitions	11-6
Section 11.17.2	Reasons for Leave	11-9
Section 11.17.3	Employees Eligible for Leave	11-10
Section 11.17.4	Amount of Leave	11-10
Section 11.17.5	Employee Benefits While on Leave	11-11
Section 11.17.6	Substitution of Paid Accrued Leaves	11-11
Section 11.17.7	Medical Certification	11-12
Section 11.17.8	Employee Notice of Leave	11-13
Section 11.17.9	Reinstatement Upon Return From Leave	11-14
Section 11.18	Authorized Leave of Absence Without Pay	11-14
Section 11.18.1	Return From Leave	11-14
Section 11.19	Pregnancy Disability Leave	11-14
Section 11.19.1	Notice & Certification Requirements	11-14
Section 11.19.2	Compensation During Leave	11-15
Section 11.19.3	Benefits During Leave	11-15
Section 11.19.4	Reinstatement	11-16
Section 11.20	Unauthorized Leave of Absence	11-16
Section 11.21	Deduction	11-16
Section 11.22	Sick Leave Donations	11-16
Section 11.23	Leave Requests	11-16



**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

Section 11.24	Temporary and Part Time Employees Not Eligible	11-17
<b>RULE 12</b>	<b>TRANSFER AND DEMOTION</b>	12-1
<del>Section 12.1</del>	<del>Transfer</del>	<del>12-1</del>
Section 12.1.1	Involuntary Transfer	12-1
Section 12.1.2	Voluntary Transfer	12-1
Section 12.2	Demotion	12-1
<b>RULE 13</b>	<b>SEPARATION FROM SERVICE</b>	13-1
Section 13.1	Abandonment of Position	13-1
Section 13.2	Disciplinary Action	13-1
Section 13.3	Layoff	13-1
Section 13.3.1	Statement of Intent	13-1
Section 13.3.2	Notification	13-1
Section 13.3.3	Order of Layoff	13-1
Section 13.3.4	Re-employment Rights for Laid-off Employees	13-2
Section 13.4	Resignation	13-2
Section 13.5	Disability	13-2
Section 13.6	Retirement	13-3
Section 13.7	Death of Employee	13-3
Section 13.8	Return of City-Owned Property	13-3
Section 13.9	Exit Interviews	13-3
<b>RULE 14</b>	<b>DISCIPLINARY PROCEDURE</b>	14-1
Section 14.1	Policy	14-1
Section 14.2	Basis for Disciplinary Action	14-1
Section 14.3	Types of Discipline	14-4
Section 14.4	Written Notice of Intent to Discipline	14-6
Section 14.5	Employee Response	14-6
Section 14.6	Final Notice of Discipline	14-7
Section 14.7	Relief of Duty	14-7
Section 14.8	Appeal	14-7
Section 14.8.1	Request for Appeal Hearing	14-7
Section 14.8.2	Date and Time of the Appeal Hearing	14-7
Section 14.8.3	Identification of Issues, Witnesses and Evidence	14-8
Section 14.8.4	Conduct of the Appeal Hearing	14-8
<b>RULE 15</b>	<b>CITY-OWNED EQUIPMENT</b>	15-1
Section 15.1	Motor Vehicles - Use	15-1
Section 15.2	Assignment	15-1
Section 15.3	Operation	15-1
Section 15.4	Equipment Other Than Motor Vehicle	15-1
<b>RULE 16</b>	<b>POLITICAL ACTIVITY</b>	16-1
Section 16.1	Prohibited Conduct	16-1
Section 16.2	Examples of Prohibited Conduct	16-1

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

Section 16.3	Examples of Permitted Conduct	16-1
<b>RULE 17</b>	<b>TRAINING EMPLOYEES</b>	17-1
Section 17.1	Responsibility for Training	17-1
Section 17.2	Credit for Training	17-1
Section 17.3	Training Costs	17-1
<b>RULE 18</b>	<b>APPEAL PROCEDURE</b>	18-1
Section 18.1	Purpose	18-1
Section 18.2	Definition of Grievance	18-1
Section 18.3	Grievance Procedure	18-1
Section 18.4	Investigation of Facts/Decision of Department Head	18-1
Section 18.5	Appeal to Personnel Director, <del>Designee, or Finance Director</del>	18-2
Section 18.6	Employee Meeting	18-2
Section 18.7	Written Decision	18-2
Section 18.8	Regulations During Grievance Procedure	18-2
Section 18.9	City Council’s Decision	18-4
Section 18.10	Regulations During Grievance Procedure	18-4
<b>RULE 19</b>	<b>REPORTS AND RECORDS</b>	19-1
Section 19.1	Personnel Files	19-1
Section 19.2	Access to Administrative Records	19-1
Section 19.3	Employee Access to Their Personnel Records	19-1
Section 19.3.1	Inspection of File	19-1
Section 19.3.2	Copies	19-1
Section 19.4	Access to Personnel Records by Department Heads	19-2
Section 19.5	Destruction of Records	19-2
Section 19.6	Purging of Employee Discipline Records	19-2
Section 19.7	Address Notification	19-2
Section 19.8	Performance Evaluations	19-2
<b>RULE 20</b>	<b>HARASSMENT POLICY</b>	20-1
Section 20.1	Purpose	20-1
Section 20.2	Policy	20-1
Section 20.3	Definitions	20-1
Section 20.4	Retaliation	20-3
Section 20.5	Reporting Harassment, Discrimination or Retaliation	20-3
Section 20.6	Supervisory Resolution	20-4
Section 20.7	Formal Investigation/Response	20-5
Section 20.8	Responsibilities of Employees, Management and Supervisory Employees	20-6
Section 20.9	Disposition of Complaints	20-7
Section 20.10	Documentation of Complaints	20-8
Section 20.11	Questions Regarding Discrimination or Harassment	20-8
Section 20.12	Workplace Violence	20-8

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

**RULE 21      SUBSTANCE ABUSE      21-1**

Section 21.1	Introduction	21-1
Section 21.2	Purpose	21-1
Section 21.3	Policy	21-1
Section 21.4	Application	21-2
Section 21.5	Employee Responsibilities	21-2
Section 21.6	Employee Complaint	21-3
Section 21.7	Management Responsibilities and Guidelines	21-3
Section 21.8	Employee Assistance Program	21-4
Section 21.9	Confidentiality	21-5
Section 21.10	Compliance	21-5

**RULE 22      MISCELLANEOUS**

Section 22.1	Dress Code	22-1
Section 22.2	Outside Activities	22-1
Section 22.3	Other Public Offices	22-2
Section 22.4	Official Badge or Insignia	22-2
Section 22.5	Purchase Order	22-2
Section 22.6	Operating a City Vehicles	22-2
Section 22.7	False Information	22-3
Section 22.8	Release of Information	22-2
Section 22.9	Employment of Related Persons	22-3
Section 22.9.1	Definition of “Related Person”	22-3
Section 22.9.2	Prohibited Conduct	22-3
Section 22.10	Meals and Breaks Periods	22-3
Section 22.11	Time Sheets	22-3
Section 22.12	Seatbelts	22-3
Section 22.13	Smoking	22-4
Section 22.14	Fitness for Duty	22-4
Section 22.14.1	Conditional Offer of Employment Examinations	22-4
Section 22.14.2	Current Employee Examinations	22-4
Section 22.14.3	Role of Health Care Provider	22-4
Section 22.14.4	Medical Information	22-4
Section 22.14.5	Medical Information from the Employee’s Health Care Provider	22-4
Section 22.14.6	Interactive Process Discussion	22-5
Section 22.14.7	Determination	22-5

**RULE 23      COMPUTER, INTERNET, ELECTRONIC MAIL, AND VOICE MAIL**

Section 23.1	Introduction	23-1
Section 23.2	Purpose	23-1
Section 23.3	Applicability	23-1
Section 23.4	General Provision	23-1
Section 23.5	No Expectation of Privacy	23-1
Section 23.6	Ownership	23-1
Section 23.7	Prohibited Uses	23-2
Section 23.8	Violations of This Policy	23-3

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

**RULE 24      COBRA**

Section 24.1	Continuation Rights as an Employees	24-1
Section 24.2	Continuation Rights as a Spouse	24-1
Section 24.3	Continuation Rights of Dependant Child	24-1
Section 24.4	Notice Requirements	24-1
Section 24.5	Premium Payment	24-2
Section 24.6	Length of Continuation Coverage	24-2
Section 24.7	Extension of Continuation Coverage	24-2
Section 24.8	Pre-existing Medical Conditions	24-3
Section 24.9	Social Security Disability	24-3
Section 24.10	State Continuation Rights	24-3

**MERIT PERSONNEL SYSTEM**

**Section 1.1 Purpose**

The purpose of this personnel system is to:

1. Establish an equitable and uniform procedure for dealing with personnel matters;
2. Attract the most competent and desirable persons available for employment;
3. Assure that appointment and advancement of employees are based on merit and ability; and
4. Provide reasonable security for qualified employees.

The objectives of these personnel rules and regulations are to facilitate efficient and economical service to the public and provide for a fair and equitable system of personnel management in the municipal government. These rules and regulations set forth those procedures and policies which ensure similar treatment for those who compete for original and promotional employment and define certain obligations, rights privileges, benefits, and prohibitions which are placed upon all employees in the service of the City.

**Section 1.2 Personnel System Organization**

The City Manager has final responsibility for all personnel actions, except those reserved to the City Council. Each department head exercises direct line authority for personnel functions described in these rules and regulations. The City Manager shall administer the personnel system. He/she may delegate personnel duties for the effective administration of the system to the Personnel Director, ~~or his/her designee,~~ or Finance Director.

**Section 1.3 Merit Employment Policy**

It is the policy of the city to provide for an employment system, which assures that employees are selected, promoted and retained on the basis of merit. It is the intent of this system to provide fair and equitable treatment to all applicants for employment. The screening and selection of the employees shall be on a specific job related basis. The potential and actual performance of employees within the city shall guide employment decisions with the goal of providing a high performance work force for the residents of the City.

**Section 1.4 Intent of the Personnel System**

1. Employment Standards: The City Council and all the citizens of Lindsay have the right to expect that the City will employ the best qualified persons available, that the tenure of every City employee will be based on a demonstrated need for the work performed, availability of funds, competent effective performance, proper personal conduct, and continuing fitness for the position.
2. City Responsibility to employees: Each employee of the City of Lindsay has the right to expect: To be fully informed of his or her duties and

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

responsibilities; to be provided with adequate administrative and supervisory direction; to be informed of job expectations and desired work behaviors; that promotions will be made on the basis of merit and ability; and progressively improved work performance over an extended period will be recognized and rewarded; that incompetence and misconduct will not be tolerated; and that suspensions, demotions, terminations, and other disciplinary actions will be administered in a fair and impartial manner.

### **Section 1.5 Prior Policies Repealed**

If the terms and provisions of these personnel rules and regulations are inconsistent or in conflict with the terms and provisions of any prior City of Lindsay (“City”) personnel rules and regulations this policy shall prevail and such inconsistent or conflicting provisions or prior resolutions, rules and regulations this policy shall prevail and such inconsistent or conflicting provisions or prior resolutions, rules and regulations are hereby repealed.

### **Section 1.6 Priority of Collective Bargaining Agreements**

If a provision of these rules conflicts with any provision of an applicable collective bargaining agreement entered into by the City[Agency] and a recognized employee organization, to the extent of such conflict, the provision of the collective bargaining agreement shall be deemed controlling unless the provision of these rules has been negotiated more recently.

### **Section 1.7 Terms of Personnel Manual**

These personnel rules and regulations shall take effect when approved by the City Manager of the City. The manual shall remain in effect unless repealed, in whole or part, by the City Manager. The City Manager may in his/her sole discretion add to, delete or otherwise modify these personnel rules and regulations, subject to the following paragraph.

Prior to amendment of these personnel rules and regulations, the City Manager shall consult with City employees or, if required, upon request, meet and confer with affected recognized employee organizations.

### **Section 1.8 Non-Discrimination**

The City shall comply with applicable federal and state laws governing fair employment practice and equal opportunity. The City strictly prohibits unlawful discrimination. This includes discrimination on the basis of sex, sexual orientation, gender identity, national origin, race, color, ancestry, religious creed, physical or mental disability, medical condition, age, marital status, citizenship status, uniformed service member status or any other protected class under applicable law.

### **Section 1.9 Application of Personnel Rules and Regulations**

These personnel rules and regulations have been developed to serve the City of Lindsay and all employees of the City of Lindsay unless specifically excluded. Its contents and all appropriate references represent the rules and practices to which all employees of the City are held accountable.

# **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

## **Section 1.10 Violations of Rules and Regulations**

Violation of the provisions of these rules and regulations shall constitute grounds for disciplinary action. A violation shall not make disciplinary action mandatory but shall be given such weight as shall be appropriate in view of all the circumstances.

## **Section 1.11 Employee Responsibility**

It shall be the responsibility of each employee to become aware and be knowledgeable of these personnel rules and regulations.

## **Section 1.12 Administrative-Department Policies and Procedures**

The City Manager or individual city department heads may develop and administer supplemental written department policies and procedures as deemed necessary for the efficient, safe and orderly administration of the City or department. However, no such policies or procedures shall conflict with or supersede these personnel rules and regulations, other Council resolutions and ordinances, or existing laws. Copies of department policies and procedures should be distributed to each employee of the department.

## **Section 1.13 Distribution of Personnel Policies**

A copy of these personnel rules and regulations shall be distributed to each City employee and each recognized employee organization. Newly hired employees shall receive a copy upon hire. Copies of these personnel rules and regulations shall also be distributed to each department of the City. Department heads shall make them accessible to employees. Copies shall be available in the personnel office. Employees with questions about these personnel rules and regulations may direct them to his or her immediate supervisor, the department head, ~~or to~~ the personnel office, or Finance Director.

## **Section 1.14 No Contract Created**

These rules do not create any contract of employment, expressed or implied, or any rights in the nature of a contract.

## **Section 1.15 Severability Clause**

If any provision, or the application(s) of any provision of these personnel rules and regulations is implemented is rendered or declared invalid by any final court action or by reason of any preemptive legislation, the remaining provisions of these personnel rules and regulation shall remain in full force and effect. Nothing these personnel rules and regulations shall be construed to deny any person or employee the rights granted by federal and state law. The rights, powers and authority of the City Manager in all matters, including the right to maintain any legal action shall not be modified or restricted by these regulations.

**DEFINITION OF TERMS**

**Section 2.1** Unless the context indicates otherwise the terms used in these personnel rules and regulations are fined as follows:

**Abandonment of Position** – The failure to report to work for three consecutive regular work shifts without notification by the employee and approval of the City.

**Acting Appointment** – An appointment of a person who possesses at least the minimum qualifications established for a particular class and who is appointed to a position in that class in the absence of available eligible incumbents, or on an interim basis pending later appointment of an eligible person.

**Advancement** – A salary increase within the limits of pay range established for a class.

**Allocation** – The assignment of a single position to its proper class in accordance with the duties performed, and the authority and responsibilities exercised.

**Anniversary Date** – One calendar year from the date of the employee’s probationary appointment with the City and each succeeding year thereafter, unless the probationary period was extended. An employee’s anniversary date shall be determined by applying the continuity of service requirements of these rules.

**Appeal** – A written request by an employee for consideration in matters relating to grievance and/or discipline as set forth in these rules.

**Appointment** – The offer to, and acceptance by, an individual for a position in the competitive service.

**Applicant** – Any person submitting a formal completed application for employment with the City.

**Appointing Authority** – The City Manager is the appointing authority for all City employees and the City Council shall appoint the City Manager. The City Manager may delegate appointing authority. Further delegations of appointing authority must be approved by the City Manager.

**Authorized Position** – A specific work position within a job classification that is or may be held by an employee.

**Benefit Date** – For the purpose of sick and vacation leave accrued, the benefit date is defined as follows for all employees: (a) if the first working day of the pay period was worked, the benefit date will be the first day of that pay period. (b) if the employee started anytime after the first working day of the pay period, then the benefit date will be the first day of the following pay period. (c) if an employee is absent without pay for any period of time his or her benefit date will be adjusted to reflect the deduction of the period of time in which the employees was absent without pay.

**Break in Continuous Service** – Separation of the employee from City employment initiated by either the City or the employee for any period without pay.



## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

**Bulletin Board** – The official posting place for public notices.

**Certification** – The furnishing of names by the personnel officer of eligible, available candidates for employment, from an employment list in the manner prescribed in these rules.

**Class** – A result of grouping together those positions that are similar in duties, authority, and responsibility, so that the same requirements as to education, general knowledge, and ability may be required of incumbents, and permit grouping under a common title with common standards of selection, and with the same schedule of compensation. Individual positions in the same class may be assigned different duties and responsibilities.

**Class Specification** – The official description of a class including (1) title, (2) a definition, (3) a statement of the duties and responsibilities, and (4) the employment standards, such as education, experience, knowledge and skills, and abilities which may be required of applicants.

**Classification Plan** – The arrangement of positions in classes, together with the title and specifications describing each class.

**Compensation** – Salary, wages, fees, benefits, allowances or any other consideration paid to an employee for performing the duties or exercising the responsibilities of a position.

**Compensatory Time** – Time off from work in lieu of monetary payment for overtime work.

**Continuous Service** – Employment in a regular position that is uninterrupted from the effective date of the appointment except an authorized absence with pay or as required by law.

**Contract Employees** – Contract employees are those individuals employed by the City pursuant to the terms of an individual employment contract that sets forth terms and conditions of employment. Unless expressly stated herein, the provisions of these personnel rules and regulations shall not be applicable to contract employees.

**Days** – Means calendar days unless otherwise stated.

**Demotion** – The movement of an employee from a position in one class to another class, the next class having a lower maximum base rate of pay.

**Department** – A major administrative branch of the City involving a general line of work with one or more employees under the charge of one or more individuals known as supervisors.

**Department Head** – The individual designated as the administrative head of a City department. The City Manager is the Department Head of the other departments heads.

**Disciplinary Action** – The termination, demotion, reduction in pay, or suspension of a regular employee for cause.

**Eligible** – A person whose name is on an employment list.

**Employee** – A person who is legally occupying a position in the City's service or who is on an authorized leave of absence for such position.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

**Employee (Emergency)** - A person employed by the City for a temporary period of time to meet emergencies, which threaten life, property, or the general welfare of the City. An emergency employee serves at the will of the City Manager or designee and may be removed at any time without cause.

**Employee (Part-Time)** – A person employed by the City for specifically designated hours less than full time. A part time employee serves at the will of the City Manager or designee and may be removed at any time without cause.

**Employee (Probationary)** – A person employed by the City in a regular full-time position who has not completed the probationary period.

**Employee (Regular)** – A person employed by the City in a full-time capacity who has successfully completed his/her probationary period and has been retained according to the provisions of these rules. The term does not include an elected official.

**Employee (Temporary)** – A person employed by the City full-time or part-time for some specific work that is temporary in nature. A temporary employee serves at the will of the City Manager or designee and may be removed at any time without cause.

**Employee (Extra Help)** - An employee who is appointed to a position with less than year-round funding. Extra-help employees shall be compensated on an hourly basis shall not be eligible for participation in any benefit plans except as required by law and serves at the will of the City Manager or designee and may be removed at any time without cause.

**Employment Date** – Date on which an employee was hired to fill a position with the City.

**Employment List** – A list of names of persons who may be considered for employment with the City under specified conditions. Employment lists will be prepared as ~~needed~~underneeded under the direction of the Personnel Director or their designee.

**Evaluation Date** – For the purpose of step advancement, this term shall mean the date upon which the employee’s most recent step advancement occurred.

**Examination** – An examination for a particular class, which is open to persons meeting the qualifications for the class.

**Exempt Employee** – The City Manager, department heads, executive or professional staff, administrative technical staff, and others whose duties and responsibilities allow them to be “exempt” from the overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

**Fiscal Year** – The fiscal year for the City begins on July 1 and ends on June 30 of the next year.

**Full-time Position** – A budgeted position in which an employee of the City is regularly scheduled to work at least forty (40) hours per week and/or no less than two thousand eighty hours per year.

**Grievance** – The formal allegation made by an employee that the City, or one of its representatives has violated, misinterpreted, or misapplied the provisions of the Memorandum of

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

Understanding and/or City personnel ordinances, rules and regulations, or administrative directives.

**Grievance Procedure** – The systematic means set forth in these personnel rules and regulations by which an employee may obtain consideration of a grievance.

**Job Description** – Description of duties, responsibilities, and minimum qualification requirements of the positions included in the class.

**Lay-off** – The separation of employees from the active work force due to shortage of work or funds, or due to the abolition of positions by the City Manager and/or City Council for the above reasons or due to organization changes.

**Leave of Absence** – An authorized absence from duty for a specified period.

**Memorandum of Understanding** – (M.O.U.) An understanding reached with a recognized employee organization as a result of meeting and conferring on hours, wages, and working conditions in accordance with State law and City ordinances, resolutions and rules.

**Minimum Qualifications** – The minimum qualifications deemed necessary for a candidate to possess for selection to fill a vacancy and to maintain employment with the City.

**Oral Interview or Qualifications Appraisal Board** – Part of an examination conducted by a competent board to evaluate the candidate's education, experience, and general qualifications pertinent to the position for which examined.

**Out-of-Class Pay** – The salary an employee shall receive for working in a classification having a higher salary range than the one to which that employee was appointed during a period of time or these rules. .

**Overtime** – Time worked in excess of 40 hours in a work week or as provided in an applicable M.O.U.

**Part-time Position** – A position in which an employee of the City is regularly scheduled to work less than forty (40) hours per week and/or less than two thousand eighty hours per year.

**Performance Evaluation** – A review and evaluation of an employee's performance and capabilities in the employee's authorized position by the employee's immediate supervisor and/or other member of management at designated intervals and filed in the employee's official personnel file; minimum of one evaluation annually.

**Personnel Director** – The employee of the City designated to manage the personnel function of the City. The Personnel Director may delegate one or more of those functions to subordinates.

**Personnel Rules and Regulations Manual** - This Group of personnel rules and regulations concerning employment with the City of Lindsay.

**Personnel Records** – The official records of the City for each employee, maintained by and in the personnel office, except records that may be required to be maintained in other locations.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

**Position** – A specific office or employment provided by the budget, whether occupied or vacant, of limited term or regular, and requiring the performance of certain duties and responsibilities assigned or delegated by the appointing authority.

**Probationary Period** – A period from original date of hire to be considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of duties of the position.

**Professional Employee** – Management, supervisory and technical employees engaged in work requiring specialized knowledge and skills as so designated by the City.

**Promotion** – The movement of an employee from a position of one class to a position in another class having a higher maximum salary rate, generally with an increase in duties and responsibilities over the employee's present class.

**Promotion** – The movement of an employee from a position of one class to a position in another class having a higher maximum salary rate, generally with an increase in duties and responsibilities over the employee's present class.

**Promotional Probationary Period** – The initial period of service by an employee in a promotion position, this period to be considered an integral part of the examination, testing and selection process during which an employee is required to demonstrate fitness for the position to which promoted by actual performance.

**Reclassification** – Modification of job title and corresponding salary range adjustment supported by an appropriate classification analysis prepared under the direction of the Personnel Director, or designee which identifies a change in level of difficulty and/or responsibilities between the existing job description and actual job duties.

**Reduction in Pay** – A temporary or permanent decrease in salary.

**Regular Position** – A budgeted position, the duties of which do not terminate at any stated time.

**Reinstatement** – The restoration without examination of a former regular employee to a classification in which the employee formerly served as a regular non-probationary employee within one year of separation from the City.

**Rejection** – The termination or demotion of an employee during a probationary period.

**Relief of Duty** – The temporary assignment of an employee to a status of administrative leave with pay.

**Reprimand** – An oral or written notification to an employee regarding a censure made as a disciplinary action.

**Resignation** – Voluntary termination of employment by an employee, including the abandonment of the position.

**Salary** – The wages paid for services performed.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

**Salary Increase** – An increase in salary for a classification as a result of the meet-and-confer process and/or City Manager or City Council action.

**Salary Range** – Categories, which determine the minimum and maximum salary with appropriate steps for each employment classification.

**Seniority** – Precedence of one employee over another based on length of service within the classification, department, and City to be determined by continuous employment from the date of hire into a regular position.

**Separation** – The voluntary or involuntary end of City employment.

**Smoking** – Includes any lighted cigarette, cigar or pipe.

**Standard Work Week** – Any consecutive seven (7) day period, as determined by the City, beginning at 12:01 A.M. on the first day, and ending at 12:00 midnight on the seventh day, and consisting of forty (40) hours.

**Step Increase** – A salary increase of one or more steps within the limits of the salary range established for a class.

**Supervisor** – A person having authority in the interest of the City to direct employees, or to adjust grievances, or effectively to recommend any such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

**Suspension** – The temporary separation, without pay, from service of an employee for disciplinary purposes.

**Termination** – Separation from City employment for disciplinary reasons or as a result of rejection during a probationary period.

**Transfer** – The movement of an employee within a department or between departments from one position to another position in the same class or another class having the same maximum salary.

**Vacancy** – An unfilled authorized position in the City of Lindsay employment.

**Work Shifts** – The days of the week and the hours on each of those days that an employee is assigned to work on a regular basis.

### **Section 2.2 Construction In General**

The provisions of these rules and regulations and proceedings under them shall be construed with the view to affect their purpose and to promote justice.

### **Section 2.3 Prohibited Acts Include Causing or Permitting**

An act or omission, which is unlawful under these rules, including causing, permitting, aiding, abetting, suffering, or concealing the act or omission.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 2.4 Reference to Rules Includes Amendments**

When a reference is made to a portion of these rules and regulations, or to an ordinance of the City, the reference applies to each amendment and addition, which may be made to it.

### **Section 2.5 “Shall” and “May”**

“Shall” is mandatory and “May” is permissive.

**GENERAL PROVISION**

**Section 3.1 Fair Employment**

During the selection process the City will not attempt to elicit information concerning race, color, ancestry, national origin, sexual orientation and/or gender identity, marital status, physical or mental disability, medical condition, age, citizenship status, political or religious opinions or affiliations of an applicant. Appointment or removal from a position shall not be affected or influenced by consideration of race, color, ancestry, national origin, sexual orientation, and/or gender identity, marital status, physical or mental disability, medical condition, age, citizenship status, political or religious opinion or affiliation or other category protected by law.

**Section 3.2 Violation of Rules and Regulations**

Violation of these rules is grounds for suspension, demotion, dismissal or other disciplinary action appropriate under the circumstances.

**Section 3.3 Amendment and Revision of Rules and Regulations**

It is fully recognized that rules and regulations, practices, procedures and policies may require modification to reflect changing needs and more effective methods as they are developed. These rules and regulations may be appropriately revised to reflect such needed changes.

**CLASSIFICATIONS**

**Section 4.1 Purpose**

The classification plan provides a complete inventory of all positions in the competitive service and an accurate description and specification for each class of employment. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities.

**Section 4.2 Classification Plan**

The classification plan consists of classes and positions defined by class specification, including the title. The classification plan shall be maintained so that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are included within the same class, and that the same schedule of compensation may be made to apply with equity under similar working conditions to all positions in the same class.

**Section 4.3 Administration**

The Personnel Director or designee will continually review the classification plan based on the job analysis. The Personnel Director or designee shall ascertain and record the duties and responsibilities of all positions in the competitive service, and make a recommendation to the City Council or City Manager of a classification for such positions. Changes in classifications, which result in a salary that falls outside the limits of the department budget, shall be approved by the City Manager.

**Section 4.4 Classification of Positions**

Each position shall be allocated to the appropriate class in accordance with the character, difficulty, and responsibility of its assigned duties. Positions in a single class shall be sufficiently similar to permit substantially the same level of skill, knowledge, ability, and other qualifications required of incumbents, the same or similar selection method and the same schedule of compensation.

**Section 4.5 Classification of New Positions**

All new full-time positions require City Council authorization. The Personnel Director or designee shall recommend the proper assignment of any new positions to a class in the classification plan, or when appropriate, create a new class. When a new position is created and is classified before it is occupied, such position shall be subject to review by the Personnel Director or designee after it is occupied to determine if the incumbent is performing the duties of the class.

**Section 4.6 Reclassification**

The classification plan may be amended from time to time. The assigned duties of positions, which have been materially changed over time by the City so as too necessitate reclassification, whether new or already created, shall be allocated by the City Manager to a more appropriate class. Reclassification shall not be used for the purpose of avoiding restrictions concerning demotions and promotions, nor to effect a change in salary in the absence of a significant change in assigned duties and responsibilities. During the process of consideration, any recognized



## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

employee organization affected shall be advised. Amendments and revisions of the plan may be suggested by any interested party, including any recognized employee organization and shall be submitted to the City Manager.

The City Manager may approve the reallocation of a position to a different class or approve the creation of a new class whenever the duties of the position change materially over time. This may occur upon the recommendation of the department head, or upon the request of an employee and with concurrence of the department head. When any change is made within a Department, which significantly affects the duties and responsibilities of any position, the appointing authority shall report these facts in writing to the Personnel Director. The Personnel Director or designee shall make a classification study of the duties and responsibilities and the relationship to other classes or positions. The Personnel Director may study the allocation of any position in the Classification Plan and make recommendations to the City Manager for a change in class or the allocation to a more appropriate class. The department head shall be consulted before a classification study is begun in his or her department. Studies may be initiated in the following manner:

1. Written request, submitted by the department head, due to reorganization of a department caused by a lack of funds, lack of work, or where the department reorganization would be for the betterment of the delivery of services or when the duties of a position have materially changed over time.
2. Referral from the City Manager.
3. When possible authorization of a new position is indicated.
4. Regular, periodic maintenance of the Classification Plan or when the Personnel Director identifies a need to study an existing position.

A change in classification on an occupied position shall affect the status of the incumbent in the following manner:

1. When a position is moved to a class with the same or higher salary range, the incumbent may retain the same status in the new class that was held in the prior class. The duties should have evolved over a period of time and be basically the same duties and responsibilities as were performed by the incumbent.
2. When a position is reallocated to a class in a related series with a lower salary range, incumbents may choose to retain the position by accepting voluntary demotion or may request a transfer, if available, for the class from which the position was moved. If neither of the foregoing is chosen, the normal layoff procedures will be followed.

### **Section 4.7 Job Descriptions (Specifications)**

The Personnel Director or designee with the assistance of the department heads shall prepare written specifications for each class of positions. The official copy of the specifications for each class shall be maintained in the personnel office and shall indicate the date of approval or last revision.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

Each specification shall include the class, title, a brief description of the scope, nature, and responsibility of the class, a description of the tasks or duties ordinarily performed in the positions allocated to the class; a statement of the minimum qualifications considered necessary for proficient performance of the work, including education, experience, training, knowledge, skills, physical characteristics, and any additional factors considered pertinent. Specifications are not restrictive. A department head may temporarily assign other related duties and responsibilities or otherwise direct the work of employees.

No person shall be appointed to any position unless that person meets the minimum qualifications set forth in the currently approved class specification for that position or meets the permissible equivalency provisions of these rules.

### **Section 4.8 Vacancies**

When a permanent vacancy occurs in an authorized position, the department head may fill the vacant position with an existing employee or someone who is not currently employed. The department head may determine that it is in the City's best interest to leave the position vacant. Individuals will be chosen to fill the vacancy based on merit.

### **Section 4.9 Evaluations**

All personnel of the City of Lindsay are subject to periodic evaluations of their work performance. Each person will be rated by his or her immediate supervisor and/or past supervisor depending on the length of time a person has been assigned to a particular supervisor. Each probationary employee shall be rated at the end of the third, sixth, ninth, and eleventh months of his/her probationary period, while each regular employee shall be rated thirty days prior to the employee's anniversary date. Performance evaluations will consist of both a written evaluation report and an evaluation interview. The written report will be prepared and used as a guide during the evaluation interview. Each supervisor shall use the City form obtained from the Personnel Director or designee. The completed form will be dated and signed by the supervisor and the employee after the interview. The completed form will then be forwarded to the department head who in turn will supply the original to the Personnel Director.

# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## RULE V

### COMPENSATION

#### **Section 5.1 Preparation of Salary and Wage Plan**

Upon request of the City Manager, the Personnel Director shall recommend a wage and salary plan. The Personnel Director shall consult with each department head and give consideration to prevailing rates of pay and working conditions for comparable work in other public and private employment, the difficulty and responsibility of the work, current costs of living, suggestions of department heads, the City's financial condition and other relevant factors.

#### **Section 5.2 Adoption and Application of Plan**

The City Council shall adopt a salary and wage plan and may amend it from time to time. At the time the City Council considers it, interested persons may appear and shall be heard. Suggested changes may be submitted to the City Council through the City Manager. Said adoption will be accomplished during the budget process.

#### **Section 5.3 New Employees**

A new employee shall be appointed to the first step of the salary range to which his/her class is assigned, except as follows: where it is difficult to locate qualified personnel, or when it appears that the education and previous training or experience of a proposed employee is substantially superior to those required at the beginning level of the class and justify a beginning salary in excess of minimum compensation. The City Manager may authorize hiring at a higher step in such cases.

##### **Section 5.3.1 Advancement Within Salary Range**

Advancement within the salary range is not automatic. An increase is made on the basis of merit as established by the employees' work performance and after written recommendation of the department head. The department head shall set forth the source of funding for the raise, and show that adequate funds are available for the raise when given and in the coming fiscal years. Any advancement must be approved by the City Manager or designee. An employee who fails to receive in-grade salary advancement shall be notified in writing as to the reason.

##### **Section 5.3.2 Special Salary Adjustments**

In order to correct gross inequities or to reward outstanding achievement and performance, (exceptional service) the City Manager may upon recommendation of the department head adjust the salary rate of an employee to any step in his/her existing salary range or up to 10% above the range if the employee is at the top step. (See 5.5)

##### **Section 5.3.3 Applicable Pay Rates**

- (1) Following promotion. When promoted, an employee begins at step A of the range into which promoted or one step higher than his/her current salary, whichever is higher. The new anniversary date is the date of promotion.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

- (2) Following demotion. In the case of the demotion to a class with a lower maximum salary, an employee shall be assigned to the same salary step in the new class, assuming that his/her service has been continuous in the new class. The employee shall retain his/her previous anniversary date.
- (3) Following transfer. Where an employee is transferred from one position to another in the same class or to another class to which the same pay range is applicable, the employee retains the same pay step and anniversary date.
- (4) Following salary range increases and decreases. Where a pay range is revised upward or downward, the incumbent of a position in the affected class is entitled to a pay adjustment to the same relative step in the new pay range. The anniversary date does not change.

### **Section 5.4 Deductions**

Each deduction from an employee's wages shall be made in accordance with prevailing laws, contracts, rules and regulations.

#### **Section 5.4.1 Deductions Required by Law and Contracts**

Deductions include federal withholding tax, state withholding tax, social security tax, city retirement premium, paid family leave, and SDI.

#### **Section 5.4.2 Written Authorization From Employee**

Authorization is required for group medical, dental, hospitalization, disability, life insurance premiums, credit union, and any other deduction approved by the City Manager.

#### **Section 5.4.3 Claims**

Claims for non-payment of debts for the purpose of garnishing employees' wages shall be made to the Director of Finance under Section 710 of the Code of Civil Procedure.

### **Section 5.5 Salary Adjustment**

The factor of exceptional service is intended to recognize exceptional performance in which an employee is performing service substantially above the level of proficiency normally expected in the class or is producing results consistently superior to that normally expected of employees in the class. It does not include unusual acts or results caused by unusual conditions beyond the control of the employee, to which he/she demonstrated a normal reaction under the circumstances. This award may not be used in an attempt to solve a pay or classification inequity. We suggest you move this paragraph to Section 5.3.2

### **Section 5.6 "Acting" Capacity**

An employee, who temporarily assumes the duties of a superior position for an extended period of usually one (1) month or more, may upon approval of the City Manager receive premium pay commensurate with the duties assumed.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 5.7 Terminal Pay**

An employee who is terminated is entitled to terminal pay:

- (1) That portion of the final pay period from the first day of the final pay period to the effective date of separation. The day of separation is either the working day specified for separation or the last day of the pay period if no date is specified.
- (2) Accrued vacation actually earned but not taken.
- (3) Accrued overtime.

#### **Section 5.7.1 Employees' Death**

In case of employee's death the City shall pay the employee's beneficiary the sums set forth in 5.7 if he or she has so designated one; otherwise, terminal pay is paid to his or her estate.

#### **Section 5.7.2 City Property**

Terminal pay is paid to an employee only upon submission by the employee of all city-owned property in his/her possession including keys, badges, etc.

# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## RULE VI

### APPLICATIONS AND APPLICANTS

#### Section 6.1 Employment Standards

It is the policy of the City to employ the best-qualified and most competent person available. Selection is made on the basis of merit and such applicable standards as demonstrated ability, skills and experience, training aptitude, intelligence and character.

#### Section 6.2 Applications

The City shall make official application forms available in a manner, which will facilitate effective recruiting. The form shall require information covering training, education, experience, and other pertinent information, and may include references. The applicant must sign the application.

#### Section 6.3 Application Filing

Each person participating in a scheduled selection process for employment shall have completed and filed an official application form for that recruitment. The personnel office must receive the official application form no later than the date and time of the last filing deadline as published in the announcement. Each applicant must sign the application form certifying that all statements are correct. Persons applying for a position must comply with the following conditions:

1. Meet the general conditions pertaining to the filing of an application.
2. Meet the specific requirements as shown on the announcement for a particular position;
3. Meet the right-to-work in the United States or citizenship requirement, and
4. Be willing and able to accept the employment in the present vacant position or a future similar vacant position, if employment were offered.

The name of persons applying for City positions or the evaluation of their participation in any selection process shall not be made public. Applications will be accepted when recruitment has begun for a position.

##### Section 6.3.1 Character

The City may require an applicant to furnish evidence of good character.

##### Section 6.3.2 Physical and Psychiatrist Examination

The City may require an applicant to undergo physical and/or psychiatric examination at the City's expense.

##### Section 6.3.3 Credit Rating

The City may require satisfactory credit ratings of employees.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 6.3.4 Residency**

Residence in the City at the time of application is not a requirement. However, the City Manager or department head may require certain classes of employees to live within a specified response time of the City.

### **Sections 6.4 Standards – Operation of Motor Vehicle**

If driving a vehicle is required for the job the applicant must be able to show:

- (a) The ability to possess a valid California driver's license
- (b) The ability to drive safely
- (c) The ability to operate a motor vehicle in all types of weather conditions

### **Section 6.4.1 Personal Integrity**

The City will consider evidence of personal integrity such as:

- (a) Refusing to yield to the temptation of bribes, gratuities, pay offs, etc.
- (b) Refusing to tolerate unethical or illegal conduct on the part of other personnel.
- (c) Showing strong moral character and integrity in dealing with the public.
- (d) Being honest in dealing with the public.

### **Section 6.4.2 Dependability**

The City will consider evidence of dependability such as:

- (a) Having a record of submitting reports or completing assignments on time and not malingering on jobs.
- (b) A record of being motivated to perform well.
- (c) A record of dependability and ability to follow through on assignments.
- (d) A history of taking the extra effort required for complete accuracy in all details of work.
- (e) A willingness to work the hours needed to complete a job.

### **Section 6.5 Disqualification of Applicant**

The Personnel Director may eliminate from the selection process, remove from the eligible list, or refuse to certify the name of any person:

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

- (a) Who does not meet the minimum qualifications established for the class or position to which they seek appointment;
- (b) Who has made a false statement, misrepresentation, or omission of material fact or actual or attempted deception, fraud or misconduct in connection with his or her application
- (c) Who has improperly used or attempted to use any personal or political influence to further his or her eligibility for appointment;
- (d) Who has been terminated for good cause from previous employment.
- (e) Who has failed to submit an application correctly within the prescribed time limit;
- (f) Who has directly or indirectly obtained information regarding examinations to which applicants are not entitled;
- (g) Who has failed any part of the selection process for the same position within the last six months
- (h) Who is physically or psychologically unfit for the performance of essential functions of the position and such unfitness cannot be reasonably accommodated.
- (i) Who has been convicted, including pleas of guilty and nolo contendere, of any felony or a misdemeanor, which was of such a nature as to reflect adversely and substantially on the applicant's ability to perform the duties of the position. The City Manager may disregard such convictions if it is found and determined by the City Manager that mitigating circumstances exist.
- (j) For any other material cause which in the judgment of the Personnel Director would render the applicant unsuitable for the position, including a prior resignation from the City, termination from the City or a significant disciplinary action.



# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## RULE VII

### EXAMINATIONS AND ELIGIBLE LISTS

#### **Section 7.1 Conduct of Examinations**

The Personnel Director is responsible for examinations except when the City Manager determines that examination for a particular class should be conducted by the department concerned.

#### **Section 7.2 Nature and Types of Examination**

The selection techniques used in the examination process shall be impartial and related to those subjects which, in the opinion of the department head, fairly measure the relative capacities of the person examined to execute the duties and responsibilities of the class to which employed. Such techniques include: personal interview, written examination, performance tests, work samples, physical agility tests, evaluation of training and experience, physical examination, psychological tests, background investigation, or any combination of these or other tests. The probationary period shall be considered as a portion of the examination process. Examinations shall be designed to provide equal opportunity to all candidates by being based on an analysis of the essential requirements of the class, covering only factors related to such requirements.

##### **Section 7.2.1 Continuous Examinations**

Open-Competitive examinations may be administered periodically for a single class, as the needs of the service require.

##### **Section 7.2.2 Promotional Examinations**

It is the policy of the City to give open and competitive examinations for all positions except when the City Manager finds that there are a sufficient number of qualified candidates in city service or that the position requires special knowledge and familiarization. Promotional examinations may include any of the selection techniques mentioned in section 7.2 of this rule. Only employees who meet the requirements set forth in the examination announcements may compete.

#### **Section 7.3 Scoring Examination and Qualifying Scores**

A candidate's score in a given examination shall be the total of his or her scores on each competitive part of the examination weighted as determined for the selection process. Failure in one part of the examination shall be grounds for declaring such applicant as failing the entire examination or as disqualified for subsequent parts of an examination.

#### **Section 7.4 Notice of Examination Results**

Applicants shall be notified by mail concerning the results of their participation in the selection process. Said notification shall indicate whether or not the applicant has been placed on the employment list.

# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## **Section 7.5 Establishment of Eligible List**

As soon as possible after the completion of an examination, the Personnel Director or designee shall score the examination and prepare an eligible list in numerical ranking based on the candidate's grade. One of the candidates with the top five highest test scores should be appointed. If the department head chooses to appoint an individual who is not in the top five written justification shall be made to the Personnel Director. The Personnel Director shall review the written justification and recommend approval or denial to the City Manager for final action.

### **Section 7.5.1 Duration of List**

An eligible list other than one resulting from a continuous examination remains in effect for one year, unless abolished, exhausted or extended by the City Manager. Any extension shall be for an additional period of not more than three (3) months.

### **Section 7.5.2 Re-employment List**

The name of each regular employee who has been laid off shall be placed on an appropriate re-employment list in the order of total continuous cumulative time served in probationary and regular status. The names remain for three (3) months unless the persons are sooner re-employed.

## **Section 7.6 Removal of Name From List**

The Personnel Director may remove the name of an eligible applicant from the employment list:

- (1) For ground set forth in Rule VI, Section 6.4, entitled Disqualification of applicants;
- (2) On receipt of a statement from the eligible applicant indicating a lack of interest in the class or employment.
- (3) On evidence that the eligible applicant cannot be located;
- (4) On evidence that the eligible applicant fails to respond to a notice mailed to the last designated address within five (5) working days following the mailing of notice;
- (5) On report of an unsatisfactory background investigation;
- (6) If on a promotional list and separated from employment.

The person affected shall be notified of the removal of the name by a notice mailed to the last known address.

**APPOINTMENTS**

**Section 8.1 Types of Appointments**

A vacancy is filled by original appointment, reinstatement, re-employment, transfer, promotion, or demotion.

**Section 8.2 Request to Fill Vacancy**

The Personnel Director shall be notified when a vacancy is to be filled.

**Section 8.3 Method of Appointment**

The Personnel Director may send the list of eligibles to the department head as set forth in Rule VII, Section 7.5.1. If the department head; after interview desires, to make the appointment, he/she may do so subject to the approval of the City Manager. The department head may fill a vacancy by reinstatement, transfer, demotion, promotion, or re-employment, if permissible under these rules. This request shall be made prior to the Personnel Director undertaking any other method of appointment or establishing an eligibility list. If the Personnel Director (or City Manager if the employee is reinstated) grants permission to proceed with filling the vacancy in this manner, the Personnel Director shall notify the person, not the department head. If the person is offered the appointment and does not accept the appointment in writing, or present himself/herself for duty as prescribed, the appointment is considered rejected.

**Section 8.4 Reinstatement**

A regular employee who resigns in good standing may within one (1) year of his or her resignation be reinstated in a position in the class in which he or she previously had served or in a comparable class. A person may be reinstated only if a vacancy exists, the department head recommends reinstatement, and the City Manager approves. An employee reinstated is in a probationary status and is considered a new employee for purposes of vacation, sick leave and salary increases. If the Employee returns and is granted reinstatement within thirty (30) days, employment will resume as though uninterrupted and the employee will not be required to serve a probationary period.

**Section 8.5 Re-employment After Lay-Off**

A regular employee who is laid off in accordance with these rules is entitled to preference in filling a vacancy in the class or position previously held by that employee for a period of (3) months. An employee so re-employed retains all benefits accrued in prior service with the city. During the lay-off, no benefits accrue and the anniversary date shall be adjusted if the lay-off time exceeds thirty (30) days.

**Section 8.6 Transfer**

An employee may be transferred from a class in one department to a position of the same class in another department. Such transfer does not result in a loss to the employee of accumulated vacation, sick leave or overtime.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 8.7 Demotion**

A position may be filled by demotion of an employee in accordance with these rules and regulations. An employee may be demoted in preference to being laid off.

### **Section 8.8 Nepotism**

No person may be appointed or transferred into a position in the city in which a relative by blood, marriage or domestic partnership is employed. The City Manager may waive this prohibition based on the needs of the city.

### **Section 8.9 Temporary or Part-Time Appointments**

Time spent under temporary or part-time appointment is not credited to the probationary period or counted toward salary eligibility. Time spent under temporary or part-time appointment is not credited to vacation, sick leave, or retirement benefits.

### **Section 8.10 Offer of Employment**

Only the Personnel Director may extend offers of employment to selected candidates. Employment offers for all positions shall be made in writing and shall include starting salary on an hourly, weekly or monthly basis. An employment offer made in terms of annual salary shall not imply a yearly contract.

All appointments shall be classified as full-time, part-time or temporary and are defined as exempt or non-exempt for overtime pay. Employees will not change from part-time or temporary status to another status unless specifically informed of such a change, in writing by the Personnel Director. Part time and temporary employees serve at will and may be terminated at any time without cause or an opportunity for a hearing.

### **Section 8.11 Fingerprints / Live Scan**

As a condition of employment, the City Manager may require a person seeking employment by the City to be fingerprinted prior to beginning employment or immediately thereafter. Refusal of an employee to be fingerprinted or failure to report for fingerprinting shall be sufficient cause for disqualification for employment or termination from employment. The Personnel Director shall establish and maintain a system for fingerprinting of employees. Fingerprint cards or live scan documents shall become a part of the employee's personnel folder to be cleared through the Bureau of Criminal Identification and Investigation of the State of California and other agencies as deemed appropriate. The fingerprint cards or live scan prints for law enforcement applicants shall be processed immediately.

### **Section 8.12 Medical Examination**

Following a conditional offer of employment, prospective employees shall be required to complete a job related pre-placement physical and/or psychological examination. Conditional offers of employment are made contingent upon passing this examination; however, the city shall make reasonable accommodations to the special needs of any disabled individual as required by

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

law. A licensed physician chosen by the City without cost to the prospective employee shall perform such examination. The prospective employee shall be required to complete a medical history questionnaire and a medical records release as necessary to facilitate the examination. The physician will indicate the employee's fitness for employment on the examination form. In the event the examination is not completed prior to the employee's scheduled start date, only a tentative appointment may be made. Final appointment will be contingent on a satisfactory examination result.

Depending on the job-related physical characteristics required, a medical examination may be required for:

- (1) Entering employees;
- (2) Employees seeking a transfer from one position requiring general physical abilities to another position requiring different physical abilities and;
- (3) Employees returning to work from a medical leave of absence.

The physician conducting the medical examination shall be supplied with a current job description indicating the job-related duties and requirements of the position. The results of all medical examinations shall be confidential. Examination results for entering employees and employees transferring to another position shall **not** be kept in the employee's **personnel** file. No employee shall hold any position in which the employee is not able to perform the essential functions of the job **with or without reasonable accommodation if disabled**. The City Manager may require that employees take a psychological or a medical examination as it deems necessary in order to determine employees to be mentally and physically capable of performing the job without a significant risk to the health or safety of themselves or others.

### **Section 8.13 Driver's License and Driving Record**

Employees who are required to drive are required to possess a valid California driver's license and maintain a satisfactory driving record as a condition of employment. Employees must immediately report to the Personnel Director any changes in driving privileges. Failure to do so may result in disciplinary actions.

### **Section 8.14 Employment Oath**

All employees of the City shall complete and sign the Oath or Affirmation of Allegiance of Public Officers and Employees on the first day of employment in accordance with Article XX, Section 3 of the Constitution of the State of California. The City Clerk or other designated individual shall administer the Oath and a signed copy shall be included in the employee's personnel file.

### **Section 8.15 Identification Cards**

The Personnel Director or department head shall issue employee identification cards to all employees of the City. Employee identification cards are to be used by employees in conducting business on behalf of the City. Employee identification cards are the property of the City and shall be surrendered to the City upon demand or separation from employment and prior to receiving payment of salary due at separation. Employees shall be required to immediately report lost or stolen identification cards to the Personnel Director.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 8.16 Keys**

Keys to City facilities will be issued to employees so designated by the City Manager or his designee. Keys are the property of the City and shall be surrendered to the City upon separation from employment and prior to receiving payment of salary due at separation. Employees shall be required to immediately report lost or stolen keys to the Personnel Director.

### **Section 8.17 Other City Property**

Other property issued to the employee belonging to the City shall be surrendered to the City upon demand or upon separation. The final salary due may be adjusted for failure to return issued property.

**PROBATIONARY PERIOD**

**Section 9.1 Purpose**

The probationary period is the final step in the selection process. It is an extension of the examination process and the employee’s performance shall be closely observed for securing the most effective adjustment of a new employee to his or her position.

**Section 9.2 Duration of Probationary Period**

Each original and promotional appointment made to a position in the competitive service shall be subject to probationary period. The length of the probationary period shall be twelve (12) months of continuous service for all employees. The probationary period shall not include time served in any employment capacity except that of a regular full-time position. The probationary period may be for a longer period of time if extended or as established in the job description.

**Section 9.3 Successful Completion of Probationary Period**

The Personnel Director or designee shall notify the department head two weeks prior to the end of any probationary period. If the employee’s performance has been satisfactory to the department head and advancement to regular status is warranted, the department head shall so state in the employee’s probationary performance evaluation report. The employee shall then be advanced to regular status on his or her anniversary date. If such a statement is not filed, the employee will be deemed to have satisfactorily completed his or her probationary period.

**Section 9.4 Rejection of Probationer**

During the probationary period, an employee is considered “at will” and may be rejected at any time by the City Manager (at the recommendation of the department head) for failure to satisfactorily complete the probationary period. Notification of rejection by the department head shall be served on the probationer.

**Section 9.5 Rejection Following Promotion**

A promoted employee who does not successfully complete a probationary period shall be restored, providing a vacancy exists, to the same or similar position in the same class from which promoted unless charges are filed and employee is terminated in the manner provided for in the these rules.

**Section 9.6 Promotion, Demotion, and Transfer Probationary Period**

A new probationary period shall be required following demotion or transfer. When an employee transfers or demotes from one department to another department, a new probationary period shall be served in the latter department.

**Section 9.7 Reemployment and Reinstatement Probationary**

Persons appointed to positions by reemployment must serve a new probationary period, unless the appointment is to the same class in the same department where a probationary period has been

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

previously served. Persons appointed to positions by reinstatement must serve a new probationary period. No credit for former employment shall be granted.

### **Section 9.8 Interrupted Probationary Period**

When the probationary period of an employee is interrupted because of a leave of absence or appointment to another class and the employee later returns to the former class in the same or a different department, a new probationary period shall be served. Credit for all or part of the previous probationary period may be granted the employee by recommendation of the department head, and approval by the City Manager. (See 9.2).

### **Section 9.9 Extension of Probationary Period**

At the discretion of the department head and with the approval of the City Manager, the probationary period may be extended for a maximum of six (6) months and a new anniversary date will be established.

If employee's probationary period is interrupted due to illness or injury for thirty (30) days or more the employee's probationary period will be automatically extended for the period of absence and a new anniversary date will be established.



# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## RULE X

### **HOURS OR WORK; OVERTIME; HOLIDAYS**

#### **Section 10.1 Hours of Work**

The provisions in this section govern hours of work for employees. However, this provision shall not interfere with essential services of a department. Under no condition shall any full-time employee for the City work less than 40 hours per week within five (5) consecutive days. Shifts vary as required to meet the operational requirements of the department where the employee works. When desirable, the City Manager may designate other working hours for employees whose specific duties require it.

#### **Section 10.2 Attendance**

Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holiday and leaves. All departments shall keep daily attendance record of employees, which shall be reported to the finance office in the form and on the dates specified.

Failure on the part of an employee, absent without leave, to return to duty within three consecutive work shifts is cause for immediate discharge, and such employee automatically waives all rights under these rules and regulations.

#### **Section 10.3 Holidays**

The holidays observed in the City shall be posted each year.

##### **Section 10.3.1 Paid Holiday**

Paid holiday is paid time off for certain designated holidays or pay in lieu of holidays for personnel who are assigned to work on holidays. If any supervisor deems that adequate need exists and requests an employee to work on a holiday, the employee has no right to decline. An employee who is required to work on a paid holiday will receive an extra day of pay for the holiday worked, or the day may be taken at a later time as the employee and the department head see fit. As far as practical, holiday work shall be equally distributed among employees. No department head or supervisor is free to leave his department to observe a holiday until a necessary level of staffing has been achieved.

##### **Section 10.3.2 Holiday Falling On Weekend**

When a holiday falls on a Sunday, the following Monday is a holiday. If a holiday falls on a Saturday, the preceding Friday is a holiday.

##### **Section 10.3.3 Overtime Compensation for Holidays Worked**

Employees who work on a holiday because it occurs during their regular work schedule in addition to regular pay are entitled to either pay at straight time or one day's compensatory time.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

All other overtime compensation for time worked on holidays shall be paid the rate of 1-1/2 times the hourly rate based on the employee's monthly salary, unlicensed employee prefers compensatory time.

### **Section 10.3.4 Employee Request**

A city employee who wishes to observe holidays peculiar to his or her race or religion may do so with the approval of his/her department head. This time off is charged to compensatory time or vacation.

### **Section 10.4 Overtime**

It is the policy of the City's to compensate non-exempt employees who work authorized overtime either by payment of wages for each hour worked over forty (40) in a work week or as agreed in the applicable Memorandum of Understanding ( M.O.U. ), or by the allowance of accrual of compensatory time off. Overtime is compensated at one and one half times the Fair Labor Standards Act regular rate of pay In order to qualify for either, the employee must make the appropriate entry on the time sheet, as soon as practical after overtime is worked.

### **Section 10.5 Compensatory Time Off Policy**

#### **Section 10.5.1 Supervisor Approval Required Before Work**

A non-exempt employee may opt to accrue compensatory time-off ("CTO") in lieu of cash payment for overtime worked if his or her supervisor agrees prior to overtime work being performed.

#### **Section 10.5.2 Accrual Rate**

CTO accrues at the rate of 1.5 hours for each hour worked over 40 hours of actual work in the employee's work week. CTO cannot be accumulated in excess of [100] hours at any given time.

#### **Section 10.5.3 Employee Requests to Use CTO**

The City will grant an employee's request to use accumulated CTO provided that: (1) the department can accommodate the use of CTO on the day requested without undue disruption; and (2) the employee makes the request in writing to the supervisor no later than five days prior to the date requested. If the employee does not provide five days' notice, or if the department cannot accommodate the time off, the City will provide the employee the opportunity to cash out the CTO requested at the end of the current pay period.

#### **Section 10.5.4 City Cash Out**

The City reserves the right to cash out accumulated CTO at any time.

#### **Section 10.5.5 Employee Cash Out**

During employment, CTO is cashed out at the employee's current FLSA regular rate of pay (including all FLSA-applicable salary differentials). Employees separating from City

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

service shall be compensated for all accrued, unused compensatory hours at the current FLSA regular rate of pay, or the average regular rate for the prior three years, whichever is higher.

**Section 10.6 General Overtime Policy**

No non-exempt employee is authorized to “volunteer” work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime period or immediately thereafter. Working overtime without approval is grounds for discipline.

**Section 10.7 Employees Responsibility**

Employees shall complete the requests immediately after working the overtime and turn them in to their immediate supervisor.

**Section 10.8 Supervisors Responsibility**

The supervisor who verifies the overtime earned shall approve the request. After the entry has been made on the employee’s time sheet, the time sheet shall be forwarded to the department head for final approval.

**Section 10.9 Accounting for Overtime Worked**

Employees are to record the actual time worked in an overtime status. In some cases, an M.O.U. or other contract provides that minimum time will be paid, ( e.g. two hours, for call out). The supervisor will enter the actual time worked.

**Section 10.10 Accounting for Portions of an Hour**

Partial hours for overtime worked are to be accounted for in quarters of an hour. One quarter is equivalent to fifteen minutes as indicated by the following chart.

<u>TIME WORKED</u>	<u>INDICATE ON SHEET</u>
1 – 15 Minutes	¼ hour
16 – 30 Minutes	½ hour
31 – 45 Minutes	¾ hour
46 – 60 Minutes	1 hour

**Section 10.11 Variations in Time Reported**

Where two or more employees are assigned to the same activity and the amount of time for which payment is requested varies from that reported by the other employee, the supervisor may require each employee to include the reason for variation on the back of the overtime payment request.

**Section 10.12 Off-Duty Employment**

No City employee may accept gainful employment during off-duty hours unless prior approval is obtained from department head and City Manager.

# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## RULE XI

### **LEAVE OF ABSENCE**

#### **Section 11.1 Vacation Leave of Employee**

Full time employees receive ten (10) days of vacation for the first five years of employment. Full time employees with five (5) years of continuous service will receive eleven (11) days per year. Full time employees with seven (7) years of continuous service will receive thirteen (13) days per year of vacation. Full time employees with ten (10) years of continuous service will receive fifteen (15) days per year of vacation.

##### **Section 11.1.1 When Vacation Leave is Earned**

Full vacation leave is earned by:

- (a) A full time employee on sick leave with pay;
- (b) An employee on paid leave of absence on account of disability created by on the job accident while working for the city.
- (c) An employee on jury leave. It is not earned by an employee on unpaid leave of absence, nor by one on leave covered by a private disability insurance plan.

It is not earned by an employee on unpaid leave of absence, by one on leave covered by a private disability insurance plan or by temporary, emergency, or extra help employees. Part time employees only earn pro rated vacation after 5 years of uninterrupted service.

##### **Section 11.1.2 Effect of Holiday on Vacation Leave**

An employee is not charged vacation leave for a holiday occurring during his vacation leave.

##### **Section 11.1.3 Changing Vacation Leave to Sick Leave**

Vacation leave may be changed to sick leave upon submission of a doctor's certificate stating that the employee is ill and unable to work. Such change in leave shall be approved by the City Manager.

#### **Section 11.2 Sick Leave**

The purpose of this section is to provide an orderly methods of furthering the health and safety of city employees. Sick leave is not a right, which an employee can use at his or her discretion, but a privilege which is allowed only in the case if illness, bodily injury, exposure to contagious disease, medical or dental appointment or attendance upon an ill or injured member of employee's immediate family. Sick leave may not be granted for absence caused by intoxication or excessive use of alcoholic beverages. To be paid for sick leave, an employee must notify his supervisor before the time for beginning his/her daily duties. Section 11.4 covers leave of absence caused by on-the-job injuries. The finance office shall maintain sick leave records for all city employees.

# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## **Section 11.2.1 Accrual of Sick Leave**

A-regular employee accrues sick leave on the first day of employment; sick leave hours may be used beginning on the 90th day of employment. Sick leave is accrued at the rate of 3.08 hours per pay period (10 days per year). Upon separation from City service sick leave is lost.

### **A. Part-Time Employees Sick Leave / Healthy Workplace Healthy Family Act of 2014 (AB 1522)**

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

**Exceptions:** Employees covered by qualifying collective bargaining agreements, In-Home Supportive Services providers, and certain employees of air carriers are not covered by this law.

An employer may limit the amount of paid sick leave an employee can use in one year to 24 hours or three days. Accrued paid sick leave may be carried over to the next year, but it may be capped at 48 hours or six days.

An employee may use accrued paid sick days beginning on the 90th day of employment. An employee may request paid sick days in writing or verbally. An employee can take paid leave for employee's own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

## **Section 11.2.2 When Right to Take Sick Leave Begins**

A regular employee may take paid sick leave beginning the seventh month of employment.

## **Section 11.2.3 Use of Sick Leave**

An employee with approval of the department head may use accumulated sick leave for dental or medical appointments during working hours not exceeding four (4) hours at one time. An employee is not charged sick leave for an appointment if time absent is less than one (1) hour. An employee, with prior approval of the department head, may use accumulated sick leave to attend an ill or injured member of his/her immediate family, up to a maximum of five (5) days a year. This includes time off in order to take a member of his immediate family to or from the hospital. In addition, another three (3) days accumulated sick leave may be used with prior approval of department head for critical illness in the immediate family when death appears to be imminent. Sick leave granted under this subsection shall be indicated on employee's time sheet and his personnel records shall be noted accordingly.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 11.2.4 Return to Employment After Sick Leave**

When an employee returns to duty after an absence of three days or more chargeable to sick leave, the department head or Personnel Director may require an affidavit showing the nature of the cause of sickness or injury. If absence is five (5) days or longer, the department head or Personnel Director may require a signed statement from a doctor or dentist that the employee was incapacitated and unable to perform his or her duties throughout the entire period of sick leave, unless the City Manager grants a waiver. In case of frequent use of sick leave, an employee may be requested to file a physician's statement for each illness regardless of duration. An employee may be required to take an examination by a physician designated by the City to determine the employee's fitness for duty. On the basis of authoritative medical advice, the City Manager shall determine whether an employee is physically fit to perform for the duties of his/her position and when the employee can be reasonably accommodated if disabled and may take the action he/she considers appropriate.

### **Section 11.3 Medical Leave**

In the case of an employee's continued illness after the expiration of sick leave, his or her absences may then be charged to compensatory time accrued or vacation leave accrued with the approval of department head. Upon the complete use of sick leave, vacation and compensatory time accrued, the City Manager may grant a medical leave of absence without pay upon written request of the employee, setting for the reason for the request. The approval by the City Manager shall be in writing. If the employee is not able to return to work by the end of that period, he/she may request further medical leave and the City Manager may grant or deny the request. If no further leave is granted, failure on the part of the employee on leave to report promptly at its expiration shall be cause for immediate discharge.

### **Section 11.4 On Duty Injuries**

The purpose of this policy is to provide for the reporting of on-duty injuries or death to Risk Management, ensure proper medical attention is received and document the circumstances of the incident. An employee injured in the course of his/her employment must report the accident to his supervisor as promptly as possible. The employee must be given the State "Employee's Claim for Workers' Compensation Benefits" form within twenty-four (24) hours of notification by the employee. The form must be given out regardless of whether or not the employee receives first aid, seeks medical treatment or loses any time from work.

#### **Section 11.4.1 Pay**

An employee is entitled to receive a full day's pay for the day injured. Thereafter the provisions in subsection 11.4.2 apply.

#### **Section 11.4.2 Accumulated Sick Leave**

Upon expiration of sick leave, he/she is on unpaid industrial accident leave. If the employee is not eligible for sick leave pay, he/she is on unpaid industrial accident leave effective the day after the injury.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 11.5 Injuries Requiring Medical Care**

All work related injuries requiring medical care must be reported to the City of Lindsay Risk Management Office and a claim form shall be provided to the injured employee within 24 hours from the time the injury was discovered, excluding weekends and holidays.

### **Section 11.6 Liability For Failure To Comply**

Labor Code section 5400 makes failure to comply with the 24-hour reporting procedure a misdemeanor. Additionally, disciplinary action may be taken for an employee's failure to comply with this procedure.

### **Section 11.7 Accident Defined**

“Accident” is defined as any occurrence from which bodily injury or property damage may result, regardless of whether any injury or damage actually does occur, e.g. exposure where no immediate injury is apparent.

### **Section 11.8 Employee's Responsibility**

Any employee sustaining any work-related injury or involved in any accident while on duty shall report such injury or accident as soon as practical to his/her supervisor. An employee who fails to promptly report an accident to his supervisor within a specified time may be in eligible for paid industrial accident leave.

Any employee observing or learning of a potentially hazardous condition is to promptly report the condition to his/her immediate supervisor.

Any employee sustaining a work-related injury that requires relief from duty is required to be examined/treated by a doctor.

When appropriate, an employee being treated for an on-duty injury is to advise the attending physician that “light duty” may be available.

An injured employee shall report as soon as practical to their immediate supervisor the medical findings concerning the injury and the extent and duration of any work restrictions if they are known.

### **Section 11.9 Supervisor's Responsibility**

The supervisor is responsible for promptly notifying the finance office and Personnel Director, submitting a statement signed by the employee or supervisor giving all details.

For work-related accidents or injuries not requiring professional medical care, A City of Lindsay “Supervisor's Report of Injury” form shall be completed in triplicate. All copies of the completed form shall be forwarded to Risk Management.

When accident or injury is reported initially on the “Supervisor's Report of Injury” form and the employee subsequently requires professional medical care, the State of California Employer's

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

Report of Occupational Injury or Illness” form shall then be completed. The injured employee shall also sign the form in the appropriate location.

Every injured employee must be provided with an “Employee’s Claim for Workers’ Compensation Benefits Form” (DWC-1) within 24 hours, regardless of the nature of illness or injury.

Copies of any reports documenting the accident or injury should be forwarded to Risk Management as soon as they are completed.

A supervisor who fails to report an accident after being notified by the employee is subject to disciplinary action.

### **Section 11.10 Department Head’s Responsibility**

The department head shall review and forward copies of the report to the personnel department and retain a copy in the employee’s personnel file.

### **Section 11.11 Injuries Requiring No Medical Attention**

Those injuries not requiring medical attention shall be recorded on a Supervisor’s Report of injury, a city form. This form shall be completed and signed by a supervisor.

This form shall be signed by the affected employee, indicating that he/she desired no medical attention at the time of the report. By signing this form, the employee will not preclude his/her ability to seek medical attention later.

### **Section 11.12 Injury Caused by Other**

When an employee sustains work-related injuries caused by other person, and is then approached by such person or an agent, insurance company or attorney, and offered a settlement of claims, that employee shall take no action other than to make a written report of this contact to his/her supervisor as soon as possible.

### **Section 11.13 No Settlement Without Prior Approval**

In no case shall the employee accept a settlement without receiving prior approval of the Director of Personnel. It must first be determined that the offered settlement will not affect any claim the City of Lindsay may have regarding payment for damage(s) to equipment or reimbursement for wages against the person who caused the accident or injury. The objective of this policy is to protect the City’s right of subrogation, while ensuring that the employee’s rights to receive compensation for injuries are not affected.

### **Section 11.14 Leaves of Absence Due to Death of Family Member**

Every employee shall obtain his department head’s approval in advance for absence on account of death in order to be eligible for the benefits in this section.



## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 11.14.1 Immediate Family**

A full time employee is entitled to use sick leave to care for illness or injury in the immediate family as specified in Section 11.2.2. A regular full-time employee is allowed a leave of absence with pay not to exceed 3 working days in the case of death in the employee's immediate family. With his/her Department Head's approval, he or she may have 2 additional working days, which are charged first to sick leave, second to compensatory time, third to vacation.

Immediate family, for the purpose of bereavement leave, is defined as the employee's spouse, child, parent, brother, sister, mother/father-in-law, brother/sister-in-law, grandparents, or registered Domestic Partner.

### **Section 11.14.2 Other Than Immediate Family**

A department head may allow a regular full-time employee leave of absence up to one day to attend the funeral of a person other than a member of his/her immediate family, chargeable to sick leave, compensatory time or vacation.

### **Section 11.14.3 Timesheet**

Each absence on account of death leave must be explained on the employee's time sheet.

### **Section 11.15 Jury Leave – Notice**

When an employee is called for jury duty, he or she shall be granted leave for this purpose upon presenting the jury notice to his or her department head. The department head shall notify the Personnel Director.

#### **Section 11.15.1 Pay**

A regular full-time employee is entitled to receive jury leave with full pay if he or she remits to the city compensation received from duty. Compensation for mileage is not considered compensation for jury duty. The employee may elect to retain jury duty compensation, but if he or she does so he or she is not entitled to salary while on jury leave. The time spent on jury duty is not work time for the purpose of calculating overtime.

#### **Section 11.15.2 Without Pay**

An employee who is not a regular full-time employee takes jury leave without pay.

#### **Section 11.15.3 Partial Day**

If jury duty permits, the employee is expected to work a partial day.

