

The City of Hanford
CALIFORNIA



City Council Meeting Agenda

February 4, 2020
7:00 PM – Regular Meeting
Council Chambers
400 N. Douty St.

5:30 PM CALL TO ORDER STUDY AND CLOSED SESSION:

ROLL CALL BY CITY CLERK:

PUBLIC COMMENT:

*Comments from the public are limited to items listed on the agenda (GC 54954.3a). A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

STUDY SESSION:

- A. Presentation and Council Discussion of proposed Reorganization of the Public Works Department

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. CONFERENCE WITH LEGAL COUNSEL - LABOR NEGOTIATIONS (GC 54957.6)

Agency Designated Representatives: Mario Cifuentez, Sarah Cardoza, Paula Lofgren, and Ty Mizote
Employee Organizations: Hanford Police Officers Association (HPOA); Hanford Firefighters Local 3898 (IAFF); Hanford General Employees Management Association (GEMA); Service Employee International Union Local 521 (SEIU)

- B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (GC 54956.9(d)(1))

Sara Perez v. City of Hanford
Kings County Case No.: 17C0335

Sam You v. City of Hanford
Kings County Case No.: 19C0292

Cesar Pimentel v. Mark Carrillo and Alfred Rivera
Eastern District Case No.: 1:19-cv-1088

C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (GC 54956.9(d)(2))

One potential case

D. CONFERENCE WITH LEGAL COUNSEL - REAL PROPERTY NEGOTIATIONS (GC 54956.8)

Property: 122 E. Eighth St. and 128 E. Eighth St. (APN 010-276-006, 010-276-008)

Agency Negotiators: Mario Cifuentez, Darlene Mata, and Ty Mizote

Negotiating Party: William and Maryan Grimm

Property: APNs 028-310-005, 028-240-008, 028-240-018, 028-240-019, 028-240-020, 028-240-021

Agency Negotiators: Mario Cifuentez, Ty Mizote

Negotiating Party: AG Green Farming

CALL TO ORDER REGULAR SESSION:

ROLL CALL:

INVOCATION:

FLAG SALUTE:

CLOSED SESSION ACTION REPORT:

RECOGNITIONS/PROCLAMATIONS:

A. Police: Badge Pinning

Officer Luis Villela

Officer Jacob Fogal

STAFF COMMUNICATIONS:

PUBLIC COMMENT:

*This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Hanford City Council. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes, or to comment on any item on the agenda. Comments related to Public Hearing items will be heard at the time the item is discussed. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and city of residence.*

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

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- A. City Clerk: Approval of the minutes from the City Council Meeting held on December 17, 2019.
- B. City Clerk: Approval of the minutes from the City Council Meeting held on January 7, 2020.
- C. City Clerk: Approval of the minutes from the City Council Meeting held on January 21, 2020.
- D. Administration: Approval of Memorandum of Understanding with the Service Employees International Union (SEIU Local 521) with changes to be effective from July 1, 2019 to June 30, 2022.
- E. Administration: Approval of the Memorandum of Understanding (MOU) with the Hanford Police Officers Association (HPOA) with changes to wages, benefits and other working conditions, effective from July 1, 2019 to June 30, 2022.
- F. Community Development: Adoption of Resolution 20-03-R supporting an Application for Funding from the State of California Department of Housing and Community Development CalHome Program for First-Time Homebuyer Mortgage Assistance and Owner-Occupied Rehabilitation.
- G. Utilities and Engineering: That the City Council, by motion, approve a Notice of Completion for the 12th Avenue Resurfacing, Hanford-Armona Rd. to Springcrest St. Project at a final project cost of \$561,360.21, and authorize the Mayor to execute and the City Clerk to attest and file said Notice with the Kings County Recorder's Office.
- H. Utilities and Engineering: That the City Council, by motion, approve a Notice of Completion for the FY 18/19 Single & Double Fiberized Micro Surface Project at a final project cost of \$1,616,658.24, and authorize the Mayor to execute and the City Clerk to attest and file said Notice with the Kings County Recorder's Office.
- I. Finance: Warrant Register.

GENERAL BUSINESS:

- A. Utilities and Engineering: That the City Council, by motion award a contract to David A. Bush, Inc., of Hanford, CA for the Civic Park Bathroom Renovation Project, in the amount of \$173,000.00, establish a construction contingency of \$17,000 for this project, and approve an additional appropriation of \$75,000 from the Accumulated Capital Outlay Fund.

COUNCIL REPORTS/COMMENTS:

- A. Council Comments

COUNCIL FUTURE AGENDA ITEMS:

Upcoming Dates

February 5 through 7: City Managers' Conference in Napa

February 13: League of California Cities - South San Joaquin Valley Division General Membership Meeting in Fowler @ 6:00 p.m.

February 17: Holiday - Office Closed

February 18: City Council Meeting

February 19: City & County Coordinating Meeting hosted at the Kings County Government Center Multipurpose Room @ 6:00 p.m.

February 21: City Council Special Meeting for Goals and Objectives Planning

March 4: City Council Meeting

March 18: City Council Meeting

A. Council Future Agenda Items

ADJOURNMENT:

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available to public inspection in the City Clerk's Office located at 319 N. Douty Street, Hanford, California 93230, during normal business hours. Such agendas are also available at the city's website, www.cityofhanfordca.com subject to staff's ability to post the agenda before the meeting.

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's office, 559-585-2515, 319 N. Douty Street, Hanford, California 93230, at least 2 days prior to the meeting {28 CFR 35.102.35.104 ADA Title II}



AGENDA STAFF REPORT

MEETING DATE: 2/4/2020

AGENDA SECTION: A

SUBJECT:

Presentation and Council Discussion of proposed Reorganization of the Public Works Department

RECOMMENDATION:

That Council review the proposed reorganization of the Public Works and Utilities & Engineering Departments and provide feedback to the City Manager on any of the proposed elements.

BACKGROUND:

With the announcement of the retirement of the City's Public Works Director in December, there became a need to look at the current structure of Public Works and other City operations that may be affected. After a great deal of discussion and consideration among the affected department heads, and including the participation of the City Manager and the Human Resources Manager, a set of organizational changes are being implemented by the City Manager and presented tonight for Council's review:

- An overview of the proposed restructuring of the Public Works and Utilities & Engineering Departments;
- Pending reappointment of the New Public Works department head position;
- The creation of a Deputy Public Works Director position; and
- Review of the related organizational changes.

These changes directly affect primarily the departments of Public Works, Public Utilities, and the newly formed Parks and Community Services. The changes are generally adjustments to reporting relationships and improved alignment of functions within departments. There are no reductions of workforce proposed, nor are the daily tasks and operations within divisions and working groups significantly impacted. The only action requiring formal Council action will happen at the next Council meeting,. Only one element of the plan requires formal ratification by the City Council. Per State Law, which is the re-assignment/appointment of the Public Utilities Director to the Public Works Director position, as all appointments of executive level

positions must be approved in a General Business session of the City Council

The scope of changes are described below and shown on the attached charts. Functions and divisions are aligned to better work with one another and better serve the public. It is the intent of these changes to better focus the utility divisions under one Deputy Director and leave the remaining divisions under the general direction of the Public Works Director.

Attached is a functional organization chart depicting the City department structure AFTER the proposed changes are put into effect. Not all changes will be made immediately, but have been prioritized and scheduled to best meet the needs of each department and in recognition of significant projects currently underway that should not be interrupted. Not all changes involve a physical move of divisions or their employees, though some do.

Public Utilities -

- Eliminate the Public Utilities Department and move all assigned divisions under the Public Works Department.
- Eliminate the Director position and create a Deputy Director of Public Works to oversee the divisions of Utilities, WasteWater and Refuse and recruit for that vacant position. The Deputy Public Works Director position will have a salary a monthly salary range of \$8,818.00 to \$10,768.00.

Public Works -

- Reassign the current Public Utilities Director, John Doyel, to be the new Public Works Director. John has an extensive public works and engineering background and will assume overall responsibility for this department. The Public Works Director position will remain classified at its current salary range, with a monthly salary range of \$10,367.00 to \$12,661.00, no change in salary for the employee.
- The Engineering functions related to project management, capital improvement projects, and surveying will remain under John Doyel within the new Public Works organizational structure. These divisions are already housed at the Corp Yard and, therefore, will not involve any physical moves or change in reporting structure.

FISCAL IMPACT:

Approximately \$23,000 per year in Salary and Benefits savings, when calculating salaries at the top step. Given that the current Director is retiring from the top step and a Deputy Director would be coming in at the mid step, at most, the actual savings in the first few years would be greater than the \$23,000.

ATTACHMENTS:

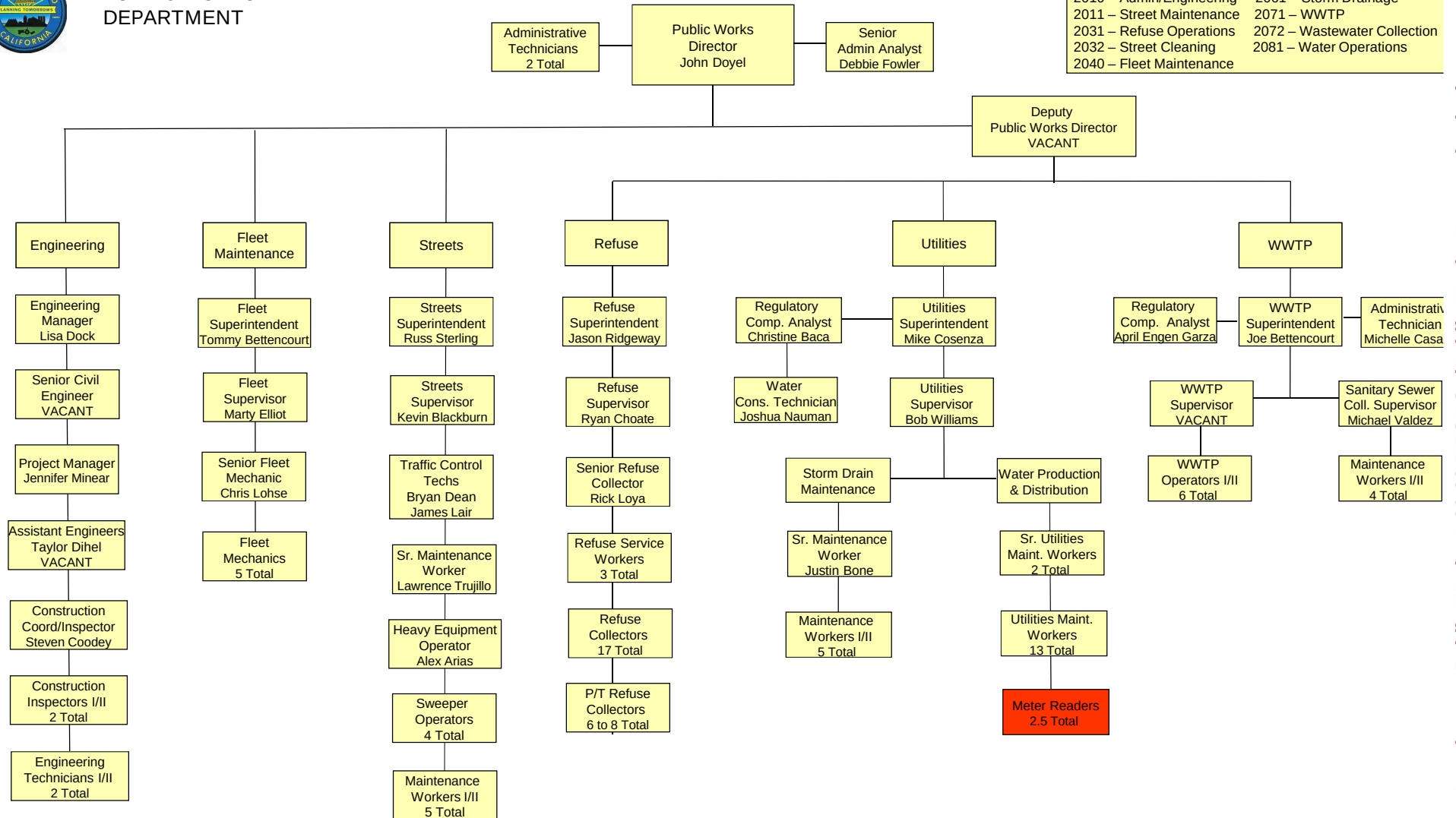
Public Works 1-28-20 REORG

Public Works 11-25-19

Utilities and Engineering 11-26-19



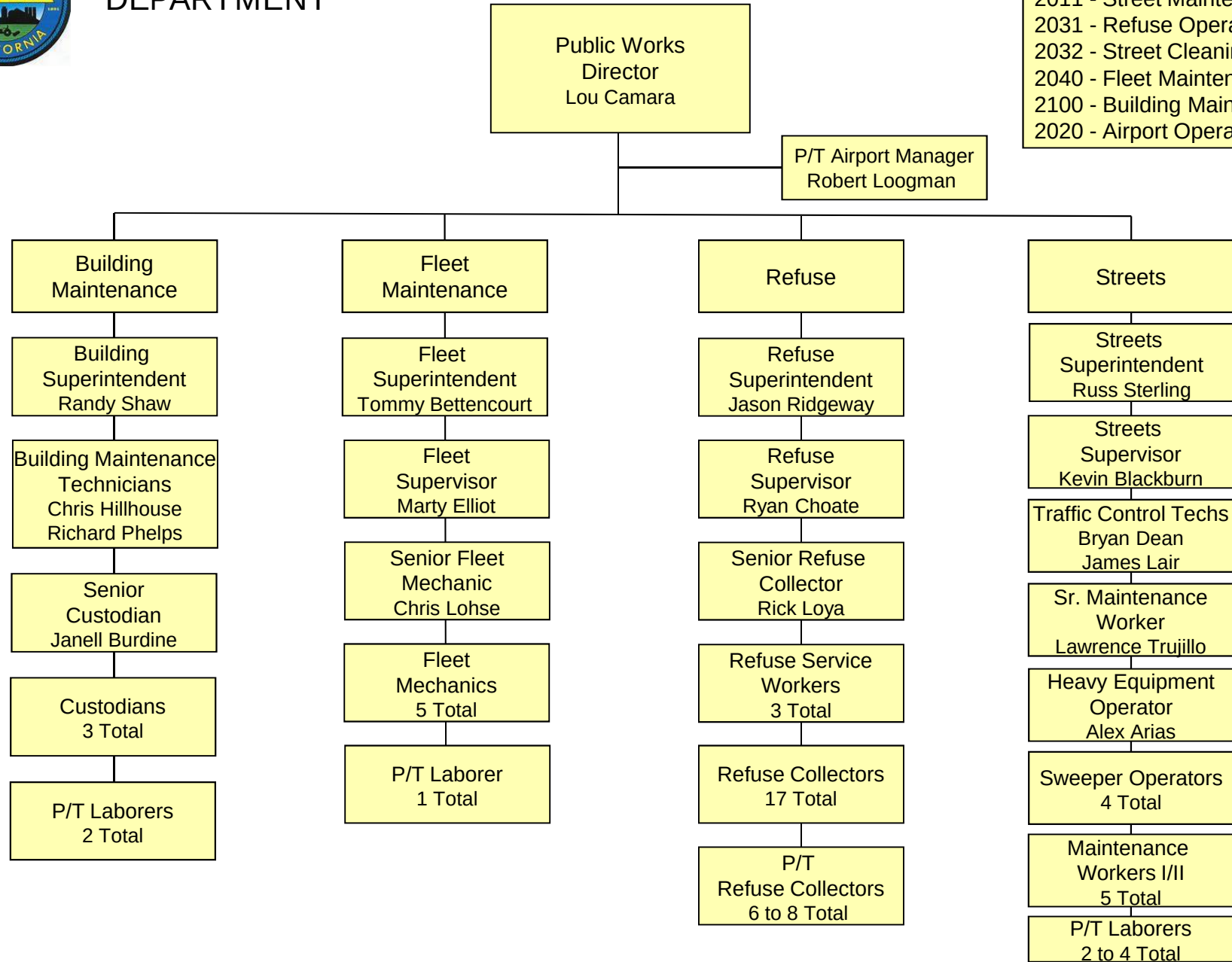
PUBLIC WORKS DEPARTMENT



Attachment: Public Works 1-28-20 REORG (Public Works Reorganization)



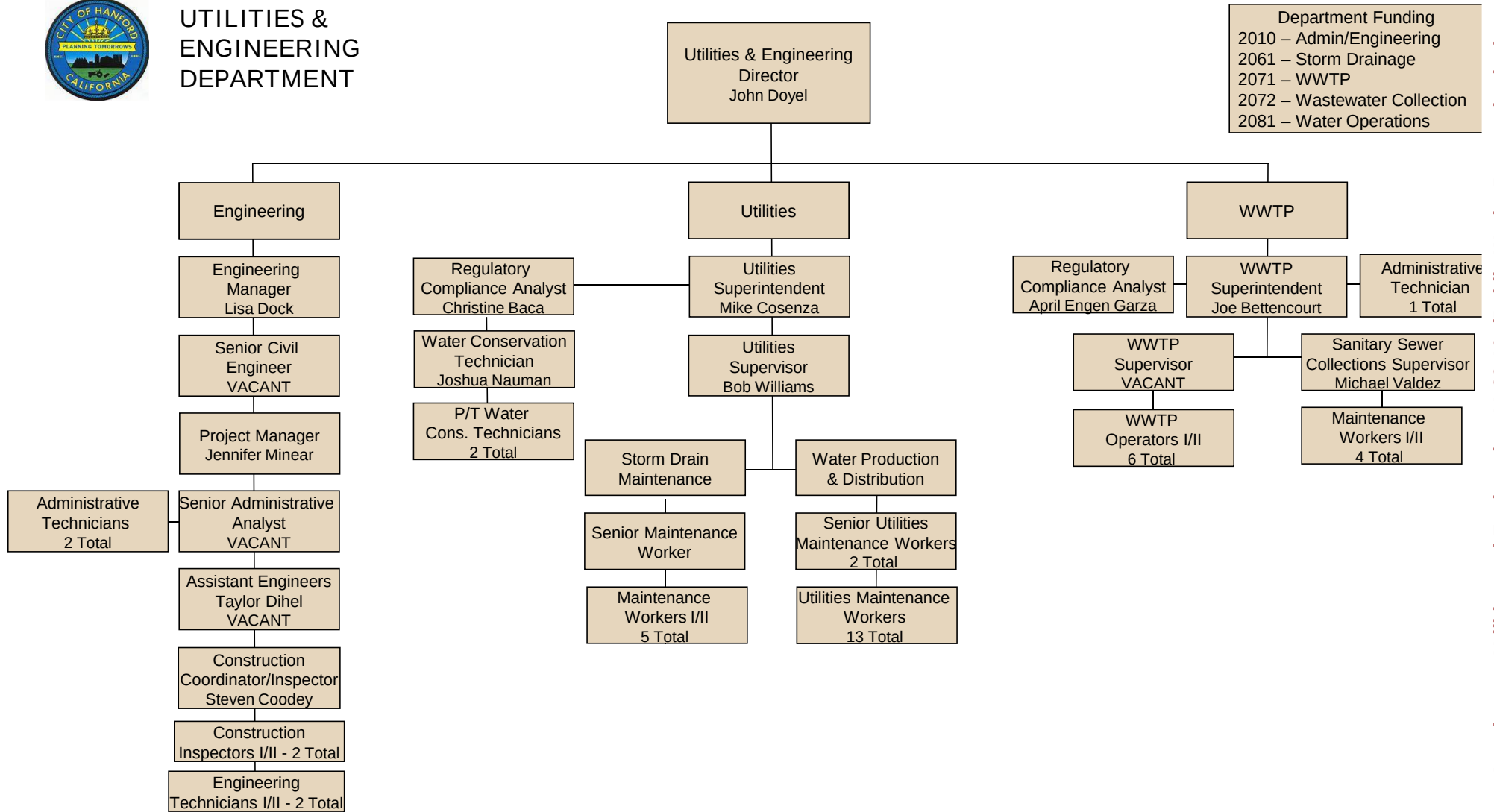
PUBLIC WORKS DEPARTMENT



Department Funding
 2011 - Street Maintenance
 2031 - Refuse Operations
 2032 - Street Cleaning
 2040 - Fleet Maintenance
 2100 - Building Maintenance
 2020 - Airport Operations



UTILITIES & ENGINEERING DEPARTMENT



Attachment: Utilities and Engineering 11-26-19 (Public Works Reorganization)



**AGENDA
STAFF REPORT**

MEETING DATE: 2/4/2020	AGENDA SECTION: A
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SUBJECT:

City Clerk: Approval of the minutes from the City Council Meeting held on December 17, 2019.

RECOMMENDATION:

Approve minutes from the City Council Meeting held on December 17, 2019.

FISCAL IMPACT:

ATTACHMENTS:

12.17.19 minutes



CITY COUNCIL MEETING MINUTES

**December 17, 2019 7:00 PM
Council Chambers
400 N. Douty St.**

5:30 PM CALL TO ORDER STUDY AND CLOSED SESSION:

Mayor Draxler called the Study and Closed Session to order at 5:30 p.m.

ROLL CALL BY CITY CLERK:

Attendee Name	Title	Status	Arrived
John Draxler	Mayor	Present	5:20 PM
Martin Devine	Council Member	Present	5:20 PM
Sue Sorensen	Council Member	Present	5:29 PM
Art Brieno	Council Member	Late	5:33 PM
Francisco Ramirez	Vice Mayor	Present	5:25 PM

PUBLIC COMMENT:

*Comments from the public are limited to items listed on the agenda (GC 54954.3a). A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

No comments.

STUDY SESSION:

- A. Community Development: Update on the Status of Hemp legislation at the State and Federal Level and discussion on proposed Hemp Ordinance for processing and manufacturing of hemp.

Community Development Director, Darlene Mata introduced Mr. David McPherson, Compliance Director for HdL Companies. Mr. McPherson provided the Council with an update of the current laws and regulations affecting industrial hemp farming and businesses.

The Council deliberated options on how to proceed in regard to hemp in the City. The Council directed Staff to monitor the USDA regulations; monitoring the state Hemp Plan Program Development to report back to City Council once drafted. This will include drafting a regulatory ordinance and amend the zoning code which establishes local control over the hemp operations in the community.

Mayor Draxler adjourned to Closed Session at 6:40 p.m.

Attachment: 12.17.19 minutes (Clerk: Approve Minutes 12/17/19)

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**A. CONFERENCE WITH LEGAL COUNSEL - LABOR NEGOTIATIONS (GC 54957.6)**

Agency Designated Representatives: Mario Cifuentez, Sarah Cardoza, Paula Lofgren, and Ty Mizote
 Employee Organizations: Hanford Police Officers Association (HPOA); Hanford Firefighters Local 3898 (IAFF); Hanford General Employees Management Association (GEMA); and Service Employees International Union, Local 521 (SEIU)

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (GC 54956.9(d)(2))

Two potential cases.

C. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (GC 54956.9(d)(1))

Helena v. City of Hanford
 Kings County Case No. 17C0102

SJVEDC v. City of Hanford
 5th District Court of Appeal Case No. F079388

Sara Perez v. City of Hanford
 Kings County Case No.: 17C0335

D. CONFERENCE WITH LEGAL COUNSEL - REAL PROPERTY NEGOTIATIONS (GC 54956.8)

Property: 122 E. Eighth St. and 128 E. Eighth St. (APN 010-276-006, 010-276-008)
 Agency Negotiators: Mario Cifuentez, Darlene Mata, and Ty Mizote
 Negotiating Party: William and Maryan Grimm

Property: APNs 028-310-005, 028-240-008, 028-240-016, 028-240-018, 028-240-019, 028-240-020, 028-240-021
 Agency Negotiators: Mario Cifuentez, Ty Mizote
 Negotiating Party: AG Green Farming

CALL TO ORDER REGULAR SESSION:

Mayor Draxler called the meeting to order at 7:03 p.m.

ROLL CALL:**INVOCATION:**

Invocation led by Mr. Dennis Ham.

FLAG SALUTE:**CLOSED SESSION ACTION REPORT:**

No action taken on the Closed Session item pertaining to Labor Negotiations. The Council will reconvene to Closed Session after the regular meeting to finish discussion on the other items listed.

Attachment: 12.17.19 minutes (Clerk: Approve Minutes 12/17/19)

RECOGNITIONS/PROCLAMATIONS:

None.

STAFF COMMUNICATIONS:

City Attorney, Ty Mizote - Gave an update on the litigation which bars cities from enforcing no camping ordinances on public properties.

City Manager, Mario Cifuentez - He took an opportunity to engage in a community event. He also has been visiting the City departments and meeting employees.

Police Chief, Parker Sever - He stated he attended the Kings County Homeless Coalition.

Community Development Director, Darlene Mata - The Community Development Department is very busy because building codes change on January 1st.

Public Works Director, Lou Camara - He attended a kickoff meeting with Caltrans; they are going to do a program study report on 9th Ave. and Highway 198 future interchange. It will be a two year study. The airport was closed yesterday while the runway was layered with a second coat.

Finance Director, Paula Lofgren - Auditors were at the City last week and will return in January. Finance Manager interviews next Thursday.

Fire Chief, Steve Pendergrass - Interviews for Battalion Chief were held and Isaac Buller was selected. Forty high school students signed interest forms for Fire Explorers.

Utilities & Engineering Director, John Doyel - A new Assistant Engineer started this week, Luis Verdugo. Interviews were held for Senior Staff Analyst, second interviews will be held the following week.

PUBLIC COMMENT:

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Man - He said he thinks the City needs a bigger park. He spoke about Mussel Slough.

Chuck Leal, Hanford - Requests crosswalks at Greenfield Ave (Liberty Dr. and Centennial Dr. location). Suggests changing the speed limit at those locations as well. He would like to see more police presence in that area. He aired his frustration with pet owners who don't clean up after their dogs.

Nathan Odom, Hanford - He agreed that people do speed on Centennial Dr. He wished the Council a Merry Christmas and Happy New Year.

Lou Martinez, Hanford - He thanked Sue Sorensen for attending the Breakfast with Santa at the Longfield Center. He requested to pull Item G from the Consent Calendar.

Attachment: 12.17.19 minutes (Clerk: Approve Minutes 12/17/19)

Bob Ramos, Hanford - He spoke about the graphs from Pros Consulting. He asked Vice Mayor Ramirez about funding for his trip to Washington D.C.

Renee, Hanford - She is asking the Council to slow down on the park decision.

Michael Quinn, Hanford - He said he is concerned about Hidden Valley Park. He does not want the Council to sell the parkland.

COUNCIL RESPONSE TO PUBLIC COMMENT:

Mayor Draxler asked Dir. Doyel to provide information on the process for developing crosswalks and stop signs.

Vice Mayor Ramirez addressed Mr. Ramos's questions.

CONSENT CALENDAR:

Council Member Brieno requested to pull Item F (Portable generators). A member of the public requested to pull Item G (CDBG Plan).

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sue Sorensen, Council Member
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

- A. City Clerk: Approve minutes from the City Council Study Session held on October 14, 2019.
- B. City Clerk: Approve minutes from the Special Joint City Council and Parks & Recreation Commission Meeting held on October 14, 2019.
- C. City Clerk: Approve minutes from the City Council Special Meeting held on October 14, 2019.
- D. Community Development: Waive the second reading and adopt Ordinance 19-12, an ordinance of the City of Hanford City Council approving Prezone No. 2019-03, a request to prezone land to be annexed under Annexation 156 as R-L-5 Low-Density Residential, in accordance with the General Plan designation for the area, Low-Density Residential. The project is located at the northeast corner of Devon Street and 13th Avenue (APN 009-030-042 and 009-030-043).
- E. Public Works: That the City Council, by motion, approve a Notice of Completion for the Corporation Yard Wash Bay Renovation Project, and authorize the Mayor to execute and the City Clerk to attest and file said Notice with the Kings County Recorder's Office.
- F. Public Works: Acceptance of Public Right-of-Way Easement Deed from VANA Enterprises, LLC, dated November 22, 2019 for street widening purposes on the northeast corner of Grangeville Boulevard and Mulberry Drive.
- G. Finance: Warrant Register

ITEMS PULLED FROM CONSENT:

- A. Public Works: Purchase of two Cummins portable generators from United Rentals, of Bakersfield, Ca., in the amount of \$226,382.10 and declare two 2000 Cummins generators as surplus.

(Item F)

Council Member Brieno asked how often the generators are used. Dir. Camara answered they are used for emergencies.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Art Brieno, Council Member
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

- B. Community Development: SUBSTANTIAL AMENDMENT NO.1: a request to review and approve the proposed amendments to the 2019-2023 Community Development Block Grant (CDBG) Consolidated Plan (ConPlan), the 2019 Annual Action Plan (AP), and the Citizen Participation Plan (CPP).

(Item G)

Dir. Mata responded to Mr. Martinez's question about using the funds to pay for a lighted crosswalk between Coe Park and the Longfield Center.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Devine, Council Member
SECONDER:	Sue Sorensen, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

PUBLIC HEARINGS:

None.

Attachment: 12.17.19 minutes (Clerk: Approve Minutes 12/17/19)

GENERAL BUSINESS:**A. City Clerk: Appointments to fill vacancies on the City Commissions.**

RESULT:	TABLED [UNANIMOUS]	Next: 1/7/2020 7:00 PM
MOVER:	Francisco Ramirez, Vice Mayor	
SECONDER:	Art Brieno, Council Member	
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez	

B. Public Works: That the City Council, by motion award a contract to Bush Engineering, Inc., of Hanford, CA., in the amount of \$133,200.00; Establish a construction contingency of \$10,000 for the project; and approve an additional appropriation of \$54,200 from Gas Tax Reserves.

Dir. Camara explained the project is a follow up project to the fiber seal project. Approximately 85 manholes will be raised to make a smoother ride. The funding will be from Gas Tax reserves.

Council Member Sorensen stated that she and other Council Members have heard complaints about the pot holes in the road. Council Member Devine asked how long the project would take; Dir. Camara stated it is a 30-day project.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sue Sorensen, Council Member
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

C. Utilities and Engineering: Reimbursement to Presidio JJR Bella Vista 128, LLC for construction of off-site street improvements of \$52,781.79, park improvements of \$321,684.68, sewer oversizing of \$31,614.65, and water oversizing of \$121,598.70 for improvements constructed adjacent to Tract 918, approval of an additional appropriation of \$171,684.68 from Park Impact Fee Reserves, and approval of an additional appropriation of \$71,598.70 from Water Impact Fee Reserves. (Centennial Drive and Devon Street)

Dir. Doyel described how the City reached the stated amounts for reimbursement JJR Bella Vista 128. Council Member Brieno asked for details on the park that was built by the developer. Dir. Doyel further provided that the Parks & Recreation Commission would like to review the features and amenities that are available in neighborhood parks and their recommendations will be forthcoming.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Francisco Ramirez, Vice Mayor
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

COUNCIL REPORTS/COMMENTS:**A. Council Comments**

Council Member Sorensen - She spoke about park and playground equipment she received information on from the League of California Cities conference; she will give the informational brochures to Dir. Doyel who is the Interim Parks Director. She spoke about the partnering for the event at the Longfield Center. She is proud of the success so far with the Fire Explorers program.

Council Member Brieno - He asked about the process for renting space at the Courthouse, he said he was approached by a government agency about renting space. He stated the restrooms at the Civic Park were locked before 4:00 p.m. over the weekend.

Council Member Devine - He attended the KCAG and KART meetings.

Vice Mayor Ramirez - He thanked Kings Gospel Mission for opening up a women's shelter and urged people to consider donating to help fund the shelter.

Mayor Draxler - He attended a meeting with Kings Economic Development Corporation (EDC). He is impressed with the work they've done. Kings Homeless Coalition is seeking a letter of support from communities to help them apply for grants; the Council all agreed to send that letter.

COUNCIL FUTURE AGENDA ITEMS:**A. Council Future Agenda Items**

Mayor Draxler asked the Council if the meeting before League of California Cities Mayors and Council Member Academy should be cancelled or rescheduled. The Council decided to keep the meeting as scheduled.

Council Member Brieno suggested the Council discuss the Courthouse and surrounding area during the Goal Setting meeting.

RECONVENE FOR CLOSED SESSION:

Mayor Draxler adjourned to Closed Session at 8:40 p.m.

ADJOURNMENT:

With nothing to report from Closed Session, Mayor Draxler adjourned the meeting at 9:42 p.m.

Respectfully submitted,

Sarah Martinez
City Clerk

Attachment: 12.17.19 minutes (Clerk: Approve Minutes 12/17/19)



**AGENDA
STAFF REPORT**

MEETING DATE: 2/4/2020	AGENDA SECTION: B
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SUBJECT:

City Clerk: Approval of the minutes from the City Council Meeting held on January 7, 2020.

RECOMMENDATION:

Approve minutes from the City Council Meeting held on January 7, 2020.

FISCAL IMPACT:

ATTACHMENTS:

1.7.20 minutes



CITY COUNCIL MEETING MINUTES

**January 7, 2020 7:00 PM
Council Chambers
400 N. Douty St.**

5:30 PM CALL TO ORDER STUDY AND CLOSED SESSION:

Mayor Draxler called the Study and Closed Session to order at 5:31 p.m.

ROLL CALL BY CITY CLERK:

Present: John Draxler, Francisco Ramirez, and Sue Sorensen.

Absent: Martin Devine and Art Brieno.

Mayor Draxler noted a quorum was present.

PUBLIC COMMENT:

*Comments from the public are limited to items listed on the agenda (GC 54954.3a). A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

No comments.

STUDY SESSION:

A. City Attorney: Summary of SB 998 - Discontinuance of water service due to non-payment.

City Attorney, Ty Mizote provided information on recent legislation from Senate Bill 998 as it relates to residential discontinuation of water services. The City's current code stipulates a bill becomes delinquent fifteen (15) days after the date of the bill. One of the big changes is that water service providers cannot shut water off until a bill is at least sixty (60) days delinquent. The legislation also has additional rules if the customer is experiencing a financial hardship; if the following three conditions qualify, the City cannot shut off the residential water: 1) The customer submits written certification from a primary care provider that shutoff will pose serious threat to health or safety, 2) The customer demonstrates an inability to pay, and 3) The customer is willing to enter into a payment plan.

Council Member Sorensen stated she felt this discussion should have taken place during the General Business portion of the agenda.

Mayor Draxler adjourned the Council to Closed Session at 6:15 p.m.

Attachment: 1.7.20 minutes (Clerk: Approve Minutes 1/7/20)

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**A. CONFERENCE WITH LEGAL COUNSEL - LABOR NEGOTIATIONS (GC 54957.6)**

Agency Designated Representatives: Mario Cifuentez, Sarah Cardoza, Paula Lofgren, and Ty Mizote
 Employee Organizations: Hanford Police Officers Association (HPOA); Hanford Firefighters Local 3898 (IAFF); Hanford General Employees Management Association (GEMA); and Service Employees International Union, Local 521 (SEIU)

7:00 PM CALL TO ORDER REGULAR SESSION:

Mayor Draxler called the meeting to order at 7:02 p.m.

Mayor Draxler noted a quorum was present.

ROLL CALL:

Attendee Name	Title	Status	Arrived
John Draxler	Mayor	Present	5:25 PM
Martin Devine	Council Member	Absent	
Sue Sorensen	Council Member	Present	5:30 PM
Art Brieno	Council Member	Absent	
Francisco Ramirez	Vice Mayor	Present	5:25 PM

INVOCATION:

Invocation led by Pastor Thomas King.

FLAG SALUTE:**CLOSED SESSION ACTION REPORT:**

No action taken.

RECOGNITIONS/PROCLAMATIONS:

Fire Chief, Steve Pendergrass introduced Battalion Chief Isaac Buller; he has recently been promoted. BC Buller, thanked the Council, Staff, and Community for the opportunity to serve the citizens of Hanford. He also introduced his family to the Council.

STAFF COMMUNICATIONS:

City Manager, Mario Cifuentez - He has a meeting scheduled with the Tulare Council Homeless Alliance.

Police Chief, Parker Server - Two new officers have been hired. There is a new surveillance camera to watch an area of town where there have been problems.

Public Works Director, Lou Camara - The manhole lifting project is beginning on Monday, January 13th.

Fire Chief Pendergrass - BC Buller's transition is helping things in the department.

PUBLIC COMMENT:

*This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Hanford City Council. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes, or to comment on any item on the agenda. Comments related to Public Hearing items will be heard at the time the item is discussed. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and city of residence.*

Mark Pratter, Hanford - He spoke on the topics of air pollution and the vacant 18 acres adjacent to Hidden Valley Park.

Lorna Martinez, Hanford - She thanked Chief Sever for allowing her son to do a ride along. She asked why the City didn't apply for Prop. 68 grant money.

Bob Ramos, Hanford - He would like a camera view on top of the Civic for a local news television station.

Linda Silveria, Hanford - She stated effective December 16th, there have been changes to the Hanford Chamber of Commerce. She is currently serving as the Interim Director. She extended an invitation to the Council to a ribbon-cutting ceremony of Gar-Bennett in Armona.

Nathan Odom, Hanford - He thanked Mr. Cifuentez for being on his show.

COUNCIL RESPONSE TO PUBLIC COMMENT:

Council Member Ramirez responded to Ms. Martinez's question about grant funding.

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Francisco Ramirez, Vice Mayor
SECONDER:	Sue Sorensen, Council Member
AYES:	Draxler, Sorensen, Ramirez
ABSENT:	Devine, Brieno

- A. City Clerk: Approve minutes from the City Council Meeting held on November 5, 2019.
- B. City Attorney: Amendment to Hanford Municipal Code Chapter 13.04 regarding residential water service billing and discontinuation.
- C. Police: Authorization to accept the 2018 Homeland Security Grant Program MOUs, for the purpose of funding equipment purchases for Police and Fire.

- D. Public Works: Authorization to purchase twelve (12) Autoscope Video Detection Cameras, including technical support services, from Econolite Company of Anaheim, Ca., in the amount of \$64,795.18.
- E. Utilities & Engineering: Initiation of abandonment of road right of way at the intersection of 12th Avenue and Grangeville Boulevard.
- F. Finance: Warrant Register.

PUBLIC HEARINGS:

None.

GENERAL BUSINESS:

- A. Administration: Discussion and Council direction regarding City Commissions pertaining to date of appointments, number of commissioners, and time of meetings.

City Manager Cifuentez provided information of the current ordinance which dictates the commissioner terms expire on December 31st and the Council appoints new commissioners at the first meeting in January. The Council discussed the number of commissioners on each commission and the meeting time for the Planning Commission. Council Member Sorensen stated she felt that it would be beneficial to have the meeting time consistent among the commissions at 5:30 p.m., Mayor Draxler agreed.

Currently the Planning and Parks & Recreation Commission have seven (7) members, and the Parking & Traffic Commission has five (5) members. Council Member Sorensen stated the opportunity for more community involvement was important and she wants to keep the two commission at seven (7) members. Mayor Draxler stated there are benefits to moving the membership to five (5) and Vice Mayor Ramirez agreed. Council Member Sorensen suggested to give it another year and re-evaluate.

Community Development Director, Darlene Mata suggested the Council include language in the code to state commissioners may remain seated until a new commissioner is appointed or reappointed as applicable. Mayor Draxler and Council Member Sorensen were agreeable to this suggestion; however, Mayor Draxler stated he prefers to make a decision on this topic with all five Council Members.

Dir. Mata said she will bring back the item to make a decision on expiration/appointment of commissioner terms. The Council reached consensus on moving the Planning Commission start time to 5:30 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sue Sorensen, Council Member
SECONDER:	Francisco Ramirez, Vice Mayor
AYES:	Draxler, Sorensen, Ramirez
ABSENT:	Devine, Brieno

Attachment: 1.7.20 minutes (Clerk: Approve Minutes 1/7/20)

COUNCIL REPORTS/COMMENTS:**A. Council Comments**

Vice Mayor Ramirez - He is attending a WELL program in Southern California and then will head to the League of California Cities meeting.

Council Member Sorensen - She asked if there are any meetings to cancel for the 2020 year.

Mayor Draxler - He said they are looking at the second week of February for the Goal Setting meeting. After some discussion the City Manager will try to arrange a date in January.

COUNCIL FUTURE AGENDA ITEMS:**A. Council Future Agenda Items****ADJOURNMENT:**

Mayor Draxler adjourned the meeting at 7:58 p.m.

Respectfully submitted,

Sarah Martinez
City Clerk

Attachment: 1.7.20 minutes (Clerk: Approve Minutes 1/7/20)



**AGENDA
STAFF REPORT**

MEETING DATE: 2/4/2020	AGENDA SECTION: C
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SUBJECT:

City Clerk: Approval of the minutes from the City Council Meeting held on January 21, 2020.

RECOMMENDATION:

Approve minutes from the City Council Meeting held on January 21, 2020.

FISCAL IMPACT:

ATTACHMENTS:

1.21.20 minutes



**CITY COUNCIL MEETING
MINUTES**

**January 21, 2020 7:00 PM
Council Chambers
400 N. Douty St.**

5:30 PM CALL TO ORDER STUDY AND CLOSED SESSION:

Mayor Draxler called the Study and Closed Session to order at 5:31 p.m.

ROLL CALL BY CITY CLERK:

Present: John Draxler, Francisco Ramirez, Martin Devine, Art Brieno, and Sue Sorensen

PUBLIC COMMENT:

*Comments from the public are limited to items listed on the agenda (GC 54954.3a). A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

Diane Sharp, Hanford - She stated she is curious about ideas on the mural ordinance and what it could mean for existing murals.

STUDY SESSION:

A. Update on Mural Ordinance

Community Development Director, Darlene Mata presented proposed updates to the current City ordinance pertaining to murals. Council Member Brieno asked about graffiti-proof coating; Dir. Mata answered that this is something other cities include in their ordinances. Council Member Sorensen asked if other communities have parameters that say murals should be of historical significance. Dir. Mata replied that a lot of cities cited "historical significance" as acceptable mural subject matter. Council Member Brieno voiced his concern that the ordinance is too restrictive on acceptable depictions; Council Member Ramirez agreed. A majority of the Council Members reached consensus to direct Dir. Mata to proceed with the revisions to the mural ordinance she outlined in her presentation.

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

Mayor Draxler adjourned the Council to Closed Session at 6:12 p.m.

A. CONFERENCE WITH LEGAL COUNSEL - LABOR NEGOTIATIONS (GC 54957.6)

Agency Designated Representatives: Mario Cifuentez, Sarah Cardoza, Paula Lofgren, and Ty Mizote

Attachment: 1.21.20 minutes (Clerk: Approve Minutes 1/21/20)

Employee Organizations: Hanford Police Officers Association (HPOA); Hanford Firefighters Local 3898 (IAFF); Hanford General Employees Management Association (GEMA); and Service Employees International union, local 521 (SEIU)

B. CONFERENCE WITH LEGAL COUNSEL -- REAL PROPERTY NEGOTIATIONS (GC54956.8)

Property: 122 E. Eighth St. and 128 E. Eighth St. (APN 010-276-006, 010-276-008)
 Agency Negotiators: Mario Cifuentez, Darlene Mata, and Ty Mizote
 Negotiating Party: William and Maryan Grimm

C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (GC 54956.9(d)(2))

One potential case.

CALL TO ORDER REGULAR SESSION:

Mayor Draxler called the meeting to order at 7:02 p.m.

ROLL CALL:

Attendee Name	Title	Status	Arrived
John Draxler	Mayor	Present	5:15 PM
Martin Devine	Council Member	Present	5:15 PM
Sue Sorensen	Council Member	Present	5:25 PM
Art Brieno	Council Member	Present	4:55 PM
Francisco Ramirez	Vice Mayor	Present	5:25 PM

INVOCATION:

Invocation led by Pastor Arthur Fox.

FLAG SALUTE:

CLOSED SESSION ACTION REPORT:

City Attorney Ty Mizote said the Council discussed the Labor Negotiations item and no action was taken. The Council will reconvene after the regular meeting to discuss the remaining items.

RECOGNITIONS/PROCLAMATIONS:

Police Chief Parker Sever recognized retiring Police Captain Patrick Crowe. The Council thanked Captain Crowe for his 25 years of service to the City of Hanford.

STAFF COMMUNICATIONS:

City Manager, Mario Cifuentez - The recruitment for the Parks and Community Resources Director has begun.

Community Development Director, Darlene Mata - Smart & Final Ribbon Cutting will be on January 29th.

Public Works Director, Lou Camara - 13th Ave. & Grangeville Blvd. traffic lights have been installed.

Attachment: 1.21.20 minutes (Clerk: Approve Minutes 1/21/20)

Finance Director, Paula Lofgren - Interviews were held for the Finance Manager position and references are now being checked.

Fire Chief, Steve Pendergrass - Firefighter interviews will begin next week for three vacancies.

A. Status Report for Capital Improvement Projects in Construction

PUBLIC COMMENT:

*This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Hanford City Council. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes, or to comment on any item on the agenda. Comments related to Public Hearing items will be heard at the time the item is discussed. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and city of residence.*

Lorna Martinez, Hanford - She feels the entrance to the west wing area of the Council Chamber is not ADA compliant.

Jack Schwartz, Hanford - He thanked the City staff for responsiveness regarding dog parks.

Cody Sidono, Dinuba - District Representative for TJ Cox, and he said the Congressman is looking for office space in the City of Hanford.

Bob Ramos, Hanford - He spoke about the dog parks within the city.

Jerry Irons, Hanford - He requested to pull Item F [Impact Fee Report] from the Consent Calendar.

Nate Odom, Hanford - He asked the Council to make a motion to amend the General Plan to rezone the vacant 18 acres adjacent to Hidden Valley Park to park land.

Les Vierra, Hanford - He spoke about Mussel Slough enhancement.

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

City Attorney Ty Mizote requested to pull Item D (Water Discontinuation Policy); a member of the public requested to pull Item F (Impact Fee Report) from the Consent Calendar.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Devine, Council Member
SECONDER:	Francisco Ramirez, Vice Mayor
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

- A. City Clerk: Approval of the minutes from the City Council Meeting held on November 19, 2019.
- B. City Clerk: Approval of the minutes from the City Council Meeting held on December 3, 2019.
- C. City Attorney: Amendment of Hanford Municipal Code Chapter 13.04 Regarding Residential Water Service Billing and Discontinuance of Residential Water Service.
- D. Public Works: Approve the purchase of one 2019 Pipehunter Vacuum Excavator Truck from Municipal Maintenance Equipment, of Sacramento, CA, in the amount of \$143,929.50 and declare the 2005 Ditch Witch Hydro Excavator trailer, which is being replaced, as surplus.
- E. Finance: Warrant Register.

ITEMS PULLED FROM CONSENT:

- A. City Attorney: Adoption of Policy Regarding Discontinuation of Residential Water Service for Non-Payment.

(Item D)

Mr. Mizote explained language that was previously omitted from his staff report. Council Member Sorensen asked Mr. Mizote for more background information on this topic. Dir. Lofgren provided program specific information. A member of the public asked if delinquent water bills will be passed on to the landlords if tenants fail to pay. Dir. Lofgren answered the Finance department exhausts all efforts to get payment from the customers, even in instances when the customer has left the residence. The entire time the property owner is made aware of these efforts to get payment from delinquent bills.

Motion to approve.

RESULT:	APPROVED [3 TO 2]
MOVER:	Sue Sorensen, Council Member
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen
NAYS:	Brieno, Ramirez

- B. Finance: Approval of the City's Annual Report for Development Impact Fees.

(Item F)

Dir. Lofgren provides the Impact Fee Report annually to show the Council what the City has received in fees over the last fiscal year.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Art Brieno, Council Member
SECONDER:	Sue Sorensen, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

PUBLIC HEARINGS:

- A. Adoption of the Parks and Recreation Master Plan, a city wide plan for the development of recreational facilities and opportunities over the next 10-15 years consistent with the 2035 General Plan. Resolution 20-01-R

Parks Superintendent, Alvin Dias provided background information on the process of getting the Parks Master Plan completed. Mr. Mike Svetz from Pros Consulting gave information on the plan and key findings from their study. Council member Sorensen asked for clarification on what the plan accomplishes and what it means if it's adopted. Mr. Svetz answered that the plan is a roadmap aligned with the City's General Plan as resources are invested into the parks and recreation system.

Mayor Draxler opened the Public Hearing for comments from those IN FAVOR of adopting the Parks Master Plan:

Nathan Odom, Hanford - He spoke in support of the Parks Master Plan and stated it was a good starting point although he still wants the 18 acres adjacent to Hidden Valley Park rezoned to be used as park land.

Public Comment from those OPPOSED:

Mark Pratter, Hanford - He stated his opposition to the Parks Master Plan. He said the City does not currently have enough green space. He wants the plan delayed until it can be amended to include plans for the vacant 18 acres adjacent to Hidden Valley Park.

Les Vierra, Hanford - He thinks the pond in Hidden Valley Park takes up a lot of space that could be used for walking trails. He went on to say that low wage earners and minorities cannot afford to go to places and the City should provide parks for them.

Bob Ramos, Hanford - He spoke in favor of the 18 acres adjacent to Hidden Valley Park being developed as park land.

Lorna Martinez, Hanford - She said that the Parks Master Plan has several holes in it. She asks the Council to halt a decision on this plan.

Michael Quinn, Hanford - He said the citizens have given their opinion on selling the vacant 18 acres adjacent to Hidden Valley Park. He wants to know who is driving the sale of the land and who will benefit from such a sale.

Mickey Stoddard, Hanford - He voiced his opposition to adoption of the Parks Master Plan. He stated the Parks & Recreation Commission recommended for the plan to be amended to show a plan for the vacant 18 acre lot adjacent to Hidden Valley Park. He said he has a hard time accepting that half of the city's schools are counted toward the City's open space acreage.

Attachment: 1.21.20 minutes (Clerk: Approve Minutes 1/21/20)

Jack Schwartz, Hanford - He believes the plan should be delayed. He believes the Parks Master Plan as it is written now does not point Hanford in the direction it should go.

Dennis Ham, Hanford - He stated he agrees with Mickey Stoddard and the Hanford Elementary School District doesn't allow for open use of their school grounds. He voiced his support for the vacant 18 acres adjacent to Hidden Valley Park developed as park land. He also pointed out a typo on the resolution accompanying the plan.

Jerry Irons, Hanford - He stated the cost of replacement of the 18 acres adjacent to Hidden Valley Park would be \$300,000.00 per acre and it's an asset.

Kalish Morrow, Hanford - She is in favor of the recommendation of the Parks and Recreation Commission. She stated the City has adequate housing contrary to the Staff's analysis.

Mayor Draxler closed the Public Comment portion of the Public Hearing.

Council Member Brieno asked what it would take to rezone the vacant 18 acres as park land. Dir. Mata stated the General Plan would have to be amended and acreage that is currently designated as future park land would have to be removed to make up for the 18 acres of the vacant lot. Most General Plan amendments take six to eight months. Council Member Brieno made a motion to table the adoption of the plan until they have a clearer direction on how to proceed with the vacant 18 acres. The motion died due to lack of a second.

Council Member Sorensen made a motion to approve the Parks Master Plan as presented; seconded by Vice Mayor Ramirez.

RESULT:	APPROVED [4 TO 1]
MOVER:	Sue Sorensen, Council Member
SECONDER:	Francisco Ramirez, Vice Mayor
AYES:	Draxler, Devine, Sorensen, Ramirez
NAYS:	Brieno

GENERAL BUSINESS:

A. City Clerk: Appointment of new members to fill vacancies and Reappointment of existing members to fill expiring terms on the various City Commissions.

Mayor Draxler nominated Mr. Roger Snow for the Planning Commission with a term expiring December 31, 2023; the Council unanimously agreed to this appointment.

Council Member Sorensen nominated Mr. David Ruiz for the Parking & Traffic Commission with a term expiring December 31, 2023; the Council unanimously agreed to this appointment.

Council Member Brieno nominated Ms. Carolyn Hudgins for the Parks & Recreation Commission with a term expiring December 31, 2023; the Council unanimously agreed to this appointment.

The following commissioners were unanimously reappointed for new terms expiring December 31, 2023 on their current commissions:

Richard Douglas, Planning Commission
 Greg Kelley, Parks & Recreation Commission
 Alex Dwiggins, Parking & Traffic Commission

COUNCIL REPORTS/COMMENTS:

A. Council Comments

Council Member Devine - He was present for a conference call meeting with the San Joaquin Valley Regional Planning Agency.

Council Member Ramirez - He said he was selected to participate in a Water Education for Latino Leaders (WELL) six month course where he will travel throughout the state.

Mayor Draxler - He met with concerned residents of the Vintage Estates subdivision. They were concerned about the growth developing behind them. The residents are discussing making their neighborhood a gated community.

Council Member Sorensen - She said she finds value in the Parks Master Plan and is looking forward to the plans for certain areas of the city that haven't received much focus in the past.

Council Member Brieno - He stated the Groundwater Sustainability Act document was submitted for review by the State. He said that his friend from the Corcoran City Council passed away recently and offered his condolences to the City of Corcoran.

COUNCIL FUTURE AGENDA ITEMS:

A. Council Future Agenda Items

Mayor Draxler noted the Council will have a Special Meeting for Goals and Objectives planning.

ADJOURNMENT:

With nothing further to discuss, Mayor Draxler adjourned the meeting at 10:30 p.m.

Respectfully submitted,

Sarah Martinez
 City Clerk

Attachment: 1.21.20 minutes (Clerk: Approve Minutes 1/21/20)



AGENDA STAFF REPORT

MEETING DATE: 2/4/2020

AGENDA SECTION: D

SUBJECT:

Administration: Approval of Memorandum of Understanding with the Service Employees International Union (SEIU Local 521) with changes to be effective from July 1, 2019 to June 30, 2022.

RECOMMENDATION:

That the City Council approve the attached Memorandum of Understanding (MOU) and authorize administration to amend all other documents as may be necessary to implement said negotiated changes to Wages, Benefits and other working conditions.

BACKGROUND:

Within the scope of the Meyers-Milias Brown Act, City representatives have concluded labor negotiations with the Service Employees International Union (SEIU). City representatives and SEIU have reached an agreement, and a written MOU has been signed restating current benefits as well as amendments pertaining to wages, benefits and working conditions.

The following subjects were agreed upon:

Term: Three years (July 1, 2019 to June 30, 2022)

Wages: **Year One:** Bring classifications to the mean of the updated Bryce Study, which is the City's previously approved Total Compensation Study. Eligible employees shall receive increases retroactively paid back to the first full pay-period in July 2019.

Year Two: Effective the first full pay period in July 2020, employees shall receive a three percent (3%) increase to their base salary.

Year Three: In lieu of a salary increase in July 2021, employees shall be provided with the option to participate in a matching deferred compensation plan.

Overtime: Clarify section to allow all hours worked by Communications Dispatchers to apply.

Sick Leave: Amend section to bring in compliance with updated law and negotiated terms.

Bereavement Leave: Amend section to expand bereavement leave allowance from three (3) days to five (5) days.

Uniform Allowance: Increase annual allowance for safety boots from \$160 to \$200; effective July 1, 2021, amend section to include revised job classification titles and newly created positions, establish language regarding the replacement of required uniforms and non-required items and update the uniform allowance from \$600 to \$800 effective the first full pay-period in July 2021.

Certification and Training: Ensure employees have adequate time and availability to attend required training to maintain required certification, outline work schedule guidelines when attending off-site training, identify payment process of the cost of required examination fees and provide a two percent (2%) increase for designated employees to obtain and maintain their Certified Access Specialist Certificate.

Longevity Pay: Amend longevity pay from five percent (5%) after twenty (20) years of consecutive years of service to: Two percent (2%) after ten years, three percent (3%) after fifteen years and five percent (5%) after twenty years of consecutive active years of service.

Standby: Add Water and Storm Drainage employees to the list of employees eligible for this benefit.

Class A and B Licenses: Revise section to include all employees who are required to maintain such license (previously stated Public Works employees).

Tool Allowance: Effective the first full pay-period in July 2021, increase the tool allowance from \$600 to \$1000 per fiscal year and establish the payment cycle and method to account for it through the payroll system.

Deferred Compensation: Effective the first full pay-period in July 2021, provide matching deferred compensation up to forty dollars (\$40) per pay-period.

Direct Deposit: Add a section mandating employees to participate in the direct deposit of their paychecks.

Side Letters: Incorporate all previous side letter agreements in the MOU.

Rate of Pay: Amend all references from regular rate of pay to base pay.

Salary Survey: Add language that the City and bargaining group will begin to work on a salary survey in conjunction with all other groups.

Continued Negotiations: Continue to meet and confer regarding working out of classification, acting pay and ambiguous language located in the MOU and come to an understanding via a side letter agreement.

FISCAL IMPACT:

Year 1: Total General Fund \$219,957

Year 2: Total General Fund \$135,562

Year 3: Total General Fund \$5,480

ATTACHMENTS:

Updated SEIU MOU (July 1, 2019 through June 30, 2022)

Memorandum of Understanding
between
City of Hanford
and
Service Employees International Unit
(SEIU Local 521)



Last Revised: February 4, 2020

Term: July 1, 2019 - June 30, 2022

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SECTION 1

1.1 Preamble

The following constitutes a Memorandum of Understanding ("MOU") between the City of Hanford ("City") and Service Employees International Union, Local 521, ("SEIU") as a result of meeting and conferring in good faith concerning wages, hours and other terms and conditions of employment and the City Council action pursuant to Government Code Section 3500 et. seq. and the City's Employer - Employee Relations Policy Chapter 12, Hanford Personnel Rules and Regulations.

1.2 Recognition

Under the terms of Chapter 12 of the Merit System Rules and Regulations, the City formally recognizes the SEIU as the recognized employee organization for the Hanford General Employees Bargaining Unit.

1.3 Purpose

It is the purpose of this MOU to promote and provide for harmonious relations, cooperation and understanding between the City and the employees covered herein and to provide an orderly and equitable means of resolving any misunderstanding or differences which may arise regarding wages, hours and other terms and conditions of employment.

1.4 City Rights

Notwithstanding any provision of this agreement, nothing contained herein shall restrict or obstruct the inherent or legal rights of the City as they relate to its general legislative process. These rights include, but are not limited to:

- A. Determining the goals, objectives and mission of the City's departments, offices, committees or commissions;
- B. Establishing standards of selecting City personnel;
- C. Implementing and executing standards of continued employment with the City;
- D. Identifying the work to be performed and allocating such work to City personnel;
- E. Directing its personnel and administering discipline;
- F. Relieving its personnel from duty;

- G. Undertaking all necessary actions during emergencies;
- H. Discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline employees subject to the requirements of this MOU and City rules and regulations;
- I. Lay-off employees; and
- J. Subject to the provisions of the Meyers-Miliias-Brown Act the City reserves the right to direct employees, including scheduling and assigning work, work hours and overtime.

1.5 Maintenance of Operations

For the term of this MOU neither the SEIU nor any person acting in its behalf, will cause, authorize, engage in, nor will any of the members of the SEIU take part in a strike against the City, a work stoppage, slow down, picketing or concerted failure to report for duty, or unauthorized absence or abstinence from the full and faithful performance of their duties of employment, including compliance with the request of other labor organizations or bargaining units to engage in such activities. This is not to mean that the SEIU or SEIU members are waiving any rights as to protection of personal safety as they may pertain to refusal to cross the picket lines of another public employee organization on strike, or to informational picketing by employees on their own time.

SECTION 2

2.1 Wages

The salary schedule will be amended to bring represented classifications to the mean of the updated Bryce Study. Eligible employees shall receive salary increases retroactively paid back to the first full pay-period in July 2019.

Effective the first full pay-period in July 2020, employees shall receive a three percent (3%) salary increase in their base salary.

In lieu of an increase in compensation in July 2021, employees shall be provided with the option to participate in a matching deferred compensation plan.

2.2 Standard Work Period

I. Traditional Schedule

The standard work day for employees shall be eight (8) hours and the standard work week shall be forty (40) hours to be worked within five (5) consecutive days.

Refuse, Wastewater Treatment Plant, Fleet, Streets, Parks, Utilities, and Police Communications Dispatch personnel may be assigned a non- standard work period.

II. Public Works Alternative Schedule

A. Parks and Streets

- i. Shift Time - 6:30 a.m. to 3:00 p.m.
- ii. Meal Time - 11:30 a.m. to 12:00 p.m.
- iii. Break Time - 9:00 a.m. & 1:30 p.m. (15 minutes)

B. Sewer, Utilities, Fleet, and Wastewater Treatment Plant

- i. Shift Time - 7:00 a.m. to 3:30 p.m.
- ii. Meal Time - 12:00 p.m. to 12:30 p.m.
- iii. Break Time - 9:30 a.m. & 2:00 p.m. (15 minutes)

An Operator schedule was implemented which does not alter the assigned non-standard work period, shift time, meal time or break times. On-Call operators will not be scheduled to work on Monday and Tuesday. On-Call operators will work eight-hour shifts on Wednesday, Thursday, Friday, Saturday and Sunday. On-Call operators will perform operational duties and routine lab analysis on the weekends.

C. Refuse

- i. Shift Time
 - 5:00 a.m. to 3:30 p.m. (Automated collections) - 4 day work week
 - 5:00 a.m. to 1:30 p.m. (Rear load collections) -5 day work week
- ii. Meal Time - 10:00 a.m. to 10:30 a.m.
- iii. Break Time - 7:30 a.m. & 12:30 p.m. (15 minutes)

- iv. Refuse Employees who complete their route early will be required to remain until the end of their scheduled shift.

D. Utility Billing Meter Readers

- i. Shift Time - 8:00 a.m. to 5:00 p.m.
- ii. Meal Time - 12:00 p.m. & 1:00 p.m.
- iii. Break Time - 10 :00 a.m. & 3:00 p.m. (15 minutes)

- E. On a rotational basis as determined by management, one (1) employee from Utilities, (one from water), and one (1) employee from Fleet will work 8:00 am to 5:00 pm, with a one hour lunch as close as possible to 12:00 p.m. to 1:00 p.m. The employee from Utilities will also be assigned to the stand-by shift following the 8:00 a.m. to 5:00 p.m. schedule

- F. The City will retain the ability to deviate from the schedule to accommodate special projects as needed.

- G. Personnel are not required to return to the Corporation Yard for their lunch hour, but may not use City vehicles during their lunch, or at any other time, for personal use.

III. Communications Dispatcher Schedule

Senior Communications Dispatchers and Communications Dispatchers shall work a 3/12+8 work schedule.

2.3 Overtime

I. Administration

- A. It is the policy of the City that overtime work is to be kept to the minimum consistent with protection of life, property, and the efficient operation of the departments and activities of the City and that overtime work be compensated for by time off wherever practicable. All work requiring any employee to work overtime hours must be approved by the Department Head or his/her designated representative prior to the work being performed, with the exception of emergency situations.
- B. Overtime shall commence at the time an employee reaches the place where he/she is directed to report and shall continue until he/she is relieved or the work is completed whichever is the earlier.

II. Compensation

Employees shall receive overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week at time and one-half (T 1/2) their base hourly rate or time and one-half (T 1/2) compensatory time off at the discretion of the employee, except as specified below in A, B and C.

- A. Refuse Division employees assigned to the automated route shall receive pay at the rate of time and one-half (T 1/2) when such employee has worked over ten (10) hours per day or forty (40) hours within that work week.
- B. Communications Dispatchers assigned to work the alternative work schedule, hereinafter referred to as the 3/12 plus 8 plan, shall receive overtime for time worked in excess of:
 - i. one duty shift of twelve (12) hours and/or three twelve (12) hour shifts in a thirty-six (36) hour week; or
 - ii. three twelve (12) hour shifts and one eight (8) hour shift in a forty-four (44) hour week at time and one-half (T 1/2) their base hourly rate or time and one-half (T 1/2) compensatory time off, at the discretion of the Department Head.
- C. Any employee called back to work from scheduled vacation shall receive compensation or compensatory time off at their discretion at the rate of time and one-half (T 1/2) for all hours worked with the minimum call back guarantees.
- D. "Hours Worked" includes all the time an employee is required to be on duty or on the employer's premises or at the prescribed work place, and all times which he/she is permitted to work for the employer. Vacation, sick leave, or other approved leave of absence time is not considered "hours worked" and is not a part of the workweek for overtime purposes.

Holiday time and compensatory time are considered "hours worked" and is considered a part of the workweek for overtime purposes.

Due to the schedule and hours worked by Communications Dispatchers, all hours including sick, compensatory and holiday/vacation hours are counted as hours worked for the purpose of this section.

- E. In the event compensatory time off is used as the method of compensation for overtime, the time off will be taken no later than December 15th of each year. In the event the employee is denied this provision, he/she will be compensated for such time at the applicable rate of pay. Exceptions to this procedure will be made only upon written authorization of the City Manager.

In case of disaster, state of extreme emergency or local peril, the overtime procedures herein established, shall not be in effect, and compensation procedures will be determined at that time for such conditions.

III. Training

Employees who attend training programs, meetings, lectures and similar activities outside their regular working hours shall receive overtime compensation if the training meets the following criteria:

- A. Training is approved and required by the employee's Department Head.

- B. Training is directly related to the employee's present job; and
- C. Training could not be obtained during the employee's regular working hours.

If employees on their own initiative attend independent schools outside of their regular working hours or work schedule, they shall not receive overtime compensation, even if the courses are related to their jobs.

2.4 Callback

Employees, on standby, who are called to work overtime from their regular days off or other off duty hours shall receive overtime pay for the minimum of one (1) hour at time and one-half (T 1/2) their base hourly rate, or equivalent time off at their discretion, but shall not exceed four (4) hours of pay at time and one-half (T 1/2) within any four (4) hour block of time. Overtime immediately before or following regularly scheduled working hours will not be subject to a minimum hour guarantee.

Employees not on standby, who are called back to work overtime from their regular days off or other off duty hours shall receive overtime pay for a minimum of two (2) hours at time and one-half (T 1/2) their base hourly rate, or equivalent time off at their discretion, but shall not exceed six (6) hours of pay at time and one-half (T 1/2) within any six (6) hour block of time. Overtime immediately before or following regularly scheduled working hours will not be subject to a minimum hour guarantee.

2.5 Holidays

I. Regular Holidays for Pay Purposes

The following holidays are recognized as municipal holidays for pay purposes and all regular and probationary employees shall have these days off, except as otherwise provided:

- A. New Year's Day, January 1
- B. Martin Luther King Day, the third Monday of January
- C. Washington's Birthday, the third Monday in February
- D. Memorial Day, the last Monday in May
- E. Independence Day, July 4
- F. Labor Day, the first Monday in September
- G. Veterans Day, November 11

H. Thanksgiving Day, the fourth Thursday in November

I. The day after Thanksgiving, the fourth Friday in November

J. Christmas Day, December 25

K. Eight (8) hours on either the City work day preceding the Christmas or New Year's holidays.

L. Employees shall be credited with not more than one floating holiday (8 hour block) to be taken no later than December 15th of each calendar year, at the employee's discretion, subject to staffing needs and with the approval of the department head. The floating holiday shall be capped at eight (8) hours regardless of the year used. Floating holidays do not roll over to the next calendar year.

M. Every day appointed by the President of the United States or Governor of California for public feast, Thanksgiving, or holiday and as approved by the City Council.

When a holiday falls on a Saturday, the preceding Friday shall be deemed the holiday in lieu of the day named. When a holiday falls on Sunday, the following Monday shall be deemed to be the holiday in-lieu of the day named.

II. Holiday in-Lieu Time

A. Public Works employees assigned to work on a holiday shall be paid overtime at the rate of time and one-half (T 1/2) their base hourly rate or time and one-half (T 1/2) compensatory time off at the discretion of the employee for hours worked.

B. Refuse workers shall observe the paid holidays of New Years, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas and one floating holiday. When a holiday falls on a Saturday, one day will be added to the employee's vacation leave. When a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in-lieu of the day named.

Refuse workers assigned to work on a holiday shall be paid overtime at the rate of time and one-half (T 1/2) their base hourly rate or time and one-half (T 1/2) compensatory time off at the discretion of the employee for hours worked.

C. Police employees shall receive up to 96 hours of holiday time each calendar year accruing 3.69 hours per-pay period in-lieu of paid holidays. Employees may bank up to seventy (70) hours of holiday-in-lieu time. Employees may use this time at the discretion of the Department Head with due consideration of the employee's needs. Holiday time taken is deducted on an hour for hour basis. The employee is ultimately responsible for monitoring their holiday in-lieu time and will be able to request to cash out hours at their base hourly rate at time of accrual, once they have banked sixty (60) hours. An employee will be able to cash out any hours in excess

of sixty (60). Holiday in-lieu time shall be recorded on the employee's timesheet and accounted for through the payroll system. If an employee should reach the maximum accumulation cap of seventy (70) hours, holiday in-lieu hours will no longer accrue.

- D. For accrued holiday in-lieu time, employees shall receive compensatory time off or pay in-lieu of compensatory time off for holiday in-lieu time as directed by the Department Head.
- E. Whenever a public feast, Thanksgiving, or holiday is appointed as provided in Section 2.5(I)(M) herein, an additional eight (8) hours in-lieu of holiday time will be accrued following the provisions of the subsection A, B, C, and D, shown above.