### **Section 11.16 Military Leave**

Military leave shall be granted in accordance with the provisions of federal and state law. Employees entitled to military leave shall give the department head an opportunity within the limits of military regulations to determine when such leave shall be taken. Employees who served in the U.S. military organizations or state militia groups may take the necessary time off with pay to fulfill this obligation. These employees may apply accrued personal leave and unused

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

earned vacation time to the leave if they wish; however they are not obliged to do so. Reinstatements of individuals returning from military leave shall be done in accordance with the Military and Veterans Code of California.

Employees are eligible for reemployment after completing military service, provided the employee provides copies of the military orders to the department head upon receipt; military service is entered directly from employment with the City and active duty service is satisfactorily completed; and re-employment is applied for and take place within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months active duty for training, you must apply within thirty (30) days after discharge.

### **Section 11.17 Statement of Policy**

To the extent not already provided for under current leave policies and provisions, the City will provide family and medical care leave for eligible employees as required by state and federal law. The following provisions set forth certain of the rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (“FMLA”), and the regulations of the California Family Rights Act (“CFRA”). Unless otherwise provided by this article, “Leave” under this article shall mean leave pursuant to the FMLA and CFRA.

#### **Section 11.17.1 Definitions**

- A. “12-Month Period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- B. “Child” means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self care because of a mental or physical disability. An employee’s child is one for whom the employee has actual day-to-day responsibility for care and includes, a biological, adopted, foster or step-child. A child is “incapable of self care” if he/she requires active assistance or supervision to provide daily self care in three or more of the activities of daily living or instrumental activities of daily living—such as, caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.
- C. “Parent” means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
- D. “Spouse” means a husband or wife as defined or recognized under California State law for purposes of marriage.
- E. “Domestic Partner,” as defined by Family Code §§ 297 and 299.2, shall have the same meaning as “Spouse” for purposes of CFRA Leave.
- F. “Serious health condition” means an illness, injury impairment, or physical or mental condition that involves:

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

1. Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery there from); or
2. Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
  - a) A period of incapacity (i.e., inability to work, or perform other regular daily activities) due to serious health condition of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
    - i) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or
    - ii) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
  - b) Any period of incapacity due to pregnancy or for prenatal care.
  - c) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
    - i) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
    - ii) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
    - iii) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.
  - d) A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.

- e) Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

G. “Health Care Provider” means:

1. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
2. Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition;
3. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;
4. Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;
5. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and
6. Any health care provider from whom an employer or group health plan’s benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

H. “Active Duty” means a duty under a call to order of active, retired, reserves, or National Guard members of the United States Armed Forces by law or any other provision of law during a war or national emergency declared by the President or Congress.

I. “Contingency Operation” means a military operation that is (1) designated by the Secretary of Defense as an operation in which members of the United States Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (2) that results in the call to order of active duty members of the United

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

States Armed Forces by law or any other provision of law during a war or national emergency declared by the President or Congress.

- J. “Covered Servicemember” means a member of the United States Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, in otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- K. “Outpatient Status” means the status of a member of the United States Armed Forces assigned to: (1) a military medical treatment facility as an outpatient; or (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- L. “Next of Kin” means the nearest blood relative of an injured servicemember.
- M. “Serious Injury or Illness” means an injury or illness incurred by a member of the Armed Forces in the line of duty on active duty that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

### **Section 11.17.2 Reasons For Leave**

Leave is only permitted for the following reasons:

- 1. The birth of a child or to care for a newborn of an employee;
- 2. The placement of a child with an employee in connection with the adoption or foster care of a child;
- 3. Leave to care for a child, parent, spouse, or domestic partner who has a serious health condition;
- 4. Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position;
- 5. Leave for a “qualifying exigency” may be taken arising out of the fact that an employee’s spouse, son, daughter, or parent is on active military duty or has been notified of an impending call or order to active duty in support of a contingency operation involving the United States Armed Forces; or
- 6. Leave to care for a spouse, son, daughter, parent, or “next of kin” servicemember of the United States Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty (this leave can run up to 26 weeks of unpaid leave during an employer’s 12-month period).

### **Section 11.17.3 Employees Eligible For Leave**

An employee is eligible for leave if the employee:

- 1. Has worked for at least 12 months; and

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

2. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

### **Section 11.17.4 Amount of Leave**

Eligible employees are entitled to a total of 12 workweeks (or 26 weeks to care for an injured servicemember) of leave during any 12-month period.

#### **A. Minimum Duration of Leave**

If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions. If leave is requested to care for a child, parent, spouse or the employee him/herself with a serious health condition, there is no minimum amount of leave that must be taken. However, the notice and medical certification provisions of this policy must be complied with.

#### **B. Spouses Both Employed By The City**

In any case in which a husband and wife both employed by the City are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (i.e., bonding leave).

In any case in which a husband and wife both employed by the City are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 26 workweeks during any 12-month period if leave is taken to care for an injured servicemember. Except as noted above, this limitation does not apply to any other type of leave under this policy.

### **Section 11.7.5 Employee Benefits While on Leave**

Leave under this policy is unpaid. While on leave, employees will continue to be covered by the City group health insurance to the same extent that coverage is provided while the employee is on the job. However, employees will not continue to be covered under the City's other non-health benefit plans which are not provided pursuant to the City's group health plans.

Employees may make the appropriate contributions for continued coverage under the preceding non-health benefit plans by payroll deductions or direct payments made to these plans. Depending on the particular plan, the City will inform you whether the premiums should be paid to the carrier or to the City. Your coverage on a particular plan may be dropped if you are more than 30 days late in making a premium payment. However, you will receive a notice at least 15 days before coverage is to cease, advising you that you will be dropped if your premium payment is not paid by a certain date. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the City shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee's control. The City shall have the right to recover premiums through deduction from any sums due the City (e.g. unpaid wages, vacation pay, etc.).

### **Section 11.17.6 Substitution of Paid Accrued Leaves**

While on leave under this policy, as set forth herein, an employee may elect to concurrently use paid accrued leaves. Similarly, the City may require an employee to concurrently use paid accrued leaves after requesting FMLA and/or CFRA leave, and may also require an employee to use family and medical care leave concurrently with a non-FMLA/CFRA leave which is FMLA/CFRA-qualifying.

- A. **Employee's Right To Use Paid Accrued Leaves Concurrently With Family Leave**  
Where an employee has earned or accrued paid vacation, administrative leave, compensatory time, or personal or family leave (if applicable to your agency, this is referring to paid family leave; some agencies permit employees to use a certain number of sick leave days for family leave purposes), that paid leave may be substituted for all or part of any (otherwise) unpaid leave under this policy.

As for sick leave, an employee is entitled to use sick leave concurrently with leave under this policy if:

1. The leave is for the employee's own serious health condition; or
2. The leave is needed to care for a parent, spouse, child, or domestic partner with a serious health condition, and would be permitted as sick leave under the City's sick leave policy.

- B. **City's Right To Require An Employee To Use Paid Leave When Using FMLA/CFRA Leave**

Employees must exhaust their accrued leaves concurrently with FMLA/CFRA leave to the same extent that employees have the right to use their accrued leaves concurrently with FMLA/CFRA leave, with two exceptions:

1. Employees are not required to use accrued compensatory time earned in lieu of overtime earned pursuant to the Fair Labor Standards Act; and
2. Employees will only be required to use sick leave concurrently with FMLA/CFRA leave if the leave is for the employee's own serious health condition.

- C. **City's Right To Require An Employee To Exhaust FMLA/CFRA Leave Concurrently With Other Leaves**

If an employee takes a leave of absence for any reason which is FMLA/CFRA qualifying, the City may designate that non-FMLA/CFRA leave as running

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

concurrently with the employee’s 12-week FMLA/CFRA leave entitlement. The only exception is for peace officers and firefighters who are on leave pursuant to Labor Code § 4850.

### **D. City’s and Employee’s Rights If An Employee Requests Accrued Leave Without Mentioning Either the FMLA or CFRA**

If an employee requests to utilize accrued vacation leave or other accrued paid time off without reference to a FMLA/CFRA-qualifying purpose, the City may not ask the employee if the leave is for a FMLA/CFRA-qualifying purpose. However, if the City denies the employee’s request and the employee provides information that the requested time off is for a FMLA/CFRA-qualifying purpose, the City may inquire further into the reason for the absence. If the reason is FMLA/CFRA-qualifying, the City may require the employee to exhaust accrued leave as described above.

### **Section 11.17.7 Medical Certification**

Employees who request leave for their own serious health condition or to care for a child, parent or a spouse who has a serious health condition must provide written certification from the health care provider of the individual requiring care if requested by the City. If the leave is requested because of the employee’s own serious health condition, the certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of his/her position.

Employees who request leave to care for an injured service member who is a child, spouse, parent, or “next of kin” of the employee must provide written certification from a health care provider regarding the injured service member’s serious injury or illness.

#### **A. Time To Provide A Certification**

When an employee's leave is foreseeable and at least 30 days notice has been provided, if a medical certification is requested, the employee must provide it before the leave begins. When this is not possible, the employee must provide the requested certification to the City within the time frame requested by the City (which must allow at least 15 calendar days after the employer's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

#### **B. Consequences For Failure To Provide An Adequate Or Timely Certification**

If an employee provides an incomplete medical certification the employee will be given a reasonable opportunity to cure any such deficiency. However, if an employee fails to provide a medical certification within the time frame established by this policy, the City may delay the taking of FMLA/CFRA leave until the required certification is provided.

#### **C. Recertification**

If the City has reason to doubt the validity of a certification, the City may require a medical opinion of a second health care provider chosen and paid for by the



## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

City. If the second opinion is different from the first, the City may require the opinion of a third provider jointly approved by the City and the employee, but paid for by the City. The opinion of the third provider will be binding. An employee may request a copy of the health care provider's opinions when there is a recertification.

### **D. Intermittent Leave Or Leave On A Reduced Leave Schedule**

If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition{"serious health condition"}, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

### **Section 11.17.8 Employee Notice of Leave**

Although the City recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much notice as possible of their need for leave. If leave is foreseeable, at least 30 days' notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact date(s) (e.g. for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed. Such notice may be orally given. If the City determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the City may delay the granting of the leave until it can, in its discretion, adequately cover the position with a substitute.

### **Section 11.17.9 Reinstatement Upon Return From Leave**

#### **A. Right To Reinstatement**

Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits and other conditions of employment than if the employee had been continuously employed during the FMLA/CFRA period.

If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and City the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of his/her readiness to return.

### **Section 11.18 Authorized Leave of Absence Without Pay**

A department head may grant an employee a leave of absence without pay for not more than ten (10) days when it is in the best interest of the city, and on approval of the City Manager. Any leave of absence in excess of ten (10) days can only be granted by the City Manager.

#### **Section 11.18.1 Return From Leave**

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

Return from leave:

- (a) Failure of an employee to return to duty upon the termination of authorized leave of absence is an unauthorized leave of absence and is cause for discharge.
- (b) Upon return an employee may be required to submit to medical examination to determine whether or not he/she is still capable of performing the duties of his/her position. When a physical examination discloses that an employee is not physically capable of performing his/her duties, the City shall offer him/her any vacant position in the city for which he/she is qualified. If an employee is no longer physically capable of performing the duties of a vacant position, he or she shall be terminated.

### **Section 11.19 Pregnancy Disability Leave**

An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to an unpaid pregnancy disability leave for up to four months.

#### **Section 11.19.1 Notice & Certification Requirements**

1. Requests for pregnancy disability leave must be submitted in writing and must be approved by the employee's supervisor or department director before the leave begins. The request must be supported by a written certification from the attending physician stating that the employee is disabled from working by pregnancy, childbirth or a related medical condition. The certification must state the expected duration of the disability and the expected date of return to work.
2. All leaves must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to the department director prior to being taken. Requests for an extension of leave must be submitted in writing to the department director prior to the agreed date of return and must be supported by a written certification of the attending physician that the employee continues to be disabled by pregnancy, childbirth, or a related medical condition. The maximum pregnancy disability leave is four months.

#### **Section 11.19.2 Compensation During Leave**

Pregnancy disability leaves are without pay. However, the employee may first use accrued sick leave, vacation leave, and then any other accrued paid time off during the leave.

#### **Section 11.19.3 Benefits During Leave**

1. An employee on pregnancy disability leave may receive any group health insurance coverage that was provided before the leave on the same terms as provided to other employees who become disabled off-duty, if: 1) the employee is eligible for concurrent family medical leave; and 2) the employee has not already exhausted this 12-week group health insurance coverage benefit in the current family medical leave eligibility period. The City may recover premiums it paid to maintain health coverage, as provided by the family and medical leave

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

laws, if an employee does not return to work following pregnancy disability leave.

2. An employee on pregnancy disability leave who is not eligible to receive group health insurance coverage as described above, may receive health insurance coverage in conjunction with COBRA guidelines by making monthly premium payments to the City.
3. Sick and Vacation Leave Accrual: Sick leave and vacation leave do not accrue while an employee is on unpaid pregnancy disability leave.

### **Section 11.19.4 Reinstatement**

1. Upon the expiration of pregnancy leave and the City's receipt of a written statement from the health care provider that the employee is fit to return to duty, the employee will be reinstated to her original or an equivalent position, so long as it was not eliminated for a legitimate business reason during the leave.
2. If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially similar in job content, status, pay, promotional opportunities, and geographic location as the employee's original position.
3. If upon return from leave an employee is unable to perform the essential functions of her job because of a physical or mental disability, the City will initiate an interactive process with the employee in order to identify a potential reasonable accommodation.
4. An employee who fails to return to work after the termination of her leave loses her reinstatement rights.

### **Section 11.20 Unauthorized Leave of Absence**

An unauthorized leave of absence is treated as time not worked.

### **Section 11.21 Deduction**

For an unauthorized leave of absence the City shall deduct from the employee's pay an amount equal to time absent.

### **Section 11.22 Sick Leave Donations**

In the event an employee is unable to work due to catastrophic illness, surgery (either their own or that of qualifying family member), City employees may donate their accrued sick leave to another employee under the following conditions:

- Employee will be out of work in excess of two weeks (80 hours).

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

- The sick/injured employee has exhausted all of his/her accrued sick, vacation, and compensatory time.
- Individual employees may donate sick leave hours, which are in excess of forty (40) accrued hours with a cap of twenty (20) hours per fiscal year.
- Employees, who are terminating their employment with the City, may not donate their sick leave hours to another employee.
- Any employee requesting a donation of sick leave hours shall submit a written request to the Department head requesting authorization to obtain the donation of sick leave hours from their fellow employees.

### **Section 11.23 Leave Requests**

The following procedure shall apply for all leave requests other than for sick leave:

- A) Leave requests shall be made in writing using the City of Lindsay Leave Request Form, which will be available at each department work site. No leave will be considered approved until the form is signed by the employee's department head or his/her designee and a copy of the form returned to the requesting employee.
- B) Vacation requests should be made at least two weeks in advance. In those cases where multiple employees are requesting the same time period off, the order in which the requests are received shall determine which employee are granted vacation leave.
- C) Special request for one day off which was not a planned vacation may be made at any time prior to the day to be taken. The leave request form must be submitted and approved prior to the employee taking the day off.
- D) Upon receiving a leave request, the department head shall approve/deny the request and forward a copy to the requesting employee and to the finance department. In the case of denial, the department head shall indicate on the form the reasons for the denial.
- E) Employees who are denied a leave request may appeal to the Personnel Director.

### **Section 11.24 Temporary and Part Time Employees Not Eligible**

Temporary employees, including emergency and extra help employees are not eligible for paid benefits, including paid leaves of absence unless the law requires otherwise. Part time employees are not eligible for benefits or leaves of absence other than vacation after five years of service.

**TRANSFER AND DEMOTION**

**~~Section 12.1 – Transfer~~**

**Section 12.1.1 Involuntary Transfer**

The City may initiate employee transfers when the transfer is in the best interest of the City. City initiated transfers shall not serve the required probationary period in accordance with Rule 9. Upon approval of the Personnel Director and City Manager, the department head may transfer an employee anytime from one position to another position in a comparable class where the salary range is the same, involves the performance of similar duties and requires substantially the same basic qualifications. However, the employee shall be consulted prior to any transfer. Any employee who is transferred from one position to another position in the same or similar class shall be compensated at the same step and salary range the employee received in the previous position. The salary anniversary date shall not change. Employees may appeal the transfer within five (5) days to the City Manager whose decision is final.

**Section 12.1.2 Voluntary Transfer**

An employee's request for transfer to another type of work or department normally will be considered only after successful completion of the probationary period. Employees requesting a transfer shall submit a memorandum to the Personnel Director and ~~City Manager~~City Manager detailing the request for transfer and reasons for the request. Upon receipt of the transfer request, the Personnel Director will notify the employee's Department Head. Job performance, qualifications, ~~attendance~~attendance, and other factors shall be evaluated to ensure the most effective use of the employee's capabilities in evaluating the transfer request. The Personnel Director will communicate to the employee whether the request is granted. When the foregoing factors are substantially equal, transfers shall be determined by City seniority. Employees transferred to a vacant position at their request shall serve a new probationary period in accordance with Rule 9.

If the transfer involved a change from one department to another, both department heads must consent thereto unless the City Manager orders the transfer.

Transfer shall not be used to effectuate a promotion or demotion, each of which may be accomplished only as provided in the personnel rules and regulations.

**Section 12.2 Demotion**

The City Manager may demote an employee for disciplinary purposes. No employee shall be demoted to a position who does not possess the minimum qualification. Disciplinary demotion action shall be in accordance with Rule 14.

Demotion is the removal of an employee from his or her present position to a lower paying position.. A Department Head may request the City Manager demote an employee for any of the following reasons:

- (a) At the request of an employee, provided the employee possesses the minimum qualifications for the demoted position.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

- (b) Failure to meet the job-related standards of a promotional probation.
- (c) For disciplinary actions (see Rule 14).
- (d) For displacement.

Employees requesting a voluntary demotion shall submit a memorandum to the Personnel Director and City Manager detailing the request for voluntary demotion and reasons for the request. Upon receipt of the request for voluntary demotion, the Personnel Director will notify the employee's department head. If the request for voluntary demotion involves a change from one department to another, both department heads must consent thereto unless the City Manager orders the demotion. Employees demoted at their own request shall be placed at the same step unless another step is mutually agreed to. If the employee has held regular status in the classification to which he or she is voluntarily demoted, probation can be waived upon approval of the City Manager.



**SEPARATION FROM SERVICE**

**Section 13.1 Abandonment of Position**

An employee may be separated from employment if the employee fails to report for duty and is absent from work without approved leave for more than three consecutive work shifts, or fails to report for work upon the expiration of a vacation or a leave of absence where the employee did not notify his or her department head of the reason for the absence. This will be deemed to be a resignation and may result in termination of employment. The Personnel Director shall provide written notice of the proposed action to be taken due to abandonment to the employee at the last known address. Said notice shall provide the employee the Skelly prep disciplinary due process process

**Section 13.2 Disciplinary Action**

An employee may be separated from employment for disciplinary reasons by the City Manager as provided in Rule 14.

**Section 13.3 Layoff**

An employee may be separated from employment because of changes in duties or organization, abolishment of position, shortage of work or funds.

**Section 13.3.1 Statement of Intent**

Whenever, in the judgment of the City Council, it becomes necessary to abolish any position or employment, the employee holding such position or employment may be laid off or demoted without disciplinary action and without the right of appeal.

**Section 13.3.2 Notification**

Employees to be laid off will be given, whenever possible, at least fourteen (14) calendar days prior notice.

**Section 13.3.3 Order of Layoff**

Employees will be laid off in the inverse order of their seniority in their classification in the department. Seniority is determined based upon date of hire in the classification and higher classifications in the department. A lay off out of the inverse order of seniority may be made if, in the City’s judgment, retention of special job skills are required. Within each class, employees will be laid off in the following order, unless special skills are required: temporary, part-time, probationary, and regular. In cases where there are two or more employees in the classification in the department from which the lay off is to be made who have the same seniority date, such employees will be laid off on the basis of the last evaluation rating in the class, providing such rating has been on file at least thirty (30) days and no more than twelve (12) months prior to lay off, as follows:

First, all employees having ratings of “improvement needed;” second, all employees having ratings of “competent;” third, all employees having ratings of “outstanding.”

# **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

## **Section 13.3.4 Re-employment Rights for Laid-off Employees**

Regular employees, who have received a satisfactory or better evaluation for the 12 months prior to lay off, have completed their probationary period and who have been laid off shall be automatically placed on a re-employment list for two (2) years for the classification from which they were laid off.

## **Section 13.4 Resignation**

An employee wishing to leave employment in good standing shall file with the City M a written resignation stating the effective date and reasons for leaving, at least two weeks before leaving the service, unless approval for a shorter notice is obtained. Resignation shall be deemed accepted upon submission. A resignation made with the notice required may be regarded as cause for denying the resigning employee future employment with the City, and is a resignation not in good standing.

## **Section 13.5 Disability**

An employee may be separated for disability when the employee cannot perform the essential functions of the job. The City may separate a disabled employee if the employee cannot perform the essential functions of the job with reasonable accommodation. (NOTE: ADD REASONABLE ACCOMMODATION POLICY – PAGE 13).

### **A. POLICY**

The City provides employment-related reasonable accommodations to qualified individuals with disabilities within the meaning of the California Fair Employment and Housing Act and the Americans with Disabilities Act.

### **B. PROCEDURE**

#### **1. Request for Accommodation**

An employee who desires a reasonable accommodation in order to perform essential job functions should make such a request in writing to the Human Resources Department. The request must identify: a) the job-related functions at issue; and b) the desired accommodation(s).

#### **2. Reasonable Documentation of Disability**

Following receipt of the request, the Human Resources Department may require additional information, such as reasonable documentation of the existence of a disability.

#### **3. Fitness for Duty Examination**

The City may require an employee to undergo a fitness for duty examination to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation. The City may also require that a City-approved physician conduct the examination.



## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **4. Interactive Process Discussion**

After receipt of reasonable documentation of disability and/or a fitness for duty report, the City will arrange for a discussion, in person or via telephone conference call, with the employee, and his or her representative(s), if any. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations.

### **5. Case-by-Case Determination**

The City determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. The City will not provide accommodation(s) that would pose an undue hardship upon City finances or operations, or that would endanger the health or safety of the employee or others. The City will inform the employee of its decision as to reasonable accommodation(s) in writing.

### **Section 13.6 Retirement**

Retirement from employment shall be subject to the terms and conditions of the City's retirement plan. Whenever an employee meets the conditions set forth in the City's retirement plan regulations, they may elect to retire and receive benefits earned under the retirement plan.

### **Section 13.7 Death of Employee**

In the event of a death of an employee, payment of earned wages due shall be in accordance with the laws of the state. Unless otherwise provided by law, payment of any other funds due the deceased employee will be paid to the beneficiary so designated in writing by the employee. If no beneficiary has been designated, any funds due shall be paid to the deceased employee's surviving spouse or domestic partner. In the absence of a surviving spouse or partner, such payment shall be made to the employee's children. In the absence of children, such payment shall be made to the estate of the deceased employee.

### **Section 13.8 Return of City-Owned Property**

The department head is responsible for the return of city-owned property by the employee leaving the service of the city. The employee shall return the property before he or she is entitled to receive his/her final salary check.

### **Section 13.9 Exit Interviews**

Whenever possible, the Personnel Director shall conduct exit interviews with employees upon separation from employment.

**DISCIPLINARY PROCEDURES**

**Section 14.1 Policy**

The City’s policy on disciplinary actions is founded on the premise that the actions are to be corrective, and any disciplinary actions should reinforce and shape employee behavior in the reasonable and necessary direction actualizing the City’s goals.

The tenure of every employee shall be based on reasonable standards of person conduct and job performance. Failure to meet such standards shall be grounds for appropriate disciplinary action. Disciplinary actions should be progressively more severe, and commensurate with the seriousness of the offense and with due consideration of the employee’s prior performance record. However, the City may disregard progressive discipline for a serious offense. A serious offense may result in severe discipline. All suspensions, demotions, reductions in salary and terminations of persons with regular status shall be made according to these rules. Employees who are probationary, temporary, part time or serve pursuant to a contract may be disciplined at any time without cause or right of appeal unless their contract provides otherwise.

**Section 14.2 Basis for Disciplinary Action**

Basis for disciplinary actions include, but shall not be limited to, the reasons listed below and in accordance with procedures listed in these rules.

- (a) Failure to meet work performance standards and requirements; unsatisfactory or careless work; failure to meet production or quality standards as given by employee’s supervisor; or mistakes due to carelessness or failure to get necessary instructions.
- (b) Discourteous or disrespectful treatment of other employees, citizens, suppliers, or visitors, or treatment, which does not foster cooperation.
- (c) Insubordination or refusing to obey supervisor’s directions pertaining to work, refusal to perform assigned work; or to follow a direct order or insulting or demeaning the authority of a supervisor or manager.
- (d) Willful or negligent disobedience of any law, City or department rule or regulation.
- (e) Failure to maintain a neat and clean appearance in terms of the standards established by the employee’s supervisor; any departure from accepted conventional modes of dress or personal grooming; or wearing improper or unsafe clothing.
- (f) Excessive use of City telephone for personal calls.
- (g) Posting, removing or altering notices on any bulletin board on City property without permission of an officer of the City.
- (h) Soliciting during working hours and/or in working areas’ selling merchandise or collecting funds of any kind for charities or others with authorization during

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

- business hours, or at a time or place that interferes with the work of another employee on City premises.
- (i) Conducting a lottery or gambling on City premises.
  - (j) Misappropriation or damage of public property or waste of public funds or property through negligent or willful misconduct.
  - (k) Absence without approved leave; leaving work station during work hours without supervisor's permission, except to use the restroom; leaving work before the end of a workday or not being ready to work at the start of a workday without supervisors approval; or stopping work before time specified for such purposes.
  - (l) Failure to report an absence or late arrival; excessive absenteeism; or tardiness.
  - (m) Practicing deception or fraud in the securing of a job appointment or promotion; or failure to supply full information as to character, reputation, or acts which, if known at the time of appointment might have resulted in a disqualification of the employee for the job to which appointment was made.
  - (n) Falsification or misrepresentation of a relevant official statement, document, reports or records, and employment application, including the omission of information in an attempt to deceive or mislead, or the willful omission of information that, if known, could affect the outcome.
  - (o) Misappropriation of found property; theft of City property or the property of other employees; unauthorized possession or removal of any City property, including documents, from the premises without prior permission from management; unauthorized use of City equipment or property for personal reasons; or using City equipment for profit.
  - (p) Violating the non-disclosure agreement; giving confidential or proprietary City information to other organizations, to unauthorized employees, or to anyone whom issuance of such information has not been authorized; breach of confidentiality of personnel information; or removing the contents of any official record, report, document or other written matter, current or completed.
  - (q) Lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the City; or alteration of City records or other City documents.
  - (r) Failure to use or alteration of time cards, attendance documents or other records; altering such records of another employee, or causing someone to alter such records which is considered theft of time.
  - (s) Neglect of duties.
  - (t) Being intoxicated or under the influence of intoxicants, drugs or narcotics while at work; or use, possession or sale of such in any quantities while on City premises except medications prescribed by a physician, which do not impair work performance. Possessing or using alcohol in City offices or facilities.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

- (u) Smoking while on duty in an area where smoking is prohibited or at non-designated times, as specified by department rules.
- (v) Incompetency.
- (w) Inefficiency.
- (x) Dishonesty.
- (y) Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; or willfully restricting work output or encouraging in other to do the same.
- (z) Improper withdrawal or limitation of service or any action that interferes with or is disruptive of the City mission or the public service.
- (aa) Any act or statement, oral or written, which tends to bring the City, it's employees or officers into disrepute or ridicule.
- (bb) Use of coarse, obscene, profane, or insolent language or gestures to any Other employee or the public; indifference or rudeness towards the public or any other employee; or any disorderly/antagonistic conduct on City premises.
- (cc) Sleeping while on duty; or loitering or loafing during working hours.
- (dd) Improper political activity.
- (ee) Unauthorized possession of dangerous or illegal firearms, weapons or explosives on City property or while on duty, or displaying or brandishing any firearm or weapon, whether in jest or otherwise, in any manner which can be construed as careless, threatening or dangerous except in the performance or official duties.
- (ff) Receiving or accepting, directly or indirectly, any money, gift, reward, service, gratuity, favor, hospitality, loan or other consideration for any service or official action rendered by the employee, without first securing the written permission from the City Manager.
- (gg) Use of influence of position with the City for private gain or advantage, or the use of time, facilities, equipment or supplies for private gain or advantage.
- (hh) Engaging in an act of sabotage; or negligently causing the destruction, damage, loss or misuse of City property, or the property of any employees, customers, suppliers, or visitors; or the failure to immediately report damage, loss or an accident involving City equipment.
- (ii) Negligence or any careless action which endangers the life or safety of another person; willful violation of security or safety rules or failure to observe safety rules or safety practices; failure to wear required equipment; or tampering with safety equipment or other devices.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

- (jj) Negligence or any careless action which endangers the life or safety of another person; willful violation of security or safety rules or failure to observe safety rules or safety practices; failure to wear required equipment; or tampering with safety equipment or other devices.
- (kk) Fighting or horseplay or provoking a fight while on duty.
- (ll) Conviction of a felony or misdemeanor when there is a nexus to the workplace. The word, “convicted” shall be construed to mean pleas of guilty, or nolo contendere, regardless, of whether sentence is imposed by the court.
- (mm) Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on City premises or when representing the City.
- (nn) Threatening, intimidating or coercing other employees on or off the premise at anytime, for any purpose.
- (oo) Immoral conduct or indecency on City property; or failure to exhibit acceptable behavior either during or outside duty hours such that the employee’s ability to perform his or her duties is impaired; or the ability of the City to perform its’ mission is or may be impaired; or causes the discredit to the City.
- (pp) Refusal to take and subscribe any oath or affirmation, which is required by law in connection with employment.
- (qq) Unlawful discrimination, harassment or retaliation.
- (rr) Conflict ~~of~~ interest.
- (ss) Any deliberate action that is extreme in nature and is detrimental to the City’s efforts to operate efficiently.
- (tt) Working overtime without authorization.
- (uu) Any violation or action inconsistent with these personnel system rules or officially promulgated City rules, regulations or policies.

### **Section 14.3 Types of Discipline**

The following procedures shall be followed when, in the judgment of the department head, an employee has committed an act or omission that justifies disciplinary action. Disciplinary actions may range from informal conversations to formal termination. A typical progressive sequence of disciplinary actions used by the City is:

1. Counseling: The immediate supervisor usually counsels the employee. Counseling is informal discussion with an employee designed to assist the employee to fully develop his or her skills and abilities. The discussion may include, but shall not be limited to, clarifying standards, setting expectations and areas of concern, seeking information, or problem solving. Counseling is usually the action taken to assist the employee in clarifying the need for improvement.

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

To provide both the supervisor and employee with a permanent record of a counseling, a written memo may be sent to the employee to clarify verbal agreements and the need for possible behavior change. No record of the counseling is placed in the employee’s permanent personnel file unless disciplinary action of at least a written reprimand is later issued on the same problem.

- 2. Oral reprimand: The oral warning notifies the employee that his or her performance or behavior must be improved. Oral warnings are given by supervisors when counseling has failed to produce the desired change.

The warning shall define the areas in which improvement is required, set goals leading to this improvement, and shall inform the employee that failure to improve will result in more serious action. To provide both the supervisor and employee with a permanent record of a specific violation, a written memo may be sent to the employee confirming the conversation. The memo shall state the offense and consequences if corrective action is not taken. No record is placed in the employee’s permanent personnel file unless subsequent action is necessary.

- 3. Written reprimand: A written warning is a formal notice to an employee of a performance or conduct problem.

The content of the written warning shall define what occurred, the date and time of event which is the cause of the reprimand, what was violated by the employee, what the employee is directed to do to correct the situation, and the employee’s right to respond in writing within five (5) working days of the reprimand. The written reprimand shall be signed by the employee’s supervisor, or department head, countersigned by the employee, and filed with the personnel officer. If the employee refuses to sign, it shall be noted as such on the memorandum. When the written warning is issued, the employee, shall receive one copy with both signatures affixed and a copy will be placed in the employee’s permanent personnel file along with the employee’s response if any.

- 4. Suspension:

A department head may suspend an employee from his or her position for cause. Documents related to a suspension shall become part of the employee’s personnel file when the discipline is final. An employee subject to suspension will receive prior written notice and right of appeal as provided herein.

- 5. Demotion:

A department head may demote an employee from his or her position for cause. Documents related to a demotion shall become part of the employee’s personnel file when the discipline is final. An employee subject to demotion will be entitled to prior written notice and right of appeal as provided herein.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

### 6. Reduction in Pay:

A department head may reduce an employee's pay for cause. A reduction in pay for disciplinary purposes may take one of two forms: (1) a decrease in salary to a lower step within the salary range, or (2) a decrease in salary paid to an employee for a fixed period of time. Documents related to a reduction in pay shall become part of the employee's personnel file when the discipline becomes final. An employee subject to a reduction in pay is entitled to prior written notice and right of appeal as provided herein.

### 7. Discharge:

A department head may discharge an employee from his or her position for cause. Documents related to discharge shall become a part of an employee's personnel file when the discipline becomes final. A discharged employee is entitled to prior written notice and right of appeal as provided herein.

### **Section 14.4 Written Notice of Intent to Discipline**

Only regular, for-cause employees have the right to the conference and appeal process outlined in Sections 14.4, 14.5, and 14.6. Written notice of the proposed disciplinary action (Suspension, Demotion, Reduction In Pay, or Termination) shall be given to the employee. Such notice shall include:

- (a) A statement which clearly defines the intent to take action, the proposed action to be taken and the effective beginning and ending time of intended action.
- (b) A statement of the specific grounds and particular facts upon which the proposed disciplinary action will be taken.
- (c) A copy of all written materials, reports or documents upon which the intended discipline is based.
- (d) A statement with the date and time of the Skelly conference with the department head.
- (e) A statement that the employee will be afforded the right to respond, either orally, in writing, or both within five (5) working days upon receipt of the intended disciplinary action, to the department head.
- (f) Notice that the failure to respond within five (5) working days shall constitute a waiver of the right to respond prior to the imposition of discipline.
- (g) The employee's signature on the notice of intent to render discipline shall acknowledge receipt of said notice by the employee. If the employee refused to sign it shall be noted as such on the notice of intent to discipline. The signature documentation on said notice shall acknowledge that the employee received the notice.

# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## **Section 14.5 Employee Response**

Within five (5) working days the employee shall have the right to respond, in writing, or at the conference to the department head concerning the proposed action (Suspension, Demotion, Reduction in Pay, Termination).

If, within the five (5) working days response period, the employee, does not indicate a desire to participate in the pre-disciplinary Skelly process, the proposed action of the City should be considered conclusive and shall take effect as prescribed.

The employee's failure to make an oral response at the arranged conference time, or the employee's failure to cause his or her written response to be delivered by the date and time specified in the notice, constitutes a waiver of the employee's right to respond prior to the imposition of the discipline. In that case, the proposed disciplinary action will be imposed on the date specified.

## **Section 14.6 Final Notice of Discipline**

Within 5 calendar days of receipt of the employee's timely written response or within 5 calendar days of the conference, the department head will (1) dismiss the notice of intent and take no disciplinary action against the employee, (2) modify the intended disciplinary action, or (3) impose the intended disciplinary action. In any event, the department head will prepare and provide the employee with a notice that contains the following:

- a. The level of discipline, if any, to be imposed and the effective date of the discipline;
- b. The specific charges upon which the discipline is based;
- c. A summary of the facts upon which the charges are based;
- d. A copy of all written materials, reports, or documents upon which the discipline is based; and
- e. A statement of the nature of the employee's right to appeal.

## **Section 14.7 Relief of Duty**

The Personnel Director, or ~~their designee, or Finance Director~~ may place the employee on administrative leave with pay pending the completion of an investigation or opportunity to respond as may be required to determine if disciplinary action is to be taken. In the event of an oral notice, the City Manager shall confirm the action by giving the employee written notice. In the event that the Personnel Director has a conflict of interest, the Finance Director will determine, and confirm with the City Manager, whether it is appropriate to place an employee on administrative leave.

## **Section 14.8 Appeal**

An employee, who desires to appeal to the City Manager or designee shall inform the Personnel Director, or their designee, ~~their designee, or Finance~~ in Director in writing within five (5) days of the department head's decision. The City Manager or designee shall hear the appeal within



## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

sixty (60) days after the employee informs the Personnel Director, ~~or their designee, their designee, or Finance Director~~. In the event that the Personnel Director has a conflict of interest, the employee shall notify the Finance Director of its desire to appeal.

### **Section 14.8.1 Request for Appeal Hearing**

A regular, for-cause employee may appeal from a final notice of discipline in the form of suspension, demotion, reduction in pay, or termination by delivering a written answer to the charges and a request for appeal to the Personnel Director, ~~or their designee, their designee, or Finance Director~~, who will forward the appeal to the City Manager. The written answer and request for appeal must be received no later than 10 calendar days from the date of the department director's decision. In the event that the Personnel Director has a conflict of interest, request for an appeal hearing should be delivered to the Finance Director.

### **Section 14.8.2 Date and Time of the Appeal Hearing**

The City Manager will set a date for an appeal hearing before himself/herself or the designee within a reasonable time after receipt of a timely request for appeal but no later than sixty (60) days. An employee who, having filed a timely request for appeal, has been notified of the time and place of the appeal hearing, and who fails to appear personally at the hearing, may be deemed to have abandoned his or her appeal. In such a case, the City Manager may dismiss the appeal.

### **Section 14.8.3 Identification of Issues, Witnesses and Evidence**

No later than 10 days prior to the appeal hearing, each party will provide each other and the City Manager or designee a statement of the issues to be decided, a list of all witnesses to be called (except rebuttal witnesses), a brief summary of the subject matter of the testimony of each witness, and a copy of all evidence (except rebuttal evidence) to be submitted at the hearing.

The City will use numbers to identify its evidence; the employee shall use alphabet letters.

Neither party will be permitted to call any witness during the hearing who has not been identified pursuant to this section, nor use any exhibit not provided pursuant to this section, unless that party can show that they could not have reasonably anticipated the need for the witness or exhibit. The Personnel Board will state at the beginning of the hearing the decision as to the precise issue(s) to be decided.

### **Section 14.8.4 Conduct of the Appeal Hearing**

#### **a. Subpoenas**

The City Manager or designee has authority to issue subpoenas in the name of the City prior to the commencement of the hearing. Each party is responsible for serving his/her/its own subpoenas. City employees who are subpoenaed to testify during working hours will be released with pay to appear at the hearing. City employees who are subpoenaed to testify during non-working hours will be compensated for the time they actually testify unless the City agrees to a different arrangement.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

b. Continuances

The City Manager or designee may continue a scheduled hearing only upon good cause shown.

c. Record of the Proceedings

All disciplinary hearings may, at the discretion of the parties, be either recorded by a court reporter or tape recorded. Any party who requests a transcript of the proceedings must pay for his/ her/ its own copy of a transcript.

d. The City Manager's (or designee's) Authority During the Hearing

The City Manager or designee has the authority to control the conduct of the hearing and to affirm, modify, or revoke the discipline.

e. Conduct of the Hearing

- i. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner the City Manager or designee, decides is the most conducive to determining the truth.
- ii. Any relevant evidence may be admitted if it is the type of evidence upon which responsible persons are accustomed to rely upon in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- iii. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but over timely objection shall not be sufficient in itself to support a finding, unless such evidence would be admissible over objection in civil actions. An objection is timely if made before submission of the case.
- iv. The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
- v. Irrelevant and unduly repetitious evidence may be excluded.
- vii. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon the request of either party.
- viii. All witnesses shall be sworn in for the record prior to testifying at the hearing.

f. Burden of Proof at the Hearing

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

The City has the burden of proof by a preponderance of the evidence.

g. Right to Due Process

The employee shall have the following due process rights during the hearing:

- i. The right to be represented by legal counsel or another chosen representative, at his or her own expense;
- ii. The right to call and examine witnesses on his or her behalf;
- iii. The right to introduce evidence;
- iv. The right to cross-examine opposing witnesses on any matter relevant to the issues;
- v. The right to impeach any witness regardless of which party first called him or her to testify; and
- vi. The right to rebut evidence against him or her.

i. Presentation of the Case

All parties and their counsel or representatives shall not disparage the intelligence, morals, or ethics of their adversaries or the City Manager or designee. The hearing shall proceed in the following order unless the City Manager or designee directs otherwise:

- i. The City shall be permitted to make an opening statement.
- ii. The employee shall be permitted to make an opening statement.
- iii. The City shall produce its evidence.
- iv. The employee shall produce his or her evidence.
- v. The City, followed by the employee, may offer rebuttal evidence.
- vi. Closing arguments of no more than 20 minutes shall be permitted at the discretion of the City Manager or designee. The City shall have the right to argue first, the employee may argue second, and the City may reserve a portion of its argument time for rebuttal.

j. Hearing Demeanor and Behavior

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity or personal behavior of their adversaries or members of the Board.

k. Written Briefs by the Parties

The City Manager or designee or the parties may request the submission of written briefs. The City Manger or designee will determine whether to allow written briefs, the deadline for submitting briefs, and the page limit for briefs.

5. Written Findings and Decision

The City Manager or designee shall render a statement of written findings and decision within 14 days after the hearing has been completed and the briefs, if any, have been submitted. The decision is final.

6. Proof of Service of the Written Findings and Decision

The City Manager or designee shall send its final statement of written findings and decision, along with a proof of service of mailing, to each of the parties and to each of the parties' representatives.

8. Statute of Limitations

The City Manager's (or designee's) written findings and decision is final. There is no process for reconsideration. Pursuant to Code of Civil Procedure section 1094.6, the parties have 90 days from the date of the proof of service of mailing of the written findings and decision to appeal the decision to the Superior Court in and for the County of Tulare.

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**



**CITY – OWNED EQUIPMENT**

**Section 15.1 Motor Vehicles – Use**

Each city vehicle may be used only on city business and shall be stored in prescribed locations on city property when not in use. Normally, only the City Manager and a department head are allowed to take a vehicle home. The City Manager may make exceptions.

**Section 15.2 Assignment**

The City Manager shall assign each vehicle into the custody of a department head. The department head is responsible for proper use and safeguarding of that vehicle.

**Section 15.3 Operation**

Only an employee may operate a city vehicle. No officer or employee shall allow an unauthorized person to rent, borrow or use a city vehicle or permit a hitchhiker or other person not having business with the city to ride in a vehicle. An employee operating a city vehicle who is involved in an accident must report the accident immediately to the police department and the Personnel Director. No city employee may drive a city vehicle who does not have in his/her possession a valid driver’s license. Each city employee shall comply with all city and state laws regarding the operation of city vehicles and is personally responsible for payment of a fine incurred while driving a city vehicle.

**Section 15.4 Equipment Other Than Motor Vehicles**

No city equipment, instruments, tools, supplies, machines or other items which are the property of the city may be used by an officer or employee engaged in outside employment. No employee shall take city property for personal use without permission of the appropriate department head. If permission is granted, the employee is responsible for its safe return. No officer or employee shall allow an unauthorized person to rent, borrow, or use city property except with prior permission of the City Manager or appropriate department head.

**POLITICAL ACTIVITY**

**Section 16.1 Prohibited Conduct:**

The City prohibits:

1. Employees and officers from engaging in political activities during work hours;
2. Political campaigning in City buildings or on premises adjacent to City buildings; and
3. An employee or officer from using his or her office to coerce or intimidate public employees to promote, propose, oppose, or contribute to any political cause or candidate.

**Section 16.2 Examples of Prohibited Conduct**

1. Participate in political activities of any kind while in uniform;
2. Participate in political activities during working hours;
3. Participate in political activities on City worksites;
4. Place or distribute political communications on City property;
5. Use equipment to make political communications;
6. Solicit a political contribution from an officer or employee of the City, or from a person on a City employment list, with knowledge that the person from whom the contribution is solicited is a City officer or employee;
7. Favor or discriminate against any employee because of political opinions or affiliations;
8. Interfere with any election; or
9. Attempt to trade job benefits for votes

**16.3 Examples of Permitted Conduct**

1. Express opinions on all political subjects or candidates;
2. Become a candidate for any local, state, or national election;
3. Contribute to political campaigns;
4. Join and participate in the activities of political organizations;
5. Request, during off-duty time, political contributions, through the mail or other means, from City officers or employees if the solicitation is part of a solicitation

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

made to a significant segment of the public which may include City officers or employees;

6. Solicit or receive, during off-duty time, political contributions from a City employee organization if the funds, when collected, were not earmarked for a clearly identifiable candidate for a federal, state or local office; or
7. Solicit or receive, during off-duty time, political funds or contributions to promote the passage or defeat of a ballot measure which would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of City officers or employees.

**TRAINING OF EMPLOYEES**

**Section 17.1 Responsibility for Training**

It is the policy of the City to encourage the training of employees. The City Manager and department heads have responsibility for developing training programs for employees. Training may include lecture courses, demonstrations, assignment of reading matter or other devices available for the purpose of improving the effectiveness and broadening the knowledge of a municipal officer or employee in the performance of his or her duties.

**Section 17.2 Credit for Training**

Participation in and successful completion of special training courses may be considered in making advancements and promotions. The employee shall file evidence of training programs with the personnel officer.

**Section 17.3 Training Costs**

When in the opinion of the City Manager a training course to be taken by an employee will benefit the City, the City Manager may authorize payment by the City of tuition charges, fees and textbooks. Textbooks purchased by the City become the property of the City. When tuition is paid by the City, the employee must file with the Personnel Department written evidence of his or her satisfactorily passing the course or he or she may be required to refund money paid by the City for the course. If the employee is separated from the city service within six( 6) months after completing the course. This includes training for peace officers where none of the training or only a portion of the training was reimbursed by P.O.S.T. The employee will be responsible for the portion not reimbursed to the City.



**GRIEVANCE PROCEDURE**

**Section 18.1 PURPOSE**

The grievance procedure will give regular employees assurance that the City recognizes their right to be heard and assist them in achieving job satisfaction. The purpose of this procedure is to provide a just and equitable method for the resolution of grievances or complaints without prejudice. The intent of this policy is to:

- (a) Promote improved employer-employee relations by establishing grievance procedures on matters for which appeal or hearing is not provided by other regulations:
- (b) Give each employee a systematic means of obtaining further consideration of problems after every reasonable effort has failed to resolve them through discussion;
- (c) Settle grievances as near as possible to point of origin.
  1. Supervisors shall make every effort to resolve grievances informally at their level.
- (d) Provide that appeals shall be conducted as informally as possible.

**Section 18.2 Definition of Grievance**

Subject to the exclusions listed, a grievance is defined as any dispute that: (1) is job-related, (2) is wholly or partially within the province of the City to rectify or remedy, (3) concerns terms and conditions of employment, (4) involves the interpretation, application, or alleged violation of these rules or a current Memorandum of Understanding (MOU) between the City and a recognized employee organization representing City employees, and (5) is not subject to any other City dispute resolution process or procedure that is provided by statute, ordinance, resolution or agreement.

**Section 18.3 Grievance Procedure**

In every case involving a grievance, the employee shall first make an effort to resolve the grievance with his/her supervisor without delay. If the employee does not believe the problem is satisfactorily resolved, he/she may appeal in writing on the grievance form to the department head. The appeal must be filed within thirty (30) days of the date the employee knew or should have known of the circumstances giving rise to the grievance.

**Section 18.4 Investigation of Facts/Decision of Department Head**

The department head shall investigate the facts and issues and shall decide the matter at the earliest date consistent with the nature of the investigation but in any event, within 5 working days. The Department Head shall personally notify the employee of his/her decision in writing on the grievance form.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

### **Section 18.5 Appeal to Personnel Director, Designee, or Finance Director**

If the employee desires to pursue the matter further, he/she shall notify the Personnel Director, or designee, designee, or Finance Director in writing on the grievance form within five (5) working days of the Department Head's decision. In the event that the Personnel Director has a conflict of interest, the employee shall notify the Finance Director.

### **Section 18.6 Employee Meeting**

Within ten (10) days after the Personnel Director, designee, or Finance Director receives the grievance complaint, ~~the grievance complaint~~, he/she will arrange a meeting of the employee, employee representative (if any,) and department head. At the meeting an earnest effort shall be made to arrive at a satisfactory resolution of the issue.

### **Section 18.7 Written Decision**

If a resolution is not reached at the employee meeting, the Personnel Director, designee, or Finance Director -shall make his/her decision in writing five (5) working days after the date of the meeting. The decision of the Personnel Director, designee, or Finance Director is final.

### **Section 18.8 Regulations During Grievance Procedure:**

The following regulations apply during the grievance procedure:

- (a) An employee may request the assistance of another person of his/her own choosing in preparing and presenting the appeal at any level of the review;
- (b) The employee and his/her representative may use a reasonable amount of work time, determined by the appropriate department head, in conferring about and presenting the grievance.
- (c) The time limits specified in this rule may be extended to a definite date by mutual written agreement of the parties;
- (d) An employee may drop proceedings upon written notice at any state of the procedure;
- (e) The result of final adjudication shall be in writing and acknowledged by the signature of all parties;
- (f) Copy of the grievance complaint, department head conclusion and Personnel Director, designee, or Finance Director's decision maintained in a file containing grievances;
- (g) There may not be discrimination, reprisal, or retaliation against any employee for availing himself/herself of the grievance procedure.

**REPORTS AND RECORDS**

**Section 19.1 Personnel Files**

The Personnel Director shall maintain a personnel record for each employee in the service of the City showing the name, title of position held, the department to which assigned, salary, changes in employment status, disciplinary action, performance evaluation, and such other information as may be considered pertinent by the Personnel Director. Personnel records are confidential and access to personnel records shall be limited.

**Section 19.2 Access to Administrative Records**

The City Attorney and the Personnel Director shall have access to all departmental records, documents, and papers pertaining to employees, the examination of which will aid in the discharge duties. All administrative records shall be maintained in a manner, which will preserve their confidentiality.

**Section 19.3 Employee Access to Their Personnel Records**

**Section 19.3.1 Inspection of File**

An employee may inspect his or her own personnel file, at reasonable times and at reasonable intervals. An employee who wishes to review his or her file should contact the Personnel Officer to arrange an appointment. The review must be done in the presence of a designated employee of Personnel.

**Section 19.3.2 Copies**

On request, an employee is entitled to receive a copy of any employment related document he or she has signed. An employee who wishes to receive such a copy should contact a designated employee of Personnel. On request, the City will also provide an employee single copies of any other documents in his or her personnel file. The City may charge a reasonable fee for the copies.

In the event the employee wishes to have another person/representative inspect his or her personnel file, the employee must provide the person/representative with written authorization. The employee will be notified of the date, time and place of the inspection in writing. It is the employee's responsibility to notify the person to whom the employee has given written authorization of the date, time and place of the inspection.

Under no circumstances is the employee and/or the employee's designee permitted to add or remove any document or other item from the employee's personnel file during the inspection.

**Section 19.4 Access to Personnel Records by Department Heads**

A Department Head shall have access to all records, documents, and papers pertaining to employees in his or her department, if the examination will aid in the discharge of his or her duties. The Department shall maintain this confidentiality.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 19.5 Destruction of Records**

Upon approval of the City Attorney, all other records relating to personnel may be destroyed as prescribed by law.

### **Section 19.6 Purging of Employee Discipline Records**

Only written reprimand may be expunged upon sustained corrective behavior after one year. The employee wishing to have a written reprimand purged shall make a written request to the City Manager. The City Manager shall consult with the employee's department head to substantiate that corrective behavior has been sustained for the one-year period. The City Manager shall obtain the concurrence of the department head before the records are expunged.

### **Section 19.7 Address Notification**

Employees shall notify the personnel office of any change of name, address, or telephone number within five (5) calendar days of change.

### **Section 19.8 Performance Evaluations**

It is the policy of the City to evaluate employee performance on a regularly scheduled basis. The performance evaluation shall normally be conducted by the employee's immediate supervisor and shall be discussed with the employee. The employee's immediate supervisor shall consider performance in relation to the duties outlined in the employee's position description.

A performance evaluation shall be completed prior to the completion of the probationary period, and annually thereafter. A performance evaluation shall be completed on at least an annual basis for regular employees and prior to the promotion or transfer of an employee. The Personnel Director will notify the employee's department head approximately thirty (30) days prior to the employee's anniversary date. It is the department head's responsibility to assure that the performance evaluation is completed and returned to the employee for signature prior to the employee's evaluation date. Special evaluation, as needed, may be given.



**HARASSMENT DISCRIMINATION AND RETALIATION POLICY**

**Section 20.1 Purpose**

It is the City’s intent and the purpose of this Policy to provide all employees, applicants, and contractors with an environment that is free from any form of discriminatory harassment, discrimination or retaliation as defined in this Policy. This Policy prohibits harassment or discrimination on the basis of any of the following protected classifications: an individual’s race, religion, color, sex, gender identity, sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition and physical or mental disability (whether perceived or actual) or any other category protected by law. It is also the policy of the City to provide a procedure for investigating alleged harassment, discrimination and retaliation in violation of this Policy. The protection from discrimination includes the protection from retaliation for having taken action either as a complainant, or for assisting a complainant in taking action, or for acting as a witness or advocate on behalf of an employee in a legal or other proceeding to obtain a remedy for a breach of this policy.

**Section 20.2 Policy**

The City has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of law in order to violate this Policy. Instead, a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions. If you are in doubt as to whether or not any particular conduct may violate this Policy, do not engage in the conduct, and seek guidance from a supervisor or the Personnel Director, [designee, or Finance Director](#).

Romantic or sexual relationships between supervisors and subordinate employees are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. The relationship may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.

**Section 20.3 Definitions**

1. Protected Classifications:

This Policy prohibits harassment or discrimination because of an individual’s protected classification(s). “Protected Classification” includes race, religion, color, sex, gender identity, sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition and physical or mental disability (whether perceived or actual).

2. Policy Coverage:

This Policy prohibits elected officials, officers, employees and contractors from harassing or discriminating against applicants, officers, officials, employees and contractors because: (1) of an individual’s protected classification, (2) of the

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

perception of an individual is protected classification, or (3) the individual associates with a person who has or is perceived to have a protected classification.

3. Discrimination:

This Policy prohibits treating individuals differently because of the individual's protected classification as defined by this Policy.

4. Harassment:

Harassment means unsolicited words or conduct which subjectively and objectively offend another person. Harassment includes, but is not limited to, the following examples of behavior undertaken because of an individual's protected classification:

- a. Verbal harassment, such as epithets (nicknames and slang terms), derogatory or suggestive comments, propositioning, jokes or slurs, including graphic verbal commentaries about an individual's body, or that identify a person on the basis of his or her protected classification. Verbal harassment includes comments on appearance and stories that tend to disparage those of a protected classification.
- b. Visual forms of harassment, such as derogatory posters, notices, bulletins, cartoons, drawings, sexually suggestive objects, or e-mails on the basis of a protected classification. Visual harassment includes mimicking the way someone walks or talks because of their protected classification.
- c. Physical harassment, such as assault, touching, impeding or blocking movement, grabbing, patting, leering, making express or implied job-related threats in return for submission to physical acts, taunting, or any physical interference with normal work or movement.
- d. Sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or any of the above described conduct when:
  - i. Submission to such conduct is either an expressed or implied term or condition of an individual's employment, or
  - ii. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or
  - iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating or offensive work environment, or
  - iv. By definition, sexual harassment is not within the course and scope of an individual's employment with the City's.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

5. Discrimination/harassment does not include the following:
  1. Bona fide acts or omission of acts based solely upon bona fide occupational qualifications under Equal Employment Opportunity Commission and California Fair Employment and Housing Commissions Guidelines.
  2. Bona fide requests or demands by a supervisor that the employee improve his/her work quality or output, that the employee report to the job site on time, that the employee comply with city or departmental rules or regulations, or any other appropriate work related communication between supervisor and employee.

Individual employees may be held personally liable for discriminatory acts, including sexual harassment.

### **Section 20.4 Retaliation**

Retaliation against a person (and his or her associates) who reports or provides information about harassment or discrimination is strictly prohibited. Any act of reprisal violates this Policy and will result in appropriate disciplinary action. Examples of actions that might be retaliation against a complainant, witness or other participant in the complaint process include: (1) singling a person out for harsher treatment; (2) lowering a performance evaluation; (3) failing to hire, failing to promote, withholding pay increases, assigning more onerous work, abolishing a position, demotion or discharge; or (4) real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination.

Well-intentioned attempts to insulate or protect a complainant by changing his or her work environment or schedule or duties or by transferring the complainant to another office may be retaliatory. Before a supervisor takes such action, the supervisor should contact the Personnel Director, or their designee. In the event that the Personnel Director has a conflict of interest, the supervisor may contact the Finance Director, or Finance Director.

Any act of retaliation will be treated as a separate and distinct incident, regardless of the outcome of the harassment or discrimination complaint.

### **Section 20.5 Reporting Harassment, Discrimination or Retaliation**

An applicant, employee, officer, official or contractor who feels he or she has been harassed, discriminated against, ~~or~~ retaliated against, or desires to raise a grievance of conduct in violation of this Policy should report the conduct immediately as outlined below so that the complaint can be resolved quickly and fairly.

All employees involved in the complaint process may be represented by a person of their choosing and at their own expense.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

### 1. Object to the Conduct

Sometimes an individual is unaware that his/her conduct is offensive. The offensive behavior may be eliminated by simply informing the offender that the conduct or language in question is unwelcome and offensive and request that it be discontinued immediately. A person who believes he/she is being harassed is encouraged to use this process.

When the conduct in question continues after the offending person has been informed it is offensive, or if a person does not feel comfortable talking to the offending person directly, the employee should make a report in accordance with subsection 2 below or go directly to the formal reporting process.

### 2. Oral Report

If a person who believes that this Policy has been violated does not want to confront the offending person, he/she should report the conduct to a supervisor, department head or any City management employee. The individual may also seek the advice, assistance or consultation of a supervisor, department head, or any City management employee. Any supervisory or management employee who receives such a report must in turn direct it to the Personnel Director of Human Resources, ~~or their~~, ~~designee,~~ ~~or Finance Director~~. The Personnel Director, ~~or their designee,~~ ~~or Finance Director~~ will determine what level of investigation and response is necessary. In the event that the Personnel Director has a conflict of interest, a report may be turned in to the Finance Director, and the Finance Director, will determine what level of investigation and response is necessary.

### 3. Written Process

An individual who believes this Policy has been violated may provide a written complaint to a supervisor, department head or any management employee who in turn must direct the complaint to the Human Resources Department, ~~or their designee,~~ ~~or Finance Director~~. Individuals are encouraged to use the Confidential Complaint Form for this purpose. In the event that the Personnel Director has a conflict of interest, the complaint may be directed to the Finance Director.

### 4. Option to Report to Outside Administrative Agencies

Applicants, employees, officers, officials and contractors have the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).

Additionally, they have the option to make a report via the Employment Risk Management Authority (ERMA) Employee Protection Line online at <https://www.employeeprotectionline.com/xplonline/> or via phone at (800) 576-5262. The Employee Protection Line is an effective risk management tool that allows employees to anonymously report workplace wrongdoing 24 hours-a-day, seven days-a-week.



# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## **Section 20.6 Supervisory Resolution**

Whenever possible, employees who believe they are experiencing discrimination, discriminatory harassment or retaliation are encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or highly inappropriate. If this does not resolve the concern or if an employee feels uncomfortable, threatened, or has difficulty expressing his/her concern, assistance should be sought from a supervisor or manager.

## **Section 20.7 Formal Investigation/Response**

### 1. Investigation

Upon receipt of a complaint of alleged harassment, discrimination or retaliation, the Personnel Director, designee, or Finance Director will be responsible for coordinating a thorough investigation (unless he/she is named in the complaint). The Personnel Director, designee, or Finance Director may coordinate the investigation with the complainant's department head and may hire an outside investigator if the City deems it appropriate. The type of investigation undertaken, and the party chosen to conduct the investigation will depend on the nature of the complaint made and will be determined by the Personnel Director, designee, or Finance Director. The Personnel Director, designee, or Finance Director will report the status of investigations to the City Manager as appropriate.

The Director, in concurrence with the City Manager, may take interim action to diffuse volatile circumstances. The investigator will review the complaint allegations in an objective manner and to the extent that the City deems necessary. The investigation will normally include interviews with the reporting individual, the accused, and any other person who is believed to have relevant knowledge concerning the allegations. The investigator will remind all witnesses to maintain the confidentiality of the interview and that retaliation against those who report alleged harassment or who participate in the investigation is prohibited.

The City takes a proactive approach to potential Policy violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination or retaliation may be occurring, regardless of whether or not the recipient of the alleged action or a third party reports a potential violation.

### 2. Remedial and Disciplinary Action

If the investigation determines that the alleged conduct occurred and that the conduct violated this Policy, the City will notify the complainant and perpetrator of the general conclusion(s) of the investigation and take effective remedial action that is designed to end the violation(s). Any employee or officer determined to have violated this Policy will be subject to disciplinary action, up to and including termination. Disciplinary action may also be taken against any official, supervisor or manager who condones or ignores potential violations of this Policy, or who otherwise fails to take appropriate action to enforce this

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

Policy. Any official or contractor found to have violated this Policy will be subject to appropriate sanctions.

### 3. Closure

At the conclusion of the investigation, the Personnel Director, designee, or Finance Director will notify the complainant in general terms of the outcome of the investigation.

### 4. Confidentiality

Every possible effort will be made to assure the confidentiality of complaints made under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate potential Policy violations and take effective remedial action. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the Personnel Director, designee, or Finance Director. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction. The City will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order.

## **Section 20.8 Responsibilities of Employees, Management and Supervisory Employees**

### 1. Employees

In order to establish and maintain a professional working environment, while at the same time preventing harassment, discrimination, and retaliation, employees are expected to:

- Set an example of acceptable conduct by not participating in or provoking behavior that violates this Policy. Try not to be angry or insulted if an individual tells you that your behavior is offensive. People have different ethical values and standards and may be offended by behavior you think is proper. Tell the individual you did not realize your behavior was offensive, and immediately cease the conduct.
- Let fellow employees know when you consider behavior offensive. The City hires people from a wide variety of cultural and ethnic backgrounds, and an individual may not realize behavior he or she thinks is proper could be seen by others as offensive.
- Report harassment, discrimination or retaliation as quickly as possible, whether the employee is the target of the conduct or a witness.
- If an employee witnesses harassment, he or she should tell the individual being harassed that the City has a policy prohibiting such behavior, and that he or she can demand that the harasser cease the behavior.
- Maintain confidentiality as required by this Policy.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

- Fully cooperate with the City’s investigation of complaints made under this Policy.

### 2. Managers and Supervisors

In addition to the responsibilities listed above, managers and supervisors are responsible for the following:

- Implementing this Policy by taking all complaints seriously and modeling behavior that is consistent with this Policy. Direct all complaints to the Personnel Director, designee, or Finance Director.
- Taking positive steps to eliminate any form of harassment, discrimination or retaliation observed or brought to his/her attention.
- Making sure no department director, supervisor or other employee retaliates through any action of intimidation, restraint, coercion or discrimination.
- Monitoring the work environment and taking appropriate action to stop potential Policy violations.
- Following up with those who have complained to ensure the behavior complained of has ceased.
- Informing complainants of their option to contact the EEOC or DFEH regarding a potential Policy violation.
- Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- Ensuring that his/her subordinates understand their responsibilities under this policy.
- Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

### C. MANDATORY TRAINING

As part of its commitment to ensuring a work environment free from harassment and discrimination, the City requires that all of its employees receive training on this Policy during scheduled training. Human Resources will schedule training sessions each year to ensure that employees are able to complete the mandatory training. Attendance at the training will be documented.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

All employees shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provision during hi//her term of employment with the City of Lindsay.

1. Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
2. All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1
3. If the required training is to be provided by DFEH online training courses, the Training Supervisor should ensure that employees are provided the link or website address to the training course (Government Code § 12950).

### **Section 20.9 Disposition of Complaints**

Only one of the following four (4) dispositions will be used to classify the disposition of an allegation of harassment:

- (a) Sustained Complaints- If the complaint is substantiated, this policy and procedure prohibiting discrimination/harassment will be reviewed with the offender. Appropriate disciplinary action and/or training, will be taken pursuant to disciplinary procedures.
- (b) Not Sustained Complaints- If there is insufficient evidence to either prove or disprove the allegation(s), both parties to the complaint will be informed of the reason(s) for this disposition.
- (c) Unfounded Complaint- If it is determined that an act reported pursuant to this policy/procedure did not in fact occur, a finding of unfounded shall be made.
- (d) Exonerated Complaints- If it is determined that an act reported pursuant to this policy/procedure did in fact occur, but was lawful and proper within the guidelines established herein, a finding of exonerated shall be made.

Should it be determined that the reporting party maliciously filed the complaint knowing that it was false or frivolous at the time of the complaint, that employee shall be subject to discipline up to, and including termination.

# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## **Section 20.10 Documentation of Complaints**

All complaints or allegations shall be documented on forms and in manner designated by the Director of Personnel, designee, or Finance Director. All reports shall be:

- Approved by the Director of Personnel, designee, or Finance Director
- Maintained for a minimum of five (5) years

## **Section 20.11 Questions Regarding Discrimination or Harassment**

Employees having questions are encouraged to contact a supervisor, manager, their department head, Personnel Director, designee, Finance Director ~~or~~ the City Manager, or they may contact the California Department of Fair Employment and Housing at (800) 884-1684 or the Equal Employment Opportunity Commission (800) 669-6820. ~~\_\_\_\_\_ (NEED PHONE NUMBER)~~

## **Section 20.12 Workplace Violence**

The City of Lindsay is committed to providing a safe work environment that is free of violence and the threat of violence. The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence. The department of public safety will be notified of all incidents.

This policy sets forth the City's position regarding workplace violence and provides guidance to all employees, supervisors and managers in addressing workplace violence issues.

- A. Violence or the threat of violence, against or by any employee of the City or any other person is unacceptable.
  - (1) Should a non-employee, on City property, demonstrate or threaten violent behavior he/she may be subject to criminal prosecution.
  - (2) Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action in addition to criminal prosecution.
- B. The following actions are considered violent acts and are explicitly prohibited.
  - (1) Striking, punching, slapping, or assaulting another person.
  - (2) Fighting or challenging another person to fight.
  - (3) Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
  - (4) Engaging in dangerous, threatening or unwanted horseplay.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

- (5) Possession, use or threat of use, of a gun, knife or other weapon of any kind on the city property, including parking lots, other exterior premises, city vehicles, or unless such possession or use is a requirement of the job.
  - (6) Threatening or harming another person, or any other action or conduct that implies the threat of bodily harm.
- C. Any employee who is victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a city employee or non-employee person in the chain of command.

The appropriate person in the chain of command may include:

- (1) Immediate Supervisor
- (2) Department Head
- (3) Personnel Director, Designee, or Finance Director
- (4) City Manager

If no one in the chain of command can be reached, the employee should report to the personnel department. In case of emergencies, the employee should call 911 immediately.

- D. No one, acting in good faith who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.
- E. In the event the City fears for the safety of the perpetrator or the safety of others at the scene of the violent act, law enforcement will be called for assistance.
- F. Employees who violate this policy may be subject to disciplinary action up to and including termination.

# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## RULE XXI

### **SUBSTANCE ABUSE POLICY**

#### **Section 21.1 Introduction**

The intent of this policy is to deter the misuse or abuse of legal or illegal substances that create a threat to the safety and health of any City Employee or member of the public. The City of Lindsay discourages alcohol and drug abuse and strives to achieve a work force free from the influence of drugs and alcohol.

In recognition of the City's responsibility to maintain a safe, healthful and productive work environment and each employee's responsibility to perform work for the public safely, effectively and efficiently, the City will act to eliminate any substance abuse which increases the risk of accidents, absenteeism, substandard performance, poor employee's morale or damage to the City's reputation. Substance abuse includes the use of or possession of illegal drugs, alcohol or controlled substance, which could impair an employee's ability to perform his or hers job safely, effectively and efficiently.

The City of Lindsay believes that its employees are its most important assets. Thus, a primary objective of the policy is to ensure that public safety and the welfare of our employees are not endangered as a result of substance abuse. Additionally, the City is committed to provide an employee with an opportunity for recovery and rehabilitation, enabling the affected employee to return to satisfactory job performance level.

#### **Section 21.2 Purpose**

This policy sets forth the City's position regarding substances abuse and provides guidance to all employees, supervisors and managers in addressing substance abuse issues.

#### **Section 21.3 Policy**

It is the City's policy that no employee shall:

- (a) Report to work under the influence of alcohol or drugs;
- (b) Be under the influence of alcohol or drugs while on standby;
- (c) Possess drugs while on duty or while on standby;
- (d) Use alcohol or drugs while on duty or while on standby;
- (e) Sell, distribute or provide alcohol or drugs to any employee or person while on duty or while on standby;
- (f) Sell, distribute or provide alcohol or drugs to any employee or person while on duty or while on standby;
- (g) Have their ability to work impaired as a result of the use of alcohol or drugs.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

While use of medically prescribed medication and drugs is not per se a violation of the policy, failure by the employee to notify his/her supervisor before beginning work when taking such medication or drugs which may interfere with the safe and effective performance of duties is a violation of this policy. In the event there is a question regarding the employee's ability to safely and effectively perform the assigned duties while using such medication or drugs, clearance from a qualified physician will be required.