III. Compensation At Termination

Regular employees leaving the municipal service with accrued days in-lieu of holidays shall be paid the amount of accrued days in-lieu of holidays to the date of termination. Payments for accrued days in-lieu of holidays shall be at the employee's current rate of pay.

2.6 Vacation

I. Eligibility

Employees shall complete six (6) months continuous service before using accrued vacation leave. Employees shall not work for the City during their vacation.

Employees whose scheduled vacations are interrupted or postponed due to industrial injury shall be rescheduled after such injured employee has returned to duty. No vacation previously scheduled shall be lost due to an employee exceeding the vacation accrual during an industrial injury leave.

II. Accrual

Vacation will be accrued and credited on a bi-weekly basis at the following rates for continuous service performed in pay status:

- A. From zero (0) through five (5) years:
3.39 hours per bi-weekly pay period, 88 hours annually
- B. From six (6) through ten (10) years:
4.62 hours per bi-weekly pay period, 120 hours annually
- C. From eleven (11) through fifteen (15) years:
5.24 hours per bi-weekly pay period, 136 hours annually
- D. Sixteen (16) or more years:
6.16 hours per bi-weekly pay period, 160 hours annually

III. Limits of Accrual

Such accrual and credit for all employees may not exceed twice the employee's annual rate of accrual.

IV. Compensation at Termination

Employees leaving the municipal service with accrued vacation leave shall be paid the amounts of accrued vacation to the date of termination at the employee's then hourly rate. Employees who terminate employment with the City and who have less than six (6) months of continuous service shall not be compensated for accrued vacation.

V. Refuse Vacation Scheduling

- A. A ninety (90) day vacation calendar posted in the Superintendent's office showing vacation availability.
- B. In order to request vacation employees should properly fill out a Personal Leave Form (P-4) and submit directly to the Superintendent or Supervisor.
- C. The Superintendent will have five (5) business days to respond to a vacation request.
- D. Requests will be subject to staffing needs.
- E. No preapproved vacation will be changed once scheduled.
- F. If two (2) employees request vacation on the same day, and for the same day, seniority will be used as the deciding fact in determining who is granted the day off.
- G. Once vacations are approved it will be placed on the vacation calendar.

2.7 Sick Leave

I. Definition/Approved Sick Leave Usage:

- A. Sick leave is an absence from duty which may be granted by the employer to the employee because of an illness, injury, exposure to a contagious disease, preventative care, illness or injury of a member of the employee's immediate family requiring the employee's attendance.
- B. To attend a medical, dental, or optical appointment if such appointment cannot be scheduled outside of the employee's normal work day.
- C. To obtain relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate documentation of the need for such services:
 - a. A temporary restraining order or restraining order;

- b. Other injunctive relief to help ensure the health, safety or welfare of the employee or their children;
 - c. To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
 - d. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault or stalking;
 - e. To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking;
 - f. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
- D. An employee's immediate family shall consist of the employee's: Spouse or registered domestic partner, parent (including step parents), child (including step children), brother, sister, father in-law, mother in-law, brother in-law, sister in-law, aunts, uncles, employee's and spouse's grandparents, grandchildren or any person living in the same household as the employee.
- E. An employee may be granted sick leave only in case of actual illness/situation as defined above. In the event that an employee or a member of the employee's immediate family recovers from any such illness after being granted sick leave, and during the regularly scheduled hours of work, then such employee shall notify the appropriate immediate supervisor and be available to return to duty.
- F. An absence or absences totaling not more than 48 hours of accrued and available sick leave per calendar year shall be granted to attend to an illness of an immediate family member as outlined above or as otherwise defined by each employee's collective bargaining agreement.
- G. Sick leave balances shall be reduced by the actual time not worked to the nearest one-tenth (1/10) of an hour.
- H. In order to receive compensation while absent on sick leave, an employee shall provide reasonable advance notice to their supervisor of their need to use sick leave if the need is foreseeable (i.e. doctor's appointment scheduled in advance). If the need for sick leave is unforeseeable, including an illness sustained while at work, the employee shall provide notice of the need for the leave to their supervisor as soon as possible, preferably within 1 hour before the time established as the beginning of the employee's work day. In the event that an employee is incapacitated because of illness or injury to the point the employee is unable to contact his/her supervisor, the employee's designated representative (i.e. family member) shall notify the supervisor at the earliest possible moment. Failure to do so without good reason shall result in that day of absence being treated as leave of absence without pay or cause the employee to use other available and accrued leave.

- I. If the employee is absent on sick leave for more than 1 day, the employee shall keep the immediate supervisor informed as to the date the employee expects to return to work.
- J. Upon the oral or written request of an employee, the City shall provide paid sick days for the purposes described in previous sections. The City may request a note from a physician after an employee has been absent longer than three consecutive days or shifts, or if evidence suggests that an employee is abusing the City's sick leave policy.

To accurately track sick leave for those who meet the requirements under Federal and State laws (Family Medical Leave Act and California Family Rights Act), the City may require a physician's certification for an employee's own serious health condition or to care for an eligible family member (parent, child, spouse, domestic partner or covered service member).

- K. Employees who are on vacation at the time of death of an immediate family member as defined above shall be entitled to substitute bereavement leave for vacation time, consistent with the existing bereavement leave policy. The total period of absence from City employment (vacation and bereavement leave) shall not be extended beyond that time initially approved for vacation, without specific Department Head approval. Unused vacation shall be retained by the affected employee in accordance with the existing vacation policy.
- L. Supervisors shall have the discretion to place employees on sick leave when, in the judgment of the supervisor, the presence of the employee at work would endanger the health and welfare of other employees or where the illness or injury of the employee interferes with the performance of such employee's duties.
- M. The City shall not deny an employee the right to use sick leave, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using, or attempting to exercise the right to use sick leave to attend to an illness or the preventative care of a family member, or for any other reason specified in sections above.

II. Sick Leave May Not Be Used For:

- A. An employee serving their initial 90 calendar days of service to the City (unless the employee was rehired within one year of separation, or sustained a work-related injury during their initial 90 days of employment).
- B. Sick leave will not be granted to any employee absent from duty during an authorized leave of absence without pay, or any other absence from duty not authorized the City.

- C. Sick leave shall not be used in lieu of or in addition to vacation, unless leave is requested for an immediate death in the family or as otherwise defined in this policy.
- D. Absence for illness/medical treatments may not be charged to sick leave yet to be accumulated.

III. Accrual, Accumulation and Separation

- A. Regular and probationary employees shall be eligible to accrue sick leave at the rate of 3.69 hours for each bi-weekly pay period.
- B. There is no limit on the amount of sick leave which can be accumulated and carried over from year to year.
- C. Sick leave will be accrued by any employee during the first 90 calendar days of employment. However, only upon the successful completion of 90 days of employment, will the employee be entitled to utilize their accrued sick leave (does not apply to employees rehired within one year of separation).
- D. Employees granted a leave of absence with pay (including military leave or other approved leave with pay) shall accrue sick leave as indicated above.
- E. Sick leave will not be accrued by an employee absent from duty after separation from service or during an authorized leave of absence without pay.
- F. Upon retirement under Public Employees Retirement System, qualifying employees may apply unused sick leave as provided under Section 20862.8 and 20965 of the Government Code.

IV. Reimbursement/Reinstatement of Unused Sick Leave

- A. Employees leaving the municipal service shall forfeit all accumulated sick leave unless:
 - a. Upon retirement under the Public Employees Retirement System, qualifying individual applies unused sick leave as provided under Section 20862.8 and 20965 of the Government Code.
 - b. The individual is re-hired by the City of Hanford within one year from the date of separation. Previously accrued and unused paid sick days shall be reinstated and the employee shall be entitled to use those previously accrued and unused paid sick days immediately and will accrue additional paid sick hours in accordance to the section above.
 - c. The employee resumes employment with the City upon release from active military duty, temporary military leave or other approved leave of absence.

V. Abuse of Sick Leave

- A. Abuse of an employee's sick leave is defined as a claim of entitlement to sick leave when the employee does not meet the requirements as defined in Section I.

If an employee is found to be abusing or misusing their sick leave time, they will be subject to disciplinary action.

2.8 Catastrophic Leave

The City has established a catastrophic leave bank for use by employees in conformance with the Catastrophic Leave Policy dated May 6, 2014.

2.9 Bereavement Leave

Each regular employee shall be granted bereavement leave with full pay not to exceed five (5) days in the event of death in the employee's immediate family as defined in Section 2.7. For employees on a modified or alternative work schedule, the equivalent of one week off shall be granted dependent upon the scheduled workweek. Bereavement leave does not count against an employee's sick leave balance.

2.10 [Reserved]

2.11 Tuition Assistance

Pursuant to administrative regulation 1.13, regular employees are eligible to receive tuition assistance up to \$700 per fiscal year for educational purposes, which shall include advancement to any other position within the City as determined by the City Manager. Tuition Assistance covers courses taken at accredited colleges and universities, approved correspondence courses, and certificate and license programs except those covered under Section 2.18 for continuing education specifically related to employment, but not required for employment.

2.12 [Reserved]

2.13 Mileage Reimbursement

Employees required to use their private automobile for authorized City business shall receive mileage reimbursement at the current IRS approved rate.

2.14 Uniforms and Allowances

- A. All designated employees in the Public Works Department will be provided a safety

shoe at no cost up to \$160 per person, and will be required to wear a safety shoe at all times on the job.

Effective July 1, 2021, the amount for safety shoes shall increase to \$200 per person.

- B. The City shall supply eleven (11) sets of pants and shirts and one (1) jacket to each employee in the classifications below:
- i. Facilities Maintenance Technician I/II;
 - ii. Custodian;
 - iii. Construction Inspector I/II;
 - iv. Lab Technician I/II;
 - v. Fleet Mechanic I/II;
 - vi. Senior Fleet Mechanic;
 - vii. Senior Custodian;
 - viii. Refuse Collector;
 - ix. Refuse Service Worker;
 - x. Maintenance Worker I/II;
 - xi. Utilities Maintenance Workers I/II;
 - xii. Senior Maintenance Worker;
 - xiii. Sweeper Operator;
 - xiv. Heavy Equipment Operator;
 - xv. Wastewater Treatment Plant Operator;
 - xvi. Senior Wastewater Treatment Plant Operator;
 - xvii. Traffic Control Technician;
 - xviii. Lab Attendant;
 - xix. Building Inspector I/II
 - xx. Landscape Services Technician

The City shall request from the third-party vendor that all uniforms that are in a condition such as damaged beyond repair and/or unserviceable, worn and/or soiled to an extent in which an employee's appearance reflects poorly on the City, be exchanged as quickly as possible following approval from a supervisor. Should there be a dispute regarding the supervisor's approval/denial the employee shall be able to appeal to the Department Head on the matter.

Non required items, such as City jackets, are not replaced by the City. In the case where non required items are damaged, employees may wear items purchased at their own expense, so long as the clothing is in good condition and does not cause a safety risk. Such items should generally be a solid color without logos of sports teams, political messages, etc.

- C. Exceptions to the above list include the following employee classifications:
- i. Engineering Technicians, which will have two (2) shirts purchased; and
 - ii. Fleet Mechanics, Facilities Maintenance Technician, Sewer, and Wastewater employees will receive a coverall option in lieu of a standard set of uniforms.

- D. The City shall initially supply two (2) hats to those employees in the classifications listed above that want to wear a hat. If a hat is worn on duty, it must be a City hat or a department approved hat. Worn or soiled hats will be replaced on a hat-for-hat basis as determined by the department head.
- E. The City shall supply eleven (11) sets of pants and shirts and one (1) jacket to each employee assigned to the position of Community Enhancement Officer. In addition to that, the City shall provide the Community Enhancement Officer with a pair of boots which will be replaced at minimum on an annual basis.
- F. Within the first month of employment, Communications Dispatchers, Police Service Technicians, Senior Police Records Assistants, Police Records Assistants, Property and Evidence Technicians, Fire Inspectors, Code Compliance Officers, Animal Control Technicians, Parking Control Officers and the Administrative Assistant in the fire department, unless not required to wear a uniform at the Department Head's discretion, required to wear a uniform shall be paid an initial \$200 uniform allowance for the first year of employment. After the first year of employment, the employee is eligible for a pro-rated uniform allowance based on the number of months remaining in the fiscal year.
- G. Communications Dispatchers, Police Service Technicians, Senior Police Records Assistants, Police Records Assistants, Property and Evidence Technicians, Fire Inspectors, Code Compliance Officers, Animal Control Technicians, Parking Control Officers and the Administrative Assistant in the fire department shall receive uniform allowances of \$600 the fiscal year paid the first full pay period in July. If the Administrative Assistant in the police department is required to wear a uniform the City shall purchase uniforms as needed, but not to exceed the fiscal year limit.

Effective the first full pay-period in July 2021, the uniform allowance shall increase to \$800.

2.15 Health Insurance

The City shall pay 100% of the employee-only premium for vision coverage. For dependent and family coverage, the City shall pay 60% of the total vision premium cost.

The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect to take the group health, accident, dental care, and life insurance benefits available to them through the current group plan.

2.16 [Reserved]

2.17 Retirement

I. "Classic" Employees

The City shall provide the 3% @ 60 retirement plan as provided under the California Public Employees (CalPERS) retirement system.

Employees will pay 100% of their share the employee's retirement contributions.

II. "PEPRA" Employees

The City shall provide 2% @ 62 retirement plan as provided under California Public Employees (CalPERS) retirement system.

Employees will pay 100% of their share the employee's retirement contribution.

2.18 Certification and Training

The City shall ensure that adequate time and availability of the employee is made to attend all required training prior to the expiration of any required certifications.

All employees, regardless of shift length, are expected to return to work and complete the remainder of their shift unless the location of the training would not allow them to return in a safe, timely and sensible manner. An employee will not be required to use any accrued benefit time and will be credited the length of their regular shift if they are not able to return to work after attending training, as long as the reason for not returning to work is a result of uncontrollable circumstances and approved by that employee's supervisor. When not returning to work after training is a result of illness or other personal reason, then appropriate benefits will need to be used. If the employee is uncertain whether or not to report back to work, they shall check with their supervisor and/or Department Head. The Department Head shall have final discretion. At no time shall an employee's training, travel time and work time exceed their regularly scheduled work day except under one of the following conditions:

1. The combined training and travel time exceeds the length of an employee's regular shift, the employee shall receive overtime pay (the employee shall immediately report this scenario to their supervisor should this occur).
2. The employee and management mutually agree that upon return from training, the employee can report to work and continue an overtime shift, if applicable.

The City will pay for costs associated with completing courses or achieving certifications or licenses, which are required by the City (whether State mandated or City option). If an employee is required to take an examination to obtain a certificate or license, payment for the first examination will be pre-paid by the City. Costs shall include transportation or mileage paid at the IRS approved rate, tuition and fees. The City also agrees to pay the costs associated with renewal for any license or certification so long as it is required. An example of such requirements is the license for certification for water systems operator.

If an employee fails an examination, all costs associated to re-take the examination except transportation or mileage reimbursement which shall be at the employee's expense (does not apply to transportation or mileage).

The City will determine how many and which Utilities Maintenance Worker(s) will be required to obtain and maintain Backflow Tester, Backflow Specialist and Water Sampler A certifications. A two percent (2%) stipend will be paid for each certificate held by those employees required to maintain the certificate by the Department Head.

The City will determine how many and which employees will be required to obtain and maintain a Certified Access Specialist Certificate. A two percent (2%) stipend will be paid to those employees required to maintain the certificate by the Department Head.

2.19 Dues Deduction

It is mutually agreed that the City will, during the term of this MOU deduct, without charge, dues from the pay of those employees who individually provide written authorization for such dues in an amount certified to be current and correct by the President of the SEIU. There shall be no more than one deduction per pay period and the total of such deductions shall be remitted by the City to the SEIU. "Dues" in this context means any deduction voluntarily authorized by an SEIU member employed by the City.

2.20 Bilingual Pay

The City agrees to compensate eligible employees for utilization of their bilingual skills as determined by the City pursuant to administrative regulation 1.12. Eligible employees shall receive a five percent (5%) stipend for the use of their bilingual skills.

2.21 – 2.25 [Reserved]

2.26 Travel

Per City policy, the City shall pay per diem in accordance with the established IRS guidelines. No food receipts will be required for the per diem or commuter allowance. An employee whose travel time for training including drive time consists of over eleven (11) hours in a day will be given the option of an overnight stay at a major chain hotel/motel.

2.27 – 2.29 [Reserved]

2.30 Longevity Pay

Upon completion of ten (10) consecutive years of active service with the City of Hanford, employees shall receive two percent (2%) above their base wage in recognition of longevity pay.

Upon completion of fifteen (15) years of active service with the City of Hanford, employees shall receive a total of three percent (3%) above their base wage in recognition of longevity pay.

Upon completion of twenty (20) consecutive years of active service with the City of Hanford, employees shall receive a total of five percent (5%) above their base wage in recognition of longevity pay.

If an employee is on an approved leave and/or a disciplinary leave, time counted towards longevity will continue after the employee returns to paid status, but such leave shall not constitute a “break” in active service as it relates to longevity.

2.31 Standby

Employees assigned to "Standby Duty" shall be compensated at \$2.80 per hour for each hour of standby duty.

Employees on standby must dress and respond to a scene within thirty (30) minutes if a call so requires. All employees shall be eligible to be placed on standby.

The persons in the Utilities, WWTP, Streets, Water and Storm Drainage (when assigned by the Superintendent) shall be provided a vehicle in which to respond to calls when necessary. Take home vehicle shall be subject to Administrative Regulation 1.04 and may not be stored outside of the City Limits.

2.32 Shift Differential Pay

Employees shall receive an additional five percent (5%) above their base hourly rate for the entire shift if fifty percent (50%) or more of the employee's assigned shift falls between the hours of 6:00 p.m., and 8:00a.m.

2.33 Working Out of Classification

All out of class assignments for purposes of training shall be under the direct supervision of an employee qualified to perform the duties of the higher level position. Employees assigned to work under direct supervision for training purposes shall not be eligible for working out of classification pay. Trained employees assigned to work out of classification shall receive the salary of the first step of the five (5) step range for the higher classification or a five percent (5%) increase, whichever is higher, beginning the first day of such assignment except that the working out of classification pay cannot exceed the maximum of the top step of the salary range.

SEIU and the City agree to continue to meet and confer regarding the subjects of working out of classification and acting pay and come to an understanding via a side letter agreement.

2.34 Safety Glasses

All non-clerical general unit employees may be provided one pair of prescription safety glasses through American Optical every two (2) years, at a cost not to exceed \$60. The City will replace a lens only if broken in the line of duty or upon a doctor's recommendation that the current lens presents a safety hazard. Cost of replacement shall not exceed \$60 during the two-year period. The employees are responsible for all professional service costs.

2.35 Probationary Period

All appointments shall be tentative and subject to a probationary period fixed by the Department Head at the time of appointment of not less than six (6) months or more than twelve (12) months. The probationary period may be extended with the approval of the City Manager for a period not to exceed six (6) additional months where the Department Head finds that extraordinary conditions justify such extension.

For the Maintenance Worker I classification the probationary period shall be twelve (12) months. If the employee passes the probationary period, he/she shall be promoted to Maintenance Worker II first step with no probation and be eligible for step increases each year thereafter.

For the Utilities Maintenance Worker I or Wastewater Treatment Plant Operator in Training (OIT) and Wastewater Treatment Plant Operator I classifications the probationary period shall be twelve (12) months. In order to be promoted to Utilities Maintenance Worker II or Wastewater Treatment Plant Operator I/II, the employee must pass the probationary period and obtain the required certifications within the allotted time.

The probationary period for Communications Dispatcher shall be twelve (12) months. Communications dispatchers shall be eligible for advancement to step "B" after six (6) months of continuous service with the city.

2.36 State Disability Insurance

State disability insurance is provided, to all employees within this unit at the employee's cost. State disability insurance payments may be available to employees who cannot work due to sickness or injury not job related. State disability payments shall be integrated with sick leave balances. To the extent that accumulated sick leave or vacation leave is available, the employee will continue to receive a regular payroll check. State disability insurance payments received by the employee from the State shall be turned in to the City upon receipt by the employee. When such checks are received by the City, that portion of the sick leave or vacation leave used, equivalent to the dollars

received from the State, shall be reimbursed to the employee's balances. At such time that the employee no longer has balances to reimburse, the employee is no longer required to submit the State disability payment to the City.

2.37 Class A and B Licenses

For all employees required to maintain Class A and B licenses, the City shall pay the difference between Class C and B and Class C and A driver's license renewals as required by the California Department of Motor Vehicles. In addition, the City will continue to pay for DMV physicals for those employees required to have a Class A or Class B driver's license.

2.38 Jury Duty

Employees required to report to jury duty shall be granted a leave of absence with pay from their assigned duties until released by the court, provided the employee remits to the City all fees received for such duties other than mileage or subsistence allowance within thirty (30) days from the termination of his/her jury duty service.

2.39 Military Leave

The City provides military leave consistent with state and/or federal law.

2.40 Leave to Vote

Employees shall be granted time off with pay to vote in any general, direct primary, or presidential primary election consistent with state law. Employees desiring such time off are required to give the appropriate notice required by state law.

2.41 Life Insurance

The City provides a paid up \$10,000 term life policy for each member of the Bargaining Unit.

2.42 Agency Shop

Section 3500 et seq. of the California State Government Code was enacted on September 28, 2000, providing for the implementation of agency shop. The City and the Union were unable to agree upon a negotiated agency shop provision. In conformance with Government Code Section 3500, a secret ballot election was held in the general bargaining unit of the City where a majority of those voting voted in favor of the agency shop provision. The provisions of the California State

Government Code Section 3500 et seq. regarding agency shop are hereby incorporated in this MOU, and shall apply to all classifications subject to this MOU.

It is agreed that employees subject to this memorandum of understanding shall have thirty (30) days from their employment date to either join the union and pay union dues or elect to pay the service fee.

2.43 Flexible Spending and Voluntary Benefit Plan

The City agrees to provide a Section 125 plan to employees.

2.44 Union/Management Meetings

Once each quarter, the Union may request a meeting with the applicable Department Head and together or separately with the City Manager on topics other than discipline or grievances. SEIU shall prepare and distribute an agenda to all parties at least one week prior to the proposed meeting.

2.45 [Reserved]

2.46 Pregnancy Disability Leave

The City provides pregnancy disability leave consistent with state and federal law.

2.47 Family and Medical Leave

The City provides family and medical leaves of absence consistent with state and/or federal law.

2.48 Tool Allowance

Regular Fleet Mechanics shall receive a tool allowance of up to \$600 per fiscal year, with or without receipts, paid to the employee by a reimbursement system administered through the department.

Effective the first full pay-period in July 2021, Fleet Mechanics shall receive a tool allowance of \$1,000 per fiscal year, with or without receipts. The tool allowance shall be recorded on the employee's timesheet and accounted for through the payroll system. The employee and/or supervisor is ultimately responsible for ensuring that their tool allowance is recorded on the timesheet in the pay-period that includes July 1st (\$500) and January 1st (\$500).

Newly hired Fleet Mechanics shall receive their first tool allowance within thirty days of being hired on a pro-rated basis and will not be eligible for an additional allowance until the following fiscal year. The supervisor is ultimately responsible for ensuring that the tool allowance is recorded on the new employee's timesheet.

2.49 Deferred Compensation

Effective the first full pay-period in July 2021, employees are eligible to receive matched employer contributions for deferred compensation up to \$40 per pay-period.

2.50 Direct Deposit

All employees shall be subject to mandatory participation in the direct deposit of the City payroll checks. Employees shall complete a direct deposit/sign-up authorization form during their first week employed with the City of Hanford.

SECTION 3

3.1 Disciplinary Action

This section shall not apply to Reductions in Force, or reductions in pay which are part of a general plan to reduce or adjust salaries and wages.

I. Range of Disciplinary Action

The City shall strive to maintain a system of progressive discipline. However, the final Disciplinary Action imposed will be determined by the seriousness of the offense and any other factors deemed relevant by the Personnel Officer or Department Head. Nothing stated herein requires the City to impose discipline based on prior discipline or lack thereof.

II. Causes for Disciplinary Action

Causes for disciplinary action against any employee may include, but shall not be limited to, the following:

- A. Fraud in securing appointment;
- B. Neglect of duty, including failure to meet the standards of performance of the employee 's position;
- C. Insubordination, willful disobedience;
- D. Dishonesty, including falsification of City documents or records, or fraud in securing one's employment;
- E. Drunkenness or intoxication on duty;
- F. Possession, distribution, sale or use, or being under the influence of, illegal drugs while on City property or City business;
- G. Absence without leave;
- H. Conviction of a felony or any crime involving moral turpitude;
- I. Discourteous treatment of the public or other employees, including physical and verbal harm;
- J. Willful violation of safety, endangering property and/or persons;
- K. Misuse, unauthorized use, misappropriation, theft, or sabotage of City property;
- L. Inefficiency or incompetency;

- M. Violation of any of provisions of these Rules, official City policies, and/or departmental rules and regulations;
- N. Refusal to take or subscribe to any oath of affirmation which is required by law in connection with City employment;
- O. Any other acts or omissions either during or outside of duty hours which are incompatible with or unfavorable to the public service.

III. Notice of Proposed Disciplinary Action - Regular Employees

Written notice of the proposed discipline to be imposed shall be served on a regular employee personally or sent to his/her address of record by Certified Mail not less than ten (10) calendar days prior to the date of the proposed action. If served by Certified Mail, such notice shall be effective and constitute receipt by the employee upon deposit in the United States Post Office. Courtesy copies shall be provided to the union.

Such formal notice shall include the following statements:

- A. The nature of the disciplinary action;
- B. The effective date of the penalty;
- C. The causes therefore;
- D. A plain and concise description of the act or omissions upon which the causes are based;
- E. A statement informing the employee of his/her right to appeal the decision as provided in these Rules;
- F. A copy of the materials upon which the disciplinary action is based; and
- G. Whether the employee will be placed on Administrative Leave, and for what length of time.

IV. Right to Respond - Regular Employees (Skelly Meeting)

Any regular employee shall have the right to respond, with union representation, either orally or in writing, to the authority imposing disciplinary action and have the response considered prior to the discipline being imposed. Unless otherwise specified in writing by the authority proposing discipline, such a response must be made within ten (10) calendar days after receipt of the written notice of the proposed disciplinary action. Failure to respond within such period constitutes a waiver of the right to respond. However, failure to respond shall not affect the employee's right to appeal the disciplinary action as provided in this Rule. After reviewing the employee's response, if any, the authority imposing

discipline shall formally notify the employee in writing of his/her decision to dismiss, modify or impose the proposed discipline.

V. Right of Appeal - Regular Employees

Any regular employee shall have the right of appeal from any disciplinary action under this Rule. Such appeal must be filed in writing with the City Manager within five (5) working days of the date of service of the notice of such disciplinary action. Failure to file an appeal within such period constitutes a waiver of the right of appeal.

The City Manager or his/her designee shall conduct a hearing as provided in this Rule, unless otherwise provided in an applicable memorandum of understanding or required by law. Except in the case of danger to the public well-being, the employee's safety or other employees' safety, no discipline shall be imposed prior to the completion of the appeals process.

VI. Appeal Hearing and Procedures -Regular Employees

A. Hearing Officer Selection

The employee (or his/her representative) and the City, within five (5) calendar days of the filing of the appeal, shall jointly pick a hearing officer to hear the appeal. If the parties are unable to agree on a hearing officer within this time frame, the employee (or his/her representative) and the City shall jointly request a list of names of five (5) neutrals from the California State Mediation and Conciliation Service. Within five (5) calendar days after receiving the list of neutrals, the employee (or his/her representative) and the City shall select a hearing officer from that list by alternately striking names from the list. The first option to strike shall be determined by lot.

B. Cost of Hearing

The cost of the services of the Hearing Officer shall be split by the parties unless otherwise required by law.

C. Scheduling the Hearing

The hearing shall, when practicable, be held within twenty (20) calendar days of the selection of the hearing officer.

D. Continuance of Hearing

The hearing officer may continue the hearing either for convenience of the City or upon written application of the appellant, for a reasonable period from the receipt of request for extension. Written notice of the time and place of the hearing, and any continuance thereof, shall be provided to the appellant.

E. Conduct of Hearing

Such hearing shall be conducted in accordance with the provisions of Section 11513 et seq. of the Government Code, except that the appellant

and other persons may be examined as provided in Section 19580 of the Government Code, and the parties must submit all proper and competent evidence against, or in support of, the causes. The hearing officer shall determine the need for counsel and the procedures under which the hearing will be conducted. Such procedures shall comply with the state law and the provisions of this Rule. The hearing shall be closed except to necessary parties unless the appellant or employee organization requests, in writing, that the hearing be open to the general public. All witnesses, except the appellant and a City representative, shall be excluded from the open hearing process.

F. Advisory Opinion

The opinion of the hearing officer shall be rendered within fifteen (15) calendar days of the hearing, or within a reasonable time thereafter, and shall be advisory only to the City Manager. In the event that the discipline was imposed by the City Manager, the hearing officer's opinion shall instead be advisory to the City Council, which shall make the final decision.

Nothing in these Rules shall be construed as to bind the City, City Manager or City Council, or a Court of law to any opinion of the neutral hearing officer. If subsequent court proceedings are initiated, the decision of the City Manager or City Council shall be entitled to a presumption of correctness pursuant to *Fukuda v. City of Angels* (1999) 20 Cal.4th 805.

VII. Decision - Regular Employees

A. City Manager

The City Manager shall render a written decision within five (5) work days after receiving the advisory opinion of the hearing officer. The City Manager's decision shall be final and conclusive and shall be the findings of the City. A copy of such decision shall be forwarded to the appellant.

B. City Council

In the event the discipline was imposed by the City Manager, the City Council shall consider the advisory opinion of the hearing officer and shall render a final and conclusive finding of the City within fifteen (15) calendar days of the receipt of the hearing officer's advisory opinion.

C. Failure of Employee to Appear at the Hearing

Failure of the employee to appear at the hearing shall be deemed a withdrawal of his/her appeal and the action of the City Manager or Department Head shall be final.

D. Representation

The employee must appear in person at the hearing and may be represented by counsel or another representative. Management or confidential classifications shall not be permitted to represent another City employee or

group of City employees at an appeal hearing.

E. Notice to Witnesses

The City Manager shall cause issuance of subpoenas for the appearances of witnesses for the employee upon his/her written request and at the employee's cost consistent with the requirements of Government Code sections 11450.05 et seq. The City Manager may require such cost to be prepaid and the same shall be limited to the fee and mileage of witnesses as set forth in Government Code section 11450.40. City employees will be allowed to attend as a witness without a loss in compensation.

VIII. Categories of Discipline

A. Major Discipline:

i. Reduction in Salary

The employee is placed at a lower salary step within the current salary range as a result of disciplinary action.

ii. Demotion

The employee is moved from one class to another class having a lower maximum rate of pay as a result of disciplinary action.

iii. Administrative Leave (with pay)

Employees placed on Administrative Leave from municipal service shall forfeit all rights, privileges while on such suspension with the exception of salary, and Group Health and Life Insurance benefits.

iv. Suspension

Employees suspended from municipal service shall forfeit all rights, privileges and salary while on such suspension with the exception of Group Health and Life Insurance benefits. Employees on suspension shall make all monetary contributions to maintain benefits.

B. Minor Discipline:

i. Verbal Reprimand

Employees receiving an oral reprimand may have it noted in their departmental record by the Department Head. Oral reprimands are not subject to appeal.

ii. Written Reprimand

Employees receiving a written reprimand shall have a copy of the reprimand filed in their permanent personnel record for future reference. An employee's permanent personnel record is his/her personnel jacket maintained in the Personnel Office, except that records for non-sworn Police Department Employees may be maintained in the departmental personnel file. Employees who

receive written reprimands may attach written responses or rebuttals to the reprimand which shall also become part of the employee's official personnel file. Written reprimands are not subject to appeal.

Minor Disciplinary action imposed is not subject to Chapter 11 unless specified otherwise in a memorandum of understanding applicable to the employee.

IX. Releasing Information

The City will comply with state laws regarding public disclosure of disciplinary personnel actions.

SECTION 4

4.1 GRIEVANCE PROCEDURES

I. Purpose

This grievance procedure is intended to promote improved employer-employee relations by affording employees, individually or through recognized employee organizations, a systematic means of obtaining further consideration of workplace issues within the scope of this grievance provision after every other reasonable effort has failed to resolve them. Grievances shall be heard and resolved as quickly, informally, and as near to the point of origin as possible.

II. Definition of Grievance and Matters Subject to Procedure

A "grievance" is an alleged violation or improper application of these Rules, or other official City policies or departmental rules and/or a current memorandum of understanding, affecting the status or working conditions of City employees, filed by one or more employees, or SEIU.

Any City employee, or SEIU, shall have the right to present a grievance under this Rule concerning matters for which an appeal or grievance procedure is not otherwise provided, or an appeal or grievance is not otherwise prohibited, under other official City policy or procedure.

III. Informal Grievance Procedure

An employee must first attempt to resolve a grievance or complaint through discussion with his/her immediate supervisor within fifteen (15) calendar days from the date when the grievant knew, or reasonably should have known, of the occurrence of the event giving rise to the grievance. If, after such discussion, the employee does not believe the problem has been satisfactorily resolved, he/she shall have the right to discuss it with his/her supervisor's immediate superior, if any. Every effort should be made to find an acceptable solution by informal means at the most immediate level of supervision.

If the employee is not in agreement with the decision reached through such discussion, he/she shall then have the right to file a formal grievance in writing within ten (10) calendar days after receiving the informal decision of his/her superior or superiors. An informal grievance shall not be taken above the Department Head level.

IV. Formal Grievance Procedure

The formal grievance procedure after exhaustion of the informal grievance procedure shall proceed as follows:

A. Department Review

The grievance shall be presented in writing to the employee's Department Head who shall discuss the grievance with the employee, his/her representative, if any, and with other appropriate persons. The Department Head shall render his/her decision and comments in writing and return them to the employee within fifteen (15) calendar days after receiving the

grievance. If the employee does not agree with the decision reached, or if no answer has been received within fifteen (15) calendar days, he/she may present the grievance in writing to the City Manager. Failure of the employee to take further action within ten (10) calendar days after receipt of the decision, or within a total of twenty-five (25) calendar days if no decision is rendered, will constitute withdrawal of the grievance.

B. City Manager Review

Upon receiving the grievance, the City Manager or his/her designated representative shall discuss the grievance with the employee, his/her representative, if any, and with all other appropriate persons. The City Manager may designate a fact-finding committee or an officer not in the normal line of supervision, to advise him/her concerning the grievance. The City Manager shall render a decision in writing to the employee within twenty (20) calendar days after receiving this grievance. The decision of the City Manager shall be final.

C. Conduct of Grievance Procedure

The time limits specified above may be extended to a definite date by mutual agreement of the employee and the reviewer concerned in writing.

The employee may request the assistance of another person in preparing and presenting his/her grievance at any level of review. Any City employee, other than those appointed to management and confidential classifications shall be permitted to assist another City employee or group of employees in preparing and presenting a grievance.

Employees shall be free from reprisal for using the grievance procedure.

SECTION 5

5.1 Layoffs Procedures

An employee may be terminated (laid off) under this section by the Personnel Officer for the following reasons: A shortage of work; lack of funds; material change in duties or organization; in the interest of economy; to reduce the staff of any City function or in the return of another City employee occupying the same position from a leave of absence. The order of separation due to a lay-off shall be based upon class, type of appointment and seniority.

I. Seniority List

The Personnel Officer shall establish seniority lists by classification based on employees' lengths of service in that classification. Such lists shall be established on a departmental basis.

II. Calculation of Length of Service

- A. All hours worked in the classification shall be counted toward seniority provided there has been no break in service. If there has been a break in service, seniority credits will not be granted for time served in the class prior to the break in service.
- B. All paid absences shall be included in the time in service calculations but unpaid absences shall not be included. Authorized leaves of absence shall not be considered breaks in service. Prior lay-off shall not be considered a break in service if rehired within two (2) years of such lay-off.
- C. Employees who promote from one class to another shall maintain their seniority in the 1st class and any time served in the higher class, shall be included in length of service calculations for the lower class.

When two (2) or more employees have the same total length of service in a classification, the employee with the lowest department seniority shall be laid off; in the event there is still a tie, the employee on the later list of eligibles shall be laid off; in the event both employees are on the same list, the employee with the lower rank on that list shall be laid off.

III. Order of Separation

- A. Separation (lay-off) of employees shall be in the order in which their names appear on the seniority list for the affected class, with those persons having least seniority being the first separated, except as provided in Subparagraph C (3) below.
- B. Employees in the same class shall be separated during a reduction in force (lay-off) according to the type of appointment under which they serve, in the following sequence: Part-time, probationary, permanent.

The lay-off of employees in grant funded positions shall be guided by pertinent regulations set forth in the grant contract. If a grant does not provide guidelines for layoffs, then the lay-off employees occupying all grant funded positions shall be determined by the availability of the grant funds, except that such employees may be displaced by qualified probationary or permanent employees in the same department who are scheduled for lay-off and who have a greater number of seniority credits.

IV. Voluntary Demotion in Lieu of Lay-Off

An employee scheduled to be laid off may voluntarily demote to a lower class when a lower class has similar duties, responsibilities, and requirements as designated by the City Manager or his designee, providing the total seniority exceeds the total seniority of the employee in the lower class.

Employees may also demote to any previously held position wherein their performance had been judged to be satisfactory, so long as their seniority exceeds that of the person occupying that position.

To be considered for voluntary demotion in lieu of lay-off, an employee must notify the City Manager or his designee in writing of this election no later than seven (7) calendar days after receiving notice of lay-off.

V. Re-Employment

- A. The City Manager or his designee shall establish re-employment lists by classification and department. Such lists shall contain the names of permanent employees who were laid off or demoted in lieu of lay-off from that class in a given department. Names shall be placed on the lists in order of their seniority in the classification, with the employee having the highest seniority in the class being at the top of the list for re-employment.
- B. Names shall remain on the list for a maximum of two (2) years after lay - off or voluntary demotion in lieu of lay-off. While any names remain on the re-employment list for a classification, any position in that classification which becomes available must be filled through the list rather than by hiring a new employee. Any remaining benefits at the time of lay -off shall be restored upon rehire.
- C. In the event that no names remain on the re-employment list for a given department and classification, the employee having the highest seniority in the class of any employee on any existing department re-employment lists for that class shall be offered the position. Employees offered positions in departments other than the one from which the employee was laid off may be required to serve a new probationary period.

- D. Any employee laid off for a period of six (6) months or longer will be required to meet City medical standards.
- E. An employee's name shall be removed from the re-employment list if the employee refuses re-appointment to a position in that classification in the department of last employment, or if the employee fails to reply to an offer of employment within ten (10) calendar days after receipt of such offer, or if after accepting said offer, fails to report for work.

SECTION 6

6.1 Conclusiveness

The provisions expressly stated in this MOU may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the SEIU and the City in a written and signed amendment to this agreement.

The City and SEIU agree that during the negotiations which resulted in this MOU each had an unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of representation. Therefore, during the term of this agreement, neither the City nor the SEIU shall be obligated to meet and confer on any matter:

- I. Whether or not specifically referred to in this MOU;
- II. Whether or not the matter was within the knowledge or contemplation of either party at the time of negotiations;
- III. Whether or not the matters were proposed and later withdrawn during negotiations.
- IV. Except that: In order to meet an emergent situation, the City may change a written policy affecting wages, hours and other terms and conditions of employment which is not specifically set forth in this MOU. The City shall notify the SEIU of its intention to so do. If the SEIU does not respond within ten (10) calendar days from the date of mailing of such notification the City shall assume that the SEIU does not wish to meet and confer on the change in policy. In an emergency, the City retains the right to take such action immediately. The SEIU will be offered the opportunity to meet and confer as soon as practicable.

6.2 Accumulation/Vesting

The City and the SEIU agree that nothing contained in this MOU shall be interpreted as to imply or permit the accumulation or vesting of any written or unwritten employee right or privilege beyond the termination date of this MOU.

6.3 Savings Clause

If any provision of this MOU or any addendum thereto should be held to be invalid by operation of law or by a tribunal of competent jurisdiction or if compliance or enforcement of any provision should be restrained by such tribunal or the enactment of superseding rule, regulation, law or order by any governmental authority other than the City, such provision shall be immediately suspended and be of no force and effect, and the parties shall immediately begin the meet and confer process for the purpose of arriving at a mutually satisfactory replacement for such provision. Invalidation of a part or portion of this MOU shall not invalidate any remaining portions unless those remaining portions were contingent upon the operations of the invalidated provision.

6.4 Non-Discrimination Clause

Both the City and the SEIU agree that they shall not unlawfully discriminate against any employee on the basis of age, race, sex, disability/handicap, creed, color, national origin or ancestry, pregnancy, marital status, medical condition, or sexual orientation. Neither the City nor SEIU shall interfere with intimate, restrain, coerce, or discriminate against any employee because of the exercise of rights to engage or not engage in lawful SEIU activity.

6.5 Term and Salary Survey

This MOU shall be effective for the period of July 1, 2019, through and inclusive of June 30, 2022. The provisions of this MOU shall not take effect until ratified by both the Hanford City Council and the general membership of the SEIU.

The City and SEIU shall begin to work on a salary survey and agree on the following parameters:

1. Number of agencies
2. Agencies of comparison
3. Measure of Central Tendency
4. Benchmarking, internal relationships, etc.

This survey shall be in conjunction with all other bargaining units.

Agreed upon January 21, 2020

For the City:

_____/s/
John Doyel
Utilities & Engineering Director

_____/s/
Paula Lofgren
Finance Director

For SEIU:

_____/s/
Courtney Hawkins
SEIU Representative

_____/s/
Eileen Maness
Communications Dispatch Supervisor

_____/s/
Mario Zamora
City Attorney

_____/s/
Sarah Cardoza
HR Manager

_____/s/
Alex Arias
Heavy Equipment Operator

_____/s/
Ruth Belmonte
Code Compliance Officer

/s/

Donnie Hernandez
Landscape Services Technician

/s/

Alex Elszy
WWTP Operator II

/s/

Robert Anaya
Refuse Collector

/s/

Gustie Compton
Construction Inspector II

/s/

Anthony Flores
Fleet Mechanic

/s/

Craig Ventuleth
Maintenance Worker II



AGENDA STAFF REPORT

MEETING DATE: 2/4/2020

AGENDA SECTION: E

SUBJECT:

Administration: Approval of the Memorandum of Understanding (MOU) with the Hanford Police Officers Association (HPOA) with changes to wages, benefits and other working conditions, effective from July 1, 2019 to June 30, 2022.

RECOMMENDATION:

That the City Council approve the attached Memorandum of Understanding (MOU) and authorize administration to amend all other documents as may be necessary to implement said negotiated changes to wages, benefits and other working conditions.

BACKGROUND:

Within the scope of the Meyers-Milias Brown Act, City representatives have concluded labor negotiations with the Hanford Police Officers Association (HPOA). City representatives and HPOA have reached an agreement restating current benefits as well as amendments pertaining to wages, benefits and working conditions.

The following subjects were agreed upon:

Term: Three years (July 1, 2019 to June 30, 2022)

Wages: **Year One:** Bring classifications to the mean of the updated Bryce Study. Eligible employees shall receive increases retroactively paid back to the first full pay-period in July 2019
Year Two: Effective the first full pay period in July 2020, employees shall receive a two percent (2%) increase to their base salary.

Year Three: Effective the first full pay-period in July 2021, the salary schedule will be amended to bring represented classifications to the mean of the updated Bryce Study using comparable agency salary information as of July 1, 2021.

Sick Leave: Amend section to bring in compliance with updated law and negotiated terms.

Long Term Disability: Amend section to include short-term disability at employee's cost.

Bereavement Leave: Amend section to expand bereavement leave allowance from three days to five days.

Tuition Reimbursement: Amend section to allow employee's to use tuition reimbursement allowance for hotel expenses and per diem (at Federal rate).

Health Insurance: Amend section to provide surviving spouse and dependent children of a Police Officer killed in the line of duty with six months of health benefits.

Specialty Pay: Amend section to include Homeless Assistance Resource Team and Community Corrections Partnership.

Longevity Pay: Amend section to allow longevity pay of five percent (5%) upon completion of ten years of California Peace Officer Standard and Training (POST) qualified sworn peace officer full time employment.

New Hire Orientation: Add section to allow new employees with one (1) hour to meet with HPOA representatives within their first pay-period worked.

Community Involvement: Add section to provide employees with up to twelve (12) hours of flex time per fiscal year for volunteer work.

Senate Bill 1421: Add section that Police Officer and HPOA President will be notified by the Police Department or City staff within five (5) days of receiving a Public Records Act request involving a Police Officer.

Acting Pay/Working Out of Classification: Add sections defining additional compensation for an employee acting in a higher classification or working out of classification.

Side Letters: Incorporate all previous side letter agreements in the MOU.

Salary Survey: Add language that the City and bargaining group will begin to work on a salary survey in conjunction with all other groups.

Rate of Pay: Amend all references from regular rate of pay to base pay.

FISCAL IMPACT:

Year 1: Approximate total General Fund impact - \$230,687

Year 2: Approximate total General Fund impact - \$151,834

Year 3: Approximate total General Fund impact - \$5,168

ATTACHMENTS:

FINAL HPOA MOU 7-2019 to 6-2022

Memorandum of Understanding

between
City of Hanford
and
Hanford Police Officers Association



Last Revised: 01/14/2020

Term: July 1, 2019 - June 30, 2022

Attachment: FINAL HPOA MOU 7-2019 to 6-2022 (Admin:HPOA MOU)

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SECTION 1

1.01 Preamble

The following constitutes a Memorandum of Understanding (MOU) between the City of Hanford (“City”) and the Hanford Police Officers Association (“HPOA”) as a result of meeting and conferring in good faith concerning wages, hours and other terms and conditions of employment and the City Council action pursuant to Government Code Section 3500 et. seq. and the City's Employer - Employee Relations Policy Chapter 12, Hanford Personnel Rules and Regulations.

1.02 Recognition

Under the terms of Chapter 12 of the Merit System Rules and Regulations, the City formally recognizes the HPOA as the recognized employee organization for Sworn Police Officers, Corporals, Sergeants, non-sworn Police Cadets, Lieutenants and Captains.

1.03 Purpose

It is the purpose of this MOU to promote and provide for harmonious relations, cooperation and understanding between the City and the employees covered herein and to provide an orderly and equitable means of resolving any misunderstanding or difference which may arise regarding wages, hours and other terms and conditions of employment.

1.04 City Rights

Notwithstanding any provision of this agreement, nothing contained herein shall restrict or obstruct the inherent or legal rights of the City as they relate to its general legislative process. These rights include, but are not limited to:

- A. Determining the goals, objectives and mission of the City’s departments, offices, committees or commissions;
- B. Establishing standards of selecting City personnel;
- C. Implementing and executing standards of continued employment with the City;
- D. Identifying the work to be performed and allocating such work to City personnel;
- E. Directing its personnel and administering discipline;
- F. Relieving its personnel from duty;

- G. Undertaking all necessary actions during emergencies;
- H. Discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline employees subject to the requirements of this MOU and City rules and regulations;
- I. Layoff employees pursuant to the city rules and regulations;
- J. Subject to the provisions of the Meyers-Millias-Brown Act the City reserves the right to direct employees, including scheduling and assigning work, work hours and overtime.

1.05 Maintenance of Operations

For the term of this MOU neither the HPOA nor any person acting in its behalf, will cause, authorize, engage in, nor will any of the members of the HPOA take part in a strike against the City, a work stoppage, slow down, picketing or concerted failure to report for duty, or unauthorized absence or abstinence from the full and faithful performance of their duties of employment, including compliance with the request of other labor organizations or bargaining units to engage in such activities. This is not to mean that the HPOA or HPOA members are waiving any rights as to protection of personal safety as they may pertain to refusal to cross the picket lines of another public employee organization on strike, or to informational picketing by employees on their own time.

SECTION 2

2.01 Wages

The salary schedule will be amended to bring represented classifications to the mean of the updated Bryce Study. Employees shall receive salary increases retroactively paid back to the first full pay-period in July 2019.

Police Officer - 2.25%

Police Corporal - 10% above Police Officer

Police Sergeant - 7.57%

Police Lieutenant - 9.5%

Police Captain - 3.23%

Effective the first full pay-period in July 2020, employees shall receive a 2% salary increase in their base pay.

Effective the first full pay-period in July 2021, the salary schedule will be amended for salary increases only to bring represented classifications to the mean of the updated Bryce Study using comparable agency salary information as of July 1, 2021.

2.02 Standard Work Period

I. Traditional Schedule

The average regular workweek for affected employees shall be 40 hours. The traditional schedule is five (5) workdays of eight (8) hours during each seven-day work period.

In lieu of a traditional schedule, Police Lieutenants and Police Captains may work an alternative work schedule as approved by the Chief of Police.

Employees working the special assignments of School Resources Officer, Gang Task Force, Narcotics Task Force, Traffic Enforcement Unit, and any newly formed special assignment necessitated by grants or other circumstances shall have a traditional schedule with the duty shift hours to be determined by the Chief of Police. Notwithstanding the above, the employees temporarily assigned to the Gang Task Force and the Problem Oriented Policing Team, may work an alternative work schedule including the 4/10 plan, consisting of four (4), ten hour (10-hour) days worked consecutively per week in a two (2) week pay period, on a temporary basis as determined by the Chief of Police.

Employees assigned to the Investigative Section of the Hanford Police Department shall have a standard duty shift of 7:00 a.m. through 3:00 p.m. The duty hours are five (5) workdays of eight (8) hour shifts, Monday through Friday. Employees assigned to the Investigative Section and on a 4/10 plan shall have a standard duty shift of Monday through Thursday from 0700-1700 hours or Tuesday through Friday from 0700-1700 hours.

Employees shall be given a thirty (30) minute meal break per duty shift and two (2) fifteen (15) minute breaks when possible, during which time he/she will remain on duty, in uniform and subject to call. The two breaks and one one-half hour meal break shall be paid time and shall be included in the workday. Employees shall not be eligible for overtime pay for breaks and meal periods not taken due to duties and responsibilities of work assignments.

II. Alternative Work Schedule: 3/12 Plus 8 Plan

- A. Employees assigned to the Uniformed Operations Division or other special teams as may be formed through grants or other special circumstances, except those assigned to the Traffic Enforcement Team and Problem Oriented Policing Team, shall work an alternative work schedule, hereinafter referred to as the 3/12 plus 8 plan. The plan shall have two (2) work weeks per pay period, a 36 hour work week consisting of three (3) twelve (12) hour shifts and a 44 hour work week consisting of three twelve (12) hour shifts and one eight (8) hour shift, equaling 160 hours during each 28 day work period or a 32 hour work week consisting of two (2) twelve (12) hour shifts and one eight (8) hour shift and a 48 hour work week consisting of four (4) twelve (12) hours shifts equaling 160 hours during each 28 day work period.
- B. The standard duty shift for employees working the 3/12 plus 8 plan shall be:

Day Watch: 0700 hours to 1900 hours;
Night Watch: 1900 hours to 0700 hours;
- C. Personnel assigned to a Utility slot will primarily have fixed days off. When there is a reduction in manpower, the Utility officer may be reassigned different shifts and different days off as determined by management. The reassignment will remain in effect until staffing needs are brought up to full staff or there is no further need for the officer to remain on the reassignment.
- D. Personnel assigned on an alternative work schedule shall continue to accrue vacation, holiday and sick leave in accordance with the current accrual rates. When vacation, holiday time or sick leave are used, the employee shall be charged based on actual time taken, calculated hour for hour.
- E. Employees on the alternative schedule shall be given a thirty (30) minute meal break per duty shift and two (2) fifteen (15) minute breaks when possible, during which time he/she will remain on duty, in uniform and subject to call. The two (2) breaks and one one-half hour meal break shall be paid time and shall be included in the workday. Employees shall not be eligible for overtime pay for breaks and meal periods not taken due to duties and responsibilities of work assignments.
- F. The City agrees to meet and confer regarding any intent to terminate participation in the 3/12 plus 8 plan.

III. Traffic Enforcement Unit Alternative Work Schedule 4/10

- A. Traffic Enforcement Team Officers shall be assigned to work an Alternative Work Schedule known as a 4/10 Alternative Work Schedule. The plan shall consist of four (4), ten hour (10-hour) work days worked consecutively per week in a two (2) week pay period. During the annual Kings County Fair, assigned shift start times shall remain flexible to meet the needs of the Department and to ensure proper rest time for effected personnel.
- B. Personnel assigned to the Traffic Enforcement Team shall participate in a mandatory shift rotation and schedule mutually agreed upon by the Chief of Police and the HPOA.
- C. For the purpose of clarifying an existing management prerogative, Department Administration may, at its discretion, establish minimum staffing levels. Minimum staffing levels for Traffic Enforcement Personnel include one officer Monday through Friday from 0700-1700 hours.
- D. The City shall have the right to flex schedules under any one of the following conditions:
 - i. On an as needed basis for emergency situations; and
 - ii. During a preplanned event as described above (Annual Kings County Fair).
- E. Examples of emergency situations shall be defined but are not limited to, natural disasters, officer involved shooting, major crime event, riot or demonstration, air crash, act of terrorism, or a fire or explosion.

IV. Canine Handler Schedule

Employees assigned to the position of canine handler shall work 3/12 plus 8 plan and will be as follows according the number of canine officers assigned in the department:

Two Canine Handlers – Employees assigned to the position of canine handler shall work 3/12 plus 8 plan. The plan shall have two (2) work weeks per pay-period, a 36 hour work week consisting of three (3) twelve (12) hours shifts and a 44 hour work week consisting of three (3) twelve (12) hour shifts and one eight (8) hour shift equaling 160 hours during each 28 day work period. The duty shifts will be Monday through Wednesday and Thursday through Saturday and rotate working every Sunday. The duty hours shall be 1500 hours to 0300 hours and 1900 hours to 0300 hours on the eight (8) hour day.

Three Canine Handlers – Employees assigned to the position of canine handler shall work 3/12 plus 8 plan. The plan shall have (2) work weeks per pay period, a 36 hour work week consisting of three (3) twelve (12) hours shifts and a 44 hour work week consisting of three (3) twelve (12) hours shifts and one eight (8) hour shift equaling 160 hours during each 28 day work period. The duty shifts will be Monday through Wednesday and Thursday through Saturday and rotate every Sunday. The duty hours for the Monday through Wednesday officers shall be 1500 hours to 0300 hours and 1900 hours to 0300 hours on

the eight (8) hour day. The duty shifts for the Thursday through Saturday officers will be 0700 hours to 1900 hours and 1900 hours to 0700 hours. The eight (8) hour day for the Thursday through Sunday officers will be 1100 hours to 1900 hours and 1900 hours to 0300 hours.

Four Canine Handlers – Employees assigned to the position of canine handler shall fall under the 2.02 Alternative Work Schedule: 3/12 Plus 8 Plan of the MOU.

Canine Handlers shall be paid an additional four (4) hours straight time per week, in addition to their base pay, for such time the canine handler is actually assigned to a canine to care for. This additional pay is to compensate the officer for time spent feeding and caring for the canine. The canine handler shall be subject to all policies developed by the City as they pertain to the care, training and responsibilities of the canine.

2.03 Overtime

- I. Administration – It is the policy of the City that overtime work is to be kept to the minimum consistent with protection of life, property, and the efficient operation of the departments and activities of the City and that overtime work be compensated for by time off wherever practicable. All work requiring any employee to work overtime hours must be approved by the Department Head or his/her designated representative prior to the work being performed, with the exception of emergency situations.

In the event compensatory time off is used as the method of compensating for overtime, these hours may be accrued in a bank with a cap of two hundred (200) hours. Employees may cash out any hours in excess of one-hundred (100) during any pay-period. The number of hours that the employee requests to cash out must be indicated by them on their timesheet.

Employees may not use compensation time, holiday bank, or vacation time for the purposes of working an overtime assignment unless mutually agreed upon by the department and the employee.

Employees leaving the municipal service with accrued hours of compensatory time off, shall be paid at the employee's current rate of pay for all accrued hours upon termination.

- A. Overtime shall commence at the time an employee reaches the place where he/she is directed to report and shall continue until he/she is released or the work is completed whichever is the earlier except as follows:
 1. Employees who attend court outside of Kings County or mandatory training, except a basic academy, shall receive FLSA overtime consistent with existing law.
- B. Overtime immediately following a regularly scheduled duty shift will not be subject to a minimum hour guarantee.

C. It is understood that effective with ratification of the predecessor agreement of February 17, 1998, any hours in a compensatory bank are non-FLSA hours.

- II. Traditional Work Schedule - Employees shall receive overtime compensation for time worked in excess of one duty shift and/or five duty shifts as defined above, at time and one-half (T1/2) their base hourly rate, or time and one-half (T1/2) compensatory time off, at the discretion of the Department Head. All hours except sick leave, shall count as hours worked for overtime purposes.
- III. Alternative Work Schedule - Employees shall receive overtime for time worked in excess of one duty shift and/or three twelve (12) hour shifts in a thirty-six (36) hour week or three twelve (12) hour shifts and one eight (8) hour shift in a forty-four (44) hour week at time and one-half (T1/2) their base hourly rate or time and one-half (T1/2) compensatory time off, at the discretion of the Department Head.

An employee may not work back to back shifts.

To help insure an employee is adequately rested, management may adjust schedules of affected employees to insure a minimum of eight (8) cumulative non-work hours occur between shifts. An employee may utilize earned vacation time or earned compensatory time to accomplish this purpose. Overtime hours earned by the employee may also be used to offset hours needed to achieve the required rest period as approved by his/her Department Head or designee.

Duty shift overtime assignments shall not exceed two (2) hours immediately following or prior to a regularly scheduled twelve (12) hour shift unless approved by his/her Department Head or designee.

Outside assignments shall be limited to non-duty days. Outside overtime assignments include duty shift coverage, parades, ball games, etc., or any other prescheduled overtime.

- IV. Training - employees who attend training programs, meetings, lectures and similar activities outside their regular working hours shall receive overtime compensation if the training meets the following criteria:
 - A. Training is approved and required by the employee's Department Head.
 - B. Training is directly related to the employee's present job.
 - C. Training could not be obtained during the employee's regular working hours.

If employees on their own initiative attend independent schools outside of their regular working hours or work tour, they shall not receive overtime compensation, even if the courses are related to their jobs.

- V. Compensatory Time Off ("CTO") shall be granted if requested fourteen (14) days in advance of the effective date, unless it would cause an "undue disruption" to the department. An undue disruption shall be defined as CTO which would result in staffing levels falling to more than one officer below minimum staffing. The cost of filling back overtime does not constitute an undue disruption.

A request made within fourteen (14) days of the effective date to be off may be granted at the sole discretion of the Department.

Once granted, CTO shall not be cancelled unless there is an emergency. An emergency may include a critical incident. Examples of such include but are not limited to, natural disasters, officer involved shooting, major crime event, riot or demonstration, air crash, act of terrorism, fire or explosion or an event which causes staffing levels to drop below their prescribed minimums during specified holidays, as defined in the department general orders manual Section 8.1.

2.04 Callback

Employees called back to work from their day off, or other off duty hours shall receive overtime compensation as stated above with a three (3) hour minimum guarantee.

2.04.01 Standby Pay

Officers assigned as detectives to the investigations division shall receive \$2.80 for each hour assigned for standby pay. Standby time shall be defined as that time, other than the regular duty shift, overtime or call back time, where the employee is required to remain available for call and ready for duty. Detectives and sergeants cannot earn standby pay and regular or overtime pay for the same hour worked.

Detective Standby – Detectives and the Sergeant assigned to the investigations unit shall rotate standby duty every week. The standby assignment will start and end every Monday at 0700 hours. Detectives and sergeants should have a response time no longer than 1-hour. Detectives and sergeants will not be eligible for standby pay Monday through Friday 0700-1700 unless there are no detectives or sergeants on duty.

2.05 Holidays

- I. Employees shall receive up to forty-eight (48) hours of pay per calendar year at straight time in lieu of any holiday time off based on time in service. Two (2) payments will be made annually on pay-period thirteen (13) and pay-period twenty-six (26) of each year. Following the last payment made for the calendar year (pay-period twenty-six), the holiday-in-lieu time will be reset to zero (0).

Employees will be provided a holiday-in-lieu bank of forty-eight (48) hours per calendar year. Such time will be accrued at the rate of 1.846 hours per pay period. The holiday in lieu bank accrual shall never exceed sixty (60) hours. When the accrual rate of sixty (60) hours has been attained the accrual terminates until such time as the bank falls below sixty (60) hours. The holiday in lieu bank has no cash value. Use of time accumulated in the holiday in lieu bank shall be at the discretion of the department head.

Police Management employees may opt to receive up to forty-eight (48) hours of pay per calendar year at straight time in lieu of any holiday time off based on time in service. Two (2) payments will be made annually on pay-period thirteen (13) and pay-period twenty-six (26) of each year. Following the last payment made for the calendar year (pay-period twenty six), the holiday-in-lieu will be reset to zero (0). (Payouts must be given to the payroll clerk two weeks in advance from the effective date as mentioned above).

- II. Compensation at Termination - Regular employees leaving the municipal service with accrued days in lieu of holidays shall be paid the amount of accrued days in lieu of holidays to the date of termination. Regular and probationary employees whose services are terminated for the convenience of the City, other than the result of disciplinary action, shall also be paid for their accrued days in lieu of holidays. Payments for accrued days in lieu of holidays shall be at the employee's current rate of pay.

2.06 Vacation

- I. Eligibility - Employees shall complete six (6) months continuous service before using accrued vacation leave. Employees shall not work for the City during their vacation.

Employees whose scheduled vacations are interrupted or postponed due to industrial injury shall be rescheduled after such injured employee has returned to duty. No vacation previously scheduled shall be lost due to an employee exceeding the vacation accrual during an industrial injury leave.

- II. Accrual - Vacation will be accrued and credited on a bi-weekly basis at the following rates for continuous service performed in pay status:

- (1) From zero (0) through five (5) years:
4.39 hours per bi-weekly pay period, 88 hours annually
- (2) From six (6) through ten (10) years:
4.62 hours per bi-weekly pay period, 120 hours annually
- (3) From eleven (11) through (15) years:
5.24 hours per bi-weekly pay period, 136 hours annually
- (4) Sixteen (16) or more years:
6.16 hours per bi-weekly pay period, 160 hours annually

- III. Limits of Accrual – Such accrual and credit for all employees may not exceed twice the employee’s annual rate of accrual.
- IV. Compensation at Termination - Employees leaving the municipal service with accrued vacation leave shall be paid the amounts of accrued vacation to the date of termination. Employees who terminate employment with the City and who have less than six (6) months of continuous service, shall not be compensated for accrued vacation.

2.07 Sick Leave

- I. Definition/Approved Sick Leave Usage:
 - A. Sick leave is an absence from duty which may be granted by the employer to the employee because of:
 - a. An illness, injury, exposure to a contagious disease, preventative care, illness or injury of a member of the employee’s immediate family requiring the employee’s attendance.
 - b. To attend a medical, dental, or optical appointment if such appointment cannot be scheduled outside of the employee’s normal work day.
 - c. To obtain relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate documentation of the need for such services:
 - i. A temporary restraining order or restraining order;
 - ii. Other injunctive relief to help ensure the health, safety or welfare of the employee or their children;
 - iii. To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
 - iv. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault or stalking;
 - v. To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking;
 - vi. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
 - B. An employee’s immediate family shall consist of the employee’s: Spouse or registered domestic partner, parent (including step parents), child (including step children), brother, sister, father in-law, mother in-law, brother in-law, sister in-law, aunts, uncles, employee’s and spouse’s grandparents, grandchildren or any person living in the same household as the employee.
 - C. An employee may be granted sick leave only in case of actual illness/situation as defined above. In the event that an employee or a member of the employee’s immediate family recovers from any such illness after being granted sick leave, and

during the regularly scheduled hours of work, then such employee shall notify the appropriate immediate supervisor and be available to return to duty.

- D. An absence or absences totaling not more than 48 hours of accrued and available sick leave per calendar year shall be granted to attend to an illness of an immediate family member as outlined above or as otherwise defined by each employee's collective bargaining agreement.
- E. Sick leave balances shall be reduced by the actual time not worked to the nearest one-tenth (1/10) of an hour.
- F. In order to receive compensation while absent on sick leave, an employee shall provide reasonable advance notice to their supervisor of their need to use sick leave if the need is foreseeable (i.e. doctor's appointment scheduled in advance). If the need for sick leave is unforeseeable, including an illness sustained while at work, the employee shall provide notice of the need for the leave to their supervisor as soon as possible, preferably within 1 hour before the time established as the beginning of the employee's work day. In the event that an employee is incapacitated because of illness or injury to the point the employee is unable to contact his/her supervisor, the employee's designated representative (i.e. family member) shall notify the supervisor at the earliest possible moment.
- G. If the employee is absent on sick leave for more than one (1) day, the employee shall keep the immediate supervisor informed as to the date the employee expects to return to work.
- H. Upon the oral or written request of an employee, the City shall provide paid sick days for the purposes described in previous sections. The City may request a note from a physician after an employee has been absent longer than three consecutive days or shifts, or if evidence suggests that an employee has a demonstrable pattern of abusing the City's sick leave policy. At no time will the City interfere/waive an employee's rights under the Americans with Disabilities Act (ADA) or Health Insurance Portability and Accountability Act (HIPAA).

To accurately track sick leave for those who meet the requirements under Federal and State laws (Family Medical Leave Act and California Family Rights Act), the City may require a physician's certification for an employee's own serious health condition or to care for an eligible family member (parent, child, spouse, domestic partner or covered service member).

- I. Employees who are on vacation at the time of death of an immediate family member as defined above shall be entitled to substitute bereavement leave for vacation time, consistent with the existing bereavement leave policy. The total period of absence from City employment (vacation and bereavement leave) shall not be extended beyond that time initially approved for vacation, without specific

Department Head approval. Unused vacation shall be retained by the affected employee in accordance with the existing vacation policy.

- J. Supervisors shall have the discretion to place employees on sick leave when, in the judgment of the supervisor, the presence of the employee at work would endanger the health and welfare of other employees or where the illness or injury of the employee interferes with the performance of such employee's duties.
 - K. The City shall not deny an employee the right to use sick leave, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using, or attempting to exercise the right to use sick leave to attend to an illness or the preventative care of a family member, or for any other reason specified in sections above.
- II. Sick Leave May Not Be Used for:
- A. An employee serving their initial 90 calendar days of service to the City (unless the employee was rehired within one year of separation, or sustained a work-related injury during their initial 90 days of employment).
 - B. Sick leave will not be granted to any employee absent from duty during an authorized leave of absence without pay, or any other absence from duty not authorized the City.
 - C. Sick leave shall not be used in lieu of or in addition to vacation, unless leave is requested for an immediate death in the family or as otherwise defined in this policy.
 - D. Absence for illness/medical treatments may not be charged to sick leave yet to be accumulated.
- III. Accrual, Accumulation and Separation
- A. Regular and probationary employees shall be eligible to accrue sick leave at the rate of 3.69 hours, 6.46 hours for sworn Fire Department personnel for each bi-weekly pay period.
 - B. There is no limit on the amount of sick leave which can be accumulated and carried over from year to year.
 - C. Sick leave will be accrued by any employee during the first 90 calendar days of employment. However, only upon the successful completion of 90 days of employment, will the employee be entitled to utilize their accrued sick leave (does not apply to employees rehired within one year of separation).
 - D. Employees granted a leave of absence with pay (including military leave or other approved leave with pay) shall accrue sick leave as indicated above.

- E. Sick leave will not be accrued by an employee absent from duty after separation from service or during an authorized leave of absence without pay.
- F. Upon retirement under Public Employees Retirement System, qualifying employees may apply unused sick leave as provided under Section 20862.8 and 20965 of the Government Code.

IV. Reimbursement/Reinstatement of Unused Sick Leave

- A. Employees leaving the municipal service shall forfeit all accumulated sick leave unless:
 - a. Upon retirement under the Public Employees Retirement System, qualifying individual applies unused sick leave as provided under Section 20862.8 and 20965 of the Government Code.
 - b. The individual is re-hired by the City of Hanford within one year from the date of separation. Previously accrued and unused paid sick days shall be reinstated and the employee shall be entitled to use those previously accrued and unused paid sick days immediately and will accrue additional paid sick hours in accordance to the section above.
 - c. The employee resumes employment with the City upon release from active military duty, temporary military leave or other approved leave of absence.

V. Abuse of Leave

- A. Abuse of an employee's sick leave is defined as a claim of entitlement to sick leave when the employee does not meet the requirements as defined in Section I. If an employee is found to be abusing or misusing their sick leave time, they will be subject to disciplinary action.