The City reserves the right to search, without employee consent, all areas and property in which the City maintains full or joint control with the employee for the purpose of detecting the presence of alcohol or illegal drugs. Areas in which the City maintains full control include but are not limited to all City owned equipment. Areas jointly controlled by the City and employees include but are not limited to desks, lockers, file cabinets, office cabinets and bookshelves. Otherwise, the City may notify the appropriate law enforcement agency that an employee may have illegal drugs in his/her possession or in an area not jointly or fully controlled by the City.

Employees reasonable believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be detained for a reasonable time until an authorized City representatives or law enforcement representatives can transport the employee from the work site.

Violations of this policy may be grounds for disciplinary action, up to and including discharge. Refusal to submit immediately to a drug and/ or alcohol test when requested by City management or law enforcement personnel, failure to cooperate during testing, or any acts taken by the employee to negate testing procedures, may constitute insubordination and may be ground for discipline up to and including termination.

The City has established a voluntary Employee Assistance Program (EAP) to assist those employees who voluntary seek help for alcohol or drug problems. Employees should contact the Personnel Director or their supervisors for additional information. The City is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as disabled.

### **Section 21.4 Application**

This policy applies to all City of Lindsay employees as well as applicants for positions with the City of Lindsay. This policy applies to alcohol and to all substances, drugs or medications, legal or illegal, which could impair an employee's ability to effectively and safely perform the function of the job.

### **Section 21.5 Employee Responsibilities**

An employee shall:

- (a) Not report to work or while on standby have his/her ability to perform job duties impaired due to alcohol or drug use, on or off duty.
- (b) Not possess, use, or be under the influence of alcohol or drugs (illegal drugs and legal drugs without a prescription) during working hours, while on standby, on breaks, during meal periods or while driving a personnel vehicle or City vehicle on City business;



## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

- (c) Not directly or through a third party sell or provide drugs or alcohol to any person or to any other employee while either employee or both employees are on duty or while on standby;
- (d) Submit immediately to a drug and/or alcohol test when directed by a responsible City supervisor or management representative;
- (e) Notify his/her supervisor, before beginning work or when contacted for call back when taking any medications or drugs, prescription or non-prescription, or alcohol, which may interfere with the safe and effective performance of duties or operation of City equipment; and;
- (f) Upon request, provide a current valid prescription for any drug or medication identified when a drug analysis is positive within a reasonable time period. The prescription must be in the employee's name.

### **Section 21.6 Employee Complaint**

- (a) Any employee may file a complaint with their department head regarding any employee whose performance is being affected by substance abuse.
- (b) An employee filing a complaint shall, within 24 hours, document in writing, the facts constituting reasonable suspicion that the employee in question was intoxicated or under the influence of drugs and/or alcohol.
- (c) Complaints, which are determined to be malicious or vexatious will not be tolerated and will subject the complaining individual to disciplinary action.

### **Section 21.7 Management Responsibilities and Guidelines**

- A. Manager and supervisors are responsible for consistent enforcement of this policy.
- B. Managers and supervisors may direct an employee to submit to a drug and/or alcohol test when a manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol. "Reasonable suspicion" is a belief based on objective and articulable facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced.

For example, any of the following, alone or in combination, may constitute reasonable suspicion:

- (a) Slurred speech;
- (b) Alcohol on breath;
- (c) Problems walking or other physical activity impairments;
- (d) An accident involving City property;

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

- (e) Physical altercation;
  - (f) Verbal altercation;
  - (g) Behavior, which is so unusual that it, warrants summoning a supervisor or anyone else with authority;
  - (h) Possession of alcohol or drugs;
  - (i) Information obtained from a reliable person with personal knowledge.
- C. Any manager or supervisor directing an employee to submit to a drug and/or alcohol test shall, within 24 hours, document in writing the acts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs and/or alcohol. Any manager or supervisor encountering an employee who refuses to submit to a drug and/or alcohol test upon request shall remind the employee of the requirements and consequences of this policy.
- (j) Managers or supervisors shall not physically search employees.
  - (k) Managers and supervisors shall notify the appropriate law enforcement agency when they have reasonable suspicion or believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the City.
  - (l) Managers and supervisors may search areas jointly or fully controlled by the City.
  - (m) Managers and supervisors shall not confiscate, without consent, prescription drugs or medication from an employee who has a prescription.

### **Section 21.8 Employee Assistance Program**

The City has a well-established voluntary Employees Assistance Program (EAP) to assist employees who seek help for substance abuse problems.

The EAP is available for assessment, referral to treatment, and follow-up. Any employee with the City of Lindsay wishing confidential assistance for a possible alcohol or drug problem may contact personnel, their insurance provider or the Employee Assistance Program for additional information.

Employees who are concerned about their alcohol and/or drug use are strongly encouraged to voluntarily seek assistance through the EAP or health insurance program. In addition, employees who are concerned about alcohol and/or drug use among their co-workers should strongly encourage those individuals to seek assistance through the EAP.

All Self-referral contacts are held in confidence by the EAP unless the employee requests, through specific written release of information, that the department, supervisors, union or other parties be notified.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

The employee's compliance with recommendations of ~~the EAP~~the EAP is voluntary. Employee's job security and/or promotional opportunities will not be jeopardized by utilization of the EAP or any other treatment service.

If an employee requires leave time for substance abuse treatment, he/she can follow established personnel policy concerning sick leave usage.

### **Section 21.9 Confidentiality**

The City recognizes the confidentiality and privacy due employees, and disclosure of any information relating to chemical abuse treatment, except on a ~~need to know~~need-to-know basis, shall only be with the expressed written consent of the employee involved or pursuant to lawful process.

### **Section 21.10 Compliance**

Employees must, as a condition of employment, abide by the terms of this policy, and report any conviction under a criminal drug statute for violations occurring on or off city premises while conducting City Business. A report of a conviction must be made as soon as possible, but in no case more than five (5) days after the conviction.

**MISCELLANEOUS RULES**

**Section 22.1 Dress Code**

Employees of the City are required to dress appropriately for the jobs they are performing. Therefore, failure to follow the dress regulations contained in this section shall be grounds for discipline.

- (1) All clothing must be neat, clean, and in good repair.
- (2) Prescribed uniforms and safety equipment must be worn.
- (3) Foot wear must be appropriate for the work environment and functions performed.
- (4) Hair must be neat, clean and well-groomed.
- (5) Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion.
- (6) Jewelry is acceptable except where it constitutes a health or safety hazard.
- (7) Good personal hygiene is required.
- (8) Dress must be appropriate to the work setting particularly if the employee has public contact.
- (9) No tattoos are allowed anywhere on the head, face, or neck.
- (10) Any visible tattoos shall not be obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, and/or gang-related. Any non-conforming tattoos will be covered with clothing or a bandage while at work or removed.
- (11) For employees working with the public, no objects, articles, jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any body part including the tongue or any part of the mouth except one set of reasonably-sized earrings in each lobe. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.

If an employee has a question about how the piercing policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.

**Section 22.2 Outside Activities**

A full-time employee may not carry on concurrently with his/her public service, any private business or undertaking, attention to which affects the time or quality of his/her work or which casts discredit upon or creates embarrassment for the city government.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 22.3 Other Public Offices**

An employee may not accept appointment to a county or state or position or otherwise incur an obligation of civil public service outside his/her regular municipal employment without first obtaining the recommendation of his/her department head and approval of the City Manager.

### **Section 22.4 Official Badge or Insignia**

An official or employee who wears a badge or other official insignia as evidence of his/her authority may not permit the badge or insignia to be used or worn by another person without approval of the department head. The department head may not grant approval except to a person regularly and formally appointed by the City Manager to the position designated by the badge or insignia. The employee shall return the badge or insignia to the department head when he/she terminates.

### **Section 22.5 Purchase Order**

No officer or employee may order services or merchandise without first being authorized to do so and obtaining a purchase order. Employee who orders services or merchandise without a purchase order is personally responsible for payment.

### **Section 22.6 Operating City Vehicles**

Employees whose duties include the driving of a city vehicle shall possess a valid driver's license issued by the State of California, such license shall be carried at all times when so engaged.

### **Section 22.7 False Information**

No employee of the City of Lindsay shall make false official reports or knowingly enter or cause to be entered in any department books, records, or reports, any inaccurate, false or improper information. A failure to enter information as required by an employee is also deemed to be false information.

### **Section 22.8 Release of Information**

It is the City's policy that all requests for information concerning current or former employees, either by telephone or in writing, are to be referred to the Personnel Director.

It is the City's policy to state only that a person is (was) employed with the City, the date of employment and verification of title or position.

When a valid authorization for release of information, as determined by the Personnel Director is submitted, additional information may be release. All requests for references must be made in writing. Generally only written references will be provided and then only in conformance with the specific provisions of the former employees' authorization to release information.

Only job-related issues are to be discussed. Job-related issues include attendance, work habits, quality and quantity of work, supervision required and initiative.

# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## **Section 22.9 Employment of Related Persons**

A policy concerning the employment of related persons applicable to personnel practices is desirable since employment decisions and/or supervision involving a related person may create potential conflicts of interest, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security or morale.

### **Section 22.9.1 Definition of “Related Person”**

“Related Person” shall include: mother, father, grandmother, grandfather, or grandchild of the employee or spouse or domestic partner of the employee, and the son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any other person living in the immediate household of the employee.

### **Section 22.9.2 Prohibited Conduct**

- (a) Related person will not be eligible for employment with the City where potential problems of supervision, safety, security or morale, or potential conflicts of interest exist.
- (b) Related persons may not be employed in the same department nor under the same immediate supervisor where potential problems of supervision, safety, security or morale, or potential conflicts of interest exist.
- (c) One related person may not supervise another person where the potential for creating adverse impact on supervision, safety, security or morale exists.

### **Section 22.10 Meals and Breaks Periods**

All employees except for police and fire personnel, are not on call during meal breaks unless directed otherwise by a supervisor. The time spent for meal period shall not exceed the authorized time allowed.

Each employee is entitled to a 15-minute break, near the mid point, for each four-hour work period. Only one 15-minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last two hours of an employee’s shift unless approved by a supervisor.

### **Section 22.11 Time Sheets**

All employees are paid on a bi-weekly basis usually on Friday with certain exceptions such as holidays. Time sheets shall be completed and submitted to Administration no later than Monday on a bi-weekly basis, unless specified otherwise. Department heads are responsible for the accurate and timely submission of the time sheets for the payment of wages.

### **Section 22.12 Seatbelts**

All employees shall wear available safety restraints whenever operating a City vehicle or equipment.

# CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

## **Section 22.13 Smoking**

Smoking and other use of tobacco products is not permitted inside city facilities. It shall also be the responsibility of all employees to ensure that no person smokes or uses any tobacco product inside city facilities. Department heads may designate specific vehicles as “smoking” vehicle.

## ~~Section 22.14—Fitness for Duty~~

### **Section 22.14.1 Conditional Offer of Employment Examinations**

After a conditional offer of employment has been extended to an applicant, the City may, in compliance with all applicable laws, require the applicant to submit to a fitness for duty examination prior to conferring appointment.

### **Section 22.14.2 Current Employee Examinations**

The Personnel Director or a designee may require an employee to submit to a fitness for duty examination to determine if the employee is able to perform the essential functions of his or her job when: 1) the employee appears to be unable to perform or has difficulty performing one or more essential functions of his or her job; and 2) there is reason to question the employee’s ability to safely or efficiently complete work duties.

### **Section 22.14.3 Role of Health Care Provider**

A City-selected health care provider will examine the employee at City expense. The City will provide the health care provider with a letter requesting a fitness for duty examination and a written description of the essential functions of the employee’s job. The health care provider will examine the employee and provide the City with non-confidential information regarding whether:

- 1) the employee is fit to perform essential job functions;
- 2) there are any reasonable accommodations that would enable the employee to perform essential job functions; and
- 3) the employee’s continued employment poses a threat to the health and safety of him or herself or others. Should the health care provider exceed the scope of the City’s request and provide confidential health information, the City will return the report to the health care provider and request another report that includes only the non-confidential fitness for duty information that the City has requested.

### **Section 22.14.4 Medical Information**

During the course of a fitness for duty examination, the City will not seek or use information regarding an employee’s medical history, diagnoses, or course of treatment without an employee’s written authorization.

### **Section 22.14.5 Medical Information from the Employee ’s Health Care Provider**

An employee may submit confidential medical information to the City from his or her personal health care provider. If the employee provides written authorization, the Personnel Director will submit the information that the employee provides to the City-paid health care provider who

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

conducted the examination. The Personnel Director will request the City-paid health care provider to determine whether the information alters the original fitness for duty assessment.

### **Section 22.14.6 Interactive Process Discussion**

After receipt of both the health care provider's fitness for duty report, and the analysis of the employee's personal health care information (if any) the Personnel Director will arrange for a discussion or discussions, in person or via conference telephone call, with the employee and his or her representatives, (if any). The purpose of the discussions will be in good faith to fully discuss all feasible potential reasonable accommodations. During the discussions, the Personnel Director will also discuss, if relevant, alternate available jobs for which the employee is qualified, or whether the employee qualifies for disability retirement or family and medical leave.

### **Section 22.14.7 Determination**

After the discussions, the Personnel Director will review the information received, and determine if there is a reasonable accommodation that would enable the employee to perform essential job functions, or if the accommodations would pose an undue hardship on City finances or operations. The Personnel Director will inform the employee of his or her determination. The Personnel Director will use his or her discretion based upon the particular facts of each case.



**COMPUTER, INTERNET, ELECTRONIC MAIL, AND VOICE MAIL**

**Section 23.1 Introduction**

The City of Lindsay, hereinafter (City), is committed to providing employees with the business tools necessary in order to enhance efficiency in job performance and best serve the citizens of Lindsay.

**Section 23.2 Purpose**

This policy sets forth the City’s policy with respect to the use of computers, electronic mail (e-mail), intranet (internal messaging systems), mobile messaging, telephonic voice mail and Internet access and other electronic communications systems provided by the City of Lindsay.

**Section 23.3 Applicability**

The provisions of this policy apply to all employees of the City of Lindsay, including full-time and temporary employees, as well as volunteers, agents and vendors.

**Section 23.4 General Provision**

With the rapidly changing nature of electronic media, and the “etiquette” which is developing among users of external on-line services and the Internet, this policy cannot lay down rules to cover every possible to be applied to use of computers, electronic mail (e-mail), intranet (internal messaging systems), and mobile messaging systems, telephonic voice mail and Internet access and other electronic communications systems provided by the City of Lindsay.

**Section 23.5 No expectation of Privacy**

The city respects the individual privacy of its employees. However, employee privacy does not extend to the employee’s work-related conduct or to the use of City-provided equipment or supplies.

**Section 23.6 Ownership**

E-mail, telephonic voice mail, internal messaging systems, Internet access and other electronic communications systems are provided only for the purpose of conducting City business. All electronic communications of any sort or type generated by employees with City equipment or stored on city equipment are the property of the City of Lindsay.

The City recognizes that there may be incidental or occasional personal use of e-mail or voice mail but these messages will be treated the same as other messages. The City reserves the right to access and disclose as necessary all messages sent over its e-mail or voice mail system, without regard to content. Since your personal messages can be assessed by the City management without prior notice, you should not use e-mail or voice mail to transmit any messages you would not want read, or listened to by a third party. Misusing the Internet e-mail system, or telephonic voice mail systems will subject you to disciplinary action up to and including termination.

## CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS

All software programs, computer files and other documents created by City employees on City computer or other electronic systems are the property of the City and therefore exclusively owned by the City.

### **Section 23.7 Prohibited Uses**

All employees are prohibited from:

- (a) Installation of programs on the City's computer systems (including virus checking and screen savers) without prior written consent of the department head.
- (b) Copying City Software programs for personal use;
- (c) Use another employee's password to attempt to gain access to the employee's computer electronic mail (e-mail), Internet access or other electronic communications systems;
- (d) Connecting computers (including laptops and personal computers) not owned or leased by the City to the City's information system network without prior written consent;
- (e) Using the access code, log-on or password of other employees to gain access to their e- mail or computer records, without prior consent.
- (f) Disclosing access codes, log-on or password of otherwise make the City electronic resources available to persons not authorized to have such access;
- (g) Infringing on others' access and use of the City's information systems, including, but not limited to:
  1. Sending of excessive messages, either locally or off-site;
  2. Unauthorized modifications of system facilities, operating systems or disk partitions;
  3. Attempting to crash or tie up a City computer or network;
  4. Attempting or gaining unauthorized access to or damaging or vandalizing City computing facilities, equipment, software, or computer files;
  5. Developing or using a modem on City owned or leased computers without the prior written consent;
  6. Installing or using a modem on City owned or leased computers without the prior written consent.
  7. Violating any federal, state or local laws in the use of City information systems;

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

8. Violating any copyright or license to software, information (including, but not limited to, text images, icons, programs, etc.) Whether created by the City or any other person or entity;
- (h) Exposing others, either intentionally or unintentionally, to material which is offensive, obscene or in poor taste;
- (i) Any use that would be offensive to a reasonable person because it involves an individual's race, religion, color, sex, gender identity, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, pregnancy, age, medical condition (cancer or HIV/AIDS related), genetic characteristics, and physical or mental disability (whether perceived or actual);
- (j) Communication of confidential City information to unauthorized individuals within or outside the City;
- (k) Sending messages with content that conflicts with any City policies, rules or other applicable laws;
- (l) Unauthorized attempts to access City data or systems;
- (m) Theft or unauthorized copying of electronic files or data;
- (n) Initiating or sustaining chain letters, and
- (o) Intentionally misrepresenting one's identity for improper or illegal acts.

### **Section 23.8 Violations of This Policy**

Violations of any provision of this policy may result in disciplinary action up to and including termination of employment.

**FEDERAL HEALTH CONTINUATION REQUIREMENTS THE CONSOLIDATED  
OMNIBUS RECONCILIATION ACTS OF 1985**

**Section 24.1 Continuation Rights as an Employees**

The Employee covered by the City group health plan, has the right to choose Continuation Coverage if the employee losses his/her group health coverage because of a reduction in hours of employment or termination of employment, except for reasons of gross misconduct.

**Section 24.2 Continuation Rights as a Spouse**

The spouse of an employee covered by a group health plan, has the right to chose Continuation coverage if the employee’s group health coverage is lost due to:

- (1) The death of the employee
- (2) Termination of the employee’s employment (for reason other than gross misconduct) or reduction in his or her hours of employment;
- (3) Divorce or legal separation; or
- (4) The employee’s entitlement to Medicare.

**Section 24.3 Continuation Rights as a Dependent Child**

A dependent child of an employee covered by a group health plan has the right to Continuation Coverage if the employee’s group health coverage is lost due to:

- (1) The death of the employee
- (2) Termination of the employee’s employment (reasons other than gross misconduct) or reduction in his or her hours of employment;
- (3) Divorce or legal separation;
- (4) The employee’s entitlement to Medicare; or
- (5) The dependent ceasing to be dependent child as defined under this group health plan.

**Section 24.4 Notice Requirements**

The law requires that the employee or family member inform the Plan Administrator, within 60 days, of a divorce, legal separation or when a child is no longer a dependent as defined under group health plan. If the Plan Administrator is someone other than the employer, then the employer has the responsibility to notify the Plan Administrator, within 30 days, in the case of employee’s death, termination of employment, reduction in hours or Medicare entitlement. When the Plan administrator is notified that one of these events has happened, the Plan Administrator will in turn notify the employee within 14 days, that he/she has the right to choose Continuation Coverage. The employee then has 60 days from the date they would lose coverage or the date of the notice, whichever is greater, to elect Continuation Coverage.

Each person who loses group health coverage has a separated right to make an election. If Continuation Coverage is not elected, group health coverage may end.

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

### **Section 24.5 Premium Payment**

A person electing Continuation Coverage may be responsible for the payment for the continued coverage. In most cases the maximum amount that may be charged for Continuation Coverage is 102% of the applicable group premium.

The first premium for Continuation Coverage is due by the 45<sup>th</sup> day following the date the person elects Continuation Coverage.

The employee has the right to make all future premium payments on a monthly basis. However, annual, semi annual or quarterly payments may also be made if the employee and employer so agree. A grace period of 30 days (or one equal in length to the employer grace period, if longer) will be allowed for late payment of any monthly premium.

Failure to pay the premium by the end of the grace period may cause termination of Continuation Coverage.

### **Section 24.6 Length of Continuation Coverage**

The maximum length for Continuation Coverage is 18 months when the cause for loss of coverage is termination of employment or reduction in the hours of the employee. In all other cases, the Continuation Coverage period 36 months. Continuation Coverage, however, may terminate before the end of the 18 or 36 month period when:

- (1) The former employer no longer provides group health coverage to any of its employees;
- (2) The premium for Continuation Coverage is not paid by the end of the grace period;
- (3) The employee becomes covered under another employer sponsored health plan, except when the new plan has a pre existing condition provision; or
- (4) The employee becomes entitled to Medicare.

When Continuation Coverage terminates, the employee will be allowed to convert to an individual health conversion policy, if a health conversion privilege is available to similarly situated active employees.

### **Section 24.7 Extension of Continuation Coverage**

If the employee and his/her spouse or dependent children have elected Continuation Coverage for 18 months due to termination of employment or reduction in hours and before the end of the 18 month period:

- (1) The employee dies
- (2) The employee divorces or becomes legally separated; or
- (3) The employee becomes entitled to Medicare,

## **CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

The spouse and dependent children may extend Continuation Coverage. Additionally, during the 18 month period, if a child loses dependent status, the child may also extend Continuation Coverage.

In these instances, Continuation Coverage will extended up to 36 months from the date coverage was originally lost, subject to payment of up to 102% of the applicable group premium.

### **Section 24.8 Pre-existing Medical Conditions**

If the employee's Continuation Coverage terminates because the employee became covered under another employer sponsored health plan and that plan limits or reduces the employee's coverage due to a pre-existing medical condition, the employee may maintain Continuation Coverage for the balance of the applicable 18 or 36 months period.

Continuation Coverage will then pay benefits for the pre-existing medical condition without regard to any other group health coverage. All other benefits will be coordinated with the new group health plan so that no more than 100% of allowable expenses under both group health plans will be payable.

### **Section 24.9 Social Security Disability**

If the employee, his/her spouse or dependent child are disabled at the time of termination in employment or reduction in hours, the disabled person may be entitled to 29 months of Continuation Coverage instead of 18 months.

To qualify for this extension, he or she must apply for disability status under the Social Security Act and notify the Plan Administrator when a determination of disability is made. This notice must be provided to the Plan Administrator within 60 days after the date of determination and prior to the end of the 18- month continuation period. The disabled person must also notify the Plan Administrator within 30 days of the date the Social Security Administration determines that he or she is no longer disabled. This extended Continuation Coverage will then terminate on the first day of the month, which begins after the 30 days of the date of final determination by Social Security.

The first 18 months of Continuation Coverage may require payment of up to 102% of the applicable group premium. The next 11 months may require payment of up to 150% of the applicable group premium.

### **Section 24.10 State Continuation Rights**

Several, but not all states, have continuation options from which the employee may choose as alternatives to Continuation Coverage. If the group health plan requires the employer to offer a state continuation option, there should be an explanation in the employee's group health booklet. The employee may elect either the State Continuation or Continuation Coverage but the employee cannot elect both.

This policy is intended to provide the employee with a brief explanation of COBRA. It is not intended to provide the employee with legal advice.

**CITY OF LINDSAY – PERSONNEL RULES AND REGULATIONS**

Any notice of change of address, change of marital status, or children's status should be sent to the employer at:

City of Lindsay  
251 E. Honolulu  
P.O. Box 369  
Lindsay, CA 93247



## STAFF REPORT

TO: Lindsay City Council  
FROM: Juana Espinoza, Finance Director  
DEPARTMENT: Finance Department  
ITEM NO.: 11.1  
MEETING DATE: June 14, 2022

### **ACTION & RECOMMENDATION**

Public Hearing to Consider the Approval of **Resolution 22-33**, A Resolution of the City Council of the City of Lindsay, Adopting the Fiscal Year 2022-2023 Operating Budget and the Fiscal Years 2023 – 2027 Five-Year Capital Improvement Plan.

### **BACKGROUND | ANALYSIS**

Staff is presenting our FY 2022-2023 Budget and FY 2023-2027 Capital Outlay and Improvement Plan (CIP) for the public and the Lindsay City Council to review.

The total budget for the FY 2023-2023 is \$27.1 million. The General Fund Budget is \$9.3 million.

The budget for the Wellness Center, Water, Sewer, and Refuse Enterprise Funds is \$1.1 million, \$2.5 million, \$1 million, \$874,000, respectively.

The total budget for the FY 2022-2023 CIP is \$14.2 million for projects identified and funded through available fund balances, local, regional, State, Federal, and grant funds.

All Budget and CIP project values are based upon the best available data. Updates to the budget will be presented on a quarterly basis to Council and the public.

### **FISCAL IMPACT**

Approval of the Budget and CIP establishes funded operations for the fiscal year.

### **ATTACHMENTS**

- Fiscal Year 2022-2023 Budget
- Fiscal Year 2023-2027 CIP
- Resolution 22-23



Adopted  
Fiscal Year  
2022-2023  
Budget  
City of Lindsay  
California



The mission of the City of Lindsay is to deliver quality services in a financially sustainable, transparent manner while prioritizing safety, infrastructure, community, and quality of life.

## Table of Contents

<b>How to Use this Budget</b> .....	3
<b>Message from the City Manager</b> .....	4
<b>Community Overview</b> .....	6
<b>City Organization</b> .....	7
<b>City Council</b> .....	8
<b>City Officials</b> .....	12
<b>City Manager</b> .....	13
<b>Public Safety</b> .....	15
<b>Finance</b> .....	18
<b>City Services</b> .....	20
<b>Recreation   Wellness and Aquatic Center</b> .....	24
<b>Personnel Information</b> .....	26
<b>Fund Structure</b> .....	35
<b>Fund Structure Chart</b> .....	36
<b>Levels of Budgetary Control</b> .....	37
<b>Fund Summaries</b> .....	38
<b>Financials</b> .....	39

## HOW TO USE THIS BUDGET

The details provided in this budget document are a snapshot of the financial health and community priorities of the City of Lindsay. This budget has been designed to deliver information clearly and concisely regarding the management of public funds. This document explains the services, objectives and spending plan for the 2022-2023 fiscal year and includes including all debt obligations and other vital information about the operations of the City. This document provides the design by which resources have been allocated to meet the needs of Lindsay residents in a manner that balances City revenues with community priorities and municipal requirements.

To help in your search for information, this budget document has been separated into the individual sections listed below. The following is a brief description of each major section:

### **Message from the City Manager**

This section includes an Executive Summary presented by the City Manager to the Lindsay City Council and Lindsay Residents which provides an overview of the recommended budget and provides a narrative description of the fiscal health of the City as well as the general economic outlook for the upcoming fiscal year.

### **Community Overview**

This section provides general information about the City of Lindsay.

### **City Organization**

This section outlines department staffing levels and organizational impacts by department.

### **Personnel Information**

The Personnel Section includes various charts and graphs that provide a detailed list of all employee positions and allocations for the upcoming fiscal year.

### **Financials**

The Financials section provides a detailed account of each fund's estimated resources and appropriations for the 2022-2023 fiscal year. The City's estimates for revenues are conservative and make assumptions based on current knowledge of impending circumstances. Appropriations for expenditures are similarly conservative and are based on current service levels and known obligations.

### **Appendix**

Included in addendum to the budget document are appendices for the City of Lindsay's Five-Year Capital Outlay and Improvement Plan.

## MESSAGE FROM THE CITY MANAGER

July 1, 2022

Mayor, Mayor Pro-Tem & Members of the City Council,

I am pleased to present a balanced budget that prioritizes public health and safety, addresses infrastructure, and improves the quality of life for people that live and work in the City of Lindsay. This budget is intended to be a transparent document for the community. It represents the goals and values of the City Council and fulfills the City's legal mandates while providing a guide for City staff.

### **FY 2021/22 Accomplishments**

Reflecting on the last fiscal year, I am impressed by all of the achievements that we worked so hard to accomplish despite the COVID-19 crisis and current water situation. Below are just a few I would like to highlight.

- Approved a revised Fleet Management & Replacement Policy to aid the City in the timely upkeep and replacement of its Public Safety and Public Works vehicles.
- Approved a revised Grant Funding and Compliance Policy to guide City grant applications and ensure compliance with grant terms and reporting requirements.
- Approved a revised Procurement Policy to incorporate compliance with new State requirements under SB1383 for reducing organic waste in landfills.
- Approved a revised Financial Reserve Policy to establish financial reserves and ensure the long-term financial health of the City of Lindsay.
- Received an additional \$4.5M in grant funding to complete the vision for the renovation of Olive Bowl / Kaku Park.
- Received \$333,000 in grant funding for new police cars through the SB-170 Budget Act of 2021.
- Exceeded general fund revenue expectations by \$900,000; total projected year-end surplus anticipated at \$1.06M.
- Financial reserves anticipated to increase by \$637,300, and will be allocated towards, local emergencies, capital expenditures, and unfunded liability reserve buckets.
- Hired a Police Chief.
- Demolition of the packing house for the City's new Transit Center.
- Completed a "food truck" Ordinance.
- New contract approved for the Friday Night Market.

### **Next Year**

Looking ahead for Fiscal Year 2022/2023 (22/23) there are many positives to celebrate. The first being General Fund revenues continue to see growth and are very strong overall. Positive trends in sales tax, Measure O, cannabis tax, property tax, permitting fees, and Transit Occupancy Tax have enabled the City to continue a path of financial stability. City staff is estimating that these revenues will continue into next year.

In addition to revenues, understanding our City Costs is fully underway. Fee and rate studies are proceeding to provide updated values for municipal fees. A cost allocation study, street impact fees, and water and sewer rates will go before the City Council in the coming year. The values derived from these studies will provide exact details on the City's funding requirements for these services. Not having this information negatively affects reserve balances and deferred capital outlay projects as well as other major maintenance projects. These actions are in

line with the California State Auditor's recommendations and allow staff to provide essential services within our community. This is a very positive step towards building long-term fiscal sustainability within and across all City funds.

### **Economic Development**

To keep the City moving forward we must keep pace with ongoing increases by taking advantage of opportunities in economic development. Retail Strategies is working with staff to help create and foster economic development within the City. Furthermore, we must continue to look for opportunities in the cannabis cultivation market and take advantage of opportunity sites and our location in the Central Valley. Grants is also a big part of the Economic Development equitation. The State of California is projecting a huge surplus which means grants, and other programs will be fully funded.

### **Public Safety**

In the coming year the City of Lindsay is planning on making significant investments in the Public Safety Department. For the first time in many years the city will have a legit fire division with trained firefighters solely dedicated to Fire and all the duties that come with it. The City is currently in in the process of hiring two additional firefighters and multiple firefighter volunteers. I believe the impact of this is going to be significant for two reasons. First and foremost, the public's well-being will increase both in terms of saving lives and the protection of property. Second, although police officers will still assist in some firefighting duties it is anticipated that their time allotted for such duties will be drastically reduced, therefore allowing for more time for crime prevention and law enforcement.

### **Inflation**

Increasing costs from insurance and CalPERS were already an issue for many cities across the state and especially for the City of Lindsay. Inflation has now added a new element of risk for the City. It will be difficult for capital projects to stay within budget estimates. Experts believe that inflation will level off at some point in the next year, but we are anticipating more increases in the coming year.

### **Water**

Water is the single highest concern for the city both in terms of supply and revenues. While the City has already committed to \$1.6 million from American Rescue Plan stimulus funds, much more will be needed for current and future demands. Getting Well 11 up and running will be critical to meet demands if allocations from the Friant-Kern Canal remain low. Without an additional source for water, it is unlikely Lindsay will see more development either in the residential or commercial markets. At this time, it is not known with the cost will be for Well 11 improvements, but we do know that improvements will costly and expensive to operate. It is very likely that staff will put forward a recommendation for a rate study in this fiscal year to catch up with the lack of investments over the years and attempt to meet demand for future projects. For far too long, revenues and projects have been ignored.

In closing, I believe this will be a pivotal year for the City of Lindsay. We are facing huge challenges in water, but we have real opportunities in economic development and parks. I thank you for your time and look forward to working with everyone and continuing to serve this great community.

Sincerely,  
Joseph M. Tanner  
City Manager

## COMMUNITY OVERVIEW

The City of Lindsay incorporated as a General Law City of the State of California in 1910 and later reclassified and filed as a Charter City of the State of California in 1996. Lindsay is situated in an agricultural area, nestled in the East of the Central Valley in a region known as a national and world leader in the agricultural output. The City of Lindsay currently occupies an incorporated area of 2.41 square miles with an urban development boundary of 3.9 square miles and serves a population of 12,630 (2021).

Lindsay is a small city with a lot to offer. A significant portion of Lindsay’s workforce is employed in agricultural or agricultural-adjacent enterprises. This heavy focus on agriculture has cultivated a quality, resilient workforce that is simultaneously more resilient to the economic swings than other workforces and industries.

In addition to Agriculture, as Lindsay’s historically predominate economic activity, the City is actively engaged in revitalizing its Downtown Business District, supporting local business, and attracting exciting new ventures, particularly in the cannabis industry.

The City of Lindsay is also home to a world-renowned school district. Lindsay Unified School District boasts a school climate index score in the 99<sup>th</sup> percentile, and it is revolutionary in its innovate learner-center model. The City of Lindsay also has a lot to offer to residents who value an affordable housing market in a family-focused community, with proximity to larger cities, entertainment, and recreation. The City of Lindsay has Sequoia National Park and various reserves, hiking trails, and cycling routes in its backyard.

Urban conveniences along with modern living in a rural environment make Lindsay a truly desirable community in which to live, work and play.

## Location



City of Lindsay  
 2.5 Square Mile (Incorporated)  
 3.9 Square Mile (Urban Development Boundary)

### Weather & Climate

Average Temperature: 50°F Low / 80°F High  
 Average Rainfall: 12 Inches

## Population

% of Population By Race and Ethnicity		
	Hispanic / Latino	Non-Hispanic / Latino
<b>Asian</b>	.07%	.90%
<b>Black</b>	0%	.42%
<b>Native American</b>	.41%	.07%
<b>Other</b>	13.90%	0%
<b>Two or More Races</b>	.79%	.47%
<b>White Alone</b>	71.81%	11.16%

## Economy

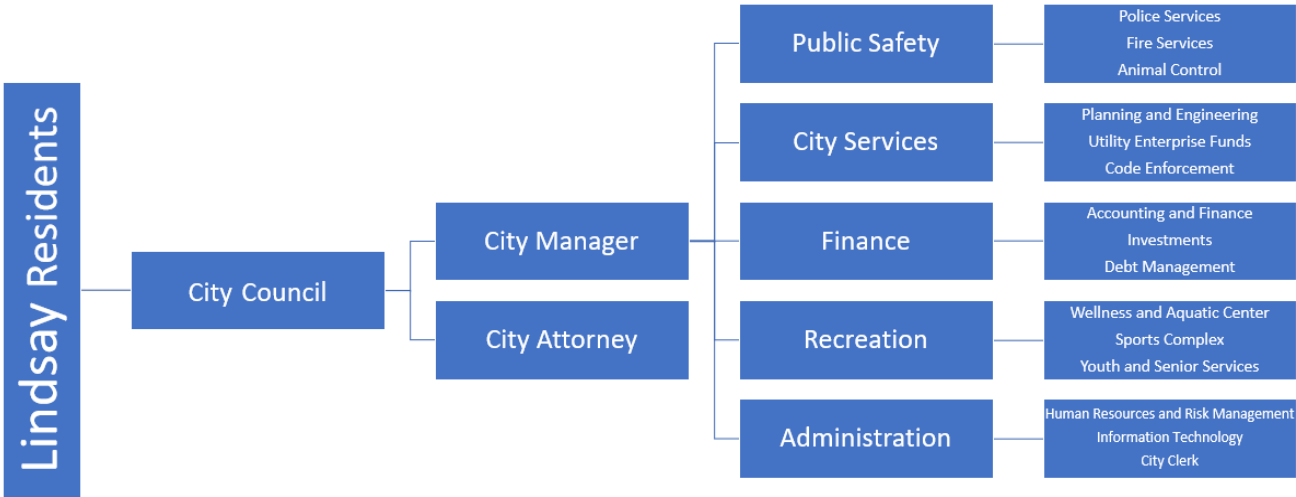
Participation in civilian labor force – 16 years and above
58.5%
Median Household Income
\$37,073
Median value of housing units
\$189,700

Source: data.census.gov

# CITY ORGANIZATION

The City of Lindsay operates in accordance with the City Council-City Manager form of government as specified by the Lindsay City Charter. The five-member Council is elected-at-large by City residents; the Mayor and Mayor Pro Tem are then selected by Council members. The Council is charged with setting the policy and priorities for the City and the City Manager is then tasked with ensuring that these policies, and priorities are implemented by City staff. Both City Council and City Management are held to the highest levels of ethical behavior and integrity in fiscal management. The chart below provides a graphic representation of the City of Lindsay’s organizational structure and the positions within it.

## CITY OF LINDSAY ORGANIZATION CHART



## City Council

### Mission

The mission of the City of Lindsay is to deliver quality services in a financially sustainable, transparent manner while prioritizing safety, infrastructure, community, and quality of life.

### Department Overview

The City Council represents the will of Lindsay residents and is collectively responsible for crafting policy as well as authorizing the expenditure of funds to achieve said will as a governing body. Under the Council-Manager form of government, the Council consists of five council members elected at large in staggered four-year terms. The Council's duties include but are not limited to: providing the residents of Lindsay with essential services such as public safety, clean drinking water and drivable roads; overseeing and authorizing spending for essential municipal services; participating in regional organizations, boards, and committees; making provisions for, budgeting for, and providing adequate financial resources and physical facilities for a full range of quality City services and activities that equitably provide for the quality of life for all economic, social, ethnic and age groups within the City; and ensuring the overall well-being of the City.

The City Council convenes on the second and fourth Tuesday of the month at 6:00 p.m. at 251 E. Honolulu in Lindsay, California.

### FY 2021-2022 Accomplishments

Focusing on the City's successes is important for maintaining and expanding upon the City's momentum for positive change. As the City moves forward it is important to look back and recognize past accomplishments, as well as identify future potential for growth. While a comprehensive list of City Council accomplishments in FY 2021-2022 is not feasible in this document, the following list provides some highlights from the year:

- Approved and submitted the City's Corrective Action Plan to the California State Auditor.
- Established a plan for stable and consistent fiscal solvency through prudent management of general fund reserves, facility replacement reserves, pension obligations, and consistent evaluation for cost and operational efficiencies.
- Transitioned in-person billing for sewer, refuse, and delinquent utility charges to Tulare County Tax rolls.
- Successfully negotiated a new franchise agreement with Mid-Valley Disposal and conducted a Proposition 218 rate analysis to ensure the City's ability to continue providing quality refuse services to residents.
- Organized the City's first annual Light's Up Lindsay Holiday Event including a tree lighting ceremony and special performances by Lindsay High School Dance & Vocal Pathways and the Cardinal Guitar Ensemble.
- Approved contract with Retail Strategies, LLC for economic development services, including small business support, retail recruitment, and a Five-Year Downtown Revitalization Plan.



## FY 2022-2023 Objectives

For Fiscal Year 2022-2023, the City Council of Lindsay has identified five top priorities for the City.

**PRIORITY NO. 1. Ensure that the City of Lindsay is fiscally sustainable and resilient by improving systems, policies, procedures, effectiveness, and efficiency.**

Strategic objectives:

- Continue to collect annual sewer, annual trash, and utility delinquency billings through County tax rolls.
- Review the City's schedule of rates and fees for municipal services.
- Ensure that enterprise funds are supported by appropriate revenue sources and do not need to continue to rely on the General Fund.
- Continue to pursue grants and community partnerships to support short and long-term capital needs.
- Continue quarterly budget updates at Council meetings.

**PRIORITY NO. 2. Provide a safe, clean community environment for all.**

Strategic objectives:

- Increase Fire Department personnel to ensure an appropriate response to community needs including fire preparedness.
- Support crime prevention by working with community partners and providing additional training opportunities for Public Safety personnel.
- Identify and pursue reliable funding sources other than the General Fund for Fire and Public Safety equipment.
- Ensure that all City Staff receive level 1 NIMS training to prevent, protect against, respond to, and recover from emergency incidences.
- Continue to use the Wellness Center as a community testing and vaccine site in response to COVID-19.

**PRIORITY NO. 3. Expand the Economic Base in Lindsay by creating economic development opportunities that focus on job growth and sales tax revenue generating commerce.**

Strategic objectives:

- Identify beautification and property rehabilitation projects in the Downtown Lindsay area.
- Develop relationships with property owners and potential cannabis growers within the City to develop cannabis cultivation projects.
- Cultivate working relationship between City staff and business owners to gather information and assist when appropriate.

**PRIORITY NO. 4. Invest in Critical Streets, Water, and Sewer Infrastructure.**

Strategic objectives:

- Continue to monitor drought conditions throughout the State and in the region.
- Ensure City's street improvement fee is accurate and updated on a regular basis.
- Implement American Rescue Plan Spending Plan.
- Complete \$1.8M in identified infrastructure projects for water and sewer enterprise funds.
- Ensure funding is in place for long-term fiscal stability.

**PRIORITY NO. 5. Improve the Quality of Life for People that Live and Work in Lindsay.**

Strategic objectives:

- Continue to support the Lindsay Wellness & Aquatic Center as a provider of health and wellness activities in the City.
- Review the long-term goals for McDermont X.
- Complete renovation of the Olive Bowl/Kaku Park.
- Redevelop 284 E. Hermosa St. as a Resource Center for housing, employment, youth and family services.
- Explore funding opportunities for improvements at Harvard Park.
- Continue to develop our partnership with Lindsay Hospital District and the Lindsay Unified School District on on-going and new programming.
- Create a work environment for City employees that promotes and supports employee development, growth and community.

Contact Information



**Mayor Ramona Caudillo**  
Term: 2020-2024  
[rcaudillo@lindsay.ca.us](mailto:rcaudillo@lindsay.ca.us)



**Mayor Pro Tem Hipolito Cerros**  
Term: 2020-2024  
[hcerros@lindsay.ca.us](mailto:hcerros@lindsay.ca.us)



**Councilmember Rosaena Sanchez**  
Term: 2018-2022  
[rsanchez@lindsay.ca.us](mailto:rsanchez@lindsay.ca.us)



**Councilmember Yolanda Flores**  
Term: 2018-2022  
[yflores@lindsay.ca.us](mailto:yflores@lindsay.ca.us)



**Councilmember Ramiro Serna**  
Term: 2020-2024  
[rserna@lindsay.ca.us](mailto:rserna@lindsay.ca.us)

## City Officials

The City of Lindsay's public officials oversee departmental operations and ensure strategic planning. Effective strategic planning involves an understanding of our community, who our residents are, and how well we are meeting their expectations and needs.

### **Joseph M. Tanner**

City Manager  
Phone (559) 562-7102 ext. 8010  
jtanner@lindsay.ca.us

### **Francesca Quintana**

City Clerk and Assistant to the City Manager  
Phone (559) 562-7102 ext. 8034  
fquintana@lindsay.ca.us

### **Mari Carrillo**

Human Resources Manager  
Phone (559) 562-7102 ext. 8033  
mcarrillo@lindsay.ca.us

### **Richard Carrillo**

Director of Public Safety  
Phone (559) 562-2511  
rcarrillos@lindsay.ca.us

### **Neyba Amezcua**

Director of City Services and Planning  
Phone (559) 562-7102 ext. 8040  
namezcua@lindsay.ca.us

### **Lisa Davis**

Director of Recreation  
Phone (559) 562-5196  
ldavis@lindsay.ca.us

### **Juana Espinoza**

Director of Finance  
Phone (559) 562-7102 ext. 8020  
jespinoza@lindsay.ca.us

# City Manager

## ORGANIZATIONAL CHART



### Mission

The City Manager serves as the administrative head of City government and is responsible for the coordination and direction of all activities at the City within the framework of policies established by the City Council. The City Manager provides leadership for City staff to provide for the effective delivery of municipal services, management of City operations, negotiation of agreements, and the administration of contracts. The City Manager also advises the City Council on policy matters, the adoption of measures and ordinances, and on fiscal matters.

### Department Overview

The City of Lindsay operates on the Council-Manager system of local government. This system combines the political leadership of elected officials in the form of the Council, with the strong managerial experience of the appointed City Manager. The City Manager provides executive direction and oversight of City operations, ensuring that City government responds in a timely and effective manner to constituent needs, and that City management and staff work collaboratively to address the issues and concerns of the community. The City Manager directly supervises all City Department Directors. The City Manager ensures that departments are operating at optimal capacity to best serve the residents of the community.

The City Manager’s Office staff includes the City Clerk & Assistant to the City Manager, the Human Resources Manager, the Executive Assistant/Deputy City Clerk, designated support staff, and selected Interns.

The City Clerk and Assistant to the City Manager plays an auxiliary role in ensuring that the Office of the City Manager is operating smoothly on a day-to-day basis. The City Clerk’s duties include recording and maintaining official City government documents, disseminating public information, preparing materials for and facilitating City Council meetings, directing and implementing special projects, programs, and initiatives at the City Manager’s direction, supporting the County Elections Office, maintaining City Resolutions, Ordinances, and Municipal Code, as well as coordinating interdepartmental activities.

The Human Resources Department is responsible for the administration of employee benefits, recruitment, training, negotiations, worker's compensation claims administration, risk management, and memorandums of understanding. The department is also tasked with monitoring benefits, personnel policies, and procedures and practices to maintain compliance with State and Federal laws and regulations. The Human Resources Department promotes a positive and stable work environment for City employees and ensures the fair and equitable treatment of all employees.

### FY 2021-2022 Accomplishments

The City of Lindsay has seen numerous accomplishments over the last year under the joint guidance of the City Council and the City Manager. Some notable accomplishments include, but are not limited to:

- Renewed the City of Lindsay's membership in the Tulare County Economic Development Corporation.
- Recruited and staffed 27 positions, including 15 existing but previously unstaffed positions.
- Partnered with the Tulare County Office of Education and Lindsay High School to establish internships for 6 students within the Human Resources Department, City Services Department and Recreation/Wellness Department.
- Provided COVID-19 testing and vaccination site at the Wellness Center throughout the pandemic and to present day.

### Objectives For FY 2021-2022

The Office of the City Manager is responsible for implementing the five overarching goals identified by the City Council in their Goals, Strategies, and Action Plan.

Objectives include:

- Goal 1. Ensure the City is Fiscally Sustainable and Resilient.
- Goal 2. Provide a Safe, Clean Community Environment for All.
- Goal 3. Expand the Economic Base in Lindsay.
- Goal 4. Invest in Critical Streets, Water, and Sewer Infrastructure.
- Goal 5. Improve the Quality of Life for People that Live and Work in Lindsay.

### Department Contacts

#### **Joseph Tanner**

City Manager

Phone (559) 562-7102 x 8010

[jtanner@lindsay.ca.us](mailto:jtanner@lindsay.ca.us)

#### **Francesca Quintana**

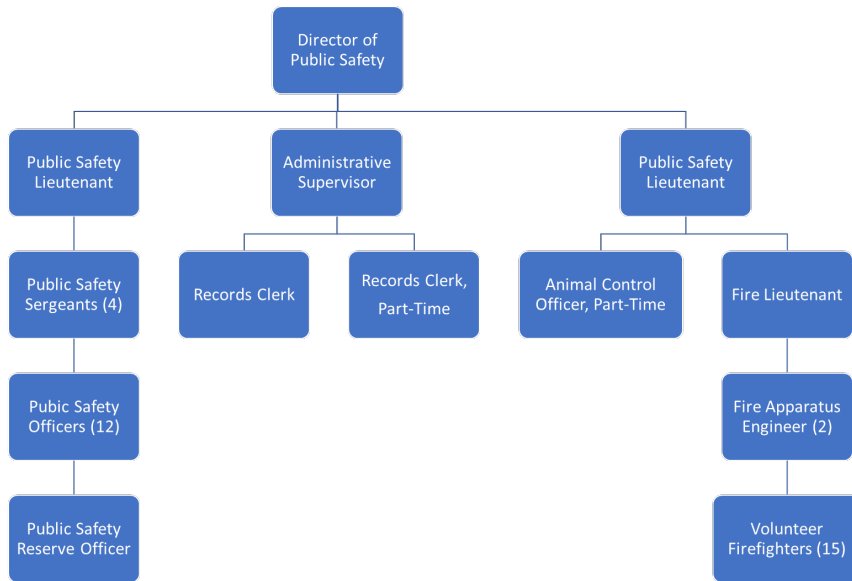
City Clerk and Assistant to the City Manager

Phone (559) 562-7102 ext. 8034

[fquintana@lindsay.ca.us](mailto:fquintana@lindsay.ca.us)

# Public Safety

## ORGANIZATIONAL CHART



## Mission

The mission of the Lindsay Department of Public Safety is to ensure residents have an efficient and responsive police, fire, and animal control force to maintain public safety and promote a healthy and positive quality of life.

## Department Overview

Under the roof of the Lindsay Department of Public Safety you will find three separate but well-aligned components. Public Safety encompasses full-time police and fire personnel, along with animal control services. An entity that is closely tied to all three is the records unit, falling primarily under the police umbrella. To date our law enforcement personnel still act as firefighters, in the evening and weekend hours, when dedicated fire personnel are not on duty. The duties of police include identifying and solving problems throughout the City, maintaining a proactive approach on crime and ensuring the safety and quality of life of those that live, work, or worship in our community. Our law enforcement staff embraces a great working relationship with our residents and our school district as well. We pride ourselves on the small-town relationships established and take every effort to develop community-oriented policing networks.

Fire protection services include just that, responding to fire emergencies, along with assisting with medical aid responses. A proactive approach is also taken on weed abatement and other measures to prevent or at least minimize fire damage and maintain safety of our residents.

Animal control service responsibilities include patrolling the community for stray animals or municipal code violations related to animal control and educating animal owners. Those captured are provided with humane treatment and proper sheltering, until the owner can be located, or the animal can be adopted.

## FY 2020-2021 Accomplishments

### Personnel

The Department of Public Safety was managed by two Department Heads throughout this fiscal year, along with a third interim for a period of nearly six-months. These changes posed the expected challenges to Staff, and the team worked through them and has rebounded very well. A new Director of Public Safety was seated on April 1st and has since implemented a multitude of new programs and ideas, many revolving around and closely aligning with community-oriented policing philosophy.

### Public Safety

Public Safety was allotted funds this year through Senator Hurtado's office for the purchase of five new vehicles, which are on order. The police services have been issued updated uniforms, disseminated Narcan to all trained staff, purchased stop sticks to end high speed chases and developed a Homeless Outreach Officer. The department was also funded for a second School Resource Officer by the Lindsay Unified School District and permitted to increase staffing by one more Police Officer. This will greatly aid in the redevelopment of a much-needed Police Detective.

### Fire

Fire services has advanced greatly since the last reviewing period, updating equipment as well as adding a full-time fire position. Before closing out this fiscal year, our Fire Department is expected to be fully staffed with four full-time personnel in three rank capacities. Soon into the next fiscal year we intend on having a Fire Volunteer Corps of up to fifteen members.

### Community

We have re-instituted our Neighborhood Watch Program, developed a Military Banner Program, hosted a Memorial Day Ceremony, and successfully managed an Autism Awareness Fundraiser in which the proceeds were donated to a preschool class for special needs children. Staff was also instrumental in the development of our City's first ever campout, which was a huge success.

## Objectives For FY 2022-2023

The upcoming fiscal year approaches us quickly with much optimism and excitement, primarily considering our new leadership, coupled with the organization's direction and its expected growth. This year will bring: a full-time Police Detective, which the residents of Lindsay truly deserve, a drone program, two full-time School Resource Officers, a Police Volunteer as well as a Fire Volunteer Corps and equally important, the departments first ever Chaplain Program. Staff is already scheduled to receive advanced training in Mental Health Awareness as well as DUI enforcement, to name a few. We will also see the fruition of the Military Banner Program, honoring our veterans while contributing to the quality of life throughout the downtown area.

The Department of Public Safety is enthusiastic of the anticipated projects for the upcoming fiscal year. We truly respect the relationship we share with our community and genuinely look forward to continually building on that bond.



Contact Information

**Emergencies**

911

**Non-Emergency & Animal Control**

Phone (559) 562-2511 option #1 for Dispatch

Phone (559) 562-2511 option #2 for Records

**Rick Carrillo**

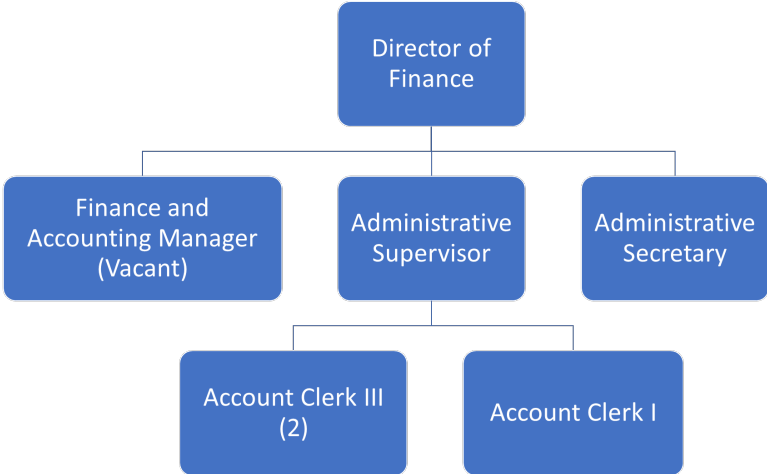
Director of Public Safety

(559) 562-7120

[rcarrillo@Lindsay.ca.us](mailto:rcarrillo@Lindsay.ca.us)

# FINANCE

## ORGANIZATIONAL CHART



### Mission

The Department of Finance is committed to the transparent communication of accurate financial information to City Council, other City departments, Lindsay residents, and the community at large. The department holds integrity, accountability, consistency, and transparency in the highest regard, and it promotes strategic financial planning and performance reporting that realizes the effective and efficient use of public funds.

### Department Overview

The department is responsible for general ledger accounting, banking and investment, debt management, governmental accounting and reporting, accounts payable and accounts receivable, and utility billing.

### FY 2021-2022 Accomplishments

- Updated the City’s Ordinance for utility user’s tax to include prepaid telephony services.
- Awarded over \$400,000 in grant funding for utility and mortgage assistance for Lindsay residents negatively impacted by COVID-19.
- Audited facility electricity accounts to ensure the City is being billed under appropriate rate schedules.
- Established an investment portfolio of fixed-income securities that meet the standards for investment of public funds and are in conformity with the City’s Investment Policy.
- Continued to support strategic financial planning through our five-year forecast model, identifying issues that may challenge the continued financial health of the City and possible solutions to those challenges.
- Processed 17,298 front-counter transactions and 23,854 accounts payable warrants.
- Awarded contract to Moss Levy & Hartzheim for professional auditing services for Fiscal Years 2022-2026.

## Objectives For FY 2022-2023

The Finance Department Objectives for FY 2022-2023 are to continue to provide support for the effective stewardship of City resources and yield a fiscally self-reliant city government while providing effective, basic municipal services.

For Fiscal Year 2022-2023, the Finance Department has identified the following strategic objectives:

- Execute the goals of City Council and Administration
- Implement the recommendations of the State Auditor’s Corrective Action Plan for finance policies and procedures.
- Monitor, track, and comply with the funding requirements of the American Rescue Plan Act and other grant funding received.
- Maintain a strong internal control and low risk environment by managing the City’s financial resources in accordance with established budget and reserve policies.
- Obtain the Government Finance Officers Association (GFOA) excellence awards for budget and financial reporting.
- Continue to provide regular budget updates to ensure the continued financial health of the City of Lindsay.

## Department Contacts

### **Juana Espinoza**

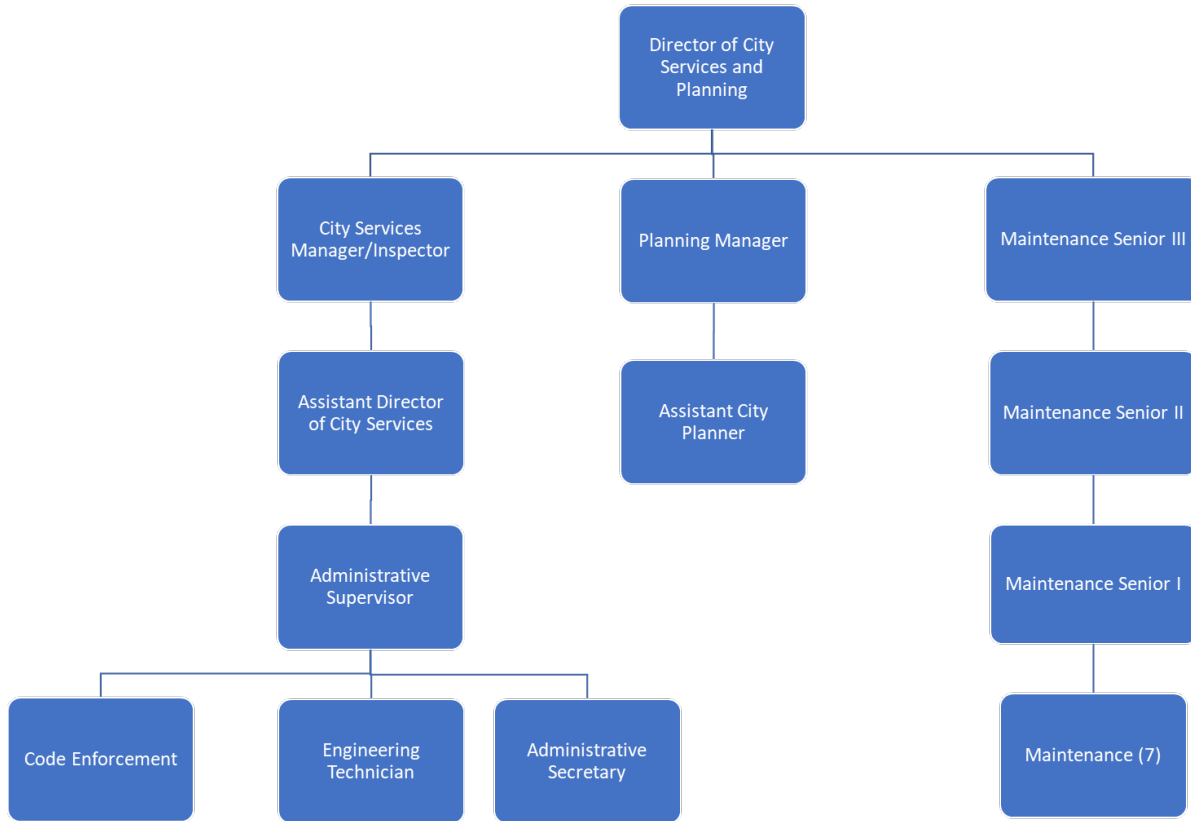
Director of Finance

Phone (559) 562-7102 ext. 8020

[jespinoza@lindsay.ca.us](mailto:jespinoza@lindsay.ca.us)

# CITY SERVICES

## ORGANIZATIONAL CHART



### Mission

The Department of City Services’ mission is to provide the highest quality public works services to the public and other City departments balanced through our efforts to maintain a cost-effective operation and to provide these services in a responsible and efficient manner. This commitment is accomplished through the proper utilization of all our allotted resources.

### Department Overview

The City Services department manages the physical condition of the community and its environment. While some of the work City Services may do is out of sight because it deals with underground infrastructure or is done at the treatment plant, much of the work is either in plain view including street repair projects and can be experienced in the daily life of City residents for example through water taste and quality.

The City Services Department is comprised of the following sub departments: maintenance, streets, parks, building, code enforcement, planning, engineering, water, wastewater, storm drain utilities, refuse services, and special districts.

## FY 2021-2022 Accomplishments

### General Projects:

- Expanded zoning for special events in the Downtown area to allow additional opportunities for local organizations to raise funds and provide community building activities within the City.
- Expanded the City’s cannabis cultivation zone to include Light Industrial zoned properties that can provide additional opportunities for economic growth for the City and potential jobs for residents.

### Parks Projects:

- Covered 2,585 square feet of graffiti.

### Transit and Transportation Projects:

- Citywide Pedestrian Pathway Plan completed to identify accessibility gaps to other community centers throughout the City and plan for and prioritize the related improvement projects.
- Completed the first phase of the Packing House Demolition Project to prepare the site for the future Transit Center Facility.
- Installed 16 Speed Radar Signs as a method of traffic control, effectively slowing speeders down by alerting them of their actual speeds and thereby making our roads safer for everyone.

### Streets Projects:

- Plan Specifications and Estimates: Hermosa St Rehabilitation Project, Homassel to Foothill Design.
- Plan Specifications and Estimates: Linda Vista Loop Design.
- Repaired 33 street signs and 2,349 potholes.

Slurry Seal Street Projects		Cape Seal Street Projects	
Project Name	Project Scope	Project Name	Project Scope
Maple Valley Subdivision	Ash to Maple	Samoa St	Harvard to East end of street
Sequoia Ave	Ono City to Hickory	Sierra View St	Harvard to City Limits
Pelous Ranch Phase 1	Hamlin from Hickory to Mandarin & Matthew	Princeton	Sierra View to North of Olivewood
Elmwood Ave	Tulare to Parkside	Olivewood/Grove/Glenwood Loop	Neighborhood
Parkside	Alameda to Parkside	Mariposa St	Westwood to Past Eastwood
Bond Way	Alameda to Monte Vista	Sycamore/Dawn	Neighborhood
Oxford Ave	Honolulu to Hermosa	Orangewood	Samoa to Hermosa
Alameda st	Homassel to Orange	Lafayette	Samoa to Hermosa
Foster	Apia to Lewis	Laurel Ave	Hermosa to Tulare Rd
Lindsay St	Foster to East	Stanford Ave	Tulare Rd to Sierra View
Locke Ave	Lindsay to Valencia		
Valencia St	Mirage to Harvard St		

**Water Projects:**

- Approved a deferral agreement between the City and Friant Water Authority, allowing the City to better manage its obligations in the coming years.
- Repaired of 74 water leaks, replaced over 39 dead water meters, and completed a total of 238 utility service requests/work orders.
- Conducted a regional water treatment plant study to explore options for expansion or relocation of Lindsay’s water treatment facility, as well as options for expanding Lindsay’s water territory to include communities surrounding City limits.
- Awarded \$150,000 in grant funding to conduct a wastewater reuse study to evaluate discharges from wastewater treatment, identify alternative water sources, recover resources, develop methods to enhance the availability and quality of recycled water appropriate end users, and create tools to evaluate trade-offs and aid decision making for fit-for-purpose water reuse.

**Sewer Projects**

- Increased efficiency in operations and compliance with the Waste Discharge Requirements (WDRs) through the Wastewater Influent and Effluent Flow Control & Monitoring Project. Permitted Treatment Facilities operate under these WDRs issued by the California Regional Water Quality Control Board.
- Successfully completed 665 sewer inspections with no sewer spills and completed major projects at the Wastewater Treatment Plant and sewer line replacements between Homassel and Hamlin Way.

**Objectives For FY 2022-2023**

The department aims to continue to provide and expand the quality service provided to Lindsay residents. The table below represents our projects for the upcoming fiscal year, as approved by City Council.

<b>Department</b>	<b>Description</b>
Citywide	City Hall Complex Building Upgrades
City Services	Upgrade HVAC Unit – Corp Yard
Parks	Olive Bowl/Kaku Park Renovation
Parks	Harvard Park Improvements
Streets	Street and Intersection Rehabilitation
Transportation	Lindsay Transit Center Design
Water	Generators - Well 14 and Well 15
Water	DBP Mitigation Plan specifications and Engineering
Water	Friant Canal Middle Reach Project - Phase I
Water	Water Demand Study
Water	Urban Water Management Plan
Water	Water Main Line Replacement Lafayette/Sycamore Ave
Water	Fire Flow Study
Water	Scada Expansion

Objectives For FY 2022-2023, Continued

Sewer	Tertiary Treatment Study
Sewer	Sewer Main Line Replacement
Sewer	Storm Drain Ripping
Sewer	WWTP - Clarifier Gate Valves (3)
Sewer	Orange Ave/Tulare Road Valving Project
Sewer	Oxidation Ditch Repairs (2)

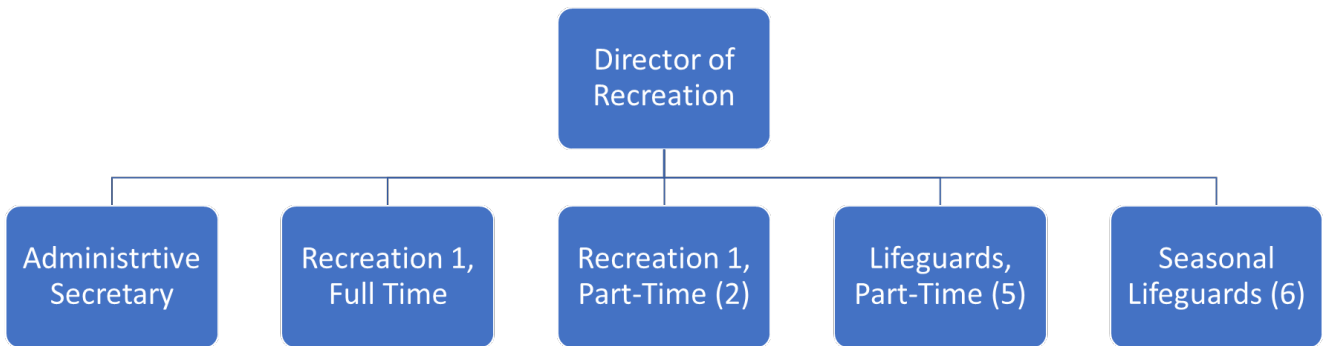
All projects listed in the table above are fully funded for the 2022-2023 fiscal year, full details are included in the adopted FY 2023-2027 Capital Outlay and Improvement Plan. Updates on routine items will be presented on a regular basis at City Council Meetings held throughout the year.

Department Contacts

**Neyba Amezcua**  
Director of City Services and Planning  
Phone (559) 562-7102 ext. 8040  
Fax (559) 562-5748  
namezcua@lindsay.ca.us

## Recreation | Wellness and Aquatic Center

### ORGANIZATIONAL CHART



### Mission

The Lindsay Wellness & Aquatic Center is the result of a continued valued partnership between the City of Lindsay and the Lindsay District Hospital Board. The Lindsay Wellness Center’s mission is three-pronged: (1) To provide resources and programming that educate and support our community and our members in leading healthy, active lives; (2) To promote wellness through physical health and fitness, as well as mental and social wellbeing; (3) To offer a friendly and safe environment for individuals of all ages to evolve in their journey toward optimal wellness.

### Department Overview

The Wellness Center offers a variety of services in the areas of aquatics, fitness, and recreation. The Wellness Center boasts a state-of-the-art eight-lane swimming pool and a sloped-entry kiddie pool area; it offers pool rental to the community and serves as the home of the Lindsay High School Swim Team as well as the Skimmers, a local competitive youth swim team. Various fitness and exercise classes are also offered, as well as a full gym with various exercise machines and a free weights area. The Wellness Center is also grateful to count Pro-PT Physical Therapy and OMNI Family Health as valued tenants providing additional health resources to the Lindsay community.

In addition to the offerings found at the Wellness Center, the Department of Recreation oversees other facilities around town such as the Olive Bowl, Harvard Park, and the Lindsay Sports Complex. Special community events include Summer Night Lights and the Annual Salute to Service Run/Walk.

### FY 2021-2022 Accomplishments

For the fiscal year 2021-2022, the Lindsay Wellness Center continued to focus on enhancing the quality of life for Lindsay residents through its variety of programs and community partnerships. In collaboration with the Lindsay Unified School District (LUSD), Wellness Center staff and instructors designed additional curriculums for the after-school STARS program that included Swim Lessons, SPARKS Physical Education, Summer Youth Camp, Winter Youth Camp and Spring Break Camp. The Lindsay Wellness Center hopes to maintain and further develop their partnership with the school district in the years to come.



Additional improvements were made to the Wellness Center's state-of-the-art Aquatic Center thanks to funding provided by the Lindsay Hospital District. Aquatic Center upgrades include new LED pool lights, tile repairs, plumbing, plaster repairs, concrete overlay, new drain grates, and a new therapy pool pump. The Wellness Center is also fortunate to receive additional funding from the Lindsay Local Hospital District for \$467,632 for a projected three-year plan of future capital outlay projects. These projects include a new pool heater, VFD pool pump, interior retrofit lighting, exterior retrofit lighting, vending miser, 4 HVAC units, advanced Wi-Fi thermostats and a replaster of the big pool.

Fitness memberships continued to grow during the fiscal year with the addition of more fitness classes and new equipment. Two stair steppers are now in operation along with 10 spin bikes and Chair Classes have returned after a short interruption caused by COVID-19, with many familiar faces returning along with a few new ones.

The Wellness Center was also fortunate to be awarded \$4,615,000 through the California Department of Transportation's Clean California Local Grant Program for beautification and enhancement of Kaku / Olive Bowl Park. The City is looking forward to bringing this project to fruition for the community's enjoyment.

### Objectives For FY 2022-2023

The Department of Recreation has identified the following as its top objectives:

- Offer affordable programs and positive community activities.
- Strive to create and support community-organized recreation and wellness activities.
- Collaborate with local non-profit organizations, school districts, and businesses.
- Continue to work with the Lindsay Local Hospital District on long-term financial strategies to sustain and ensure the Wellness Center can maintain and continue to operate health and wellness services and programs for the community.
- Maintain a positive customer service-based attitude.
- Provide opportunities for local businesses to grow through connection to our programs, activities, and facilities.
- Engage all community members in sharing in the benefits of participating in active living.
- Achieve financial sustainability by optimizing the use our facilities and properly sizing our staffing levels.

### Department Contacts

**Lisa Davis**

Director of Recreation

Phone (559) 562-5196 x 8030

ldavis@lindsay.ca.us

## PERSONNEL INFORMATION

The City of Lindsay utilizes a forty-hour work week to calculate the full time equivalent (FTE) of staffing levels. An employee that is scheduled to work forty hours per week is considered a full-time position and is equal to one FTE. Employees that are scheduled to work less than forty hours per week are considered part-time employees. To calculate the FTE for part time employees, scheduled work hours are divided by forty.

For example, if an employee is scheduled to work 20 hours per week, they are considered a part-time employee and are equal to 0.5 FTE (20hrs/week ÷ 40hrs/week).

For the FY 2022-2023:

### TOTAL NUMBER OF EMPLOYEES, BY LOCATION

EMPLOYEES BY LOCATION	
Public Safety	25.0
City Services	19.0
Wellness	16.0
Finance	7.0
City Manager	6.0
<b>TOTAL FTE</b>	<b>73.0</b>

### FTE COUNT

BY FUND TYPE	
General Fund	31.9
Committed Funds	4.8
Restricted Funds	3.0
Enterprise Funds	18.1
Special Revenue Funds	0.4
<b>TOTAL FTE</b>	<b>58.1</b>

In anticipation of continued growth, Staff is recommending the addition of critical staffing positions and resources that will enable the City to sustain and grow the quantity and quality of services provided to our residents, and that will help ensure compliance to standard municipal practices and procedures.

### FTE COUNT

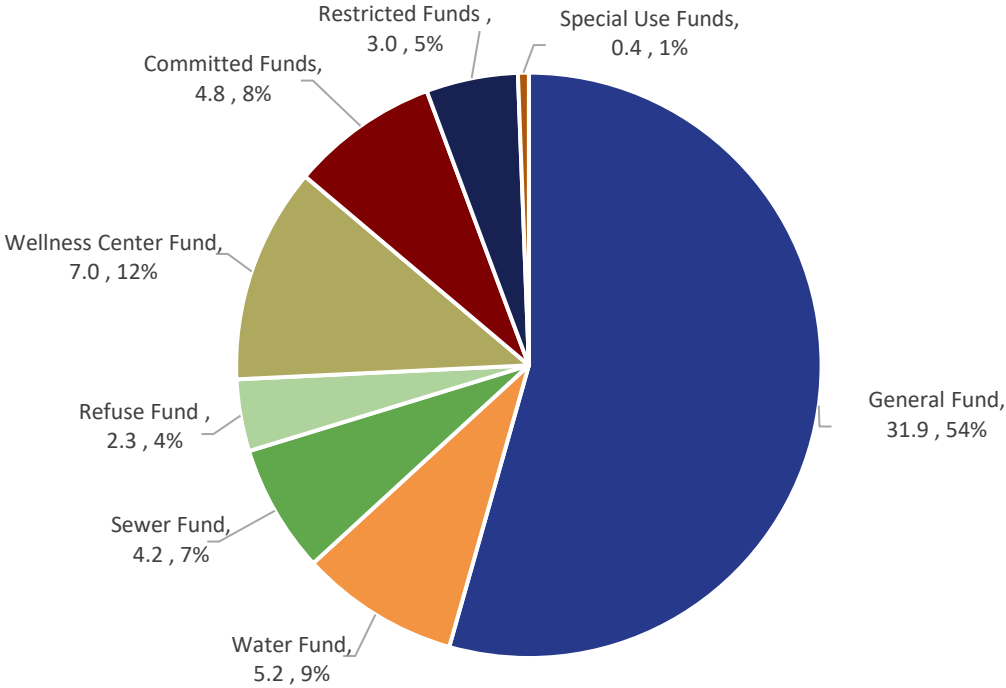
BY FUND TYPE		NEW POSITIONS (INCLUDED IN FTE TOTAL)	
General Fund	31.9	Fire Engineer	2.0
Committed Funds	4.8	Code Enforcement	1.0
Restricted Funds	3.0	City Services Manager / Inspector	1.0
Enterprise Funds	18.1	IT Manager	1.0
Special Revenue Funds	0.4		
<b>TOTAL FTE</b>	<b>58.1</b>	<b>TOTAL FTE ADDITIONS IN FY 2022-2023</b>	<b>5.0</b>

City of Lindsay employees serve in multiple capacities. The salary and benefits for some City employees are allocated to multiple departments according to the time each staff member serves in those departments during the year. For example, for the position of the Director of City Services, the salary and benefits must be allocated to the General Fund, Water, Sewer, and other funds proportional to the time the Director spends working on projects in each fund.

The Annual Salary Allocation designates the proportional allocation of each position’s salary and benefits to the appropriate departments/funds and is incorporated into the annual spending budget by fund.

Salary allocation tables are reviewed annually, at a minimum, as part of the regular budget process.

### EMPLOYEE ALLOCATION FOR FY 2022-2023



## Annual Position Allocation

Department	Position	FY 2022-2023 FTE	General	Utilities	Transit & Gas Tax	Wellness	Other
City Manager	City Manager	1.00	46%	29%	20%	5%	0%
City Manager	Executive Assistant / Deputy City Clerk	1.00	45%	25%	0%	5%	0%
City Manager	Assistant to the City Manager / City Clerk	1.00	45%	25%	0%	5%	0%
City Manager	Human Resources Manager	1.00	55%	25%	10%	10%	0%
City Manager	IT Manager	1.00	55%	25%	10%	10%	0%
City Manager	IT / Records Clerk	0.50	55%	25%	8%	10%	0%
Public Safety	Director Of Public Safety	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Lieutenant	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Lieutenant	1.00	98%	2%	0%	0%	0%
Public Safety	Public Safety Sergeant	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Sergeant	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Sergeant	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Sergeant	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Officer	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Officer	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Officer	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Officer	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Officer	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Officer	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Officer	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Officer	1.00	100%	0%	0%	0%	0%
Public Safety	Public Safety Officer	1.00	100%	0%	0%	0%	0%
Public Safety	Animal Control Officer	1.00	100%	0%	0%	0%	0%
Public Safety	Fire Lieutenant	1.00	98%	2%	0%	0%	0%
Public Safety	Fire Apparatus Engineer	1.00	100%	0%	0%	0%	0%
Public Safety	Fire Apparatus Engineer	1.00	100%	0%	0%	0%	0%
Public Safety	Administrative Supervisor	1.00	100%	0%	0%	0%	0%
Public Safety	Records Clerk	1.00	100%	0%	0%	0%	0%
Finance	Director Of Finance	1.00	27%	50%	10%	2%	1%
Finance	Finance & Accounting Manager	-	27%	50%	5%	2%	1%
Finance	Administrative Supervisor	1.00	45%	40%	8%	5%	2%
Finance	Administrative Secretary	1.00	9%	85%	0%	5%	1%
Finance	Account Clerk 3	1.00	45%	40%	8%	5%	2%
Finance	Account Clerk 3	1.00	20%	70%	4%	5%	1%
Finance	Account Clerk 1	1.00	9%	85%	0%	5%	1%

Department	Position	FY 2022-2023 FTE	General	Utilities	Transit & Gas Tax	Wellness	Other
City Services	Director Of City Services	1.00	25%	46%	24%	0%	5%
City Services	City Services Assistant Director	1.00	25%	46%	24%	0%	5%
City Services	City Services Manager / Inspector	1.00	55%	10%	10%	0%	0%
City Services	Engineering Tech	1.00	49%	30%	19%	0%	2%
City Services	Planning Manager	1.00	95%	0%	0%	0%	0%
City Services	Assistant City Planner	1.00	100%	0%	0%	0%	0%
City Services	Senior Maintenance 3	1.00	60%	20%	15%	5%	0%
City Services	Senior Maintenance 2	1.00	0%	95%	0%	0%	5%
City Services	Senior Maintenance 1	1.00	30%	15%	55%	0%	0%
City Services	Maintenance	1.00	30%	25%	45%	0%	0%
City Services	Maintenance	1.00	0%	95%	0%	0%	5%
City Services	Maintenance	1.00	0%	100%	0%	0%	0%
City Services	Maintenance	1.00	0%	95%	0%	0%	5%
City Services	Maintenance	1.00	100%	0%	0%	0%	0%
City Services	Maintenance	1.00	100%	0%	0%	0%	0%
City Services	Maintenance	1.00	100%	0%	0%	0%	0%
City Services	Code Enforcement	1.00	100%	0%	0%	0%	0%
City Services	Administrative Supervisor	1.00	30%	30%	10%	0%	30%
City Services	Administrative Secretary	1.00	40%	40%	20%	0%	0%
Wellness	Recreation Director	1.00	0%	0%	0%	100%	0%
Wellness	Administrative Secretary	1.00	0%	0%	0%	100%	0%
Wellness	Recreation 1	1.00	0%	0%	0%	100%	0%
Wellness	Recreation 1	0.50	0%	0%	0%	100%	0%
Wellness	Recreation 1	0.50	0%	0%	0%	100%	0%
Wellness	Recreation 1 (Maintenance)	0.25	0%	0%	0%	100%	0%
Wellness	Lifeguard (Permanent PT)	0.25	0%	0%	0%	100%	0%
Wellness	Lifeguard (Permanent PT)	0.25	0%	0%	0%	100%	0%
Wellness	Lifeguard (Permanent PT)	0.25	0%	0%	0%	100%	0%
Wellness	Lifeguard (Permanent PT)	0.25	0%	0%	0%	100%	0%
Wellness	Lifeguard (Permanent PT)	0.25	0%	0%	0%	100%	0%
Wellness	Lifeguard	0.13	0%	0%	0%	100%	0%
Wellness	Lifeguard	0.13	0%	0%	0%	100%	0%
Wellness	Lifeguard	0.13	0%	0%	0%	100%	0%
Wellness	Lifeguard	0.13	0%	0%	0%	100%	0%
Wellness	Lifeguard	0.13	0%	0%	0%	100%	0%
Wellness	Lifeguard	0.13	0%	0%	0%	100%	0%

### Salary Ranges and Payroll Benefits Information

The City has two bargaining units – one for Public Safety employees and one for all other employees referred to as Miscellaneous employees.

Staffing is further divided into classifications for non-exempt and exempt employees. Non-Exempt Employees are eligible for overtime and all provisions of their governing Memorandum of Understanding (MOU). Exempt employees are not eligible for overtime but are eligible for all other provisions of their governing MOU and CA State Labor Laws.

City Manager and Department Heads are at-will employees who operate under individual contracts with the City and are not eligible for overtime and excluded from MOU provisions.

The table below displays the annual range and salary steps for all positions, as approved by action of the City Council.

City of Lindsay  
Salary Matrix (As of July 1, 2022)

ANNUALLY

		STEPS						
Public Safety	Public Safety	1	2	3	4	5	6	7
Non-Exempt	Animal Control Officer	43,867	46,051	48,360	50,773	53,310	55,973	58,781
Non-Exempt	Public Safety Officer	52,770	55,411	58,198	61,090	64,147	67,371	70,720
Non-Exempt	Public Safety Sergeant	64,251	67,475	70,845	74,381	78,104	82,014	86,112
Non-Exempt	Fire Apparatus Engineer	43,867	46,051	48,360	50,773	53,310	55,973	58,781
Non-Exempt	Fire Lieutenant	64,251	67,475	70,845	74,381	78,104	82,014	86,112
Exempt	Public Safety Lieutenant	83,346	87,506	91,874	96,470	101,296	106,371	111,675

		STEPS						
Miscellaneous TIER 1, hired before July 1, 2018		1	2	3	4	5	6	7
Non-Exempt	Interns / Seasonal	31,200	31,200	31,200	31,200	31,200	31,200	31,200
Non-Exempt	Recreation - Lifeguard	34,403	36,109	37,918	39,811	41,808	43,909	46,093
Non-Exempt	Recreation I	34,403	36,109	37,918	39,811	41,808	43,909	46,093
Non-Exempt	Maintenance	34,403	36,109	37,918	39,811	41,808	43,909	46,093
Non-Exempt	Account Clerk I	34,403	36,109	37,918	39,811	41,808	43,909	46,093
Non-Exempt	Code Enforcement Officer	34,403	36,109	37,918	39,811	41,808	43,909	46,093
Non-Exempt	Records Clerk	34,736	36,462	38,293	40,206	42,203	44,325	46,530
Non-Exempt	Maintenance Senior I	34,736	36,462	38,293	40,206	42,203	44,325	46,530
Non-Exempt	Com. Dev. Specialist II	37,378	39,250	41,226	43,285	45,448	47,715	50,107
Non-Exempt	Administrative Secretary	37,398	39,270	41,226	43,306	45,469	47,736	50,128
Non-Exempt	Executive Assistant / Deputy City Clerk	43,243	45,406	47,674	50,066	52,562	55,182	57,949
Non-Exempt	Records / IT Clerk	43,243	45,406	47,674	50,066	52,562	55,182	57,949
Non-Exempt	Maintenance Senior II	43,867	46,051	48,360	50,773	53,310	55,973	58,781
Non-Exempt	Account Clerk III	44,075	46,280	48,589	51,022	53,581	56,243	59,072
Non-Exempt	Engineering Technician	54,746	57,491	60,362	63,378	66,539	69,867	73,362
Non-Exempt	Assistant City Planner	54,746	57,491	60,362	63,378	66,539	69,867	73,362
Non-Exempt	Building Inspector I	54,746	57,491	60,362	63,378	66,539	69,867	73,362
Exempt	Administrative Supervisor (Exempt)	64,272	67,496	70,866	74,402	78,125	82,035	86,133
Exempt	Maintenance Senior III (Exempt)	64,272	67,496	70,866	74,402	78,125	82,035	86,133
Exempt	Assistant to the City Manager / City Clerk (Exempt)	64,272	67,496	70,866	74,402	78,125	82,035	86,133
Exempt	City Services Assistant Director (Exempt)	64,272	67,496	70,866	74,402	78,125	82,035	86,133
Exempt	Human Resources Manager (Exempt)	70,262	73,778	77,480	81,349	85,426	89,690	94,162
Exempt	Planning Manager (Exempt)	70,262	73,778	77,480	81,349	85,426	89,690	94,162
Exempt	Finance & Accounting Manager (Exempt)	70,262	73,778	77,480	81,349	85,426	89,690	94,162
Exempt	Executive Projects Manager	70,262	73,778	77,480	81,349	85,426	89,690	94,162
Exempt	IT Manager	70,262	73,778	77,480	81,349	85,426	89,690	94,162

Miscellaneous TIER 1, hired before July 1, 2018		STEPS						
		1	2	3	4	5	6	7
Non-Exempt	Interns / Seasonal	31,200	31,200	31,200	31,200	31,200	31,200	31,200
Non-Exempt	Recreation - Lifeguard	34,403	35,610	36,858	38,147	39,478	40,851	42,286
Non-Exempt	Recreation I	34,403	35,610	36,858	38,147	39,478	40,851	42,286
Non-Exempt	Maintenance	34,403	35,610	36,858	38,147	39,478	40,851	42,286
Non-Exempt	Account Clerk I	34,403	35,610	36,858	38,147	39,478	40,851	42,286
Non-Exempt	Code Enforcement Officer	34,403	35,610	36,858	38,147	39,478	40,851	42,286
Non-Exempt	Records Clerk	34,736	35,942	37,211	38,501	39,853	41,246	42,682
Non-Exempt	Maintenance Senior I	34,736	35,942	37,211	38,501	39,853	41,246	42,682
Non-Exempt	Com. Dev. Specialist II	37,378	38,688	40,061	41,454	42,910	44,408	45,968
Non-Exempt	Administrative Secretary	37,398	38,709	40,061	41,475	42,910	44,429	45,968
Non-Exempt	Executive Assistant / Deputy City Clerk	43,243	44,762	46,322	47,944	49,629	51,355	53,165
Non-Exempt	Records / IT Clerk	43,243	44,762	46,322	47,944	49,629	51,355	53,165
Non-Exempt	Maintenance Senior II	43,867	45,386	46,987	48,630	50,336	52,083	53,914
Non-Exempt	Account Clerk III	44,075	45,614	47,216	48,859	50,586	52,354	54,184
Non-Exempt	Engineering Technician	54,746	56,659	58,656	60,694	62,816	65,021	67,309
Non-Exempt	Assistant City Planner	54,746	56,659	58,656	60,694	62,816	65,021	67,309
Non-Exempt	Building Inspector I	54,746	56,659	58,656	60,694	62,816	65,021	67,309
Exempt	Administrative Supervisor (Exempt)	64,272	66,518	68,848	71,261	73,757	76,336	78,998
Exempt	Maintenance Senior III (Exempt)	64,272	66,518	68,848	71,261	73,757	76,336	78,998
Exempt	Assistant to the City Manager / City Clerk (Exempt)	64,272	66,518	68,848	71,261	73,757	76,336	78,998
Exempt	City Services Assistant Director (Exempt)	64,272	66,518	68,848	71,261	73,757	76,336	78,998
Exempt	Human Resources Manager (Exempt)	70,262	72,738	75,275	77,917	80,642	83,470	86,382
Exempt	Planning Manager (Exempt)	70,262	72,738	75,275	77,917	80,642	83,470	86,382
Exempt	Finance & Accounting Manager (Exempt)	70,262	72,738	75,275	77,917	80,642	83,470	86,382
Exempt	Executive Projects Manager	70,262	72,738	75,275	77,917	80,642	83,470	86,382
Exempt	IT Manager	70,262	72,738	75,275	77,917	80,642	83,470	86,382

Executives		Minimum	Maximum
Exempt	City Manager (Exempt)	120,224	164,154
Exempt	Director of Public Safety (Exempt)	90,542	121,326
Exempt	Director of Finance (Exempt)	91,125	116,293
Exempt	Director of City Services (Exempt)	78,998	109,158
Exempt	Recreation Services Director (Exempt)	75,046	103,688

To determine employee pay per month, divide by 12. To determine pay per pay period, divide by 26. To determine pay by hour, divide by 2,080. Employees are evaluated annually and if recommended on merit, move one step up their assigned salary range until they reach the maximum.

### Benefit Summary

As part of the employee compensation package the City of Lindsay provides benefits to its employees. The accumulation and use of these benefits is regulated by the policies and procedures of the City. The following paragraphs summaries these benefits.

### Vacation

Full time employees receive ten (10) days of vacation for the first five years of employment. Full time employees with five (5) years of continuous service will receive eleven (11) days per year. Full time employees with seven (7) years of continuous service will receive thirteen (13) days per year of vacation. Full time employees with ten

(10) years of continuous service will receive fifteen (15) days per year of vacation. (See section 11.1 personnel rules and regulations for additional information)

**Sick Leave**

An employee accrues sick leave beginning on the first day of employment. Sick leave is accrued at the rate of 3.08 hours per pay period (10 days per year) for full-time employees.

**Holidays**

The City observes 13 holidays: New Year’s Day; Martin Luther King Jr. Day; Presidents’ Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving; day after Thanksgiving; Christmas Eve; Christmas; and, New Year’s Eve.

**Health Insurance**

The health insurance provider for the City of Lindsay is Anthem Blue Cross. The City includes employee-only insurance as part of the base benefits package. Employees who wish to include family members on the health plan share equally with the City for the additional cost of adding those family members for the PPO 250 Health Plan. If an employee selects the PPO 500 Plan, then the employee receives some cost savings.

*All Rates effective January 1, 2022*

<i>Medical, Dental &amp; Vision</i>	<i>Employee’s Annual Cost (PPO 250 Plan)</i>	<i>Employee’s Annual Cost (PPO 500 Plan)</i>
<i>Employee Only</i>	\$0	\$0
<i>Employee + Spouse</i>	\$5,664	\$5,210
<i>Employee + Children</i>	\$4,645	\$4,236
<i>Employee + Family</i>	\$9,837	\$9,211

**Dental Insurance**

The City’s dental plan is offered through Lincoln Financial Group. Employee and City contributions are covered in the health insurance costs noted above.

**Vision Insurance**

The City’s vision plan is offered through Superior Vision. Employee and City contributions are covered in the health insurance costs noted above.

**Employee Assistance Program**

The EAP is a confidential service designed to help employees and their household members resolve personal and workplace challenges. Counseling services are available free of charge to employees 24-hours a day, 7 days a week. Through the EAP, employees may receive telephone or face-to-face counseling services up to eight times per year per incident.

**Life Insurance**

City employees are covered under a life insurance program through Lincoln Financial Group. An optional employee-paid group supplemental life insurance program is also available to City employees. The employee-



paid term life insurance policy covers the employee and dependents and is portable, meaning it may be continued after individual is not employed by the City.

**CalPERS RETIREMENT**

City of Lindsay employees participate in the CalPERS retirement system. Understanding the CalPERS system requires background information about pension reform in California and how a pension works.

To begin with, City employees are first divided into two classifications – Public Safety (Police and Fire) and Miscellaneous (all other employees). These two classifications participate at different rates and have different retirement ages.

Effective January 1, 2013, CalPERS separated the entire CalPERS system (regardless of classification) into two designations – Classic (those hired prior to January 1, 2013) and PEPRA (those hired on or after January 1, 2013). PEPRA benefits are significantly less than and start later in life than those received by Classic employees. Additionally, PEPRA employees bear a higher percentage of the cost for the benefit. The result is a lowering of the pension liabilities the City and employees will pay into the CalPERS system. CalPERS invests monthly payments to generate future earnings. Retired employees receive pension payments from these future earnings, not the City in retirement.

Each classification and designation are identified by a percent and an age. Employees multiply the number of years they participate in CalPERS by the percent to calculate what portion of their income they will continue to receive via CalPERS (not the City) at the age of retirement for their classification and designation. For example, 2% at 62 for an employee who joined CalPERS at age 42 would mean he or she would receive 40% of their salary in retirement (62 – 42 = 20 x 2% = 40%).

The following tables identify the classifications and designations along with the retirement benefit equation and how much the employees pay and the two components the City pays per pay period toward the pensions.

<i>CalPERS</i>	Public Safety Classic	Public Safety PEPRA	Miscellaneous Classic	Miscellaneous PEPRA
<i>Retirement Age</i>	55	57	55	62
<i>Retirement Percent per Year Employed</i>	3.00%	2.70%	2.70%	2.00%
<i>Employee Contributes per pay period</i>	9.00%	18.0%	9.00%	9.75%
<i>City-paid rate per pay period</i>	21.79%	8.13%	13.02%	4.59%
<i>Total Rate per pay period</i>	30.79%	26.13%	22.02%	14.34%

Governments in the CalPERS system are facing sizable unfunded liabilities, which means the investments used to create the retirement account were not funded sufficiently in the past. The past underfunding and less-than-expected growth in investment markets have left the retirement system without enough principal to generate

returns to fund fully the retirement contracts. CalPERS amortizes the unfunded liability based on return expectations and adjustments for past performance. The following table shows the unfunded liability balance as of the most recent CalPERS Actuarial Valuation and the City’s required payments for 2022-2023.

<i>CalPERS Unfunded Liability</i>	<b>Public Safety</b>		<b>Miscellaneous</b>	
	<i>Classic</i>	<i>PEPRA</i>	<i>Classic</i>	<i>PEPRA</i>
<i>Unfunded Liability Balance at 6/30/2020</i>	\$4,825,008	\$19,304	\$5,705,412	\$39,120
<i>FY 2022-2023 Payment toward Unfunded Liability</i>	379,813	2,532	463,245	5,742

### Deferred Compensation

The deferred compensation plan is a voluntary retirement program through Lincoln Life. City employees determine how much of their pay is to be directed towards the deferred compensation plan. The City will match the employee’s contribution dollar for dollar up to 3% of employee’s total annual income for non-exempt employees and up to 6% for exempt employees.

### Aflac Coverage

Employees can select to purchase AFLAC services at their own expense. Optional Aflac services include:

- Cancer Care
- Short-Term Disability Insurance
- Hospital Advantage
- Specified Health Event Protection Plan

AFLAC is voluntary, and rates may vary depending on age and income levels.

### Cafeteria Plan Section 125

To help employees mitigate the cost of health care visits, the City offers Flexible Spending Accounts. The purpose of a Flexible Spending Account is to allow employees to set money aside on a pre-tax basis to cover expenses that are not otherwise covered under a traditional medical, dental or vision plan. These benefits are funded by the employee, not the City.

### Accident Insurance

The City offers employees accident insurance from Allstate for all full-time employees and their families. The accident insurance provider for the City of Lindsay is All-State. The City includes employee-only insurance as part of the base benefits package. Plan costs for family members are paid by employees.

### Identity Protection and Legal Plans

Employees have access to two plans for identify protection and legal support. Plan costs are paid by employees.

### ASPCA Health Insurance

The City of Lindsay offers pet insurance at a discounted rate through the ASPCA. Rates are base on breed and age.

## FUND STRUCTURE

### **General Fund**

The primary operating fund of the City of Lindsay is the General Fund. The General Fund is used to account for all financial resources except those required to be accounted for in another fund. Individual funds for general government activities are rolled into the General Fund including public safety, city services, and administration funds. All the City's financial activities are accounted for in the General Fund unless there is a compelling reason to report them in some other fund type. City Council establishes an appropriation limit for the General Fund pursuant Article XIII B of the State Constitution, otherwise referred to as the Gann Limitation. The Gann Limit is a spending limit for proceeds of taxes. This limit is based on historical limits, adjusted by the change in California Per Capita Income and by the change of the Lindsay's population.

### **Committed Funds**

Committed Funds account for revenue resources collected for specific uses and are established by formal action of the City Council of the City of Lindsay. To be reported as committed, amounts cannot be used for any other purpose unless the City takes the same highest level action to remove or change the constraint.

### **Restricted Funds**

Restricted Funds are funds that can be spent only for the specific purposes stipulated by external resource providers. For example, gas tax funds are State allocated funds restricted for street improvement activity and pedestrian and transportation projects.

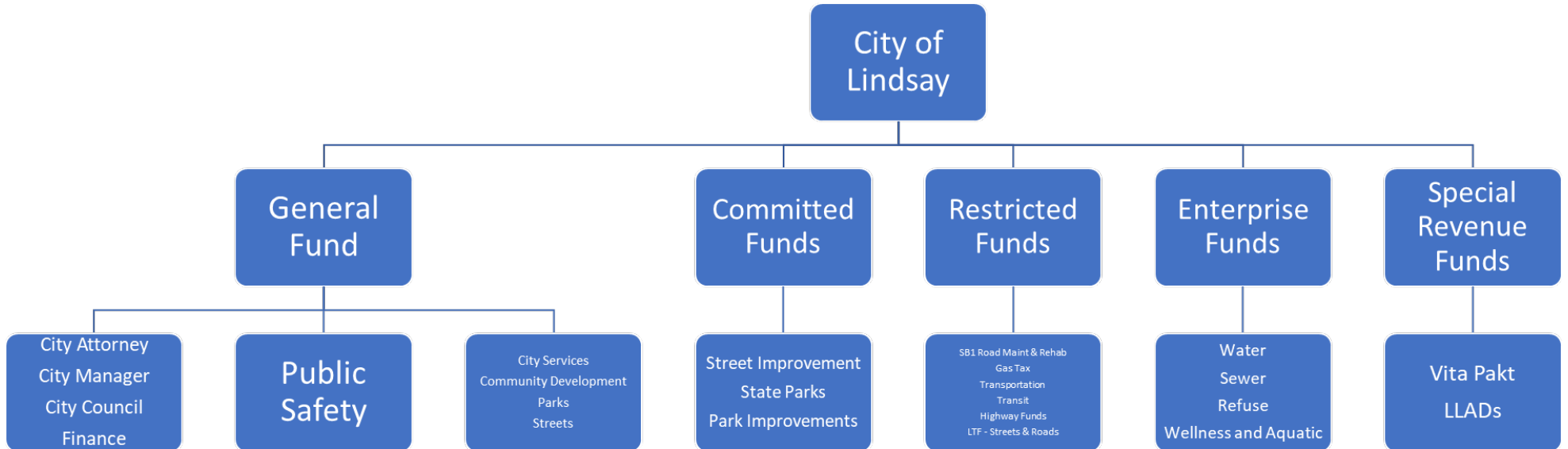
### **Enterprise Funds**

Business-type revenue funds are restricted specifically for the use for which they are collected. In contrast to the General Fund, each enterprise fund operates similar to a business and funds are accounted for separately. These funds are primarily through fees for services with user charges established and maintained at proper levels to assure adequate revenues to pay for operations, maintain adequate reserves and fund maintenance repair and replacement of critical equipment, facilities, and infrastructure.

### **Special Revenue Funds**

Special revenue funds are used to account for specific revenue sources the City intends to use for a specific purpose.

## Fund Structure Chart



## LEVELS OF BUDGETARY CONTROL

The City maintains budgetary controls with the objective of ensuring compliance with legal provisions embodied in the annual appropriated budget approved by the City Council.

During the fiscal year, due to emergencies or changes in circumstances, it may become necessary to transfer appropriations between funds or increase the appropriation for new projects for programs approved by the City Council. An adjustment is requested through a budget amendment which includes an explanation as to why the change is necessary. City Council may approve changes to resources held during regularly scheduled meetings held throughout the fiscal year. The council may amend the budget to add to or increase programs or amounts or to delete or decrease any programs or amounts, except those expenditures required by law or for debt services, but no amendment to the budget shall increase the authorized expenditures for any fund to an amount greater than the total estimated income and carried forward fund balances, plus appropriated reserves.

The City Manager may transfer monies between departments, divisions, programs and accounts within funds and departments, but within dollar or percentage of fund limits set by the Council annually as part of the budget, but only the Council by resolution may transfer monies between funds and from unappropriated balances or fund balances to any fund or appropriation account.

Encumbered amounts lapse at year end and, encumbrances outstanding at year end are reappropriated as part of the following year’s budget. Activities for Debt Service, and Capital Projects are included in the annual appropriated budget.

When both restricted and unrestricted resources are available for use, it is the City’s policy to use restricted resources first, followed by the unrestricted committed, assigned, and unassigned resources as they are needed.

City council shall adopt the annual budget for the upcoming fiscal year on or before June 30<sup>th</sup> of the fiscal year currently ending.

### Annual Budget Calendar

Timeframe	Budget Event
March	Department heads submit proposed operating and capital budgets, goals and performance standards to City Manager. City Manager and Finance Director take information from department heads and prepare the proposed budget for coming fiscal year.
May thru June	Proposed operating and capital budgets for all Accounting Funds is distributed to public, press and City Council. Copies are available for public review at City Hall and on City website. City Council conducts reviews during work meetings and invites public participation and input.
June	Public hearing is held wherein the public is invited to comment on proposed annual budget. City Council makes final budget changes. City Manager incorporates changes made by City Council into final budget document.
No later than June 30	Final budget is adopted by the City Council.

## FUND SUMMARIES

### **General Fund**

Staff is largely focusing on growing general fund revenues to address the deficit fund balance in the General Fund caused by the reinstatement of interfund loans.

Positive revenue trends for sales and use tax, including the voter-approved additional one-percent (1%) tax imposed on retail transactions to fund general fund services for public safety are expected to continue for FY 2022-2023 and Transient Occupancy Tax (TOT) revenue continues to be bolstered by health staff traveling into the area to help combat the spread of COVID-19 in Tulare County.

Additional tax revenue is expected in future years with the addition of a second retail cannabis location and the completion of Palm Terrace II, a 54-unit energy efficient and transit friendly affordable rental community, by December 2023.

### **Street Improvement Fund**

Operations remain positive for the Street Improvement Fund. A study is underway to provide updated values for street impact fees caused by City utility services. The final study is expected to be presented for the consideration of Lindsay City Council in upcoming months.

### **Water Enterprise Fund**

The Water fund continues to struggle financially. The Water fund ended with an operating loss in the prior year and does not have any financial reserves for capital outlay projects needed to maintain or upgrade its aging infrastructure. Staff has initiated a water rate study to address these issues; the final water rate study is expected to be presented for the consideration of Lindsay City Council in upcoming months.

### **Sewer Enterprise Fund**

Operations remain positive for the sewer enterprise fund and several capital outlay projects are scheduled for FY 2022-2023 to maintain and upgrade aging infrastructure. A study has been initiated to review of sewer rates and ensure long-term operations for the system. Results of the study are expected to be presented for the consideration of Lindsay City Council in upcoming months.

### **Wellness Enterprise Fund**

The resources of the Wellness Center continue to grow through community partnership agreements, namely with the Lindsay Hospital District and the Lindsay Unified School District. The City uses general funds to cover annual deficits to support the Wellness Center's ability to continue to provide health and social benefits to the residents of Lindsay and the community at large.

# FINANCIALS



## SUMMARY OF NET CHANGE - CITYWIDE

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>GENERAL FUND</b>						
101-GENERAL FUND	963,244	1,140,857	1,548,244	124,350	995,447	26,960
<b>COMMITTED FUNDS</b>						
200-STREET IMPROVEMENT FUND	617,791	65,525	764,150	-	577,987	(2,305,827)
460-STATE PARKS	-	-	(32,297)	-	32,365	-
471-PARK IMPROVEMENTS	6,404	4,606	2,633	3,300	38,350	3,300
<b>RESTRICTED FUNDS</b>						
260-SB1 ROAD MAINTENANCE & REHAB	209,544	(148,661)	244,169	-	271,177	200,432
261-GAS TAX FUND	(94,086)	9,050	6,548	2,700	66,486	(422,988)
263-TRANSPORTATION	88,752	95,265	85,993	-	174,299	(1,642,330)
264-GAS TAX-TRANSIT FUND	340	(352)	205	100	100	-
265-STP HWY FUNDS	251,784	(83,386)	150,565	-	151,200	143,000
266-LTF-ART 8 STREETS & ROADS	32,346	415,947	652,491	4,500	534,454	330,000
<b>ENTERPRISE FUNDS</b>						
300-MCDERMONT	793,308	119,957	-	-	-	-
400-WELLNESS CENTER	(16,970)	135,741	46,884	(22,400)	3,900	(56)
552-WATER	400,861	163,212	8,445	(42,600)	257,496	(239,297)
553-SEWER	518,858	440,998	421,511	153,000	320,865	28,505
841-CURB & GUTTER	462	91	2,374	-	(3,100)	2,000
856-STORM DRAIN SYSTEM	6,150	3,970	738	3,000	1,200	-
554-REFUSE	74,106	45,511	68,841	(24,700)	83,829	7,177
<b>SPECIAL REVENUE FUNDS</b>						
556-VITA-PAKT	431	254	(1,164)	-	0	-
883-SIERRA VIEW ASSESSMENT	3,995	(1,215)	2,348	-	3,552	-
884-HERITAGE ASSESSMENT DIST	3,997	881	2,104	-	3,700	-
886-SAMOA	(1,072)	740	1,602	-	0	-
887-SWEETBRIER TOWNHOUSES	(1,934)	517	2,789	-	(16,857)	-
888-PARKSIDE	(70)	647	508	-	2,635	(0)
889-SIERRA VISTA ASSESSMENT	3,404	7,352	7,676	7,400	7,250	(0)
890-MAPLE VALLEY ASSESSMENT	(4,645)	(4,107)	(379)	-	100	-
891-PELOUS RANCH	(5,179)	(3,806)	584	(9,300)	(2,466)	-



## SUMMARY OF INFLOWS - CITYWIDE

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>GENERAL FUND</b>						
101-GENERAL FUND	6,035,602	6,383,118	7,273,835	8,246,700	8,961,433	9,299,419
<b>COMMITTED FUNDS</b>						
200-STREET IMPROVEMENT FUND	872,691	905,905	917,228	925,883	925,883	417,973
460-STATE PARKS	-	-	-	250,000	217,800	6,601,000
471-PARK IMPROVEMENTS	8,458	4,606	2,633	3,300	38,350	3,300
<b>RESTRICTED FUNDS</b>						
260-SB1 ROAD MAINTENANCE & REHAB	299,383	233,224	244,169	140,000	271,177	298,432
261-GAS TAX FUND	270,696	307,866	290,386	281,100	343,000	381,315
263-TRANSPORTATION	660,311	285,344	242,916	1,063,100	280,900	220,000
264-GAS TAX-TRANSIT FUND	340	250,170	205	100	100	-
265-STP HWY FUNDS	284,784	158,614	150,565	130,700	151,200	143,000
266-LTF-ART 8 STREETS & ROADS	482,049	1,061,557	652,491	534,500	534,454	530,000
<b>ENTERPRISE FUNDS</b>						
300-MCDERMONT	1,059,470	119,957	-	-	-	-
400-WELLNESS CENTER	609,918	767,355	829,582	1,217,300	1,031,742	1,078,300
552-WATER	2,033,342	1,712,499	1,670,087	2,250,000	1,905,700	2,452,000
553-SEWER	1,531,940	1,448,565	1,485,640	1,579,100	1,458,900	1,644,100
841-CURB & GUTTER	462	91	2,374	1,200	2,400	2,000
856-STORM DRAIN SYSTEM	6,150	3,970	738	3,000	1,200	-
554-REFUSE	966,504	1,030,732	1,095,939	1,114,500	857,500	880,700
<b>SPECIAL REVENUE FUNDS</b>						
556-VITA-PAKT	49,539	86,517	61,693	67,200	73,284	83,879
883-SIERRA VIEW ASSESSMENT	21,987	17,619	17,606	18,700	18,700	21,965
884-HERITAGE ASSESSMENT DIST	8,989	6,925	6,703	7,200	7,200	7,700
886-SAMOA	4,212	4,032	4,032	4,400	2,055	11,597
887-SWEETBRIER TOWNHOUSES	9,478	9,473	9,476	9,700	9,685	11,597
888-PARKSIDE	6,479	5,098	5,522	5,700	5,700	6,271
889-SIERRA VISTA ASSESSMENT	9,335	9,335	9,335	9,600	9,554	9,554
890-MAPLE VALLEY ASSESSMENT	1,808	1,398	1,438	2,700	2,700	3,617
891-PELOUS RANCH	10,195	10,195	10,145	10,500	10,500	15,750

## SUMMARY OF OUTFLOWS - CITYWIDE

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>GENERAL FUND</b>						
101-GENERAL FUND	5,072,358	5,242,261	5,725,591	8,122,350	7,965,986	9,272,460
<b>COMMITTED FUNDS</b>						
200-STREET IMPROVEMENT FUND	254,900	840,379	153,078	925,883	347,896	2,723,800
460-STATE PARKS	-	-	32,297	250,000	185,435	6,601,000
471-PARK IMPROVEMENTS	2,054	-	-	-	-	-
<b>RESTRICTED FUNDS</b>						
260-SB1 ROAD MAINTENANCE & REHAB	89,839	381,885	-	140,000	-	98,000
261-GAS TAX FUND	364,782	298,816	283,838	278,400	276,514	804,303
263-TRANSPORTATION	571,559	190,079	156,922	1,063,100	106,601	1,862,330
264-GAS TAX-TRANSIT FUND	-	250,522	-	-	-	-
265-STP HWY FUNDS	33,000	242,000	-	130,700	-	-
266-LTF-ART 8 STREETS & ROADS	449,703	645,610	-	530,000	-	200,000
<b>ENTERPRISE FUNDS</b>						
300-MCDERMONT	266,162	-	-	-	-	-
400-WELLNESS CENTER	626,888	631,613	782,698	1,239,700	1,027,842	1,078,356
552-WATER	1,632,481	1,549,287	1,661,642	2,292,600	1,648,204	2,691,297
553-SEWER	1,013,082	1,007,567	1,064,129	1,426,100	1,138,035	1,615,595
841-CURB & GUTTER	-	-	-	1,200	5,500	-
856-STORM DRAIN SYSTEM	-	-	-	-	-	-
554-REFUSE	892,398	985,222	1,027,098	1,139,200	773,671	873,523
<b>SPECIAL REVENUE FUNDS</b>						
556-VITA-PAKT	49,108	86,262	62,857	67,200	73,284	83,879
883-SIERRA VIEW ASSESSMENT	17,991	18,834	15,259	18,700	15,148	21,965
884-HERITAGE ASSESSMENT DIST	4,992	6,045	4,599	7,200	3,500	7,700
886-SAMOA	5,284	3,291	2,430	4,400	2,055	11,597
887-SWEETBRIER TOWNHOUSES	11,411	8,957	6,687	9,700	26,542	11,597
888-PARKSIDE	6,548	4,451	5,013	5,700	3,065	6,271
889-SIERRA VISTA ASSESSMENT	5,931	1,983	1,659	2,200	2,304	9,554
890-MAPLE VALLEY ASSESSMENT	6,453	5,505	1,817	2,700	2,600	3,617
891-PELOUS RANCH	15,374	14,001	9,561	19,800	12,966	15,750

SUMMARY OF TRANSFERS - CITYWIDE

TRANSFER OUT

TRANSFER IN

TRANSFERS OUT	PROPOSED 2023	TRANSFERS IN	PROPOSED 2023	PURPOSE
GENERAL FUND	140,000	WATER	140,000	Generators - Well 14 & Well 15
GENERAL FUND	40,000	WATER	40,000	Urban water management plan
GENERAL FUND	350,000	WATER	350,000	Main line replacement - Lafayette/Sycamore
GENERAL FUND	50,000	WATER	50,000	Fire flow study
GENERAL FUND	60,000	WATER	60,000	Scada expansion
GENERAL FUND	70,000	WATER	70,000	Enterprise fund advance repayment
GENERAL FUND	-	WATER	-	Water operations
GENERAL FUND	300,000	WELLNESS CENTER	300,000	Wellness Center operations
GENERAL FUND	20,000	WELLNESS CENTER	20,000	Wellness Center building upgrades
GENERAL FUND	30,000	WELLNESS CENTER	30,000	Fleet vehicle - recreation
GENERAL FUND	42,500	SEWER	42,500	WWTP clarifier gate valves (3)
STREET IMPROVEMENT FUND	2,383,500	CAPITAL IMPROVEMENT	2,383,500	Various street rehab projects
STREET IMPROVEMENT FUND	287,900	GENERAL FUND	287,900	Street operations
STREET IMPROVEMENT FUND	52,400	GENERAL FUND	52,400	Debt Servicing
SB1 ROAD MAINTENANCE & REHAB	98,000	CAPITAL IMPROVEMENT	98,000	Street rehab/Burem Lane renovation
GAS TAX FUND	480,000	CAPITAL IMPROVEMENT	480,000	Street rehab: Hermosa II - Harvard to Foothill
TRANSPORTATION	500,000	CAPITAL IMPROVEMENT	500,000	Transit Center design
TRANSPORTATION	1,080,000	CAPITAL IMPROVEMENT	1,080,000	Various street rehab projects
LTF-ART 8 STREETS & ROADS	200,000	CAPITAL IMPROVEMENT	200,000	Hermosa/Weswood roundabout landscaping
<b>TOTAL TRANSFER OUT</b>	<b>5,081,800</b>	<b>TOTAL TRANSFER IN</b>	<b>5,081,800</b>	

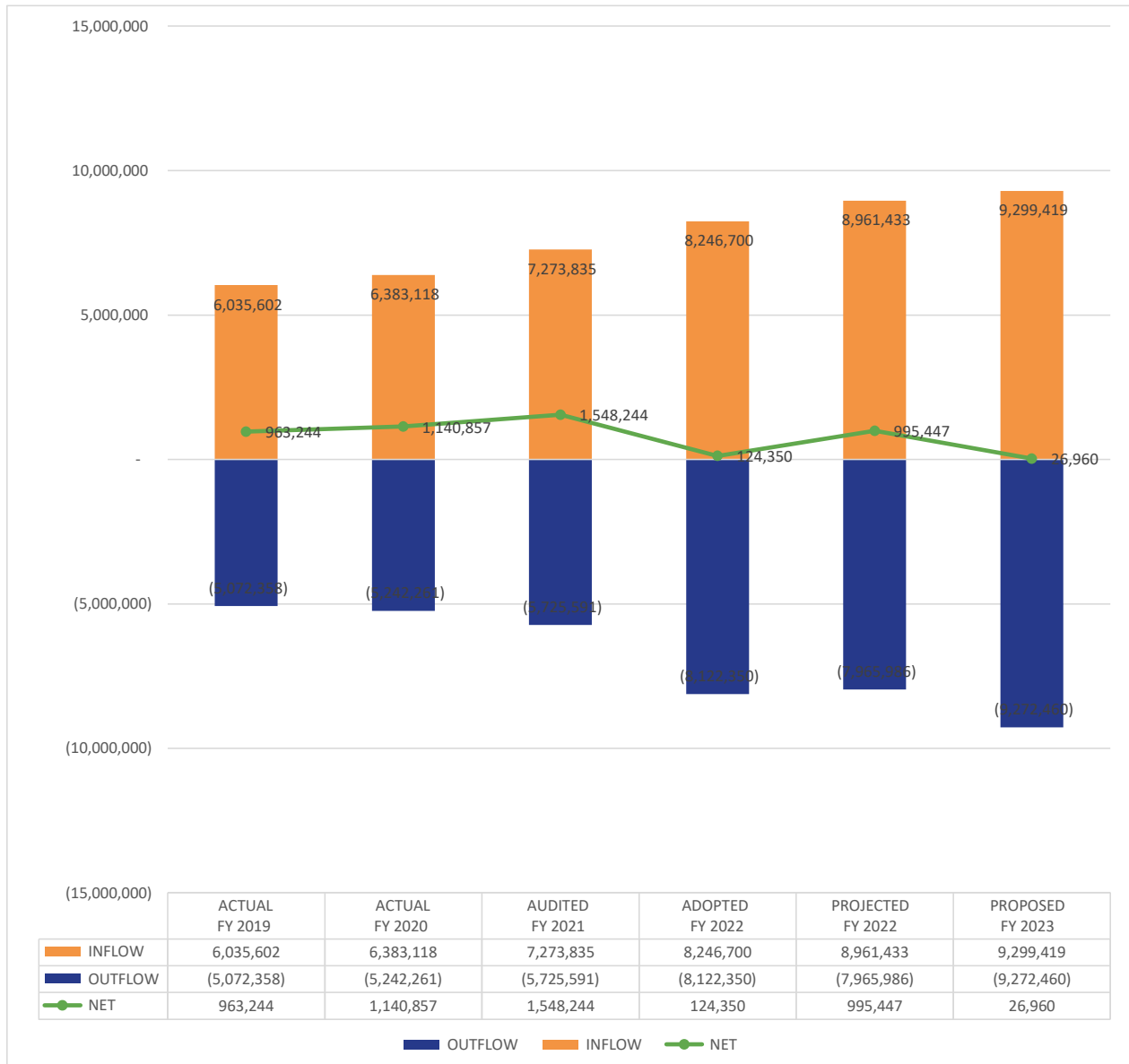
Note: Full project details available on the Adopted Five-Year Capital Improvement Plan.

**101-GENERAL FUND - PERFORMANCE TREND**

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>101-GENERAL FUND</b>						
INFLOW	5,594,698	6,071,889	7,170,618	7,927,200	8,613,537	8,959,119
OUTFLOW	4,811,332	4,974,084	5,481,134	6,642,350	7,699,344	8,169,960
<b>TOTAL GENERAL FUND OPERATIONS</b>	<b>783,367</b>	<b>1,097,804</b>	<b>1,689,484</b>	<b>1,284,850</b>	<b>914,193</b>	<b>789,160</b>

<b>101-GENERAL FUND   TRANSFERS</b>						
TRANSFERS IN	440,904	311,229	103,217	319,500	347,896	340,300
TRANSFERS OUT	261,027	268,176	244,457	1,480,000	266,642	1,102,500

<b>101-GENERAL FUND   SUMMARY OF NET CHANGE</b>						
<b>TOTAL SUMMARY OF NET CHANGE</b>	<b>963,244</b>	<b>1,140,857</b>	<b>1,548,244</b>	<b>124,350</b>	<b>995,447</b>	<b>26,960</b>



## SUMMARY OF NET CHANGE

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>101-GENERAL FUND</b>						
INFLOW	5,594,698	6,071,889	7,170,618	7,927,200	8,613,537	8,959,119
OUTFLOW	4,811,332	4,974,084	5,481,134	6,642,350	7,699,344	8,169,960
<b>TOTAL GENERAL FUND OPERATIONS</b>	<b>783,367</b>	<b>1,097,804</b>	<b>1,689,484</b>	<b>1,284,850</b>	<b>914,193</b>	<b>789,160</b>

<b>101-GENERAL FUND   TRANSFERS</b>						
	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
TRANSFERS IN	440,904	311,229	103,217	319,500	347,896	340,300
TRANSFERS OUT	261,027	268,176	244,457	1,480,000	266,642	1,102,500

<b>101-GENERAL FUND   SUMMARY OF NET CHANGE</b>						
TOTAL SUMMARY OF NET CHANGE	963,244	1,140,857	1,548,244	124,350	995,447	26,960

<b>101-GENERAL FUND   INFLOW BY SOURCE</b>						
CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
TAXES & FEES	4,867,951	5,103,234	6,219,034	5,893,300	6,663,691	6,934,288
LICENSES & PERMITS	190,121	234,728	241,244	208,900	488,439	238,200
MONEY AND PROPERTY USE	140,121	282,175	19,620	24,400	211,680	91,270
CHARGES FOR SERVICE	17,411	18,686	13,553	15,300	28,079	25,109
FINES	18,303	30,520	15,528	8,500	29,245	24,781
INTERGOVERNMENTAL	254,090	259,734	451,241	514,200	1,048,833	1,531,829
OTHER SOURCES & USES	106,701	142,812	210,398	1,262,600	143,570	113,642
<b>TOTAL INFLOW   GENERAL FUND</b>	<b>5,594,698</b>	<b>6,071,889</b>	<b>7,170,618</b>	<b>7,927,200</b>	<b>8,613,537</b>	<b>8,959,119</b>

<b>101-GENERAL FUND   OUTFLOW BY USE</b>						
CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
CITY ATTORNEY	36,820	50,883	89,366	75,000	85,800	90,000
CITY COUNCIL	15,576	14,583	12,835	41,500	35,300	69,000
CITY MANAGER / HUMAN RESOURCES	172,785	119,538	158,649	187,750	282,812	214,210
FINANCE	247,405	287,980	326,800	292,600	366,260	254,393
NON-DEPARTMENTAL	164,099	144,889	255,506	261,100	325,200	347,180
COVID-19 EMERGENCY FUND	-	75,834	127,444	-	18,138	-
COVID-19 ARPA FUND	-	-	-	-	155,123	236,629
PUBLIC SAFETY	2,815,131	3,010,025	3,091,868	3,266,600	3,840,061	3,828,862
CITY SERVICES	559,518	528,640	596,500	553,100	1,041,942	690,403
COMMUNITY DEVELOPMENT	206,230	124,367	88,026	172,500	100,382	417,460
PARKS	195,972	166,039	159,219	208,300	220,612	239,669
STREETS	202,128	188,764	252,281	319,500	347,896	340,254
DEBT SERVICE	73,125	231,724	239,523	328,900	328,900	333,900
CAPITAL OUTLAY	122,543	30,819	83,117	935,500	550,919	1,108,000
<b>TOTAL OUTFLOW   GENERAL FUND</b>	<b>4,811,332</b>	<b>4,974,084</b>	<b>5,481,134</b>	<b>6,642,350</b>	<b>7,699,344</b>	<b>8,169,960</b>

**SUMMARY OF NET CHANGE**

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>101-GENERAL FUND</b>						
INFLOW	5,594,698	6,071,889	7,170,618	7,927,200	8,613,537	8,959,119
OUTFLOW	4,811,332	4,974,084	5,481,134	6,642,350	7,699,344	8,169,960
<b>TOTAL GENERAL FUND OPERATIONS</b>	<b>783,367</b>	<b>1,097,804</b>	<b>1,689,484</b>	<b>1,284,850</b>	<b>914,193</b>	<b>789,160</b>

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>101-GENERAL FUND   TRANSFERS</b>						
TRANSFERS IN	440,904	311,229	103,217	319,500	347,896	340,300
TRANSFERS OUT	261,027	268,176	244,457	1,480,000	200,000	1,102,500

<b>101-GENERAL FUND   SUMMARY OF NET CHANGE</b>						
<b>TOTAL SUMMARY OF NET CHANGE</b>	<b>963,244</b>	<b>1,140,857</b>	<b>1,548,244</b>	<b>124,350</b>	<b>1,062,089</b>	<b>26,960</b>

**101-GENERAL FUND | INFLOW | GENERAL FUND**

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>TAXES &amp; FEES</b>						
PROPERTY TAX REVENUE	337,519	343,853	369,515	324,400	324,360	334,091
CURRENT UNSECURED	17,751	18,424	18,811	23,800	23,769	24,244
OTHER PRTX/ABX126 PASTHRU	38,654	42,067	80,746	50,000	193,630	197,503
ABX126 RESIDUAL	-	-	98,116	100,000	-	-
REAL PROPERTY TRANSFER	3,027	1,026	-	4,400	4,432	4,521
MOTOR VEHICLE IN-LIEU TAX	6,318	10,572	9,648	6,500	6,500	6,630
COUNTY PRP TAX VLF	1,078,370	1,133,415	1,151,790	1,200,000	1,200,000	1,236,000
SALES & USE	1,136,941	1,061,649	1,288,539	1,279,400	1,473,000	1,559,000
MEASURE O	1,142,618	1,148,106	1,540,556	1,316,700	1,644,000	1,710,000
UTILITY USER TAX	923,901	996,886	957,350	1,050,000	1,050,000	1,112,500
RETAIL CANNABIS TAX	-	94,475	413,996	300,000	430,000	430,000
UTILITY COMPANY FRANCHISE	55,677	134,919	126,056	120,000	120,000	121,200
SALES TAX - PROP 172	58,684	58,600	65,294	68,100	94,000	98,600
TRANSIENT OCCUPANCY TAX	68,490	59,243	98,618	50,000	100,000	100,000
<b>SUB-TOTAL</b>	<b>4,867,951</b>	<b>5,103,234</b>	<b>6,219,034</b>	<b>5,893,300</b>	<b>6,663,691</b>	<b>6,934,288</b>
<b>LICENSES &amp; PERMITS</b>						
BUILDING PERMITS	94,633	111,496	140,179	110,000	320,000	110,000
BUS LICENSE AP REVIEW	2,910	3,780	2,820	1,800	1,800	3,000
BUSINESS LICENSE FEES	72,456	73,690	56,260	57,600	57,589	70,000
PLANNING & ZONING FEES	1,100	5,205	16,350	10,000	10,000	10,000
DOG LICENSE - LINDSAY	516	370	720	300	350	500
PLAN CHECK FEES	12,493	22,977	11,410	15,000	41,000	20,000
CONDITIONAL USE PERMITS	1,795	945	-	1,200	1,200	1,200
CANNABIS PERMIT	-	10,833	10,000	10,000	10,000	20,000
SITE PLAN REVIEWS	980	750	150	500	6,500	500
MISC.C.S/FIRE INSPECTION	3,239	4,681	3,355	2,500	40,000	3,000
<b>SUB-TOTAL</b>	<b>190,121</b>	<b>234,728</b>	<b>241,244</b>	<b>208,900</b>	<b>488,439</b>	<b>238,200</b>

<b>MONEY AND PROPERTY USE</b>						
ARBOR RENTAL/MISC SRV	-	470	1,955	1,000	1,870	2,670
SALE, SURPLUS PROPERTY	600	-	-	-	-	-
BASEBALL FIELD RENTALS	7,385	5,240	4,868	5,500	16,000	5,500
LEASE/RENT RECEIPTS	15,000	-	-	-	100,000	-
SALE OF REAL PROPERTY	40,178	217,482	-	-	11,000	-
INTEREST & PENALTIES	2,108	3,847	2,378	1,500	1,500	1,500
EARNED BANK INTEREST	7,914	16,106	5,419	600	560	6,600
RENT,CITY FACILITY	6,565	1,585	-	-	-	-
SMALL BUSINESS INCUBATOR	5,225	950	-	-	-	-
FRIDAY NIGHT MARKET	55,146	36,495	5,000	15,800	80,750	75,000
<b>SUB-TOTAL</b>	<b>140,121</b>	<b>282,175</b>	<b>19,620</b>	<b>24,400</b>	<b>211,680</b>	<b>91,270</b>
<b>CHARGES FOR SERVICE</b>						
DUI LAB FEES	900	996	929	500	1,859	2,259
D.U.I. - COST RECOVERY	120	176	119	400	4,370	1,000
VEHICLE ABATEMENT	2,542	6,751	4,041	5,400	5,400	5,400
TRAFFIC ACCIDENT REPORT	114	272	72	300	2,100	2,100
SPECIAL FIRE SEVICES	-	1,150	1,100	700	750	750
ANIMAL CONTROL	190	410	180	300	250	250
WEED CLEANING & REMOVAL	-	1,377	-	-	-	-
VEHICLE RELEASE	4,108	3,100	4,800	3,500	9,150	9,150
FINGERPRINTS	9,000	3,977	1,971	4,200	4,200	4,200
GANG REGISTRATION FEE	50	10	20	-	-	-
POLICE REPORT COPY	51	84	69	-	-	-
VEHICLE EQUIP. CORR. INSP	320	381	250	-	-	-
FIRE REPORT COPY	16	2	2	-	-	-
<b>SUB-TOTAL</b>	<b>17,411</b>	<b>18,686</b>	<b>13,553</b>	<b>15,300</b>	<b>28,079</b>	<b>25,109</b>
<b>FINES</b>						
PUBLIC SAFETY FINES/REVNU	14,515	26,183	14,836	5,000	11,781	21,781
OTHER FINES & FORFEITS	3,788	4,337	692	3,500	17,464	3,000
<b>SUB-TOTAL</b>	<b>18,303</b>	<b>30,520</b>	<b>15,528</b>	<b>8,500</b>	<b>29,245</b>	<b>24,781</b>
<b>INTERGOVERNMENTAL</b>						
P.O.S.T.	-	266	-	200	-	-
AMERICAN RESCUE PLAN ACT	-	-	-	-	151,500	1,219,129
CARES	-	-	162,414	-	-	-
TULARE COUNTY(SLESF)COPS	148,747	155,948	156,727	100,000	150,000	150,000
YOUTH SRVCS OFFICER-LUSD	82,741	95,965	93,097	107,000	107,000	160,200
HOMELAND SECURITY GRANT	12,808	5,000	3,593	135,500	305,500	-
GRANT FUNDS RECEIVED	7,160	-	33,037	170,000	333,333	-
TAX RELIEF SUBVENTION	2,634	2,555	2,375	1,500	1,500	2,500
<b>SUB-TOTAL</b>	<b>254,090</b>	<b>259,734</b>	<b>451,241</b>	<b>514,200</b>	<b>1,048,833</b>	<b>1,531,829</b>
<b>OTHER SOURCES &amp; USES</b>						
REBATES/REFUND/REIMBURSMT	100,585	128,540	186,999	1,250,000	120,000	100,000
SALE OF SHOULDER PATCHES	-	20	-	-	-	-
HEALTH PREM CONTRIBUTION	-	5,845	7,057	7,600	7,642	7,642
OTHER MISC REVENUES	5,906	8,407	14,676	5,000	15,928	6,000
DONATIONS	210	-	1,666	-	-	-
<b>SUB-TOTAL</b>	<b>106,701</b>	<b>142,812</b>	<b>210,398</b>	<b>1,262,600</b>	<b>143,570</b>	<b>113,642</b>
<b>TOTAL INFLOW   GENERAL FUND</b>	<b>5,594,698</b>	<b>6,071,889</b>	<b>7,170,618</b>	<b>7,927,200</b>	<b>8,613,537</b>	<b>8,959,119</b>

101-GENERAL FUND | OUTFLOW | CITY ATTORNEY

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PROFESSIONAL SERVICES	36,820	50,883	89,366	75,000	85,800	90,000
<b>TOTAL OUTFLOW   CITY ATTORNEY</b>	<b>36,820</b>	<b>50,883</b>	<b>89,366</b>	<b>75,000</b>	<b>85,800</b>	<b>90,000</b>

101-GENERAL FUND | OUTFLOW | CITY COUNCIL

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
STIPEND	3,350	3,300	3,025	3,300	3,300	18,000
MEETINGS & TRAVEL	4,537	3,040	349	5,000	12,500	12,500
SPECIAL DEPT SUPPLIES	1,009	1,386	2,372	1,500	6,000	2,500
CONTINGENCY COSTS	-	-	-	25,000	5,000	25,000
COUNCIL PUBLIC OUTREACH	552	-	782	600	2,000	2,000
JPA DUES	6,128	6,858	6,308	6,100	6,500	9,000
<b>TOTAL OUTFLOW   CITY COUNCIL</b>	<b>15,576</b>	<b>14,583</b>	<b>12,835</b>	<b>41,500</b>	<b>35,300</b>	<b>69,000</b>

101-GENERAL FUND | OUTFLOW | CITY MANAGER / HUMAN RESOURCES

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
WAGES/BENEFITS/INSURANCES						
AD'L SALARY:PAGER/FICA/K9	462	588	1,099	-	1,501	-
SALARIES - FULL TIME	94,297	56,714	80,594	109,500	126,484	84,710
SALARIES - PART TIME	-	3,031	602	-	-	-
BENEFITS	753	134	-	-	-	-
FICA/MEDICARE CITY PAID	7,144	4,327	5,975	-	9,315	-
PERS - EPMC	2,285	386	-	-	-	-
PERS - EMPLOYER CONTRIBT	10,589	4,820	12,718	-	9,026	-
WORKER'S COMPENSATION	8,360	4,580	6,731	-	10,024	-
HEALTH/LIFE/DISAB INSURNC	10,204	5,934	7,556	-	18,692	-
DEFERRED COMP BENEFIT	5,609	2,743	3,543	-	5,971	-
PERS UNFUNDED LIABILITY	26,101	14,101	10,554	18,400	18,400	23,700
CONTINGENCY COSTS	-	-	-	25,000	25,000	25,000
DUES, SUBSCRIPTIONS	253	3,250	5,475	8,000	16,000	16,000
ADV/PRINT/COPY/SHIPPING	-	-	597	500	500	500
RECRUITING COSTS	-	-	310	5,000	-	10,000
STAFF TRAINING & MEETINGS	-	-	-	1,000	-	20,000
MEETINGS & TRAVEL	1,799	3,402	1,127	3,000	20,000	16,000
PHONE & VOICE	-	3,525	5,650	2,250	6,500	2,300
SOFTWARE	-	-	-	-	-	-
OFFICE EQUIPMENT MAINT	4,758	10,210	9,211	6,000	6,000	6,000
LIABILITY INSURANCE	-	1,116	-	-	-	-
SUPPLIES/EQUIPMENT	-	-	-	-	-	-
OFFICE SUPPLIES	160	676	3,338	700	1,000	-
DEPART OPERATING SUPPLIES	-	-	2,874	8,400	8,400	10,000
CITY CLERK EXPENSE	-	-	695	-	-	-
VEHICLE REPAIR & MAINT	11	-	-	-	-	-
<b>TOTAL OUTFLOW   CITY MANAGER</b>	<b>172,785</b>	<b>119,538</b>	<b>158,649</b>	<b>187,750</b>	<b>282,812</b>	<b>214,210</b>



## 101-GENERAL FUND | OUTFLOW | FINANCE

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
WAGES/BENEFITS/INSURANCES						
AD'L SALARY:PAGER/FICA/K9	1,440	2,382	2,425	-	2,863	-
SALARIES - FULL TIME	71,714	105,001	86,952	116,400	116,028	93,893
SALARIES - PART TIME	16,319	16,722	11,195	-	3,008	-
SALARIES - OVERTIME	-	-	68	-	132	-
BENEFITS	269	59	7	-	-	-
FICA/MEDICARE CITY PAID	5,799	8,319	6,801	-	8,086	-
PERS - EPMC	-	-	-	-	-	-
PERS - EMPLOYER CONTRIBT	6,461	8,821	16,038	-	11,728	-
WORKER'S COMPENSATION	6,814	8,997	7,279	-	10,154	-
STATE UNEMPLOYMENT BENEFIT	28	-	-	-	-	-
HEALTH/LIFE/DISAB INSURNC	20,132	19,321	14,662	-	20,107	-
DEFERRED COMP BENEFIT	3,204	4,553	4,034	-	4,297	-
PERS UNFUNDED LIABILITY	50,136	38,136	9,345	49,700	49,700	48,100
PROFESSIONAL/CONTRACT SRV	-	-	-	-	-	-
PROFESSIONAL SERVICES	2,090	2,336	92,078	42,800	44,763	3,000
AUDIT SERVICES	24,617	24,661	37,880	27,100	27,080	30,000
PERMIT RENEWAL	4,564	-	207	-	-	-
OTHER SERVICES & CHARGES	16,089	22,741	17,371	18,000	18,000	18,000
OFFICE EQUIPMENT MAINT	6,156	10,562	7,431	16,500	16,500	16,500
SUPPLIES/EQUIPMENT	-	-	-	-	-	-
OFFICE SUPPLIES	984	1,257	2,199	3,200	3,272	-
DEPART OPERATING SUPPLIES	2,191	2,265	3,253	-	4,730	15,000
SPECIAL DEPT SUPPLIES	696	231	129	5,000	5,000	-
PHONE & VOICE	3,481	8,539	6,840	7,500	7,500	7,500
SOFTWARE	-	-	-	-	-	-
TRAINING/TRAVEL/MEETINGS	-	-	-	-	-	-
TRAINING & SEMINARS	186	196	300	1,800	8,753	5,000
MEETINGS & TRAVEL	2,052	1,205	95	2,600	2,560	15,000
DUES, SUBSCRIPTIONS	827	1,485	210	2,000	2,000	2,000
ADV/PRINT/COPY/SHIPPING	1,158	192	-	-	-	400
<b>TOTAL OUTFLOW   FINANCE</b>	<b>247,405</b>	<b>287,980</b>	<b>326,800</b>	<b>292,600</b>	<b>366,260</b>	<b>254,393</b>

## 101-GENERAL FUND | OUTFLOW | NON-DEPARTMENTAL

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
WAGES/BENEFITS/INSURANCES						
BENEFITS	1,633	571	-	-	-	-
STATE UNEMPLOYMENT BENEFIT	37,138	7,661	16,319	15,000	15,000	15,000
OPEB EXPENSE	23,712	27,733	30,040	46,000	46,000	46,000
LIABILITY INSURANCE	23,117	55,404	145,629	122,200	252,200	128,300
OTHER SERVICES/CHARGES	-	-	-	-	-	-
OTHER SERVICES & CHARGES	31,227	29,264	29,819	22,300	-	22,255
FINANCE CHARGE	4,727	1,826	1,481	1,800	-	1,800
COUNTY PROPTX ADMIN FEE	8,434	8,726	8,288	8,800	-	8,825
PROFESSIONAL SERVICES	33,640	6,966	9,750	33,000	9,000	83,000
COMMUNITY EVENTS	-	-	-	-	-	30,000
DUES, SUBSCRIPTIONS	473	6,737	14,180	12,000	3,000	12,000
SOFTWARE	-	-	-	-	-	-
CLEANING/SANITATION SERV	-	-	-	-	-	-
<b>TOTAL OUTFLOW   NON-DEPARTMENTAL</b>	<b>164,099</b>	<b>144,889</b>	<b>255,506</b>	<b>261,100</b>	<b>325,200</b>	<b>347,180</b>

**305 - COVID-19 EMERGENCY FUND | OUTFLOW | COVID-19 EMERGENCY FUND**

<b>CLASSIFICATION</b>	<b>ACTUAL FY 2019</b>	<b>ACTUAL FY 2020</b>	<b>AUDITED FY 2021</b>	<b>ADOPTED FY 2022</b>	<b>PROJECTED FY 2022</b>	<b>PROPOSED FY 2023</b>
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	13,322	2,784	-	1,389	-
SALARIES - PART TIME	-	8,403	572	-	-	-
SALARIES - OVERTIME	-	187	-	-	-	-
FICA/MEDICARE CITY PAID	-	1,313	199	-	73	-
PERS - EPMC	-	39	-	-	-	-
PERS - EMPLOYER CONTRIBT	-	(2,730)	561	-	188	-
WORKER'S COMPENSATION	-	1,864	301	-	122	-
HEALTH/LIFE/DISAB INSURNC	-	2,800	351	-	277	-
DEFERRED COMP BENEFIT	-	179	114	-	43	-
SUPPLIES/EQUIPMENT	-	-	-	-	-	-
OFFICE SUPPLIES/MATERIALS	-	16,065	13,213	-	2,203	-
SMALL TOOLS & EQUIPMENT	-	4,083	3,410	-	130	-
ADV/PRINT/COPY/SHIPPING	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	15,692	49,576	-	13,407	-
<b>TOTAL OUTFLOW   COVID-19 EMERGENCY FUND</b>	<b>-</b>	<b>61,215</b>	<b>71,082</b>	<b>-</b>	<b>17,832</b>	<b>-</b>