2.08 Long Term and Short Term Disability

In order to be eligible for Long Term Disability Leave (LTDL) or Short Term Disability Leave (STD L), an employee must present proof of enrollment in a private, long term or short term disability insurance program ("LTDL or STD L Insurance") paid at his or her own cost. In order to be placed on LTDL or STD L, the employee must notify the Chief of Police in writing.

Employees placed on LTDL or STD L must use sick leave at the rate of eight (8) hours per day until LTDL or STD L Insurance benefits begin to be paid to the employee. Thereafter, an employee may use sick leave at the rate of four (4) hours per day in order to utilize the LTDL or STD L Insurance.

Following the exhaustion of vacation and sick leave, the employee will be placed on a medical leave of absence without pay for a period of not more than sixty (60) days per the City's Personnel Rules and Regulations, Section 611.

2.08.01 Catastrophic Leave

The City agrees to establish a catastrophic leave policy for use by employees which shall operate with hours donated and hours used at a one-to-one ratio.

2.09 Bereavement Leave

Each regular employee shall be granted bereavement leave with full pay not to exceed one full work week in the event of death in the employee's family. For the purpose of this section only, the employee's family shall mean the spouse, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent or a close relative residing in the household of the employee. Bereavement leave is categorized as "Other Leave with Pay" for payroll purposes.

2.10 Request for Leave of Absence

- I. P4 forms are available to all personnel and are to be initiated by any employee who anticipates any absence, such as vacation, compensatory time off (CTO), shift trades or after a leave of absence it is could not be anticipated such as sick leave. P4's for vacation should be submitted at least thirty (30) days prior to the desired date.
- II. An employee who has accrued compensatory time on the books and requests use of the time off shall submit a P4 request to his immediate supervisory fourteen (14) days prior to the time off, but not longer than thirty (30) days prior to. Comp time will be granted until staffing levels fall to one officer below minimum staffing.

P4's submitted longer than thirty (30) days in advance of the requested time off will not be accepted, nor count, toward the earliest P4 received in regards to the granting of CTO. CTO requests made within fourteen (14) days will be granted or denied at the sole discretion of the department.

CTO requests made for the holiday of New Years Eve or the days affecting the Kings County Fair, will be at the sole discretion of the department or its acting supervisor. On the holidays of Christmas Day, Christmas Eve, Thanksgiving, Memorial Day, or Easter, CTO shall be granted by the department or its supervisor, if requested, down to minimum staffing levels. In addition, CTO that is approved will be granted in order from the first P4 received within the fourteen (14) to thirty (30) days guidelines, with no regard for rank or seniority.

In order to request CTO, the employee must have the requested amount of time-off on the books at the time of the request.

- A. Once a P4 is signed by the department or its supervisor, it shall not be rescinded unless one of the following conditions is met:

- B. The department is involved in a critical incident or other emergency such as, but not limited to:
 - 1. Natural disaster;
 - 2. Officer crime event;
 - 3. Major crime event;
 - 4. Riot, demonstration;
 - 5. Air crash;
 - 6. Act of terrorism;
 - 7. Fire or explosion.
 - C. An event occurs which drops staffing levels below their prescribed minimums on one of the above-mentioned holidays or events. If this occurred, it could result in a cancellation of the CTO.
- III. Every effort should be made to notify the employee of the status of the request both verbally and in writing within 48 hours after submission.

2.11 Tuition Reimbursement

Pursuant to administrative regulation 1.13, regular employees are eligible to receive tuition reimbursement up to \$1,000 per fiscal year for educational purposes. The term educational purposes include classes in which no college units or credits are awarded, such as classes that may be provided by other departments and/or attendance at trade shows, conferences and symposiums which are approved by the Chief of Police. The administrative regulation as contained herein cannot be changed except through the meet and confer process.

Pursuant to administrative regulation 1.13, Lieutenants and Captains employees are eligible to receive tuition reimbursement up to \$2,000 per fiscal year for educational purposes. The administrative regulation as contained herein cannot be changed except through the meet and confer process.

In addition to what is outlined above, employees can utilize tuition reimbursement for hotel expenses and per diem (at Federal rate).

2.12 Compensation for Police Services

Employees providing police services to private persons, clubs, organizations, etc., through a City contract, shall receive the appropriate hourly rate as listed in the compensation plan on a three-hour minimum basis. Employees providing police services for City sponsored functions shall be paid at their base hourly rate as listed in the compensation plan.

2.13 Mileage Reimbursement

Employees required to use their private automobile for authorized City business shall receive mileage reimbursement at the current IRS approved rate.

2.14 Uniform Allowance

New employees shall be paid an initial \$500 for the appropriate uniform for the first year of employment within one (1) month of the date of hire. In the event such new employees do not attain permanent status with a completion of probationary period with the City, such employees shall return to the City fifty percent (50%) of the cost of the uniforms. After the first year of employment, the employee is eligible for a pro-rated uniform allowance based on the number of months remaining in the calendar year.

Employees shall receive an annual uniform/clothing allowance of \$1,200.

The City shall furnish each newly hired police officer the appropriate safety equipment approved by the Department. This equipment is to be consistent with the standard equipment issued to other officers.

For officers assigned to the motorcycle traffic unit, the City shall furnish safety equipment consisting of: a motorcycle helmet with communications equipment, a leather police motorcycle jacket, one (1) pair winter gloves and one (1) pair of chromatic type sun glasses. Such equipment shall remain the property of the City and shall be turned in upon completion of the assignment. The City will also provide for two (2) pair of uniform riding breeches and one (1) pair of motorcycle boots. Should the uniform breeches, boots, or safety type sun glasses be damaged as a direct result of the motorcycle assignment, replacement by the City will be evaluated on a case by case basis. Should an assigned officer require prescription glasses, the City will provide funds equal to the cost of issued safety glasses towards the purchase of chromatic type of prescription safety glasses. Such equipment shall remain the property of the City and shall be turned in upon separation from the Department.

Effective July 2013, motorcycle boots worn by the traffic officers will be replaced by the City every four (4) years. In addition, the safety type sun glasses worn by the traffic officers will be replaced every year, at a cost not to exceed \$125.00 for each officers' replacement.

2.15 Health Insurance

The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect to take the group health, accident, dental care and life insurance benefits available to them through the current group plan.

Six months of health benefits shall be provided to a surviving spouse and dependents of a Police Officer who passes away in the line of duty. Surviving dependents must meet the eligibility requirements as outlined in the City's health plan documents.

2.16 POST Certificate Incentive Pay

All employees with the exception of Police Lieutenants and Police Captains shall be eligible to receive POST certificate incentive payments based on the following certificates:

1. For the award of the Intermediate POST Certificate: 5.0% of base salary payable with the normal payroll.
2. For the award of the Advanced POST Certificate: 2.5% of base salary payable with the normal payroll.

Police Lieutenants and Police Captains shall be eligible to receive POST certificate incentive payments based on the following certificates:

1. For the award of the Advanced POST Certificate: 5.0% of base salary payable with the normal payroll.
2. For the award of Supervisory POST Certificate: 2.5% of base salary payable with normal payroll.

Upon the police department receiving the State of California, Department of Justice Certificate Application (POST 2-116) from the applying officer, the Police Department will confirm the necessary education, training points and length of service for the POST Certificate that the officer is applying for. Upon confirmation that these suffice for the incentive, the department will note the date on the application and forward it to the State of California Peace Officers Standards and Training. The officer will start to receive the proper incentive pay at the next scheduled full pay period.

It is the officer's responsibility to make sure that the form is filled out completely and correctly. Any returns for correction(s) or for insufficient credits and/or time as a police officer shall be deemed to be the employee's responsibility. Any monetary incentive that has been paid prematurely to the officer based on the above will be paid back to the city by the officer.

In all other cases, the City will make payment of POST certificate incentive pay commencing the first full pay period following receipt and acceptance by the City of the POST certificate.

2.17 Retirement

The City shall provide the 3% @ 55 retirement plan as provided under the California Public Employees (CalPERS) retirement system.

Employees will pay 100% of their 9% employee share of retirement contributions. The City no longer reports EPMC as special compensation to CalPERS.

Employee contributions made by the employees are made on a pre-tax basis.

Employees starting on or after January 1, 2013, shall have a retirement formula of 2.7% at 57, unless they are deemed CLASSIC Retirement members under PEPR, at which time they will fall under the PEPR guidelines.

The City shall provide Section 21574 – The Fourth Level of 1959 Survivor Benefit Program for Local Members provided by CalPERS.

2.18 Field Training Officer Differential Pay

Employees assigned to act as a Field Training Officer shall receive an additional 2.5% above their base wage during their field training assignment.

2.19 Dues Deduction

It is mutually agreed that the City will, during the term of this MOU deduct, without charge, dues from the pay of those employees who individually provide written authorization for such dues in an amount certified to be current and correct by the President of the HPOA. There shall be no more than one deduction per pay period and the total of such deductions shall be remitted by the City to the HPOA. "Dues" in this context means any deduction voluntarily authorized by an Association member City employee.

2.20 Bilingual Pay

The City agrees to compensate eligible employees for utilization of their bilingual skills as determined by the City pursuant to administrative regulation 1.12. Eligible employees shall receive a five percent (5%) stipend for the use of their bilingual skills. The administrative regulation as contained herein cannot be changed except through the meet and confer process.

2.21 Traffic Enforcement and Safety Team, Motorcycle Unit

Employees assigned to act as Police Officers for the Traffic Enforcement and Safety Team Motorcycle Unit shall receive an additional five percent (5%) above their base wage during the term of their assignments.

2.22 Internal Affairs and Disciplinary Action Time Frame

Internal Affairs Investigations shall be completed in a timely manner pursuant to Government Code §3304.

2.23 Grooming Standards

The grooming policy for police department personnel requires that hair on the head and facial hair shall be neat and clean and shall meet contemporary standards. However, such grooming shall not interfere with an employee's safety or efficiency.

2.24 Ballistic Vests

The City shall provide a Department specified Level III ballistic vest. All uniformed employees shall be required to wear the Department specified vest. The allotment for replacement of vests will be repeated each six (6) years beginning the first quarter of the sixth year (2001). The purchase shall be on a rotational basis based on the age of the current vests. All new hires shall receive a Level III ballistic vest.

2.25 Specialty Pay

Employees assigned to act as Police Officers for the Homeless Assistance Resource Team, Community Corrections Partnership, Gang Task Force or Narcotics Task Force, POP, or serve in the capacity of School Resource Officer shall receive an additional five percent (5%) above their base wage during the term of his/her assignment. Employees which are currently receiving Corporal or specialty pay shall not receive another additional 5% pay while working a task force.

2.26 Travel

The City shall pay per diem at the current IRS approved rates to officers when overnight travel is required. The daily commuter allowance and per diem for travel days shall be paid at the current IRS approved rates. No food receipts will be required for the per diem or commuter allowance.

Travel reimbursements to employees will occur within forty-five (45) days of the completed claim being submitted to the Finance Department.

A City issued CAL CARD Credit Card is issued to the Police Chief and other department staff as designated by the Police Chief for department use in order to arrange travel arrangements for the official duties of officers in accordance with the City's Cal Card Purchasing Policy.

2.27 POST Physical Examinations

The City no longer provides post-employment physical examinations for police unit employees. The physicals will be covered through the City's health plan.

2.28 Employee Medical Plan

The City will cooperate with an employee only contribution to a retirement medical plan.

2.29 Direct Deposit of Payroll Checks

All new employees hired on or after date of ratification shall be subject to mandatory participation in the direct deposit of their City payroll checks. Prior to the commencement of employment, any such employee shall complete a direct deposit sign-up/authorization form for the direct deposit of the payroll check.

2.30 Longevity Pay

Employees shall be eligible to receive five percent (5%) above their base wage in recognition of longevity pay upon completion of ten (10) years of California Peace Officer Standard and Training (POST) qualified sworn peace officer full time employment (does not include time spent as a volunteer or Reserve Police Officer). An eligible Police Officer, Police Corporal or Police Sergeant shall be placed on the next step in the range (6 or 7) in recognition of longevity pay.

2.31 Deferred Compensation

- I. Employees covered in this agreement are eligible to receive matched employer contributions for deferred compensation up to \$75.00 per pay period for the term of this MOU.
- II. Those members that are currently in the City of Hanford ICMA Deferred Compensation plan will have their contribution matched up to \$75.00 (seventy-five dollars) per pay period retroactive to the first full pay period of July 2013.

2.32 Probationary Period

A. Original Appointments

Any person appointed to an authorized position in the Employee Compensation Plan shall complete a probationary period fixed by the Personnel Officer at the time of appointment of at least eighteen (18) continuous months of service. Any original probationary period may be extended one or more times with the approval of the City Manager, for a total probationary period extension not to exceed an additional six (6) months, where the Personnel Officer finds that extraordinary conditions justify such extension. Lateral hires whose FTO period does not exceed 6 weeks shall have a 12 month probationary period.

B. Promotions

The probationary period for all promoted or lateral employees shall be fixed by the Personnel Officer at the time of appointment and shall be at least six (6) continuous months, but not more than twelve (12) continuous months, of service in the employee's new position. Any original probationary period for promoted employees may be extended one or more times with the approval of the City Manager, for a probationary period not to exceed an additional six (6) months, where the Personnel Officer finds that extraordinary conditions justify such extension.

C. Calculation

A probationary period shall date from the time of appointment to an authorized position in the Employee Compensation Plan. Unpaid leaves of absence for any reason during the probationary period shall not be counted toward completion of the probationary period.

D. Release and Discipline of Probationer

During the original probationary period, an employee may be released from their position or disciplined by the City Manager or Department Head at any time and without cause, without any right of appeal or the right to submit a grievance. During the promotional probationary period, any employee may be released from their position by the City Manager or Department Head but maintain their seniority and bumping rights as defined in Section 4 of the City of Hanford's Personnel Rules and Regulations.

2.33 Performance Evaluation

I. Performance Appraisal

The department shall prepare a performance appraisal for each employee accordingly:

For employees with an 18 month probationary period, performance evaluations will be completed at 6 months and at 18 months prior to the expiration of the probationary period and then conducted on an annual basis.

For employees with a 12 month or less probationary period, performance evaluations will be conducted at 6 month intervals until they are released from probation and then conducted on an annual basis.

Unless the Department extends the probationary period or takes action to separate the employee during the probationary period, the probationer shall acquire regular status at the end of the probationary period.

After the probationary period, the Department shall prepare a performance appraisal for each employee at least every twelve (12) months based on the prior calendar years' performance. Annual regular employee performance evaluations shall be submitted by the Department to the Human Resources Office.

Regular employees in the top step of their salary range shall receive an evaluation prior to their annual evaluation date.

No performance evaluations shall be transmitted to the City's personnel files until the employee has reviewed or been given the opportunity to review the evaluation with the rating supervisor, and if requested by the employee, such employee has reviewed or been given the opportunity to review the evaluation personally with the Chief of Police. The employee has the right to read, sign, and file a written response to both favorable and unfavorable entries. Signing is not an admission by the employee of the truth of such entries, but rather only an acknowledgement of notification. An employee's written response, if any, shall be attached to and become a permanent part of the employee's evaluation and shall be transmitted to the City's personnel files. The performance appraisal is not subject to appeal through the grievance and/or disciplinary appeal procedures. All employees, however, have a right to meet with the Chief of Police to address concerns about their performance evaluation.

Nothing in this section shall preclude the Hanford Police Department from conducting special evaluations at an interval they determine is appropriate. A special evaluation does not take the place of a regularly scheduled evaluation.

2.34 New Hire Orientations

The City will notify the HPOA President when a new employee has been hired. The Police Department will provide the new employee with one (1) hour to meet with HPOA representatives within their first pay-period worked.

2.35 Community Involvement (Volunteer Work)

Upon approval by the Chief of Police, an employee may receive up to twelve (12) hours of flex time per fiscal year for volunteer work.

2.36 Acting Pay

Whenever an employee is temporarily assigned to a position in a higher classification for a period of more than five (5) days, they shall be compensated at the rate of the classification he/she is required to work. Increase in pay shall be at A step or the step that provides the employee with a minimum of five percent (5%) increase. If the assignment is to a vacant position currently being recruited for, hours worked shall not exceed 960 hours in a fiscal year in compliance with Government Code 20480.

2.37 Working out of Classification

Whenever an employee is temporarily assigned additional duties for a period of more than five (5) days, he/she shall be compensated an additional five percent (5%) above his/her base pay.

2.38 Public Records Act Request (Senate Bill 1421)

Within five (5) days of receiving any Public Records Act request involving a Police Officer, the Police Department and/or City will notify in writing the Police Officer named in the request as well as the HPOA President.

SECTION 3

3.01 Disciplinary Action

The entire discipline policy is being listed in this document for communication purposes. The City does not abdicate any of its right by so listing in this document.

- I. Definition - As used, "disciplinary action" shall mean written reprimand, reduction in salary, demotion, suspension or discharge.
- II. Causes for Disciplinary Action - Causes for disciplinary action against any employee may include, but shall not be limited to, the following:
 - A. Fraud in securing appointment;
 - B. Inexcusable neglect of duty;
 - C. Insubordination;
 - D. Dishonesty;
 - E. Drunkenness on duty;
 - F. Intemperance;
 - G. Unlawful use, sale or possession of narcotics or habit forming drugs;
 - H. Absence without leave;
 - I. Conviction of a felony or conviction of a misdemeanor involving moral turpitude;
 - J. Immorality;
 - K. Discourteous treatment of the public or other employees;
 - L. Improper political activity as defined by State Law;
 - M. Willful violation of safety, endangering property and persons;
 - N. Misuse of City property;
 - O. Violation of any of the provisions of these working Rules and Regulations, or departmental Rules and Regulations;
 - P. Other failure of good behavior either during or outside of duty hours which is of such a nature that causes discredit to the City;
 - Q. Refusal to take or subscribe to any oath or affirmation which is required by law in connection with his/her employment;
- III. Persons by Whom Disciplinary Action May Be Taken – Notice, Service, Contents: The City Manager or any Department Head may take disciplinary action against an employee under his/her control as set forth in II above by notifying the employee in writing of the proposed discipline.

Disciplinary action against regular employees is valid in the absence of an emergency affecting the public safety and welfare as determined by the City, only if a written notice is served on the employee and filed with the Personnel Office not later than ten (10) calendar days prior to the date of the proposed action. The notice shall be served upon the employee personally and shall include:

- A. A statement of the nature of the disciplinary action;
- B. The effective date of the proposed action;

- C. A statement of the causes therefor;
 - D. A statement in ordinary and concise language of the act or omissions upon which the causes are based;
 - E. A statement advising the employee that copies of files and records bearing on the matter are available to the employee;
 - F. A statement advising the employee of his/her right to respond, either orally or in writing, to the authority taking the action.
- IV. Right To Respond - Any regular employee shall have the right to respond, either orally or in writing, to the authority imposing disciplinary action and have the response considered prior to the discipline being imposed. Such a response must be made within ten (10) calendar days after receipt of the written notice of the proposed disciplinary action. Failure to respond within such period constitutes a waiver of the right to respond; however, a failure to respond shall not affect the employee's right to appeal the disciplinary action as provided in Section V. After reviewing the employee's response, the Department Head shall notify the employee in writing of his/her decision to dismiss, modify or impose the proposed discipline.
- V. Right of Appeal - Any regular employee shall have the right of appeal from any disciplinary action by his/her Department Head or the City Manager imposed pursuant to Section 3.01, III. Such appeal must be filed in writing with the City Manager within five (5) working days of the date of service of the notice of disciplinary action. Failure to file an appeal within such period constitutes a waiver of right of appeal.

Neither the provisions of this section shall apply to reductions in force or reductions in pay which are part of a general plan to reduce or adjust salaries and wages.

Except in the case of danger to the public well-being, the employee's safety, other employee's safety, or alleged acts of moral turpitude, no discipline shall be imposed prior to the completion of the appeal process.

Upon expiration of the period allowed for employee response, and Skelley hearing, and after having given consideration to any response filed by the affected employee, the City Manager or department head may impose appropriate disciplinary action on Lieutenants and Captains.

- VI. Hearing - The employee (or his/her representative) and the City shall jointly pick a Hearing Officer to hear the appeal within five (5) calendar days of the filing of the appeal. If the parties are unable to agree on a Hearing Officer, the employee (or his/her representative) and the City shall no later than the next work day, jointly request a list of names of five (5) neutrals from the California State Conciliation Service. Within fifteen (15) calendar days after receiving the list of neutrals, the employee (or his/her representative) and the City shall select a Hearing Officer from that list by alternately striking names from the list. The first option to strike shall be determined by lot.

The cost of the services of the Hearing Officer shall be borne by the losing party. In the event the Hearing Officer makes a compromise decision, he/she shall determine the costs to be borne by each party based on the relative merit of their respective cases.

The Hearing shall be held within twenty (20) calendar days of the selection of the Hearing Officer or as agreed upon by the parties. The Hearing Officer may continue the hearing either for the convenience of the City or upon written application of the employee, for a period not to exceed an additional ten (10) calendar days from the date of the scheduled hearing. Written notice of the time and place of the hearing, and any continuance thereof, shall be provided the employee. Such hearing shall be conducted in accordance with the provisions of Section 11513 of the Government Code. The Hearing Officer shall determine need for counsel and the procedures under which the hearing will be conducted. Such procedures shall comply with State Law and the provisions of this section.

The hearing shall be closed, except to necessary parties, unless the employee or the HPOA requests, in writing, that the hearing be open to the general public. All witnesses, except the employee, shall be excluded from the open hearing process.

The findings of the Hearing Officer shall be rendered within fifteen (15) calendar days of the hearing and shall be advisory only to the City Manager.

Nothing in these rules shall be construed as to bind the City or the City Manager to any findings of the Hearing Officer.

- VII. Decisions - The City Manager shall render a written decision within twenty (20) working days after receiving the advisory findings of the Hearing Officer. The City Manager's decision shall be final and conclusive. A copy of such decision shall be forwarded to the employee. If the disciplinary action taken against the employee is reversed or modified by the City Manager, the employee may be compensated, in whole or in part, for the time lost as determined by the City Manager.
- VIII. Representation - Any City employee, other than those appointed to Middle Management, and confidential classifications as provided in Sec. 1208 Hanford Rules and Regulations, shall be permitted to represent another City employee or group of City employees at the hearing of the appeal. The employee may represent himself/herself or be represented by counsel.
- IX. Notices to Witnesses: Cost - The City Manager shall cause subpoenas for the appearances of witnesses for the employee upon his/her written request and at the employee's cost. The City Manager may require such cost to be prepaid and the same shall be limited to the fee and mileage of witnesses as set forth in Sections 11510, 68093, 68097 of the Government Code.
- X. Failure of Employee to Appear at Hearing - Failure of the employee to appear at the hearing shall be deemed a withdrawal of his/her appeal and action of the City Manager or Department Head shall be final.

- XI. Failure to Directly Serve Employee - In the event that any notice required by the provisions of this Chapter to be served upon the employee personally cannot be effected by reasons of the employee being unavailable for such personal service, such notice may be served upon said employee by certified mail, postage prepaid, and deposited in the United States Mail. Such notice shall be effective and constitutes receipt by the employee upon the deposit in the United States Post Office.
- XII. Effect of Certain Disciplinary Actions:
- A. Written reprimand. Employee's receiving a written reprimand shall have a copy of the reprimand filed in his/her permanent record for future reference. Each employee's permanent record is his/her personnel jacket kept in the Personnel Office.
 - B. Reduction in salary. Employee is placed at a lower salary step within current range.
 - C. Demotion. Employee is moved from one class to another class having a lower maximum rate of pay.
 - D. Suspension. Employees suspended from the municipal service shall forfeit all rights, privileges and salary while on such suspension with the exception of group health and life insurance benefits.
 - E. Discharge. Employees terminated shall be paid salary, vacation or paid days in lieu of holidays accumulated to the effective date of termination as specified in this document.
- XIII. Releasing of Information Relative To Disciplinary Action - In the interest of preventing undue embarrassment and subsequent loss of ability to perform City work effectively, the following policy will prevail regarding release of information to the news media on personnel actions:
- A. No information will be released without prior approval of the City Manager.
 - B. No information will be released until final action has been determined and taken.
 - C. Even after final disposition of the matter, no details will be released other than the exact nature of the action taken.

The foregoing personnel procedures are sanctioned under the Ralph M. Brown Act and related laws. The Attorney General's opinions interpreting G. C. Section 54957 are as follows:

"The purpose of Section 54957 is to protect individual public employees and officers from unfavorable publicity, and to permit private inquiry into the employee's activities, or investigation of charges against such employees."

XIV. Actions Not Subject to Rule 10 of the Merit System Rules and Regulations

- A. Oral reprimand. Employee's receiving an oral reprimand may have it noted in his/her departmental record by the Department Head.

SECTION 4

4.01 Grievance Procedures

The entire grievance procedure is listed in this document for communication purposes. The City does not abdicate any of its rights by so listing.

- I. Purpose - Grievance procedures for employees are provided herein:
 - A. To promote improved employer-employee relations by establishing grievance procedures on matters for which appeal or hearing is not provided by other regulations.
 - B. To afford employees individually or through qualified employee organizations a systematic means of obtaining further considerations of problems after every other reasonable effort has failed to resolve them through discussions.
 - C. To provide that grievances shall be settled as near as possible to the point of origin.
 - D. To provide that grievances shall be heard and settled as informally as possible.
- II. Definition and Matters Subject to Grievance Procedures:
 - A. A grievance is defined as follows: An alleged violation or improper application of the City or departmental rules and regulations and/or the current MOU, filed by one or more employees.
 - B. Matters subject to grievance procedures: Any City employee shall have the right to present a grievance concerning matters listed below for which appeal is not provided or is not prohibited under provisions of 3.01:
 1. Improper application of City or departmental rules, regulations, and/or current MOU.
- III. Informal Grievance Procedure - An employee should first attempt to resolve a grievance or complaint through discussion with his/her immediate supervisor no later than twenty (20) days after the employee knew or should have known of the occurrence of the incident which gave rise to the grievance. If, after such discussion, the employee does not believe the problem has been satisfactorily resolved, he/she shall have the right to discuss it with his/her immediate superior, if any. Every effort should be made to find an acceptable solution by informal means at the most immediate level of supervision. If the employee is not in agreement with the decision reached through such discussion, he/she shall then have the right to file a formal grievance in writing within ten (10) calendar days after receiving the informal decision of his/her superior or superiors. An informal grievance shall not be taken above the department head.
- IV. Formal Grievance Procedure - Formal grievance procedure after exhaustion of the informal grievance procedure shall proceed as follows:

- A. Department review. The grievance shall be presented in writing to the employee's Department Head who shall discuss the grievance with the employee, his/her representative, if any, and with other appropriate persons. The Department Head shall render his/her decision and comments in writing and return them to the employee within fifteen (15) calendar days after receiving the grievance. If the employee does not agree with the decision reached, or if no answer has been received within fifteen (15) calendar days, he/she may present the grievance in writing to the City Manager.

Failure of the employee to take further action within ten (10) calendar days after receipt of the decision or within a total twenty-five (25) calendar days if no decision is rendered, will constitute withdrawal of the grievance.

- B. City Manager review. Upon receiving the grievance the City Manager, or his/her designated representative, shall discuss the grievance with the employee, his/her representative, if any, and with all other appropriate persons. The City Manager may designate a fact-finding committee or an officer not in the normal line of supervision to advise him/her concerning the grievance. The City Manager shall render a decision in writing to the employee within twenty (20) calendar days after receiving the grievance. The decision of the City Manager shall be final.

V. Conduct of Grievance Procedure:

- A. The time limits specified above may be extended to a definite date by mutual agreement of the employee and the reviewer concerned.
- B. The employee may request the assistance of another person of his/her own choosing in preparing and presenting his/her grievance at any level of review.
- C. Employees shall be free from reprisal for using the grievance procedure.

SECTION 5

5.01 Conclusiveness

- A. The provisions expressly stated in this MOU may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the HPOA and the City in a written and signed amendment to this agreement.
- B. The HPOA and the City agree that during the negotiations which resulted in this MOU each had an unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of representation. Therefore, during the term of this agreement, neither the City nor the HPOA shall be obligated to meet and confer on any matter:
 - 1. Whether or not specifically referred to in this MOU;
 - 2. Whether or not the matter was within the knowledge or contemplation of either party at the time of negotiations;
 - 3. Whether or not the matters were proposed and later withdrawn during negotiations.
- C. Except that: In order to meet an emergent situation the City may change a written policy affecting wages, hours and other terms and conditions of employment which is not specifically set forth in this MOU. The City shall notify the HPOA of its intention to so do. If the HPOA does not respond within ten (10) calendar days from the date of mailing of such notification the City shall assume that the HPOA does not wish to meet and confer on the change in policy. In an emergency, the City retains the right to take such action immediately. The HPOA will be offered the opportunity to meet and confer as soon as practicable.

5.02 Accumulation/Vesting

The City and the HPOA agree that nothing contained in this MOU shall be interpreted as to imply or permit the accumulation, vesting or divesting, of any written or unwritten employee right or privilege beyond the termination date of this MOU.

5.03 Savings Clause

If any provision of this MOU or any addendum thereto should be held to be invalid by operation of law or by a tribunal of competent jurisdiction or if compliance or enforcement of any provision should be restrained by such tribunal or the enactment of superseding rule, regulation, law or order by any governmental authority other than the City, such provision shall be

immediately suspended and be of no force and effect, and the parties shall immediately begin the meet and confer process for the purpose of arriving at a mutually satisfactory replacement for such provision. Invalidation of a part or portion of this MOU shall not invalidate any remaining portions unless those remaining portions were contingent upon the operations of the invalidated provision.

5.04 Non Discrimination

Both the City and the HPOA agree that they shall not unlawfully discriminate against any employee on the basis of age, race, sex, disability/handicap, creed, color, national origin or ancestry, pregnancy, marital status, medical condition or sexual orientation. Neither the City nor the HPOA shall interfere with intimidate, restrain, coerce, or discriminate against any employee because of the exercise of rights to engage or not engage in lawful HPOA activity.

5.05 Term

This MOU shall be effective for the period of July 1, 2019, through and inclusive of June 30, 2022. The provisions of this MOU shall not take effect until ratified by both the Hanford City Council and the general membership of the Hanford Police Officers Association.

A new compensation study will be completed no later than the third year of the contract. The parameters of the compensation study will be discussed in the future in conjunction with all other bargaining units and input from the City Council.

Agreed upon January 15, 2020

For the City:

_____/s/
Mario Zamora
City Attorney

_____/s/
Paula Lofgren
Finance Director

For HPOA:

_____/s/
Christifer Barker
Police Corporal, HPOA President

_____/s/
Jean Bidegaray
Police Officer

_____/s/
Parker Sever
Chief of Police

_____/s/
Sarah Cardoza
Human Resources Manager

_____/s/
Gary Messing
Attorney- Messing Adam & Jasmine

_____/s/
Justin Vallin
Police Sergeant



AGENDA STAFF REPORT

MEETING DATE: 2/4/2020	AGENDA SECTION: F
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SUBJECT:

Community Development: Adoption of Resolution 20-03-R supporting an Application for Funding from the State of California Department of Housing and Community Development CalHome Program for First-Time Homebuyer Mortgage Assistance and Owner-Occupied Rehabilitation.

See staff report, attached.

FISCAL IMPACT:

ATTACHMENTS:

2019 CalHome Notice of Funding Availability (NOFA) Application Submittal
2019 CalHome Resolution Number 20-03-R

CITY OF HANFORD CITY COUNCIL STAFF REPORT

MEETING DATE: February 4, 2020

SUBJECT: Housing Community Development: Resolution 20-03-R supporting an Application for Funding from the State of California Department of Housing and Community Development CalHome Program.

STAFF RECOMMENDATION

Adopt Resolution 20-03-R approving the submittal of an application to the California Department of Housing and Community Development (HCD) for funding under the CalHome Program and if selected, authorize the City Manager (or designee) to execute the standard agreement and any related documents necessary to participate.

BACKGROUND

The California Department of Housing and Community Development (HCD) announced a Notice of Funding Availability (NOFA) for the CalHome Program on November 27, 2019 amended (December 23, 2019). This notice is for approximately \$57 million available statewide for affordable housing activities to be distributed to eligible applicants. Funding under this NOFA is from the Affordable Housing Bond Act Trust Fund of 2018. Applications are due to HCD no later than February 18, 2020.

The maximum application amount is \$5 million and HCD will provide funding to cover activity delivery fees (administrative costs) up to 10 percent of the total award amount. Per the NOFA, HCD will announce awards in May 2020.

The City of Hanford has successfully utilized CalHome funds in the past and is currently administering CalHome Program Income funds from previous loans, which allows the City to provide first-time home buyer loans to lower- and moderate-income households. Lower- and moderate-income households are those with incomes up to 80% of area median income - \$51,850, for a family of four (4).

Staff is recommending Council approve the submittal of the application in an amount up to \$1,000,000 for owner-occupied residential rehabilitation (OOR), first-time mortgage assistance, and allowable activity delivery costs. Staff proposes to allocate the grant as follows:

- \$653,400 for the First Time Homebuyer Down Payment Assistance Program. Assuming a maximum down payment assistance limit of \$66,000, the proposed allocation would potentially assist nine (9) new first-time homebuyers.
- \$340,600 for the Owner-Occupied Housing Rehab Program. Assuming the average loan amount of \$40,000, the proposed allocation would potentially assist eight (8) homeowners.

FISCAL IMPACT

There is no impact on the budget to submit the application for funding.

City of Hanford

Resolution Number 20-03-R

A RESOLUTION OF THE CITY OF HANFORD CITY COUNCIL, STATE OF CALIFORNIA, AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; AND IF SELECTED, THE EXECUTION OF A STANDARD AGREEMENT, ANY AMENDMENTS THERETO, AND OF ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM.

Recitals

- A. The California Department of Housing and Community Development (the "Department") issued a Notice of Funding Availability ("NOFA") on November 27, 2019, amended on December 23, 2019, and as may be further amended from time to time, for the CalHome Program ("CalHome") established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with Section 50650) of Part 2 of Division 31 of the Health and Safety Code (the "Statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome program, subject to the terms and conditions of the statute and the CalHome Program Regulations adopted by HCD in April 2004; and
- B. On December 23, 2019, the Department issued an amended NOFA for the CalHome Program extending the application due date to February 17, 2020.
- C. In response to the NOFA, the City of Hanford (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, CalHome funds in the amount of \$1,000,000; and
- D. The City of Hanford Council has considered all information related to this matter, as presented at the public meetings of the City identified herein, including any supporting reports by City staff, and any information provided during public meetings.