**305-4305 COVID-19 ADMIN SALARY | OUTFLOW | COVID-19 ADMIN SALARY**

<b>CLASSIFICATION</b>	<b>ACTUAL FY 2019</b>	<b>ACTUAL FY 2020</b>	<b>AUDITED FY 2021</b>	<b>ADOPTED FY 2022</b>	<b>PROJECTED FY 2022</b>	<b>PROPOSED FY 2023</b>
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	20,565.84	35,977.71	-	206.00	-
FICA/MEDICARE CITY PAID	-	1,231.46	2,231.00	-	11.47	-
PERS - EPMC	-	78.09	534.67	-	-	-
PERS - EMPLOYER CONTRIBT	-	(12,352.92)	9,264.55	-	26.24	-
WORKER'S COMPENSATION	-	1,774.76	3,252.16	-	18.03	-
HEALTH/LIFE/DISAB INSURNC	-	2,437.10	3,197.33	-	33.03	-
DEFERRED COMP BENEFIT	-	884.67	1,905.22	-	11.00	-
<b>TOTAL OUTFLOW   COVID-19 ADMIN SALARY</b>	<b>-</b>	<b>14,619</b>	<b>56,363</b>	<b>-</b>	<b>306</b>	<b>-</b>

**306 – COVID–19 ARPA FUND | OUTFLOW | COVID–19 ARPA FUND**

<b>CLASSIFICATION</b>	<b>ACTUAL FY 2019</b>	<b>ACTUAL FY 2020</b>	<b>AUDITED FY 2021</b>	<b>ADOPTED FY 2022</b>	<b>PROJECTED FY 2022</b>	<b>PROPOSED FY 2023</b>
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	-	-	-	-	86,629.00
PROFESSIONAL SERVICES	-	-	-	-	151,333.33	-
ADV/PRINT/COPY/SHIPPING	-	-	-	-	148.72	-
<b>TOTAL OUTFLOW   COVID–19 ARPA FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>151,482.05</b>	<b>86,629.00</b>

101-GENERAL FUND | OUTFLOW | PUBLIC SAFETY

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
WAGES/BENEFITS/INSURANCES						
AD'L SALARY:PAGER/FICA/K9	22,964	39,633	42,411	-	49,724	-
SALARIES - FULL TIME	1,097,931	1,349,971	1,417,809	2,230,100	1,696,582	2,616,152
SALARIES - PART TIME	20,673	1,024	1,299	-	8,480	-
SALARIES - OVERTIME	37,508	32,377	12,275	-	31,767	-
TEMPS	-	-	5,001	-	7,408	-
BENEFITS	11,068	(15,001)	75,305	-	72,020	-
FICA/MEDICARE CITY PAID	90,772	101,637	106,389	-	124,319	-
PERS - EPMC	45,482	7,464	4,688	-	4,255	-
PERS - EMPLOYER CONTRIBT	185,882	234,877	248,824	-	270,270	-
WORKER'S COMPENSATION	113,805	124,945	135,529	-	153,280	-
STATE UNEMPLOYMENT BENEFIT	23,174	3,635	1,034	-	-	-
HEALTH/LIFE/DISAB INSURNC	206,773	235,423	230,290	-	278,408	-
DEFERRED COMP BENEFIT	28,779	33,960	33,584	-	35,394	-
UNIFORMS&PERSONAL EQUIP	2,626	3,080	11,085	-	7,764	-
UNIFORM ALLOWANCE - PSO	14,018	16,619	16,169	-	19,255	-
PERS UNFUNDED LIABILITY	288,787	235,226	273,000	330,400	330,400	382,300
LIABILITY INSURANCE	33,843	34,412	19,375	183,900	32,600	34,200
SCHOOL RESOURCE OFFICER	54,789	98,180	57,956	96,800	96,800	160,200
FIREFIGHTER GEAR/EQUIP	-	10,745	-	-	80,000	104,400
DEBT SERVICE (FIRE TRUCK)	-	-	-	-	-	-
DEBT SERVICE - LEASE PAY	59,425	62,021	64,732	67,500	67,560	70,513
DEBT SERVICE - LEASE PAY - INTEREST	31,718	29,121	26,411	23,600	23,583	20,630
PROFESSIONAL/CONTRACT SRV	-	-	-	-	-	-
ANIMAL CONTROL SERVICES	-	780	165	50,000	-	-
PROFESSIONAL SERVICES	1,716	5,059	18,575	3,100	12,314	12,314
CENTRAL DISPATCH	59,151	88,570	75,738	68,900	68,850	78,850
CDF DISPATCH	-	-	-	-	-	100,000
ANIMAL CONTROL CHARGES	8,141	8,683	4,082	8,700	8,660	8,660
VOLUNTEER FIRE PROGRAM	-	-	-	-	-	10,000
VEHICLE FUEL/MAINTENANCE	-	-	-	-	-	-
VEHICLE FUEL AND OIL	59,493	49,026	35,696	27,600	47,649	47,649
VEHICLE REPAIR & MAINT	53,227	44,243	46,732	42,100	42,103	10,000
MISCELLANEOUS	-	-	-	-	-	-
THUNDERBOLT OFFICER	4,158	-	-	-	-	-
RADIO REPAIR/MAINTENANCE	1,951	15,965	10,441	1,900	1,930	1,930
DMV AUTO THEFT	-	2,667	-	3,500	3,500	3,500
LIVE SCAN	7,680	18,037	3,876	4,000	4,000	4,000
HOMELAND SECURITY EQUIP	12,808	10,165	-	4,000	3,990	3,990
DUES, SUBSCRIPTIONS	14,988	22,667	19,254	19,000	15,000	19,000
SOFTWARE	-	-	-	-	-	-

SUPPLIES/EQUIPMENT	-	-	-	-	-	-
OFFICE SUPPLIES	2,746	3,471	3,966	3,500	3,500	-
DEPART OPERATING SUPPLIES	2,072	5,123	7,488	6,000	13,258	35,000
REPAIR & MAINT SUPPLIES	2,468	2,057	589	2,000	2,942	3,000
RADIO REPAIR/MAINTENANCE	1,951	15,965	10,441	1,900	1,930	1,930
SPECIAL DEPT SUPPLIES	7,221	9,775	10,704	8,200	15,544	-
SMALL TOOLS & EQUIPMENT	325	276	96	-	330	330
K-9 SUPPLIES & EQUIP.	840	2,502	592	2,200	2,200	-
DOJ VEST GRANT	14,763	-	-	-	-	-
TRAINING/TRAVEL/MEETINGS	-	-	-	-	-	-
TRAINING & SEMINARS	7,959	4,167	2,898	12,000	12,000	12,000
MEETINGS & TRAVEL	5,285	2,343	961	3,000	3,000	6,000
UTILITIES	-	-	-	-	-	-
UTILITIES-SCE	11,768	12,036	10,505	11,400	11,420	11,420
UTILITIES-GAS	1,174	1,894	2,170	1,900	1,900	1,900
PHONE & VOICE	17,264	13,447	18,784	18,500	18,500	18,500
OFFICE EQUIPMENT MAINT	16,139	15,897	10,124	16,700	16,660	16,660
OTHER SERVICES/CHARGES	-	-	-	-	-	-
OTHER SERVICES & CHARGES	4,003	5,960	10,262	6,200	23,912	25,834
DUI TRUST FUND & LAB FEES	4,548	5,409	3,064	4,800	4,800	4,800
TU COUNTY SLESF	117,748	-	-	-	-	-
ASSET FORFEITURE PROJECTS	3,249	1,434	-	-	-	-
NEW VEHICLE EQUIPMENT	276	3,059	1,500	3,200	110,300	3,200
ASSET FORFEITURE - OP EXP	20	-	-	-	-	-
<b>TOTAL OUTFLOW   PUBLIC SAFETY</b>	<b>2,815,131</b>	<b>3,010,025</b>	<b>3,091,868</b>	<b>3,266,600</b>	<b>3,840,061</b>	<b>3,828,862</b>

101-GENERAL FUND | OUTFLOW | CITY SERVICES

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
WAGES/BENEFITS/INSURANCES						
AD'L SALARY:PAGER/FICA/K9	3,319	3,133	3,912	-	6,756	-
SALARIES - FULL TIME	163,789	175,506	241,380	224,900	332,564	245,150
SALARIES - PART TIME	3,099	8,588	16,199	-	51,208	-
SALARIES - OVERTIME	2,892	1,311	2,268	-	9,422	-
TEMPS	12,853	12,730	17,015	-	22,830	-
BENEFITS	1,390	104	-	-	-	-
FICA/MEDICARE CITY PAID	11,467	12,625	17,632	-	26,631	-
PERS - EPMC	1,104	1,123	1,204	-	696	-
PERS - EMPLOYER CONTRIBT	17,389	10,683	29,314	-	33,282	-
WORKER'S COMPENSATION	15,723	15,411	21,021	-	27,858	-
HEALTH/LIFE/DISAB INSURNC	37,447	41,690	47,504	-	77,428	-
BOOT ALLOWANCE	-	108	136	-	292	-
DEFERRED COMP BENEFIT	4,271	4,239	4,911	-	6,161	-
PERS UNFUNDED LIABILITY	103,044	79,462	24,967	103,600	103,600	100,200
PROFESSIONAL SERVICES	51,989	42,971	80,432	110,000	110,000	110,000
ENGINEERING	-	-	-	-	110,000	110,000
MATLS/SUP/REPAIRS/MAINT	-	-	-	-	-	-
SHOP SUPPLIES	43	-	-	300	290	-
OFFICE EQUIPMENT MAINT	8,696	12,206	6,316	14,900	14,875	14,875
MACH -EQUIP SRV MCD	27,068	20,886	10,447	13,000	13,010	13,010
SUPPLIES/EQUIPMENT	-	-	-	-	-	-
OFFICE SUPPLIES	2,812	3,500	6,510	2,600	5,272	-
WEED ABATEMENT	3,714	4,850	(2,574)	4,000	7,000	4,000
DEPART OPERATING SUPPLIES	23,795	17,242	17,154	15,800	15,800	21,500
REPAIR & MAINT SUPPLIES	1,358	451	228	1,500	1,550	1,550
UTILITIES	-	-	-	-	-	-
UTILITIES-SCE	20,333	15,802	16,532	14,500	14,514	14,514
UTILITIES-GAS	3,104	3,874	4,943	4,300	4,300	4,300
PHONE & VOICE	12,792	9,532	9,474	8,400	8,400	8,400
LIABILITY INSURANCE	4,423	4,955	7,800	10,700	10,700	11,200
VEHICLE FUEL/MAINTENANCE	-	-	-	-	-	-
VEHICLE FUEL AND OIL	5,780	4,139	3,551	3,100	5,254	5,254
VEHICLE REPAIR & MAINT	11,040	5,148	596	7,100	7,050	7,050
OTHER SERVICES & CHARGES	3,851	11,900	6,487	10,000	10,000	10,000
DUES, SUBSCRIPTIONS	285	3,479	955	3,000	3,000	3,000
MEETINGS & TRAVEL	649	757	186	1,000	1,000	6,000
ADV/PRINT/COPY/SHIPPING	-	233	-	400	1,200	400
<b>TOTAL OUTFLOW   CITY SERVICES</b>	<b>559,518</b>	<b>528,640</b>	<b>596,500</b>	<b>553,100</b>	<b>1,041,942</b>	<b>690,403</b>

101-GENERAL FUND | OUTFLOW | COM DEV

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
WAGES/BENEFITS/INSURANCES						
AD'L SALARY:PAGER/FICA/K9	-	-	-	-	152	-
SALARIES - FULL TIME	8,539	81	2,749	113,200	19,893	352,715
SALARIES - PART TIME	16,522	16,284	7,080	-	1,155	-
SALARIES - OVERTIME	62	-	60	-	108	-
BENEFITS	-	-	-	-	-	-
FICA/MEDICARE CITY PAID	1,862	1,252	755	-	1,563	-
PERS - EPMC	14,497	-	-	-	-	-
PERS - EMPLOYER CONTRIBT	41,857	3	59	-	1,637	-
WORKER'S COMPENSATION	964	88	330	-	1,706	-
HEALTH/LIFE/DISAB INSURNC	1,021	4	355	-	3,001	-
DEFERRED COMP BENEFIT	192	1	175	-	823	-
PERS UNFUNDED LIABILITY	23,856	11,856	7,335	15,500	15,500	14,900
PROFESSIONAL SERVICES	87,123	78,348	54,003	26,200	37,200	26,200
DUES/SUBSCRIPTIONS	-	-	-	-	-	-
DUES, SUBSCRIPTIONS	124	-	-	100	125	125
JPA DUES	4,995	5,108	5,002	5,100	5,120	5,120
TCEDC & TCAG DUES	879	4,211	-	4,500	4,500	4,500
LIABILITY INSURANCE	-	497	-	-	-	-
ADV/PRINT/COPY/SHIPPING	3,723	2,056	8,208	2,900	2,900	2,900
MATLS/SUP/REPAIRS/MAINT	-	-	-	-	-	-
MEETINGS & TRAVEL	14	-	-	-	-	6,000
OFFICE SUPPLIES	-	-	-	-	-	-
PHONE & VOICE	-	-	-	-	-	-
OTHER SERVICES & CHARGES	-	4,577	1,914	5,000	5,000	5,000
<b>TOTAL OUTFLOW   COM DEV</b>	<b>206,230</b>	<b>124,367</b>	<b>88,026</b>	<b>172,500</b>	<b>100,382</b>	<b>417,460</b>

101-GENERAL FUND | OUTFLOW | PARKS

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	22,483	36,584	37,075	90,100	47,236	140,591
SALARIES - PART TIME	-	494	867	-	1,006	-
SALARIES - OVERTIME	1,397	1,289	575	-	1,837	-
TEMPS	13,372	12,941	16,187	-	22,830	-
BENEFITS	7,061	-	-	-	-	-
FICA/MEDICARE CITY PAID	1,668	2,768	2,832	-	3,675	-
PERS - EPMC	5	-	-	-	-	-
PERS - EMPLOYER CONTRIBT	2,401	5,385	4,781	-	4,680	-
WORKER'S COMPENSATION	3,223	2,818	3,121	-	4,119	-
HEALTH/LIFE/DISAB INSURNC	9,453	11,198	9,854	-	11,895	-
BOOT ALLOWANCE	97	141	136	-	292	-
DEFERRED COMP BENEFIT	(678)	314	360	-	747	-
PERS UNFUNDED LIABILITY	17,092	16,872	22,614	22,000	22,000	21,300
PROFESSIONAL/CONTRACT SRV	-	-	-	-	-	-
LANDSCAPE MAINTENANCE	5,173	9,603	7,825	34,300	34,270	12,054
GOLF COURSE CONTRACT SRVS	500	-	-	-	300	-
PROFESSIONAL SERVICES	575	668	435	1,000	2,766	2,766
GRAFFITI/LITTER REMOVAL	-	377	153	500	500	500
SUPPLIES/EQUIPMENT	-	-	-	-	-	-
DEPART OPERATING SUPPLIES	50,256	24,327	21,631	25,000	25,000	25,000
SMALL TOOLS & EQUIPMENT	557	1,002	1,782	1,500	1,500	1,500
UTILITIES	-	-	-	-	-	-
UTILITIES-SCE	22,366	14,042	10,673	11,900	11,875	11,875
UTILITIES-GAS	114	127	177	100	130	130
PHONE & VOICE	6,846	213	679	500	500	500
MATLS/SUP/REPAIRS/MAINT	-	-	-	-	-	-
OTHER EQUIP MAINTENANCE	6,678	9,544	7,949	8,000	8,000	8,000
EQUIPMENT RENTALS	2,037	3,603	1,070	3,200	3,200	3,200
VEHICLE FUEL/MAINTENANCE	-	-	-	-	-	-
VEHICLE FUEL AND OIL	5,742	4,056	4,136	3,200	5,254	5,254
VEHICLE REPAIR & MAINT	17,554	7,675	4,307	7,000	7,000	7,000
<b>TOTAL OUTFLOW   PARKS</b>	<b>195,972</b>	<b>166,039</b>	<b>159,219</b>	<b>208,300</b>	<b>220,612</b>	<b>239,669</b>

101-GENERAL FUND | OUTFLOW | STREETS

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	86,869	96,631	114,378	221,500	150,104	243,417
SALARIES - PART TIME	-	781	1,624	-	604	-
SALARIES - OVERTIME	1,149	1,073	577	-	1,365	-
TEMPS	14,579	11,601	6,496	-	22,830	-
BENEFITS	1,155	91	49	-	-	-
FICA/MEDICARE CITY PAID	5,957	6,703	8,294	-	10,949	-
PERS - EPMC	795	449	366	-	208	-
PERS - EMPLOYER CONTRIBT	9,297	7,543	14,167	-	15,072	-
WORKER'S COMPENSATION	8,379	7,851	9,542	-	11,615	-
HEALTH/LIFE/DISAB INSURNC	18,935	22,959	22,084	-	26,834	-
BOOT ALLOWANCE	206	-	136	-	763	-
DEFERRED COMP BENEFIT	2,353	1,964	2,648	-	4,095	-
PERS UNFUNDED LIABILITY	5,021	4,603	32,971	6,000	6,000	5,800
INELIGIBLE COSTS TO REPAY	-	-	-	52,400	52,400	52,400
DEBT INTEREST EXPENSE	4,618	-	-	4,800	4,800	-
SUPPLIES/EQUIPMENT	-	-	-	-	-	-
DEPART OPERATING SUPPLIES	15,086	9,542	16,138	15,100	15,083	15,083
REPAIR & MAINT SUPPLIES	3,670	1,489	4,732	500	3,419	3,000
EQUIPMENT RENTALS	386	400	1,432	400	1,600	400
VEHICLE FUEL/MAINTENANCE	-	-	-	-	-	-
VEHICLE FUEL AND OIL	6,534	4,389	5,917	3,900	5,254	5,254
VEHICLE REPAIR & MAINT	8,646	6,076	5,081	6,000	6,000	6,000
PROFESSIONAL/CONTRACT SRV	-	-	-	-	-	-
PROFESSIONAL SERVICES	1,297	2,096	4,554	5,000	5,000	5,000
GRAFFITI/LITTER REMOVAL	-	-	-	500	500	500
DUES, SUBSCRIPTIONS	-	1,817	-	2,000	2,000	2,000
UTILITIES-SCE	907	516	554	900	900	900
PHONE & VOICE	6,209	191	538	500	500	500
MEETINGS & TRAVEL	80	-	-	-	-	-
<b>TOTAL OUTFLOW   STREETS</b>	<b>202,128</b>	<b>188,764</b>	<b>252,281</b>	<b>319,500</b>	<b>347,896</b>	<b>340,254</b>



101-GENERAL FUND | OUTFLOW | HCD 2020 AGREEMENT

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
INELIGIBLE COSTS TO REPAY	-	-	10,000	89,400	89,400	89,400
DEBT INTEREST EXPENSE	-	-	-	-	-	-
<b>TOTAL OUTFLOW   HCD 2020 AGREEMENT</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>89,400</b>	<b>89,400</b>	<b>89,400</b>

101-GENERAL FUND | OUTFLOW | LFA 2012 REV BOND-MCD

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PRINCIPAL PAYMENT ON LTD	-	125,000	130,000	140,000	140,000	145,000
DEBT INTEREST EXPENSE	36,152	69,775	62,600	62,600	62,600	62,600
<b>TOTAL OUTFLOW   LFA 2012 REVNU BOND-MCD</b>	<b>36,152</b>	<b>194,775</b>	<b>192,600</b>	<b>202,600</b>	<b>202,600</b>	<b>207,600</b>

101-GENERAL FUND | OUTFLOW | LIBRARY LANDSCAPE DEBT

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PRINCIPAL PAYMENT ON LTD	19,152	19,918	20,714	21,500	21,500	21,500
DEBT INTEREST EXPENSE	17,821	17,031	16,209	15,400	15,400	15,400
<b>TOTAL OUTFLOW   LIBRARY LANDSCAPE DEBT</b>	<b>36,973</b>	<b>36,949</b>	<b>36,923</b>	<b>36,900</b>	<b>36,900</b>	<b>36,900</b>

**101-GENERAL FUND | CAPITAL OUTLAY | PARKS**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAP OULTLAY/IMPROVEMENT	25,730	16,917	3,481	170,000	170,000	300,000

**101-GENERAL FUND | CAPITAL OUTLAY | PUBLIC SAFETY**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAPITAL IMPROVEMENT	-	-	37,687	455,500	358,500	248,000

**101-GENERAL FUND | CAPITAL OUTLAY | CITYWIDE**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAPITAL OUTLAY - EQUIPMNT	12,871	13,902	41,948	310,000	22,419	560,000

**306-ARPA | CAPITAL OUTLAY | CITYWIDE**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAP OULTLAY/IMPROVEMENT	-	-	-	-	3,641	150,000

**101-GENERAL FUND | CAPITAL OUTLAY | STREETS**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAP OULTLAY/IMPROVEMENT	83,943	-	-	-	-	-

**SUMMARY OF NET CHANGE**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   STREET IMPROVEMENT FUND</b>	<b>617,791</b>	<b>65,525</b>	<b>764,150</b>	<b>-</b>	<b>577,987</b>	<b>(2,305,827)</b>

**200-STREET IMPROVEMENT FUND | INFLOW | STREET IMPROVEMENT FUND**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
STREET IMPROVEMNT PROGRAM	872,015	897,075	914,785	925,883	925,883	417,973
EARNED BANK INTEREST	676	8,830	2,443	-	-	-
<b>TOTAL INFLOW   STREET IMPROVEMENT FUND</b>	<b>872,691</b>	<b>905,905</b>	<b>917,228</b>	<b>925,883</b>	<b>925,883</b>	<b>417,973</b>

**200-STREET IMPROVEMENT FUND | OUTFLOW | STREET IMPROVEMENT FUND**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PRINCIPAL PAYMENT ON LTD	-	49,861	49,861	-	-	-
TRANSFERS OUT	254,900	790,518	103,217	925,883	347,896	2,723,800
<b>TOTAL OUTFLOW   STREET IMPROVEMENT FUND</b>	<b>254,900</b>	<b>840,379</b>	<b>153,078</b>	<b>925,883</b>	<b>347,896</b>	<b>2,723,800</b>

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   STATE PARKS</b>	<b>-</b>	<b>-</b>	<b>(32,297)</b>	<b>-</b>	<b>32,365</b>	<b>-</b>

**460 -STATE PARKS | INFLOW | STATE PARKS**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
GRANT FUNDS RECEIVED	-	-	-	250,000	217,800	6,601,000
<b>TOTAL INFLOW   STATE PARKS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>217,800</b>	<b>6,601,000</b>

**460 -STATE PARKS | OUTFLOW | STATE PARKS**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	-	17	-	309	-
FICA/MEDICARE CITY PAID	-	-	1	-	18	-
WORKER'S COMPENSATION	-	-	2	-	27	-
HEALTH/LIFE/DISAB INSURNC	-	-	3	-	60	-
DEFERRED COMP BENEFIT	-	-	1	-	21	-
PROFESSIONAL SERVICES	-	-	32,272	250,000	185,000	6,601,000
<b>TOTAL OUTFLOW   STATE PARKS</b>	<b>-</b>	<b>-</b>	<b>32,297</b>	<b>250,000</b>	<b>185,435</b>	<b>6,601,000</b>

**460 -STATE PARKS | CAPITAL OUTLAY | STATE PARKS**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAPITAL IMP STATE PARKS	-	-	-	-	-	-

**SUMMARY OF NET CHANGE**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   PARK IMPROVEMENTS</b>	<b>6,404</b>	<b>4,606</b>	<b>2,633</b>	<b>3,300</b>	<b>38,350</b>	<b>3,300</b>

**471-PARK IMPROVEMENTS | INFLOW | PARK IMPROVEMENTS**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
BUILDING PERMITS	8,450	4,550	2,600	3,300	38,350	3,300
EARNED BANK INTEREST	8	56	33	-	-	-
<b>TOTAL INFLOW   PARK IMPROVEMENTS</b>	<b>8,458</b>	<b>4,606</b>	<b>2,633</b>	<b>3,300</b>	<b>38,350</b>	<b>3,300</b>

**471-PARK IMPROVEMENTS | OUTFLOW | PARK IMPROVEMENTS**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
TRANSFERS OUT	2,054	-	-	-	-	-
<b>TOTAL OUTFLOW   PARK IMPROVEMENTS</b>	<b>2,054</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**SUMMARY OF NET CHANGE**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   SB1</b>	<b>209,544</b>	<b>(148,661)</b>	<b>244,169</b>	<b>-</b>	<b>271,177</b>	<b>200,432</b>

**260-SB1 ROAD MAINTENANCE & REHAB | INFLOW | SB1**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
GAS TAX ROAD MAINT. REHAB	241,367	231,359	243,856	140,000	271,127	298,382
EARNED BANK INTEREST	270	1,865	313	-	50	50
TRANSFERS IN	57,746	-	-	-	-	-
<b>TOTAL INFLOW   SB1</b>	<b>299,383</b>	<b>233,224</b>	<b>244,169</b>	<b>140,000</b>	<b>271,177</b>	<b>298,432</b>

**260-SB1 ROAD MAINTENANCE & REHAB | OUTFLOW | SB1**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAP OULTLAY/IMPROVEMENT	44,839	-	-	-	-	-
TRANSFERS OUT	45,000	381,885	-	140,000	-	98,000
<b>TOTAL OUTFLOW   SB1</b>	<b>89,839</b>	<b>381,885</b>	<b>-</b>	<b>140,000</b>	<b>-</b>	<b>98,000</b>

## SUMMARY OF NET CHANGE

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL   GAS TAX FUND</b>	<b>(94,086)</b>	<b>9,050</b>	<b>6,548</b>	<b>2,700</b>	<b>66,486</b>	<b>(422,988)</b>

## 261-GAS TAX FUND | INFLOW | GAS TAX FUND

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
GAS TAX						
GAS TAX 2105	72,215	68,140	67,015	68,000	77,400	84,455
GAS TAX 2106 CONSTRUCTION	44,820	41,016	41,282	40,000	45,800	49,558
GAS TAX 2107	90,818	86,040	90,683	86,000	105,500	115,379
GAS TAX 2107.5	3,000	3,000	3,000	3,000	3,000	3,000
TRAFFIC CONGESTN HUT 2103	43,971	92,108	87,760	70,400	111,000	128,923
PTP - PROP 42 PAYMENT	14,843	15,017	-	13,400	-	-
EARNED BANK INTEREST	1,028	2,544	647	300	300	-
<b>TOTAL INFLOW   GAS TAX FUND</b>	<b>270,696</b>	<b>307,866</b>	<b>290,386</b>	<b>281,100</b>	<b>343,000</b>	<b>381,315</b>

## 261-GAS TAX FUND | OUTFLOW | GAS TAX-MAINTENANCE

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	80,379	79,868	83,737	139,500	85,918	158,000
SALARIES - PART TIME	354	494	933	-	671	-
SALARIES - OVERTIME	72	892	453	-	846	-
BENEFITS	1,033	105	-	-	20	-
FICA/MEDICARE CITY PAID	5,674	5,675	6,177	-	6,430	-
PERS - EPMC	3,145	838	696	-	264	-
PERS - EMPLOYER CONTRIBT	14,125	6,098	9,673	-	7,986	-
WORKER'S COMPENSATION	6,977	6,519	6,950	-	6,210	-
HEALTH/LIFE/DISAB INSURNC	14,154	14,588	13,173	-	12,296	-
BOOT ALLOWANCE	-	-	136	-	-	-
DEFERRED COMP BENEFIT	4,125	3,220	3,171	-	2,939	-
GENERAL STREET MAINT	3,474	7,373	1,789	5,000	4,090	5,000
STREET LIGHTING	82,326	79,854	76,282	70,000	76,215	80,000
STREET SWEEPING	36,185	36,000	39,000	36,000	42,633	45,000
PROFESSIONAL/CONTRACT SRV						
ENGINEERING	259	-	-	-	-	-
STREET STRIPING	1,544	2,822	3,795	-	3,149	3,000
PERS UNFUNDED LIABILITY	36,128	12,128	24,286	15,800	11,891	17,959
STREET SIGNS	6,899	5,176	2,623	2,000	3,352	4,000
LIABILITY INSURANCE	4,423	2,750	6,465	5,900	8,107	7,344
VEHICLE FUEL/MAINTENANCE						
VEHICLE FUEL AND OIL	5,571	4,020	4,498	4,000	3,499	4,000
VEHICLE REPAIR & MAINT	189	395	-	200	-	-
TRANSFERS OUT	57,746	30,000	-	-	-	480,000
<b>TOTAL OUTFLOW   GAS TAX-MAINTENANCE</b>	<b>364,782</b>	<b>298,816</b>	<b>283,838</b>	<b>278,400</b>	<b>276,514</b>	<b>804,303</b>

## SUMMARY OF NET CHANGE

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL   TRANSPORTATION</b>	<b>88,752</b>	<b>95,265</b>	<b>85,993</b>	<b>-</b>	<b>174,299</b>	<b>(1,642,330)</b>

## 263-TRANSPORTATION | INFLOW | TRANSPORTATION

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
MEASURE R						
COUNTY MSR-R SPECIAL PROJ	441,791	58,209	-	589,000	-	-
LOCAL MEASURE R	217,527	221,624	241,377	243,200	280,000	220,000
GRANT FUNDS RECEIVED	-	-	-	230,000	-	-
EARNED BANK INTEREST	993	5,511	1,538	900	900	-
<b>TOTAL INFLOW   TRANSPORTATION</b>	<b>660,311</b>	<b>285,344</b>	<b>242,916</b>	<b>1,063,100</b>	<b>280,900</b>	<b>220,000</b>

## 263-TRANSPORTATION | OUTFLOW | TRANSPORTATION

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	-	17,717	107,900	41,581	149,032
FICA/MEDICARE CITY PAID	-	-	1,297	-	-	-
PERS - EPMC	-	-	-	-	1,713	-
PERS - EMPLOYER CONTRIBT	-	-	476	-	1,713	-
WORKER'S COMPENSATION	-	-	1,389	-	1,713	-
HEALTH/LIFE/DISAB INSURNC	-	-	2,256	-	1,713	-
DEFERRED COMP BENEFIT	-	-	1,061	-	2,445	-
BOOT ALLOWANCE	-	-	-	-	3,778	-
AUDIT SERVICES	-	-	-	3,500	-	-
MEASURE R	-	-	-	230,000	-	-
TCAG DUES	5,297	5,339	5,339	5,400	-	5,500
PERS UNFUNDED LIABILITY	3,280	3,853	6,733	5,000	3,778	5,706
PRINCIPAL PAYMENT ON LTD	76,065	79,298	82,668	86,200	24,084	89,844
DEBT INTEREST EXPENSE	45,125	41,630	37,985	36,100	24,084	32,248
TRANSFERS OUT	441,791	58,209	-	589,000	-	1,580,000
CAPITAL OUTLAY - EQUIPMNT	-	1,750	-	-	-	-
<b>TOTAL OUTFLOW   TRANSPORTATION</b>	<b>571,559</b>	<b>190,079</b>	<b>156,922</b>	<b>1,063,100</b>	<b>106,601</b>	<b>1,862,330</b>

**SUMMARY OF NET CHANGE**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL   GAS TAX-TRANSIT FUND</b>	<b>340</b>	<b>(352)</b>	<b>205</b>	<b>100</b>	<b>100</b>	<b>-</b>

**264-GAS TAX-TRANSIT FUND | INFLOW | GAS TAX-TRANSIT FUND**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
REBATES/REFUND/REIMBURSMT	-	250,000	-	-	-	-
PUNCH PASSES - BUS	272	170	205	100	100	-
PENALTY & MISC SRV FEES	68	-	-	-	-	-
<b>TOTAL INFLOW   GAS TAX-TRANSIT FUND</b>	<b>340</b>	<b>250,170</b>	<b>205</b>	<b>100</b>	<b>100</b>	<b>-</b>

**264-GAS TAX-TRANSIT FUND | OUTFLOW | GAS TAX-TRANSIT FUND**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
LINDSAY TRANSIT CENTER	-	250,250	-	-	-	-
PUNCH PASSES - COST	-	272	-	-	-	-
TRANSFERS OUT	-	-	-	-	-	-
<b>TOTAL OUTFLOW   GAS TAX-TRANSIT FUND</b>	<b>-</b>	<b>250,522</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL   STP HWY FUNDS</b>	<b>251,784</b>	<b>(83,386)</b>	<b>150,565</b>	<b>-</b>	<b>151,200</b>	<b>143,000</b>

**265-STP HWY FUNDS | INFLOW | STP HWY FUNDS**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
TPA STP/ST HWY ACCT EXCHG	283,005	152,872	149,062	130,500	151,000	140,000
EARNED BANK INTEREST	1,779	5,742	1,503	200	200	3,000
<b>TOTAL INFLOW   STP HWY FUNDS</b>	<b>284,784</b>	<b>158,614</b>	<b>150,565</b>	<b>130,700</b>	<b>151,200</b>	<b>143,000</b>

**265-STP HWY FUNDS | OUTFLOW | STP HWY FUNDS**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
TRANSFERS OUT	33,000	242,000	-	130,700	-	-
<b>TOTAL OUTFLOW   STP HWY FUNDS</b>	<b>33,000</b>	<b>242,000</b>	<b>-</b>	<b>130,700</b>	<b>-</b>	<b>-</b>



**SUMMARY OF NET CHANGE**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL   LTF-ART 8 STREETS &amp; ROADS</b>	<b>32,346</b>	<b>415,947</b>	<b>652,491</b>	<b>4,500</b>	<b>534,454</b>	<b>330,000</b>

**266-LTF-ART 8 STREETS & ROADS | INFLOW | LTF-ART 8 STREETS & ROADS**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
LTF - ART8 STREETS & ROAD	477,247	1,046,153	648,466	534,500	534,454	530,000
EARNED BANK INTEREST	4,801	15,404	4,025	-	-	-
<b>TOTAL INFLOW   LTF-ART 8 STREETS &amp; ROADS</b>	<b>482,049</b>	<b>1,061,557</b>	<b>652,491</b>	<b>534,500</b>	<b>534,454</b>	<b>530,000</b>

**266-LTF-ART 8 STREETS & ROADS | OUTFLOW | LTF-ART 8 STREETS & ROADS**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAPITAL OUTLAY - EQUIPMNT	12,483	8,612	-	-	-	-
TRANSFERS OUT	437,220	636,999	-	530,000	-	200,000
<b>TOTAL OUTFLOW   LTF-ART 8 STREETS &amp; ROADS</b>	<b>449,703</b>	<b>645,610</b>	<b>-</b>	<b>530,000</b>	<b>-</b>	<b>200,000</b>

**300-MCDERMONT ENTERPRISE FUND - PERFORMANCE TREND**

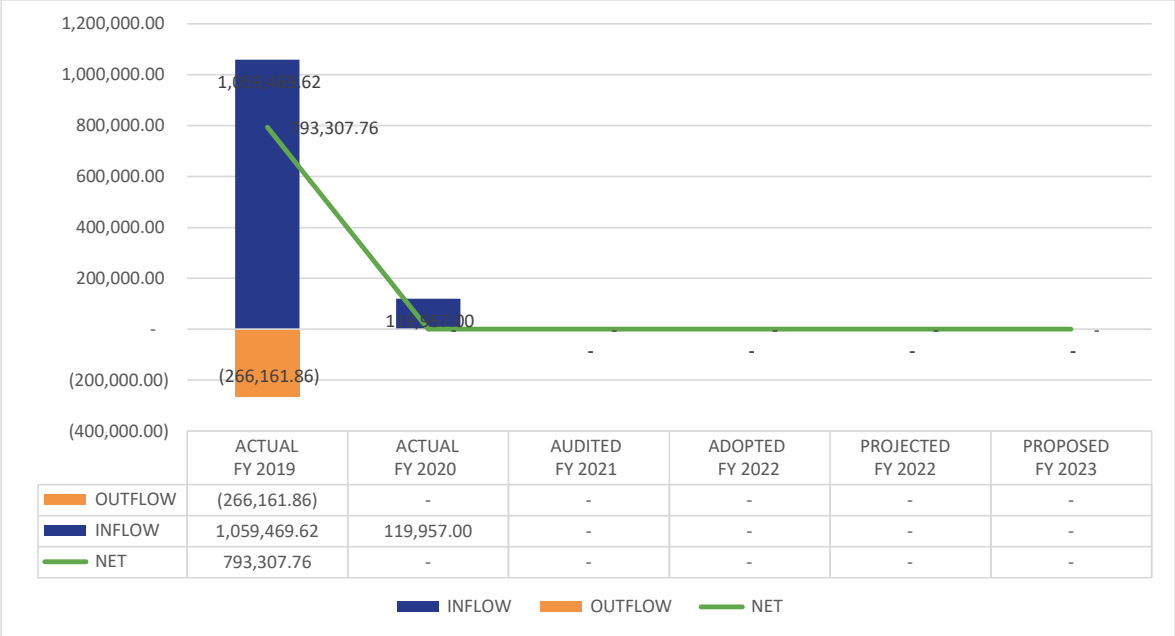
	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>300-MCDERMONT</b>						
INFLOW	-	-	-	-	-	-
OUTFLOW	80,158	-	-	-	-	-
<b>TOTAL MCDERMONT</b>	<b>(80,158)</b>	-	-	-	-	-

<b>300-MCDERMONT   TRANSFERS</b>						
	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
TRANSFERS IN	1,059,470	119,957	-	-	-	-
TRANSFERS OUT	186,004	-	-	-	-	-

<b>300-MCDERMONT   SUMMARY OF NET CHANGE</b>						
	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>TOTAL SUMMARY OF NET CHANGE</b>	<b>793,308</b>	<b>119,957</b>	-	-	-	-

<b>300-MCDERMONT   INFLOW   MCDERMONT</b>						
CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
<b>TOTAL INFLOW   MCDERMONT</b>	-	-	-	-	-	-

<b>300-MCDERMONT   OUTFLOW   MCDERMONT</b>						
CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
DEBT INTEREST EXPENSE	80,158	-	-	-	-	-
<b>TOTAL OUTFLOW   MCDERMONT</b>	<b>80,158</b>	-	-	-	-	-



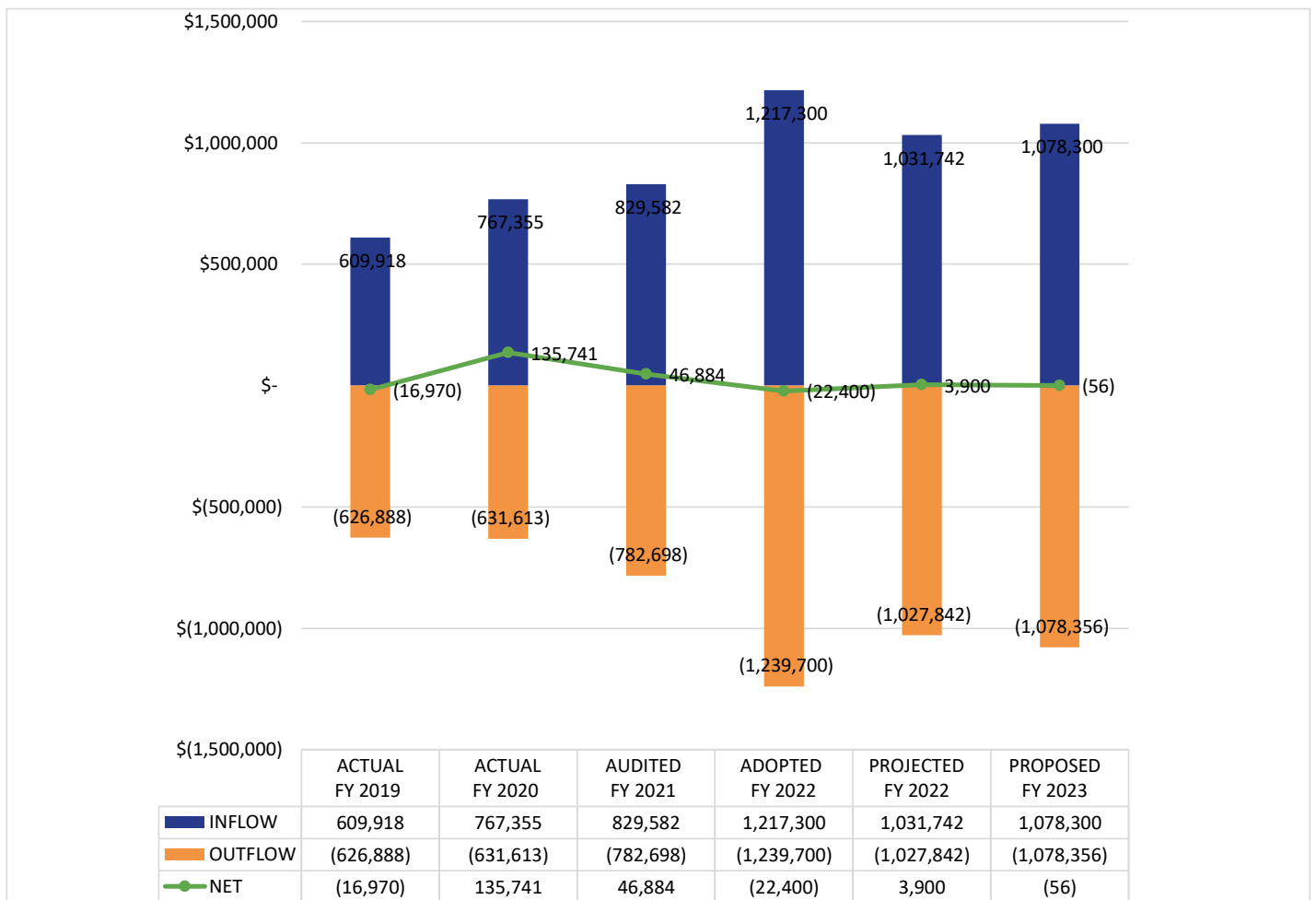
Note: Annual reporting for the McDermont Enterprise Fund has been absorbed by the General Fund since the City's management of McDermontField House was outsourced. The City remains responsible for building maintenance and repairs and remaining debt obligations only.

## 400-WELLNESS CENTER - PERFORMANCE TREND

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
400-WELLNESS CENTER						
INFLOW	523,518	567,355	585,125	717,300	765,100	728,300
OUTFLOW	626,888	631,613	782,698	1,239,700	1,027,842	1,078,356
<b>TOTAL WELLNESS CENTER</b>	<b>(103,370)</b>	<b>(64,259)</b>	<b>(197,573)</b>	<b>(522,400)</b>	<b>(262,742)</b>	<b>(350,056)</b>

400-WELLNESS CENTER   TRANSFERS						
TRANSFERS IN	86,400	200,000	244,457	500,000	266,642	350,000
TRANSFERS OUT	-	-	-	-	-	-

400-WELLNESS CENTER   SUMMARY OF NET CHANGE						
<b>TOTAL WELLNESS CENTER   SUMMARY OF NET CHANGE</b>	<b>(16,970)</b>	<b>135,741</b>	<b>46,884</b>	<b>(22,400)</b>	<b>3,900</b>	<b>(56)</b>



## SUMMARY OF NET CHANGE

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
400-WELLNESS CENTER						
INFLOW	523,518	567,355	585,125	717,300	765,100	728,300
OUTFLOW	626,888	631,613	782,698	1,239,700	1,027,842	1,078,356
<b>TOTAL WELLNESS CENTER</b>	<b>(103,370)</b>	<b>(64,259)</b>	<b>(197,573)</b>	<b>(522,400)</b>	<b>(262,742)</b>	<b>(350,056)</b>

400-WELLNESS CENTER   TRANSFERS						
TRANSFERS IN	86,400	200,000	244,457	500,000	266,642	350,000
TRANSFERS OUT	-	-	-	-	-	-

400-WELLNESS CENTER   SUMMARY OF NET CHANGE						
<b>TOTAL WELLNESS CENTER   SUMMARY OF NET CHANGE</b>	<b>(16,970)</b>	<b>135,741</b>	<b>46,884</b>	<b>(22,400)</b>	<b>3,900</b>	<b>(56)</b>

### 400-WELLNESS CENTER | INFLOW | WELLNESS CENTER

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
COMMUNITY PARTNERSHIPS						
LINDSAY HOSPITAL DISTRICT	233,721	233,721	285,000	285,000	285,000	285,000
AD'L LDH CONTRIBUTION	-	53,444	-	178,600	178,600	100,000
LUSD K-8 AFTERSCHOOL USE	-	17,660	42,676	17,000	17,000	42,000
LUSD FIT-WITHIN PRG	-	13,450	2,000	-	-	-
LUSD POOL CONTRIBUTION	43,800	19,161	22,757	22,500	22,500	20,000
SPECIAL EVENT REVENUE	2,530	200	1,950	-	3,900	3,000
FACILITY USE/RENTAL						
LEASE/RENT RECEIPTS	81,645	125,553	148,418	138,300	138,000	138,000
FACILITY RENTAL-GREATROOM	35,331	23,374	(1,535)	10,000	10,000	30,000
BASEBALL FIELD RENTALS	15,140	11,438	35,398	25,000	25,000	30,000
SWIMMING POOL FEES	12,797	8,706	4,603	3,000	13,000	13,000
MEMBERSHIP FEES	75,122	53,245	37,894	34,600	60,000	60,000
LESSONS/PROGRAMS/CLASSES						
SWIMMING LESSONS	8,044	3,170	4,935	-	8,800	5,000
PROGRAM FEES & CLASSES	786	1,989	665	3,000	3,000	1,000
EARNED BANK INTEREST	-	12	133	-	-	-
MISCELLANEOUS REVENUES						
SWIMMING POOL CONCESSIONS	1,091	1,913	201	300	300	1,000
OTHER MISC REVENUES	20	196	30	-	-	-
OTHER REVENUES-RETAIL	180	120	-	-	-	300
REBATES/REFUND/REIMBURSMT	13,312	-	-	-	-	-
<b>TOTAL INFLOW   WELLNESS CENTER</b>	<b>523,518</b>	<b>567,355</b>	<b>585,125</b>	<b>717,300</b>	<b>765,100</b>	<b>728,300</b>

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
WAGES/BENEFITS/INSURANCES						
AD'L SALARY:PAGER/FICA/K9	498	984	2,395	-	1,474	-
SALARIES - FULL TIME	79,093	72,894	101,115	368,800	128,725	326,240
SALARIES - PART TIME	100,892	92,456	109,353	-	113,782	-
SALARIES - OVERTIME	-	156	-	-	73	-
BENEFITS	1,189	189	1,714	-	-	-
TAXABLE FRINGE BENEFITS	-	-	-	-	-	-
FICA/MEDICARE CITY PAID	13,119	12,284	15,849	-	17,981	-
PERS - EPMC	298	50	-	-	-	-
PERS - EMPLOYER CONTRIBT	10,171	34,917	23,221	-	9,415	-
WORKER'S COMPENSATION	15,503	13,159	17,774	-	20,958	-
STATE UNEMPLOYMENT BENEFIT	56	-	-	-	-	-
HEALTH/LIFE/DISAB INSURNC	16,319	18,303	18,800	-	19,457	-
DEFERRED COMP BENEFIT	1,013	668	510	-	698	-
PERS UNFUNDED LIABILITY	27,190	29,662	23,361	38,700	29,081	43,921
LHD	-	27,117	146,481	153,700	143,596	100,000
LIABILITY INSURANCE	44,146	23,367	13,349	138,400	27,092	171,348
UTILITIES	87,232	84,517	115,251	118,000	123,247	131,874
FACILITY USE/RENTAL						
SPECIAL INTEREST CLASSES	30,173	44,420	40,505	38,200	41,729	42,000
SPECIAL EVENTS EXPENSE	8,860	5,160	2,257	5,000	5,556	5,000
PROFESSIONAL/CONTRACT SRV						
PROFESSIONAL SERVICES	610	705	1,020	-	-	-
AUDIT SERVICES	1,200	1,257	510	2,300	1,067	800
PHONE & VOICE	21,079	9,484	7,020	9,000	7,348	9,000
SUPPLIES/EQUIPMENT						
DEPART OPERATING SUPPLIES	8,853	10,590	4,390	5,000	10,687	7,000
REPAIR & MAINT SUPPLIES	10,719	3,265	2,333	2,500	994	3,000
STAFF UNIFORMS / MCD	940	878	-	800	1,120	1,000
CONCESSIONS SUPPLIES	48	869	852	1,000	3,546	3,500
POOL CHEMICALS	42,454	27,642	39,035	33,600	20,168	35,000
CLEANING/MAINTENANCE-BLDG	3,680	4,106	-	4,000	-	-
OTHER SERVICES & CHARGES	8,187	9,791	8,039	4,000	14,087	8,000
PERMITS / FEES / LICENSES	3,555	2,238	2,210	3,000	2,927	3,000
FURNITURE & EQUIPMENT	1,301	2,822	-	1,500	-	2,000
VEHICLE FUEL/MAINTENANCE	-	-	-	-	-	-
VEHICLE FUEL AND OIL	276	128	16	200	-	200
VEHICLE REPAIR & MAINT	306	260	90	300	13	-
DUES, SUBSCRIPTIONS	271	150	798	300	40	300
TRAINING/TRAVEL/MEETINGS						
TRAINING & SEMINARS	-	363	130	-	-	-
MEETINGS & TRAVEL	16	27	-	-	-	-
ADV/PRINT/COPY/SHIPPING	1,230	11,460	1,135	1,500	3,038	3,000
<b>TOTAL OUTFLOW   OPERATIONS</b>	<b>540,475</b>	<b>546,340</b>	<b>699,511</b>	<b>929,800</b>	<b>747,898</b>	<b>896,182</b>

400-WELLNESS CENTER | OUTFLOW | DEBT SERVICING

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2022
DEBT INTEREST EXPENSE	86,413	85,273	83,187	81,100	108,138	78,885
PRINCIPAL PAYMENT ON LTD	-	-	-	51,100	68,156	53,289
<b>TOTAL OUTFLOW   DEBT SERVICING</b>	<b>86,413</b>	<b>85,273</b>	<b>83,187</b>	<b>132,200</b>	<b>176,294</b>	<b>132,174</b>

400-WELLNESS CENTER | OUTFLOW | CAPITAL OUTLAY

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2022
CAPITAL OUTLAY - EQUIPMNT	-	-	-	177,700	103,650	50,000
<b>TOTAL OUTFLOW   CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>177,700</b>	<b>103,650</b>	<b>50,000</b>

## 552-WATER - PERFORMANCE TREND

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
552-WATER						
INFLOW	2,033,342	1,712,499	1,670,087	1,370,000	1,905,700	1,742,000
OUTFLOW	1,608,012	1,513,756	1,661,642	2,292,600	1,648,204	2,691,297
<b>TOTAL WATER</b>	<b>425,330</b>	<b>198,743</b>	<b>8,445</b>	<b>(922,600)</b>	<b>257,496</b>	<b>(949,297)</b>

552-WATER   TRANSFERS						
TRANSFERS IN	-	-	-	880,000	-	710,000
TRANSFERS OUT	24,469	35,531	-	-	-	-

552-WATER   SUMMARY OF NET CHANGE						
<b>TOTAL WATER   SUMMARY OF NET CHANGE</b>	<b>400,861</b>	<b>163,212</b>	<b>8,445</b>	<b>(42,600)</b>	<b>257,496</b>	<b>(239,297)</b>



## SUMMARY OF NET CHANGE

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
552-WATER						
INFLOW	2,033,342	1,712,499	1,670,087	1,370,000	1,905,700	1,742,000
OUTFLOW	1,608,012	1,513,756	1,661,642	2,292,600	1,648,204	2,691,297
<b>TOTAL WATER</b>	<b>425,330</b>	<b>198,743</b>	<b>8,445</b>	<b>(922,600)</b>	<b>257,496</b>	<b>(949,297)</b>

552-WATER   TRANSFERS						
TRANSFERS IN	-	-	-	880,000	-	710,000
TRANSFERS OUT	24,469	35,531	-	-	-	-

552-WATER   SUMMARY OF NET CHANGE						
<b>TOTAL WATER   SUMMARY OF NET CHANGE</b>	<b>400,861</b>	<b>163,212</b>	<b>8,445</b>	<b>(42,600)</b>	<b>257,496</b>	<b>(239,297)</b>

552-WATER   INFLOW   WATER						
CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
USER CHARGES						
WATER SERVICE CHARGES	1,395,027	1,424,825	1,428,514	1,199,600	1,533,000	1,533,000
PAGE/MOOR TRACT	86,427	83,866	89,705	77,900	77,900	86,000
GRANTS						
WTR EMRGNCY DROUGHT PR84	-	-	10,581	-	-	-
GRANT FUNDS RECEIVED	139,712	-	-	70,000	246,800	110,000
SALE OF SURPLUS WATER	122,075	172,200	63,300	-	-	-
FEES/PENALTIES						
WATER ACRE ASSESSMENT	-	276	-	-	-	-
PENALTY & MISC SRV FEES	(503)	250	150	1,800	1,800	1,000
WATER CONNECTION CHARGES	16,322	8,425	4,941	8,500	8,500	5,000
NEW UTILITY ACC. SET-UP	3,668	2,492	2,888	2,000	2,000	2,000
MISCELLANEOUS						
OTHER WATER REVENUES	14,242	8,578	60,082	5,000	5,000	5,000
OTHER MISC REVENUES	730	11,202	42	5,000	5,000	-
REBATES/REFUNDS/REIMBURSEMENTS						
REBATES/REFUND/REIMBURSMT	5,552	234	9,924	-	25,500	-
SHE WELL CONTRIBUTION	250,000	-	-	-	-	-
EARNED BANK INTEREST	91	150	(39)	200	200	-
<b>TOTAL INFLOW   WATER</b>	<b>2,033,342</b>	<b>1,712,499</b>	<b>1,670,087</b>	<b>1,370,000</b>	<b>1,905,700</b>	<b>1,742,000</b>



CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
WAGES/BENEFITS/INSURANCES						
AD'L SALARY:PAGER/FICA/K9	3,904	7,424	14,089	-	15,019	-
SALARIES - FULL TIME	311,400	287,575	281,418	531,400	352,943	462,012
SALARIES - PART TIME	6,206	6,165	4,890	-	959	-
SALARIES - OVERTIME	10,335	10,232	4,684	-	5,138	-
TEMPS	3,246	7,793	193	-	-	-
BENEFITS	2,043	156	168	-	15	-
FICA/MEDICARE CITY PAID	22,457	20,743	21,163	-	26,324	-
PERS - EPMC	3,528	1,173	1,088	-	403	-
PERS - EMPLOYER CONTRIBT	33,038	40,848	37,298	-	39,068	-
WORKER'S COMPENSATION	28,875	23,332	24,459	-	29,804	-
STATE UNEMPLOYMENT BENEFIT	144	-	-	-	-	-
HEALTH/LIFE/DISAB INSURNC	67,061	64,313	57,838	-	69,695	-
BOOT ALLOWANCE	-	75	136	-	206	-
DEFERRED COMP BENEFIT	7,910	9,998	7,772	-	9,584	-
PERS UNFUNDED LIABILITY	117,101	69,101	72,471	90,100	67,749	102,318
RAW CANAL WATER	188,012	227,178	225,816	160,000	189,699	200,000
UTILITY CHARGES						
WELLS UTILITIES	43	-	-	-	-	-
UTILITIES	137,162	159,663	184,915	175,000	210,402	225,130
PROFESSIONAL/CONTRACT SRV						
PROFESSIONAL SERVICES	90,241	111,208	116,610	85,000	91,373	95,000
SGMA	-	-	-	55,500	17,007	55,500
AUDIT SERVICES	11,574	8,707	510	11,800	1,067	5,000
PERSONNEL SERVICES	-	30	-	-	-	-
MATLS/SUP/REPAIRS/MAINT						
WELLS MATERIALS	10,523	6,192	13,594	7,200	16,794	10,500
MTNCE MATERIALS & SERVICE	-	7,636	6,858	8,500	8,862	8,500
TREATMENT PLANT MATERIALS	66,669	70,160	51,699	52,600	61,876	60,000
REPAIR & MTNCE SERVICES	17,991	7,102	32,412	15,000	4,630	30,000
EQUIPMENT RENTALS	-	-	-	-	2,855	-
SUPPLIES/EQUIPMENT						
OFFICE SUPPLIES	-	133	297	3,000	-	-
DEPART OPERATING SUPPLIES	82,873	70,580	66,669	85,000	41,556	75,000
REPAIR & MAINT SUPPLIES	29,821	27,667	29,041	30,000	21,820	30,000
SMALL TOOLS & EQUIPMENT	406	6	1,747	400	2,027	-
LIABILITY INSURANCE	48,696	36,752	21,353	79,200	37,505	98,062
WATER SUPPLY TESTING	60,627	38,573	33,043	45,000	34,468	45,000
OTHER SERVICES & CHARGES	35,960	37,561	41,447	32,400	15,846	34,000
EMERGENCY REPAIR LINE	-	290	-	25,000	-	-
PHONE & VOICE	16,789	17,611	14,463	15,700	14,786	15,700
DUES, SUBSCRIPTIONS	9,138	10,627	11,718	9,500	1,392	10,000
VEHICLE FUEL/MAINTENANCE						
VEHICLE FUEL AND OIL	8,468	4,225	4,845	3,000	3,523	5,000
VEHICLE REPAIR & MAINT	19,223	6,469	8,496	7,000	12,959	10,000
NEW VEHICLE EQUIPMENT	45,378	0	-	-	-	-
PERMITS / FEES / LICENSES	-	484	2,848	500	12,177	1,000
MEETINGS & TRAVEL	1,755	825	145	900	556	1,000
<b>TOTAL OUTFLOW   OPERATIONS</b>	<b>1,498,594</b>	<b>1,398,606</b>	<b>1,396,192</b>	<b>1,528,700</b>	<b>1,420,084</b>	<b>1,578,723</b>

552-WATER | OUTFLOW | DEBT SERVICING

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PRINCIPAL PAYMENT ON LTD	54,021	54,021	57,590	61,400	141,322	174,094
DEBT INTEREST EXPENSE	55,398	57,608	53,064	48,500	67,217	48,480
<b>TOTAL OUTFLOW   DEBT SERVICING</b>	<b>109,419</b>	<b>111,630</b>	<b>110,654</b>	<b>109,900</b>	<b>208,538</b>	<b>222,574</b>

552-WATER | OUTFLOW | CAPITAL OUTLAY

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAPITAL OUTLAY - EQUIPMNT	0	0	31,663	-	17,255	205,000
CAP OULTLAY/IMPROVEMENT	(0)	3,521	45,174	500,000	-	520,000
CAPITAL O/L	(0)	-	-	154,000	-	-
CIP PROFESSIONAL SRVS	0	(0)	77,959	-	2,327	165,000
<b>TOTAL OUTFLOW   CAPITAL OUTLAY</b>	<b>(0)</b>	<b>3,521</b>	<b>154,796</b>	<b>654,000</b>	<b>19,582</b>	<b>890,000</b>

### 553-SEWER - PERFORMANCE TREND

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
553-SEWER						
INFLOW	1,531,940	1,448,565	1,485,640	1,479,100	1,458,900	1,601,600
OUTFLOW	1,003,833	942,016	1,064,129	1,426,100	1,138,035	1,615,595
<b>TOTAL SEWER</b>	<b>528,107</b>	<b>506,549</b>	<b>421,511</b>	<b>53,000</b>	<b>320,865</b>	<b>(13,995)</b>

553-SEWER   TRANSFERS						
TRANSFERS IN	-	-	-	100,000	-	42,500
TRANSFERS OUT	9,249	65,551	-	-	-	-

553-SEWER   SUMMARY OF NET CHANGE						
<b>TOTAL SEWER   SUMMARY OF NET CHANGE</b>	<b>518,858</b>	<b>440,998</b>	<b>421,511</b>	<b>153,000</b>	<b>320,865</b>	<b>28,505</b>



## SUMMARY OF NET CHANGE

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
553-SEWER						
INFLOW	1,531,940	1,448,565	1,485,640	1,479,100	1,458,900	1,601,600
OUTFLOW	1,003,833	942,016	1,064,129	1,426,100	1,138,035	1,615,595
<b>TOTAL SEWER</b>	<b>528,107</b>	<b>506,549</b>	<b>421,511</b>	<b>53,000</b>	<b>320,865</b>	<b>(13,995)</b>

553-SEWER   TRANSFERS						
TRANSFERS IN	-	-	-	100,000	-	42,500
TRANSFERS OUT	9,249	65,551	-	-	-	-

553-SEWER   SUMMARY OF NET CHANGE						
<b>TOTAL SEWER   SUMMARY OF NET CHANGE</b>	<b>518,858</b>	<b>440,998</b>	<b>421,511</b>	<b>153,000</b>	<b>320,865</b>	<b>28,505</b>

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
553-SEWER   INFLOW   SEWER						
<b>CLASSIFICATION</b>						
SEWER SERVICE CHARGES	1,518,616	1,436,457	1,451,932	1,431,800	1,446,600	1,446,600
BUILDING PERMITS	8,190	4,200	2,850	2,000	10,000	2,000
CONNECTION CHARGES	4,110	1,875	3,750	4,600	1,000	3,000
SEWER ACREAGE ASSESSMENT	-	207	-	200	800	-
REBATES/REFUND/REIMBURSMT	-	-	25,029	40,000	-	150,000
EARNED BANK INTEREST	1,024	5,825	2,079	500	500	-
<b>TOTAL INFLOW   SEWER</b>	<b>1,531,940</b>	<b>1,448,565</b>	<b>1,485,640</b>	<b>1,479,100</b>	<b>1,458,900</b>	<b>1,601,600</b>

CLASSIFICATION	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
WAGES/BENEFITS/INSURANCES	-	-	-	-	-	-
AD'L SALARY:PAGER/FICA/K9	2,518	4,908	6,685	-	2,990	-
SALARIES - FULL TIME	121,782	131,753	161,699	403,400	184,035	361,906
SALARIES - PART TIME	354	198	544	-	655	-
SALARIES - OVERTIME	2,819	3,979	3,074	-	2,535	-
BENEFITS	761	73	29	-	15	-
FICA/MEDICARE CITY PAID	8,501	9,467	12,180	-	13,537	-
PERS - EPMC	1,759	570	562	-	194	-
PERS - EMPLOYER CONTRIBT	18,427	14,882	19,516	-	20,018	-
WORKER'S COMPENSATION	11,052	10,884	13,546	-	15,071	-
STATE UNEMPLOYMENT BENEFIT	-	-	-	-	-	-
HEALTH/LIFE/DISAB INSURNC	27,346	31,651	30,292	-	34,956	-
BOOT ALLOWANCE	-	75	136	-	-	-
DEFERRED COMP BENEFIT	2,818	2,919	3,883	-	5,607	-
MONITORING	2,431	3,147	7,385	75,000	11,029	15,000
LOG POND MONITORING	14,359	0	15,353	25,000	14,921	20,000
MATLS/SUP/REPAIRS/MAINT						
TREATMENT PLANT MATERIALS	55	89	58	100	6,378	100
TREATMENT PLANT REPAIRS	9,623	4,200	41,912	10,000	16,751	10,000
REPAIR & MTNCE SERVICES	7,413	29,886	17,442	75,000	12,518	15,000
MACH -EQUIP SRV MCD	7,037	-	2,573	7,200	-	7,000
WASTE DISCHARGE PERMITS	75,801	79,137	77,530	80,000	79,577	80,000
LIABILITY INSURANCE	41,846	36,806	20,070	79,300	37,505	98,198
UTILITIES						
UTILITIES-SCE	83,356	97,424	92,510	75,400	69,425	74,285
UTILITIES-GAS	-	-	91	-	10,673	11,420
PROFESSIONAL/CONTRACT SRV						
PROFESSIONAL SERVICES	42,490	34,839	39,232	46,000	44,962	46,000
AUDIT SERVICES	200	824	510	1,000	1,067	500
SUPPLIES/EQUIPMENT						
SEWER OPERATIONAL SERVICES&SUPP	-	1,761	1,761	10,700	4,630	-
OFFICE SUPPLIES	269	76	527	3,000	-	-
DEPART OPERATING SUPPLIES	23,241	15,145	29,357	21,800	25,534	35,500
SMALL TOOLS & EQUIPMENT	500	116	-	500	542	-
OTHER SERVICES & CHARGES	10,892	22,269	17,799	21,200	18,699	21,000
PERS UNFUNDED LIABILITY	56,270	13,385	42,596	17,500	13,123	19,820
PHONE & VOICE	19,002	20,814	21,086	19,000	13,553	19,000
EMERGENCY REPAIR LINE	14,416	8,465	13,750	15,400	10,509	20,000
VEHICLE FUEL/MAINTENANCE						
VEHICLE FUEL AND OIL	8,958	5,612	9,016	5,200	5,856	7,000
VEHICLE REPAIR & MAINT	18,116	8,331	5,683	8,000	2,416	6,000
NEW VEHICLE EQUIPMENT	891	0	-	-	-	-
DUES, SUBSCRIPTIONS	346	1,900	577	2,000	36,915	1,000
MEETINGS & TRAVEL	474	858	-	900	889	1,000
<b>TOTAL OUTFLOW   OPERATIONS</b>	<b>636,123</b>	<b>596,444</b>	<b>708,963</b>	<b>1,002,600</b>	<b>717,086</b>	<b>869,729</b>

553-SEWER | OUTFLOW | DEBT SERVICING

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PRINCIPAL PAYMENT ON LTD	168,553	174,126	179,898	165,300	176,229	186,269
DEBT INTEREST EXPENSE	177,135	171,446	171,537	158,200	196,321	157,097
<b>TOTAL OUTFLOW   DEBT SERVICING</b>	<b>345,688</b>	<b>345,572</b>	<b>351,435</b>	<b>323,500</b>	<b>372,550</b>	<b>343,366</b>

553-SEWER | OUTFLOW | CAPITAL OUTLAY

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAPITAL OUTLAY - EQUIPMNT	22,022	-	2,918	100,000	36,481	90,000
CAP OULTLAY/IMPROVEMENT	-	-	813	-	11,917	312,500
<b>TOTAL OUTFLOW   CAPITAL OUTLAY</b>	<b>22,022</b>	<b>-</b>	<b>3,730</b>	<b>100,000</b>	<b>48,398</b>	<b>402,500</b>

## SUMMARY OF NET CHANGE

553-SEWER   OUTFLOW   CAPITAL OUTLAY		ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION		FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAPITAL OUTLAY - EQUIPMNT		22,022	-	2,918	100,000	36,481	90,000
CAP OULTLAY/IMPROVEMENT		-	-	813	-	11,917	312,500
<b>TOTAL OUTFLOW   CAPITAL OUTLAY</b>		<b>22,022</b>	<b>-</b>	<b>3,730</b>	<b>100,000</b>	<b>48,398</b>	<b>402,500</b>

841-CURB & GUTTER   SUMMARY OF NET CHANGE		ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
		FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL CURB   GUTTER   SIDEWALK   SUMMARY OF NET CHANGE</b>		<b>462</b>	<b>91</b>	<b>2,374</b>	<b>-</b>	<b>(3,100)</b>	<b>2,000</b>

841-CURB & GUTTER   INFLOW   CURB   GUTTER   SIDEWALK		ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION		FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
REVENUE		-	-	-	-	-	-
CONTRA ACT LOAN PAYMENTS		(5,040)	(1,395)	-	-	-	-
STREET,SIDEWALK,CURB REPR		5,502	1,395	2,342	1,200	2,400	2,000
EARNED BANK INTEREST		-	91	32	-	-	-
<b>TOTAL INFLOW   CURB   GUTTER   SIDEWALK</b>		<b>462</b>	<b>91</b>	<b>2,374</b>	<b>1,200</b>	<b>2,400</b>	<b>2,000</b>

841-CURB & GUTTER   OUTFLOW   CURB   GUTTER   SIDEWALK		ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION		FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
MISC SIDEWALK PROJECT		-	-	-	1,200	5,500	-
<b>TOTAL OUTFLOW   CURB   GUTTER   SIDEWALK</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,200</b>	<b>5,500</b>	<b>-</b>

856-STORM DRAIN SYSTEM   SUMMARY OF NET CHANGE		ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
		FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL STORM DRAIN SYSTEM   SUMMARY OF NET CHANGE</b>		<b>6,150</b>	<b>3,970</b>	<b>738</b>	<b>3,000</b>	<b>1,200</b>	<b>-</b>

856-STORM DRAIN SYSTEM   INFLOW   STORM DRAIN SYSTEM		ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION		FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
REVENUE		-	-	-	-	-	-
BUILDING PERMITS		6,150	3,880	705	-	-	-
OTHER MISC REVENUES		-	-	-	3,000	1,200	-
INTEREST		-	-	-	-	-	-
EARNED BANK INTEREST		-	91	33	-	-	-
<b>TOTAL INFLOW   STORM DRAIN SYSTEM</b>		<b>6,150</b>	<b>3,970</b>	<b>738</b>	<b>3,000</b>	<b>1,200</b>	<b>-</b>

856-STORM DRAIN SYSTEM   OUTFLOW   STORM DRAIN SYSTEM		ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION		FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAPITAL OUTLAY		-	-	-	-	-	-
<b>TOTAL OUTFLOW   STORM DRAIN SYSTEM</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### 554-REFUSE - PERFORMANCE TREND

	ACTUAL FY 2019	ACTUAL FY 2020	AUDITED FY 2021	ADOPTED FY 2022	PROJECTED FY 2022	PROPOSED FY 2023
554-REFUSE						
INFLOW	966,504	1,030,732	1,095,939	1,114,500	857,500	880,700
OUTFLOW	892,398	985,222	1,027,098	1,139,200	773,671	873,523
<b>TOTAL REFUSE   OPERATIONS</b>	<b>74,106</b>	<b>45,511</b>	<b>68,841</b>	<b>(24,700)</b>	<b>83,829</b>	<b>7,177</b>

554-REFUSE   TRANSFERS						
TRANSFERS IN	-	-	-	-	-	-
TRANSFERS OUT	-	-	-	-	-	-

554-REFUSE   SUMMARY OF NET CHANGE						
<b>TOTAL REFUSE   SUMMARY OF NET CHANGE</b>	<b>74,106</b>	<b>45,511</b>	<b>68,841</b>	<b>(24,700)</b>	<b>83,829</b>	<b>7,177</b>





## SUMMARY OF NET CHANGE

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
554-REFUSE						
INFLOW	966,504	1,030,732	1,095,939	1,114,500	857,500	880,700
OUTFLOW	892,398	985,222	1,027,098	1,139,200	773,671	873,523
<b>TOTAL REFUSE   OPERATIONS</b>	<b>74,106</b>	<b>45,511</b>	<b>68,841</b>	<b>(24,700)</b>	<b>83,829</b>	<b>7,177</b>

554-REFUSE   TRANSFERS						
TRANSFERS IN	-	-	-	-	-	-
TRANSFERS OUT	-	-	-	-	-	-

554-REFUSE   SUMMARY OF NET CHANGE						
<b>TOTAL REFUSE   SUMMARY OF NET CHANGE</b>	<b>74,106</b>	<b>45,511</b>	<b>68,841</b>	<b>(24,700)</b>	<b>83,829</b>	<b>7,177</b>

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
554-REFUSE   INFLOW   REFUSE						
<b>CLASSIFICATION</b>						
REFUSE DISPOSAL CHARGES	949,717.46	1,019,320	1,090,354	1,106,300	850,000	850,000
MISCELLANEOUS						
SPECIAL REFUSE PICKUP	184.00	150	-	-	-	-
OTHER REFUSE REVENUES	4,720.00	1,995	4,240	2,000	2,000	4,200
PENALTY & MISC SRV FEES	1,180.36	670	-	700	-	-
EARNED BANK INTEREST	702.45	2,224	568	500	500	500
RECYCLING REVENUE	10,000.00	5,000	-	5,000	5,000	5,000
REBATES/REFUND/REIMBURSMT	-	1,373	778	-	-	21,000
<b>TOTAL INFLOW   REFUSE</b>	<b>966,504</b>	<b>1,030,732</b>	<b>1,095,939</b>	<b>1,114,500</b>	<b>857,500</b>	<b>880,700</b>

554-REFUSE   OUTFLOW   REFUSE	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
WAGES/BENEFITS/INSURANCES						
AD'L SALARY:PAGER/FICA/K9	32	195	328	-	446	-
SALARIES - FULL TIME	34,431	30,750	39,090	137,300	57,716	206,697
SALARIES - PART TIME	-	494	873	-	671	-
SALARIES - OVERTIME	122	205	136	-	197	-
TEMPS	-	341	-	-	-	-
BENEFITS	144	23	36	-	34	-
FICA/MEDICARE CITY PAID	2,135	2,014	2,782	-	4,196	-
PERS - EPMC	660	139	110	-	42	-
PERS - EMPLOYER CONTRIBT	6,270	1,180	4,082	-	5,771	-
WORKER'S COMPENSATION	3,040	2,531	3,313	-	4,766	-
HEALTH/LIFE/DISAB INSURNC	7,454	7,339	7,407	-	10,706	-
BOOT ALLOWANCE	-	-	136	-	-	-
DEFERRED COMP BENEFIT	941	959	1,447	-	2,316	-
PERS UNFUNDED LIABILITY	17,310	18,884	8,318	24,600	18,515	27,962
PROFESSIONAL/CONTRACT SRV						
AUDIT SERVICES	-	-	510	-	-	-
CONTRACT SERVICE-REFUSE	768,164	873,079	905,525	933,700	621,800	595,800
OTHER SERVICES & CHARGES	9,776	12,359	14,771	14,000	10,599	12,000
SUPPLIES/EQUIPMENT						
DEPART OPERATING SUPPLIES	29,265	17,927	17,937	10,000	13,486	15,500
LIABILITY INSURANCE	4,422	4,520	10,620	9,700	20,425	12,064
PHONE & VOICE	2,364	12,003	8,226	8,700	1,986	2,000
VEHICLE FUEL/MAINTENANCE						
VEHICLE FUEL AND OIL	1,558	-	1,316	700	-	1,000
VEHICLE REPAIR & MAINT	2,545	280	136	500	-	500
NEW VEHICLE EQUIPMENT	890	-	-	-	-	-
<b>TOTAL OUTFLOW   REFUSE</b>	<b>891,525</b>	<b>985,222</b>	<b>1,027,098</b>	<b>1,139,200</b>	<b>773,671</b>	<b>873,523</b>

554-REFUSE   USES   CAPITAL OUTLAY	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CAPITAL OUTLAY - EQUIPMNT	873	-	-	-	-	-

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   VITA-PAKT</b>	431	254	(1,164)	-	0	-

**556-VITA-PAKT | INFLOW | VITA-PAKT**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
VITA PAKT USER CHARGES	49,539	86,517	61,693	67,200	73,284	83,879
<b>TOTAL INFLOW   VITA-PAKT</b>	<b>49,539</b>	<b>86,517</b>	<b>61,693</b>	<b>67,200</b>	<b>73,284</b>	<b>83,879</b>

**556-VITA-PAKT | OUTFLOW | VITA-PAKT**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
CCPI LEASE PAYMENT	21,600	59,400	36,000	36,000	36,000	36,000
WAGES/BENEFITS/INSURANCES						
AD'L SALARY:PAGER/FICA/K9	18	80	531	-	117	-
SALARIES - FULL TIME	7,881	7,750	9,863	21,600	12,497	34,779
SALARIES - OVERTIME	16	6	14	-	35	-
BENEFITS	73	12	-	-	-	-
FICA/MEDICARE CITY PAID	519	518	720	-	902	-
PERS - EMPLOYER CONTRIBT	857	753	1,096	-	1,415	-
WORKER'S COMPENSATION	730	631	818	-	1,070	-
HEALTH/LIFE/DISAB INSURNC	1,319	1,256	1,538	-	1,929	-
DEFERRED COMP BENEFIT	214	201	234	-	562	-
DEPART OPERATING SUPPLIES	5,890	2,549	2,850	3,500	1,454	3,000
REPAIR & MTNCE SERVICES	9,291	10,361	6,787	4,100	256	7,000
PROFESSIONAL SERVICES	-	-	-	-	11,984	-
UTILITIES-SCE	700	2,747	2,406	2,000	2,870	3,100
WASTE DISCHARGE PERMIT	-	-	-	-	2,191	-
<b>TOTAL OUTFLOW   VITA-PAKT</b>	<b>49,108</b>	<b>86,262</b>	<b>62,857</b>	<b>67,200</b>	<b>73,284</b>	<b>83,879</b>

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   SIERRA VIEW ASS</b>	3,995	(1,215)	2,348	-	3,552	-

**883-SIERRA VIEW ASSESSMENT | INFLOW | SIERRA VIEW ASSESSMENT**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
SIERRA VW LNDSOPE ASSMNT	21,987	17,619	17,606	18,700	18,700	21,965
<b>TOTAL INFLOW   SIERRA VIEW ASSESSMENT</b>	<b>21,987</b>	<b>17,619</b>	<b>17,606</b>	<b>18,700</b>	<b>18,700</b>	<b>21,965</b>

**883-SIERRA VIEW ASSESSMENT | OUTFLOW | SIERRA VIEW**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PROFESSIONAL SERVICES	14,635	14,302	12,794	13,600	13,548	20,165
UTILITIES						
UTILITIES-SCE	1,805	1,618	1,578	3,400	1,600	1,800
LLAD WATER USAGE	1,529	1,438	-	-	-	-
DEPART OPERATING SUPPLIES	23	1,274	-	500	-	-
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	185	572	-	-	-
FICA/MEDICARE CITY PAID	-	10	32	-	-	-
PERS - EPMC	-	-	5	-	-	-
PERS - EMPLOYER CONTRIBT	-	(339)	107	-	-	-
WORKER'S COMPENSATION	-	16	49	-	-	-
HEALTH/LIFE/DISAB INSURNC	-	31	96	-	-	-
DEFERRED COMP BENEFIT	-	5	26	-	-	-
ADMINISTRATIVE COSTS	-	294	-	1,200	-	-
<b>TOTAL OUTFLOW   SIERRA VIEW</b>	<b>17,991</b>	<b>18,834</b>	<b>15,259</b>	<b>18,700</b>	<b>15,148</b>	<b>21,965</b>

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   HERITAGE ASSES:</b>	3,997	881	2,104	-	3,700	-

**884-HERITAGE ASSESSMENT DIST | INFLOW | HERITAGE ASSESSMENT DIST**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
HRTGE PK LNDS CP ASSMT DIS	8,989	6,925	6,703	7,200	7,200	7,700
<b>TOTAL INFLOW   HERITAGE PARK</b>	<b>8,989</b>	<b>6,925</b>	<b>6,703</b>	<b>7,200</b>	<b>7,200</b>	<b>7,700</b>

**884-HERITAGE ASSESSMENT DIST | OUTFLOW | HERITAGE PARK**

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PROFESSIONAL SERVICES	3,484	3,724	3,821	3,300	3,300	7,500
UTILITIES						
UTILITIES-SCE	240	124	108	2,400	200	200
LLAD WATER USAGE	1,245	1,272	-	-	-	-
DEPART OPERATING SUPPLIES	23	631	-	-	-	-
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	-	425	-	-	-
FICA/MEDICARE CITY PAID	-	-	24	-	-	-
PERS - EPMC	-	-	2	-	-	-
PERS - EMPLOYER CONTRIBT	-	-	100	-	-	-
WORKER'S COMPENSATION	-	-	36	-	-	-
HEALTH/LIFE/DISAB INSURNC	-	-	66	-	-	-
DEFERRED COMP BENEFIT	-	-	18	-	-	-
ADMINISTRATIVE COSTS	-	294	-	1,500	-	-
<b>TOTAL OUTFLOW   HERITAGE PARK</b>	<b>4,992</b>	<b>6,045</b>	<b>4,599</b>	<b>7,200</b>	<b>3,500</b>	<b>7,700</b>

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   SAMOA</b>	(1,072)	740	1,602	-	0	-

### 886-SAMOA | INFLOW | SAMOA

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
SAMOA ASSESSMENT DISTRICT	4,212	4,032	4,032	4,400	2,055	11,597
<b>TOTAL INFLOW   SAMOA</b>	<b>4,212</b>	<b>4,032</b>	<b>4,032</b>	<b>4,400</b>	<b>2,055</b>	<b>11,597</b>

### 886-SAMOA | OUTFLOW | SAMOA

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PROFESSIONAL SERVICES	4,126	1,654	1,463	1,600	1,472	9,097
DEPART OPERATING SUPPLIES	463	708	520	1,300	400	2,000
UTILITIES	-	-	-	-	-	-
UTILITIES-SCE	333	259	261	800	183	500
LLAD WATER USAGE	362	386	-	-	-	-
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	18	111	-	-	-
FICA/MEDICARE CITY PAID	-	1	6	-	-	-
PERS - EPMC	-	-	1	-	-	-
PERS - EMPLOYER CONTRIBT	-	(34)	37	-	-	-
WORKER'S COMPENSATION	-	2	9	-	-	-
HEALTH/LIFE/DISAB INSURNC	-	3	16	-	-	-
DEFERRED COMP BENEFIT	-	1	6	-	-	-
ADMINISTRATIVE COSTS	-	294	-	700	-	-
<b>TOTAL OUTFLOW   SAMOA</b>	<b>5,284</b>	<b>3,291</b>	<b>2,430</b>	<b>4,400</b>	<b>2,055</b>	<b>11,597</b>

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   SWEETBRIER TOW</b>	(1,934)	517	2,789	-	(16,857)	-

### 887-SWEETBRIER TOWNHOUSES | INFLOW | SWEETBRIER TOWNHOUSES

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
SWEETBRIER ASSESS DIST	9,478	9,473	9,476	9,700	9,685	11,597
<b>TOTAL INFLOW   SWEETBRIER TOWNHOUSES</b>	<b>9,478</b>	<b>9,473</b>	<b>9,476</b>	<b>9,700</b>	<b>9,685</b>	<b>11,597</b>

### 887-SWEETBRIER TOWNHOUSES | OUTFLOW | SWEETBRIER UNITS

CLASSIFICATION	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PROFESSIONAL SERVICES	9,258	5,225	5,225	5,700	21,200	7,997
UTILITIES						
UTILITIES-SCE	812	743	707	1,600	534	600
LLAD WATER USAGE	768	770	-	-	-	-
DEPART OPERATING SUPPLIES	573	1,933	631	1,700	4,808	3,000
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	18	76	-	-	-
FICA/MEDICARE CITY PAID	-	1	4	-	-	-
PERS - EPMC	-	-	1	-	-	-
PERS - EMPLOYER CONTRIBT	-	(34)	20	-	-	-
WORKER'S COMPENSATION	-	2	7	-	-	-
HEALTH/LIFE/DISAB INSURNC	-	3	12	-	-	-
DEFERRED COMP BENEFIT	-	1	4	-	-	-
ADMINISTRATIVE COSTS	-	294	-	700	-	-
<b>TOTAL OUTFLOW   SWEETBRIER UNITS</b>	<b>11,411</b>	<b>8,957</b>	<b>6,687</b>	<b>9,700</b>	<b>26,542</b>	<b>11,597</b>

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   PARKSIDE</b>	(70)	647	508	-	2,635	(0)

#### 888-PARKSIDE | INFLOW | PARKSIDE

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PARKSIDE ASSESS DIST	6,479	5,098	5,522	5,700	5,700	6,271
<b>TOTAL INFLOW   PARKSIDE</b>	<b>6,479</b>	<b>5,098</b>	<b>5,522</b>	<b>5,700</b>	<b>5,700</b>	<b>6,271</b>

#### 888-PARKSIDE | OUTFLOW | PARKSIDE ESTATES

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PROFESSIONAL SERVICES	5,154	2,167	4,378	2,400	2,900	6,094
DEPART OPERATING SUPPLIES	-	342	-	-	-	-
UTILITIES						
UTILITIES-SCE	240	144	220	2,200	165	177
LLAD WATER USAGE	1,132	1,567	-	-	-	-
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	129	267	-	-	-
FICA/MEDICARE CITY PAID	-	7	15	-	-	-
PERS - EPMC	-	-	2	-	-	-
PERS - EMPLOYER CONTRIBT	-	(237)	54	-	-	-
WORKER'S COMPENSATION	-	11	23	-	-	-
HEALTH/LIFE/DISAB INSURNC	-	22	43	-	-	-
DEFERRED COMP BENEFIT	-	4	11	-	-	-
OTHER SERVICES & CHARGES	23	-	-	-	-	-
ADMINISTRATIVE COSTS	-	294	-	1,100	-	-
<b>TOTAL OUTFLOW   PARKSIDE ESTATES</b>	<b>6,548</b>	<b>4,451</b>	<b>5,013</b>	<b>5,700</b>	<b>3,065</b>	<b>6,271</b>



	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   SIERRA VISTA AS:</b>	3,404	7,352	7,676	7,400	7,250	(0)

#### 889-SIERRA VISTA ASSESSMENT | INFLOW | SIERRA VISTA ASSESSMENT

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
SIERRA VISTA ASSESSMENT	9,335	9,335	9,335	9,600	9,554	9,554
<b>TOTAL INFLOW   SIERRA VISTA ASSESSMENT</b>	<b>9,335</b>	<b>9,335</b>	<b>9,335</b>	<b>9,600</b>	<b>9,554</b>	<b>9,554</b>

#### 889-SIERRA VISTA ASSESSMENT | OUTFLOW | SIERRA VISTA ASSESSMENT

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	74	-	-	-	-
FICA/MEDICARE CITY PAID	-	4	-	-	-	-
PERS - EMPLOYER CONTRIBT	-	(135)	-	-	-	-
WORKER'S COMPENSATION	-	6	-	-	-	-
HEALTH/LIFE/DISAB INSURNC	-	12	-	-	-	-
DEFERRED COMP BENEFIT	-	2	-	-	-	-
PROFESSIONAL SERVICES	5,250	917	1,011	1,000	1,000	8,159
UTILITIES-SCE	658	681	648	1,000	1,304	1,395
DEPART OPERATING SUPPLIES	23	129	-	-	-	-
ADMINISTRATIVE COSTS	-	294	-	200	-	-
<b>TOTAL OUTFLOW   SIERRA VISTA ASSESSMENT</b>	<b>5,931</b>	<b>1,983</b>	<b>1,659</b>	<b>2,200</b>	<b>2,304</b>	<b>9,554</b>

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   MAPLE VALLEY A</b>	(4,645)	(4,107)	(379)	-	100	-

#### 890-MAPLE VALLEY ASSESSMENT | INFLOW | MAPLE VALLEY ASSESSMENT

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
MAPLE VALLEY ASSESSMENT	1,808	1,398	1,438	2,700	2,700	3,617
<b>TOTAL INFLOW   MAPLE VALLEY ASSESSMENT</b>	<b>1,808</b>	<b>1,398</b>	<b>1,438</b>	<b>2,700</b>	<b>2,700</b>	<b>3,617</b>

#### 890-MAPLE VALLEY ASSESSMENT | OUTFLOW | MAPLE VALLEY ASSESSMENT

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
UTILITIES						
UTILITIES-SCE	1,432	917	979	1,700	1,000	1,100
LLAD WATER USAGE	508	533	-	-	-	-
PROFESSIONAL SERVICES	4,490	3,726	838	500	1,600	2,517
DEPART OPERATING SUPPLIES	23	90	-	-	-	-
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	129	-	-	-	-
FICA/MEDICARE CITY PAID	-	6	-	-	-	-
PERS - EMPLOYER CONTRIBT	-	(203)	-	-	-	-
WORKER'S COMPENSATION	-	10	-	-	-	-
DEFERRED COMP BENEFIT	-	3	-	-	-	-
ADMINISTRATIVE COSTS	-	294	-	500	-	-
<b>TOTAL OUTFLOW   MAPLE VALLEY ASSESSMENT</b>	<b>6,453</b>	<b>5,505</b>	<b>1,817</b>	<b>2,700</b>	<b>2,600</b>	<b>3,617</b>

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
SUMMARY OF NET CHANGE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
<b>TOTAL SUMMARY OF NET CHANGE   PELOUS RANCH</b>	(5,179)	(3,806)	584	(9,300)	(2,466)	-

**891-PELOUS RANCH | INFLOW | PELOUS RANCH**

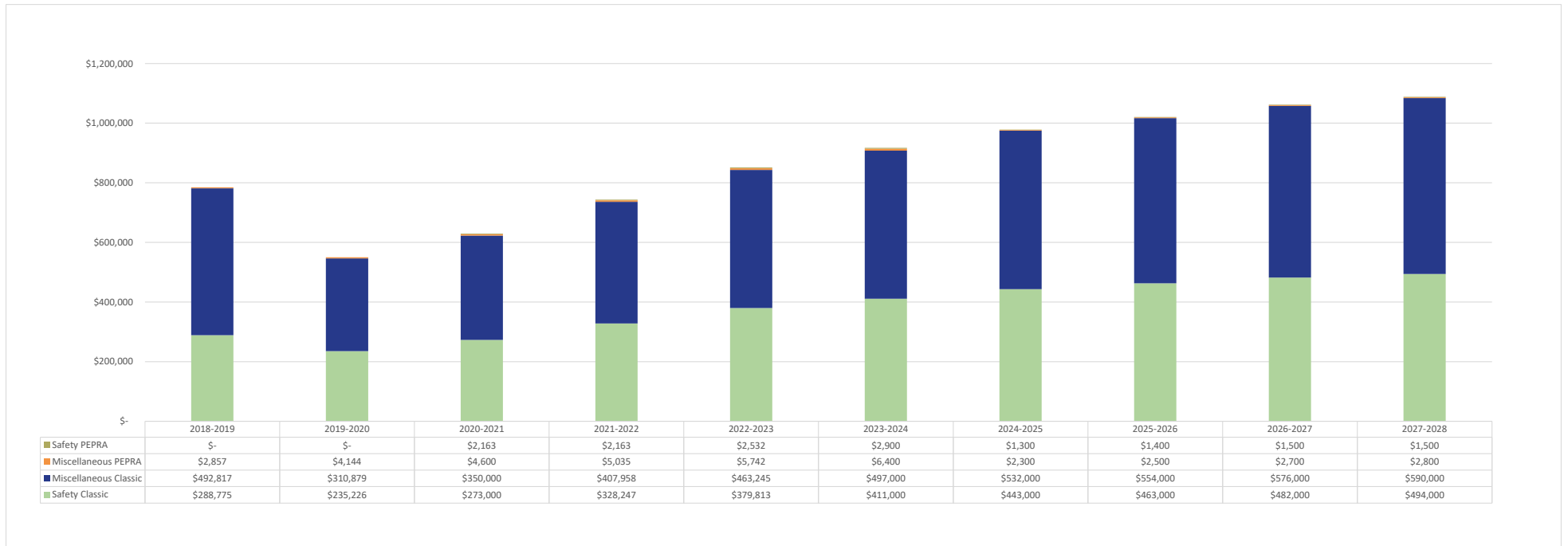
	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
PELOUS RANCH LLAD	10,195	10,195	10,145	10,500	10,500	15,750
<b>TOTAL INFLOW   PELOUS RANCH</b>	<b>10,195</b>	<b>10,195</b>	<b>10,145</b>	<b>10,500</b>	<b>10,500</b>	<b>15,750</b>

**891-PELOUS RANCH | OUTFLOW | PELOUS RANCH**

	ACTUAL	ACTUAL	AUDITED	ADOPTED	PROJECTED	PROPOSED
CLASSIFICATION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
UTILITIES	-	-	-	-	-	-
UTILITIES-SCE	5,549	3,212	2,998	6,700	4,565	6,000
LLAD WATER USAGE	3,694	3,865	-	-	-	-
PROFESSIONAL SERVICES	6,108	6,024	6,023	6,100	8,401	9,750
DEPART OPERATING SUPPLIES	23	807	-	6,000	-	-
WAGES/BENEFITS/INSURANCES						
SALARIES - FULL TIME	-	407	353	-	-	-
FICA/MEDICARE CITY PAID	-	22	20	-	-	-
PERS - EPMC	-	-	2	-	-	-
PERS - EMPLOYER CONTRIBT	-	(745)	65	-	-	-
WORKER'S COMPENSATION	-	35	30	-	-	-
HEALTH/LIFE/DISAB INSURNC	-	68	56	-	-	-
DEFERRED COMP BENEFIT	-	12	14	-	-	-
ADMINISTRATIVE COSTS	-	294	-	1,000	-	-
<b>TOTAL OUTFLOW   PELOUS RANCH</b>	<b>15,374</b>	<b>14,001</b>	<b>9,561</b>	<b>19,800</b>	<b>12,966</b>	<b>15,750</b>

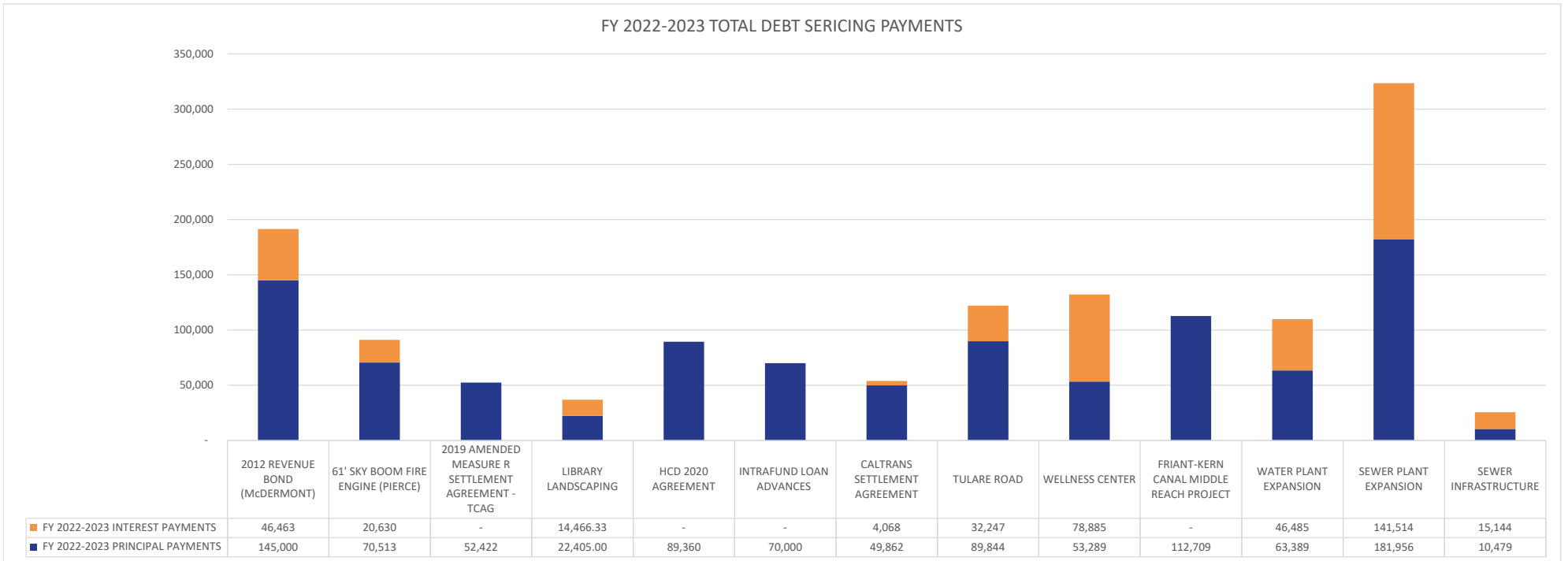
<b>Fiscal Year</b>	<b>Miscellaneous Classic</b>	<b>Miscellaneous PEPRA</b>	<b>Safety Classic</b>	<b>Safety PEPRA</b>	<b>Total CalPERS UL Payment by Year</b>
2018-2019	\$ 492,817	\$ 2,857	\$ 288,775	\$ -	\$ 784,449
2019-2020	\$ 310,879	\$ 4,144	\$ 235,226	\$ -	\$ 550,249
2020-2021	\$ 350,000	\$ 4,600	\$ 273,000	\$ 2,163	\$ 629,763
2021-2022	\$ 407,958	\$ 5,035	\$ 328,247	\$ 2,163	\$ 743,403
2022-2023	\$ 463,245	\$ 5,742	\$ 379,813	\$ 2,532	\$ 851,332
2023-2024	\$ 497,000	\$ 6,400	\$ 411,000	\$ 2,900	\$ 917,300
2024-2025	\$ 532,000	\$ 2,300	\$ 443,000	\$ 1,300	\$ 978,600
2025-2026	\$ 554,000	\$ 2,500	\$ 463,000	\$ 1,400	\$ 1,020,900
2026-2027	\$ 576,000	\$ 2,700	\$ 482,000	\$ 1,500	\$ 1,062,200
2027-2028	\$ 590,000	\$ 2,800	\$ 494,000	\$ 1,500	\$ 1,088,300

## CalPERS Unfunded Liability Payment by Fiscal Year



**LONG-TERM DEBT SUMMARY**

FUND	OBLIGATION	OBLIGATION START DATE	BEGINNING BALANCE	FY 2022-2023 PRINCIPAL PAYMENTS	FY 2022-2023 INTEREST PAYMENTS	FY 2022-2023 TOTAL PAYMENTS	BALANCE REMAINING AT JUNE 30, 2023	OBLIGATION END DATE
101-GENERAL FUND	2012 REVENUE BOND (McDERMONT)	2013	1,835,000	145,000	46,463	191,463	680,000	2027
101-GENERAL FUND	61' SKY BOOM FIRE ENGINE (PIERCE)	2019	725,821.00	70,513	20,630	91,143	401,570	2028
101-GENERAL FUND	2019 AMENDED MEASURE R SETTLEMENT AGREEMENT - TCAG	2019	760,121.12	52,422	-	52,422	537,327	2033
101-GENERAL FUND	LIBRARY LANDSCAPING	2010	750,000.00	22,405.00	14,466.33	36,871	328,294	2035
101-GENERAL FUND	HCD 2020 AGREEMENT	2020	3,790,786.00	89,360	-	89,360	3,512,706	2050
101-GENERAL FUND	INTRAFUND LOAN ADVANCES	2022	6,332,305.00	70,000	-	70,000	6,262,305	2112
200-STREET IMPROVEMENT FUND	CALTRANS SETTLEMENT AGREEMENT	2020	349,032.00	49,862	4,068	53,930	149,585	2026
263-TRANSPORTATION FUND	TULARE ROAD	2008	1,600,000.00	89,844	32,247	122,091	626,760	2029
400-WELLNESS CENTER FUND	WELLNESS CENTER	2007	3,000,000.00	53,289	78,885	132,174	1,829,464	2044
552-WATER FUND	FRIANT-KERN CANAL MIDDLE REACH PROJECT	2022	194,569.00	112,709	-	112,709	-	2023
552-WATER FUND	WATER PLANT EXPANSION	2000	2,440,000.00	63,389	46,485	109,874	1,366,908	2041
553-SEWER FUND	SEWER PLANT EXPANSION	1999	7,000,000.00	181,956	141,514	323,470	4,172,306	2039
553-SEWER FUND	SEWER INFRASTRUCTURE	2004	480,000.00	10,479	15,144	25,623	335,667	2043
<b>TOTAL PAID FOR DEBT SERVICING:</b>				<b>1,011,229</b>	<b>399,901</b>	<b>1,411,129</b>	<b>20,202,892</b>	



## 2012 REVENUE BOND (McDERMONT)

Original Value	\$ 1,835,000	Lender:	USBANK Lease Bond   2012 REFUNDING BONDS
Start Date	11/1/2012	Principal Acct #	101-4900-047-002
Interest Rate	4.2500%	Interest Acct #	101-4900-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
12/15/2016	\$ 44,600	\$ 105,000	\$ 149,600	\$ 1,445,000	
6/15/2017	\$ 42,238		\$ 42,238		
12/15/2017	\$ 42,238	\$ 110,000	\$ 152,238	\$ 1,335,000	
6/15/2018	\$ 39,625		\$ 39,625		
12/15/2018	\$ 39,625	\$ 115,000	\$ 154,625	\$ 1,220,000	
6/15/2019	\$ 36,606		\$ 36,606		
12/15/2019	\$ 36,606	\$ 125,000	\$ 161,606	\$ 1,095,000	
6/15/2020	\$ 33,169		\$ 33,169		
12/15/2020	\$ 33,169	\$ 130,000	\$ 163,169	\$ 965,000	
6/15/2021	\$ 29,431		\$ 29,431		
12/15/2021	\$ 29,431	\$ 140,000	\$ 169,431	\$ 825,000	
6/15/2022	\$ 25,406		\$ 25,406		
12/15/2022	\$ 25,406	\$ 145,000	\$ 170,406	\$ 680,000	
6/15/2023	\$ 21,056		\$ 21,056		
12/15/2023	\$ 21,056	\$ 155,000	\$ 176,056	\$ 525,000	
6/15/2024	\$ 16,406		\$ 16,406		
12/15/2024	\$ 16,406	\$ 165,000	\$ 181,406	\$ 360,000	
6/15/2025	\$ 11,250		\$ 11,250		
12/15/2025	\$ 11,250	\$ 175,000	\$ 186,250	\$ 185,000	
6/15/2026	\$ 5,781		\$ 5,781		
12/15/2026	\$ 5,781	\$ 185,000	\$ 190,781	\$ -	

**61' SKY BOOM FIRE ENGINE (PIERCE)**

---

Original Value	\$	725,821	Lender:	PNC
Start Date		1/25/2019	Principal Acct #	101-4110-047-000
Interest Rate		4.3700%	Interest Acct #	101-4110-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
1/25/2019	\$ 31,718	\$ 59,425	\$ 91,143	\$ 666,396	
1/25/2020	\$ 29,121	\$ 62,021	\$ 91,143	\$ 604,375	
1/25/2021	\$ 26,411	\$ 64,732	\$ 91,143	\$ 539,643	
1/25/2022	\$ 23,582	\$ 67,560	\$ 91,143	\$ 472,082	
1/25/2023	\$ 20,630	\$ 70,513	\$ 91,143	\$ 401,570	
1/25/2024	\$ 17,549	\$ 73,594	\$ 91,143	\$ 327,975	
1/25/2025	\$ 14,332	\$ 76,810	\$ 91,143	\$ 251,165	
1/25/2026	\$ 10,976	\$ 80,167	\$ 91,143	\$ 170,998	
1/25/2027	\$ 7,473	\$ 83,670	\$ 91,143	\$ 87,328	
1/25/2028	\$ 3,816	\$ 87,327	\$ 91,143	\$ 1	

**2019 AMENDED MEASURE R SETTLEMENT AGREEMENT - TCAG**

Original Value	\$	760,121	Lender:	TCAG
Start Date		4/1/2019	Principal Acct #	101-4130-090-500
Interest Rate		0.0000%	Interest Acct #	101-4130-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
4/1/2019	\$ -	\$ 13,106	\$ 13,106	\$ 747,016	
7/1/2019	\$ -	\$ 13,106	\$ 13,106	\$ 733,910	
10/1/2019	\$ -	\$ 13,106	\$ 13,106	\$ 720,805	
1/1/2020	\$ -	\$ 13,106	\$ 13,106	\$ 707,699	
4/1/2020	\$ -	\$ 13,106	\$ 13,106	\$ 694,593	
7/1/2020	\$ -	\$ 13,106	\$ 13,106	\$ 681,488	
10/1/2020	\$ -	\$ 13,106	\$ 13,106	\$ 668,382	
1/1/2021	\$ -	\$ 13,106	\$ 13,106	\$ 655,277	
4/1/2021	\$ -	\$ 13,106	\$ 13,106	\$ 642,171	
7/1/2021	\$ -	\$ 13,106	\$ 13,106	\$ 629,066	
10/1/2021	\$ -	\$ 13,106	\$ 13,106	\$ 615,960	
1/1/2022	\$ -	\$ 13,106	\$ 13,106	\$ 602,855	
4/1/2022	\$ -	\$ 13,106	\$ 13,106	\$ 589,749	
7/1/2022	\$ -	\$ 13,106	\$ 13,106	\$ 576,644	
10/1/2022	\$ -	\$ 13,106	\$ 13,106	\$ 563,538	
1/1/2023	\$ -	\$ 13,106	\$ 13,106	\$ 550,432	
4/1/2023	\$ -	\$ 13,106	\$ 13,106	\$ 537,327	
7/1/2023	\$ -	\$ 13,106	\$ 13,106	\$ 524,221	
10/1/2023	\$ -	\$ 13,106	\$ 13,106	\$ 511,116	
1/1/2024	\$ -	\$ 13,106	\$ 13,106	\$ 498,010	
4/1/2024	\$ -	\$ 13,106	\$ 13,106	\$ 484,905	
7/1/2024	\$ -	\$ 13,106	\$ 13,106	\$ 471,799	
10/1/2024	\$ -	\$ 13,106	\$ 13,106	\$ 458,694	
1/1/2025	\$ -	\$ 13,106	\$ 13,106	\$ 445,588	
4/1/2025	\$ -	\$ 13,106	\$ 13,106	\$ 432,483	
7/1/2025	\$ -	\$ 13,106	\$ 13,106	\$ 419,377	
10/1/2025	\$ -	\$ 13,106	\$ 13,106	\$ 406,272	
1/1/2026	\$ -	\$ 13,106	\$ 13,106	\$ 393,166	
4/1/2026	\$ -	\$ 13,106	\$ 13,106	\$ 380,060	
7/1/2026	\$ -	\$ 13,106	\$ 13,106	\$ 366,955	
10/1/2026	\$ -	\$ 13,106	\$ 13,106	\$ 353,849	
1/1/2027	\$ -	\$ 13,106	\$ 13,106	\$ 340,744	
4/1/2027	\$ -	\$ 13,106	\$ 13,106	\$ 327,638	
7/1/2027	\$ -	\$ 13,106	\$ 13,106	\$ 314,533	
10/1/2027	\$ -	\$ 13,106	\$ 13,106	\$ 301,427	
1/1/2028	\$ -	\$ 13,106	\$ 13,106	\$ 288,322	
4/1/2028	\$ -	\$ 13,106	\$ 13,106	\$ 275,216	
7/1/2028	\$ -	\$ 13,106	\$ 13,106	\$ 262,111	



**2019 AMENDED MEASURE R SETTLEMENT AGREEMENT - TCAG**

---

10/1/2028	\$	-	\$	13,106	\$	13,106	\$	249,005
1/1/2029	\$	-	\$	13,106	\$	13,106	\$	235,900
4/1/2029	\$	-	\$	13,106	\$	13,106	\$	222,794
7/1/2029	\$	-	\$	13,106	\$	13,106	\$	209,688
10/1/2029	\$	-	\$	13,106	\$	13,106	\$	196,583
1/1/2030	\$	-	\$	13,106	\$	13,106	\$	183,477
4/1/2030	\$	-	\$	13,106	\$	13,106	\$	170,372
7/1/2030	\$	-	\$	13,106	\$	13,106	\$	157,266
10/1/2030	\$	-	\$	13,106	\$	13,106	\$	144,161
1/1/2031	\$	-	\$	13,106	\$	13,106	\$	131,055
4/1/2031	\$	-	\$	13,106	\$	13,106	\$	117,950
7/1/2031	\$	-	\$	13,106	\$	13,106	\$	104,844
10/1/2031	\$	-	\$	13,106	\$	13,106	\$	91,739
1/1/2032	\$	-	\$	13,106	\$	13,106	\$	78,633
4/1/2032	\$	-	\$	13,106	\$	13,106	\$	65,527
7/1/2032	\$	-	\$	13,106	\$	13,106	\$	52,422
10/1/2032	\$	-	\$	13,106	\$	13,106	\$	39,316
1/1/2033	\$	-	\$	13,106	\$	13,106	\$	26,211
4/1/2033	\$	-	\$	13,106	\$	13,106	\$	13,105
7/1/2033	\$	-	\$	13,106	\$	13,106	\$	(0)

**LIBRARY LANDSCAPING**

Original Value	\$ 750,000	Lender:	USDA #97-12   2010 USDA RD COP
Start Date	5/12/2010	Principal Acct #	450-4500-047-002
Interest Rate	4.1250%	Interest Acct #	450-4500-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
11/12/2016	\$ 9,656		\$ 9,656		
5/12/2017	\$ 9,656	\$ 17,707	\$ 27,363	\$ 450,441	
11/12/2017	\$ 9,290		\$ 9,291		
5/12/2018	\$ 9,290	\$ 18,415	\$ 27,706	\$ 432,026	
11/12/2018	\$ 8,911		\$ 8,911		
5/12/2019	\$ 8,911	\$ 19,152	\$ 28,063	\$ 412,874	
11/12/2019	\$ 8,516		\$ 8,516		
5/12/2020	\$ 8,516	\$ 19,918	\$ 28,434	\$ 392,956	
11/12/2020	\$ 8,105		\$ 8,105		
5/12/2021	\$ 8,105	\$ 20,714	\$ 28,819	\$ 372,242	
11/12/2021	\$ 7,677		\$ 7,678		
5/12/2022	\$ 7,677	\$ 21,543	\$ 29,221	\$ 350,699	
11/12/2022	\$ 7,233		\$ 7,233		
5/12/2023	\$ 7,233	\$ 22,405	\$ 29,638	\$ 328,294	
11/12/2023	\$ 6,771		\$ 6,771		
5/12/2024	\$ 6,771	\$ 23,301	\$ 30,072	\$ 304,993	
11/12/2024	\$ 6,290		\$ 6,291		
5/12/2025	\$ 6,290	\$ 24,233	\$ 30,524	\$ 280,760	
11/12/2025	\$ 5,791		\$ 5,791		
5/12/2026	\$ 5,791	\$ 25,202	\$ 30,993	\$ 255,558	
11/12/2026	\$ 5,271		\$ 5,271		
5/12/2027	\$ 5,271	\$ 26,210	\$ 31,481	\$ 229,348	
11/12/2027	\$ 4,730		\$ 4,731		
5/12/2028	\$ 4,730	\$ 27,259	\$ 31,990	\$ 202,089	
11/12/2028	\$ 4,168		\$ 4,168		
5/12/2029	\$ 4,168	\$ 28,349	\$ 32,517	\$ 173,740	
11/12/2029	\$ 3,583		\$ 3,584		
5/12/2030	\$ 3,583	\$ 29,483	\$ 33,067	\$ 144,257	
11/12/2030	\$ 2,975		\$ 2,976		
5/12/2031	\$ 2,975	\$ 30,662	\$ 33,638	\$ 113,595	
11/12/2031	\$ 2,343		\$ 2,343		
5/12/2032	\$ 2,343	\$ 31,889	\$ 34,232	\$ 81,706	
11/12/2032	\$ 1,685		\$ 1,685		
5/12/2033	\$ 1,685	\$ 33,165	\$ 34,850	\$ 48,541	
11/12/2033	\$ 1,001		\$ 1,001		
5/12/2034	\$ 1,001	\$ 34,491	\$ 35,492	\$ 14,050	
11/12/2034	\$ 290		\$ 290		
5/12/2035	\$ 290	\$ 14,050	\$ 14,340	\$ -	

**HCD 2020 AGREEMENT**

Original Value	\$	3,790,786	Lender:	HCD
Start Date		9/30/2020	Principal Acct #	101-4600-090-500
Interest Rate		0.0000%	Interest Acct #	101-4600-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
9/30/2020	\$ -	\$ 10,000	\$ 10,000	\$ 3,780,786	
4/30/2021	\$ -	\$ 89,360	\$ 89,360	\$ 3,691,426	
4/30/2022	\$ -	\$ 89,360	\$ 89,360	\$ 3,602,066	
4/30/2023	\$ -	\$ 89,360	\$ 89,360	\$ 3,512,706	
4/30/2024	\$ -	\$ 89,360	\$ 89,360	\$ 3,423,346	
4/30/2025	\$ -	\$ 89,360	\$ 89,360	\$ 3,333,986	
4/30/2026	\$ -	\$ 89,360	\$ 89,360	\$ 3,244,626	
4/30/2027	\$ -	\$ 89,360	\$ 89,360	\$ 3,155,266	
4/30/2028	\$ -	\$ 89,360	\$ 89,360	\$ 3,065,906	
4/30/2029	\$ -	\$ 89,360	\$ 89,360	\$ 2,976,546	
4/30/2030	\$ -	\$ 89,360	\$ 89,360	\$ 2,887,186	
4/30/2031	\$ -	\$ 89,360	\$ 89,360	\$ 2,797,826	
4/30/2032	\$ -	\$ 89,360	\$ 89,360	\$ 2,708,466	
4/30/2033	\$ -	\$ 89,360	\$ 89,360	\$ 2,619,106	
4/30/2034	\$ -	\$ 89,360	\$ 89,360	\$ 2,529,746	
4/30/2035	\$ -	\$ 89,360	\$ 89,360	\$ 2,440,386	
4/30/2036	\$ -	\$ 89,360	\$ 89,360	\$ 2,351,026	
4/30/2037	\$ -	\$ 89,360	\$ 89,360	\$ 2,261,666	
4/30/2038	\$ -	\$ 89,360	\$ 89,360	\$ 2,172,306	
4/30/2039	\$ -	\$ 89,360	\$ 89,360	\$ 2,082,946	
4/30/2040	\$ -	\$ 89,360	\$ 89,360	\$ 1,993,586	
4/30/2041	\$ -	\$ 89,360	\$ 89,360	\$ 1,904,226	
4/30/2042	\$ -	\$ 89,360	\$ 89,360	\$ 1,814,866	
4/30/2043	\$ -	\$ 89,360	\$ 89,360	\$ 1,725,506	
4/30/2044	\$ -	\$ 89,360	\$ 89,360	\$ 1,636,146	
4/30/2045	\$ -	\$ 89,360	\$ 89,360	\$ 1,546,786	
4/30/2046	\$ -	\$ 89,360	\$ 89,360	\$ 1,457,426	
4/30/2047	\$ -	\$ 89,360	\$ 89,360	\$ 1,368,066	
4/30/2048	\$ -	\$ 89,360	\$ 89,360	\$ 1,278,706	
4/30/2049	\$ -	\$ 89,360	\$ 89,360	\$ 1,189,346	
4/30/2050	\$ -	\$ 89,346	\$ 89,346	\$ 1,100,000	

**INTRAFUND LOAN ADVANCES**

Original Value	\$	6,332,305	Lender:	ENTERPRISE AND RESTRICTED FUNDS
Start Date		7/1/2022	Principal Acct #	101-090-200
Interest Rate		0.0000%	Interest Acct #	101-4090-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
7/1/2022	\$ -	\$ 70,000	\$ 70,000	\$ 6,262,305	Repayment No. 1: Water
7/1/2023	\$ -	\$ 70,000	\$ 70,000	\$ 6,192,305	
7/1/2024	\$ -	\$ 70,000	\$ 70,000	\$ 6,122,305	
7/1/2025	\$ -	\$ 70,000	\$ 70,000	\$ 6,052,305	
7/1/2026	\$ -	\$ 70,000	\$ 70,000	\$ 5,982,305	
7/1/2027	\$ -	\$ 70,000	\$ 70,000	\$ 5,912,305	
7/1/2028	\$ -	\$ 70,000	\$ 70,000	\$ 5,842,305	
7/1/2029	\$ -	\$ 70,000	\$ 70,000	\$ 5,772,305	
7/1/2030	\$ -	\$ 70,000	\$ 70,000	\$ 5,702,305	
7/1/2031	\$ -	\$ 70,000	\$ 70,000	\$ 5,632,305	
7/1/2032	\$ -	\$ 70,000	\$ 70,000	\$ 5,562,305	
7/1/2033	\$ -	\$ 70,000	\$ 70,000	\$ 5,492,305	
7/1/2034	\$ -	\$ 70,000	\$ 70,000	\$ 5,422,305	
7/1/2035	\$ -	\$ 70,000	\$ 70,000	\$ 5,352,305	
7/1/2036	\$ -	\$ 70,000	\$ 70,000	\$ 5,282,305	
7/1/2037	\$ -	\$ 70,000	\$ 70,000	\$ 5,212,305	
7/1/2038	\$ -	\$ 70,000	\$ 70,000	\$ 5,142,305	
7/1/2039	\$ -	\$ 70,000	\$ 70,000	\$ 5,072,305	
7/1/2040	\$ -	\$ 70,000	\$ 70,000	\$ 5,002,305	
7/1/2041	\$ -	\$ 70,000	\$ 70,000	\$ 4,932,305	
7/1/2042	\$ -	\$ 70,000	\$ 70,000	\$ 4,862,305	
7/1/2043	\$ -	\$ 70,000	\$ 70,000	\$ 4,792,305	
7/1/2044	\$ -	\$ 70,000	\$ 70,000	\$ 4,722,305	
7/1/2045	\$ -	\$ 70,000	\$ 70,000	\$ 4,652,305	
7/1/2046	\$ -	\$ 70,000	\$ 70,000	\$ 4,582,305	
7/1/2047	\$ -	\$ 70,000	\$ 70,000	\$ 4,512,305	
7/1/2048	\$ -	\$ 70,000	\$ 70,000	\$ 4,442,305	Repayment No. 2: Sewer
7/1/2049	\$ -	\$ 70,000	\$ 70,000	\$ 4,372,305	
7/1/2050	\$ -	\$ 70,000	\$ 70,000	\$ 4,302,305	
7/1/2051	\$ -	\$ 70,000	\$ 70,000	\$ 4,232,305	
7/1/2052	\$ -	\$ 70,000	\$ 70,000	\$ 4,162,305	
7/1/2053	\$ -	\$ 70,000	\$ 70,000	\$ 4,092,305	
7/1/2054	\$ -	\$ 70,000	\$ 70,000	\$ 4,022,305	
7/1/2055	\$ -	\$ 70,000	\$ 70,000	\$ 3,952,305	
7/1/2056	\$ -	\$ 70,000	\$ 70,000	\$ 3,882,305	
7/1/2057	\$ -	\$ 70,000	\$ 70,000	\$ 3,812,305	
7/1/2058	\$ -	\$ 70,000	\$ 70,000	\$ 3,742,305	
7/1/2059	\$ -	\$ 70,000	\$ 70,000	\$ 3,672,305	

## INTRAFUND LOAN ADVANCES

7/1/2060	\$	-	\$	70,000	\$	70,000	\$	3,602,305	
7/1/2061	\$	-	\$	70,000	\$	70,000	\$	3,532,305	
7/1/2062	\$	-	\$	70,000	\$	70,000	\$	3,462,305	
7/1/2063	\$	-	\$	70,000	\$	70,000	\$	3,392,305	
7/1/2064	\$	-	\$	70,000	\$	70,000	\$	3,322,305	
7/1/2065	\$	-	\$	70,000	\$	70,000	\$	3,252,305	
7/1/2066	\$	-	\$	70,000	\$	70,000	\$	3,182,305	
7/1/2067	\$	-	\$	70,000	\$	70,000	\$	3,112,305	
7/1/2068	\$	-	\$	70,000	\$	70,000	\$	3,042,305	
7/1/2069	\$	-	\$	70,000	\$	70,000	\$	2,972,305	
7/1/2070	\$	-	\$	70,000	\$	70,000	\$	2,902,305	
7/1/2071	\$	-	\$	70,000	\$	70,000	\$	2,832,305	
7/1/2072	\$	-	\$	70,000	\$	70,000	\$	2,762,305	
7/1/2073	\$	-	\$	70,000	\$	70,000	\$	2,692,305	
7/1/2074	\$	-	\$	70,000	\$	70,000	\$	2,622,305	
7/1/2075	\$	-	\$	70,000	\$	70,000	\$	2,552,305	
7/1/2076	\$	-	\$	70,000	\$	70,000	\$	2,482,305	
7/1/2077	\$	-	\$	70,000	\$	70,000	\$	2,412,305	
7/1/2078	\$	-	\$	70,000	\$	70,000	\$	2,342,305	Repayment No. 3: Street Improvement
7/1/2079	\$	-	\$	70,000	\$	70,000	\$	2,272,305	
7/1/2080	\$	-	\$	70,000	\$	70,000	\$	2,202,305	
7/1/2081	\$	-	\$	70,000	\$	70,000	\$	2,132,305	
7/1/2082	\$	-	\$	70,000	\$	70,000	\$	2,062,305	
7/1/2083	\$	-	\$	70,000	\$	70,000	\$	1,992,305	
7/1/2084	\$	-	\$	70,000	\$	70,000	\$	1,922,305	
7/1/2085	\$	-	\$	70,000	\$	70,000	\$	1,852,305	
7/1/2086	\$	-	\$	70,000	\$	70,000	\$	1,782,305	
7/1/2087	\$	-	\$	70,000	\$	70,000	\$	1,712,305	
7/1/2088	\$	-	\$	70,000	\$	70,000	\$	1,642,305	
7/1/2089	\$	-	\$	70,000	\$	70,000	\$	1,572,305	
7/1/2090	\$	-	\$	70,000	\$	70,000	\$	1,502,305	
7/1/2091	\$	-	\$	70,000	\$	70,000	\$	1,432,305	
7/1/2092	\$	-	\$	70,000	\$	70,000	\$	1,362,305	
7/1/2093	\$	-	\$	70,000	\$	70,000	\$	1,292,305	
7/1/2094	\$	-	\$	70,000	\$	70,000	\$	1,222,305	
7/1/2095	\$	-	\$	70,000	\$	70,000	\$	1,152,305	
7/1/2096	\$	-	\$	70,000	\$	70,000	\$	1,082,305	
7/1/2097	\$	-	\$	70,000	\$	70,000	\$	1,012,305	
7/1/2098	\$	-	\$	70,000	\$	70,000	\$	942,305	
7/1/2099	\$	-	\$	70,000	\$	70,000	\$	872,305	
7/1/2100	\$	-	\$	70,000	\$	70,000	\$	802,305	
7/1/2101	\$	-	\$	70,000	\$	70,000	\$	732,305	
7/1/2102	\$	-	\$	70,000	\$	70,000	\$	662,305	Repayment No. 4: Refuse
7/1/2103	\$	-	\$	70,000	\$	70,000	\$	592,305	

## INTRAFUND LOAN ADVANCES

---

7/1/2104	\$	-	\$	70,000	\$	70,000	\$	522,305	
7/1/2105	\$	-	\$	70,000	\$	70,000	\$	452,305	
7/1/2106	\$	-	\$	70,000	\$	70,000	\$	382,305	
7/1/2107	\$	-	\$	70,000	\$	70,000	\$	312,305	
7/1/2108	\$	-	\$	70,000	\$	70,000	\$	242,305	Repayment No. 5: Wastewater Capital Outlay Reserve Fund
7/1/2109	\$	-	\$	70,000	\$	70,000	\$	172,305	Repayment No. 6: Storm Drain
7/1/2110	\$	-	\$	70,000	\$	70,000	\$	102,305	
7/1/2111	\$	-	\$	70,000	\$	70,000	\$	32,305	Repayment No. 7: Parks
7/1/2112	\$	-	\$	32,305	\$	32,305	\$	-	Repayment No. 8: Curb and Gutter

## CALTRANS SETTLEMENT AGREEMENT

---

Original Value	\$	349,032	Lender:	CA Dept of Trans   P1575-0021
Start Date		1/15/2020	Principal Acct #	200 - 047-002
Interest Rate		2.0000%	Interest Acct #	200 - 047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
1/15/2020	\$ 4,068	\$ 49,862	\$ 53,930	\$ 299,170	
1/15/2021	\$ 4,068	\$ 49,862	\$ 53,930	\$ 249,309	
1/15/2022	\$ 4,068	\$ 49,862	\$ 53,930	\$ 199,447	
1/15/2023	\$ 4,068	\$ 49,862	\$ 53,930	\$ 149,585	
1/15/2024	\$ 4,068	\$ 49,862	\$ 53,930	\$ 99,723	
1/15/2025	\$ 4,068	\$ 49,862	\$ 53,930	\$ 49,862	
1/15/2026	\$ 4,068	\$ 49,862	\$ 53,930	\$ -	

**TULARE ROAD**

Original Value    \$    1,600,000                      Lender:                      USDA #97-15 | 2008 USDA RD COP  
 Start Date                      8/12/2008                      Principal Acct #                      263-4180-047-002  
 Interest Rate                      4.5000%                      Interest Acct #                      263-4180-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
11/12/2017	\$ 24,250	\$ 72,964	\$ 97,214		
5/12/2018	\$ 24,250		\$ 24,250	\$ 1,040,817	
11/12/2018	\$ 22,550	\$ 76,065	\$ 98,615		
5/12/2019	\$ 22,550		\$ 22,550	\$ 964,752	
11/12/2019	\$ 20,800	\$ 79,298	\$ 100,098		
5/12/2020	\$ 20,800		\$ 20,800	\$ 885,454	
11/12/2020	\$ 19,923	\$ 82,668	\$ 102,591		
5/12/2021	\$ 19,923		\$ 19,923	\$ 802,786	
11/12/2021	\$ 18,063	\$ 86,182	\$ 104,245		
5/12/2022	\$ 18,063		\$ 18,063	\$ 716,604	
11/12/2022	\$ 16,124	\$ 89,844	\$ 105,968		
5/12/2023	\$ 16,124		\$ 16,124	\$ 626,760	
11/12/2023	\$ 14,102	\$ 93,663	\$ 107,765		
5/12/2024	\$ 14,102		\$ 14,102	\$ 533,097	
11/12/2024	\$ 11,995	\$ 97,643	\$ 109,638		
5/12/2025	\$ 11,995		\$ 11,995	\$ 435,454	
11/12/2025	\$ 9,798	\$ 101,793	\$ 111,591		
5/12/2026	\$ 9,798		\$ 9,798	\$ 333,661	
11/12/2026	\$ 7,507	\$ 106,119	\$ 113,626		
5/12/2027	\$ 7,507		\$ 7,507	\$ 227,542	
11/12/2027	\$ 5,120	\$ 110,630	\$ 115,750		
5/12/2028	\$ 5,120		\$ 5,120	\$ 116,912	
11/12/2028	\$ 2,631	\$ 116,912	\$ 119,543		
5/12/2029	\$ 2,631		\$ 2,631	\$ -	





**WELLNESS CENTER**

Original Value	\$	3,000,000	Lender:	USDA #97-13   2007 USDA RD
Start Date		7/20/2007	Principal Acct #	400-4400-047-002
Interest Rate		4.2500%	Interest Acct #	400-4400-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
1/20/2037	\$ 16,908		\$ 16,908		
7/20/2037	\$ 16,908	\$ 99,490	\$ 116,398	\$ 696,181	
1/20/2038	\$ 14,794		\$ 14,794		
7/20/2038	\$ 14,794	\$ 103,719	\$ 118,513	\$ 592,462	
1/20/2039	\$ 12,590		\$ 12,590		
7/20/2039	\$ 12,590	\$ 108,127	\$ 120,717	\$ 484,335	
1/20/2040	\$ 10,292		\$ 10,292		
7/20/2040	\$ 10,292	\$ 112,722	\$ 123,014	\$ 371,613	
1/20/2041	\$ 7,897		\$ 7,897		
7/20/2041	\$ 7,897	\$ 117,513	\$ 125,410	\$ 254,100	
1/20/2042	\$ 5,400		\$ 5,400		
7/20/2042	\$ 5,400	\$ 122,507	\$ 127,907	\$ 131,593	
1/20/2043	\$ 2,796		\$ 2,796		
7/20/2043	\$ 2,796	\$ 127,713	\$ 130,509	\$ 3,880	
1/20/2044	\$ 82		\$ 82		
7/20/2044	\$ 82	\$ 3,880	\$ 3,962	\$ -	

## FRIANT-KERN CANAL MIDDLE REACH PROJECT

---

Original Value	\$	194,569	Lender:	Friant Water Authority
Start Date		10/1/2021	Principal Acct #	552-4552-047-002
Interest Rate		2.9300%	Interest Acct #	552-4552-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
10/1/2021	\$ -	\$ 26,345	\$ -	\$ 168,224	Payment Deferral Grated until 04/01/2022
1/3/2022	\$ 199	\$ 28,408	\$ -	\$ 139,816	Payment Deferral Grated until 04/01/2022
4/1/2022	\$ 388	\$ 27,107	\$ 82,447	\$ 112,709	Payment Deferral Grated until 04/01/2022
7/1/2022	\$ -	\$ 26,731	\$ 26,731	\$ 85,978	
10/3/2022	\$ -	\$ 28,818	\$ 28,818	\$ 57,160	
1/3/2023	\$ -	\$ 29,250	\$ 29,250	\$ 27,910	
4/1/2023	\$ -	\$ 27,910	\$ 27,910	\$ -	

**WATER PLANT EXPANSION**

Original Value	\$	2,440,000	Lender:	USDA #91-06   2000 USDA RD
Start Date		12/11/2000	Principal Acct #	552-4552-047-002
Interest Rate		3.2500%	Interest Acct #	552-4552-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
12/11/2016	\$ 59,200	\$ 50,674	\$ 109,874	\$ 1,770,862	
12/11/2017	\$ 57,553	\$ 52,321	\$ 109,874	\$ 1,718,541	
12/11/2018	\$ 55,853	\$ 54,021	\$ 109,874	\$ 1,664,520	
12/11/2019	\$ 54,097	\$ 55,777	\$ 109,874	\$ 1,608,742	
12/11/2020	\$ 52,284	\$ 57,590	\$ 109,874	\$ 1,551,153	
12/11/2021	\$ 50,412	\$ 59,462	\$ 109,874	\$ 1,491,691	
12/11/2022	\$ 48,480	\$ 61,394	\$ 109,874	\$ 1,430,297	
12/11/2023	\$ 46,485	\$ 63,389	\$ 109,874	\$ 1,366,908	
12/11/2024	\$ 44,424	\$ 65,450	\$ 109,874	\$ 1,301,458	
12/11/2025	\$ 42,297	\$ 67,577	\$ 109,874	\$ 1,233,882	
12/11/2026	\$ 40,101	\$ 69,773	\$ 109,874	\$ 1,164,109	
12/11/2027	\$ 37,834	\$ 72,040	\$ 109,874	\$ 1,092,068	
12/11/2028	\$ 35,492	\$ 74,382	\$ 109,874	\$ 1,017,686	
12/11/2029	\$ 33,075	\$ 76,799	\$ 109,874	\$ 940,887	
12/11/2030	\$ 30,579	\$ 79,295	\$ 109,874	\$ 861,592	
12/11/2031	\$ 28,002	\$ 81,872	\$ 109,874	\$ 779,720	
12/11/2032	\$ 25,341	\$ 84,533	\$ 109,874	\$ 695,187	
12/11/2033	\$ 22,594	\$ 87,280	\$ 109,874	\$ 607,906	
12/11/2034	\$ 19,757	\$ 90,117	\$ 109,874	\$ 517,789	
12/11/2035	\$ 16,828	\$ 93,046	\$ 109,874	\$ 424,743	
12/11/2036	\$ 13,804	\$ 96,070	\$ 109,874	\$ 328,674	
12/11/2037	\$ 10,682	\$ 99,192	\$ 109,874	\$ 229,482	
12/11/2038	\$ 7,458	\$ 102,416	\$ 109,874	\$ 127,066	
12/11/2039	\$ 4,130	\$ 105,744	\$ 109,874	\$ 21,321	
12/11/2040	\$ 693	\$ 21,321	\$ 109,874	\$ -	

## SEWER PLANT EXPANSION

Original Value	\$	7,000,000	Lender:	USDA #92-04   1999 USDA RD
Start Date		11/29/1999	Principal Acct #	553-4553-047-002
Interest Rate		3.2500%	Interest Acct #	553-4553-047-001

PAYMENT DATE		INTEREST		PRINCIPAL		TOTAL PAYMENT		BALANCE	NOTES
11/28/2016	\$	173,285	\$	150,185	\$	323,470	\$	5,181,655	
11/28/2017	\$	168,404	\$	155,066	\$	323,470	\$	5,026,589	
11/28/2018	\$	163,364	\$	160,106	\$	323,470	\$	4,866,483	
11/28/2019	\$	158,161	\$	165,309	\$	323,470	\$	4,701,174	
11/28/2020	\$	152,788	\$	170,682	\$	323,470	\$	4,530,492	
11/28/2021	\$	147,241	\$	176,229	\$	323,470	\$	4,354,263	
11/28/2022	\$	141,514	\$	181,956	\$	323,470	\$	4,172,306	
11/28/2023	\$	135,600	\$	187,870	\$	323,470	\$	3,984,436	
11/28/2024	\$	129,494	\$	193,976	\$	323,470	\$	3,790,461	
11/28/2025	\$	123,190	\$	200,280	\$	323,470	\$	3,590,180	
11/28/2026	\$	116,681	\$	206,789	\$	323,470	\$	3,383,391	
11/28/2027	\$	109,960	\$	213,510	\$	323,470	\$	3,169,882	
11/28/2028	\$	103,021	\$	220,449	\$	323,470	\$	2,949,433	
11/28/2029	\$	95,857	\$	227,613	\$	323,470	\$	2,721,819	
11/28/2030	\$	88,459	\$	235,011	\$	323,470	\$	2,486,808	
11/28/2031	\$	80,821	\$	242,649	\$	323,470	\$	2,244,160	
11/28/2032	\$	72,935	\$	250,535	\$	323,470	\$	1,993,625	
11/28/2033	\$	64,793	\$	258,677	\$	323,470	\$	1,734,948	
11/28/2034	\$	56,386	\$	267,084	\$	323,470	\$	1,467,863	
11/28/2035	\$	47,706	\$	275,764	\$	323,470	\$	1,192,099	
11/28/2036	\$	38,743	\$	284,727	\$	323,470	\$	907,372	
11/28/2037	\$	29,490	\$	293,980	\$	323,470	\$	613,392	
11/28/2038	\$	19,935	\$	303,535	\$	323,470	\$	309,857	
11/28/2039	\$	10,070	\$	309,857	\$	323,470	\$	-	

## SEWER INFRASTRUCTURE

Original Value	\$	480,000	Lender:	USDA #92-09   2004 USDA RD
Start Date		6/28/2004	Principal Acct #	553-4553-047-002
Interest Rate		4.3750%	Interest Acct #	553-4553-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	NOTES
6/28/2017	\$ 17,259	\$ 8,364	\$ 25,623	\$ 392,310	
6/28/2018	\$ 17,164	\$ 8,459	\$ 25,623	\$ 383,851	
6/28/2019	\$ 16,793	\$ 8,830	\$ 25,623	\$ 375,021	
6/28/2020	\$ 16,407	\$ 9,216	\$ 25,623	\$ 365,805	
6/28/2021	\$ 16,004	\$ 9,619	\$ 25,623	\$ 356,186	
6/28/2022	\$ 15,583	\$ 10,040	\$ 25,623	\$ 346,147	
6/28/2023	\$ 15,144	\$ 10,479	\$ 25,623	\$ 335,667	
6/28/2024	\$ 14,685	\$ 10,938	\$ 25,623	\$ 324,730	
6/28/2025	\$ 14,207	\$ 11,416	\$ 25,623	\$ 313,314	
6/28/2026	\$ 13,707	\$ 11,916	\$ 25,623	\$ 301,398	
6/28/2027	\$ 13,186	\$ 12,437	\$ 25,623	\$ 288,961	
6/28/2028	\$ 12,642	\$ 12,981	\$ 25,623	\$ 275,981	
6/28/2029	\$ 12,074	\$ 13,549	\$ 25,623	\$ 262,432	
6/28/2030	\$ 11,481	\$ 14,142	\$ 25,623	\$ 248,290	
6/28/2031	\$ 10,863	\$ 14,760	\$ 25,623	\$ 233,530	
6/28/2032	\$ 10,217	\$ 15,406	\$ 25,623	\$ 218,124	
6/28/2033	\$ 9,543	\$ 16,080	\$ 25,623	\$ 202,044	
6/28/2034	\$ 8,839	\$ 16,784	\$ 25,623	\$ 185,260	
6/28/2035	\$ 8,105	\$ 17,518	\$ 25,623	\$ 167,742	
6/28/2036	\$ 7,339	\$ 18,284	\$ 25,623	\$ 149,458	
6/28/2037	\$ 6,539	\$ 19,084	\$ 25,623	\$ 130,374	
6/28/2038	\$ 5,704	\$ 19,919	\$ 25,623	\$ 110,454	
6/28/2039	\$ 4,832	\$ 20,791	\$ 25,623	\$ 89,664	
6/28/2040	\$ 3,923	\$ 21,700	\$ 25,623	\$ 67,964	
6/28/2041	\$ 2,973	\$ 22,650	\$ 25,623	\$ 45,314	
6/29/2042	\$ 1,982	\$ 23,641	\$ 25,623	\$ 21,674	
6/29/2043	\$ 948	\$ 21,674	\$ 25,623	\$ -	

**RDA OBLIGATION DEBT SERVICE: 2015 BOND ISSUE**

**RDA OBLIGATION DEBT (NOT CITY DEBT); REPAID USING ROPS FUNDS**

Original Value    \$    19,596,085                      Lender:                      US BANK Bond  
 Start Date                      8/1/2015                      Principal Acct #    660-0000-047-002  
 Interest Rate                      3.0000%                      Interest Acct #    660-0000-047-001

PAYMENT DATE	INTEREST	PRINCIPAL	TOTAL PAYMENT	BALANCE	RATE	NOTES
8/1/2017	\$ 247,528	\$ 395,000	\$ 642,528	\$ 17,821,094	3.000%	
2/1/2018	\$ 241,603		\$ 241,603	\$ 17,579,491		
8/1/2018	\$ 241,603	\$ 410,000	\$ 651,603	\$ 16,927,888	4.000%	
2/1/2019	\$ 233,403		\$ 233,403	\$ 16,694,484		
8/1/2019	\$ 233,403	\$ 430,000	\$ 663,403	\$ 16,031,081	4.000%	
2/1/2020	\$ 224,803		\$ 224,803	\$ 15,806,278		
8/1/2020	\$ 224,803	\$ 435,000	\$ 659,803	\$ 15,146,475	5.000%	
2/1/2021	\$ 213,928		\$ 213,928	\$ 14,932,547		
8/1/2021	\$ 213,928	\$ 465,000	\$ 678,928	\$ 14,253,619	5.000%	
2/1/2022	\$ 202,303		\$ 202,303	\$ 14,051,316		
8/1/2022	\$ 202,303	\$ 485,000	\$ 687,303	\$ 13,364,013	5.000%	
2/1/2023	\$ 190,178		\$ 190,178	\$ 13,173,834		
8/1/2023	\$ 190,178	\$ 510,000	\$ 700,178	\$ 12,473,656	5.000%	
2/1/2024	\$ 177,428		\$ 177,428	\$ 12,296,228		
8/1/2024	\$ 177,428	\$ 535,000	\$ 712,428	\$ 11,583,800	5.000%	
2/1/2025	\$ 164,053		\$ 164,053	\$ 11,419,747		
8/1/2025	\$ 164,053	\$ 565,000	\$ 729,053	\$ 10,690,694	3.000%	
2/1/2026	\$ 155,578		\$ 155,578	\$ 10,535,116		
8/1/2026	\$ 155,578	\$ 585,000	\$ 740,578	\$ 9,794,537	3.125%	
2/1/2027	\$ 146,438		\$ 146,438	\$ 9,648,100		
8/1/2027	\$ 146,438	\$ 595,000	\$ 741,438	\$ 8,906,662	3.250%	
2/1/2028	\$ 136,769		\$ 136,769	\$ 8,769,894		
8/1/2028	\$ 136,769	\$ 615,000	\$ 751,769	\$ 8,018,125	3.250%	
2/1/2029	\$ 126,775		\$ 126,775	\$ 7,891,350		
8/1/2029	\$ 126,775	\$ 640,000	\$ 766,775	\$ 7,124,575	3.500%	
2/1/2030	\$ 115,575		\$ 115,575	\$ 7,009,000		
8/1/2030	\$ 115,575	\$ 660,000	\$ 775,575	\$ 6,233,425	3.500%	
2/1/2031	\$ 104,025		\$ 104,025	\$ 6,129,400		
8/1/2031	\$ 104,025	\$ 680,000	\$ 784,025	\$ 5,345,375	3.625%	
2/1/2032	\$ 91,700		\$ 91,700	\$ 5,253,675		
8/1/2032	\$ 91,700	\$ 710,000	\$ 801,700	\$ 4,451,975	3.750%	
2/1/2033	\$ 78,388		\$ 78,388	\$ 4,373,587		
8/1/2033	\$ 78,388	\$ 730,000	\$ 808,388	\$ 3,565,200	3.750%	
2/1/2034	\$ 64,700		\$ 64,700	\$ 3,500,500		
8/1/2034	\$ 64,700	\$ 760,000	\$ 824,700	\$ 2,675,800	4.000%	
2/1/2035	\$ 49,500		\$ 49,500	\$ 2,626,300		
8/1/2035	\$ 49,500	\$ 790,000	\$ 839,500	\$ 1,786,800	4.000%	
2/1/2036	\$ 33,700		\$ 33,700	\$ 1,753,100		
8/1/2036	\$ 33,700	\$ 825,000	\$ 858,700	\$ 894,400	4.000%	
2/1/2037	\$ 17,200		\$ 17,200	\$ 877,200		
8/1/2037	\$ 17,200	\$ 860,000	\$ 877,200	\$ (0)	4.000%	

**APPROPRIATIONS LIMIT: GANN APPROPRIATIONS LIMIT**

**PRICE AND POPULATION FACTORS**

FISCAL YEAR	PER CAPITA ADJUSTMENT	POPULATION ADJUSTMENT	TOTAL ADJUSTMENT	APPROPRIATIONS LIMIT	NOTES
2006	1.0526	1.0201	1.0738	\$ 8,098,584	
2007	1.0396	1.0094	1.0494	\$ 8,498,430	
2008	1.0442	1.0001	1.0443	\$ 8,874,948	
2009	1.0429	1.0434	1.0882	\$ 9,657,379	
2010	1.0062	1.0156	1.0219	\$ 9,868,844	
2011	0.9746	1.0116	0.9859	\$ 9,729,747	Per Capita Adj. X Population Adj. = Approp. Limit
2012	1.0251	1.0219	1.0475	\$ 10,192,393	
2013	1.0377	1.0238	1.0624	\$ 10,828,370	
2014	1.0512	1.0077	1.0593	\$ 11,470,430	
2015	0.9977	1.0093	1.0070	\$ 11,550,478	
2016	1.0382	1.0050	1.0434	\$ 12,051,665	
2017	1.0537	1.0134	1.0678	\$ 12,869,004	
2018	1.0369	1.0041	1.0412	\$ 13,398,580	
2019	1.0367	1.0091	1.0461	\$ 14,016,710	
2020	1.0385	1.0227	1.0620	\$ 14,886,217	
2021	1.0373	1.0001	1.0374	\$ 15,442,646	
2022	1.0755	0.9954	1.0706	\$ 16,532,259	
2023	1.0755	0.9954	1.0706	\$ 17,698,754	

**DETERMINING THE FY 2022 RATE FACTOR**

COMPONENT	FACTOR	NOTES
Per Capita Personal Income Change from FY 2022-2022 to FY 2022-2023	7.55%	Source: Department of Finance
Population Change (same period)	-0.46%	
Per Capita Cost of Living Ratio	1.0755	
Population Ratio	0.9954	
Rate Factor	1.0706	Per Capita Ratio X Population Ratio

**FY 2022 TAX APPROPRIATIONS SUBJECT TO THE GANN LIMIT**

REVENUE	FY 2022 Projected	NOTES
Property Tax Secured	\$ 334,091	Source: FY 2022 Budget
Property Tax Unsecured	\$ 24,244	
Sales & Use Tax	\$ 1,559,000	
Transactions & Use Tax (Measure O)	\$ 1,710,000	
Gas Tax	\$ 270,696	
Business Licenses	\$ 73,000	
Pass-Thru & Other Property Tax	\$ 197,503	
Street Improvement Program	\$ 417,973	
Franchise Fees	\$ 121,200	
Local Measure R Tax	\$ 220,000	
Property Transfer	\$ 4,521	
Transient Occupancy Tax	\$ 100,000	
Utility Users Tax	\$ 1,112,500	
Pub Safety 1/2 Cent Fund	\$ 98,600	
COPS SLESF	\$ 150,000	
<b>TOTAL UNADJUSTED APPROPRIATIONS SUBJECT TO LIMIT</b>	<b>\$ 6,393,327</b>	

**LIMIT**

	FACTOR	NOTES
GANN Limit for FY 2023	\$ 17,698,754	
Unadjusted Appropriations Subject to Limit	\$ 6,393,327	
Projected Appropriations are below Limit by	\$ 11,305,427	Lindsay is well within the appropriations limit





**City of Lindsay**  
**Capital Improvement Plan**  
**Fiscal Years 2023-2027**

**July 1, 2022**

## Table of Contents

<b>Purpose, Goals, and Objectives</b> .....	<b>3</b>
<b>Common CIP Terms</b> .....	<b>3</b>
<b>Projects Overview</b> .....	<b>4</b>
<b>Proposed Projects</b> .....	<b>5</b>
<b>Project Categories And Total Five- Year Projected Costs</b> .....	<b>5</b>
<b>Funding Overview</b> .....	<b>5</b>
<b>Funded Projects by Category</b> .....	<b>6</b>
<b>Unfunded Projects by Category</b> .....	<b>11</b>

## PURPOSE, GOALS, AND OBJECTIVES

The goal of the Capital Improvement Plan (CIP) is to establish a reasonable and executable plan for the development and implementation of multiple capital projects over the next five fiscal years. The CIP outlines all the capital projects that the City of Lindsay (City) plans to develop and/or implement during fiscal years 2022/2023 through 2026/2027. Capital projects included in the CIP are chosen to reflect the priorities and strategies established by City Council. Projects included in the CIP typically include projects over \$15,000 or that have a useful life of more than five years.