Now therefore, the City Council of the City of Hanford does resolve as follows:

- 1. The City of Hanford shall submit an application to the California State Department of Housing and Community Development (HCD) to participate in the CalHome Program in response to the NOFA, issued on November 27, 2019, amended on December 23, 2019, which will request a funding allocation of \$1,000,000 for the following activities in the City of Hanford:

- \$653,400 for the First-Time Mortgage Assistance Program
 - \$346,600 for Owner-Occupied Housing Rehabilitation Program.
1. If the application for funding is approved, the City of Hanford hereby agrees to use the CalHome funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above. The City of Hanford may also execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department for participation in the CalHome Program (collectively, the required documents).
 2. The City of Hanford authorizes the City Manager or designee(s) to execute, in the name of the applicant, the application, the Standard Agreement, and any subsequent amendments or modifications thereto, as well as any other documents required by HCD for participation in the CalHome Program, and any amendments thereto.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Hanford, State of California, held on this 4th day of February, 2020 by the following vote:

AYES:

NOES:

ABSENT: ABSTAIN:

John Draxler, Mayor

ATTEST:

Sarah Martinez
City Clerk



AGENDA STAFF REPORT

MEETING DATE: 2/4/2020	AGENDA SECTION: G
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SUBJECT:

Utilities and Engineering: That the City Council, by motion, approve a Notice of Completion for the 12th Avenue Resurfacing, Hanford-Armona to Springcrest St. Project at a final project cost of \$561,360.21, and authorize the Mayor to execute and the City Clerk to attest and file said Notice with the Kings County Recorder's Office.

RECOMMENDATION:

That the City Council, by motion, approve a Notice of Completion for the 12th Avenue Resurfacing, Hanford-Armona to Springcrest St. Project at a final project cost of \$561,360.21, and authorize the Mayor to execute and the City Clerk to attest and file said Notice with the Kings County Recorder's Office.

BACKGROUND:

On August 6th, 2019, the Council awarded the FY 17-18 Pavement Resurfacing Project Project to Bush Engineering, Inc., of Hanford, CA, which included the 12th Ave. Resurfacing from Hanford-Armona to Springcrest St. and the Lacey Blvd. Resurfacing from Irwin St. to 11th Ave Projects. This Project consisted of street grinding and asphalt concrete resurfacing, installation of ADA accessibility ramps, and restriping of the roadway. The construction of a new center median island with landscaping and irrigation was also included in this project.

The Lacey portion of work from Irwin St. to 11th Ave. is currently on hold through the winter due to delays caused by the railroad permitting process and is slated to continue March 9th, 2020, pending weather. A separate Notice of Completion will be issued for this portion of the project at a later date.

There were two contract change orders in the total amount of \$46,748.93 for the 12th Avenue Resurfacing portion.

FISCAL IMPACT:

The Capital Improvement Budget provided \$550,000 for construction, including contingencies, for the 12th Avenue Resurfacing. During the award of the project, Council appropriated an additional \$75,900 to fund the total project. A copy of the budget page and Final Project Construction and Finance History Report are attached for Council review.

ATTACHMENTS:

Budget Page (12th Ave)

FINAL PROJECT CONSTRUCTION AND FINANCE HISTORY

NOC - Recording Original

12th Avenue Widening/Resurfacing, Hanford-Armona Road to Springcrest St.

Project Background:

This project will involve the widening and reconstruction of 12th Avenue, between Hanford-Armona Road and 300 feet south of Springcrest Street, to facilitate two lanes in each direction of travel plus turn lanes. Improvements include the recycling of existing pavement, adjusting of manholes and gate valves, installation of accessibility ramps, asphalt concrete paving, and restriping of the roadway.

Existing Conditions:

12th Avenue between Hanford-Armona Road and Springcrest Street is currently a two lane arterial roadway. Current average daily traffic volume is approximately 6,500 vehicles per day. The existing roadway surface is deteriorating due to traffic loads and weather impacts and is in need of resurfacing. Traffic volumes are anticipated to increase substantially with the development of proposed subdivisions in the area.

Project Justification:

This project will improve traffic flow capacity and safety by providing additional travel lanes and a protected left turn lane. Drainage and pedestrian safety will also be improved with the addition of curb, gutter, sidewalks and street lighting.

Fiscal Implications:

Funding for this project will be allocated from gas tax reserves.

Project Budget Summary:

		6-Year Funding Allocation					
		2017	2018	2019	2020	2021	2022
Expenditure	Program or Project		Construction				
	Engineering / Inspection		30,000				
	Construction		500,000				
	Contingency		50,000				
	Department Overhead		10,000				
Total Expenditure		\$0	\$590,000	\$0	\$0	\$0	\$0
Revenue	Funding						
	044 Gas Tax (2103)		590,000				
	Total Funding	\$0	\$590,000	\$0	\$0	\$0	\$0

FINAL PROJECT CONSTRUCTION AND FINANCE HISTORY

PROJECT: 12th Ave. Resurfacing, Hanford-Armona to Springcrest St.
 CONTRACTOR: Bush Engineering, Inc.
 5828 E. Harvard Ave.
 Fresno, CA 93727

CONTRACT DATES:	Bid Date	July 23, 2019
	Council Award	August 6, 2019
	Contractor Started Work	September 3, 2019
	Contract Time of Completion	December 2, 2019
	Contractor Completed Work	December 2, 2019

CONTRACT CHANGE ORDERS:

Contract Change Order No. 1: Remove and replace 624 lf of median curb on 12th Avenue between Springcrest Street and Hanford Armona Road at new grades. Design change and additional topo were required due to curb reveal insufficient for city standard.

For a Total Increase of \$31,739.31

Contract Change Order No. 2: Excavate and investigate conflict and leak of 4" sewer at fire hydrant location, install approx. 200 LF of 3" conduit per SCE service plan which changed design post award, additional water main fittings to install the fire hydrant due to unforeseen excessive thrust blocks encasing the connection point, remove additional sidewalk concrete at SW corner of 12th Ave and Hanford-Armona Road in lieu of just curb and gutter.

For a Total Increase of \$15,009.62, for the 12th Avenue Resurfacing Project

FINANCIAL HISTORY:

SOURCE OF BUDGET FUNDING	AMOUNT
Capital Improvement Budget	\$ 550,000.00
Additional Appropriation (Gas Tax)	\$ 75,900.00
Total Budget Funding	\$ 625,900.00

CONSTRUCTION COST

Original Contract for 12th Ave. Resurfacing Project	\$ 514,611.28
Contract Change Order No. 1	\$ 31,739.31
Contract Change Order No. 2, for 12th Ave. Resurfacing Project	\$ 15,009.62
Total Construction Cost	\$ 561,360.21

Fund Balance \$ 64,539.79
 (to be used for the Lacey Blvd. Resurfacing
 portion continuing in March 2020)

RECORDING REQUESTED BY:
CITY OF HANFORD

When recorded return to:

City Clerk
City of Hanford
315 North Douty Street
Hanford, California 93230-3951

G.C. 27361.3 - Fee NIL

NOTICE OF COMPLETION

TO WHOM IT MAY CONCERN:

YOU ARE HEREBY NOTIFIED AS FOLLOWS:

1. The work of Improvement is located: 12th Avenue Resurfacing, Hanford-Armona to Springcrest St.
2. The Improvement is particularly described as: FY 17-18 Pavement Resurfacing: 12th Avenue, Hanford-Armona to Springcrest St.
3. The date of completion of the work of Improvement: December 2, 2019
4. The Owner of the work of Improvement: City of Hanford.
5. The nature of the owner's interest or estate: Fee Simple Title.
6. The name of the original contractor for the work of Improvement: Bush Engineering, Inc.
7. The surety for the work of Improvement: Western Surety Company
8. All work for this project has been completed.
9. Accepted by minute action of the City Council of the City of Hanford on: February 4, 2020

I certify under penalty of perjury that the foregoing is true and correct.
Dated this 4th day of February, 2020.

BY: _____
John Draxler, Mayor
City of Hanford, County of Kings, State of California

Attachment: NOC - Recording Original (UE: NOC for the 12th Avenue Resurfacing, Hanford-Armona to Springcrest St.)

I, the undersigned, say:

I am the person who signed the foregoing notice. I have read the above notice and know its contents, and the facts stated therein are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Hanford, California, this ____ day of _____, 2020.

BY: _____

John Draxler, Mayor

City of Hanford, County of Kings, State of California

Authority: Section 1181 Civil Code

Attachment: NOC - Recording Original (UE: NOC for the 12th Avenue Resurfacing, Hanford-Armona to Springcrest St.)



AGENDA STAFF REPORT

MEETING DATE: 2/4/2020

AGENDA SECTION: H

SUBJECT:

Utilities and Engineering: That the City Council, by motion, approve a Notice of Completion for the FY 18/19 Single & Double Fiberized Micro Surface Project at a final project cost of \$1,616,658.24, and authorize the Mayor to execute and the City Clerk to attest and file said Notice with the Kings County Recorder's Office.

RECOMMENDATION:

That the City Council, by motion, approve a Notice of Completion for the FY 18/19 Single & Double Fiberized Micro Surface Project at a final project cost of \$1,616,658.24, and authorize the Mayor to execute and the City Clerk to attest and file said Notice with the Kings County Recorder's Office.

BACKGROUND:

On May 21st, 2019, the Council awarded the FY 18/19 Single & Double Fiberized Micro Surface Project to Pavement Coatings Co. Inc., of Jurupa Valley, CA. This Project consisted of applying a Single or Double Fiberized Micro-Surfacing Treatment to existing streets in the City of Hanford where pavement maintenance has become necessary. See attached location maps for specific streets.

There was one (1) contract change order on this project to include: balance of quantities for the actual surface area where fiber slurry was applied and to access Liquidated Damages for 49 days, in the total Change Order amount of (\$5,938.24).

FISCAL IMPACT:

The Capital Improvement Budget provided \$1,705,750 for construction of this project including contingencies. A copy of the budget pages and Final Project Construction and Finance History Report are attached for Council review.

ATTACHMENTS:

NOC - Recording Original
Fiber Location Maps (final)

Budget Page 1

Budget Page 2

Budget Page 3

FINAL PROJECT CONSTRUCTION AND FINANCE HISTORY

RECORDING REQUESTED BY:
CITY OF HANFORD

When recorded return to:

City Clerk
City of Hanford
315 North Douty Street
Hanford, California 93230-3951

G.C. 27361.3 - Fee NIL

NOTICE OF COMPLETION

TO WHOM IT MAY CONCERN:

YOU ARE HEREBY NOTIFIED AS FOLLOWS:

1. The work of Improvement is located: Various City Streets
2. The Improvement is particularly described as: FY 18/19 Single & Double Fiberized Micro Surface Project
3. The date of completion of the work of Improvement: October 31, 2019
4. The Owner of the work of Improvement: City of Hanford.
5. The nature of the owner's interest or estate: Fee Simple Title.
6. The name of the original contractor for the work of Improvement: Pavement Coatings Co. Inc.
7. The surety for the work of Improvement: The Ohio Casualty Insurance Company
8. All work for this project has been completed.
9. Accepted by minute action of the City Council of the City of Hanford on: February 4, 2020

I certify under penalty of perjury that the foregoing is true and correct.
Dated this 4th day of February, 2020.

BY: _____
John Draxler, Mayor
City of Hanford, County of Kings, State of California

Attachment: NOC - Recording Original (UE: NOC for the FY 18/19 Single & Double Fiberized Micro Surface Project)

I, the undersigned, say:

I am the person who signed the foregoing notice. I have read the above notice and know its contents, and the facts stated therein are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Hanford, California, this ____ day of _____, 2020.

BY: _____
John Draxler, Mayor
City of Hanford, County of Kings, State of California

Authority: Section 1181 Civil Code

Attachment: NOC - Recording Original (UE: NOC for the FY 18/19 Single & Double Fiberized Micro Surface Project)

APPENDIX A LOCATION MAPS

Single Micro Fiber Treatment Locations

Name	Start	End	Length	Width	SF	SY
White	Florinda	Sixth	2755	36	99180	11020
Green	Sixth	Eleventh	1675	36	60300	6700
Brown	Florinda	Sixth	3055	36	109980	12220
Harris	Sixth	Ivy	2025	36	72900	8100
Myrtle	10th	Brown	1690	36	60840	6760
Ivy	Douty	10th	2620	36	94320	10480
Eleventh	10th	Douty	2620	36	94320	10480
Tenth	Douty	10th	2620	36	94320	10480
Ninth	Brown	Harris	450	36	16200	1800
Eighth	Harris	Brown	450	36	16200	1800
Total					718560	79840

Siverado	End	11th	350	36	12600	1400
Washington	11th	End	1100	36	39600	4400
Grant	Washington	Davis	590	36	21240	2360
Lincoln	11th	Grant	900	36	32400	3600
CDSX1					6347	705.2222
Total					112187	12465.22

Park	Florinda	Lacey	2325	36	83700	9300
Carson	Central	Porter	470	33	15510	1723.333
Kaweah	Florinda	Ivy	925	32	29600	3288.889
Kaweah	Ivy	Lacey	1495	32	47840	5315.556
Elm	Park	Douty	1890	32	60480	6720
Myrtle	Park	Douty	1890	32	60480	6720
Ivy	Redington	Douty	430	32	13760	1528.889
Porter	Frontage	Kaweah	1125	32	36000	4000
Porter	Kaweah	Irwin	780	32	24960	2773.333
Center	Kaweah	Douty	1206	32	38592	4288
Ford	Park	Kaweah	645	27	17415	1935
Central	Kaweah	Santa Fe Ave	225	32	7200	800
Santa Fe Ave.	Central	End	750	28	21000	2333.333
Dewey	Redington	Irwin	430	32	13760	1528.889
Total					470297	52255.22

Florinda	11th	Douty	2625	44	115500	12833.33
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Elm	11th	Greenfield	675	58	39150	4350
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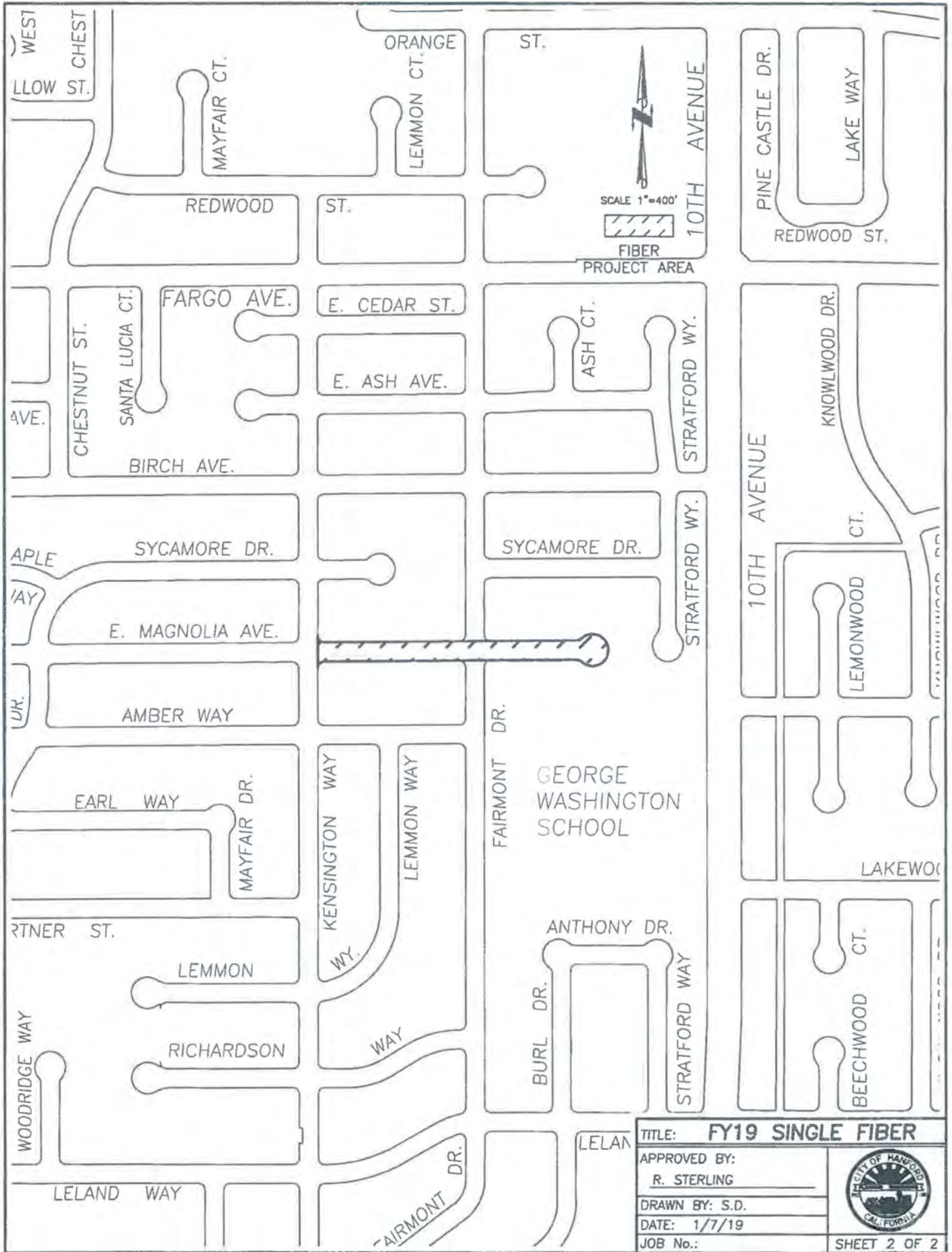
5th	10th	Tracks	4141	52	215332	23925.78
Redington	6th	4th	675	42	28350	3150
Irwin	5th	4th	350	52	18200	2022.222
Douty	6th	4th	675	52	35100	3900
Harris	5th	4th	350	54	18900	2100
Brown	End	4th	450	46	20700	2300
Green	5th	4th	350	54	18900	2100
White	5th	4th	350	56	19600	2177.778
Total					375082	41675.78

Redington	3rd	2nd	355	40	14200	1577.778
Irwin	3rd	2nd	355	40	14200	1577.778
Harris	3rd	2nd	355	38	13490	1498.889
Harris	3rd	Hanford Amroma	3015	36	108540	12060
Brown	3rd	1st	760	36	27360	3040
Green	3rd	End	355	36	12780	1420
White	3rd	2nd	355	36	12780	1420
1st	Green	End	355	36	12780	1420
Total					216130	24014.44

Magnolia	Kensington	End	840	36	30240	3360
CDS					6347	705.2222
Total					36587	4065.222

Total 231499. SY





Attachment: Fiber Location Maps (final) (UE: NOC for the FY 18/19 Single & Double Fiberized Micro Surface Project)

Double Micro Fiber Treatment Locations

Name	Start	End	Length	Width	SF	SY
7th	Mall	11th	3260	44	143440	15937.7778
			650	55	35750	3972.22222
Total					179190	19910

3rd	11th	10th	5360	40	214400	23822.2222
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4th	11th	10th	5360	40	214400	23822.2222
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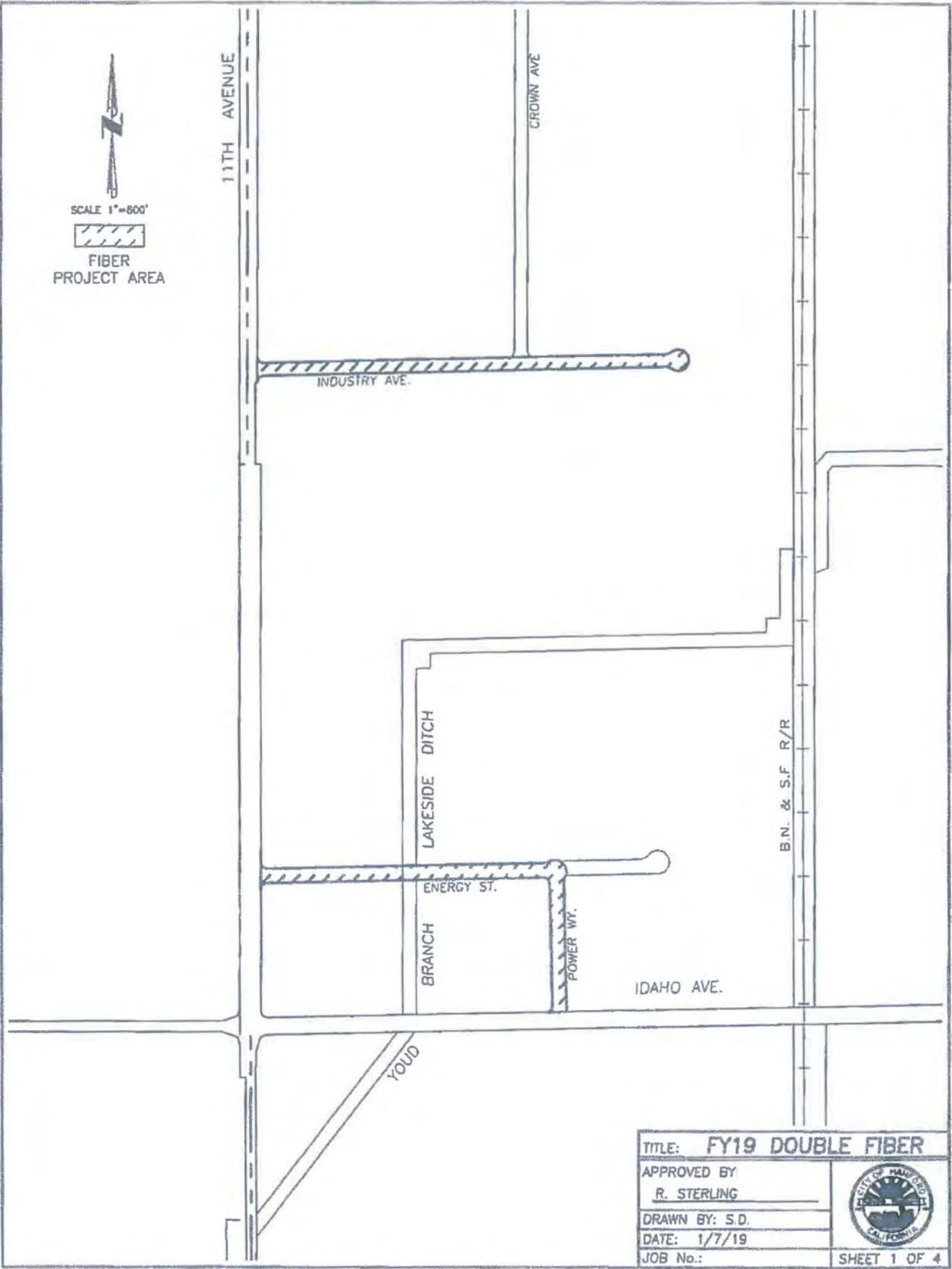
Power	Energy	Idaho	655	44	28820	3202.22222
Industry	11th	End	2000	35	70000	7777.77778
Energy	11th	Power	655	44	28820	3202.22222
CDS X 1					6347	705.222222
Knuckle					4916	546.222222
Total					133987	15433.6667

Fargo	11th	Fitzgerald	2925	60	175500	19500
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Grangeville	12th	00' E/O 11th	5355	70	374850	41650
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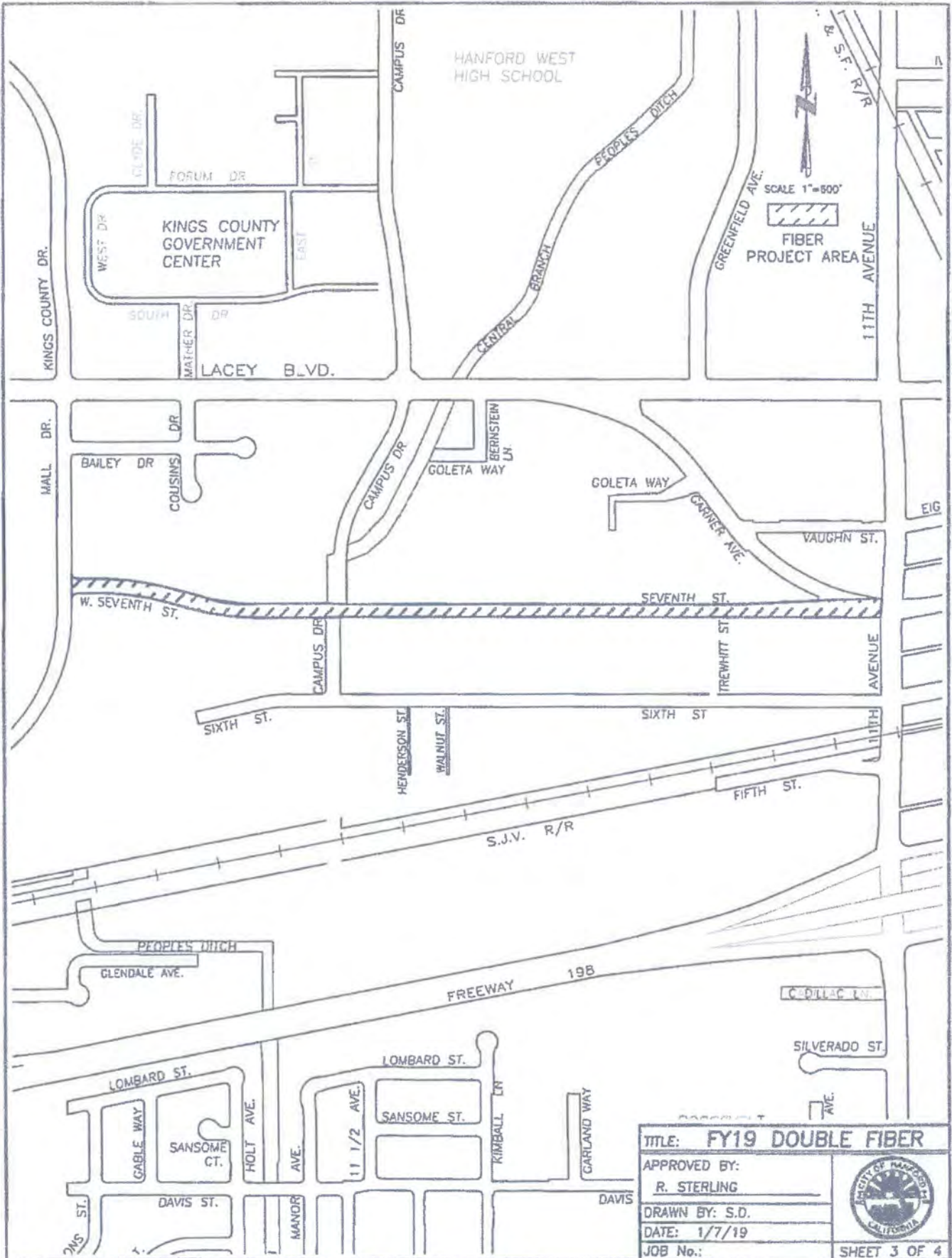
10th	Grangeville	3rd	7000	84	588000	65333.3333
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Total: 209471. SY

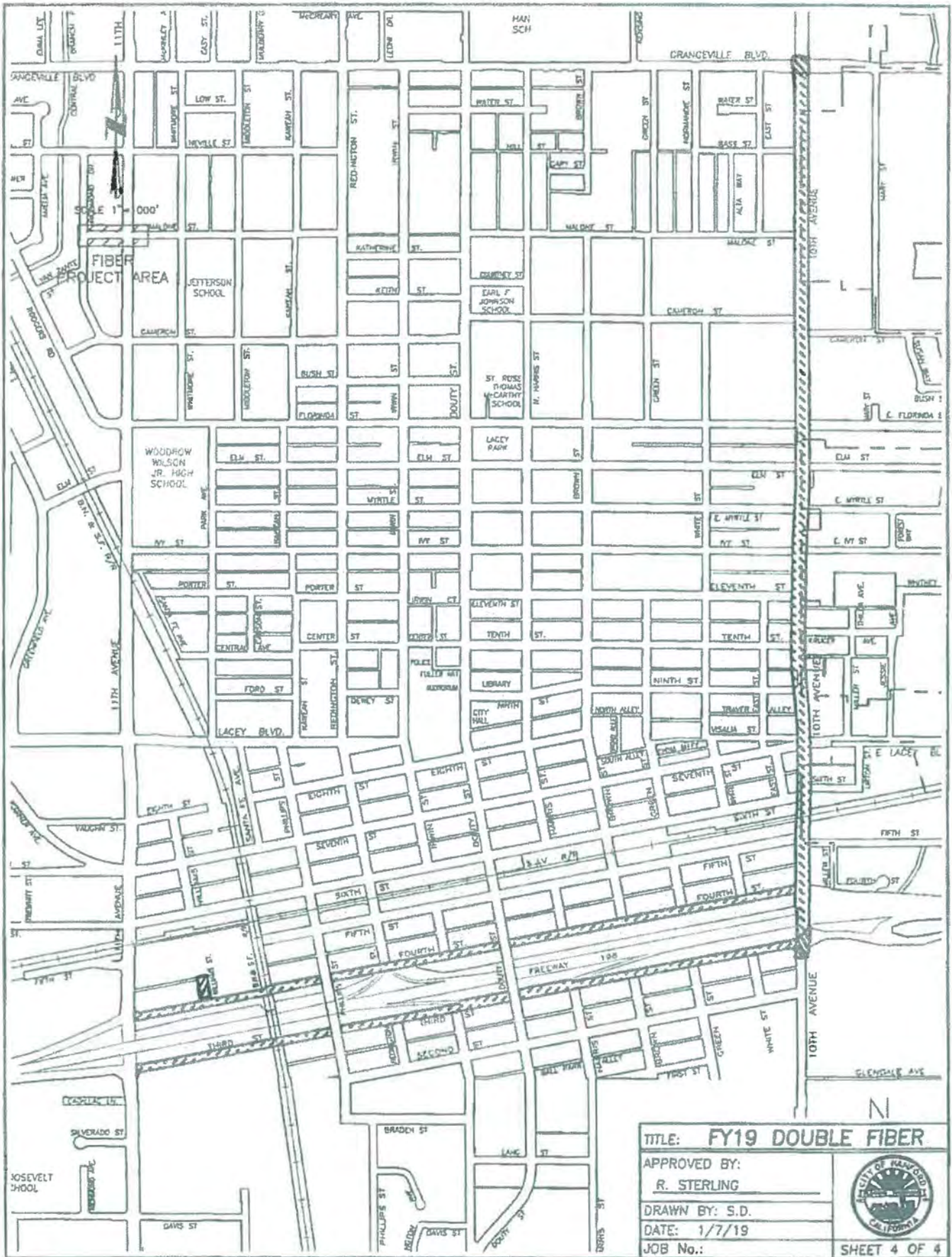


Attachment: Fiber Location Maps (final) (UE: NOC for the FY 18/19 Single & Double Fiberized Micro Surface Project)





Attachment: Fiber Location Maps (final) (UE: NOC for the FY 18/19 Single & Double Fiberized Micro Surface Project)



Attachment: Fiber Location Maps (final) (UE: NOC for the FY 18/19 Single & Double Fiberized Micro Surface Project)

Pavement Resurfacing Treatment

Project Background:

Pavement Resurfacing Treatment is a surface protection and pavement preservation treatment for city streets. The location of streets and the types of treatment processes will be determined by Public Works Department staff and is dependent on pavement conditions. Treatments may include slurry seal, cape seal or fiber seal coatings or other pavement preservation treatments needed to extend the useful life of roadways.

Existing Conditions:

Asphalt concrete pavement surfaces deteriorate over time due to loss of oil content from naturally occurring processes and vehicular traffic loads.

Project Justification:

Pavement Resurfacing treatments will extend the useful life of asphalt concrete pavement surfaces thereby reducing street maintenance costs. This project will provide surface treatment for approximately seven miles of roadways (207,300 SY).

Fiscal Implications:

Funding for this project will be allocated from gas tax reserves.

Project Budget Summary:

		5-Year Funding Allocation				
		2019	2020	2021	2022	2023
Expenditure	Program or Project	Construction	Construction	Construction	Construction	Construction
	Engineering / Inspection	12,000	12,000	12,000	12,000	12,000
	Construction	850,000	850,000	850,000	850,000	850,000
	Contingency	85,000	85,000	85,000	85,000	85,000
	Department Overhead	3,000	3,000	3,000	3,000	3,000
	Total Expenditure	\$950,000	\$950,000	\$950,000	\$950,000	\$950,000
Revenue	Funding					
	040 Gas Tax (2105)	350,000	350,000	350,000	350,000	350,000
	050 Gas Tax (TDA Transportation)	600,000	600,000	600,000	600,000	600,000
	Total Funding	\$950,000	\$950,000	\$950,000	\$950,000	\$950,000

Tenth Avenue Resurfacing, Grangeville Boulevard to Third Street

Project Background:

This project will involve the resurfacing of Tenth Avenue, from Grangeville Boulevard to Third Street with a double coat fiber seal treatment. The pavement preservation treatment consists of an asphalt emulsion with fibers added to provide structural integrity. The roadway will be restriped upon completion of the resurfacing project.

Existing Conditions:

Asphalt concrete pavement surfaces deteriorate over time due to loss of oil content from naturally occurring processes and vehicular traffic loads.

Project Justification:

Resurfacing of Tenth Avenue, between Grangeville Boulevard and Third Street, will extend the useful life of the asphalt concrete pavement surfaces thereby prolonging the need for more expensive roadway repairs.

Fiscal Implications:

Funding for this project will be allocated from Road Maintenance and Rehabilitation account (RMRA) gas tax funds.

Project Budget Summary:

		5-Year Funding Allocation				
		2019	2020	2021	2022	2023
Expenditure	Program or Project	Construction				
	Engineering / Inspection	8,500				
	Construction	240,000				
	Contingency	24,000				
	Department Overhead	2,500				
Total Expenditure		\$275,000	\$0	\$0	\$0	\$0
Revenue	Funding					
	045 Gas Tax (RMRA)	275,000				
Total Funding		\$275,000	\$0	\$0	\$0	\$0

Grangeville Boulevard Resurfacing, 11th Avenue to 12th Avenue

Project Background:

This project will involve the resurfacing of Grangeville Boulevard, from 11th Avenue to 12th Avenue, with a double coat fiber seal treatment. The pavement preservation treatment consists of an asphalt emulsion with fibers added to provide structural integrity. The roadway will be restriped upon completion of the resurfacing project.

Existing Conditions:

Asphalt concrete pavement surfaces deteriorate over time due to loss of oil content from naturally occurring processes and vehicular traffic loads.

Project Justification:

Resurfacing of Grangeville Boulevard, between 11th Avenue and 12th Avenue, will extend the useful life of the asphalt concrete pavement surface thereby prolonging the need for more expensive roadway repairs.

Fiscal Implications:

Funding for this project will be allocated from Road Maintenance and Rehabilitation Account (RMRA) Gas Tax funds.

Project Budget Summary:

		5-Year Funding Allocation				
		2019	2020	2021	2022	2023
Expenditure	Program or Project	Construction				
	Engineering / Inspection	7,500				
	Construction	200,000				
	Contingency	20,000				
	Department Overhead	2,500				
Total Expenditure		\$230,000	\$0	\$0	\$0	\$0
Revenue	Funding					
	045 Gas Tax (RMRA)	230,000				
	Total Funding	\$230,000	\$0	\$0	\$0	\$0

FINAL PROJECT CONSTRUCTION AND FINANCE HISTORY

PROJECT: FY 18/19 Single and Double Fiberized Micro Surface
 CONTRACTOR: Pavement Coatings CO.
 10240 San Sevaine Way
 Jurupa Valley, CA 91752

CONTRACT DATES:	Bid Date	May 9, 2019
	Council Award	May 21, 2019
	Contractor Started Work	June 24, 2019
	Contract Time of Completion	October 31, 2019
	Contractor Completed Work	October 31, 2019

CONTRACT CHANGE ORDERS:

Contract Change Order No. 1: 1. Balance of quantities for the actual surface area where fiber slurry was applied, for a net increase of \$30,438.24.
 2. Liquidated Damages: 49 days at \$500.00 per day, for a net decrease of \$24,500.00.

For a Total Increase of \$5,938.24

FINANCIAL HISTORY:

<u>SOURCE OF BUDGET FUNDING</u>	<u>AMOUNT</u>
Pavement Resurfacing Treatment	\$ 935,000.00
Tenth Avenue Resurfacing, Grangeville Blvd. to Third St.	\$ 264,000.00
Grangeville Boulevard Resurfacing, 11 th Ave. to 12 th Ave.	\$ 220,000.00
Streets Maintenance Budget	\$ 185,000.00
Additional Appropriation (Gas Tax)	\$ 101,750.00
Total Budget Funding	\$ <u>1,705,750.00</u>

CONSTRUCTION COST

Original Contract – Total Bid Award	\$ 1,610,720.00
Contract Change Order No. 1	\$ 5,938.24
Total Construction Cost	\$ <u>1,616,658.24</u>
Balance	\$ <u>89,091.76</u>



**AGENDA
STAFF REPORT**

MEETING DATE: 2/4/2020

AGENDA SECTION: I

SUBJECT:

Finance: Warrant Register

RECOMMENDATION:

Approve warrant register for \$797,626.59.

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

WARRANT REGISTER-AGENDA 2-4-20



Warrant Register

Check Date Range: 1/17/2020 - 1/24/2020

Report Date: 1/27/2020

14.I.a

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0001 GENERAL FUND	222001 USE TAXES PAYABLE	1/17/2020	153194	CALIF DEPT OF TAX & FEE ADMIN	\$216.77	0-009-714-294	FY20 Q2 USE TAX
	DIVISION/ORG TOTAL 0001 - GENERAL FUND				\$216.77		
0004 ACCUM CAPITAL OUTLAY FUND	222001 USE TAXES PAYABLE	1/17/2020	153194	CALIF DEPT OF TAX & FEE ADMIN	\$475.17	0-009-714-294	FY20 Q2 USE TAX
	DIVISION/ORG TOTAL 0004 - ACCUM CAPITAL OUTLAY FUND				\$475.17		
0240 LANDSCAPE ASSESS DIST FUND	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153269	HOFMANS NURSERY	\$386.10	2829	BROAD LEAF HERBICIDE - QU
	778000 UTILITIES-ELECTRICITY	1/17/2020	153201	SOUTHERN CALIF EDISON CO	\$361.12	6217	2019-12
	778000 UTILITIES-ELECTRICITY	1/24/2020	153335	SOUTHERN CALIF EDISON CO	\$375.96	6418	2019-12
	DIVISION/ORG TOTAL 0240 - LANDSCAPE ASSESS DIST FUND				\$1,123.18		
0361 WASTEWATER OPER FUND	222001 USE TAXES PAYABLE	1/17/2020	153194	CALIF DEPT OF TAX & FEE ADMIN	\$69.97	0-009-714-294	FY20 Q2 USE TAX
	DIVISION/ORG TOTAL 0361 - WASTEWATER OPER FUND				\$69.97		
0390 WATER OPERATIONS FUND	220000 ACCOUNTS PAYABLE-CONTROL	1/24/2020	153315	ONE TIME VENDOR	\$93.72	11851068-13	REISSUE CK# 133595
	222001 USE TAXES PAYABLE	1/17/2020	153194	CALIF DEPT OF TAX & FEE ADMIN	\$1.58	0-009-714-294	FY20 Q2 USE TAX
	DIVISION/ORG TOTAL 0390 - WATER OPERATIONS FUND				\$95.30		
0400 CITY PAYROLL REVOL FUND	205701 INSUR-P/R DED MEDICAL	1/23/2020	8	NAVITUS HEALTH SOLUTIONS, LLC	\$6,290.11	NVCOH-CP-011520	PHARMACY CLAIMS 01/01-01/
	205701 INSUR-P/R DED MEDICAL	1/23/2020	8	NAVITUS HEALTH SOLUTIONS, LLC	\$9,435.16	NVCOH-CP-011520	PHARMACY CLAIMS 01/01-01/

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0400 CITY PAYROLL REVOL FUND	205900 EMPLOYEES ASSOCNS PAYABLE	1/17/2020	153184	G E M A 1121211070	\$630.00	29013	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	1/17/2020	153185	H M E A 0000129193	\$31.00	29114	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	1/17/2020	153186	H P O A 3242162141	\$3,249.00	29214	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	1/17/2020	153187	I A F F, LOCAL 3898 A/C#9129026	\$1,943.00	29313	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	1/17/2020	153190	S E I U LOCAL 521	\$2,693.03	29514	PAYROLL DEDUCTIONS
	206300 EMPLOYEES ATTACHMENT PAY	1/17/2020	153181	CALIF STATE DISBURSEMENT UNIT	\$461.54	28714	PAYROLL DEDUCTIONS
	206300 EMPLOYEES ATTACHMENT PAY	1/17/2020	153182	EDUCATIONAL CREDIT MANAGEMENT CORP	\$239.59	53913	PAYROLL DEDUCTIONS
	206300 EMPLOYEES ATTACHMENT PAY	1/17/2020	153183	FRANCHISE TAX BOARD	\$1,096.56	28914	PAYROLL DEDUCTIONS
	206300 EMPLOYEES ATTACHMENT PAY	1/17/2020	153198	KINGS COUNTY SHERIFF'S OFFICE	\$217.65	6282	PAYROLL DEDUCTIONS
	207200 AMERICAN FID ASSURANCE	1/17/2020	153179	AMERICAN FIDELITY ASSURANCE	\$1,175.42	28513	PAYROLL DEDUCTIONS
	207300 AMERICAN FID FLEX DEF	1/17/2020	153180	AMERICAN FIDELITY ASSURANCE-FLEX	\$3,125.66	28613	PAYROLL DEDUCTIONS
	207400 TRANSAMERICA	1/17/2020	153191	TRANSAMERICA LIFE INSURANCE CO	\$933.71	29613	PAYROLL DEDUCTIONS
	207700 LEGAL SHIELD	1/17/2020	153189	PRE PAID LEGAL SERVICE, INC	\$898.82	29413	PAYROLL DEDUCTIONS
	207800 COLONIAL LIFE	1/17/2020	153195	COLONIAL LIFE & ACCIDENT INSURANCE CO	\$341.76	6295	PAYROLL DEDUCTIONS
DIVISION/ORG TOTAL 0400 - CITY PAYROLL REVOL FUND					\$32,762.01		

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0451 POLICE CAP/EQUIP REP RES FUND	222001 USE TAXES PAYABLE	1/17/2020	153194	CALIF DEPT OF TAX & FEE ADMIN	\$938.51	0-009-714-294	FY20 Q2 USE TAX
	DIVISION/ORG TOTAL 0451 - POLICE CAP/EQUIP REP RES FUND				\$938.51		
0511 MISC CASH DEP TRUST FUND	300110 REC-AUDITORIUM DEP TRUST	1/24/2020	153316	ONE TIME VENDOR	\$100.00	2003576	REFUND DEPOSIT #11628
	DIVISION/ORG TOTAL 0511 - MISC CASH DEP TRUST FUND				\$100.00		
0513 RENTERS INSURANCE DEP FUND	546320 RENTERS INSURANCE DEPOSIT	1/24/2020	153272	HUB INTERNATIONAL OF CA INS SVC INC	\$299.49	201376	JAN-APRIL 11601 S HENDERS
	546320 RENTERS INSURANCE DEPOSIT	1/24/2020	153272	HUB INTERNATIONAL OF CA INS SVC INC	\$171.42	201377	JAN 11529 B JOHNSON
	DIVISION/ORG TOTAL 0513 - RENTERS INSURANCE DEP FUND				\$470.91		
0520 TRAFFIC SAFETY FUND	430001 PARKING FINES	1/24/2020	153221	CITY OF AVENAL	\$19.24	2019-12	PKFINEAVEN CITATIONS
	430001 PARKING FINES	1/24/2020	153240	CITY OF CORCORAN	\$185.37	2019-12	PKFINECORC CITATIONS
	430001 PARKING FINES	1/24/2020	153286	KINGS CO TREASURER	\$25.00	2019-12	PKFINEAVEN CTHS/JAIL FDS-
	430001 PARKING FINES	1/24/2020	153286	KINGS CO TREASURER	\$12.50	2019-12	PKFINEAVEN CTHS/JAIL FDS-
	430001 PARKING FINES	1/24/2020	153286	KINGS CO TREASURER	\$125.00	2019-12	PKFINEAVEN CTHS/JAIL FDS-
	430001 PARKING FINES	1/24/2020	153286	KINGS CO TREASURER	\$382.50	2019-12	PKFINEAVEN CTHS/JAIL FDS-
	430001 PARKING FINES	1/24/2020	153286	KINGS CO TREASURER	\$165.00	2019-12	PKFINEAVEN CTHS/JAIL FDS-
	430001 PARKING FINES	1/24/2020	153297	CITY OF LEMOORE	\$15.04	2019-12	PKFINELEMO CITATIONS
	DIVISION/ORG TOTAL 0520 - TRAFFIC SAFETY FUND				\$929.65		
11000000 CITY COUNCIL	756000 ADVERTISING & PUBLIC REL	1/24/2020	153263	HANFORD SENTINEL CLASSIFIED	\$165.56	95276	PUBLIC HEARING NOTICE FOR

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
11000000 CITY COUNCIL	790400 CITY CONTRIBUTIONS TO	1/24/2020	153261	HANFORD CHAMBER OF COMMERCE	\$14,385.00	FY20 QTR3	PROJ CHMBRCMERC FY20 QTR
	790400 CITY CONTRIBUTIONS TO	1/24/2020	153281	KINGS CO ECON DEVELOPMENT CORP	\$6,559.83	2309	JANUARY 2020 CONTRIBUTIO
	DIVISION/ORG TOTAL 11000000 - CITY COUNCIL				\$21,110.39		
11100000 CITY MANAGER-CITY CLERK	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$217.05	6249	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/24/2020	153362	XEROX CORP	\$290.86	099135099	2019-12
	777000 TRAINING/TRAVEL/MEETIN G	1/24/2020	153232	MARIO CIFUENTEZ	\$120.00	TR CIFUENTEZ2A	ADV/NAPA 2/5-7
	777000 TRAINING/TRAVEL/MEETIN G	1/24/2020	153302	SARAH MARTINEZ	\$133.25	TR MARTINEZ 1A	ADV/RIVERSIDE 3/9-13
	777000 TRAINING/TRAVEL/MEETIN G	1/24/2020	153303	SARAH MARTINEZ	\$238.25	EXP 1/17	EXP/SALINAS 1/17
	777000 TRAINING/TRAVEL/MEETIN G	1/24/2020	153304	MAUREEN KANE & ASSOCIATES INC	\$1,550.00	TR MARTINEZ	REG/RIVERSIDE 3/9-13
	777000 TRAINING/TRAVEL/MEETIN G	1/24/2020	153317	NATALIE ORTEGA	\$238.25	EXP 1/17	EXP/SALINAS 1/17
	800121 COMPUTER/MDT/MONITOR	1/24/2020	153247	DELL MARKETING LP	\$1,268.82	10369449020	ASSET10124 LAPTOP/CITY MG
	DIVISION/ORG TOTAL 11100000 - CITY MANAGER-CITY CLERK				\$4,056.48		
11110000 PERSONNEL	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$78.54	6250	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/24/2020	153362	XEROX CORP	\$290.86	099135099	2019-12
	749502 TUITION	1/24/2020	153228	ISAAC BULLER	\$1,000.00	6211	TUITION
	749600 GRP INSUR ADM EXPENSE	1/17/2020	7	NAVITUS HEALTH SOLUTIONS, LLC	\$1,282.40	NVCOH-PM-011520	PHARMACY ADMIN FEE

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
11110000 PERSONNEL	749600 GRP INSUR ADM EXPENSE	1/17/2020	153193	C S A C EXCESS INSURANCE AUTHORITY	\$2,122.50	20400927	EAP Jan-March 2020
	749600 GRP INSUR ADM EXPENSE	1/24/2020	153224	BENISTAR / HARTFORD-6795	\$357.00	02012020	2020-02 RETIREE INSUR
	DIVISION/ORG TOTAL 11110000 - PERSONNEL				\$5,131.30		
12010000 FINANCE-ACCOUNTING	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$522.84	6251	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/24/2020	153362	XEROX CORP	\$335.44	099135098	2019-12
	746000 DUPLICATING EXPENSE	1/24/2020	153362	XEROX CORP	\$355.05	099135101	2019-12
	DIVISION/ORG TOTAL 12010000 - FINANCE-ACCOUNTING				\$1,213.33		
12100000 FINANCE-UTILITY BILLING	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$233.15	6254	BLANKET PURCHASE ORDER
	745500 POSTAGE AND FREIGHT	1/24/2020	153319	PRE-SORT CENTER OF STOCKTON INC	\$11.91	410070167	12/23-12/27/19
	745500 POSTAGE AND FREIGHT	1/24/2020	153319	PRE-SORT CENTER OF STOCKTON INC	\$12.34	410070376	12/30-1/3/20
	745500 POSTAGE AND FREIGHT	1/24/2020	153319	PRE-SORT CENTER OF STOCKTON INC	\$7,487.43	410070258	2019-12
	745500 POSTAGE AND FREIGHT	1/24/2020	153319	PRE-SORT CENTER OF STOCKTON INC	\$50.50	410070258	2019-12
	747000 PRINTING	1/24/2020	153319	PRE-SORT CENTER OF STOCKTON INC	\$2,060.09	410070258	2019-12
	749500 PROF AND SPEC SERVICES	1/24/2020	153339	RAMUNDSEN SUPERIOR HOLDINGS LLC	\$26.99	239166	FY20 PENTAMATION ANNL MT
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153323	JOSEPH G POLLARD CO INC	\$127.90	0157233	METER LOCKS
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153323	JOSEPH G POLLARD CO INC	\$105.11	0157237	METER LOCKS
DIVISION/ORG TOTAL 12100000 - FINANCE-UTILITY BILLING					\$10,115.42		

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
13100000 WORKERS' COMPENSATION	707169 WORKERS' COMP INSURANCE	1/17/2020	153192	ACCLAMATION INSURANCE MGMT SVC-WC	\$7,010.05	110474	2019-11 ADMIN SVC FEES
	DIVISION/ORG TOTAL 13100000 - WORKERS' COMPENSATION				\$7,010.05		
13140000 COMPUTER REPL RESERVE	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153348	TYLER TECHNOLOGIES INC	\$7,040.00	045-288379	CIP816030 ENERGGOV EMPL
	DIVISION/ORG TOTAL 13140000 - COMPUTER REPL RESERVE				\$7,040.00		
13150000 I T S INFORMATIONAL TECH SERV	749500 PROF AND SPEC SERVICES	1/24/2020	153236	COMCAST CABLE COMMUNICATIONS, INC	\$240.94	0287568 1/20	BLANKET PURCHASE ORDER-8
	749500 PROF AND SPEC SERVICES	1/24/2020	153340	SWAGIT PRODUCTIONS, LLC	\$50.00	14315	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153356	VERIZON WIRELESS	\$38.01	9845407323	IT AIRCARD
	DIVISION/ORG TOTAL 13150000 - I T S INFORMATIONAL TECH SERV				\$328.95		
14110000 PLANNING OPERATIONS	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$8.26	14160424	12/10/19 - 01/09/2020 583
	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$58.39	6255	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/24/2020	153245	DATAFLOW BUSINESS SYSTEMS, INC	\$36.11	280739	2020-01 LEASE
	746000 DUPLICATING EXPENSE	1/24/2020	153245	DATAFLOW BUSINESS SYSTEMS, INC	\$20.16	280738	2020-01 COPIES
	746000 DUPLICATING EXPENSE	1/24/2020	153362	XEROX CORP	\$76.16	099135102	XEROX LEASE/COPIES
	756000 ADVERTISING & PUBLIC REL	1/24/2020	153264	HANFORD SENTINEL 234-60007669	\$210.56	95415	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 14110000 - PLANNING OPERATIONS				\$409.64		
14120000 BUILDING INSPECTION	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$8.26	14160424	12/10/19 - 01/09/2020 583
	732000 COMMUNICATIONS	1/24/2020	153353	VERIZON WIRELESS	\$105.26	9845852747	BILLING 12/09/19 - 01/08/

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
14120000 BUILDING INSPECTION	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$64.54	6256	BLANKET PURCHASE ORDER
	745000 PUBLICATIONS AND DUES	1/24/2020	153234	MICHAEL COELHO	\$115.00	100816522	ICC CERT RENEWAL-M.COELH
	745500 POSTAGE AND FREIGHT	1/24/2020	153258	GENERAL LOGISTICS SYSTEMS US, INC	\$40.88	4096874	SHIP TO INTERWEST - 12/20
	745500 POSTAGE AND FREIGHT	1/24/2020	153258	GENERAL LOGISTICS SYSTEMS US, INC	\$88.10	4110269	SHIP TO INTERWEST 01/2020
	746000 DUPLICATING EXPENSE	1/24/2020	153245	DATAFLOW BUSINESS SYSTEMS, INC	\$36.10	280739	2020-01 LEASE
	746000 DUPLICATING EXPENSE	1/24/2020	153245	DATAFLOW BUSINESS SYSTEMS, INC	\$20.17	280738	2020-01 COPIES
	746000 DUPLICATING EXPENSE	1/24/2020	153362	XEROX CORP	\$158.52	099135102	XEROX LEASE/COPIES
	749500 PROF AND SPEC SERVICES	1/24/2020	153273	INTERWEST CONSULTING GROUP	\$720.00	52622	INTERWESTPCFEE FY19-1323/
	749500 PROF AND SPEC SERVICES	1/24/2020	153273	INTERWEST CONSULTING GROUP	\$5,493.12	56565	INTERWEST PC 12/2019
	749500 PROF AND SPEC SERVICES	1/24/2020	153273	INTERWEST CONSULTING GROUP	\$240.00	54251	INTERWESTPC FY20-0398
	749500 PROF AND SPEC SERVICES	1/24/2020	153285	KINGS CO RECORDER	\$16.00	21702	CE14-0474 & CE16-0244 REL
	DIVISION/ORG TOTAL 14120000 - BUILDING INSPECTION				\$7,105.95		
14130000 CITY HFD PUBLIC HSG AUTH	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$8.26	14160424	12/10/19 - 01/09/2020 583
	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$199.86	6257	BLANKET PURCHASE ORDER
	744000 OFFICE EXPENSE MISC	1/24/2020	153337	STAPLES DEPT11-0007061138	\$31.08	6111	2019-12
	746000 DUPLICATING EXPENSE	1/24/2020	153245	DATAFLOW BUSINESS SYSTEMS, INC	\$36.11	280739	2020-01 LEASE
	746000 DUPLICATING EXPENSE	1/24/2020	153245	DATAFLOW BUSINESS SYSTEMS, INC	\$20.16	280738	2020-01 COPIES

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
14130000 CITY HFD PUBLIC HSG AUTH	746000 DUPLICATING EXPENSE	1/24/2020	153362	XEROX CORP	\$121.83	099135102	XEROX LEASE/COPIES
	749500 PROF AND SPEC SERVICES	1/24/2020	153285	KINGS CO RECORDER	\$8.00	21260	2019-12
	DIVISION/ORG TOTAL 14130000 - CITY HFD PUBLIC HSG AUTH				\$425.30		
14500100 CDBG ENTITLEMENT REUSE	749500 PROF AND SPEC SERVICES	1/24/2020	153285	KINGS CO RECORDER	\$8.00	21260	2019-12
	DIVISION/ORG TOTAL 14500100 - CDBG ENTITLEMENT REUSE				\$8.00		
14500200 CDBG ENTITLEMENT	753100 ADMINISTRATIVE EXPENSES	1/24/2020	153250	TALX CORPORATION	\$20.70	1001151152	INCOME VERIFY SVC FEE
	753100 ADMINISTRATIVE EXPENSES	1/24/2020	153337	STAPLES DEPT11-0007061138	\$115.94	6111	2019-12
	792300 GRANT PROGRAM EXPENSES	1/24/2020	153288	KINGS TULARE CONTINUUM OF CARE	\$641.18	1561	COC NOV PRGM DEL
	DIVISION/ORG TOTAL 14500200 - CDBG ENTITLEMENT				\$777.82		
14600000 HOME GRNT REVOLVING REUSE	749500 PROF AND SPEC SERVICES	1/24/2020	153285	KINGS CO RECORDER	\$16.00	21260	2019-12
	DIVISION/ORG TOTAL 14600000 - HOME GRNT REVOLVING REUSE				\$16.00		
15110000 POLICE-SUPPORT SERVICE	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$21.38	14160432	BLANKET PURCHASE ORDER
	732000 COMMUNICATIONS	1/24/2020	153204	A T & T	\$878.24	14160356	BLANKET PURCHASE ORDER-2
	732000 COMMUNICATIONS	1/24/2020	153205	A T & T	\$147.36	14160435	BLANKET PURCHASE ORDER
	732000 COMMUNICATIONS	1/24/2020	153206	A T & T	\$29.09	14160436	BLANKET PURCHASE ORDER
	732000 COMMUNICATIONS	1/24/2020	153207	A T & T	\$41.11	14160437	BLANKET PURCHASE ORDER- !
	732000 COMMUNICATIONS	1/24/2020	153208	A T & T	\$21.41	14160565	BLANKET PURCHASE ORDER- !

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15110000 POLICE-SUPPORT SERVICE	732000 COMMUNICATIONS	1/24/2020	153209	A T & T	\$81.46	14160616	BLANKET PURCHASE ORDER
	732000 COMMUNICATIONS	1/24/2020	153354	VERIZON WIRELESS	\$1,207.04	9845313377	BLANKET PURCHASE ORDER
	732000 COMMUNICATIONS	1/24/2020	153355	VERIZON WIRELESS	\$53.27	9845407322	BLANKET PURCHASE ORDER
	732000 COMMUNICATIONS	1/24/2020	153357	VERIZON WIRELESS	\$20.04	9845426073	BLANKET PURCHASE ORDER
	732000 COMMUNICATIONS	1/24/2020	153358	VERIZON WIRELESS	\$2,238.42	9845914678	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153235	COMCAST CABLE COMMUNICATIONS, INC	\$14.94	0146699 1/20	BLANKET PURCHASE ORDER-
	749500 PROF AND SPEC SERVICES	1/24/2020	153313	NICK CHAMPI ENTERPRISES INC	\$48.26	24129	BLANKET PURCHASE ORDER-P
	758000 RENTS AND LEASES-EQUIP	1/24/2020	153217	AMERIPRIDE UNIFORM SERVICE	\$93.51	1502543933	BLANKET PURCHASE ORDER
	758000 RENTS AND LEASES-EQUIP	1/24/2020	153218	AMERIPRIDE UNIFORM SERVICE	\$35.00	1502547944	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153329	SAN DIEGO POLICE EQUIP CO	\$3,498.50	639875	AMMUNITION
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153329	SAN DIEGO POLICE EQUIP CO	\$1,237.24	640042	AMMUNITION
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153329	SAN DIEGO POLICE EQUIP CO	\$1,789.57	640714	AMMUNITION
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153329	SAN DIEGO POLICE EQUIP CO	\$1,193.98	639517	AMMUNITION
	777000 TRAINING/TRAVEL/MEETIN G	1/24/2020	153215	CHAD ALLEN	\$247.50	TR ALLEN6A	ADV/LA 2/2-5
	777000 TRAINING/TRAVEL/MEETIN G	1/24/2020	153215	CHAD ALLEN	\$568.48	TR ALLEN6L	LDG/LA 2/2-5

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15110000 POLICE-SUPPORT SERVICE	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153220	FABIAN AVALOS	\$408.25	TR AVALOS 3A	ADV/SAN DIEGO 2/9-14
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153220	FABIAN AVALOS	\$675.00	TR AVALOS3L	LDG/SAN DIEGO 2/9-14
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153241	JARRED COTTA	\$99.00	EXP 1/13-15	EXP/CLOVIS 1/13-15
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153241	JARRED COTTA	\$100.51	EXP 1/5-10	EXP/ORANGE 1/5-10
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153255	FRESNO POLICE REGIONAL TRNG CTR	\$406.00	5842	PERISHABLE SKILLS TRN OCT
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153256	FRESNO POLICE REGIONAL TRNG CTR	\$406.00	5908	PERISHABLE SKILLS RUBEN C
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153277	BRODERICK JOHNSON	\$379.50	TR JOHNSON3A	ADV/FOLSOM 3/29-4/3
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153277	BRODERICK JOHNSON	\$534.50	TR JOHNSON3L	LDG/FOLSOM 3/29-4/3
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153320	PINNACLE TACTICAL SOLUTIONS, INC.	\$701.00	TR JOHNSON	REG/FOLSOM 3/29-4/3
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153321	PINNACLE TACTICAL SOLUTIONS, INC.	\$701.00	TR SITTER	REG/FOLSOM 3/29-4/3
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153322	PINNACLE TACTICAL SOLUTIONS, INC.	\$701.00	TR STINGLEY	REG/FOLSOM 3/29-4/3
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153334	STEVEN SITTER	\$379.50	TR SITTER1A	ADV/FOLSOM 3/29-4/3
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153334	STEVEN SITTER	\$534.50	TR SITTER1L	LDG/FOLSOM 3/29-4/3

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15110000 POLICE-SUPPORT SERVICE	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153338	JASON STINGLEY	\$379.50	TR STINGLEY1A	ADV/FOLSOM 3/29-4/3
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153338	JASON STINGLEY	\$534.50	TR STINGLEY1L	LDG/FOLSOM 3/29-4/3
	DIVISION/ORG TOTAL 15110000 - POLICE-SUPPORT SERVICE				\$20,405.56		
15121000 POLICE-RECORDS	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$79.97	6258	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/24/2020	153362	XEROX CORP	\$177.15	099135108	2019-12
	749500 PROF AND SPEC SERVICES	1/24/2020	153333	SHRED-IT US JV LLC	\$141.44	8128943749	BLANKET PURCHASE ORDER
	749501 LIVE SCAN	1/24/2020	153230	CALIF DEPT OF JUSTICE	\$554.00	426281	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 15121000 - POLICE-RECORDS				\$952.56		
15130000 POLICE-OPERATIONS	749500 PROF AND SPEC SERVICES	1/24/2020	153265	HANFORD VETERINARY HOSPITAL, INC	\$33.13	1137401	K9 TIG FOOD
	749500 PROF AND SPEC SERVICES	1/24/2020	153266	HANFORD VETERINARY HOSPITAL, INC	\$66.25	1136731	K9 NICO FOOD
	754000 PARKING CITATN ADMIN COST	1/24/2020	153286	KINGS CO TREASURER	\$787.50	2019-12	PKFINEAVEN CTHS/JAIL FDS-
	754000 PARKING CITATN ADMIN COST	1/24/2020	153286	KINGS CO TREASURER	\$522.50	2019-12	PKFINEAVEN CTHS/JAIL FDS-
	754000 PARKING CITATN ADMIN COST	1/24/2020	153347	TURBO DATA SYS INC	\$343.20	31007	CITATIONS/PARKING CONTRC
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153214	ALL VALLEY PRINTING	\$6.44	TF20006	NAME PATCH FOR J. HERNAN
	DIVISION/ORG TOTAL 15130000 - POLICE-OPERATIONS				\$1,759.02		

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15180000 POLICE-ANIMAL CONTROL	751000 ANIMAL CONTROL	1/24/2020	153287	KINGS COUNTY SHERIFF'S OFFICE	\$63,429.36	1/17/20	FY20 ANIMAL CTRL QTR2
	DIVISION/ORG TOTAL 15180000 - POLICE-ANIMAL CONTROL				\$63,429.36		
16100000 FIRE-ADMIN/SUPPRESSION	701000 REGULAR EMPLOYEES	1/17/2020	153188	THOMAS LEE	\$1,831.32	29714	NO DIRECT DEPOSIT
	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$44.37	6259	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153296	LAWRENCE TRACTOR CO	\$116.25	355270	STIHL SAW REPAIR & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153282	KINGS CO GLASS	\$425.00	I068031	P42 WINDSHIELD & INSTALL
	778000 UTILITIES-ELECTRICITY	1/17/2020	153201	SOUTHERN CALIF EDISON CO	\$427.49	6217	2019-12
	778500 UTILITIES-GAS	1/24/2020	153336	SOUTHERN CALIF GAS CO	\$493.81	6246	2020-01
	DIVISION/ORG TOTAL 16100000 - FIRE-ADMIN/SUPPRESSION				\$3,338.24		
16110000 FIRE-FIRE PREVENTION	749500 PROF AND SPEC SERVICES	1/24/2020	153273	INTERWEST CONSULTING GROUP	\$210.00	55921	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153273	INTERWEST CONSULTING GROUP	\$210.00	56083	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153273	INTERWEST CONSULTING GROUP	\$180.00	55984	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 16110000 - FIRE-FIRE PREVENTION				\$600.00		
17100000 PARKS & REC-ADMIN	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$246.11	6260	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 17100000 - PARKS & REC-ADMIN				\$246.11		
17110000 PARKS & REC-SPORTS	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$23.46	14160422	COE PARK AT&T 12/10/19 TH
	749500 PROF AND SPEC SERVICES	1/24/2020	153330	ANTHONY SANCHEZ	\$468.00	6339	ADULT SOFTBALL 1/13/2020

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17110000 PARKS & REC-SPORTS	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153359	WAL MART	\$104.74	6352	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 17110000 - PARKS & REC-SPORTS				\$596.20		
17140000 PARKS & REC-AQUATIC/SKATE	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153300	LINCOLN EQUIPMENT INC	\$421.03	Q2008445	BLANKET PURCHASE ORDER
	777000 TRAINING/TRAVEL/MEETING	1/24/2020	153244	ARMANDO DA SILVA	\$197.00	TR DA SILVA1A	ADV/LONG BEACH 3/10-13
	DIVISION/ORG TOTAL 17140000 - PARKS & REC-AQUATIC/SKATE				\$618.03		
17140100 AQUATICS CAP/EQ REPL RES	800199 MISC-NON CATEGORIZED EQUI	1/24/2020	153290	KNORR SYSTEMS, INC	\$17,695.06	S1218259	ASSET10119 POOL GRATES
	DIVISION/ORG TOTAL 17140100 - AQUATICS CAP/EQ REPL RES				\$17,695.06		
17160000 PARKS & REC-FACILITIES	749500 PROF AND SPEC SERVICES	1/24/2020	153238	COMCAST CABLE COMMUNICATIONS, INC	\$109.95	0454929 1/20	BLANKET PURCHASE ORDER-
	DIVISION/ORG TOTAL 17160000 - PARKS & REC-FACILITIES				\$109.95		
17190000 PARKS & REC-YOUTH SERVICE	447160 CA-TEEN CTR CONCESSIONS	1/17/2020	153194	CALIF DEPT OF TAX & FEE ADMIN	\$256.00	0-009-714-294	FY20 Q2 USE TAX
	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$21.38	14161986	TEEN CNTR AT&T 12/11- 1/1
	749500 PROF AND SPEC SERVICES	1/24/2020	153242	JULIAN SALCIDO	\$150.00	020720	ENTRTNMT FOR FEBRUARY 20
	749500 PROF AND SPEC SERVICES	1/24/2020	153243	JULIAN SALCIDO	\$150.00	031320	ENTRTNMT FOR MARCH 2020
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153359	WAL MART	\$49.72	6350	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 17190000 - PARKS & REC-YOUTH SERVICE				\$627.10		
17200000 PARKS & REC-ADULT/SPC SRV	747000 PRINTING	1/24/2020	153362	XEROX CORP	\$250.66	099135104	INV. #099135104 COPY AND

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17200000 PARKS & REC-ADULT/SPC SRV	749500 PROF AND SPEC SERVICES	1/24/2020	153327	CINDY LYNN RODRIGUEZ	\$170.00	6335	WALKING CLASS (4) AEROBIC
	DIVISION/ORG TOTAL 17200000 - PARKS & REC-ADULT/SPC SRV				\$420.66		
17210000 PARKS & REC-COMM PROM/EV	744000 OFFICE EXPENSE MISC	1/24/2020	153337	STAPLES DEPT11-0007061138	\$16.07	6111	2019-12
	747000 PRINTING	1/24/2020	153362	XEROX CORP	\$250.66	099135104	INV. #099135104 COPY AND
	756000 ADVERTISING & PUBLIC REL	1/24/2020	153299	LESLEY & ASSOCIATES CORP	\$275.00	8517	HANFORD AD DIRECTORY
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153275	JACK B MARTIN	\$93.37	27093	DATE CHANGED ON BANNER F
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153337	STAPLES DEPT11-0007061138	\$26.04	6111	2019-12
	DIVISION/ORG TOTAL 17210000 - PARKS & REC-COMM PROM/EV				\$661.14		
17220000 PARKS & REC-PARKS	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$63.02	6261	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153298	MICHAEL P LEONI	\$1,000.00	0044	GOPHER ABATEMENT
	760000 SPECIAL DEPARTMENTAL EXP	1/17/2020	153197	HOME DEPOT U S A INC-DEPT 32 2540194606	\$18.53	527836308	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153213	ALL VALLEY PRINTING	\$485.84	191084	DAILY WORK ORDERS - 1722
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153251	FASTENAL INDUSTRIAL & CONST SUPP	\$3.76	CAHAN79469	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153271	HOME DEPOT U S A INC-DEPT 32 2540194606	\$269.62	530377985	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153283	PHILLIP J GAPEN	\$145.86	5292	BLANKET PURCHASE ORDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17220000 PARKS & REC-PARKS	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153283	PHILLIP J GAPEN	\$4.69	5301	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153284	KINGS CO PIPE & SUPPLY	\$78.56	2001-K29238	YAC BASEBALL RESTROOM PL
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153284	KINGS CO PIPE & SUPPLY	\$12.42	2001-K29945	YAC RESTROOM PLUMBING
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153284	KINGS CO PIPE & SUPPLY	\$9.09	2001-K29864	YAC RESTROOM SUPPLY
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153295	SCHAUB RENTAL AND SALES INC	\$12.49	5557	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153296	LAWRENCE TRACTOR CO	\$186.96	394194	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153310	MORGAN & SLATES	\$15.99	1590095	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/17/2020	153200	NUTRIEN AG SOLUTIONS INC	\$3,861.00	40985286	BLANKET PURCHASE ORDER
	778000 UTILITIES-ELECTRICITY	1/24/2020	153318	P G & E	\$9.86	6326	2019-12 5401477022-3
DIVISION/ORG TOTAL 17220000 - PARKS & REC-PARKS					\$6,177.69		
20100000 PW- ADMINISTRATION & ENGR	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$21.74	14160423	CORP YARD FAX - 12/2019
	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$280.10	6262	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/24/2020	153362	XEROX CORP	\$737.23	099135100	2019-12
	749500 PROF AND SPEC SERVICES	1/24/2020	153307	MICHAEL SUTHERLAND & ASSN	\$195.00	192669-2	FINAL RVW/SIGN PARCEL MAP
	749500 PROF AND SPEC SERVICES	1/24/2020	153349	UNITED PARCEL SERVICE	\$7.96	F7476V020	PARCEL MAP CHECK TO J. HA