This CIP aims to further citywide goals including installing new active transportation features, improving City parks, rehabilitating aging city facilities, and investing in sewer, storm drain, water, and street infrastructure. In developing the Capital Improvement Plan, the City strives to balance responsible stewardship of core capital programs for the foreseeable future and executing desirable enhancements to the City landscape.

Core programs involve rehabilitating aging City infrastructure and are generally in line with direct regulatory requirements. The City's Annual Street Rehabilitation Program addresses the issue of the City's pavement condition (PCI). Funding these programs as recommended indicates the City's continued investment in improving its core infrastructure and keeping them functioning safely and smoothly. By necessity and design, discretionary projects including transportation and parks capital projects share funding sources with the core capital programs, as well as operations and maintenance. Striking the right balance by investing in maintenance of City assets and improving or redeveloping those assets is a process that requires thought and intention. At its essence, the CIP is both an outline of the City's values and priorities, and a plan for how to fund and execute those priorities in a meaningful way. The plan presented here offers a way to both support our essential infrastructure and to deliver enhancements to our City's landscape and facilities.

A key part of this CIP is to lay out the project descriptions and sources of funding for each project. The funding sources for the projects include a mixture of local revenue, regional funding, and State and Federal funding sources. Substantial portions of the American Rescue Plan Act allocations to the City will be dedicated to funding adopted FY 2022-2023 CIP projects. While the City continues to work towards full fiscal recovery, the General Fund is constrained as a resource for funding CIP projects.

The City of Lindsay adopts annual appropriations for Operating and CIP budgets. Although the CIP outlines capital projects over five years, there are no specific City Council appropriations established via the adoption of the Five-Year CIP beyond the first year of the plan. Subsequent year projects costs and funding sources are identified as part of the CIP for planning and scheduling purposes only. For the FY22-23 annual budget adoption, the total cost of projects proposed for City Council approval and appropriation is \$14,207,100. Please reference schedule for planned projects by category for a complete breakdown of the projects by fund and functional categories.

## COMMON CIP TERMS

The CIP uses an appropriation/encumbrance system to track individual project and fund balances.

## Appropriation

Funding is authorized for a project by resolution of the City Council. Council actions may be for an individual project or through the adoption of the CIP through the annual budget process. Appropriations are valid for the life of the project or until Council takes further action.

## Encumbrance

The process used to reserve funds when a purchase requisition or contract is finalized, but funds are not yet paid out as an expense.

## Project Sponsor

The Project Sponsor is a key internal stakeholder responsible for developing project criteria, providing conceptual design review, and providing project information to Council during the planning phase.

## Project Manager

The Project Manager is responsible for project implementation during the planning, design, and construction phases. This will include establishing and running project meetings, communications, and outreach, acquiring necessary permits, CEQA compliance, hiring and managing consultants and contractors.

## PROJECTS OVERVIEW

Lindsay's capital projects may be divided into four categories. They are current-year funded projects, Five-Year Capital Improvements Plan (CIP) projects, planned, but unfunded projects, and unfunded future needs projects.

### Category 1 Projects: Current -Year Funded Projects

This category includes projects that funding has been appropriated in the current fiscal year's capital budgets. The City Council has determined through the annual budgeting process that these projects are in the best interest of the public's health, safety, and welfare. These projects have been carefully planned to maximize the benefits derived using the City's available resources. Projects that generate future revenues that will fund future services and projects and benefit the entire community will generally receive first priority for funding.

### Category 2 Projects: Five-Year Capital Improvement Plan (CIP) Projects

This category includes projects where funding will come from projected revenues in the second through fifth year of the Five-Year Capital Improvements Plan (CIP). The fiscal year in which anticipated funding has been reserved may change. All projects in this category are tied to a projected funding source.

### Category 3 Projects: Planned but Unfunded Projects

This category includes projects that are planned and required to maintain established levels of services throughout the City for the existing population. Typically, these projects are needed as a result of deteriorating infrastructure, updates to various General Plan Elements, or are in areas where minimum levels of service are not currently being met. These projects are not intended to promote residential

growth, but to sustain municipal services for the existing residents. If a funding source becomes available, a project in this category may be moved to a Category 2 Project.

### Category 4 Projects: Unfunded Future Needs Projects

Projects under this category are a condition of future growth and will generally be included in undeveloped areas. It is the intent of the City that development should pay for public improvements to meet established minimum levels of service. In this category, projects may be funded via community facilities districts, as appropriate.

## PROPOSED PROJECTS

### PROJECT CATEGORIES and TOTAL FIVE- YEAR PROJECTED COSTS

CATEGORY	FUNDED FY 2022-2023	UNFUNDED FY 2023-2027	TOTAL
Software/Miscellaneous	-	385,000	385,000
Building /Facilities	495,000	3,805,000	4,300,000
Public Safety	204,400	153,000	357,400
Parks Facilities	6,988,000	675,000	7,663,000
Fleet – Vehicles/Apparatus	448,000	1,143,000	1,591,000
Streets/Alleyways and Pedestrian Pathways and Bikeways	4,321,500	100,000	4,421,500
Transportation	500,000	-	500,000
Wellness Center	-	-	-
Water	937,700	13,370,000	14,307,700
Sewer and Storm Drainage	312,500	1,335,000	1,647,500

## FUNDING OVERVIEW

The Capital Improvement Plan is designed to make use of the City's available financial resources for appropriate expenditures, including regional and State tax revenue, local taxes and fees, and Federal and regional grant programs. These funding sources have designated uses, such as revenue from gas taxes passed through to the City for transportation-related projects. It is relevant to note that many grant funding sources will require the lead agency to fund a portion of the project with a local funding match. Staff will recommend a matching source and amount at the time of grant application, which will require a corresponding adjustment to the CIP.



CAPITAL IMPROVEMENT PLAN  
FISCAL YEARS 2022/2023  
FUNDED PROJECTS BY CATEGORY

CATEGORY	DEPARTMENT	FUNDING SOURCE <sup>(1)</sup>	FUND	PROPOSED
<b>BUILDINGS/FACILITIES</b>				<b>2023</b>
Hermosa Community Building Design	GENERAL FUND	GENERAL FUND	101	250,000
City Hall Complex -Building Improvements <sup>(2)</sup>	CITYWIDE <sup>(3)</sup>	GENERAL FUND	101	190,000
Building Improvements	PUBLIC SAFETY	GENERAL FUND	101	20,000
Building Improvements	WELLNESS CENTER	WELLNESS CENTER	400	20,000
HVAC - Corporation Yard	CITY SERVICES	GENERAL FUND	101	15,000
<b>BUILDINGS / FACILITIES TOTAL:</b>				<b>495,000</b>
CATEGORY	DEPARTMENT	FUNDING SOURCE	FUND	PROPOSED
<b>PUBLIC SAFETY</b>				<b>2023</b>
Heater	PUBLIC SAFETY	GENERAL FUND	101	100,000
SCBA	PUBLIC SAFETY	GENERAL FUND	101	50,000
Structural Firefighting Gear (16)	PUBLIC SAFETY	GENERAL FUND	101	40,000
Wildland Firefighting Gear (16)	PUBLIC SAFETY	GENERAL FUND	101	14,400
<b>PUBLIC SAFETY TOTAL:</b>				<b>204,400</b>

CATEGORY	DEPARTMENT	FUNDING SOURCE	FUND	PROPOSED
<b>PARKS <sup>(4)</sup></b>				<b>2023</b>
Olive Bowl/Kaku Park Construction	PARKS	STATE PARKS GRANT	460	3,450,000
Olive Bowl/Kaku Park Upgrades	PARKS	CLEAN CA GRANT (CALTRANS)	460	3,151,000
City Hall Plaza - Concept Design	PARKS	GENERAL FUND	101	100,000
Harvard Park Improvements	PARKS	GENERAL FUND	101	200,000
Harvard Park Improvements	PARKS	PER CAPITA STATE GRANT	460	87,000
<b>PARKS TOTAL:</b>				<b>6,988,000</b>
CATEGORY	DEPARTMENT	FUNDING SOURCE	FUND	PROPOSED
<b>FLEET - VEHICLES/APPARATUS</b>				<b>2023</b>
Police Vehicles (2 of 16)	PUBLIC SAFETY	GENERAL FUND	101	128,000
Backhoe	WATER/SEWER	WATER/SEWER	552/553	100,000
Skip loader tractor	STREETS/SEWER	STREET IMPROVEMENT FUND- \$25K SEWER -\$25K	200/553	50,000
Fleet Vehicles	CITYWIDE	GENERAL FUND	101	45,000
Flatbed 2500 Truck	STREETS	STREET IMPROVEMENT FUND	200	35,000
Fleet Vehicles	WELLNESS CENTER	WELLNESS CENTER	400	30,000
Fleet Vehicles	CITY SERVICES	GENERAL FUND	101	30,000
Fleet Vehicles	WATER/SEWER	WATER / SEWER	552/553	30,000
<b>VEHICLES TOTAL:</b>				<b>448,000</b>



CATEGORY	DEPARTMENT	FUNDING SOURCE	FUND	PROPOSED
<b>STREETS/PEDESTRIAN PATHWAYS/BIKEWAYS</b>				<b>2023</b>
Rehabilitation: Burem Lane Renovaton <sup>(5)</sup>	STREETS	SB1	260	98,000
Rehabilitation: Samoa - Olive to Mt. Vernon <sup>(5)</sup>	STREETS	STREET IMPROVEMENT FUND	200	94,500
Rehabilitation: Westwood II - Hermosa to Apia <sup>(5)</sup>	STREETS	STREET IMPROVEMENT FUND	200	65,000
Rehabilitation: Eastwood - Kern to Mariposa <sup>(5)</sup>	STREETS	STREET IMPROVEMENT FUND	200	120,000
Rehabilitation: Center - Sweet Brier to Elmwood <sup>(5)</sup>	STREETS	STREET IMPROVEMENT FUND	200	134,000
Rehabilitation: Hermosa I-Homassel to Harvard <sup>(5)</sup>	STREETS	STREET IMPROVEMENT FUND	200	640,000
Rehabilitation: Hermosa II-Harvard to Foothill	STREETS	GAS TAX /MEASURE R	261/263	960,000
Intersection Rehab: Foothill/Tulare <sup>(5)</sup>	STREETS	SB1 - \$190K STREET IMPROVEMENT FUND - \$70K	260/200	210,000
Rehabilitation: Linda Vista Loop	STREETS	STREET IMPROVEMENT FUND - \$1.2m MEASURE R -\$600K	200/263	1,800,000
Hermosa/Westwood Roundabout Landscaping	STREETS	LOCAL TRANSPORTATION FUND	266	200,000
Street Improvement	STREETS	STREET IMPROVEMENT FUND	200	-
<b>STREETS/PEDESTRIAN PATHWAYS/BIKEWAYS TOTAL:</b>				<b>4,321,500</b>
<b>CATEGORY<sup>(4)</sup></b>	<b>DEPARTMENT</b>	<b>FUNDING SOURCE</b>	<b>FUND</b>	<b>PROPOSED</b>
<b>TRANSPORTATION (LINDSAY TRANSIT CENTER)</b>				<b>2023</b>
Transit Center Design	TRANSPORTATION	MEASURE R	263	500,000
Lindsay Transit Center Construction	TRANSPORTATION	MEASURE R	263	-
<b>TRANSPORTATION TOTAL:</b>				<b>500,000</b>
<b>CATEGORY</b>	<b>DEPARTMENT</b>	<b>FUNDING SOURCE</b>	<b>FUND</b>	<b>PROPOSED</b>
<b>WATER<sup>(4)</sup></b>				<b>2023</b>
Generators - Well 14 and Well 15	WATER	GENERAL FUND	101	140,000
DBP Mitigation Plan specifications and Engineering	WATER	PROP 1 STATE GRANT	552	110,000
Friant Canal Middle Reach Project - Phase I	WATER	WATER	552	112,700
Water Demand Study	WATER	WATER	552	75,000
Urban Water Management Plan	WATER	GENERAL FUND	101	40,000
Water Main Line Replacement Lafayette/Sycamore A	WATER	GENERAL FUND	101	350,000
Fire Flow Study	WATER	GENERAL FUND	101	50,000
Scada Expansion	WATER	GENERAL FUND	101	60,000
<b>WATER TOTAL:</b>				<b>937,700</b>

CATEGORY	DEPARTMENT	FUNDING SOURCE	FUND	PROPOSED
<b>SEWER/STORM DRAINAGE <sup>(4)</sup></b>				<b>2023</b>
Tertiary Treatment Study	SEWER/STORM DRAIN	WATER REUSE PROGRAM GRANT	553	150,000
Sewer Main Line Replacement	SEWER/STORM DRAIN	SEWER	553	70,000
Storm Drain Ripping	SEWER/STORM DRAIN	SEWER	553	50,000
WWTP - Clarifier Gate Valves (3)	SEWER/STORM DRAIN	GENERAL FUND	101	42,500
<b>SEWER/STORM DRAIN TOTAL:</b>				<b>312,500</b>
<b>TOTAL FUNDED PROJECTS FY 2022-2023:</b>				<b>14,207,100</b>
<sup>(1)</sup> Unless otherwise specified, funding source refers to funding that is identified and available for the current adopted fiscal year only.				
<sup>(2)</sup> City Hall Complex refers to all City buildings including City Services and Public Safety Buildings.				
<sup>(3)</sup> Citywide designation is to identify projects that will benefit both governmental and enterprise type activities.				
<sup>(4)</sup> Fully funded projects, all years.				
<sup>(5)</sup> Reappropriated from prior fiscal year.				



CAPITAL IMPROVEMENT PLAN  
FISCAL YEARS 2023/2024 – 2026/2027  
UNFUNDED PROJECTS BY CATEGORY

CATEGORY	DEPARTMENT	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	PROPOSED 2027
<b>Software/Misc.</b>					
General Plan Update	CITYWIDE	95,000	-	-	-
Community Development Software: Finance, Business License, Utility, Building Permitting, Code Enforcement Modules Included	CITYWIDE	-	200,000	-	-
Fees and Rates Study	CITYWIDE				90,000
<b>MISCELLANEOUS TOTAL:</b>		<b>95,000</b>	<b>200,000</b>	<b>-</b>	<b>90,000</b>
CATEGORY	DEPARTMENT	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	PROPOSED 2027
<b>BUILDINGS/FACILITIES</b>					
Generators	CITYWIDE	960,000	-	-	-
Fire Station	PUBLIC SAFETY	500,000	-	-	-
Hermosa Community Building Construction	GENERAL FUND	250,000	-	-	-
City Hall Complex -Building Improvements	CITYWIDE	60,000	-	1,700,000	-
City Hall Complex - Electrical/Mechanical	CITYWIDE	35,000	-	-	-
Bay Roll-Up Gate	PUBLIC SAFETY	25,000	-	-	-
Plumbing - City Hall Complex	CITYWIDE	-	125,000	-	-
Upgrades - Corporation Yard	CITY SERVICES	-	-	-	150,000
<b>FACILITIES TOTAL:</b>		<b>1,830,000</b>	<b>125,000</b>	<b>1,700,000</b>	<b>150,000</b>
CATEGORY	DEPARTMENT	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	PROPOSED 2027
<b>PUBLIC SAFETY</b>					
Cascade Unit	PUBLIC SAFETY	50,000	-	-	-
Tactical Helmets (16)	PUBLIC SAFETY	48,000	-	-	-
Body Armor	PUBLIC SAFETY	30,000	-	-	-
Axon Body Cameras	PUBLIC SAFETY	25,000	-	-	-
<b>PUBLIC SAFETY TOTAL:</b>		<b>153,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

CATEGORY	DEPARTMENT	PROPOSED	PROPOSED	PROPOSED	PROPOSED
PARKS		2024	2025	2026	2027
Drought Conservation Projects	PARKS	100,000	100,000	100,000	100,000
Lindsay Sports Complex Stadium Lights (4)	PARKS	75,000	75,000	-	-
Lindsay Sports Complex Field Lights (18)	PARKS	-	75,000	-	-
Pickle ball/Basketball Court/Volleyball Sand Courts	PARKS	-	50,000	-	-
<b>PARKS TOTAL:</b>		<b>175,000</b>	<b>300,000</b>	<b>100,000</b>	<b>100,000</b>
CATEGORY	DEPARTMENT	PROPOSED	PROPOSED	PROPOSED	PROPOSED
FLEET - VEHICLES/APPARATUS		2024	2025	2026	2027
Type I Fire Apparatus (Pumper)	PUBLIC SAFETY	300,000	-	-	525,000
Excavator	PUBLIC WORKS	35,000	-	-	-
Forklift	PUBLIC WORKS	25,000	-	-	-
Fleet Vehicle Replacement	CITY SERVICES	60,000	60,000	60,000	60,000
Enclosed landscaping trailer	PARKS	18,000	-	-	-
<b>VEHICLES TOTAL:</b>		<b>438,000</b>	<b>60,000</b>	<b>60,000</b>	<b>585,000</b>
CATEGORY	DEPARTMENT	PROPOSED	PROPOSED	PROPOSED	PROPOSED
STREETS/PEDESTRIAN PATHWAYS/BIKEWAYS		2024	2025	2026	2027
ADA Transition / Evaluation Plan	STREETS	-	100,000	-	-
<b>STREETS/PEDESTRIAN PATHWAYS/BIKEWAYS TOTAL:</b>		<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>

CATEGORY	DEPARTMENT	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	PROPOSED 2027
DBP Mitigation Construction	WATER	500,000	-	-	-
Harvard Park Irrigation Well	WATER	450,000	-	-	-
Water Storage Tank Renovation	WATER	350,000	-	-	-
Drinking Water Test Well	WATER	300,000	-	-	-
WTP Filter Bank A Renovations & Turbidameter	WATER	300,000	-	-	-
WTP Filter Bank B Renovations & Turbidameter	WATER	395,000	-	-	-
Water Main Line Replacement	WATER	250,000	250,000	250,000	250,000
Canal Turnout Upgrades	WATER	100,000	100,000	100,000	100,000
Water Plant Upgrades	WATER	50,000	50,000	-	-
Fire Flow Infrastructure	WATER	-	250,000	-	-
Update Master Plans	WATER	-	250,000	-	-
Well 11 Conversion Project Phase I	WATER	-	-	-	1,250,000
Well 11 Conversion Project Phase II	WATER	-	-	-	1,725,000
Well 11 Biological treatment Plant	WATER	-	-	-	2,750,000
Water Meters Digital Upgrade & Building Energy Efficient Projects	WATER	-	-	-	3,000,000
Landscape Irrigation Water Well	WATER	-	-	-	250,000
Urban Water Management Plan	WATER	-	-	-	100,000
<b>WATER TOTAL:</b>		<b>2,695,000</b>	<b>900,000</b>	<b>350,000</b>	<b>9,425,000</b>

CATEGORY	DEPARTMENT	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	PROPOSED 2027
<b>SEWER/STORM DRAINAGE</b>					
WWTP - Drying Beds Renovation	SEWER/STORM DRAIN	150,000	-	-	-
WWTP - Building Renovation	SEWER/STORM DRAIN	150,000	150,000	-	-
WWTP - Equipment Replacements	SEWER/STORM DRAIN	125,000	125,000	-	-
WWTP - Clarifier Repairs	SEWER/STORM DRAIN	75,000	-	-	-
Update Master Plans	SEWER/STORM DRAIN	-	250,000	-	-
Storm Drain Main Line Replacement	SEWER/STORM DRAIN	-	155,000	-	155,000
<b>SEWER/STORM DRAIN TOTAL:</b>		<b>500,000</b>	<b>680,000</b>	<b>-</b>	<b>155,000</b>
<b>TOTAL UNFUNDED PROJECTS BY YEAR:</b>		<b>5,886,000</b>	<b>2,365,000</b>	<b>2,210,000</b>	<b>10,505,000</b>



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**NUMBER** 22-33

**TITLE** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY ADOPTING THE FISCAL YEAR 2022-2023 OPERATING BUDGET AND THE FISCAL YEARS 2023-2027 FIVE-YEAR CAPITAL IMPROVEMENT PLAN.

**MEETING** At a regularly scheduled meeting of the City of Lindsay City Council held on June 14, 2022, at 6:00 PM at 251 E. Honolulu Street, Lindsay, CA 93247

**WHEREAS**, the City Manager and Finance Director of the City of Lindsay have presented to the Lindsay City Council, a Budget of anticipated receipts and expenditures beginning July 1, 2022, and ending June 30, 2023; and

**WHEREAS**, the City Manager of the City of Lindsay has also presented to the Lindsay City Council, a Five-Year Capital Improvement Plan of anticipated funding sources and project costs for the Fiscal Year beginning July 1, 2022, and ending June 30, 2027; and

**WHEREAS**, said presentation includes requested appropriations in the total amount of \$27,992,600 including \$6,948,000 of appropriations funded by various grant awards, and of which \$9,272,500 is specific to the General Fund and \$18,720,100 to non-General Fund divided in aggregate as \$1,411,100 reserved for Debt Service and \$851,300 unfunded liability for CalPERS, \$14,207,100 designated for Capital Improvement Projects and \$11,523,100 designated as Operations; and

**WHEREAS**, after a duly held public hearing and careful consideration thereon, the Lindsay City Council reviewed and made detailed adjustments thereto and finds that said budget and five-year capital improvement plan are determined to be lawful in its transactions; and

**WHEREAS**, Staff is directed to continue to monitor for continuing compliance with State and Federal laws, including all rules and regulations surrounding Proposition No. 218; and

**WHEREAS**, it is mandated that the City Council authorization of the adopted budget shall be for the City as a whole and that a change to appropriation in total shall be subject to approval of the City Council; and

RESOLUTION NO. 22-33

Page 1 of 3





## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**WHEREAS**, it is hereby declared that, in addition to the City Council’s level of authority, there is a need for a level of administrative authority over the adopted budget. Therefore, the City Manager shall have the administrative authority to approve appropriation transfers between expenditure line-item accounts as long as the funding source for the line-item from with the appropriation is being transferred is a legal funding source for the new anticipated use; and

**WHEREAS**, the City Council approves a permanent salary adjustment increase of five percent (5%) beginning on July 1, 2022 for all employees of the City.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LINDSAY DOES HEREBY RESOLVE AS FOLLOWS:**

- SECTION 1. To approve and adopt the Fiscal Year 2022 – 2023 Operating Budget and Five-Year Capital Improvements Plan for the City of Lindsay, as finally presented this date.
- SECTION 2. The City Clerk will provide copies of this resolution along with the appropriate attachments to interested residents of the City of Lindsay upon their request.
- SECTION 3. This resolution shall be effective immediately upon its approval or adoption.
- SECTION 4. The Mayor, or presiding officer, is hereby authorized to affix their signature to the Resolution, signifying its adoption by the City Council of the City of Lindsay, and the City Clerk or their duly appointed deputy, is directed to attest thereto.



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**PASSED AND ADOPTED** by the City Council of the City of Lindsay as follows:

MEETING DATE	June 14, 2022
MOTION	
SECOND MOTION	
AYES	
ABSENT	
ABSTAIN	
NAYS	

CERTIFICATION OF THE FOREGOING RESOLUTION AS FULL, TRUE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LINDSAY AS DETAILED.

---

FRANCESCA QUINTANA  
CITY CLERK

---

RAMONA CAUDILLO  
MAYOR



## STAFF REPORT

TO: Lindsay City Council  
FROM: Juana Espinoza, Director of Finance  
DEPARTMENT: Finance  
ITEM NO.: 11.1  
MEETING DATE: June 14, 2022

### ACTION & RECOMMENDATION

Public Hearing to Consider the Approval of **Resolution 22-35**, A Resolution of the City Council of the City of Lindsay Approving and Adopting the Fiscal Year 2022-2023 GANN Appropriations Limit.

### BACKGROUND | ANALYSIS

Voter approved Proposition 4 (1978) and Proposition 111 (1990) established restrictions on the amount of revenues a local government agency can appropriate in any fiscal year. Specifically, Proposition 111 added new categories for exempt appropriations, including appropriations resulting from certain emergencies.

The appropriations limit is based on actual appropriations established during the 1978-1979 fiscal year and is adjusted each year thereafter by the rate change of population and inflation.

The City actively pursues grant funding and other cost-sharing agreements which enable the City to spend at levels below the appropriations limit. For the fiscal year 2022-2023 the appropriations subject to the appropriations limit is calculated at \$17,698,800 as referenced in the Fiscal Year 2022-2023 adopted budget.

Since the GANN Limit is greater than the budgeted revenues subject to the appropriations limit, the City is allowed to spend all of its proceeds from taxes in the coming fiscal year.

Updates to the budget will be presented on a quarterly basis to Council and the public.

### FISCAL IMPACT

Approves Fiscal Year 2022-2023 expenditures within the constraints of the appropriations limit.

### ATTACHMENTS

- Resolution 22-35



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**NUMBER** 22-35

**TITLE** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY APPROVING AND ADOPTING THE FISCAL YEAR 2022-2023 GANN APPROPRIATIONS LIMIT.

**MEETING** At a regularly scheduled meeting of the City of Lindsay City Council held on June 14, 2022, at 6:00 PM at 251 E. Honolulu Street, Lindsay, CA 93247

**WHEREAS**, in November of 1979, California voters did adopt Proposition 4, commonly called the GANN Amendment, which added Article XIII-B of the California Constitution; and

**WHEREAS**, the provisions of the Article establish maximum appropriation limitations commonly called “GANN Limits,” for public agencies; and

**WHEREAS**, in November 1990, the California electorate did adopt Proposition 111, amending the restriction on the amount of government revenue which may be appropriated in any fiscal year; and

**WHEREAS**, appropriations limit applies only to those revenues defined as proceeds of taxes levied by or for that entity; and

**WHEREAS**, the City of Lindsay must establish a GANN Limit for the 2022 – 2023 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law; and

**WHEREAS**, the City Manager and Finance Director of the City of Lindsay did present to the Lindsay City Council, a Budget of anticipated receipts and expenditures for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023; and

**WHEREAS**, the City Manager of the City of Lindsay has also presented to the Lindsay City Council, a Five-Year Capital Improvement Plan of anticipated funding sources and project costs for the Fiscal Year beginning July 1, 2022, and ending June 30, 2027; and

**WHEREAS**, said presentation included requested appropriations in the total amount of \$17,698,800 of appropriations subject to the appropriations limit; and

**WHEREAS**, after a duly held public hearing and careful consideration thereon, the Lindsay City Council reviewed and made detailed adjustments thereto and finds that said budget and five-year capital improvement plan are determined to be lawful in its transactions; and



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**WHEREAS**, the City Manager, or Designee, has full authority to carry out this budget within the legal framework of the law including but not limited applying for grants, executing contracts, directing human resources and other duties of the City Manager; and

**WHEREAS**, it is mandated that the City Council authorization of the adopted budget shall be for the City as a whole and that a change to appropriation in total shall be subject to approval of the Council; and

**WHEREAS**, it is hereby declared that, in addition to the City Council's level of authority, there is a need for a level of administrative authority over the adopted budget. Therefore, the City Manager shall have the administrative authority to approve appropriation transfers between expenditure line-item accounts as long as the funding source for the line-item from with the appropriation is being transferred is a legal funding source for the new anticipated use.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LINDSAY DOES HEREBY RESOLVE AS FOLLOWS:**

- SECTION 1. The City Council of the City of Lindsay does hereby declare that the appropriations limit for the 2022 – 2023 fiscal year has been approved by City Council.
- SECTION 2. The City Clerk will provide copies of this resolution along with the appropriate attachments to interested residents of the City of Lindsay.
- SECTION 3. This resolution shall be effective immediately upon its approval or adoption.
- SECTION 4. The Mayor, or presiding officer, is hereby authorized to affix their signature to the Resolution, signifying its adoption by the City Council of the City of Lindsay, and the City Clerk or their duly appointed deputy, is directed to attest thereto.



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**PASSED AND ADOPTED** by the City Council of the City of Lindsay as follows:

MEETING DATE	June 14, 2022
MOTION	
SECOND MOTION	
AYES	
ABSENT	
ABSTAIN	
NAYS	

CERTIFICATION OF THE FOREGOING RESOLUTION AS FULL, TRUE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LINDSAY AS DETAILED.

---

FRANCESCA QUINTANA  
CITY CLERK

---

RAMONA CAUDILLO  
MAYOR



## STAFF REPORT

TO: Lindsay City Council  
FROM: Curtis Cannon, Planning Manager  
DEPARTMENT: City Services and Planning  
ITEM NO.: 11.2  
MEETING DATE: June 14, 2022

### **ACTION & RECOMMENDATION**

First Reading of **Ordinance 601**, An Ordinance of the City of Lindsay Amending Chapter 5.28.020 of Title 5 of the Lindsay Municipal Code, Amending Cannabis Businesses, Amending Chapter 18.11.020 of Title 18 of the Lindsay Municipal Code, and Authorization to Waive Full Reading of Said Ordinance and Authorize Reading by Title Only.

### **BACKGROUND | ANALYSIS**

On July 27, 2021, the Lindsay City Council passed Ordinance No. 589, which permits cannabis cultivation in the 'IL – Light Industrial' zone. Since passage of Ordinance No. 589, Staff have received numerous inquiries regarding cannabis cultivation and operating within City limits. It was brought to Staff's attention that a major component of cultivation is the production, manufacturing, and distribution of the merchandise. These elements are not currently covered through Ordinance No. 589 and the Lindsay Municipal Code.

Ordinance No. 601 amends section 05.28.020 of the Lindsay Municipal Code, adding cannabis distribution, cannabis manufacturing, cannabis transportation, and cannabis production as a permitted use in the 'IL – Light Industrial' zoning district of the City. Ordinance No. 601 also amends section 18.11.020 of the Lindsay Municipal Code, adding cannabis distribution, cannabis manufacturing, cannabis transportation, and cannabis production as 'Conditional Uses – City Council Approval'.

Required Public Notice was provided at least 10 days in advance via publication in the Porterville Recorder.

### **ATTACHMENTS**

- Ordinance No. 601 – Redline Copy

**ORDINANCE NO. 601**

**AN ORDINANCE OF THE CITY OF LINDSAY AMENDING CHAPTER 05 AND 18 OF THE LINDSAY MUNICIPAL CODE, AMENDING CHAPTER 05.28 CANNABIS BUSINESSES AND CHAPTER 18.11 I INDUSTRIAL DISTRICTS**

**Section 1. PURPOSE.** The provisions of this ordinance are intended to amend the Lindsay Municipal Code to permit cannabis distribution, cannabis manufacturing, and cannabis production as conditional uses.

**Section 2. CODE AMENDMENT.** Lindsay Municipal Code, Title 5 and Title 18 are hereby amended to read in their entirety as follows:

Chapter 05.28.020

Cannabis Production Permitted Uses and Zoning

**05.28.020 Cannabis Production Permitted Uses and Zoning**

Business Owners meeting the requirements of this section shall be allowed to conduct the following Commercial Cannabis activities in the IH - Heavy Industrial zoning district of the City:

- Cultivation - Indoor or Mixed Light Only
- Distribution.
- Manufacturing.
- Testing.
- Transportation.

Business Owners meeting the requirements of this section shall be allowed to conduct the following Commercial Cannabis activities in the PO - Professional Office zoning district of the City:

- Testing.

Business Owners meeting the requirements of this section shall be allowed to conduct the following Commercial Cannabis activities in the IL - Light Industrial zoning district of the City:

- Testing.
- Cultivation – Indoor Only.
- **Distribution.**
- **Manufacturing.**



- **Transportation.**
- **Production.**

The Commercial Cannabis Operations shall at all times be in compliance with this chapter as it may be amended from time to time or repealed and replaced by another section governing the Commercial Cannabis Operations.

All other code sections in Title 5 of the Lindsay Municipal Code remain unchanged.

## Chapter 18.11.020

### IL Light Industrial District

#### **18.11.020 IL Light Industrial**

D. Conditional Uses—City Council Approval. Any of the uses listed in Section 18.11.030(B); provided, that on the basis of the use permit application and the evidence submitted, the city council makes the following findings in addition to the findings prescribed in Chapter 18.17:

1. That consideration of all the determinable characteristics of the use which is the subject of the application indicates that the use has the same essential characteristics as the uses listed in Section 18.11.020(B) with respect of operation, type of process, materials, equipment, structures, storage, and appearances.
2. If the use involves nuisance or hazardous characteristics, that the application includes sufficient evidence to indicate that special devices, construction, or site design are planned to eliminate the nuisance or hazardous characteristics normally attendant to operation of the use.
3. That the use reasonably can be expected to conform with the required conditions prescribed for the I district in Section 18.11.060.

Bulk storage and delivery of liquefied petroleum gas.

Cannabis products testing laboratory.

Cannabis testing laboratory.

Commercial Cannabis Cultivation – Indoor only.

**Cannabis Distribution**

**Cannabis Manufacturer**

**Cannabis Transportation**

**Cannabis Production**

Public buildings and grounds.

Expansion, remodeling, or additions to a conditional use that are not considered an incidental or accessory use as defined in Chapter 18.24. Modest expansion or remodeling of an existing nonconforming use of a structure or land, up to fifty percent or less of the assessed value of the structure, or reestablishment of a nonconforming use which has been damaged, except nonconforming signs and outdoor advertising structures, nonconforming uses occupying a structure with an assessed valuation of less than one hundred dollars, and nonconforming fences, walls, and hedges.

Other uses which are added to this list according to the procedure in Chapter 18.15.

All other code sections in Title 18 of the Lindsay Municipal Code remain unchanged.

**Section 3. CEQA REVIEW.** The City Council hereby finds that this ordinance is not subject to review under the California Environmental Quality Act (CEQA) pursuant to CEQA Section 15060(c)(2) (The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment).

**Section 4. NO LIABILITY.** The provisions of this ordinance shall not in any way be construed as imposing any duty of care, liability, or responsibility for damage to person or property upon the City of Lindsay, or any official, employee or agent thereof.

**Section 5. PENDING ACTIONS.** Nothing in this ordinance or in the codes hereby adopted shall be construed to affect any suit or proceeding pending or impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance or code repealed by this ordinance, nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this ordinance.

**Section 6. SEVERABILITY.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this ordinance, or its application to any other person or circumstance. The City Council of the City of Lindsay hereby declares that it would have adopted each section, subsection, subdivision,

paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

**Section 7. CONSTRUCTION.** The City Council intends this ordinance to supplement, not to duplicate, contradict or otherwise conflict with, applicable State and federal law and this ordinance shall be construed in light of that intent. To the extent the provisions of the Lindsay Municipal Code as amended by this ordinance are substantially the same as provisions in the Lindsay Municipal Code existing prior to the effectiveness of this ordinance, then those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

**Section 8. EFFECTIVE DATE.** The foregoing ordinance shall take effect thirty (30) days from the date of the passage hereof. Prior to the expiration of fifteen (15) days from the enactment hereof a certified copy of this ordinance shall be posted in the office of the City Clerk pursuant to Government Code section 36933(c)(1) and a summary shall be published once in the Porterville Recorder, a newspaper printed and published in the City of Porterville, State of California, together with the names of the Council members voting for and against the same.

THE FOREGOING ORDINANCE, read by title only with waiving of the reading in full, was introduced at a regularly scheduled meeting on the \_\_\_th day of \_\_\_\_\_ 2022.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council held on the \_\_\_th day of \_\_\_\_\_ 2022.

CITY COUNCIL OF THE CITY OF LINDSAY

\_\_\_\_\_  
Ramona Caudillo, Mayor

ATTEST:

\_\_\_\_\_  
Francesca Quintana, City Clerk



## STAFF REPORT

TO: Lindsay City Council  
FROM: Curtis Cannon, Planning Manager  
DEPARTMENT: City Services and Planning  
ITEM NO.: 11.3  
MEETING DATE: June 14, 2022

### **ACTION & RECOMMENDATION**

First Reading of **Ordinance 602**, An Ordinance of the City of Lindsay Amending the City of Lindsay Zoning Map Designation of Mixed Use District to Light Industrial District for the Following Properties: Assessor's Parcel Number's (APN's); 205-360-011, 205-360-012, 205-036-013, 205-096-003, 205-101-012, 205-101-006, 205-101-007, 205-101-014, 205-101-015, 205-101-017, and Authorization to Waive Full Reading of Said Ordinance and Authorize Reading by Title Only.

### **BACKGROUND | ANALYSIS**

To provide additional opportunities for industrial uses and as a mechanism to promote economic development, Staff recommends that the City Council approve Ordinance No. 602, rezoning the properties along the West side of North Sweetbriar Avenue between West Hermosa Street and Blue Gum Avenue, as well as the properties on the West side of Blue Gum Avenue between North Sweetbriar Avenue and West Tulare Road.

The Assessor's Parcel Numbers for the affected properties are as follows: 205-360-011, 205-360-012, 205-036-013, 205-096-003, 205-101-012, 205-101-006, 205-101-007, 205-101-014, 205-101-015, and 205-101-017.

The Lindsay Municipal Code stipulates that Amendments to the zone plan shall be adopted in the manner provided for changing district boundaries as prescribed in Section 18.22.020 and Sections 18.22.040 through 18.22.090 of the code. Section 18.22.020 declares that a change in boundaries of any district, or a change in a district regulation, off-street parking or loading facilities requirement, general provision, exception or other provision may be initiated by action of the city council.

The proposed zone change is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the California Government Code in that there is no potential that the zone change will result in any significant effects on the environment until development is proposed for the sites.

### **ATTACHMENTS**

- Ordinance No. 602 with 'Exhibit A' and 'Exhibit B'

## ORDINANCE NO. 602

### AN ORDINANCE OF THE CITY OF LINDSAY AMENDING THE CITY OF LINDSAY ZONING MAP DESIGNATION OF MIXED USE DISTRICT TO LIGHT INDUSTRIAL DISTRICT FOR THE FOLLOWING PROPERTIES: ASSESSOR'S PARCEL NUMBER'S (APN'S); 205-360-011, 205-360-012, 205-036-013, 205-096-003, 205-101-012, 205-101-006, 205-101-007, 205-101-014, 205-101-015, 205-101-017

**Section 1. PURPOSE.** The provisions of this ordinance are intended to amend the Lindsay Zoning Map designation of Specific Parcels in the Mixed Use District to Light Industrial District to provide additional opportunities for industrial uses and as a mechanism to promote economic development.

#### **Section 2. FINDINGS.**

The Lindsay Municipal Code stipulates that Amendments to the zone plan shall be adopted in the manner provided for changing district boundaries as prescribed in Section 18.22.020 and Sections 18.22.040 through 18.22.090 of the code. Section 18.22.020 declares that a change in boundaries of any district, or a change in a district regulation, off-street parking or loading facilities requirement, general provision, exception or other provision may be initiated by action of the city council.

#### **Section 3. AMENDMENT.**

In accordance with the Lindsay Municipal Code, the City Council wishes to amend the City of Lindsay Zoning Map following the guidelines set forth below.

- I. Rezone the real properties located in the City of Lindsay and demonstrated within 'Exhibit A' hereto attached to this Ordinance: APN 205-360-011, 205-360-012, 205-036-013, 205-096-003, 205-101-012, 205-101-006, 205-101-007, 205-101-014, 205-101-015, 205-101-017 shall hereby be designated as IL – Light Industrial.
- II. The Director of City Services and Planning of the City of Lindsay is hereby authorized, instructed and directed to make the changes to the official Zoning Map of the City of Lindsay which shall be amended and hereto attached to this Ordinance as 'Exhibit B', reflecting the boundaries of the described parcel of the Zoning Map adopted by Ordinance 437 and amended by this Ordinance 602 of the City of Lindsay.

**Section 4. CEQA REVIEW.** The City Council hereby finds that this ordinance is not subject to review under the California Environmental Quality Act (CEQA) pursuant to

CEQA Section 15060(c)(2) (The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment).

**Section 5. NO LIABILITY.** The provisions of this ordinance shall not in any way be construed as imposing any duty of care, liability, or responsibility for damage to person or property upon the City of Lindsay, or any official, employee or agent thereof.

**Section 6. PENDING ACTIONS.** Nothing in this ordinance or in the codes hereby adopted shall be construed to affect any suit or proceeding pending or impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance or code repealed by this ordinance, nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this ordinance.

**Section 7. SEVERABILITY.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this ordinance, or its application to any other person or circumstance. The City Council of the City of Lindsay hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

**Section 8. CONSTRUCTION.** The City Council intends this ordinance to supplement, not to duplicate, contradict or otherwise conflict with, applicable State and federal law and this ordinance shall be construed in light of that intent. To the extent the provisions of the Lindsay Municipal Code as amended by this ordinance are substantially the same as provisions in the Lindsay Municipal Code existing prior to the effectiveness of this ordinance, then those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

**Section 9. EFFECTIVE DATE.** The foregoing ordinance shall take effect thirty (30) days from the date of the passage hereof. Prior to the expiration of fifteen (15) days from the enactment hereof a certified copy of this ordinance shall be posted in the office of the City Clerk pursuant to Government Code section 36933(c)(1) and a summary shall be published once in the Porterville Recorder, a newspaper printed and published in the

City of Porterville, State of California, together with the names of the Council members voting for and against the same.

THE FOREGOING ORDINANCE, read by title only with waiving of the reading in full, was introduced at a regularly scheduled meeting on the \_\_\_\_th day of \_\_\_\_\_ 2022.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_\_ 2022.

CITY COUNCIL OF THE CITY OF LINDSAY

---

Ramona Caudillo, Mayor

ATTEST:

---

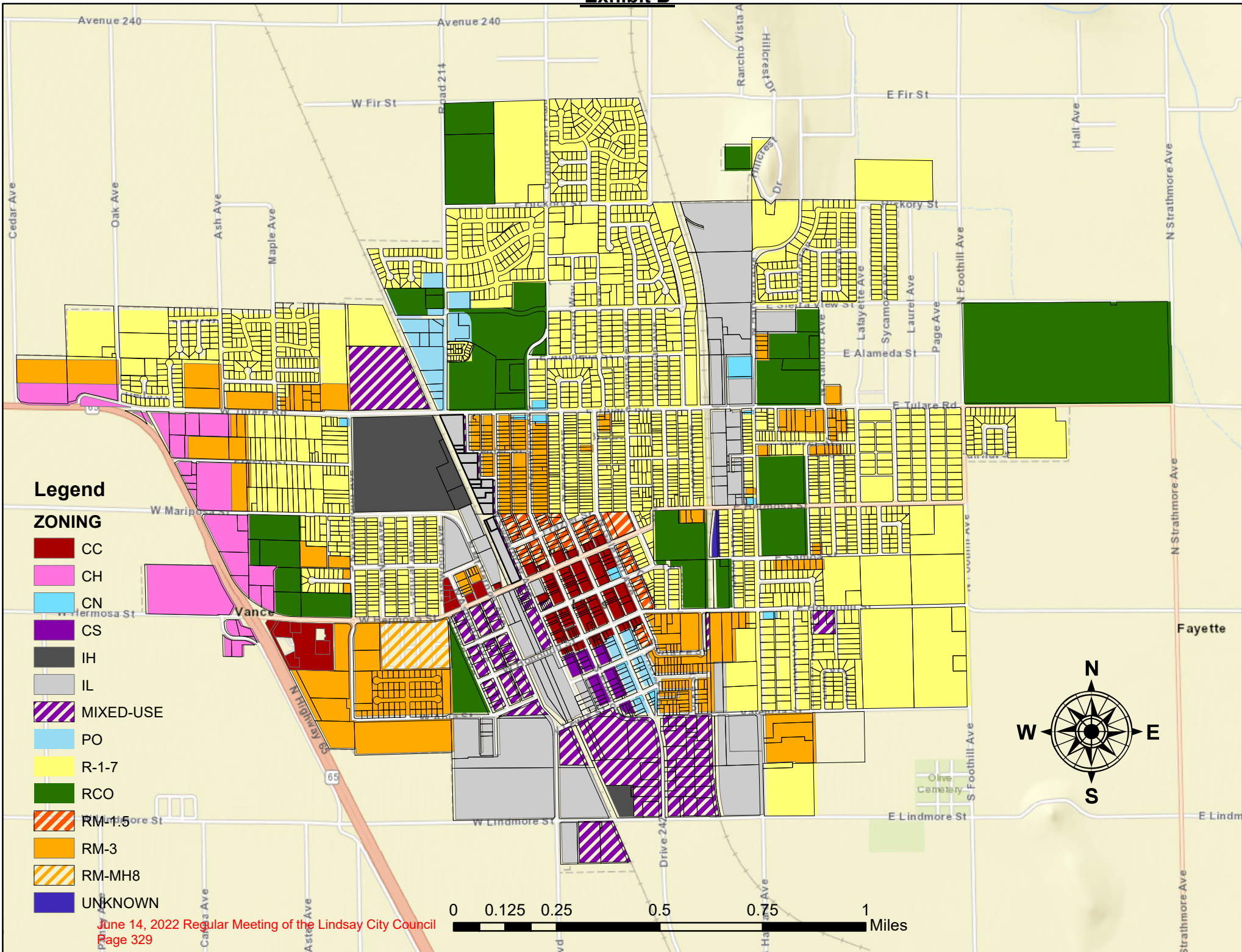
Francesca Quintana, City Clerk

## 'Exhibit A'

Property Owner	Property Address	APN	Current Zoning	Proposed Zoning
Romero, Oscar	364 Center St.	205-096-003	MXU (Mixed Use)	IL (Light Industrial)
Anderson, Lloyd and Mary (TRS)	250 Blue Gum	205-101-006	MXU (Mixed Use)	IL (Light Industrial)
Anderson, Lloyd (TRS)	250 Blue Gum	205-101-007	MXU (Mixed Use)	IL (Light Industrial)
Benitez, Enrique	n/a	205-101-012	MXU (Mixed Use)	IL (Light Industrial)
Serna, Arthur	561 N Sweetbriar Ave.	205-101-014	MXU (Mixed Use)	IL (Light Industrial)
California Association of Spanish Churches	565 N Sweetbriar Ave.	205-101-015	MXU (Mixed Use)	IL (Light Industrial)
Padilla, Patricia	n/a	205-101-016	MXU (Mixed Use)	IL (Light Industrial)
Church of God of Prophecy	565 N Sweetbriar Ave.	205-101-017	MXU (Mixed Use)	IL (Light Industrial)
Rowley, Ryan and Deana	310 W Tulare Ave.	205-360-011	MXU (Mixed Use)	IL (Light Industrial)
Orosco, Guadalupe and Maria	n/a	205-360-012	MXU (Mixed Use)	IL (Light Industrial)
Orosco, Guadalupe and Maria	n/a	205-360-013	MXU (Mixed Use)	IL (Light Industrial)
City of Lindsay	365 N Sweetbriar Ave.	205-294-011	MXU (Mixed Use)	IL (Light Industrial)
City of Lindsay	365 N Sweetbriar Ave.	205-294-015	MXU (Mixed Use)	IL (Light Industrial)



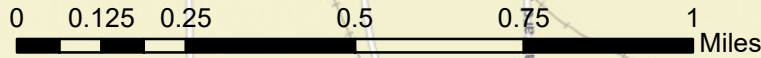
**'Exhibit B'**



**Legend**

**ZONING**

- CC
- CH
- CN
- CS
- IH
- IL
- MIXED-USE
- PO
- R-1-7
- RCO
- RM-1.5
- RM-3
- RM-MH8
- UNKNOWN





## STAFF REPORT

TO: Lindsay City Council  
FROM: Francesca Quintana, City Clerk & Assistant to the City Manager  
DEPARTMENT: City Manager  
ITEM NO.: 12.1  
MEETING DATE: June 14, 2022

### ACTION & RECOMMENDATION

Consider Approval of **Resolution 22-28**, A Resolution of the City Council of the City of Lindsay California Proclaiming a Local Emergency, Ratifying the Proclamation of a State Emergency by Governor Newsom on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the City of Lindsay Pursuant to Government Code Section 54953(e)(3) and Consider Future Model for Council Meetings During Covid-19 State of Emergency.

### BACKGROUND | ANALYSIS

Assembly Bill 361 (AB 361) was signed into law September 16, 2021, allowing cities to continue holding virtual meetings during any emergency proclaimed by the governor.

AB 361, codified at California Government Code Section 54953(e), empowers local policy bodies to convene by teleconferencing technology during a proclaimed state of emergency under the State Emergency Services Act. Section 54953(e)(3) requires that policy bodies using teleconferencing reconsider the state of emergency within 30 days of the first teleconferenced meeting after October 1, 2021, and at least every 30 days thereafter, and find that one of the following circumstances exists:

- The state of emergency continues to directly impact the ability of the members to meet safely in person.
- State or local officials continue to impose or recommend measures to promote social distancing.

Council should consider some important guidelines set forth in AB 361:

- The City Council would need to declare every 30 days that the City's legislative bodies must continue to meet remotely in order to ensure the health and safety of the public.
- If there is a disruption which prevents members of the public from offering public comments using the call-in option or internet-based service option, the City Council shall take no further action on items appearing on the meeting agenda until public is restored.
- The City Council cannot require that public comments be submitted in advance of the meeting and must provide an opportunity for the public to offer comment in real time.



## STAFF REPORT

- AB 361 sunsets January 1, 2024.

Staff recommends that Council consider a hybrid meeting format for future Council meetings so that meetings are held in a manner that allows for public participation and transparency while minimizing health risks to members, staff, and the public while this emergency continues.

If a hybrid model is approved by the City Council, then a Resolution authorizing the use of hybrid meetings, whereby City Council Members and staff may choose to attend either remotely or in person will go before the Council at the next regular meeting.

### **FISCAL IMPACT**

No fiscal impact.

### **ATTACHMENTS**

- Resolution No. 22-28



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**NUMBER** 22-28

**TITLE** A RESOLUTION OF THE CITY COUNCIL OF CITY OF LINDSAY, CALIFORNIA PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF LINDSAY PURSUANT TO GOVERNMENT CODE SECTION 54953(e)(3).

**MEETING** At a regularly scheduled meeting of the City of Lindsay City Council held on June 14, 2022, at 6:00 PM at 251 E. Honolulu Street, Lindsay, CA 93247

**WHEREAS**, the City of Lindsay is committed to preserving and nurturing public access and participation in meetings of the City Council; and

**WHEREAS**, all meetings of the City of Lindsay's legislative bodies are open and public, as required by the Ralph M. Brown Act, so that any member of the public may attend, participate, and watch the City's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, state and local officials have imposed and recommended social distancing measures in the City of Lindsay, and with the COVID-19 pandemic still surging meeting in person would present imminent risk to health and safety of attendees; and

RESOLUTION NO. 22-28

Page 1 of 3



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**WHEREAS**, as a consequence of the local emergency, the City Council does hereby find that the legislative bodies of the City of Lindsay shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LINDSAY DOES  
HEREBY RESOLVE AS FOLLOWS:**

- SECTION 1. That the above recitals are all true and correct.
- SECTION 2. That the City Council hereby proclaims that a local emergency now exists throughout the City, and local and state orders impose and recommend social distancing in the City of Lindsay, and with the COVID-19 pandemic still surging meeting in person would present imminent risk to health and safety of attendees.
- SECTION 3. The City Council hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.
- SECTION 4. The staff and legislative bodies of the City of Lindsay are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
- SECTION 5. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the adoption of this Resolution; or (ii) such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City of Lindsay may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**PASSED AND ADOPTED** by the City Council of the City of Lindsay as follows:

MEETING DATE	June 14, 2022
MOTION	
SECOND MOTION	
AYES	
ABSENT	
ABSTAIN	
NAYS	

CERTIFICATION OF THE FOREGOING RESOLUTION AS FULL, TRUE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LINDSAY AS DETAILED.

---

FRANCESCA QUINTANA  
CITY CLERK

---

RAMONA CAUDILLO  
MAYOR



## STAFF REPORT

TO: Lindsay City Council  
FROM: Joseph M. Tanner, City Manager  
DEPARTMENT: City Manager  
ITEM NO.: 12.2  
MEETING DATE: June 14, 2022

### ACTION & RECOMMENDATION

Property Located at 365 North Sweetbriar Avenue, Lindsay, California 93247 (APN's: 205-294-011, 205-294-015), More Commonly Known as 'McDermont X':

- A. Consider the Approval of Notice of Availability of Surplus Land with Accompanying Exhibits and Authorize City Manager to Make Any Modifications or Execute Any Documents Thereto.
- B. Consider the Approval of **Resolution 22-34**, A Resolution of the City Council of the City of Lindsay Approving the Declaration of Certain City Owned Parcels of Land Located At 365 North Sweetbriar Avenue as Surplus Land and Directing the City Manager to Follow the Procedures Set Forth in the Surplus Land Act for the Sale of Such Property.

Staff recommends that the City Council consider the approval of the above referenced actions for the City to proceed in a manner that meets State of California requirements under the Surplus Land Act ("SLA").

### BACKGROUND | ANALYSIS

#### **Surplus Land Act**

This report is to inform the Council of the process to sale City surplus land that is consistent with the State of California Surplus Land Act (SLA) mandates. Surplus land is defined as land owned by any local agency that is no longer necessary for the agency's use.

In 2019, Governor Newsome signed Assembly Bill 1486 into law to further promote affordable housing development or unused and underutilized local agency property throughout the State by strengthening reporting and enforcement provisions. It also grants other government agencies and affordable housing developers first rights to negotiate for the property.

The SLA also requires that surplus land be declared as either 'surplus' or 'exempt'. If a City-owned property is deemed to be exempt the City would be free from any State obligations. The State of California Housing and Community Development Department (HCD) is the State agency that oversees SLA transactions. HCD is currently reviewing the lease between the operator and the City to determine if a purchase transition between the two parties would be "exempt" of the process. The exemption would be based on the timing of the lease since the lease was executed prior to the SLA implementation.



## STAFF REPORT

### **Process**

Under the current law, the notification process requires the city to send a written Notice of Availability of surplus land to HCD, other public agencies whose jurisdiction the surplus land is located, and prospective affordable housing developers that have notified HCD of their interest in surplus land that is in the County in which the surplus land is located, or all counties. Noticed agencies and registered housing developers have 60 days from the date of notice to express interest in the property and 90 days to complete good-faith negotiations. The City is not required to sell the land to the interested party if terms are not agreed upon between the parties.

To summarize the process the timeline below is provided.

1. City will continue to negotiate with the current operator in good faith per the existing lease agreement.
2. City Council approval of surplus land will start the 60-day notice period.
3. City Staff will send written Notice of Availability of Surplus land to HCD and other eligible entities. Eligible entities have 60-days to respond.
4. If an eligible entity responds, then a mandated good faith negotiation period begins and runs for a period of 90-days.
5. After either the 60-day notice, with no responses or the 90-day negotiation period ends the City may move forward with selling the property to a private entity through an RFP process.

Important Note – since the last annual report of city owned land was generated, the City has acquired and recorded with the County of Tulare two new real properties, whose information is listed below. HCD requires an inventory of City owned properties.

1. 284 E. Hermosa St. Lindsay, CA 93247 (APN: 205-261-014)
2. 190 S. Elmwood Ave. Lindsay, CA 93247 (APN: 205-236-020)

### **FISCAL IMPACT**

There is no direct fiscal impact to this item, however, not following the SLA requirements could result in large fines from the State of California Housing Community Development Department (“HCD”) including up to 30% of the sales price for the first violation and 50% for the second.

### **ATTACHMENTS**

- Notice of Availability of Surplus Land with ‘Exhibit’s A & B’
- Inventory of City Owned Land





## **STAFF REPORT**

- Current Service Agreement
- Resolution No. 22-34



Joseph M. Tanner  
City Manager  
City of Lindsay

251 E. Honolulu, P.O. Box 369  
Lindsay, CA 93247  
559.562.7102 x 8010  
jtanner@lindsay.ca.us

---

June 14, 2022

To All Interested Parties:

**RE: Notice of Availability Surplus Land**

As required by Government Code Section 54220 of the State of California, the City of Lindsay (“City”) is providing notification that the City intends to **sell/lease** the surplus property listed in the accompanying Exhibits.

In accordance with Government Code Section 54222, you have sixty (60) days from the date this offer was sent via certified mail or electronic mail to notify the City of your interest in acquiring the property. However, this offer shall not obligate the City to sell the property to you. Instead, the City would enter into at least ninety (90) days of negotiations with you pursuant to Government Code Section 54223. If no agreement is reached on sales price and terms, or lease terms, the City may market the property to the general public.

As required by Government Code Section 54227, if the City receives more than one letter of interest during this 60-day period, it will give first priority to entities proposing to develop housing where at least 25 percent of the units will be affordable to lower income households. If more than one such proposal is received, priority will be given to the proposal with the greatest number of affordable units. If more than one proposal specifies the same number of affordable units, priority will be given to the proposal that has the lowest average affordability level.

The City discloses that the current property operator has exercised their right to purchase the property per the premises set forth in the current service agreement, pending negotiations.

In the event your agency or company is interested in purchasing the property, you must notify the City in writing within sixty (60) days of the date this notice was sent via certified mail or electronic mail. Notice of your interest in acquiring the property shall be delivered to the City Clerk Francesca Quintana at 251 E. Honolulu Street, PO Box 369, Lindsay, CA 93247 or [fquintana@lindsay.ca.us](mailto:fquintana@lindsay.ca.us) . You may also direct your questions to the City Manager Joseph M. Tanner at [jtanner@lindsay.ca.us](mailto:jtanner@lindsay.ca.us) or by calling (559)562-7102.

Entities proposing to submit a letter of interest are advised to review the requirements set forth in the Surplus Land Act (Government Code Section 54220-54234).

Pursuant to the provisions of the California Surplus Land Act, the City of Lindsay (“City”) hereby notifies those entities designated in the Act of the availability to purchase or lease the property at 365 North Sweetbriar Avenue, Lindsay, CA 93247.



Joseph M. Tanner  
City Manager  
City of Lindsay

251 E. Honolulu, P.O. Box 369  
Lindsay, CA 93247  
559.562.7102 x 8010  
jtanner@lindsay.ca.us

---

### **Letter of Interest / Intended use**

The City of Lindsay is soliciting proposals for the sale and use of 365 North Sweetbriar Avenue in Lindsay California also known as the McDermont Fieldhouse. The City understands the unique qualities of McDermont and will keep that in mind when we evaluate. Recognizing that this opportunity will likely result in a variety of uses, each will be reviewed carefully on their own merits by City staff.

### **Submittal Requirements**

1. Letter of interest.
2. Description of Entity.
3. Development plan with detailed project description. Please limit to two pages.
4. Economic Plan that demonstrates the viability of the proposal for construction and operations.
5. Transaction terms and conditions with how the project will be financed.
6. Three hard copies of your documents and a thumb drive therein.
7. Interview with City staff to be scheduled after all submittal requirements are completed.

### **Evaluation Process**

1. All proposals will be reviewed by City Staff.
2. Each will be measured on their own merits.
3. Demonstrated experience in financing, development, and operations.
4. Public benefit to the residents of the City of Lindsay.
5. Potential future revenues.
6. Transaction terms.

### **Interested parties should submit their required materials to:**

Francesca Quintana, City Clerk  
City Manager's Office  
251 E. Honolulu Street.  
PO Box 369  
Lindsay, CA 93247

### **Inquiries about the property should be addressed to:**

Joe Tanner  
City Manager  
City of Lindsay  
(559) 562-7102  
[jtanner@lindsay.ca.us](mailto:jtanner@lindsay.ca.us)

## **‘Exhibit A’**

### Notice of Availability of Surplus Land Property Description

#### **Jurisdiction Name**

City of Lindsay

#### **Jurisdiction Type**

City

#### **Site Address/Intersection**

365 Sweetbriar Avenue

#### **City**

Lindsay

#### **ZIP Code**

93247

#### **County**

Tulare

#### **Assessor Parcel Number (s)**

205-294-011

205-294-015

#### **Zoning Designation (Current)**

Mixed-Use.

The zoning is subject to change based on City Council Approval.

#### **Parcel Size (Gross Acres)**

2.53 acres

#### **Building Size**

100,000 square feet

#### **Existing Use**

Indoor recreation including soccer, basketball courts, laser tag, rock climbing wall, concession area, zip line, wave pool, arcade, fitness center, zip line, and locker rooms.

#### **Current Lease Terms**

Expires December 30, 2022, with option to purchase.

Operator has elected to purchase the property based on Section 4 of their lease. However, an agreement on the purchase and sale has not been finalized.

#### **Water Service**

City of Lindsay

#### **Power**

Southern CA Edison.

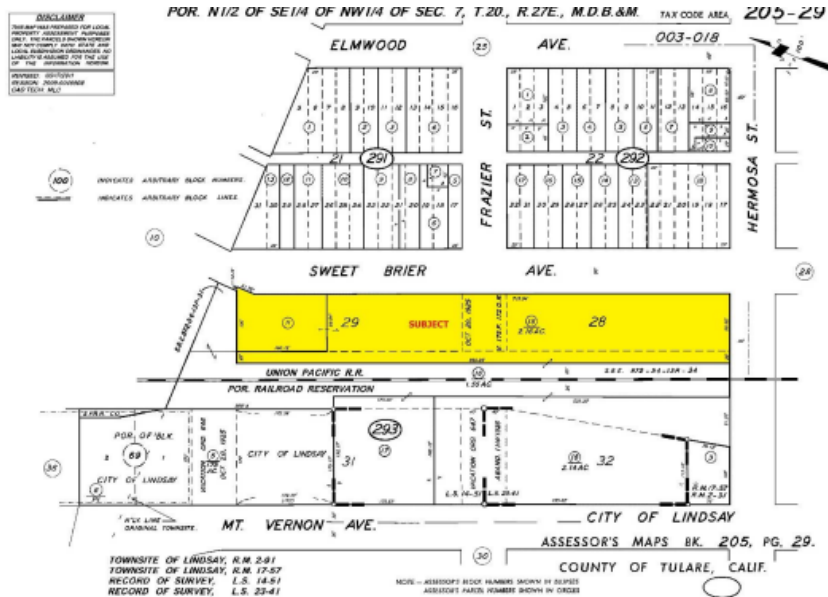
3 Phase, 277/480 volt.

1000 KVA panel & 800 panel.

300-amp panel from solar system.

# ‘Exhibit B’

## Subject Plans and Photographs



**BUILDING DIMENSIONS**



**SUBJECT PHOTOGRAPHS**



View of subject from Hermosa Street



View of subject from Sweetbrier Avenue



Building B



North elevation & breezeway, Building C



West side of Building A



West side of Building C

**PEPIP-CA PROPERTY SCHEDULE  
 CITY OF LINDSAY (CSJVRMA)**

**Includes B & M**

**Filter: Selected records**

Real Property Trend Factor: 3.10%

Personal Property Trend Factor: 0.91%

**February 19, 2021**

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
1		CITY HALL COMPLEX	11,039 SQ. FT.	Class: C	No	1938	2014	EQ: F	No	No	No	2020	\$2,466,085	\$495,614	\$0	\$2,961,699
		CITY HALL	CITY HALL	MASONRY CONST/WOOD ROOF				Flood: X	No	No	No	2021	\$2,542,534	\$500,124	\$0	\$3,042,658
		251 EAST HONOLULU														
ISO Code: 2		LINDSAY CA 93247	Pct. Sprinkl: 0%													
		Stories: 1														
Lat: 36.203238		Lng. -119.088165														
2		CITY HALL COMPLEX	1,890 SQ. FT.	Class: D	No	1970	2014	EQ: F	No	No	No	2020	\$89,160	\$18,437	\$0	\$107,597
		STORAGE GARAGE	PUBLIC WORKS GARAGE	ALL COMB (WOOD FRAME)				Flood: X	No	No	No	2021	\$91,924	\$18,605	\$0	\$110,529
		251 EAST HONOLULU	CITY HALL													
ISO Code: 1		LINDSAY CA 93247	Pct. Sprinkl: 0%													
		Stories: 1														
Lat: 36.203238		Lng. -119.088165														
3		CITY HALL COMPLEX	3,588 SQ. FT.	Class: D	No	1968	2014	EQ: F	No	No	No	2020	\$321,235	\$0	\$0	\$321,235
		MASON HOUSE	OFFICE BUILDING	ALL COMB (WOOD FRAME)				Flood: X	No	No	No	2021	\$331,193	\$0	\$0	\$331,193
		147 NORTH GALE HILL	HISTORICAL MUSEUM (165)													
ISO Code: 1		LINDSAY CA 93247	Pct. Sprinkl: 0%													
		Stories: 1														
Lat: 36.204031		Lng. -119.087883														
4		CITY HALL COMPLEX	2,480 SQ. FT.	Class: C	No	1960	2014	EQ: F	No	No	No	2020	\$245,844	\$0	\$0	\$245,844
		CULTURAL ARTS/MUSEUM	OFFICE BUILDING	MASONRY CONST/WOOD ROOF				Flood: X	No	No	No	2021	\$253,465	\$0	\$0	\$253,465
		165 NORTH GALE HILL														
ISO Code: 2		LINDSAY CA 93247	Pct. Sprinkl: 0%													
		Stories: 1														
Lat: 36.204249		Lng. -119.087999														
5		CITY HALL COMPLEX	9,454 SQ. FT.	Class: C	No	1964	2014	EQ: F	No	No	No	2020	\$1,439,879	\$234,793	\$0	\$1,674,672
		POLICE/FIRE STATION	FIRE STATION	MASONRY CONST/WOOD ROOF				Flood: X	No	No	No	2021	\$1,484,515	\$236,930	\$0	\$1,721,445
		185 NORTH GALE HILL	PUBLIC SAFETY													
ISO Code: 2		LINDSAY CA 93247	Pct. Sprinkl: 0%													
		Stories: 1														
Lat: 36.204491		Lng. -119.088129														

**PEPIP-CA PROPERTY SCHEDULE  
 CITY OF LINDSAY (CSJVRMA)**

Includes B & M

Filter: Selected records

Real Property Trend Factor: 3.10%

Personal Property Trend Factor: 0.91%

February 19, 2021

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
6		CITY HALL COMPLEX	3,097 SQ. FT.	Class: C	No	1938	2014	EQ: F	No	No	No	2020	\$391,274	\$124,392	\$0	\$515,666
		OFFICE BUILDING	OFFICE BUILDING	MASONRY CONST/WOOD ROOF				Flood: X	No	No	No	2021	\$403,403	\$125,524	\$0	\$528,927
		150 NORTH MIRAGE	PUBLIC WORKS													
ISO Code: 2		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.203623		Lng. -119.089122														
7		WATER TANK	0 SQ. FT.	Class: S	No	1982	2014	EQ: F	No	No	No	2020	\$3,277,586	\$0	\$0	\$3,277,586
		HILLCREST DRIVE	WATER TANK - GROUND	ALL STEEL				Flood: B	No	No	No	2021	\$3,379,191	\$0	\$0	\$3,379,191
		LINDSAY CA 93247	4,000,000													
ISO Code: 3		TODD'S HILL WATER TANK														
Lat:		Lng.	Pct. Sprnkl: 0%													
		Geocode Notes: Could not map this address. Found: STREET														
8		NORTH PARKSIDE PARK	1,092 SQ. FT.	Class: C	No	1980	2014	EQ: F	No	No	No	2020	\$104,893	\$69,841	\$0	\$174,734
		SHOP/RESTROOM BUILDING	PUBLIC WORKS GARAGE	MASONRY CONST/WOOD ROOF				Flood: B-X	No	No	No	2021	\$108,145	\$70,477	\$0	\$178,622
		911 NORTH PARKSIDE	NORTH PARKSIDE PARK													
ISO Code: 2		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.214070		Lng. -119.091624														
16		NORTH PARKSIDE PARK	1,345 SQ. FT.	Class: D	No	1961	2014	EQ: F	No	No	No	2020	\$188,807	\$38,716	\$0	\$227,523
		CLUB HOUSE BUILDING	GOLF CLUBHOUSE	ALL COMB (WOOD FRAME)				Flood: B-X	No	No	No	2021	\$194,660	\$39,068	\$0	\$233,728
		801 NORTH ELMWOOD	GOLF CLUB HOUSE													
ISO Code: 1		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.212462		Lng. -119.092525														
16	A	NORTH PARKSIDE PARK	1,600 SQ. FT.	Class: S	No	1999	2014	EQ: F	No	No	No	2020	\$61,844	\$0	\$0	\$61,844
		SHELTERS (2)	PARK SHELTER - OPEN	ALL STEEL				Flood: B	No	No	No	2021	\$63,761	\$0	\$0	\$63,761
		801 NORTH ELMWOOD														
ISO Code: 3		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.212462		Lng. -119.092525														



Includes B & M

Filter: Selected records

Real Property Trend Factor: 3.10%

Personal Property Trend Factor: 0.91%

**PEPIP-CA PROPERTY SCHEDULE  
CITY OF LINDSAY (CSJVRMA)**

PREPARED BY  
**Alliant Insurance Services, Inc.**  
2180 Harvard Street, Ste 460  
Sacramento, CA 95815  
(916) 643-2700

**February 19, 2021**

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
16	B	NORTH PARKSIDE PARK	3,000 SQ. FT.	Class: S	No	2010	2014	EQ: F	No	No	No	2020	\$131,116	\$0	\$0	\$131,116
		SKATE PARK SHELTER	PARK SHELTER - OPEN	ALL STEEL				Flood: B	No	No	No	2021	\$135,181	\$0	\$0	\$135,181
		801 NORTH ELMWOOD														
ISO Code: 3		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.212462		Lng. -119.092525														
17		COMMUNITY CENTER	3,691 SQ. FT.	Class: C	No	1990	2014	EQ: F	No	No	No	2020	\$564,347	\$74,615	\$0	\$638,962
		911 NORTH PARKSIDE	COMMUNITY CENTER	MASONRY CONST/WOOD ROOF				Flood: B-X	No	No	No	2021	\$581,842	\$75,294	\$0	\$657,136
		LINDSAY CA 93247	NORTH PARKSIDE PARK													
ISO Code: 2		Stories: 1	Pct. Sprnkl: 0%													
Lat: 36.214070		Lng. -119.091624														
18		CORPORATE YARD	4,480 SQ. FT.	Class: S	No	1960	2014	EQ: F	No	No	No	2020	\$451,151	\$235,119	\$0	\$686,270
		SHOP/OFFICE BUILDING	PUBLIC WORKS GARAGE	ALL STEEL				Flood: X	No	No	No	2021	\$465,137	\$237,259	\$0	\$702,396
		476 NORTH MOUNT VERNON	CORP YARD													
ISO Code: 3		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.20607		Lng. -119.095097														
19		CORPORATE YARD	10,000 SQ. FT.	Class: S	No	1960	2014	EQ: F	No	No	No	2020	\$304,300	\$53,574	\$0	\$357,874
		STORAGE/BREAK ROOM	PUBLIC WORKS SHED	ALL STEEL				Flood: X	No	No	No	2021	\$313,733	\$54,062	\$0	\$367,795
		476 NORTH MOUNT VERNON	CORP YARD													
ISO Code: 3		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.20607		Lng. -119.095097														
21	A	OLIVE BOWL	240 SQ. FT.	Class: D	No	1980	2014	EQ: F	No	No	No	2020	\$31,469	\$43,365	\$0	\$74,834
		CONCESSION STAND	CONCESSION STAND	ALL COMB (WOOD FRAME)				Flood: B	No	No	No	2021	\$32,445	\$43,760	\$0	\$76,205
		APIA & OLIVE	OLIVE BOWL													
ISO Code: 1		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.20249		Lng. -119.09472	Geocode Notes: Could not map this address. Found: STREET													

Includes B & M

Filter: Selected records

Real Property Trend Factor: 3.10%

Personal Property Trend Factor: 0.91%

**PEPIP-CA PROPERTY SCHEDULE  
CITY OF LINDSAY (CSJVRMA)**

**February 19, 2021**

PREPARED BY  
**Alliant Insurance Services, Inc.**  
2180 Harvard Street, Ste 460  
Sacramento, CA 95815  
(916) 643-2700

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
21	B	OLIVE BOWL	400 SQ. FT.	Class: C	No	1987	2014	EQ: F	No	No	No	2020	\$43,705	\$0	\$0	\$43,705
		RESTROOM BUILDING	PARK RESTROOM	MASONRY CONST/WOOD ROOF				Flood: B	No	No	No	2021	\$45,060	\$0	\$0	\$45,060
		APIA & OLIVE	OLIVE BOWL													
ISO Code: 2		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.20249		Lng. -119.09472	Geocode Notes: Could not map this address. Found: STREET													
24		WATER TREATMENT PLANT	700 SQ. FT.	Class: S	No	1982	2014	EQ: F	No	No	No	2020	\$786,371	\$191,087	\$0	\$977,458
		FILTRATION/PURIFICATION	FILTRATION/PURIFICATION	ALL STEEL				Flood: B	No	No	No	2021	\$810,749	\$192,826	\$0	\$1,003,575
		729 EAST HONOLULU	WATER PLANT													
ISO Code: 3		LINDSAY CA 93247	Pct. Sprnkl: 0%													
Lat: 36.203600		Lng. -119.082152														
25		WATER TREATMENT PLANT	165 SQ. FT.	Class: C	No	1982	2014	EQ: F	No	No	No	2020	\$45,017	\$28,305	\$0	\$73,322
		OFFICE BUILDING	PUBLIC WORKS GARAGE	MASONRY CONST/WOOD ROOF				Flood: B	No	No	No	2021	\$46,413	\$28,563	\$0	\$74,976
		729 EAST HONOLULU	WATER PLANT													
ISO Code: 4		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.203600		Lng. -119.082152														
25	A	WATER TREATMENT PLANT	0 SQ. FT.	Class: S	No	1982	2014	EQ: F	No	No	No	2020	\$180,175	\$0	\$0	\$180,175
		PROCESS PIPING	PROCESS PIPING	ALL STEEL				Flood: B	No	No	No	2021	\$185,760	\$0	\$0	\$185,760
		729 EAST HONOLULU														
ISO Code: 3		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 0														
Lat: 36.203600		Lng. -119.082152														
32		WELL #11	130 SQ. FT.	Class: D	No	1980	2014	EQ: F	No	No	No	2020	\$211,754	\$0	\$0	\$211,754
		900 MARIPOSA	WATER - PUMPING STATION	ALL COMB (WOOD FRAME)				Flood: X	No	No	No	2021	\$218,318	\$0	\$0	\$218,318
		LINDSAY CA 93247	WATER WELL													
ISO Code: 1		Stories: 1	Pct. Sprnkl: 0%													
Lat: 36.206923		Lng. -119.101180														

**PEPIP-CA PROPERTY SCHEDULE  
 CITY OF LINDSAY (CSJVRMA)**

Includes B & M

Filter: Selected records

Real Property Trend Factor: 3.10%

Personal Property Trend Factor: 0.91%

February 19, 2021

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
34		STORAGE BLDG	114 SQ. FT.	Class: C	No	1979	1999	EQ: F	No	No	No	2020	\$9,311	\$1,633	\$0	\$10,944
		ROAD 188 & AVE 240	STORAGE BLDG-BLOCK	MASONRY CONST/WOOD ROOF				Flood:	No	No	No	2021	\$9,600	\$1,648	\$0	\$11,248
		LINDSAY CA 93247	CCP2 PROJECT STORAGE													
			Pct. Sprnkl: 0%													
Lat: 36.132878		Lng. -119.099138	Geocode Notes: Could not map this address. Found: STREET													
38		PUMP STATION	100 SQ. FT.	Class: D	No	1982	2014	EQ: F	No	No	No	2020	\$30,376	\$28,522	\$0	\$58,898
		AVENUE 228	WATER - PUMPING STATION	ALL COMB (WOOD FRAME)				Flood: B	No	No	No	2021	\$31,318	\$28,782	\$0	\$60,100
		LINDSAY CA 93247	CANAL PUMP STATION													
ISO Code: 1		Stories: 1	Pct. Sprnkl: 0%													
Lat: 36.132765		Lng. -119.095317	Geocode Notes: Could not map this address. Found: STREET													
42		SIERRA VISTA PLAZA	6,903 SQ. FT.	Class: D	No	1962	2014	EQ: F	No	No	No	2020	\$945,022	\$0	\$15,000	\$960,022
		133-139 WEST HONOLULU	OFFICE BLDG	ALL COMB (WOOD FRAME)				Flood: X	No	No	No	2021	\$974,318	\$0	\$15,000	\$989,318
		LINDSAY CA 93247														
ISO Code: 4		Stories: 1	Pct. Sprnkl: 0%													
Lat: 36.202460		Lng. -119.090459														
47		WATER TREATMENT PLANT	3,846 SQ. FT.	Class: B	No	1982	2014	EQ: F	No	No	No	2020	\$635,806	\$73,528	\$0	\$709,334
		CLARIFIER	WATER - CLARIFIER	ALL REINFORCED CONCRETE				Flood: B	No	No	No	2021	\$655,516	\$74,197	\$0	\$729,713
		729 EAST HONOLULU	WATER PLANT													
ISO Code: 6		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.203600		Lng. -119.082152														
48		WASTEWATER TREATMENT PLANT	1,880 SQ. FT.	Class: C	No	1979	2014	EQ: F	No	No	No	2020	\$320,252	\$212,127	\$0	\$532,379
		CONTROL/OFFICE BUILDING	WASTE - ADMINISTRATION BUILDING	MASONRY CONST/WOOD ROOF				Flood: X	No	No	No	2021	\$330,180	\$214,057	\$0	\$544,237
		23611 ROAD 196	WASTE WTR TREATMENT PLANT													
ISO Code: 2		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.218251		Lng. -119.136352														

Includes B & M

Filter: Selected records

Real Property Trend Factor: 3.10%

Personal Property Trend Factor: 0.91%

## PEPIP-CA PROPERTY SCHEDULE CITY OF LINDSAY (CSJVRMA)

PREPARED BY  
**Alliant Insurance Services, Inc.**  
2180 Harvard Street, Ste 460  
Sacramento, CA 95815  
(916) 643-2700

**February 19, 2021**

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
48	A	WASTEWATER TREATMENT PLANT	300 SQ. FT.	Class: C	No	1979	2014	EQ: F	No	No	No	2020	\$27,535	\$5,964	\$0	\$33,499
		CHLORINE STORAGE BUILDING	WASTE - CHLORINE BLDG	MASONRY CONST/WOOD ROOF				Flood: X	No	No	No	2021	\$28,389	\$6,018	\$0	\$34,407
ISO Code: 2		23611 ROAD 196 LINDSAY CA 93247	PLANT													
			Pct. Sprinkl: 0%													
			Stories: 1													
Lat: 36.218251		Lng. -119.136352														
48	B	WASTEWATER TREATMENT PLANT	517 SQ. FT.	Class: B	No	1979	2014	EQ: F	No	No	No	2020	\$236,992	\$144,888	\$0	\$381,880
		HEADWORKS	WASTE - HEADWORKS BUILDING	ALL REINFORCED CONCRETE				Flood: X	No	No	No	2021	\$244,339	\$146,206	\$0	\$390,545
ISO Code: 6		23611 ROAD 196 LINDSAY CA 93247	WASTE WTR TREATMENT PLANT													
			Pct. Sprinkl: 0%													
			Stories: 1													
Lat: 36.218251		Lng. -119.136352														
48	C	WASTEWATER TREATMENT PLANT	7,922 SQ. FT.	Class: B	No	1979	2014	EQ: F	No	No	No	2020	\$1,129,570	\$436,727	\$0	\$1,566,297
		CLARIFIERS (3)	WASTE - CLARIFIER	ALL REINFORCED CONCRETE				Flood: X	No	No	No	2021	\$1,164,587	\$440,701	\$0	\$1,605,288
ISO Code: 6		23611 ROAD 196 LINDSAY CA 93247	WASTE WTR TREATMENT PLANT													
			Pct. Sprinkl: 0%													
			Stories: 1													
Lat: 36.218251		Lng. -119.136352														
48	D	WASTEWATER TREATMENT PLANT	23,736 SQ. FT.	Class: B	No	1979	2014	EQ: F	No	No	No	2020	\$4,839,731	\$548,105	\$0	\$5,387,836
		OXIDATION DITCH #1	WASTE - OXIDATION BASIN	ALL REINFORCED CONCRETE				Flood: X	No	No	No	2021	\$4,989,763	\$553,093	\$0	\$5,542,856
ISO Code: 6		23611 ROAD 196 LINDSAY CA 93247	WASTE WTR TREATMENT PLANT													
			Pct. Sprinkl: 0%													
			Stories: 1													
Lat: 36.218251		Lng. -119.136352														

Includes B & M

Filter: Selected records

Real Property Trend Factor: 3.10%

Personal Property Trend Factor: 0.91%

# PEPIP-CA PROPERTY SCHEDULE CITY OF LINDSAY (CSJVRMA)

February 19, 2021

PREPARED BY  
**Alliant Insurance Services, Inc.**  
2180 Harvard Street, Ste 460  
Sacramento, CA 95815  
(916) 643-2700

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
48	E	WASTEWATER TREATMENT PLANT	153 SQ. FT.	Class: B	No	1979	2014	EQ: F	No	No	No	2020	\$34,855	\$0	\$0	\$34,855
			WATER - WELL	ALL REINFORCED CONCRETE				Flood: X	No	No	No	2021	\$35,936	\$0	\$0	\$35,936
			WASTE WTR TREATMENT PLANT													
ISO Code: 6		23611 ROAD 196 LINDSAY CA 93247	Pct. Sprnkl: 0%													
			Stories: 1													
Lat: 36.218251		Lng. -119.136352														
48	F	WASTEWATER TREATMENT PLANT	40,000 SQ. FT.	Class: B	No	1979	2014	EQ: F	No	No	No	2020	\$618,324	\$60,731	\$0	\$679,055
			WASTE - DRYING BEDS	ALL REINFORCED CONCRETE				Flood: X	No	No	No	2021	\$637,492	\$61,284	\$0	\$698,776
			WASTE WTR TREATMENT PLANT													
ISO Code: 6		23611 ROAD 196 LINDSAY CA 93247	Pct. Sprnkl: 0%													
			Stories: 1													
Lat: 36.218251		Lng. -119.136352														
48	G	WASTEWATER TREATMENT PLANT	352 SQ. FT.	Class: B	No	1982	2014	EQ: F	No	No	No	2020	\$107,844	\$104,220	\$0	\$212,064
			WASTE - PUMP STATION	ALL REINFORCED CONCRETE				Flood: X	No	No	No	2021	\$111,187	\$105,168	\$0	\$216,355
			WASTE WTR TREATMENT PLANT													
ISO Code: 6		23611 ROAD 196 LINDSAY CA 93247	Pct. Sprnkl: 0%													
			Stories: 1													
Lat: 36.218251		Lng. -119.136352														
48	H	WASTEWATER TREATMENT PLANT	750 SQ. FT.	Class: S	No	1979	2014	EQ: F	No	No	No	2020	\$115,929	\$30,149	\$0	\$146,078
			PUBLIC WORKS GARAGE	ALL STEEL				Flood: X	No	No	No	2021	\$119,523	\$30,423	\$0	\$149,946
			WASTE WATER TREATMENT PLAN													
ISO Code: 3		23611 ROAD 196 LINDSAY CA 93247	Pct. Sprnkl: 0%													
			Stories: 1													
Lat: 36.218251		Lng. -119.136352														
48	I	WASTEWATER TREATMENT PLANT	0 SQ. FT.	Class: S	No	1979	2014	EQ: F	No	No	No	2020	\$1,290,407	\$0	\$0	\$1,290,407
			PROCESS PIPING	ALL STEEL				Flood: B	No	No	No	2021	\$1,330,410	\$0	\$0	\$1,330,410
			PROCESS PIPING													
ISO Code: 3		23611 ROAD 196 LINDSAY CA 93247	Pct. Sprnkl: 0%													

**PEPIP-CA PROPERTY SCHEDULE  
 CITY OF LINDSAY (CSJVRMA)**

Includes B & M

Filter: Selected records

Real Property Trend Factor: 3.10%

Personal Property Trend Factor: 0.91%

February 19, 2021

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
Lat: 36.218251		Lng. -119.136352														
54		WATER TREATMENT PLANT	512 SQ. FT.	Class: C	No	1982	2014	EQ: F	No	No	No	2020	\$32,342	\$7,050	\$0	\$39,392
		CHEMICAL BUILDING	WATER - CHEMICAL BUILDING	MASONRY CONST/WOOD ROOF				Flood: B	No	No	No	2021	\$33,345	\$7,114	\$0	\$40,459
		729 EAST HONOLULU	WATER PLANT													
ISO Code: 2		LINDSAY CA 93247	Pct. Sprnkl: 0%													
		Stories: 1														
Lat: 36.203600		Lng. -119.082152														
57		WELL #14	30 SQ. FT.	Class: B	No	1980	2014	EQ: F	No	No	No	2020	\$208,038	\$0	\$0	\$208,038
		AVE 242 & ROAD 196	WATER - PUMPING STATION	ALL REINFORCED CONCRETE				Flood: B	No	No	No	2021	\$214,487	\$0	\$0	\$214,487
		LINDSAY CA 93247	AVENUE 242 WELL													
ISO Code: 6		Stories: 1	Pct. Sprnkl: 0%													
Lat: 36.133850		Lng. -119.081897		Geocode Notes: Could not map this address. Found: STREET												
58		WELL #15	30 SQ. FT.	Class: B	No	1980	2014	EQ: F	No	No	No	2020	\$2,380,968	\$0	\$261,000	\$2,641,968
		ROAD 188 & AVE 240	WATER - PUMPING STATION	ALL REINFORCED CONCRETE				Flood: B	No	No	No	2021	\$2,454,778	\$0	\$261,000	\$2,715,778
		LINDSAY CA 93247	ROAD 188 WELL													
ISO Code: 6		Stories: 1	Pct. Sprnkl: 0%													
Lat:		Lng.		Geocode Notes: Precision: ZIP Code												
59		McDermont Building	170,000 SQ. FT.	Class: S	Yes	2008	2019	EQ: F	No	No	No	2020	\$24,871,391	\$5,895,648	\$1,000,000	\$31,767,039
		Community Recreational Facility	McDermont Field House	ALL STEEL				Flood: X	No	No	No	2021	\$24,871,391	\$5,949,298	\$1,000,000	\$31,820,689
		365 North Sweet Briar Road														
ISO Code: 3		Lindsay CA 93247	Pct. Sprnkl: 100													
		Stories: 1														
Lat: 36.205352		Lng. -119.093042														
60		LIBRARY	6,733 SQ. FT.	Class: D	Yes	2009	2014	EQ: F	No	No	No	2020	\$1,238,286	\$0	\$131,000	\$1,369,286
		157 NORTH MIRAGE	LIBRARY	ALL COMB (WOOD FRAME)				Flood: X	No	No	No	2021	\$1,276,673	\$0	\$131,000	\$1,407,673
		LINDSAY CA 93247														
ISO Code: 4		Stories: 2	Pct. Sprnkl: 100													
Lat: 36.203709		Lng. -119.089169														

**PEPIP-CA PROPERTY SCHEDULE  
 CITY OF LINDSAY (CSJVRMA)**

Includes B & M

Filter: Selected records

Real Property Trend Factor: 3.10%

Personal Property Trend Factor: 0.91%

**February 19, 2021**

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
61		AQUATIC CENTER	39,050 SQ. FT.	Class: S	No	2009	2014	EQ: F	No	No	No	2020	\$2,572,289	\$171,243	\$0	\$2,743,532
		860 SEQUOIA AVENUE	AQUATIC CENTER	ALL STEEL				Flood: B-X	No	No	No	2021	\$2,652,030	\$172,801	\$0	\$2,824,831
		LINDSAY CA 93247	CONCESSIONS,													
		ISO Code: 3	Stories: 1	STORAGE-ALL IN ONE												
		Lat: 36.129786	Lng. -119.054135	CONNECTED BLDG												
			Pct. Sprnkl: 0%													
			Geocode Notes: Requested													
62		AQUATIC CENTER	700 SQ. FT.	Class: C	No	2009	2014	EQ: F	No	No	No	2020	\$592,101	\$0	\$0	\$592,101
		MECHANICAL BUILDING	POOL MECHANICAL BUILDING	MASONRY CONST/WOOD ROOF				Flood: B-X	No	No	No	2021	\$610,456	\$0	\$0	\$610,456
		860 SEQUOIA AVENUE	AQUATIC CENTER													
		ISO Code: 4	LINDSAY CA 93247	Pct. Sprnkl: 0%												
			Stories: 1													
		Lat: 36.21153	Lng. -119.096096													
63		Aquatic Center	16,800 SQ. FT.	Class: M	Yes	2011	2019	EQ: F	No	No	No	2020	\$8,000,000	\$234,949	\$30,000	\$8,264,949
		Wellness Center	Wellness & Aquatic Center	MIXED NON-COMB/COMB				Flood: B	No	No	No	2021	\$8,000,000	\$237,087	\$30,000	\$8,267,087
		860 Sequoia Avenue														
		ISO Code: 4	Lindsay CA 93247	Pct. Sprnkl: 100												
			Stories: 2													
		Lat: 36.21153	Lng. -119.096096													
68		WASTEWATER TREATMENT PLANT	16,620 SQ. FT.	Class: B	No	2004	2014	EQ: F	No	No	No	2020	\$3,501,249	\$0	\$0	\$3,501,249
		OXIDATION DITCH #2	WASTE - OXIDATION BASIN	ALL REINFORCED CONCRETE				Flood: B	No	No	No	2021	\$3,609,788	\$0	\$0	\$3,609,788
		ISO Code: 6	23611 ROAD 196	Pct. Sprnkl: 0%												
			LINDSAY CA 93247													
			Stories: 1													
		Lat: 36.218251	Lng. -119.136352													
69		SWEET BRIAR PLAZA	616 SQ. FT.	Class: C	No	1990	2014	EQ: F	No	No	No	2020	\$122,922	\$0	\$0	\$122,922
		RESTROOM BUILDING	PARK RESTROOM	MASONRY CONST/WOOD ROOF				Flood: B	No	No	No	2021	\$126,733	\$0	\$0	\$126,733
		195 NORTH SWEETBRIAR AVE														
		ISO Code: 2	LINDSAY CA 93247	Pct. Sprnkl: 0%												
			Stories: 1													
		Lat: 36.203293	Lng. -119.091924													

**PEPIP-CA PROPERTY SCHEDULE  
 CITY OF LINDSAY (CSJVRMA)**

Includes B & M

Filter: Selected records

Real Property Trend Factor: 3.10%

Personal Property Trend Factor: 0.91%

February 19, 2021

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
70		LIFT STATIONS	30 SQ. FT.	Class: B	No	1980	2014	EQ: F	No	No	No	2020	\$111,886	\$0	\$0	\$111,886
		LIFT STATION - HICKORY & PARKSIDE	WASTE - LIFT STATION	ALL REINFORCED CONCRETE				Flood: B	No	No	No	2021	\$115,354	\$0	\$0	\$115,354
ISO Code: 6		HICKORY & PARKSIDE	Pct. Sprinkl: 0%													
		LINDSAY CA 93247														
		Stories: 1														
Lat: 36.21786		Lng. -119.09152														
71		LIFT STATIONS	30 SQ. FT.	Class: B	No	1980	2014	EQ: F	No	No	No	2020	\$111,886	\$0	\$0	\$111,886
		LIFT STATION - SEQUOIA & MONTE VISTA	WASTE - LIFT STATION	ALL REINFORCED CONCRETE				Flood: B	No	No	No	2021	\$115,354	\$0	\$0	\$115,354
ISO Code: 6		SEQUOIA & MONTE VISTA	Pct. Sprinkl: 0%													
		LINDSAY CA 93247														
		Stories: 1														
Lat: 36.21786		Lng. -119.09152														
900		VEHICLES (9)	0 SQ. FT.	Class: V	No			EQ: F	No	No	No	2020	\$0	\$1,227,674	\$0	\$1,227,674
		VRS	RC, COMP & COLLISION	VEHICLES				Flood:	No	No	No	2021	\$0	\$1,227,674	\$0	\$1,227,674
		LINDSAY CA 93247	ON & OFF PREMISES													
		Stories: 0														
Lat:		Lng.	Geocode Notes: Precision: ZIP Code													

	Year	Real Property	Personal Property	BI / Rents	Totals		Year	Real Property	Personal Property	BI / Rents	Totals
<b>GRAND TOTALS:</b>	2020	\$65,421,324	\$10,791,016	\$1,437,000	\$77,649,340	<b>GRAND TOTALS:</b>	2021	\$66,430,376	\$10,878,043	\$1,437,000	\$78,745,419
<b>SPRINKLERED:</b>	2020	\$34,109,677	\$6,130,597	\$1,161,000	\$41,401,274	<b>SPRINKLERED:</b>	2021	\$34,148,064	\$6,186,385	\$1,161,000	\$41,495,449
<b>UNSPRINKLERED:</b>	2020	\$31,311,647	\$4,660,419	\$276,000	\$36,248,066	<b>UNSPRINKLERED:</b>	2021	\$32,282,312	\$4,691,658	\$276,000	\$37,249,970
<b>EARTHQUAKE:</b>	2020	\$0	\$0	\$0	\$0	<b>EARTHQUAKE:</b>	2021	\$0	\$0	\$0	\$0
<b>FLOOD:</b>	2020	\$0	\$0	\$0	\$0	<b>FLOOD:</b>	2021	\$0	\$0	\$0	\$0



SIGNED / ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



## SERVICE AGREEMENT TO OPERATE MCDERMONT FIELD HOUSE

This agreement to operate and manage McDermont Field House (“**Agreement**”) is made and entered into on December 30, 2017, by and between CITY OF LINDSAY, a municipal corporation, (referred to as “**CITY**”) whose address is 251 East Honolulu Street, Post Office Box 369 Lindsay, CA 93247 and MCDERMONT VENTURE, INC. (referred to as “**OPERATOR**”) whose address is 150 Monte Vista, Lindsay, CA 93247.

### RECITALS

- I. CITY is the owner of McDermont Field House (“**McDermont**”), a sports complex. CITY is seeking to contract the operations and management of McDermont.
- II. Operator is seeking to and agrees to provide operations and management services, hereinafter referred to as “operations”, for McDermont.
- III. CITY is seeking to contract with OPERATOR to operate and manage McDermont as a sports complex.
- IV. For valid consideration, CITY and OPERATOR wish to enter into an agreement. Pursuant to the agreement OPERATOR agrees to manage and operate McDermont pursuant to the following terms.

Therefore, in consideration of the mutual promises set forth below, CITY and OPERATOR agree as follows:

SECTION 1. CONTRACT SERVICES: OPERATOR hereby agrees to provide the following services and materials, in a timely manner as described in “Exhibit A”, Scope of Services, in connection with the above described operations.

SECTION 2. CONTRACT SERVICES: OPERATOR is responsible for all McDermont-related direct and indirect expenses, including, but not limited to, facility management, staffing, non-structural maintenance, utilities, upkeep, advertising, marketing, reinvestment, taxes (except property taxes).. OPERATOR will receive all McDermont-related revenues, such as membership fees, event rental fees, entrance fees, etc. generated by the use of or advertising at McDermont. OPERATOR will pay rent to CITY at the rate and frequency identified in “Exhibit B”, Compensation.

SECTION 3. TERM: The operations to be performed by OPERATOR will be commenced upon execution of this agreement but no earlier than January 1, 2018. The agreement shall be for a term of five years with two optional, five-year renewal terms, for a total possible term of fifteen (15) years starting January 1, 2018. Each renewal term requires the consent of both parties.

SECTION 4 - OPTION TO PURCHASE:

- a. OPERATOR shall have an option to purchase the real property known as McDermont Field House once an annual payment to the CITY exceeds one hundred thousand dollars (\$100,000).
- b. If OPERATOR elects to purchase the real property, a purchase price shall be established by an appraisal performed by the CITY in 2018, but in no circumstance shall the purchase price be less than any then-existing encumbrances on the real property.
- c. All annual payments of one hundred thousand dollars (\$100,000) or greater shall apply to the purchase price.
- d. Legal title shall not transfer until the entire purchase price has been paid by OPERATOR to the CITY.
- e. Should annual payments fall below one hundred thousand dollars (\$100,000) following an election by OPERATOR to purchase the property, then (1) OPERATOR shall be charged 5% annually on the amount owed to CITY (difference between the annual payment and the \$100,000 due), and (2) if the total outstanding amount exceeds \$50,000, then the CITY shall have the right to rescind not only this option to purchase, but also the entire services agreement. This provision is material and in recognition that the CITY is providing this funding mechanism without interest or additional payment. In such a circumstance, any payments towards the purchase price shall not be refunded.

SECTION 5. FAMILIARITY WITH PROJECT: OPERATOR certifies and agrees that it is fully familiar with all of the details of the project required to perform its services. OPERATOR agrees it will not rely upon any opinions and representations of CITY unless CITY is the only available source of said information.

SECTION 6. INDEPENDENT CONTRACTOR: It is expressly understood that OPERATOR is entering into this contract and will provide all services and materials required hereunder as an independent contractor and not as an employee of CITY. CITY shall act purely as a landlord and shall not be obligated to provide services in any manner.

SECTION 7. PROPERTY: This agreement is not intended to change ownership of property currently in use at McDermont, whether fixtures or chattels, however, new property purchased by OPERATOR shall be considered the sole property of OPERATOR.

SECTION 8. ENCUMBRANCES: OPERATOR shall not cause the real or personal property of CITY to be encumbered in any manner, including liens of any kind. Any such encumbrance shall be ground for immediate termination of this agreement.

SECTION 9. INSURANCE: OPERATOR specifically warrants that it will have in full force and effect, valid insurance covering:

- a. General Liability: Operator 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 two million dollars (\$2,000,000) per occurrence, four million dollars (\$4,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. Operator's general liability policies shall be primary and non-contributory, 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.
- b. Workers' Compensation: Operator shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Operator 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 Liability: Operator 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 one million dollars (\$1,000,000) per accident. If Operator owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

SECTION 10. INDEMNITY: Operator shall indemnify, defend, and hold harmless the City, its officers, employees, agents and volunteers ("City indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the Operator's performance of its obligations under this agreement or out of the operations conducted by Operator, including the City's active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Operator's performance of this agreement, the Operator shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

SECTION 11. PROTECTION OF FACILITY: Every part of the operations herein described shall be executed in a professional manner with competent, experienced personnel. OPERATOR hereby warrants that any materials prepared or alterations to the facility constructed under this agreement shall be fit for the intended use contemplated by the parties and in accordance with all building code regulations.

SECTION 12. ASSIGNMENT OF CONTRACT: It is acknowledged by the parties that CITY has entered into this contract with the express understanding that all work will be performed by OPERATOR. OPERATOR shall have the right to contract with food or other vendors to provide

specific services within the facility or at facility events, but shall not, without the written consent of CITY, assign, transfer, or sublet the global operations of the facility, nor assign any payments to others.

SECTION 13. AFFIRMATIVE ACTION: OPERATOR will not discriminate against any employee, or applicant for employment because of race, color, religion, gender, marital status, or national origin.

SECTION 14. CONFLICT TO INTEREST CODE: OPERATOR agrees to comply with the regulations of CITY'S "Conflict of Interest Code". Said code is in accordance with the requirements of the Political Reform Act of 1974.

- a. OPERATOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of service required hereunder. The term "conflict" shall include, as a minimum, the definition of a "conflict of interest" under the California Fair Political Practices Act and the City of Lindsay Conflict of Interest Code, as that term is applied to OPERATOR.

SECTION 15. TERMINATION:

CITY may terminate this agreement for cause with ninety (90) days' notice to OPERATOR. Just cause for termination exists when there has been a material breach in the agreement, such as a failure to provide service as stated herein, or as otherwise allowed by law. OPERATOR shall have 30 days from the date of the 90-day notice to mend the material breach, otherwise the termination shall happen on the 90<sup>th</sup> day.

OPERATOR may terminate this agreement upon <sup>thirty 30</sup> ~~ninety~~ (90) days' notice. *during the first year.*  
~~THIRTY~~ *ninety (90) days notice shall be required.*  
If this agreement is terminated during the initial term or an extension, CITY shall be entitled to its pro rata payment for the current year, calculated according to Exhibit B. *wz/la*

SECTION 16. ENTIRE AGREEMENT: This contract supersedes any and all other agreements, whether oral or in writing, between the parties with respect to the subject of this contract. This contract contains all of the covenants and agreements between the parties with respect to the subject of this contract, and each party acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any party except the covenants and agreements embodied in this contract. No agreement, statement, or promise not contained in this contract shall be valid or binding on the parties with respect to the subject of this contract.

SECTION 17. DISPUTES; VENUE: If either party initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of Tulare,

State of California. OPERATOR hereby waives any rights it might have to remove any such action pursuant to California Code of Civil Procedure Section 394.

SECTION 18. ATTORNEYS' FEES AND COSTS: If any legal action, including an action for declaratory relief, is brought to enforce or interpret the provisions of this contract, the prevailing party shall be entitled to recover reasonable attorneys' fees from the other party. These fees, which may be set by the court in the same action or in a separate action brought for that purpose, are in addition to any other relief to which the prevailing party may be entitled. This provision applies to the entire contract. Each party was represented by an attorney or had the opportunity to be represented by an attorney in the negotiation and execution of the agreement.

SECTION 19. GOVERNING LAW: The validity of this contract and each of its terms and provisions, as well as the rights and duties of the parties under this contract, shall be construed pursuant to and in accordance with the law of the State of California.

SECTION 20. NOTICES: All notices and other communications required under this Agreement shall be in writing, and shall be deemed to have been duly given on the date of service, if served personally on the agent for receipt of notice for the party to whom notice is to be given, or on the third (3rd) day after mailing, if mailed to the agent for receipt of notice for the party to whom notice is to be given by first class mail, postage prepaid, and properly addressed as set forth in this paragraph or at such other address as any party by like notice shall designate to the other party in writing. Notwithstanding the methods of notice specified in this paragraph, the parties may also give notice by use of facsimile transmission and/or electronic mail, provided such notice is within one day thereafter personally delivered or mailed to the agent for receipt of notice. The agents for receipt of notice are the respective counsel of record for the parties herein.

TO CITY OF LINDSAY:

251 East Honolulu Street,  
Post Office Box 369  
Lindsay, CA 93247

TO OPERATOR:

MCDERMONT VENTURE, INC.  
150 Monte Vista  
Lindsay, CA 93247

SECTION 21. SEVERABILITY: A breach of any provision of this contract shall not affect the right of any party to recover for any other breach of this contract. If any term of this contract is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the contract terms shall remain in full force and effect and shall not be affected.

SECTION 22. WAIVER: Waiver of any breach of this Agreement by any party hereto shall not constitute a continuing waiver, or a waiver of any other breach, of the same or any other provision of this Agreement.

SECTION 23. COUNTERPARTS: This Agreement may be executed in any number of counterparts, and each such counterpart shall be deemed to be an original instrument, and all of which together shall constitute but one and the same instrument.

SECTION 24. RECEIPT OF AGREEMENT: Each party acknowledges receipt of a full and complete copy of this Agreement. Each party acknowledges it has received and fully reviewed "Exhibit A" SCOPE OF SERVICE and "Exhibit B" COMPENSATION attached hereto.

OPERATOR, McDermont Ventures, Inc.

By: Clint W. Ashcraft  
Clint Ashcraft, CEO

CITY OF LINDSAY:

By: Bill Zigler  
Bill Zigler, City Manager

Date: 12-30-17

Date: 12/30/17

BOTH PARTIES RECOGNIZE THAT THIS IS A WORK IN PROGRESS. WE ENTER INTO THIS AGREEMENT WITH THE INTENT OF CREATING A SEAMLESS TRANSITION FROM PUBLIC TO PRIVATE OPERATION. BOTH PARTIES AGREE TO CONTINUE NEGOTIATION REGARDING APPRAISAL, PURCHASE OPTION AND USE OF CITY-OWNED VEHICLES FOR THE DURATION REQUIRED AT WHICH TIME A NEW CONTRACT, SUPERCEDING THIS WILL BE ENTERED INTO.

WZ / Ca

## Exhibit A

SCOPE OF SERVICE: OPERATOR shall assume all management and operational responsibilities and duties for the Complex including all direct and indirect costs, staffing, human resources, financial management, maintenance, repairs, applicable taxes and business license. OPERATOR shall have the right to expand, reduce, change or enhance activities at the Complex, as far as such changes comply with laws and building codes, to optimize and ensure the financial success of the Complex.

OPERATOR and CITY will meet monthly during the first year and quarterly in subsequent years to evaluate OPERATOR'S success and to review potential changes to the facility.

## Exhibit B

### COMPENSATION: OPERATOR shall compensate CITY:

- a. Payment of 50% of OPERATOR'S annual net profit (based on January 1 – December 31 year) is due on January 31<sup>st</sup> of the following year.  
Example: Net Profit in Calendar Year 2018 times 50% is due to CITY on January 31, 2019.
- b. Should payments exceed one hundred thousand dollars (\$100,000.00) in any year, in subsequent years the payment shall be the greater of one hundred thousand dollars (\$100,000.00) or fifty percent (50%) of the total net profits.

The CITY shall have access to OPERATOR'S financial records for review upon fifteen (15) days' notice.





# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**NUMBER** 22-34

**TITLE** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY APPROVING THE DECLARATION OF CERTAIN CITY OWNED PARCELS OF LAND LOCATED AT 365 NORTH SWEETBRIAR AVENUE AS SURPLUS LAND AND DIRECTING THE CITY MANAGER TO FOLLOW THE PROCEDURES SET FORTH IN THE SURPLUS LAND ACT FOR THE SALE OF SUCH PROPERTY

**MEETING** At a regularly scheduled meeting of the City of Lindsay City Council held on June 14, 2022, at 6:00 PM at 251 E. Honolulu Street, Lindsay, CA 93247

**WHEREAS**, under the Surplus Lands Act (SLA) Government Code section 54220 *et seq.* (the “Act”), surplus land is defined as “land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use”; and

**WHEREAS**, under the Act, real property owned by a local agency, including municipality such as the City of Lindsay (“City”), must be declared as “surplus land,” as supported by written findings prior to the local agency taking any action to dispose of it; and

**WHEREAS**, the agency must give written notice of its availability to any local public entity, including schools and park districts, within whose jurisdiction the property is located as well as to housing sponsors that have notified the State Department of Housing and Community Development (HCD) of their interest in surplus property; and

**WHEREAS**, the Act authorizes the local agency to sell surplus real properties in the manner prescribed therein; and

**WHEREAS**, the City of Lindsay owns certain real properties on 365 North Sweetbriar Avenue in Lindsay California 93247 identified by Assessor’s Parcel Number’s (APN’s) 205-294-011 and 205-294-015 (the “Surplus Property”); and

**WHEREAS**, the land is surplus to the needs of the City of Lindsay as it is not intended to be used for any governmental purpose or operations; and

**WHEREAS**, the City of Lindsay has determined it would be in the best interest of the City to dispose of the Surplus Property; and

**WHEREAS**, the current property operator has exercised their right to purchase the property per the premises set forth in the current service agreement, pending negotiations; and



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

**WHEREAS**, the City of Lindsay now desires to declare the Surplus Property as surplus land under the Act and to offer and initiate the sale of the Surplus Property, in accordance with the procedures under the Act.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LINDSAY DOES  
HEREBY RESOLVE AS FOLLOWS:**

- SECTION 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
- SECTION 2. The City of Lindsay further finds and declares the Surplus Property as surplus land under the Act, based on the written findings set forth below:
- A. The Surplus Property has been determined to be no longer needed by the City for any governmental purpose.
  - B. The City of Lindsay has no current or future plans to use the Surplus Property for any City work or operations or any other governmental purposes.
  - C. Therefore, the Surplus Property is not necessary for the City's use and qualify as surplus land under the Act.
- SECTION 3. The City Council of the City of Lindsay hereby authorizes and directs the City Manager or his designee to send written notices of availability ("NOA") and offer the Surplus Property for sale to each of the public agencies and entities listed in Government Code section 54222, and to negotiate the terms of a proposed sale of the Surplus Property with any such agency or entity that responds to the NOA, and to otherwise dispose of the Surplus Property in a manner consistent with the procedures of the Act.
- SECTION 4. The City intends to engage in good faith efforts with the current operator per the premises set forth in the service agreement.
- SECTION 5. If none of the public agencies or entities listed in Government Code section 54222 offer to purchase the Surplus Property, or if the City and a public agency or entity listed in Government Code section 54222 do not reach an agreement on the terms and conditions of purchase/sale, then the City intends to formerly offer the Property for sale to the general public and thereafter negotiate a sale in compliance with the requirements and procedures under the Act.
- SECTION 6. Any proposed agreement for the sale of the Surplus Property shall ultimately be subject to the approval of the City Council of the City of Lindsay.
- SECTION 7. The City Manager or his designee is authorized to enter into an agreement subject to City Council approval as to form regarding the terms and conditions of purchase/sale.



## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINDSAY

---

SECTION 8. The disposal of the Surplus Property is exempt from environmental review under the California Environmental Quality Act (“CEQA”) pursuant to California Code of Regulation (CCR), Title 14, section 15312. However, if development were to be proposed on the Surplus Property by a subsequent buyer, then that development would be reviewed as may be applicable by CEQA or CCR Title 14.

SECTION 9. This Resolution shall immediately take effect upon passage.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Lindsay as follows:

MEETING DATE	June 14, 2022
MOTION	
SECOND MOTION	
AYES	
ABSENT	
ABSTAIN	
NAYS	

CERTIFICATION OF THE FOREGOING RESOLUTION AS FULL, TRUE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LINDSAY AS DETAILED.

---

FRANCESCA QUINTANA  
CITY CLERK

---

RAMONA CAUDILLO  
MAYOR



## STAFF REPORT

TO: Lindsay City Council  
FROM: Megan Dodd, City Attorney  
DEPARTMENT: City Attorney's Office  
ITEM NO.: 12.3  
MEETING DATE: June 14, 2022

### ACTION & RECOMMENDATION

Consider the Approval of **Resolution of Necessity 2022-001**, A Resolution of Necessity of the City of Lindsay Authorizing Condemnation for Real Property in the City of Lindsay, County of Tulare, State of California by the City of Lindsay.

### BACKGROUND | ANALYSIS

The attached "Resolution of Necessity" is necessary for the City to acquire part of the property located at 122 E. Honolulu Street, Lindsay, CA 93247. ("Property").

The Property at issue was one of the downtown sites that was affected by a fire. To date, the Property has not been cleaned up from the fire, and has resulted in a safety hazard as well as blight in the downtown area due to the debris. Acquiring the Property is necessary in order to improve downtown blight as well as remedy the safety hazard that currently exists at the Property.

The City has had the Property appraised and based on that appraisal made an offer to the Property owner. The Property owner has not responded to the offer at the time of writing this staff report.

In order to improve the blight and remedy the safety hazards at the Property, the City must proceed to acquire the Property by eminent domain. Before starting a formal eminent domain proceeding in the court system if an agreement cannot be reached, the City must adopt a "resolution of necessity" ("RON"). In order to adopt the RON, Council is required to find:

- 1) The public interest and necessity require the project for which the property is being acquired;
- 2) The project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury;
- 3) The property is necessary for the project; and
- 4) The offer under Gov. Code section 7267.2 has been made or the owner cannot be located with reasonable diligence.
- 5) Identify the project;
- 6) The City has complied with CEQA for the project.



## **STAFF REPORT**

Also required by the Government Code is a hearing on the RON which will occur at this time. During the hearing, the landowner will have an opportunity to address the Council on the proposed resolution.

The landowners were provided written notice of the hearing on May 19, which is enclosed in this report.

### **Environmental Review:**

California Environmental Quality Act (CEQA) Article 19 Section 15301 identifies "Existing Facilities," which includes restoration or rehabilitation of deteriorated or damaged structures, as Categorically exempt. A draft Notice of Exemption has been prepared.

### **FISCAL IMPACT**

The cost to the City for the processing of this action will be absorbed within the existing budget for staff and legal expenses.

### **ATTACHMENTS**

- Resolution of Necessity 2022-001
- Notice Sent to Salvador Perez
- Notice of Exemption

RESOLUTION OF NECESSITY OF THE CITY OF LINDSAY AUTHORIZING  
CONDEMNATION FOR REAL PROPERTY IN THE CITY OF LINDSAY, COUNTY  
OF TULARE, STATE OF CALIFORNIA BY THE CITY OF LINDSAY

**Salvador Perez, 122 E. Honolulu St., Lindsay, CA 93247**  
**APN: 205-236-013**

RON 2022-001

**WHEREAS**, it appears necessary and desirable that the City of Lindsay (hereinafter “City”), acquire fee title to a portion of real property commonly known as 122 E. Honolulu St., Lindsay, California, which is more particularly described as set forth in Exhibit “1” (the “Property”); and

**WHEREAS**, the project for this resolution is the acquisition of fee title to the Property, to clean up the Property which has been damaged by a fire in order to improve blight in the City’s downtown and to remove all safety hazards that have resulted from debris not being cleaned up at the Property; and

**WHEREAS**, a Notice of Hearing on the Intent of the City Council of the City of Lindsay (hereinafter “Council”) to Adopt the Resolution of Necessity, a copy of which was presented to the Council in the accompanying staff report to this Resolution and incorporated herein, was mailed to the record owner of the Property in accordance with California Code of Civil Procedure section 1245.235(a) and (b). The Notice of Hearing advised the property owner of its right to be heard on the matters referred to therein on the date and at the time and place stated therein; and

**WHEREAS**, the hearing set out in the Notice of Hearing was held on June 14, 2022 at the time and place stated therein, and all interested parties were given an opportunity to be heard, and the hearing was then closed and the matter considered by the Council, all as required by law; and

**WHEREAS**, this Council has received and considered all relevant factors and evidence, including, but not limited to, the staff report accompanying this Resolution and matters referenced therein; facts which are otherwise commonly known, judicially noticeable and matters of public record; and all other relevant and proper evidence offered at the hearing by staff, the affected property owner, and others who appeared and/or were heard.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LINDSAY, BY A VOTE OF NOT LESS THAN 2/3 OF ITS MEMBERS, DECLARES, FINDS, AND RESOLVES AS FOLLOWS:**

SECTION 1. The foregoing recitals are true and correct and, by this reference, incorporated herein as if set forth in full. The staff report on this Resolution of Necessity and all Attachments to this Resolution are incorporated by reference.

RESOLUTION OF NECESSITY NO. 2022-001  
Page 1 of 3

- SECTION 2. The City is authorized to acquire the Property for the Project by eminent domain proceedings pursuant to Section 37350.5 of the Government Code of California.
- SECTION 3. The Property to be acquired is generally located at 122 E. Honolulu St. in the City of Lindsay, County of Tulare, State of California. The extent of the Property to be taken consists of that certain real property hereinafter described in the legal description attached as Exhibit “1”.
- SECTION 4. Based on all evidence presented in this matter, the Council specifically finds and determines that:
- a. The public interest and necessity require the proposed Project.
  - b. The proposed Project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury.
  - c. The Property as described is necessary for the proposed Project.
  - d. The offer required by Section 7267.2 of the Government Code has been made to the identified and known owners of record of the Property
  - e. The City has complied with all conditions and statutory requirements necessary to exercise the power of eminent domain (“right to take”) to acquire the portion of the Property described herein.
  - f. The City has fully complied with all provisions of the California Environmental Quality Act for the Project.
  - g. The portion or interest in the Property, including any improvements thereon, which are authorized to be acquired by this Resolution, is as delineated on the said attached exhibits, being real property completely situated within the territorial boundaries of the City.
- SECTION 5. The City plans that the date of use of the Property for the Project will be within seven years from the date the complaint for eminent domain proceedings is filed.
- SECTION 6. The City Attorney of the City of Lindsay is authorized and directed to institute and conduct to conclusion in the name of the City, proceedings in eminent domain. The proceedings are to be in accordance with the provisions of the Constitution of California and the Code of Civil Procedure in order to acquire in the name of the City a fee simple estate in the Property herein described and such other interests as may be necessary for construction and operation of the Project. This Council finds and determines the public interest, necessity, and welfare require prejudgment possession of the property as soon as the same may be

lawfully obtained. The City Attorney is authorized and directed to obtain such possession.

SECTION 7. The Director of Finance of the City is authorized to pay, out of funds authorized or received, for the acquisition of the Property, for prejudgment possession of the Property, and for all other costs and expenses of acquisition, including, but not limited to, final compensation for the take and all fees and costs charged for City services in connection with this litigation.

SECTION 8. The City Manager and/or City Attorney are hereby authorized, without further action of this Council, to enter into any settlement regarding acquisition of the Property by way of agreement and/or stipulation so long as the settlement is based upon approved evidence and appraisal opinion.

**PASSED AND ADOPTED** by the City Council of the City of Lindsay as follows:

MEETING DATE	June 14, 2022
MOTION	
SECOND MOTION	
AYES	
ABSENT	
ABSTAIN	
NAYS	

CERTIFICATION OF THE FOREGOING RESOLUTION AS FULL, TRUE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LINDSAY AS DETAILED.

---

FRANCESCA QUINTANA  
CITY CLERK

---

RAMONA CAUDILLO  
MAYOR



## **EXHIBIT 1**

### **Legal Description**

#### Parcel One:

The Easterly 50 feet of the Westerly 75 feet of Lots 30, 31, and 32 and the Westerly 75 feet of Lots 27, 28, and 29 in Block 16 of the City of Lindsay, in the County of Tulare, State of California, as per map recorded in Book 17 of Maps, Page 57.

#### Parcel Two:

An easement for an alleyway over the Southerly 12 feet of the Easterly 75 feet of Lot 27 in Block 16, in the City of Lindsay, as per map recorded in Book 17 of Maps, Page 75 in the Office of the County Recorder of said County, as granted to W. Roy Bledsoe and Kate B. Bledsoe, husband and wife, as joint tenants, by Deed recorded December 22, 1939 in Book 882, Page 17 of Official Records, Document No. 18133.

Robert M. Dowd\*  
Robert W. Gin\*†  
Jeffrey L. Levinson\*  
Raymond L. Carlson  
Ty N. Mizote\*  
Michael R. Johnson\*  
Mario U. Zamora\*  
Megan N. Dodd  
Christina G. Di Filippo  
Luke V. Stempniak

\*A Professional Corporation  
†Of Counsel

# GRISWOLD LASALLE

COBB DOWD & GIN LLP

A California Limited Liability Partnership including Professional Corporations

111 E. SEVENTH STREET  
HANFORD, CA 93230

Telephone: (559) 584-6656  
www.griswoldlasalle.com  
Facsimile: (559) 421-2065  
dodd@griswoldlasalle.com

Lyman D. Griswold  
(1914-2000)

Michael E. LaSalle  
(Retired)

Steven W. Cobb  
(1947-1993)

Jim D. Lee  
(Retired)

May 19, 2022

**VIA U.S. MAIL ONLY**

Salvador Perez  
186 Emily Forest Way  
Pendergrass, GA 30567

Re: *122 E. Honolulu St., Lindsay, CA 93247*

Dear Salvador:

Pursuant to Government Code section 7267 et seq., the City of Lindsay ("City") made an offer to acquire property known as APN 205-236-013-000 and described in the enclosed formal offer letter dated April 6, 2022 for the amount of \$1. This amount was determined based on an appraisal done on the property, which is enclosed with this letter.

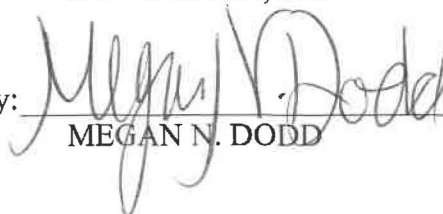
The City has not received any communication or correspondence with you since the formal offer was sent. In order to clean up the property, which has become a safety hazard in the City's downtown, the City needs to complete the acquisition of your property as soon as possible. If an agreement cannot be reached soon, the City will exercise its right to begin the eminent domain process.

**Please be advised that if an agreement cannot be reached, the City of Lindsay will hold a hearing on June 14, 2022 at 6:00 P.M. in the City Council Chambers located at 251 East Honolulu Street, Lindsay, CA 93247, to consider the adoption of a resolution of necessity for the required property rights. You have a right to be heard at the hearing, if you notify our office within (15) days of the date of this correspondence. The City is willing to continue working on this issue up to the meeting time identified above.**

Please do not hesitate to contact our office if you have any questions.

Sincerely,

GRISWOLD, LaSALLE, COBB,  
DOWD & GIN, LLP

By:   
MEGAN N. DODD

Enclosures  
MND\sv

# Notice of Exemption

Form D

To:  Office of Planning and Research  
PO Box 3044, 1400 Tenth Street, Room 212  
Sacramento, CA 95812-3044

From: (Public Agency) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Address)

County Clerk  
County of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location - Specific: \_\_\_\_\_

Project Location – City: \_\_\_\_\_ Project Location – County: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Name of Public Agency Approving Project: \_\_\_\_\_

Name of Person or Agency Carrying Out Project: \_\_\_\_\_

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: \_\_\_\_\_
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt: [15301 identifies “Existing Facilities,” which includes restoration or rehabilitation of deteriorated or damaged structures, as Categorically exempt.](#)

Lead Agency

Contact Person: \_\_\_\_\_ Area Code/Telephone/Extension: \_\_\_\_\_

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

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

- Signed by Lead Agency
- Signed by Applicant

Date received for filing at OPR: \_\_\_\_\_



## STAFF REPORT

TO: Lindsay City Council  
FROM: Megan Dodd, City Attorney  
DEPARTMENT: City Attorney's Office  
ITEM NO.: 12.4  
MEETING DATE: June 14, 2022

### ACTION & RECOMMENDATION

Consider the Approval of **Resolution of Necessity 2022-002**, A Resolution of Necessity of the City of Lindsay Authorizing Condemnation for Real Property in the City of Lindsay, County of Tulare, State of California by the City of Lindsay.

### BACKGROUND | ANALYSIS

The attached "Resolution of Necessity" is necessary for the City to acquire part of the property located at 100 E. Honolulu Street, Lindsay, CA 93247. ("Property").

The Property at issue was one of the downtown sites that was affected by a fire. To date, the Property has not been cleaned up from the fire, and has resulted in a safety hazard as well as blight in the downtown area due to the debris. Acquiring the Property is necessary in order to improve downtown blight as well as remedy the safety hazard that currently exists at the Property.

The City has had the Property appraised and based on that appraisal made an offer to the Property owner. The Property owner has not responded to the offer at the time of writing this staff report.

In order to improve the blight and remedy the safety hazards at the Property, the City must proceed to acquire the Property by eminent domain. Before starting a formal eminent domain proceeding in the court system if an agreement cannot be reached, the City must adopt a "resolution of necessity" ("RON"). In order to adopt the RON, Council is required to find:

- 1) The public interest and necessity require the project for which the property is being acquired;
- 2) The project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury;
- 3) The property is necessary for the project; and
- 4) The offer under Gov. Code section 7267.2 has been made or the owner cannot be located with reasonable diligence.
- 5) Identify the project;
- 6) The City has complied with CEQA for the project.



## **STAFF REPORT**

Also required by the Government Code is a hearing on the RON which will occur at this time. During the hearing, the landowner will have an opportunity to address the Council on the proposed resolution.

The landowners were provided written notice of the hearing on May 19, which is enclosed in this report.

### **Environmental Review:**

California Environmental Quality Act (CEQA) Article 19 Section 15301 identifies “Existing Facilities,” which includes restoration or rehabilitation of deteriorated or damaged structures, as Categorically exempt. A draft Notice of Exemption has been prepared.

### **FISCAL IMPACT**

The cost to the City for the processing of this action will be absorbed within the existing budget for staff and legal expenses.

### **ATTACHMENTS**

- Resolution of Necessity 2022-002
- Notice Sent to Jose Cabrera
- Notice of Exemption

RESOLUTION OF NECESSITY OF THE CITY OF LINDSAY AUTHORIZING  
CONDEMNATION FOR REAL PROPERTY IN THE CITY OF LINDSAY, COUNTY  
OF TULARE, STATE OF CALIFORNIA BY THE CITY OF LINDSAY

**Jose Cabrera, 100 E. Honolulu St., Lindsay, CA 93247**  
**APN: 205-236-014**

RON 2022-002

**WHEREAS**, it appears necessary and desirable that the City of Lindsay (hereinafter “City”), acquire fee title to a portion of real property commonly known as 100 E. Honolulu St., Lindsay, California, which is more particularly described as set forth in Exhibit “1” (the “Property”); and

**WHEREAS**, the project for this resolution is the acquisition of fee title to the Property, to clean up the Property which has been damaged by a fire in order to improve blight in the City’s downtown and to remove all safety hazards that have resulted from debris not being cleaned up at the Property; and

**WHEREAS**, a Notice of Hearing on the Intent of the City Council of the City of Lindsay (hereinafter “Council”) to Adopt the Resolution of Necessity, a copy of which was presented to the Council in the accompanying staff report to this Resolution and incorporated herein, was mailed to the record owner of the Property in accordance with California Code of Civil Procedure section 1245.235(a) and (b). The Notice of Hearing advised the property owner of its right to be heard on the matters referred to therein on the date and at the time and place stated therein; and

**WHEREAS**, the hearing set out in the Notice of Hearing was held on June 14, 2022 at the time and place stated therein, and all interested parties were given an opportunity to be heard, and the hearing was then closed and the matter considered by the Council, all as required by law; and

**WHEREAS**, this Council has received and considered all relevant factors and evidence, including, but not limited to, the staff report accompanying this Resolution and matters referenced therein; facts which are otherwise commonly known, judicially noticeable and matters of public record; and all other relevant and proper evidence offered at the hearing by staff, the affected property owner, and others who appeared and/or were heard.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LINDSAY, BY A VOTE OF NOT LESS THAN 2/3 OF ITS MEMBERS, DECLARES, FINDS, AND RESOLVES AS FOLLOWS:**

SECTION 1. The foregoing recitals are true and correct and, by this reference, incorporated herein as if set forth in full. The staff report on this Resolution of Necessity and all Attachments to this Resolution are incorporated by reference.

RESOLUTION OF NECESSITY NO. 2022-02  
Page 1 of 3

- SECTION 2. The City is authorized to acquire the Property for the Project by eminent domain proceedings pursuant to Section 37350.5 of the Government Code of California.
- SECTION 3. The Property to be acquired is generally located at 100 E. Honolulu St. in the City of Lindsay, County of Tulare, State of California. The extent of the Property to be taken consists of that certain real property hereinafter described in the legal description attached as Exhibit "1".
- SECTION 4. Based on all evidence presented in this matter, the Council specifically finds and determines that:
- a. The public interest and necessity require the proposed Project.
  - b. The proposed Project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury.
  - c. The Property as described is necessary for the proposed Project.
  - d. The offer required by Section 7267.2 of the Government Code has been made to the identified and known owners of record of the Property
  - e. The City has complied with all conditions and statutory requirements necessary to exercise the power of eminent domain ("right to take") to acquire the portion of the Property described herein.
  - f. The City has fully complied with all provisions of the California Environmental Quality Act for the Project.
  - g. The portion or interest in the Property, including any improvements thereon, which are authorized to be acquired by this Resolution, is as delineated on the said attached exhibits, being real property completely situated within the territorial boundaries of the City.
- SECTION 5. The City plans that the date of use of the Property for the Project will be within seven years from the date the complaint for eminent domain proceedings is filed.
- SECTION 6. The City Attorney of the City of Lindsay is authorized and directed to institute and conduct to conclusion in the name of the City, proceedings in eminent domain. The proceedings are to be in accordance with the provisions of the Constitution of California and the Code of Civil Procedure in order to acquire in the name of the City a fee simple estate in the Property herein described and such other interests as may be necessary for construction and operation of the Project. This Council finds and determines the public interest, necessity, and welfare require prejudgment possession of the property as soon as the same may be

lawfully obtained. The City Attorney is authorized and directed to obtain such possession.

SECTION 7. The Director of Finance of the City is authorized to pay, out of funds authorized or received, for the acquisition of the Property, for prejudgment possession of the Property, and for all other costs and expenses of acquisition, including, but not limited to, final compensation for the take and all fees and costs charged for City services in connection with this litigation.

SECTION 8. The City Manager and/or City Attorney are hereby authorized, without further action of this Council, to enter into any settlement regarding acquisition of the Property by way of agreement and/or stipulation so long as the settlement is based upon approved evidence and appraisal opinion.

**PASSED AND ADOPTED** by the City Council of the City of Lindsay as follows:

MEETING DATE	June 14, 2022
MOTION	
SECOND MOTION	
AYES	
ABSENT	
ABSTAIN	
NAYS	

CERTIFICATION OF THE FOREGOING RESOLUTION AS FULL, TRUE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LINDSAY AS DETAILED.

\_\_\_\_\_  
FRANCESCA QUINTANA  
CITY CLERK

\_\_\_\_\_  
RAMONA CAUDILLO  
MAYOR



## **EXHIBIT 1**

### **Legal Description**

The Westerly 25 feet of Lots 30, 31, and 32 in Block 16 of the City of Lindsay, County of Tulare, State of California, as per map recorded in Book 2, Page 91 of Maps, in the Office of the County Recorder of said County.

Robert M. Dowd\*  
Robert W. Gin\*†  
Jeffrey L. Levinson\*  
Raymond L. Carlson  
Ty N. Mizote\*  
Michael R. Johnson\*  
Mario U. Zamora\*  
Megan N. Dodd  
Christina G. Di Filippo  
Luke V. Stempniak

\*A Professional Corporation  
†Of Counsel

GRISWOLD  
LASALLE  
COBB DOWD & GIN LLP

A California Limited Liability Partnership including Professional Corporations

111 E. SEVENTH STREET  
HANFORD, CA 93230

Telephone: (559) 584-6656  
www.griswoldlasalle.com  
Facsimile: (559) 421-2065  
dodd@griswoldlasalle.com

Lyman D. Griswold  
(1914-2000)

Michael E. LaSalle  
(Retired)

Steven W. Cobb  
(1947-1993)

Jim D. Lee  
(Retired)

May 19, 2022

VIA U.S. MAIL ONLY

Jose Cabrera  
100 E. Honolulu St.  
Lindsay, CA 93247

Re: *100 E. Honolulu St., Lindsay, CA 93247*

Dear Jose:

Pursuant to Government Code section 7267 et seq., the City of Lindsay ("City") made an offer to acquire property known as APN 205-236-014-000 and described in the enclosed formal offer letter dated April 8, 2022 for the amount of \$1. This amount was determined based on an appraisal done on the property, which is enclosed with this letter.

The City has not received any communication or correspondence with you since the formal offer was sent. In order to clean up the property, which has become a safety hazard in the City's downtown, the City needs to complete the acquisition of your property as soon as possible. If an agreement cannot be reached soon, the City will exercise its right to begin the eminent domain process.

**Please be advised that if an agreement cannot be reached, the City of Lindsay will hold a hearing on June 14, 2022 at 6:00 P.M. in the City Council Chambers located at 251 East Honolulu Street, Lindsay, CA 93247, to consider the adoption of a resolution of necessity for the required property rights. You have a right to be heard at the hearing, if you notify our office within (15) days of the date of this correspondence. The City is willing to continue working on this issue up to the meeting time identified above.**

Please do not hesitate to contact our office if you have any questions.

Sincerely,

GRISWOLD, LaSALLE, COBB,  
DOWD & GIN, LLP

By:   
MEGAN N. DODD

Enclosures  
MND\sv

# Notice of Exemption

Form D

To:  Office of Planning and Research  
PO Box 3044, 1400 Tenth Street, Room 212  
Sacramento, CA 95812-3044

From: (Public Agency) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Address)

County Clerk  
County of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location - Specific: \_\_\_\_\_

Project Location – City: \_\_\_\_\_ Project Location – County: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Name of Public Agency Approving Project: \_\_\_\_\_

Name of Person or Agency Carrying Out Project: City of Lindsay

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: (CEQA) Article 19 Section 15301.
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt: 15301 identifies "Existing Facilities," which includes restoration or rehabilitation of deteriorated or damaged structures, as Categorically exempt.

Lead Agency

Contact Person: Curtis Cannon Area Code/Telephone/Extension: 559-562-7102 ext. 8041

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: 6/14/22 Title: Planning Manager

- Signed by Lead Agency
  - Signed by Applicant
- Date received for filing at OPR: \_\_\_\_\_