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20100000 PW- ADMINISTRATION & ENGR	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153332	SHRED-IT US JV LLC	\$74.70	8128942555	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 20100000 - PW-ADMINISTRATION & ENGR				\$1,316.73		
20110000 PW-STREET MAINTENANCE	745000 PUBLICATIONS AND DUES	1/24/2020	153301	MAINTENANCE SUPERINTENDENTS ASSOC	\$100.00	6086	CY2020 AGENCY/BUSINESS MI
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153253	FERGUSON ENTERPRISES INC 1423	\$86.97	1516812	RAIN GEAR
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153306	CONSOLIDATED ELEC DIST, INC	\$14.68	2877-489787	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153325	ROADLINE PRODUCTS INC	\$194.02	15405	FIRE LANE STENCIL
	772000 STREET CONST & MAINT MTRL	1/24/2020	153343	TERRY JOHNSON TRUCKING	\$580.91	111652	24.96 TONS BASE ROCK
	778000 UTILITIES-ELECTRICITY	1/24/2020	153318	P G & E	\$326.74	6326	2019-12 5401477022-3
	DIVISION/ORG TOTAL 20110000 - PW-STREET MAINTENANCE				\$1,303.32		
20140000 SPECIAL AVIATION	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153305	MEAD & HUNT INC	\$1,150.01	298559	CIP2020052 RW 14-32 CONST
	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153363	ZUMWALT HANSEN, INC	\$2,544.00	13132	CIP2020052 RW 14-32 REHAB
	DIVISION/ORG TOTAL 20140000 - SPECIAL AVIATION				\$3,694.01		
20200000 AIRPORT OPERATIONS	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$21.38	14160420	BLANKET PURCHASE ORDER
	743300 FUEL AND LUBE MAINTENANCE	1/22/2020	153202	CALIF DEPT OF TAX & FEE ADMIN	\$314.22	44-049378 1- 12/2019	AIRPORT STORAGE TANK/MAI
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153341	RENTOKLL NORTH AMERICA INC	\$748.01	INVP500002354	OUST XP

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20200000 AIRPORT OPERATIONS	777000 TRAINING/TRAVEL/MEETING	1/17/2020	153199	ROBERT LOOGMAN	\$115.50	TR LOOGMAN1A	ADV/LA VERNE 1/23-24
	778000 UTILITIES-ELECTRICITY	1/24/2020	153335	SOUTHERN CALIF EDISON CO	\$1,178.34	6418	2019-12
	778500 UTILITIES-GAS	1/24/2020	153336	SOUTHERN CALIF GAS CO	\$96.64	6246	2020-01
	DIVISION/ORG TOTAL 20200000 - AIRPORT OPERATIONS				\$2,474.09		
20310000 REFUSE OPERATIONS	730000 UNIFORM EXPENSE	1/24/2020	153219	ARAMARK UNIFORM SERVICES, INC	\$267.89	21934914	PART TIME REFUSE UNIFORMS
	730000 UNIFORM EXPENSE	1/24/2020	153361	WORKINGMAN'S STORE INC	\$53.63	105117	UNIFORM JACKET/REFUSE: A.
	741200 EQUIPMENT MAINTENANCE	1/24/2020	153351	VALLEY OXYGEN, INC	\$169.84	417593	BLANKET PURCHASE ORDER
	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$136.94	6263	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153289	KINGS WASTE & RECYCLE AUTHORITY	\$208,719.35	2019-12	TIPPING FEES 2019-12
	DIVISION/ORG TOTAL 20310000 - REFUSE OPERATIONS				\$209,347.65		
20400000 FLEET MAINTENANCE OPER	743300 FUEL AND LUBE MAINTENANCE	1/24/2020	153249	ELBERT DISTRIBUTING, INC	\$0.00	PI0025269	BLANKET PURCHASE ORDER
	743300 FUEL AND LUBE MAINTENANCE	1/24/2020	153274	J C LANSLOWNE DIST INC	\$875.97	13699H	BLANKET PURCHASE ORDER
	743300 FUEL AND LUBE MAINTENANCE	1/24/2020	153274	J C LANSLOWNE DIST INC	\$2,204.22	60834	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/24/2020	153223	BADASCI TIRE CO, INC	\$415.14	157496	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/24/2020	153223	BADASCI TIRE CO, INC	\$1,764.45	157230	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/24/2020	153248	DELRAY TIRE & RETREADING, INC	\$1,394.94	750035393	BLANKET PURCHASE ORDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	749500 PROF AND SPEC SERVICES	1/24/2020	153223	BADASCI TIRE CO, INC	\$0.00	157496	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153223	BADASCI TIRE CO, INC	\$0.00	157230	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153227	MC KEE ENTERPRISES, LLC	\$668.00	71705	PM SERVICE & FUEL PUMP #2
	749500 PROF AND SPEC SERVICES	1/24/2020	153227	MC KEE ENTERPRISES, LLC	\$1,005.00	71379	CEL LIGHT/CYL HEAD REPAIR
	749500 PROF AND SPEC SERVICES	1/24/2020	153227	MC KEE ENTERPRISES, LLC	\$558.00	71704	PM SERVICE & WATER PUMP #
	749500 PROF AND SPEC SERVICES	1/24/2020	153227	MC KEE ENTERPRISES, LLC	\$36.00	71706	PM SERVICE ON #36 (LABOR
	749500 PROF AND SPEC SERVICES	1/24/2020	153246	DAVID WILLIAM ZANDT	\$675.00	142721	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153262	HANFORD MOTORS, LLC	\$360.00	CHCS116189	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153279	J V A C INC	\$0.00	50146155	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$0.00	5083333	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$0.00	5083425	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$0.00	5083502	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$0.00	5083509	BLANKET PURCHASE ORDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	749500 PROF AND SPEC SERVICES	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$0.00	5083883	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$0.00	5083501	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153291	KROEGER EQUIP & SUPPLY	\$0.00	K232531	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153293	TULARE SAG, INC	\$2,436.00	6099924/1-5	ENGINE TOP-END REPAIR #21
	749500 PROF AND SPEC SERVICES	1/24/2020	153308	CAR WASH PARTNERS INC	\$375.00	164276	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153328	RUCKSTELL CALIF SALES CO	\$1,350.00	601489	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153328	RUCKSTELL CALIF SALES CO	\$0.00	706781	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153328	RUCKSTELL CALIF SALES CO	\$0.00	706457	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153342	TEREX UTILITIES INC	\$1,553.77	90985730	REPAIR HYD LEAK INSIDE BO
	749500 PROF AND SPEC SERVICES	1/24/2020	153342	TEREX UTILITIES INC	\$350.00	90994442	FY20 ANNUAL CRANE INSPECT
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153210	CENTRAL VALLEY GMC	\$299.64	F00357030001	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153210	CENTRAL VALLEY GMC	\$34.22	F00357042601	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153210	CENTRAL VALLEY GMC	\$53.52	F00357062901	BLANKET PURCHASE ORDER

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20400000 FLEET MAINTENANCE OPER	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153210	CENTRAL VALLEY GMC	\$109.33	F00357118801	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153210	CENTRAL VALLEY GMC	\$698.84	F00357119501	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153210	CENTRAL VALLEY GMC	\$539.35	F00357125201	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153210	CENTRAL VALLEY GMC	(\$107.93)	F00357100201	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153211	ALERT-O-LITE	\$550.13	0055480-IN	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153211	ALERT-O-LITE	\$194.10	005137-IN	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153223	BADASCI TIRE CO, INC	\$0.00	157496	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153223	BADASCI TIRE CO, INC	\$0.00	157230	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153227	MC KEE ENTERPRISES, LLC	\$1,471.55	71705	PM SERVICE & FUEL PUMP #2
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153227	MC KEE ENTERPRISES, LLC	\$1,100.78	71379	CEL LIGHT/CYL HEAD REPAIR
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153227	MC KEE ENTERPRISES, LLC	\$470.01	71704	PM SERVICE & WATER PUMP #1
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153227	MC KEE ENTERPRISES, LLC	\$73.22	71706	PM SERVICE ON #36 (LABOR
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153239	COMMERCIAL RADIATOR WORKS INC	\$2,801.95	47449	COMPLETE RADIATOR FOR #1

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153249	ELBERT DISTRIBUTING, INC	\$72.65	PI0025269	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153260	HANFORD AUTO & TRUCK PARTS, INC	\$82.93	248231	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153260	HANFORD AUTO & TRUCK PARTS, INC	\$125.91	248900	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153260	HANFORD AUTO & TRUCK PARTS, INC	\$4.47	248958	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153260	HANFORD AUTO & TRUCK PARTS, INC	\$4.47	249048	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153260	HANFORD AUTO & TRUCK PARTS, INC	\$45.28	249075	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153260	HANFORD AUTO & TRUCK PARTS, INC	\$23.17	249078	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153262	HANFORD MOTORS, LLC	\$46.56	CHCS116189	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153276	JEFF'S AUTO SUPPLY	\$102.32	D217644	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153276	JEFF'S AUTO SUPPLY	\$71.79	D217649	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153279	J V A C INC	\$181.34	50146155	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$434.26	5083333	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$29.32	5083425	BLANKET PURCHASE ORDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$214.38	5083502	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$287.39	5083509	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$62.49	5083883	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153280	KELLER MOTORS OF HANFORD	\$133.42	5083501	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153291	KROEGER EQUIP & SUPPLY	\$167.12	K232531	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153293	TULARE SAG, INC	\$2,008.05	6099924/1-5	ENGINE TOP-END REPAIR #21
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153310	MORGAN & SLATES	\$332.86	1588019	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153310	MORGAN & SLATES	\$41.18	1587612	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153310	MORGAN & SLATES	\$44.05	1586439	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153311	MUNICIPAL MAINTENANCE EQUIPMENT	\$280.84	144562-IN	CLAMP/HOSE SEWER VAC TRU
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153328	RUCKSTELL CALIF SALES CO	\$0.00	601489	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153328	RUCKSTELL CALIF SALES CO	\$4,292.16	706781	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153328	RUCKSTELL CALIF SALES CO	\$230.31	706457	BLANKET PURCHASE ORDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153351	VALLEY OXYGEN, INC	\$85.80	417093	BLANKET PURCHASE ORDER
	778000 UTILITIES-ELECTRICITY	1/17/2020	153201	SOUTHERN CALIF EDISON CO	\$1,650.32	6217	2019-12
	941500 SUBROGATION EXPENSE	1/24/2020	153226	BORBA'S AUTO BODY INC	\$809.40	24200	REPAIR PD UNIT #602 (PART
	DIVISION/ORG TOTAL 20400000 - FLEET MAINTENANCE OPER				\$36,174.44		
20610000 STORM DRAINAGE OPERATIONS	730000 UNIFORM EXPENSE	1/24/2020	153361	WORKINGMAN'S STORE INC	\$85.80	104995	UNIFORM JACKET - STORM: P
	730000 UNIFORM EXPENSE	1/24/2020	153361	WORKINGMAN'S STORE INC	\$160.00	104939	UNIFORM BOOTS/STORM - P.
	730000 UNIFORM EXPENSE	1/24/2020	153361	WORKINGMAN'S STORE INC	\$160.00	104957	UNIFORM BOOTS/STORM - J V
	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$20.58	14160427	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153312	NICK CHAMPI ENTERPRISES INC	\$7,200.00	23926	FENCE REPAIR
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153211	ALERT-O-LITE	\$324.57	56765-IN	RAIN BOOTS NEW
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153251	FASTENAL INDUSTRIAL & CONST SUPP	\$7.57	CAHAN79295	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153283	PHILLIP J GAPEN	\$366.80	5297	30 PADLOCKS
	DIVISION/ORG TOTAL 20610000 - STORM DRAINAGE OPERATIONS				\$8,325.32		
20710000 WASTEWATER OPERATIONS	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$102.39	14160429	MONTHLY BILLING: 12/01/19
	741200 EQUIPMENT MAINTENANCE	1/24/2020	153326	ROCKWELL ENGINEERING & EQ CO INC	\$4,583.34	18610	CHOPPER PUMP OVERHAUL
	741200 EQUIPMENT MAINTENANCE	1/24/2020	153326	ROCKWELL ENGINEERING & EQ CO INC	\$1,082.49	18612	SEAL FOR RAS PUMP

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20710000 WASTEWATER OPERATIONS	744000 OFFICE EXPENSE MISC	1/24/2020	153314	OFFICE DEPOT (CONTRACT)	\$134.87	6264	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/24/2020	153362	XEROX CORP	\$223.31	099135107	2019-12
	749500 PROF AND SPEC SERVICES	1/24/2020	153219	ARAMARK UNIFORM SERVICES, INC	\$153.16	602382672	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153212	D S WATERS OF AMERICA, INC	\$83.47	9408211 010120	BLANKET PURCHASE ORDER
	755100 WWTP EFFLUENT DISPOSAL	1/24/2020	153292	LAKESIDE IRRIGATION WATER DISTRICT	\$3,000.00	2019-12	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153259	H D SUPPLY CONSTRUCTION SUPPLY LTD	\$770.46	50011279628	TUBE SIKAFLEX AND SIKAFLE
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153310	MORGAN & SLATES	\$68.02	1588894	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153310	MORGAN & SLATES	\$10.12	1589967	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153344	THATCHER CO OF CALIF INC	\$12,045.04	271850	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153344	THATCHER CO OF CALIF INC	(\$6,000.00)	271851	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153344	THATCHER CO OF CALIF INC	(\$6,000.00)	271383	CONTAINER DEPOSIT REFUND
	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153344	THATCHER CO OF CALIF INC	(\$5,000.00)	272096	CONTAINER DEPOSIT REFUND
	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153344	THATCHER CO OF CALIF INC	\$10,037.53	272095	BLANKET PURCHASE ORDER
	777000 TRAINING/TRAVEL/MEETING	1/17/2020	153196	APRIL ENGEN GARZA	\$482.06	TR ENGENGARZA1L	LDG/LONG BEACH 1/27-29

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20710000 WASTEWATER OPERATIONS	778000 UTILITIES-ELECTRICITY	1/17/2020	153201	SOUTHERN CALIF EDISON CO	\$27,747.75	6217	2019-12
	DIVISION/ORG TOTAL 20710000 - WASTEWATER OPERATIONS				\$43,524.01		
20720000 SANITARY SEWER COLLECTION	745000 PUBLICATIONS AND DUES	1/24/2020	153231	CALIF WATER ENVIRONMENT ASSOC	\$192.00	0003534291	CWEA MEMBERSHIP RENEWAL
	745000 PUBLICATIONS AND DUES	1/24/2020	153231	CALIF WATER ENVIRONMENT ASSOC	\$192.00	0003534301	CWEA MEMEBERSHIP RENEWAL
	749500 PROF AND SPEC SERVICES	1/24/2020	153219	ARAMARK UNIFORM SERVICES, INC	\$98.05	602382674	BLANKET PURCHASE ORDER
	778000 UTILITIES-ELECTRICITY	1/24/2020	153318	P G & E	\$398.85	6326	2019-12 5401477022-3
	778000 UTILITIES-ELECTRICITY	1/24/2020	153335	SOUTHERN CALIF EDISON CO	\$71.32	6418	2019-12
	DIVISION/ORG TOTAL 20720000 - SANITARY SEWER COLLECTION				\$952.22		
20730000 WASTEWATER CAPITAL & RESV	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153225	BLAIR CHURCH & FLYNN INC	\$882.70	61309	CIP817668 SANITARY SWR TR
	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153225	BLAIR CHURCH & FLYNN INC	\$4,331.00	60704	CIP817668 SANITARY SWR TR
	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153268	HAYDON CONSTRUCTION, INC	\$10,424.82	6382	CIP0819637 5% RETAINAGE
	DIVISION/ORG TOTAL 20730000 - WASTEWATER CAPITAL & RESV				\$15,638.52		
20810000 WATER OPERATIONS	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$21.38	14160431	BLANKET PURCHASE ORDER
	732000 COMMUNICATIONS	1/24/2020	153237	COMCAST CABLE COMMUNICATIONS, INC	\$105.94	0439763 1/20	8155500390439763 SCADA
	741200 EQUIPMENT MAINTENANCE	1/24/2020	153257	ERIC DODD	\$175.00	3490	REPLACED FUSE TEST GEM
	741200 EQUIPMENT MAINTENANCE	1/24/2020	153324	DE VAULT ELECTRIC PRODUCTS INC	\$57.90	71946	REPAIR WATER SOUNDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20810000 WATER OPERATIONS	741200 EQUIPMENT MAINTENANCE	1/24/2020	153352	VALLEY PUMP & DAIRY SYSTEMS INC	\$36,648.54	14254C	EMERGENCY REPAIRS WELL #
	749500 PROF AND SPEC SERVICES	1/24/2020	153222	B S K & ASSOCIATES INC	\$48.00	AD00096	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153222	B S K & ASSOCIATES INC	\$16.00	AD00476	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153222	B S K & ASSOCIATES INC	\$64.00	AD00451	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153222	B S K & ASSOCIATES INC	\$128.00	AD00448	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/24/2020	153222	B S K & ASSOCIATES INC	\$48.00	AD00447	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153211	ALERT-O-LITE	\$178.01	56764-IN	LARGE WHITE WIPER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153310	MORGAN & SLATES	\$132.27	1589592	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153312	NICK CHAMPI ENTERPRISES INC	\$50.05	23907	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153346	TRIPLE J CONCRETE	\$99.10	13363	BLANKET PURCHASE ORDER
	760100 SYS REPR/NON-INVENT ITEMS	1/24/2020	153283	PHILLIP J GAPEN	\$320.57	5286	WELL #50 SECURITY LOCKS
	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153323	JOSEPH G POLLARD CO INC	\$230.59	156457	FREE CHLR REAGENT
	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153350	UNIVAR SOLUTIONS USA INC	\$413.02	FO915082	BLANKET PURCHASE ORDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20810000 WATER OPERATIONS	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153350	UNIVAR SOLUTIONS USA INC	\$301.81	FO915083	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153350	UNIVAR SOLUTIONS USA INC	\$579.80	FO915231	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153350	UNIVAR SOLUTIONS USA INC	\$293.87	FO915233	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/24/2020	153350	UNIVAR SOLUTIONS USA INC	\$317.71	FO915234	BLANKET PURCHASE ORDER
	778000 UTILITIES-ELECTRICITY	1/17/2020	153201	SOUTHERN CALIF EDISON CO	\$53,870.83	6217	2019-12
	DIVISION/ORG TOTAL 20810000 - WATER OPERATIONS				\$94,100.39		
20910000 INTERMODAL FACILITY OPER	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153203	A T & T	\$39.45	14160426	TRAIN STATION ALARM LINES
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153219	ARAMARK UNIFORM SERVICES, INC	\$50.99	602381733	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153233	CLARK PEST CONTROL, INC	\$50.00	2020-01	PEST CONTROL SVC 2020-01
	DIVISION/ORG TOTAL 20910000 - INTERMODAL FACILITY OPER				\$140.44		
21000000 BUILDING MAINTENANCE	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$41.11	14160438	CITY HALL ALARM LINES #1
	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$41.11	14160433	VETS ALARM LINES - DEC 20
	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$41.11	14161985	CITY HALL ALARM LINES #2
	732000 COMMUNICATIONS	1/24/2020	153203	A T & T	\$39.45	14160425	CORP YARD ALARM LINES - 1
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153216	AMERICAN INCORPORATED	\$266.08	7108722	TROUBLE SHOOT & REPLACE
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153216	AMERICAN INCORPORATED	\$886.79	7108721	REPAIR FURNACE IN PD

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
21000000 BUILDING MAINTENANCE	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153233	CLARK PEST CONTROL, INC	\$56.00	2020-01	PEST CONTROL SVC 2020-01
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153233	CLARK PEST CONTROL, INC	\$45.00	2020-01	PEST CONTROL SVC 2020-01
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153233	CLARK PEST CONTROL, INC	\$45.00	2020-01	PEST CONTROL SVC 2020-01
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153233	CLARK PEST CONTROL, INC	\$50.00	2020-01	PEST CONTROL SVC 2020-01
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153233	CLARK PEST CONTROL, INC	\$50.00	2020-01	PEST CONTROL SVC 2020-01
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153233	CLARK PEST CONTROL, INC	\$45.00	2020-01	PEST CONTROL SVC 2020-01
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153233	CLARK PEST CONTROL, INC	\$50.00	2020-01	PEST CONTROL SVC 2020-01
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153233	CLARK PEST CONTROL, INC	\$45.00	2020-01	PEST CONTROL SVC 2020-01
	755000 OTHER CONTRACTUAL SERVICE	1/24/2020	153345	TOTAL FILTRATION SERVICES, INC	\$82.51	PSV1984041	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153267	HARBOR FREIGHT TOOLS	\$69.70	068786	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153270	HOLT LUMBER INC	\$19.27	524617	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153270	HOLT LUMBER INC	\$8.09	524603	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153271	HOME DEPOT U S A INC-DEPT 32 2540194606	\$807.13	529395360	BLANKET PURCHASE ORDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
21000000 BUILDING MAINTENANCE	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153271	HOME DEPOT U S A INC-DEPT 32 2540194606	\$232.73	529395352	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153271	HOME DEPOT U S A INC-DEPT 32 2540194606	\$331.98	530106988	CIVIC FLOOR SANDING DISCS
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153271	HOME DEPOT U S A INC-DEPT 32 2540194606	\$1,083.16	521967026	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153278	JORGENSEN CO INC	\$80.44	5849344	SPARE FIRE SPRINKLER HEAD
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153284	KINGS CO PIPE & SUPPLY	\$12.12	1911-219732	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153284	KINGS CO PIPE & SUPPLY	\$1.98	1911-219675	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153284	KINGS CO PIPE & SUPPLY	\$100.75	1911-219698	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153306	CONSOLIDATED ELEC DIST, INC	\$101.54	2877-489573	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153331	THE SHERWIN WILLIAMS COMPANY	\$21.24	28574191401019	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/24/2020	153331	THE SHERWIN WILLIAMS COMPANY	\$22.51	28301191401019	BLANKET PURCHASE ORDER
DIVISION/ORG TOTAL 21000000 - BUILDING MAINTENANCE					\$4,676.80		
21040000 ACCUM CAPITAL OUTLAY	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153254	RAY FIGUEROA CONSTRUCTION INC	\$13,038.00	48	CIP0000026 - SIDEWALK DEM
	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153264	HANFORD SENTINEL 234- 60007669	\$276.81	94891	CIP0000028 LEGAL AD/CIVIC
	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153269	HOFMANS NURSERY	\$3,459.62	28273	CIP0000026 DOWNTOWN TREES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
21040000 ACCUM CAPITAL OUTLAY	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153360	WEST VALLEY SUPPLY INC	\$68.92	99247	CIP0000026 IRRIGATION VAL
	DIVISION/ORG TOTAL 21040000 - ACCUM CAPITAL OUTLAY				\$16,843.35		
21310000 COURTHOUSE SQUARE FACIL	749500 PROF AND SPEC SERVICES	1/24/2020	153203	A T & T	\$21.38	14160428	COURTHOUSE ALARM LINE - 1
	749500 PROF AND SPEC SERVICES	1/24/2020	153233	CLARK PEST CONTROL, INC	\$60.00	2020-01	PEST CONTROL SVC 2020-01
	DIVISION/ORG TOTAL 21310000 - COURTHOUSE SQUARE FACIL				\$81.38		
21810000 TRANSPORTN FACLT Y IMP FEE	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153294	LANE ENGINEERS, INC	\$375.00	44028	CIP0819621
	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153363	ZUMWALT HANSEN, INC	\$480.00	13128	CIP0819624 EAST LACEY MAS
	DIVISION/ORG TOTAL 21810000 - TRANSPORTN FACLT Y IMP FEE				\$855.00		
26650000 GAS TAX - 2103	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153264	HANFORD SENTINEL 234-60007669	\$397.64	91204	CIP0818624 FY17/18 RESURF
	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153309	MOORE TWINING ASSOCIATES, INC	\$2,980.31	56667	CIP0818624 FY17/18 RESURF
	DIVISION/ORG TOTAL 26650000 - GAS TAX - 2103				\$3,377.95		
26660000 GAS TAX - ROAD MTC REHAB	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153252	FEDERAL EXPRESS 1119-4936-0	\$40.01	6-839-02121	CIP0818656 OVERNIGHT APPL
	DIVISION/ORG TOTAL 26660000 - GAS TAX - ROAD MTC REHAB				\$40.01		
26720000 CMAQ	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153229	BUSH ENGINEERING, INC	\$134,154.30	6094	CIP0819655 #01 12/02-12/3
	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153363	ZUMWALT HANSEN, INC	\$549.00	13131	CIP0816620 HAR/IRWIN - ST
	DIVISION/ORG TOTAL 26720000 - CMAQ				\$134,703.30		

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
29100000 WATER CAPITAL & RESERVE	800200 CAPITAL IMPRV PROJECTS	1/24/2020	153264	HANFORD SENTINEL 234- 60007669	\$490.88	92258	CIP0816637 FY15-16 MINOR
DIVISION/ORG TOTAL 29100000 - WATER CAPITAL & RESERVE					\$490.88		
		TOTAL AMOUNTS FOR CHECKS:			\$797,626.59		

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AGENDA STAFF REPORT

MEETING DATE: 2/4/2020

AGENDA SECTION: A

SUBJECT:

Utilities and Engineering: That the City Council, by motion award a contract to David A. Bush, Inc., of Hanford, CA for the Civic Park Bathroom Renovation Project, in the amount of \$173,000.00, establish a construction contingency of \$17,000 for this project, and approve an additional appropriation of \$75,000 from the Accumulated Capital Outlay Fund.

RECOMMENDATION:

That the City Council, by motion:

1. Award a contract to David A. Bush, Inc., of Hanford, CA, in the amount of \$173,000.00 for the Civic Park Bathroom Renovation Project;
2. Establish a construction contingency of \$17,000 for this project; and
3. Approve an additional appropriation of \$75,000 from the Accumulated Capital Outlay Fund.

BACKGROUND:

This project will include the replacement of the buildings deteriorated roof and a remodel to the north bathrooms to make them ADA compliant. The other bathroom facilities on the southern portion of the building will be renovated by city staff.

In accordance with the City's bidding procedures, bids were solicited and opened on January 28th, 2020 for the Civic Park Bathroom Renovation Project. A total of three (3) bids were received ranging from a low base bid of \$173,000.00 from David A. Bush, Inc., to a high base bid of \$274,881.92. A copy of the bid tabulations is attached for Council review.

The contract stipulates that the Project be completed within sixty (60) calendar days from the date of the Notice to Proceed. Liquidated Damages are set at \$500 per day beyond the contract time of completion. If approved, work on this project is expected to begin in early March of 2020.

This project does not include the improvement of the restroom's awning. Staff proposes to remove the wood awning in lieu of replacing the awning. The cost to replace the deteriorating

awning is estimated to be approximately \$30,000-\$40,000 and is not included in the scope for this project. Photos of the structure before and after the removal of the awning have been attached for Council's review.

FISCAL IMPACT:

The FY 19/20 Capital Improvement Budget provides \$165,000 for the Civic Park Bathroom Renovation Project, including contingencies. City Staff will utilize \$50,000 of that to preform renovations on the southern restrooms. An additional appropriation of \$75,000 from the Accumulated Capital Outlay Fund is necessary to fully fund this project. The table attached details the current balance available of the Accumulated Capital Outlay Fund.

ATTACHMENTS:

Bid Tabulation

Budget Page CIP0000028

Awning Pictures

ACO Fund Table

Civic Park Bahtroom Renovation
21040000-800200-CIP0000028

BID TABULATION

492686

240972

416859

David A. Bush, Inc.

Dale Atkins Contractor

NCE General Contracting

ITEM

QUANTITY UNIT

Unit Cost	Subtotal	Unit Cost	Subtotal	Unit Cost	Subtotal
132,000.00	\$132,000.00	\$180,061.00	\$180,061.00	\$228,027.66	\$228,027.66
41,000.00	\$41,000.00	\$49,562.00	\$49,562.00	\$46,854.26	\$46,854.26
	\$173,000.00		\$229,623.00		\$274,881.92

- 1 Civic Park Restroom Addition and Remodel
- 2 Modified Built-Up Asphalt Roofing - Cold Processed for Entire Structure and Addition

Total written in Bid if discrepancy exists

Attachment: Bid Tabulation (UE: Award a Contract and Additional Appropriation for the Civic Park

Courthouse Park Bathroom Renovation

CIP00000028

Project Background:

The bathroom in Courthouse Park serves guests attending special functions in the park as well as Thursday Night Marketplace and the general public. It was built in the 1980's and has its original roof. The facility does not comply with current ADA standards.

Existing Conditions:

Staff has surveyed the roof and ceiling inside and found it to be leaking at the roofing materials seams and at the roof drain. A temporary patch has been placed to weather the current rain season. Leaks have caused the ceiling to collapse in the northwest corner building with mold and mildew growing in the framing above. The entire facility is in need of a complete renovation.

Project Justification:

These funds will be used to replace the deteriorated roof and to remodel the north bathrooms to make ADA compliant. by contract. Other bathroom facilities in the structure will be renovated by city staff.

Fiscal Implications:

Funds for this project will be allocated from Accumulated Capital Outlay (ACO) Reserves.

Project Budget Summary:

		5-Year Funding Allocation				
		2020	2021	2022	2023	2024
Expenditure	Program or Project	Construction				
	Engineering / Inspection	15,000				
	Construction	150,000				
	Contingency	15,000				
	Department Overhead	5,000				
	Total Expenditure	\$185,000	\$0	\$0	\$0	\$0
Revenue	Funding					
	0004 Accumulated Capital Outlay	185,000				
	Total Funding	\$185,000	\$0	\$0	\$0	\$0



Attachment: Awning Pictures (UE: Award a Contract and Additional Appropriation for the Civic Park Bathroom Renovation Project)

Balance as of January 29, 2020

ACCUMULATED CAPITAL OUTLAY \$ 3,523,071.28

TITLE	FUND	DIV	ACC/OJ	PROJECT	AMOUNT BUDGETED	AMOUNT SPENT	REMAINING AMOUNT
ACCUMULATED CAPITAL OUTLAY							
General/Master Plan Update	0004	21040000	800200	CIP0813602	\$ 163,490.39	\$ 910.60	\$ 162,579.79
Dangerous Building Abatement	0004	21040000	800200	CIP0000001	\$ 50,000.00		\$ 50,000.00
ADA Building Modifications	0004	21040000	800200	CIP0000002	\$ 50,000.00	\$ 40,349.62	\$ 9,650.38
Energy Conservation Projects / Programs	0004	21040000	800200	CIP0000003	\$ 10,000.00		\$ 10,000.00
Courthouse Park Bathroom Renovation	0004	21040000	800200	CIP0000028	\$ 185,000.00		\$ 185,000.00
Civic Auditorium Back Stage Floor Replacement	0004	21040000	800200	CIP0000029	\$ 10,000.00		\$ 10,000.00
Public Works Security Improvements	0004	21040000	800200	CIP2020030	\$ 10,000.00		\$ 10,000.00
City Hall Roof Restoration	0004	21040000	800200	CIP2020031	\$ 205,760.00		\$ 205,760.00
Fleet Shop Bird Netting Installation	0004	21040000	800200	CIP2020032	\$ 6,000.00		\$ 6,000.00
Civic Auditorium Boiler Replacement Project	0004	21040000	800200	CIP2020033	\$ 100,500.00	\$ 100,500.00	\$ -
City Hall Security Project	0004	21040000	800200	CIP2020034	\$ 180,000.00		\$ 180,000.00
ADA Parks/Recreation Modifications	0004	21040000	800200	CIP0000005	\$ 35,000.00		\$ 35,000.00
Street Median Landscape Renovation	0004	21040000	800200	CIP2020036	\$ 150,000.00		\$ 150,000.00
Downtown Reinvestment Zone	0004	21040000	800200	CIP0000024	\$ 50,000.00		\$ 50,000.00
Downtown 2010 Plan Projects	0004	21040000	800200	CIP0000026	\$ 50,000.00		\$ 50,000.00
Runway 14-32 Pavement Rehabilitation	0004	21040000	800200	CIP2020052	\$ 116,000.00		\$ 116,000.00
Pavement Treatment Various Streets	0004	21040000	800200	CIP0000027	\$ 50,000.00		\$ 50,000.00
					\$ 1,258,260.00		\$ 1,279,990.17

Available Funding after obligations

ACCUMULATED CAPITAL OUTLAY \$ 2,243,081.11



**AGENDA
STAFF REPORT**

MEETING DATE: 2/4/2020

AGENDA SECTION: A

SUBJECT:
Council Comments

FISCAL IMPACT:

ATTACHMENTS:



**AGENDA
STAFF REPORT**

MEETING DATE: 2/4/2020	AGENDA SECTION: A
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SUBJECT:

Council Future Agenda Items

An updated list of the City Council's Goals, Objectives, and Future Agenda Items is attached.

FISCAL IMPACT:

ATTACHMENTS: