City Council Meeting
Agenda

March 17, 2026
7:00 PM – Regular Meeting
Council Chambers
400 N. Douty St.

Council Members will meet in-person in the Council Chambers. The meeting will also be lived streamed on the City's website: http://livestream.hanford.city/

4:00 PM CALL TO ORDER STUDY SESSION AND CLOSED SESSION:

ROLL CALL BY THE CITY CLERK:

PUBLIC COMMENT:

*Study Sessions are considered Special Meetings under the Brown Act. Accordingly, comments from the public are limited to items listed on the agenda (GC 54954.3a). Public Comment will be accepted during each agenda item. 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. Recognition of Employees of the Year and Service Award Recipients

B. Presentation of the 2025/2026 Winter Wonderland Final Report and appropriate $48,114 in the General Fund to reinvest into Civic Park.

C. Presentation on Hanford Municipal Airport operations and an update on the fuel island project.

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

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

APNs: 012045001, 012045010, 012045004, 012045005, 012046019, 012046005, 012046006, 012046007, 012045001, 012045009, 012045008, 012045007, 012045006, 012045007
Negotiating Party: Solis Martin Vieyra & Araujo Fanny Castro, Miya Farms, PRE 4 LLC, MCMASTER, WILLIAM T & KATHLEEN S H/W, EBERT JEANNINE, ALANIS, RICHARD & LINDA TRUST,
Agency Negotiators: Chris Tavarez, Jason Waters, and Nick Matoian

B. CONFERENCE WITH LABOR NEGOTIATOR (GC 54957.6)

Agency designated representatives:
Chris Tavarez and Destiny Borba
Employee Organization(s): EMEA, GEMA, PUMA. and HPOA

CALL TO ORDER REGULAR SESSION:

ROLL CALL:

INVOCATION:

FLAG SALUTE:

RECOGNITION:

A. Recognition of Mia Grace Steinfeld – Our Little Miss World Queen 2026 Titleholder (Ages 10–12)

PUBLIC COMMENT:

This is the time for citizens to comment on subject matters 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. State law does not allow the Council to discuss or take action on issues not on the agenda, except that members of the Council or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights (Gov. Code sec. 54954.2). A maximum of three minutes is allowed for each speaker. Please begin your comments by stating your name and providing your 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.

A. Waive reading in full of resolutions and ordinances and approval and adoption of same by reading the title only.

B. City Clerk: Approval of the Minutes of the February 17, 2026 Meeting

C. Administration: Authorize the mayor to sign a letter reflecting the City is against state budgets that would take away control of local revenues and development near High-Speed Rail Station locations

D. Human Resources: Approval of previously approved City of Hanford Salary Schedules reflecting effective dates

E. Human Resources: Amendment to the General Employees Management Association (GEMA) Memorandum of Understanding.

F. Human Resources: Amendment to the Professional Upper Management Association (PUMA) Compensation and Benefits Summary

G. Community Development: Acceptance of the mandated General Plan Annual Progress Report for Calendar Year 2025 and Authorization for the submittal to the Governor's Office of Planning and Research

H. Parks and Community Services: Adoption of the City of Hanford's 2026 Urban Forest Master Plan

I. IT: Authorize the City Manager to execute a five-year agreement with RingCentral in the amount of $25,760.40 annually for City telecommunication services, and approve one-time implementation and support services with Global CTI in the amount of $21,600

J. Public Works: Purchase of four (4) 2026 Chevrolet Silverado EV trucks from Keller Chevrolet of Hanford, CA in the amount of $248,240.72 funded by fleet reserve funds and related enterprise funds, and approval of an appropriation of $14,780 from Fleet Reserves (0448) to fully fund the purchase.

K. Utilities and Engineering: Approval of a Purchase Order with Interwest Consulting Group for Civil Engineering Plan Check Review Services for Copper Ridge Tract 945 Improvement Plans (SDIP25-0011), not to exceed $55,400.00.

L. Utilities and Engineering: Recordation of final parcel map for Tentative Parcel Map No. 0011-24, subdividing an existing 6.82-acre parcel at the southwest corner of 9 1/4 Avenue and East Myrtle Street into two parcels.

M. Utilities and Engineering: Waiver of the second reading and adoption of Ordinance 26-02 for the formation of Community Facilities District No. 2026-3 (Public Maintenance Services)

N. Utilities and Engineering: Make a determination for Unmet Transit Needs there are no areas within the City of Hanford with unmet public transit needs which could reasonably be met by the expansion of the existing transit system or by the establishment of a new system, Adopt Resolution No.26-09-R regarding the public transit needs within the City of Hanford, Approve the filing of a Notice of Exemption document, and Authorize the City Manager to sign and submit a claim for the TDA/LTF funds and any subsequent amended claims.

O. Police: Authorization to apply for the FY26/27 Alcohol Policing Partnership (APP) Program grant through the California Department of Alcoholic Beverage Control (ABC) in the amount of $32,718.00 to be used for alcohol enforcement operation overtime costs and for the purchase of equipment for alcohol enforcement operations.

P. Fire: Authorize acceptance and appropriation for the 2023 Homeland Security Grant Program (HSGP) through the Kings County Office Emergency Services (KCOES) in the amount of $20,000.00 for the purchase of a communications repeater and the City Manager to execute grant documents.

PUBLIC HEARING:

A. Utilities and Engineering: Community Facilities District No. 2025-2 (Public Maintenance Services) Amendment of Rate and Method of Apportionment of Special Tax

GENERAL BUSINESS:

A. City Attorney: Approval of the Real Estate Purchase and Sale Agreement with Escrow Instructions for a purchase price of $1.5 million and Authorization for the Mayor and City Manager to Execute Necessary Documents for the Purchase of Kings County APNs 012-045-006 and 012-045-007 from the Richard and Linda Alanis Trust dated December 13, 2005, with personal property included, and appropriation of $200,000 in the Fleet Operations Fund, and approximately $1.3 million in Measure H Funding.

B. Human Resources: Amendment to the Executive Management Employees Association

(EMEA) Compensation and Benefits Summary

C. Finance: Approval of an additional Appropriation of $532,350 in the General Fund and $689,363 across all Other Funds for the Mid-Year amendment to the 2025-26 Fiscal Year Budget and addition of one (1) FTE Building Inspector I/II to the Personnel Master Budget

COUNCIL REPORTS/GENERAL REPORTS:

Brief information-only reports from City Council and/or Staff, including committee reports and reports by City Council related to meetings attended at City expenses (AB1234).

A. INFORMATION REPORT — FEBRUARY WARRANT REGISTER

ITEMS FOR FUTURE AGENDAS:

At this time, any Council Member may ask a question for clarification or may request a matter, which is not otherwise scheduled on a City Council agenda, to be placed on a future agenda. The Council Member referring the item shall provide sufficient information as to the nature of the item. The City Council, by concurrence of a majority, may direct the City Manager to put the item on a future agenda. (GOV. CODE SEC. 54954.2)

A. Council Future Agenda Items

B. Upcoming Events and Important Dates:

March 24: Special City Council Meeting — Planning Workshop 1:00 pm - 5:00 pm in the City Hall Training Room
March 25: Council Connect with Mark Kairis 5:30 pm - 6:30 pm at the Hanford Mall
March 30-April 3: Spring Camp Register Here
April 3: Easter Egg Hunt in Civic Park 10:00 am - 2:00 pm
April 7: Regular City Council Meeting
April 17: Mother + Son Dance 6:00 pm - 9:00 pm Tickets and Information
April 18: Father + Daughter Dance 6:00 pm - 9:00 pm Tickets and Information
April 21: Regular City Council Meeting

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: 3/17/2026	**AGENDA SECTION:** STUDY SESSION

SUBJECT:
Recognition of Employees of the Year and Service Award Recipients

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RECOMMENDATION:

Recommendation: That the City Council recognize the employees of the year and the twenty-two (22) City of Hanford employees that are celebrating 10 or more years of service this year.

Safety Employee of the Year: Police Officer, Jean Bidegaray
General Employee of the Year: Fleet Mechanic II, Gustavo Morado

Employees will be presented with Certificates of Recognition and bios will be read for the 20-year and 25-year Service Award recipients that are in attendance.

Certificates of Recognition will be presented to the 15-year and 10-year Service Award recipients in attendance.

Department	FT Hire Date	First Name	Last Name	Current Position	Service Years
Fire	1/10/2000	Francisco	Etulain	Captain	25
Fire	9/4/2000	Thomas	Lee	Fire Engineer	25
Public Works	9/5/2000	Robert	Anaya	Refuse Collector	25
Public Works	9/18/2000	Dustin	Silva	Refuse Collector	25
Fire	10/18/2000	Matthew	Rowe	Battalion Chief	25
Police	11/6/2000	Janet	Gibbs	Communications Dispatch Supervisor	25
Police	11/13/2000	Kimberly	Hernandez-Willhite	Property & Evidence Technician	25

Utilities & Engineering	12/11/2000	Sammy	Martinez	Water Operator II	25
Police	1/10/2005	Chad	Allen	Police Lieutenant	20
Fire	5/23/2005	Dustin	Costa	Captain	20
Utilities & Engineering	6/13/2005	Justin	Bone	Construction Inspector I	20
Public Works	12/19/2005	Robert	Loya	Refuse Collector	20
Public Works	2/8/2010	Alex	Arias	Streets Supervisor	15
Admin Services	4/5/2010	Eric	Forcey	Information Technology Manager	15
Public Works	1/13/2015	Randy	Green	Custodian	10
Police	2/9/2015	Raymond	Dias	Police Sergeant	10
Police	3/2/2015	Rolando	Jaime	Police Sergeant	10
Police	6/1/2015	Josh	Levin	Police Officer	10
Community Development	7/6/2015	Rosamaria	Contreras	Development Services Technician	10
Police	7/20/2015	Jennifer	Solorio	Police Records Assistant	10
Police	8/3/2015	Daniel	Todd	Police Corporal	10
Police	9/8/2015	Amy	Rodriguez	Communications Dispatcher	10

ATTACHMENTS:
None

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** STUDY SESSION

SUBJECT:
Presentation of the 2025/2026 Winter Wonderland Final Report and appropriate $48,114 in the General Fund to reinvest into Civic Park.

RECOMMENDATION:

Recommendation: Staff requests City Council receive the Presentation of the 2025/2026 Winter Wonderland Final Report and appropriate $48,114 (net revenues) in the General Fund to reinvest into Civic Park.

Recommended Motion: I move to receive the Presentation of the 2025/2026 Winter Wonderland Final Report and appropriate $48,114 (net revenues) in the General Fund to reinvest into Civic Park.

BACKGROUND:

The 2025/2026 Winter Wonderland event successfully concluded its fifth season as the region's family holiday destination. We are continually raising the bar for this annual event as it evolves into a must-visit regional holiday destination. The economic benefit of this event cannot be overstated, as the combined gross revenue from the event and vendors totals over **$831,385** for this seven-week event.

Community Support and Goodwill
Community support for Winter Wonderland continues to grow. Staff secured $80,500 in financial sponsorships from local businesses and an additional $37,000 in trade. This event also distributes holiday cheer in the form of 1061 complimentary tickets distributed to school districts, sponsors, and partners. In addition, the event hosts City employee appreciation night for City staff and their families. This past year's Tree Lighting Ceremony drew over 3,500 visits, the largest gathering for this event to date.

By the Numbers:

- 148,800 total visits
- 22,186 ice skating tickets sold (18,378 actual ice skaters)
- 193 total ice skating sessions (Average of 95.2 skaters per session)
- Average length of stay: 74 minutes
- 45 private rentals (ice rink, North Pole Lounge, and garden domes)
- Total vendor gross revenue: $343,363
- Sponsorship revenue: $80,500 cash/$37,000 trade

- Total revenue: $488,003
- Total Net revenue: $92,923
- Civic Park repairs/renovation: $44,109

New Amenities and Programming

- Theme nights
- $8 Tuesdays
- Winterville: Home of Santa, the Grinch, and the new Winter Wonderland character mascots
- Viewing deck with two natural gas fire pits
- Projection mapping onto the Civic Auditorium
- Children's rides, including a 54' Ferris wheel
- New holiday lighting
- Two garden domes with furniture
- Small children's play area

Marketing Strategies

Our marketing strategies continue to evolve as we explore ways to expand our reach in the region by targeting new segments of the population.

- New redesigned website
- increased social media boosts
- Fifteen-second network television commercials (ABC30 and Univision)
- Targeted streaming commercials
- Specific marketing to the Hispanic community through Univsion and
- New content creation
- Targeted marketing in Visalia and Tulare

Financial Report

REVENUE
Ice skating tickets and private rentals: $287,022
Skate aid sales: $34,052
Sponsorships: $80,500 cash/$37,000 trade
Vendor Splits: $57,467
Tour of Lights, Santa and Grinch photos, parade entries: $28,962
TOTAL REVENUE: $488,003

EXPENSES
Staffing: $110,517
Chiller rental: $35,052
Decorations: $13,357
Equipment, supplies, and services: $153,576
Marketing: $37,480
Event fencing: $23,498
Storage rental: $21,600

Repairs to Civic Park: $44,809
TOTAL EXPENSE: $439,889

NET REVENUE: $48,114

Customer Survey Results

Question 1: Please rate your Winter Wonderland visit: 4.1 out of five
Question 2: **Would you visit us again?**: 84% Yes, 16% No
Question 3: **How did you hear about us?**
Word of Mouth: 39.5%
Facebook: 27%
Instagram: 9.5
Television: 2.5%
Other: 21.5%
Question 4: What was your favorite part of Winter Wonderland?
Ice skating
Being with friends and family
Beautiful location
New Ferris wheel
Food vendors
Decorations
Photo opportunities
Characters
Question 5: Please share additional comments
Ice rink is overcrowded
Limited food vendors
Long lines
Ice was melting at times
Too expensive

As stated earlier, Winter Wonderland continues to evolve, and customer opinions are vital to continuous improvement. Planning has already begun for next year, and we look forward to Winter Wonderland 26/27.

FISCAL IMPACT:

Staff is requesting an appropriation of $48,114 (Net Revenue) to reinvest into Civic Park.

ATTACHMENTS:
None

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** STUDY SESSION

SUBJECT:
Presentation on Hanford Municipal Airport operations and an update on the fuel island project.

RECOMMENDATION:

Recommendation:
Receive a presentation on the operations and fuel island project at Hanford Municipal Airport.

Recommended Motion:
Receive a presentation on the operations and fuel island project at Hanford Municipal Airport and provide staff direction.

BACKGROUND:

In 2000/2001 the City of Hanford Municipal Airport runway was extended, bisecting Hanford-Armona Road, in an effort to accommodate larger corporate aircraft. At the time, the airport was selling both aviation gas and Jet A fuel.

In 2003, the Jet A fuel tank failed inspection and was decommissioned.

Due to unforeseen hardships, in 2007, the City of Hanford officially took over the large hanger, restrooms and office space that is currently used by the Hanford Airport Manager.

In 2025, the aviation fuel tank was also decommissioned to meet State requirements.

2025-2026 The City of Hanford solicited bids for a new fuel island, including Jet A fuel and received two bids. One from Cushman Contracting Corp in the amount of $2,140,290 and the second from Batch Petroleum in the amount of $2,422,000.

The Federal Aviation Administration (FAA) has provided $493,449 to assist with the fuel island project, leaving a funding shortfall of $1,911,941, including contracted engineering costs for this project.

Staff continues to explore additional grant and funding options.

FISCAL IMPACT:

Depending on direction from Council, potential impact on the General Fund to be repaid by the sales of both Jet A fuel and aviation fuel sales. Depending on direction from Council, there may be an impact to the General Fund to potentially be repaid by the sales of both Jet A fuel and aviation fuel

sales.

Staff continues to explore additional grant and funding options. In order to proceed with this project, the City Council should consider a General Fund loan, forgivable loan or contribution (or combination of).

ATTACHMENTS:

1. Letter to the City Council

Tom Buford
634 Philan Cir
Lemoore, CA 93245
Grumman AA5B Tiger Owner
Shade Hanger #24
Hanford, CA 93230
tbuford_634@yahoo.com

March 8, 2026

Honorable Mayor and Members of the Hanford City Council
City of Hanford
Hanford, California

Dear Council Members,

My name is Tom Buford, and I am writing to respectfully urge the City to restore aviation fuel availability at Hanford Municipal Airport (KHJO). Fuel service was previously available at KHJO, but it is currently not offered, and this absence significantly limits the airport's usefulness and economic potential. My aircraft is currently hangered at KHJO.

Hanford Municipal Airport is a city-owned public facility and an important part of our regional transportation network. According to the FAA Digital Chart Supplement, KHJO's primary runway—Runway 14/32—measures 5,179 feet in length. This runway length allows KHJO to safely accommodate a wide range of general aviation aircraft, including business aviation, training aircraft, agricultural aviation, and emergency-response aircraft. FAA records also show that the airport has historically supported approximately 28,500 aircraft operations per year and had 75 based aircraft, according to the most recent FAA-published data from 2007. While these figures are dated, they demonstrate that KHJO has long been an active and valuable aviation facility.

Aviation fuel is the most basic service an airport can provide. Without it, pilots cannot rely on KHJO as a viable destination. When fuel is unavailable, transient aircraft bypass Hanford, local aviation businesses lose customers, flight training and maintenance activity declines, and emergency aircraft may be forced to refuel elsewhere. Fuel availability is often the deciding factor for pilots choosing where to land, train, or conduct business. Personally, I purchased over 1,000 gallons of Avgas last year, much of it at nearby airports while fuel was unavailable here.

Although KHJO does not have its own economic-impact study, FAA national general aviation economic-impact methodology shows that airports of similar size typically generate between $8–15 million in annual economic output and support 50–120 jobs. These figures are estimates, not KHJO-specific numbers, but they reflect well-established FAA economic-impact patterns for general aviation airports nationwide. This activity comes from fuel sales, aircraft maintenance, flight training, business aviation visits, and visitor spending.

KHJO also serves as a critical resource for medical flights, law enforcement aviation, firefighting aircraft, and search-and-rescue operations. These services depend on reliable local fuel access. Without it, response times increase and regional readiness decreases.

Restoring aviation fuel at KHJO is a practical, high-value investment. It strengthens our economic competitiveness, supports local businesses, enhances public safety, and demonstrates that Hanford is committed to maintaining a functional and forward-looking airport.

For these reasons, I respectfully ask the Council to prioritize the reinstatement of aviation fuel service at Hanford Municipal Airport. This action will help ensure that KHJO remains a vital asset to our community and a gateway for economic opportunity.

Thank you for your time and for your dedication to the future of Hanford.

Sincerely,

Tom Buford

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Approval of the Minutes of the February 17, 2026 Meeting

RECOMMENDATION:

Recommendation: Approve the minutes of the February 17, 2026, Meeting.

BACKGROUND:

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FISCAL IMPACT:

None

ATTACHMENTS:

1. February 17, 2026 Meeting Minutes

City Council Regular Meeting
Minutes
February 17, 2026 7:00 PM
Council Chambers
400 N. Douty St.

4:00 PM CALL TO ORDER STUDY SESSION AND CLOSED SESSION:

Mayor Kairis called the study session and closed session to order at 4:00 p.m.

ROLL CALL BY THE CITY CLERK:

Present:	Absent:
Council Member Mark Kairis Council Member Travis Paden Council Member Lou Martinez Council Member Kimber Regan Council Member Nancy Howze	

PUBLIC COMMENT:

Study Sessions are considered Special Meetings under the Brown Act. Accordingly, comments from the public are limited to items listed on the agenda (GC 54954.3a). Public Comment will be accepted during each agenda item. A maximum of ***three minutes*** *is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

None.

STUDY SESSION:

A. Review of the Draft Urban Forest Master Plan

Parks and Community Services Director Brad Albert provided an overview of the Urban Forest Master Plan and introduced Kevin Cullinen, Dudek Project Manager. Mr. Cullinen presented the draft document, highlighting key findings and the City's Urban Forestry goals for Council review and feedback. He also responded to questions from the Council. The next step will be to bring the City of Hanford's 2026 Urban Forest Master Plan back to the Council for adoption.

B. Groundwater Sustainability Agency Update

Chuck Kinney, Director of the Mid-Kings River GSA and Amer Hussain, Engineering Consultant, provided a Groundwater Sustainability Plan update for the Council's review. The Council thanked Mr. Kinney and Mr. Hussain for the update.

The Council adjourned the study session at 6:20 p.m.

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

CALL TO ORDER REGULAR SESSION:

Mayor Kairis called the meeting to order at 7:05 p.m.

ROLL CALL:

Present:	Absent:
Council Member Mark Kairis Council Member Travis Paden Council Member Lou Martinez Council Member Kimber Regan Council Member Nancy Howze	

INVOCATION:

The invocation was led by Pastor Tim Dinkins.

FLAG SALUTE:

The flag salute was led by Council Member Paden.

RECOGNITION:

A. Recognizing Captain Lutz – POST Command College Graduate

Police Chief Huddleston recognized Captain Lutz for his accomplishment.

B. Recognition of the Traffic Kingz Motorcycle Club and Traffic Queenz Social Club for their participation in the Longfield Center Toy Drive

Parks and Community Services Director Brad Albert recognized the two Clubs for their participation in the Longfiled Center Toy Drive.

PUBLIC COMMENT:

This is the time for citizens to comment on subject matters 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. State law does not allow the Council to discuss or take action on issues not on the agenda, except that members of the Council or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights (Gov. Code sec. 54954.2). A maximum of three minutes is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.

Vincent Valdez and Robert Maes provided details about an upcoming event for which they reserved Civic Park and requested a fee waiver for their reservation. The Council advised that staff would follow up on their request.

Raymond Ibarra III commented on an interaction that he had with the police department.

Bob Ramos commented on the wording of the oath of office.

Larry Faria commented on past town hall meetings and stated that he appreciates the Council's transparency. Mr. Faria also thanked the Police Department for their service.

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:	**Passed (UNANIMOUS)**
MOVER:	Council Member Nancy Howze

SECONDER:	Council Member Lou Martinez
AYES:	Mark Kairis, Travis Paden, Lou Martinez, Kimber Regan, Nancy Howze

A. Waive reading in full of resolutions and ordinances and approval and adoption of same by reading the title only.

B. City Clerk: Approval of the Minutes of the December 16, 2025 Meeting

C. City Clerk: Approval of the Minutes of the January 5, 2026, Special Meeting

D. City Clerk: Approval of the Minutes of the January 6, 2026, Special Meeting

E. Utilities and Engineering: Authorize the City Manager to enter into a professional services agreement with RRM Design Group for the Public Safety Facilities Planning and Location Study in an amount not to exceed $266,231 and approve a project contingency of $40,000.

F. Utilities and Engineering: Amendment to Community Facilities District No. 2025-2 (Public Maintenance Services)

G. Police: Approval of the Military equipment inventory and usage report consistent with the requirements of AB 481.

H. Police: Second Reading and Adoption. Ordinance Establishing Chapter 12.30 (Bicycles, E-Bikes, E-Scooters, and E-Skateboards)

I. Police: Resolution 26-06-R: Police Notice of Consent

J. Police: Authorization to apply for the 2026 Homeland Security Grant Program (HSGP) through the Kings County Office of Emergency Services (KCOES) in the amount of $32,806.00 for the purchase of night vision goggles and related accessories

K. Finance: Acceptance and authorization for staff to File the City of Hanford's Quarterly Investment Portfolio and Transactions Reports as of 12/31/25.

GENERAL BUSINESS:

A. Finance: Adoption of Resolution 26-07-R to present to voters a measure to amend the municipal code and increase the transient occupancy tax to twelve percent.

Senior Administrative Analyst Sarah Wilborn provided a brief overview and invited questions from the Council.

Motion to Approve.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Council Member Travis Paden
SECONDER:	Council Member Nancy Howze
AYES:	Mark Kairis, Travis Paden, Lou Martinez, Kimber Regan, Nancy Howze

B. Community Development: Council Direction Regarding Single-Family Residential Development Standards

Deputy City Manager Jason Waters and Principal Planner Gabrielle Myers presented the Single-Family Residential Development Standards for the Council's review and input, emphasizing the need for clear design standards and a guide for developers. Staff answered questions from the Council, and the Council provided direction on setbacks, parking, lot size, private open space, exterior design, and permeable space requirements. The final Objective Design Standards will be presented to the Planning Commission and City Council at a later date for formal approval.

COUNCIL REPORTS/GENERAL REPORTS:

Brief information-only reports from City Council and/or Staff, including committee reports and reports by City Council related to meetings attended at City expenses (AB1234).

The Council members discussed the meetings and events they attended.

A. INFORMATION REPORT — JANUARY WARRANT REGISTER

ITEMS FOR FUTURE AGENDAS:

At this time, any Council Member may ask a question for clarification or may request a matter, which is not otherwise scheduled on a City Council agenda, to be placed on a future agenda. The Council Member referring the item shall provide sufficient information as to the nature of the item. The City Council, by concurrence of a majority, may direct the City Manager to put the item on a future agenda. (GOV. CODE SEC. 54954.2)

A. Council Future Agenda Items

None.

B. Upcoming Events and Important Dates:

February 18: Hanford Urban Forest community open house 6:00 -8:00 p.m. City Hall Training Room
March 3: Regular City Council Meeting
March 17: Regular City Council Meeting

ADJOURNMENT:

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Mayor Kairis adjourned the meeting at 8:54 p.m.

Respctfully submitted,

Natalie Corral
City Clerk

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Authorize the mayor to sign a letter reflecting the City is against state budgets that would take away control of local revenues and development near High-Speed Rail Station locations

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RECOMMENDATION:

Recommendation: Authorize the mayor to sign a letter reflecting that the City is against state budgets that would take away control of local revenues and development near Califonria High-Speed Rail station locaitons

Recommended Motion: I move to authorize the Mayor to sign a letter reflecting the City is against state budgets that would take away control of local revenues and development near California High-Speed Rail station locations

BACKGROUND:

The California League of Cities, Cal Cities, and other local government groups are pushing back on a proposal from the California High-Speed Rail Authoritythat would threaten local revenues and local control near high-speed rail station locations. The plan would allow the High Speed Rail authority to collect property and sales tax revenues within a half-mile radius of station areas to fund rail construction and commercialization through state-run Tax Increment Financing districts.

The coalition, which includes the California State Association of Counties, sent a letter to state leadersand the High-Speed Rail Authority board on Monday, urging them to withdraw the proposal and work with local governments to identify funding strategies that work for everyone.

The group's position is that funding High Speed rail infrastructure must not come at the expense of constitutionally protected local revenues, local land-use authority, or the fiscal stability of our communities.

FISCAL IMPACT:

There is no direct fiscal impact associated with authorizing the Mayor to sign the letter. However, preserving state funding streams for housing and infrastructure programs could have significant long-term financial benefits for the City.

According to the League, City officials across the State have raised concerns about the proposal’s impact. A new, state-controlled district could conflict with existing financing districts that have already pledged revenues to housing, infrastructure, and economic development.
A decades-long diversion of revenue growth in station areas would significantly constrain local

governments' ability to fund public safety, roads, parks, and essential services. In Fresno, for example, the proposal would capture much of the tax revenue generated in the downtown area. Residents and city officials in Merced have also raised concerns, in part because the exact location of the Merced station has not yet been confirmed.

Equally concerning is the suggestion of state regulatory authority over station areas. Local planning power is constitutionally guaranteed: While the state may establish policy frameworks, it cannot assume total control over local zoning and development decisions.

ATTACHMENTS:
None

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Approval of previously approved City of Hanford Salary Schedules reflecting effective dates

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RECOMMENDATION:

Recommendation: That the City Council, by motion, approve the attached previously adopted salary schedules ranging from 2021 through 2025 to meet CalPERS requirements, reflecting effective dates.

BACKGROUND:

Pursuant to California Code of Regulations (CCR) section 570.5, the California Public Employees' Retirement System (CalPERS) requires that compensation used to determine retirement benefits be based on a publicly available pay schedule that has been formally approved by the governing body. To comply with this requirement, the City has historically obtained City Council approval of its salary schedules a couple times per year.

In November 2025, City staff initiated a compliance review with CalPERS to ensure that its salary schedules continued to meet current regulatory requirements. With the exception of a request to remove references to "Y-Rated" classifications, CalPERS staff confirmed that the City was in compliance.

Following the recent retirement of a City employee, CalPERS advised that the City's previously adopted salary schedules did not fully comply with CCR section 570.5(a)(6), which requires that salary schedules include both a clearly identified adoption date **and** effective date.

The salary schedule presented to City Council on January 20, 2026, meets all CalPERS requirements. To address prior salary schedules, CalPERS has requested that those schedules be formally re-adopted by the City Council with explicit identification of both the adoption date **and** effective date.

Staff will continue to seek City Council approval of salary schedules on a regular basis to ensure ongoing compliance with the requirements of CCR section 570.5.

FISCAL IMPACT:

There is no fiscal impact associated with this action, as the salary schedules are from prior years and are being presented solely to formally document the required adoption date and effective date.

ATTACHMENTS:

1. 2021-11-16_City of Hanford Comprehensive Salary Schedule
2. 2022-07-19_City of Hanford Comprehensive Salary Schedule
3. 2022-08-02_City of Hanford Comprehensive Salary Schedule
4. 2022-09-20_City of Hanford Comprehensive Salary Schedule
5. 2022-11-15_City of Hanford Comprehensive Salary Schedule
6. 2023-06-06_City of Hanford Comprehensive Salary Schedule
7. 2023-12-05_City of Hanford Comprehensive Salary Schedule
8. 2024-07-08_City of Hanford Comprehensive Salary Schedule
9. 2024-11-05_City of Hanford Comprehensive Salary Schedule
10. 2025-06-03_City of Hanford Comprehensive Salary Schedule
11. 2025-07-15_City of Hanford Comprehensive Salary Schedule
12. 2025-08-05_City of Hanford Comprehensive Salary Schedule
13. 2025-10-07_City of Hanford Comprehensive Salary Schedule
14. 2025-10-21_City of Hanford Comprehensive Salary Schedule
15. 2025-11-18_City of Hanford Comprehensive Salary Schedule



Salary Schedules

Full Time Salary Schedule Restated by City Council November 16, 2021; Effective September 6, 2021
Part Time Salary Schedule Adopted by City Council November 16, 2021; Effective December 27, 2021

City of Hanford Salary Schedule
(Full-Time Employees)

Title	Range	Monthly Salary			Hourly Salary			Bargaining Group Designation	Overtime Designation	FLSA Designation
Accountant	1809	$5,280	to	$6,448	$30.46	to	$37.20	GEMA	1	E
Accounting Clerk	1313	$3,216	to	$3,928	$18.55	to	$22.66	SEIU	3	40
Accounting Technician	1465	$3,744	to	$4,572	$21.60	to	$26.38	GEMA	2	40
Administrative Analyst I	1715	$4,807	to	$5,870	$27.73	to	$33.87	GEMA	2	40
Administrative Analyst II	1820	$5,339	to	$6,520	$30.80	to	$37.61	GEMA	1	E
Administrative Assistant	1489	$3,835	to	$4,683	$22.12	to	$27.02	SEIU	3	40
Administrative Technician	1489	$3,835	to	$4,683	$22.12	to	$27.02	SEIU	3	40
Animal Control Technician	1384	$3,453	to	$4,217	$19.92	to	$24.33	SEIU	3	40
Assistant Engineer	1909	$5,835	to	$7,126	$33.66	to	$41.11	SEIU	3	40
Assistant Planner	1755	$5,003	to	$6,110	$28.86	to	$35.25	SEIU	3	40
Associate Civil Engineer	2024	$6,546	to	$7,994	$37.77	to	$46.12	GEMA	1	E
Associate Planner	1860	$5,557	to	$6,786	$32.06	to	$39.15	SEIU	3	40
Building Inspector I	1617	$4,358	to	$5,322	$25.14	to	$30.71	SEIU	3	40
Building Inspector II	1722	$4,841	to	$5,911	$27.93	to	$34.10	SEIU	3	40
Building Official	2183	$7,674	to	$9,371	$44.27	to	$54.06	GEMA	1	E
Building Superintendent	1949	$6,073	to	$7,417	$35.04	to	$42.79	GEMA	1	E
City Clerk	2002	$6,404	to	$7,820	$36.95	to	$45.12	GEMA	1	E
City Engineer	2351	$9,077	to	$11,085	$52.37	to	$63.95	GEMA	1	E
City Manager	2790	$14,077	to	$17,190	$81.20	to	$99.18	Unrep	1	E
Code Compliance Officer	1597	$4,272	to	$5,217	$24.65	to	$30.10	SEIU	3	40
Communications Dispatch Supervisor	1643	$4,473	to	$5,463	$25.81	to	$31.51	SEIU	3	40
Communications Dispatcher	1503	$3,889	to	$4,749	$22.44	to	$27.40	SEIU	3	40

Title	Range	Monthly Salary			Hourly Salary			Bargaining Group Designation	Overtime Designation	FLSA Designation
Community Development Director	2500	$10,534	to	$12,865	$60.77	to	$74.22	EMEA	1	E
Community Enhancement Officer	1299	$3,172	to	$3,873	$18.30	to	$22.34	SEIU	3	40
Computer Technician	1501	$3,881	to	$4,740	$22.39	to	$27.34	SEIU	3	40
Construction Coordinator/Inspector	1811	$5,291	to	$6,461	$30.52	to	$37.28	SEIU	3	40
Construction Inspector I	1610	$4,328	to	$5,285	$24.97	to	$30.49	SEIU	3	40
Construction Inspector II	1715	$4,807	to	$5,870	$27.73	to	$33.87	SEIU	3	40
Custodian	1164	$2,771	to	$3,384	$15.99	to	$19.52	SEIU	3	40
Deputy Public Works Director	2371	$9,260	to	$11,308	$53.42	to	$65.24	GEMA	1	E
Development Services Assistant	1313	$3,216	to	$3,928	$18.55	to	$22.66	SEIU	3	40
Development Services Technician	1527	$3,983	to	$4,865	$22.98	to	$28.06	SEIU	3	40
Engineering Manager	2291	$8,549	to	$10,439	$49.32	to	$60.23	GEMA	1	E
Engineering Technician I	1565	$4,138	to	$5,053	$23.87	to	$29.15	SEIU	3	40
Engineering Technician II	1670	$4,595	to	$5,612	$26.51	to	$32.38	SEIU	3	40
Facilities Maintenance Technician I	1304	$3,188	to	$3,893	$18.39	to	$22.46	SEIU	3	40
Facilities Maintenance Technician II	1399	$3,505	to	$4,280	$20.22	to	$24.69	SEIU	3	40
Finance Director	2538	$10,942	to	$13,363	$63.12	to	$77.09	EMEA	1	E
Finance Manager	2234	$8,075	to	$9,861	$46.59	to	$56.89	GEMA	1	E
Financial Analyst	1916	$5,876	to	$7,176	$33.90	to	$41.40	GEMA	1	E
Fire Battalion Chief	2258	$8,271	to	$10,101	$47.72	to	$58.27	IAFF	1	E
Fire Captain*	1589	$5,933	to	$7,246	$24.45	to	$29.86	IAFF	4	24
Fire Chief	2499	$10,524	to	$12,852	$60.71	to	$74.14	EMEA	1	E
Fire Engineer*	1426	$5,040	to	$6,156	$20.77	to	$25.37	IAFF	4	24
Fire Marshal	1940	$6,019	to	$7,350	$34.73	to	$42.41	GEMA	1	E
Fire Prevention Coordinator	1597	$4,272	to	$5,217	$24.65	to	$30.10	SEIU	3	40
Firefighter*	1376	$4,800	to	$5,863	$19.78	to	$24.16	IAFF	4	24
Fleet Mechanic I	1382	$3,446	to	$4,208	$19.88	to	$24.28	SEIU	3	40
Fleet Mechanic II	1487	$3,827	to	$4,674	$22.08	to	$26.96	SEIU	3	40

Title	Range	Monthly Salary			Hourly Salary			Bargaining Group Designation	Overtime Designation	FLSA Designation
Fleet Superintendent	1949	$6,073	to	$7,417	$35.04	to	$42.79	GEMA	1	E
Fleet Supervisor	1668	$4,586	to	$5,601	$26.46	to	$32.31	GEMA	2	40
Heavy Equipment Operator	1451	$3,692	to	$4,509	$21.30	to	$26.01	SEIU	3	40
Housing Analyst	1820	$5,339	to	$6,520	$30.80	to	$37.61	GEMA	1	E
Human Resources Analyst	1831	$5,398	to	$6,592	$31.14	to	$38.03	GEMA	1	E
Human Resources Manager	2402	$9,552	to	$11,664	$55.10	to	$67.29	Unrep	1	E
Human Resources Technician	1647	$4,491	to	$5,484	$25.91	to	$31.64	GEMA	2	40
Information Technology Manager	2172	$7,590	to	$9,269	$43.79	to	$53.47	GEMA	1	E
Landscape Services Technician	1499	$3,873	to	$4,730	$22.35	to	$27.29	SEIU	3	40
Maintenance Worker I	1299	$3,172	to	$3,873	$18.30	to	$22.34	SEIU	3	40
Maintenance Worker II	1404	$3,523	to	$4,302	$20.32	to	$24.82	SEIU	3	40
Meter Reader	1299	$3,172	to	$3,873	$18.30	to	$22.34	SEIU	3	40
Office Assistant I	1208	$2,896	to	$3,536	$16.71	to	$20.44	SEIU	3	40
Office Assistant II	1313	$3,216	to	$3,928	$18.55	to	$22.66	SEIU	3	40
Parking Control Officer	1302	$3,181	to	$3,885	$18.35	to	$22.41	SEIU	3	40
Parks & Community Services Director	2402	$9,552	to	$11,664	$55.10	to	$67.29	EMEA	1	E
Parks and Facilities Manager	2078	$6,909	to	$8,438	$39.86	to	$48.68	GEMA	1	E
Parks Supervisor	1668	$4,586	to	$5,601	$26.46	to	$32.31	GEMA	2	40
Payroll Specialist	1561	$4,121	to	$5,033	$23.77	to	$29.03	GEMA	2	40
Plans Examiner	1838	$5,436	to	$6,638	$31.36	to	$38.30	GEMA	1	E
Police Cadet	1311	$3,210	to	$3,920	$18.52	to	$22.61	HPOA	3	40
Police Captain	2345	$9,023	to	$11,018	$52.05	to	$63.57	HPOA	1	E
Police Chief	2565	$11,242	to	$13,728	$64.85	to	$79.20	EMEA	1	E
Police Corporal	1912	$5,853	to	$7,148	$33.77	to	$41.24	HPOA	4	14
Police Lieutenant	2218	$7,947	to	$9,705	$45.85	to	$55.99	HPOA	1	E
Police Officer	1817	$5,323	to	$6,500	$30.71	to	$37.50	HPOA	4	14
Police Records Assistant	1345	$3,321	to	$4,055	$19.16	to	$23.40	SEIU	3	40

Title	Range	Monthly Salary			Hourly Salary			Bargaining Group Designation	Overtime Designation	FLSA Designation
Police Sergeant	2058	$6,773	to	$8,271	$39.07	to	$47.76	HPOA	4	14
Police Service Technician	1379	$3,436	to	$4,196	$19.82	to	$24.20	SEIU	3	40
Police Support Services Administrator	1826	$5,371	to	$6,559	$30.98	to	$37.84	GEMA	1	E
Principal Planner	2140	$7,351	to	$8,977	$42.41	to	$51.79	GEMA	1	E
Project Manager	2050	$6,719	to	$8,205	$38.76	to	$47.33	GEMA	1	E
Property and Evidence Technician	1461	$3,729	to	$4,554	$21.51	to	$26.27	SEIU	3	40
Public Works Director	2628	$11,972	to	$14,620	$69.06	to	$84.35	EMEA	1	E
Purchasing Agent	1916	$5,876	to	$7,176	$33.90	to	$41.40	GEMA	1	E
Recreation Coordinator	1506	$3,901	to	$4,763	$22.50	to	$27.48	SEIU	3	40
Recreation Supervisor	1690	$4,688	to	$5,725	$27.05	to	$33.03	GEMA	2	40
Recycling Coordinator	1628	$4,407	to	$5,381	$25.42	to	$31.05	GEMA	2	40
Refuse Collector	1369	$3,402	to	$4,154	$19.62	to	$23.96	SEIU	3	40
Refuse Service Worker	1465	$3,744	to	$4,572	$21.60	to	$26.38	SEIU	3	40
Refuse Manager	2078	$6,909	to	$8,438	$39.86	to	$48.68	GEMA	1	E
Refuse Supervisor	1818	$5,328	to	$6,507	$30.74	to	$37.54	GEMA	1	E
Regulatory Compliance Analyst	1628	$4,407	to	$5,381	$25.42	to	$31.05	GEMA	2	40
Risk Management Analyst	1831	$5,398	to	$6,592	$31.14	to	$38.03	GEMA	1	E
Sanitary Sewer Collection Supervisor	1818	$5,328	to	$6,507	$30.74	to	$37.54	GEMA	1	E
Senior Administrative Analyst	1916	$5,876	to	$7,176	$33.90	to	$41.40	GEMA	1	E
Senior Civil Engineer	2101	$7,070	to	$8,634	$40.79	to	$49.81	GEMA	1	E
Senior Custodian	1260	$3,050	to	$3,725	$17.60	to	$21.49	SEIU	3	40
Senior Fleet Mechanic	1582	$4,209	to	$5,139	$24.28	to	$29.65	SEIU	3	40
Senior Maintenance Worker	1499	$3,873	to	$4,730	$22.35	to	$27.29	SEIU	3	40
Senior Planner	2000	$6,391	to	$7,805	$36.87	to	$45.03	GEMA	1	E
Senior Plans Examiner	2000	$6,391	to	$7,805	$36.87	to	$45.03	GEMA	1	E
Senior Police Records Assistant	1440	$3,652	to	$4,459	$21.07	to	$25.73	SEIU	3	40
Senior Refuse Collector	1618	$4,363	to	$5,328	$25.17	to	$30.74	SEIU	3	40

Title	Range	Monthly Salary			Hourly Salary			Bargaining Group Designation	Overtime Designation	FLSA Designation
Senior Utilities Maintenance Worker	1595	$4,264	to	$5,207	$24.60	to	$30.04	SEIU	3	40
Shop and Parts Specialist	1487	$3,827	to	$4,674	$22.08	to	$26.96	SEIU	3	40
Streets Manager	2078	$6,909	to	$8,438	$39.86	to	$48.68	GEMA	1	E
Streets Supervisor	1818	$5,328	to	$6,507	$30.74	to	$37.54	GEMA	1	E
Sweeper Operator	1387	$3,463	to	$4,229	$19.98	to	$24.40	SEIU	3	40
Traffic Control Technician	1678	$4,632	to	$5,657	$26.73	to	$32.64	SEIU	3	40
Utilities Maintenance Worker I	1394	$3,488	to	$4,259	$20.12	to	$24.57	SEIU	3	40
Utilities Maintenance Worker II	1499	$3,873	to	$4,730	$22.35	to	$27.29	SEIU	3	40
Utilities Manager	2078	$6,909	to	$8,438	$39.86	to	$48.68	GEMA	1	E
Utilities Supervisor	1818	$5,328	to	$6,507	$30.74	to	$37.54	GEMA	1	E
Utility Billing Specialist	1561	$4,121	to	$5,033	$23.77	to	$29.03	GEMA	2	40
Water Conservation Technician	1501	$3,881	to	$4,740	$22.39	to	$27.34	SEIU	3	40
WWTP Operator I	1445	$3,670	to	$4,482	$21.17	to	$25.86	SEIU	3	40
WWTP Operator II	1551	$4,080	to	$4,983	$23.54	to	$28.75	SEIU	3	40
WWTP Manager	2078	$6,909	to	$8,438	$39.86	to	$48.68	GEMA	1	E
WWTP Supervisor	1818	$5,328	to	$6,507	$30.74	to	$37.54	GEMA	1	E
WWTP/OIT	1340	$3,304	to	$4,035	$19.06	to	$23.28	SEIU	3	40

Restated/Adopted by City Council on November 16, 2021; Effective September 6, 2021

* Monthly salary based on working 2,912 hours per year

City of Hanford Salary Schedule
(Part-Time Employees)

Title	Hourly Rate			Bargaining Group Designation	Overtime Designation	FLSA Designation
Airport Manager	$17.00	to	$20.00	NA	3	40
Certified Instructor	$15.00	to	$21.00	NA	3	40
Clerical Support	$15.00	to	$17.00	NA	3	40
Code Enforcement Officer	$15.00	to	$17.00	NA	3	40
Community Service Officer	$15.00	to	$17.00	NA	3	40
Custodian	$15.00	to	$17.00	NA	3	40
Engineering Technician Aide	$15.00	to	$17.00	NA	3	40
Facilities Host	$15.00	to	$17.00	NA	3	40
Fire Inspector	$25.00	to	$25.00	NA	3	40
Fleet Mechanic (Helper)	$15.00	to	$23.00	NA	3	40
Graffiti Control Officer	$15.00	to	$17.00	NA	3	40
Intern	$15.00	to	$17.00	NA	3	40
Management Intern	$15.00	to	$20.00	NA	3	40
Meter Reader	$15.00	to	$17.00	NA	3	40
Paint Program Coordinator	$15.00	to	$17.00	NA	3	40
Paint Program Crew Leader	$15.00	to	$17.00	NA	3	40
Parking Control Officer	$15.00	to	$17.00	NA	3	40
Pool Manager	$16.00	to	$18.00	NA	3	40
Parks/Public Works Laborer	$15.00	to	$17.00	NA	3	40
Recreation Leader I	$15.00	to	$16.00	NA	3	40
Recreation Leader II	$15.50	to	$16.50	NA	3	40
Recreation Leader III	$16.00	to	$17.00	NA	3	40
Part Time Salary Schedule Adopted by Ci	$15.00	to	$18.50	NA	3	40
Reserve Police Officer (Level I)	$21.74	to	$25.90	NA	3	40
Sports Coordinator	$21.50	to	$21.50	NA	3	40
Sports Official	$15.00	to	$21.00	NA	3	40

Adopted by City Council on November 16, 2021; Effective December 27, 2021

All positions, to which appointments are made for part-time work, as outlined in the Hanford Merit Personnel System Rules and Regulations, may be paid at an hourly rate as high as Step “C/3” of the range to which the position has been allocated. Part-time appointments made at higher than Step “C/3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Barganing Group Designation

Exective Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation

Management Employee	1. No compensation for overtime work
Confidential/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation

E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

Salary Schedules

Full Time Salary Schedule Adopted by City Council July 19, 2022; Effective July 25, 2022

Part Time Salary Schedule Adopted/Restated by City Council July 19, 2022; Effective December 27, 2021

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 07-19-2022 Effective Date: 07-25-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Accountant	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
SEIU	Accounting Clerk	3	40	1313	$3,216	$3,381	$3,555	$3,737	$3,928	18.55	19.50	20.51	21.56	22.66
Conf/Mid Management	Accounting Technician I	2	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
Conf/Mid Management	Accounting Technician II	2	40	80	$4,675	$4,908	$5,154	$5,412	$5,682	26.97	28.32	29.73	31.22	32.78
Conf/Mid Management	Administrative Analyst I	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
Conf/Mid Management	Administrative Analyst II	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Administrative Assistant	3	40	1489	$3,835	$4,031	$4,238	$4,455	$4,683	22.12	23.26	24.45	25.70	27.02
Conf/Mid Management	Administrative Specialist	2	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Administrative Technician	3	40	1489	$3,835	$4,031	$4,238	$4,455	$4,683	22.12	23.26	24.45	25.70	27.02
SEIU	Animal Control Technician	3	40	1384	$3,453	$3,630	$3,816	$4,012	$4,217	19.92	20.94	22.02	23.14	24.33
SEIU	Assistant Engineer	3	40	1909	$5,835	$6,134	$6,449	$6,780	$7,126	33.66	35.39	37.21	39.11	41.11
SEIU	Assistant Planner	3	40	1755	$5,003	$5,259	$5,529	$5,812	$6,110	28.86	30.34	31.90	33.53	35.25
Conf/Mid Management	Associate Civil Engineer	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Associate Planner	3	40	1860	$5,557	$5,841	$6,141	$6,456	$6,786	32.06	33.70	35.43	37.24	39.15
SEIU	Building Inspector I	3	40	1617	$4,358	$4,851	$4,817	$5,064	$5,322	25.14	26.43	27.79	29.21	30.71
SEIU	Building Inspector II	3	40	1722	$4,841	$5,088	$5,350	$5,624	$5,911	27.93	29.36	30.86	32.45	34.10
Conf/Mid Management	Building Official	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55
Conf/Mid Management	Building Superintendent	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
Conf/Mid Management	City Clerk	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37
Conf/Mid Management	City Engineer	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
Unrepresented	City Manager	1	E	198	$15,124	$15,881	$16,675	$17,508	$18,384	87.26	91.62	96.20	101.01	106.06
SEIU	Code Compliance Officer	3	40	1597	$4,272	$4,491	$4,722	$4,963	$5,217	24.65	25.91	27.24	28.63	30.10
Conf/Mid Management	Code Compliance Supervisor	1	E	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82
SEIU	Communications Dispatch Supervisor	3	40	1643	$4,473	$4,702	$4,944	$5,197	$5,463	25.81	27.13	28.52	29.98	31.51
SEIU	Communications Dispatcher	3	40	1503	$3,889	$4,088	$4,298	$4,518	$4,749	22.44	23.59	24.80	26.07	27.40

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BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
EMEA	Community Development Director	1	E	165	$10,891	$11,436	$12,007	$12,608	$13,238	62.83	65.97	69.27	72.74	76.37
SEIU	Community Enhancement Officer	3	40	1299	$3,172	$3,334	$3,505	$3,685	$3,873	18.30	19.23	20.22	21.26	22.34
Conf/Mid Management	Community Relations Manager	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Computer Technician	3	40	1501	$3,881	$4,080	$4,290	$4,509	$4,740	22.39	23.54	24.75	26.01	27.34
SEIU	Construction Coordinator/Inspector	3	40	1811	$5,291	$5,562	$5,848	$6,147	$6,461	30.52	32.09	33.73	35.46	37.28
SEIU	Construction Inspector I	3	40	1610	$4,328	$4,550	$4,783	$5,028	$5,285	24.97	26.25	27.59	29.01	30.49
SEIU	Construction Inspector II	3	40	1715	$4,807	$5,053	$5,313	$5,585	$5,870	27.73	29.15	30.65	32.22	33.87
SEIU	Custodian	3	40	1164	$2,771	$2,913	$3,063	$3,220	$3,384	15.99	16.81	17.67	18.57	19.52
Unrepresented	Deputy City Manager	1	E	185	$13,289	$13,954	$14,651	$15,384	$16,153	76.67	80.50	84.53	88.75	93.19
Conf/Mid Management	Deputy Public Works Director	1	E	152	$9,570	$10,048	$10,550	$11,078	$11,632	55.21	57.97	60.87	63.91	67.11
SEIU	Development Services Assistant	3	40	1313	$3,216	$3,381	$3,555	$3,737	$3,928	18.55	19.50	20.51	21.56	22.66
SEIU	Development Services Technician	3	40	1527	$3,983	$4,187	$4,402	$4,628	$4,865	22.98	24.16	25.40	26.70	28.06
Conf/Mid Management	Engineering Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
SEIU	Engineering Technician I	3	40	1565	$4,138	$4,349	$4,573	$4,807	$5,053	23.87	25.09	26.38	27.73	29.15
SEIU	Engineering Technician II	3	40	1670	$4,595	$4,831	$5,079	$5,339	$5,612	26.51	27.87	29.30	30.80	32.38
SEIU	Facilities Maintenance Technician I	3	40	1304	$3,188	$3,351	$3,523	$3,703	$3,893	18.39	19.33	20.32	21.36	22.46
SEIU	Facilities Maintenance Technician II	3	40	1399	$3,505	$3,684	$3,874	$4,072	$4,280	20.22	21.26	22.35	23.49	24.69
EMEA	Finance Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
Conf/Mid Management	Finance Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38
Conf/Mid Management	Financial Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
Fire Management	Fire Battalion Chief	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
Fire Management	Fire Battalion Chief*	4	E	109	$8,734	$9,170	$9,629	$10,110	$10,616	35.99	37.79	39.68	41.66	43.75
Fire Management	Fire Captain*	2	24	88	$7,087	$7,441	$7,813	$8,204	$8,614	29.20	30.66	32.20	33.81	35.50
EMEA	Fire Chief	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
Fire	Fire Engineer*	4	24	71	$5,984	$6,283	$6,597	$6,927	$7,274	24.66	25.89	27.19	28.55	29.97

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Conf/Mid Management	Fire Marshal	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
SEIU	Fire Prevention Coordinator	3	40	1597	$4,272	$4,491	$4,722	$4,963	$5,217	24.65	25.91	27.24	28.63	30.10
Fire	Firefighter*	4	24	61	$5,417	$5,688	$5,972	$6,271	$6,585	22.32	23.44	24.61	25.84	27.13
SEIU	Fleet Mechanic I	3	40	1382	$3,446	$3,622	$3,809	$4,004	$4,208	19.88	20.90	21.97	23.10	24.28
SEIU	Fleet Mechanic II	3	40	1487	$3,827	$4,023	$4,230	$4,447	$4,674	22.08	23.21	24.40	25.65	26.96
Conf/Mid Management	Fleet Superintendent	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
Conf/Mid Management	Fleet Supervisor	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Heavy Equipment Operator	3	40	1451	$3,692	$3,881	$4,080	$4,289	$4,509	21.30	22.39	23.54	24.75	26.01
Conf/Mid Management	Housing Analyst	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
Conf/Mid Management	Human Resources Analyst	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
Unrepresented	Human Resources Manager	1	E	153	$9,665	$10,149	$10,656	$11,189	$11,748	55.76	58.55	61.48	64.55	67.78
Conf/Mid Management	Human Resources Technician	2	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
Conf/Mid Management	Information Systems Analyst	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37
Conf/Mid Management	Information Technology Manager	1	E	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00
SEIU	Landscape Services Technician	3	40	1499	$3,873	$4,072	$4,281	$4,500	$4,730	22.35	23.49	24.70	25.96	27.29
SEIU	Maintenance Worker I	3	40	1299	$3,172	$3,334	$3,505	$3,685	$3,873	18.30	19.23	20.22	21.26	22.34
SEIU	Maintenance Worker II	3	40	1404	$3,523	$3,703	$3,893	$4,093	$4,302	20.32	21.36	22.46	23.61	24.82
SEIU	Meter Reader	3	40	1299	$3,172	$3,334	$3,505	$3,685	$3,873	18.30	19.23	20.22	21.26	22.34
SEIU	Office Assistant I	3	40	1208	$2,896	$3,044	$3,201	$3,364	$3,536	16.71	17.56	18.46	19.41	20.44
SEIU	Office Assistant II	3	40	1313	$3,216	$3,381	$3,555	$3,737	$3,928	18.55	19.50	20.51	21.56	22.66
SEIU	Parking Control Officer	3	40	1302	$3,181	$3,344	$3,516	$3,696	$3,885	18.35	19.29	20.28	21.32	22.41
EMEA	Parks & Community Services Director	1	E	164	$10,783	$11,322	$11,888	$12,483	$13,107	62.21	65.32	68.59	72.02	75.62
Conf/Mid Management	Parks and Facilities Manager	1	E	134	$8,000	$8,400	$8,820	$9,261	$9,724	46.16	48.46	50.89	53.43	56.10
Conf/Mid Management	Parks Supervisor	1	E	86	$4,962	$5,210	$5,471	$5,744	$6,032	28.63	30.06	31.56	33.14	34.80
Conf/Mid Management	Payroll Analyst	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57

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Conf/Mid Management	Payroll Specialist	2	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68		
Conf/Mid Management	Plans Examiner	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21		
HPOA	Police Cadet	4	40	1311	$3,210	$3,374	$3,548	$3,729	$3,920	18.52	19.47	20.47	21.52	22.61		
HPOA	Police Captain	1	E	2345	$9,023	$9,485	$9,972	$10,482	$11,018	52.05	54.72	57.53	60.48	63.57		
EMEA	Police Chief	1	E	177	$12,272	$12,886	$13,530	$14,207	$14,917	70.80	74.34	78.06	81.96	86.06		
HPOA	Police Corporal	4	14	1912	$5,853	$6,153	$6,469	$6,800	$7,148	33.77	35.49	37.32	39.23	41.24	43.35	
HPOA	Police Lieutenant	1	E	2218	$7,947	$8,354	$8,783	$9,223	$9,705	45.85	48.20	50.67	53.27	55.99		
HPOA	Police Officer/Investigator*	4	14	1817	$5,323	$5,595	$5,883	$6,184	$6,500	30.71	32.28	33.94	35.68	37.50	39.42	41.44
SEIU	Police Records Assistant	3	40	1345	$3,321	$3,491	$3,670	$3,858	$4,055	19.16	20.14	21.17	22.26	23.40		
HPOA	Police Sergeant	4	14	2058	$6,773	$7,119	$7,485	$7,868	$8,271	39.07	41.07	43.23	45.44	47.76	50.16	
SEIU	Police Service Technician	3	40	1379	$3,436	$3,612	$3,797	$3,992	$4,196	19.82	20.84	21.91	23.03	24.20		
Conf/Mid Management	Police Support Services Administrator	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07		
Conf/Mid Management	Principal Planner	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
Conf/Mid Management	Project Manager	1	E	124	$7,243	$7,605	$7,985	$8,384	$8,803	41.78	43.87	46.07	48.37	50.79		
SEIU	Property and Evidence Technician	3	40	1461	$3,729	$3,920	$4,121	$4,332	$4,554	21.51	22.61	23.78	25.00	26.27		
EMEA	Public Works Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79		
Conf/Mid Management	Purchasing Agent	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
SEIU	Recreation Coordinator	3	40	1506	$3,901	$4,100	$4,311	$4,532	$4,763	22.50	23.66	24.87	26.14	27.48		
Conf/Mid Management	Recreation Supervisor	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57		
Conf/Mid Management	Recycling Coordinator	1	E	84	$4,865	$5,108	$5,363	$5,631	$5,913	28.06	29.47	30.94	32.49	34.11		
SEIU	Refuse Collector	3	40	1369	$3,402	$3,576	$3,759	$3,952	$4,154	19.62	20.63	21.69	22.80	23.96		
Conf/Mid Management	Refuse Manager	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30		
SEIU	Refuse Service Worker	3	40	1465	$3,744	$3,936	$4,138	$4,350	$4,572	21.60	22.71	23.87	25.09	26.38		
Conf/Mid Management	Refuse Supervisor	1	E	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68		
Conf/Mid Management	Regulatory Compliance Analyst	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57		

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BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Risk Management Analyst	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
Conf/Mid Management	Sanitary Sewer Collection Supervisor	1	E	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
Conf/Mid Management	Senior Administrative Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
Conf/Mid Management	Senior Civil Engineer	1	E	129	$7,612	$7,993	$8,392	$8,812	$9,252	43.92	46.11	48.42	50.84	53.38
SEIU	Senior Custodian	3	40	1260	$3,050	$3,207	$3,371	$3,544	$3,725	17.60	18.50	19.45	20.45	21.49
SEIU	Senior Fleet Mechanic	3	40	1582	$4,209	$4,424	$4,651	$4,889	$5,139	24.28	25.52	26.83	28.21	29.65
SEIU	Senior Maintenance Worker	3	40	1499	$3,873	$4,072	$4,281	$4,500	$4,730	22.35	23.49	24.70	25.96	27.29
Conf/Mid Management	Senior Planner	1	E	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85
Conf/Mid Management	Senior Plans Examiner	1	E	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52
SEIU	Senior Police Records Assistant	3	40	1440	$3,652	$3,839	$4,036	$4,242	$4,459	21.07	22.14	23.28	24.48	25.73
SEIU	Senior Refuse Collector	3	40	1618	$4,363	$4,586	$4,822	$5,069	$5,328	25.17	26.46	27.82	29.24	30.74
SEIU	Senior Utilities Maintenance Worker	3	40	1595	$4,264	$4,482	$4,712	$4,953	$5,207	24.60	25.86	27.18	28.58	30.04
SEIU	Shop and Parts Specialist	3	40	1487	$3,827	$4,023	$4,230	$4,447	$4,674	22.08	23.21	24.40	25.65	26.96
Conf/Mid Management	Streets Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
GEMA	Streets Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
Conf/Mid Management	Streets Supervisor	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
GEMA	Streets Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
SEIU	Sweeper Operator	3	40	1387	$3,463	$3,641	$3,828	$4,024	$4,229	19.98	21.00	22.08	23.21	24.40
SEIU	Traffic Control Technician	3	40	1678	$4,632	$4,870	$5,120	$5,382	$5,657	26.73	28.09	29.54	31.05	32.64
EMEA	Utilities & Engineering Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
SEIU	Utilities Maintenance Worker I	3	40	1394	$3,488	$3,666	$3,854	$4,052	$4,259	20.12	21.15	22.24	23.38	24.57
SEIU	Utilities Maintenance Worker II	3	40	1499	$3,873	$4,072	$4,281	$4,500	$4,730	22.35	23.49	24.70	25.96	27.29
Conf/Mid Management	Utilities Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
GEMA	Utilities Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
Conf/Mid Management	Utilities Supervisor	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00

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GEMA	Utilities Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
Conf/Mid Management	Utility Billing Specialist	1	E	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
GEMA	Utility Billing Specialist	1	E	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Water Conservation Technician	3	40	1501	$3,881	$4,080	$4,290	$4,509	$4,740	22.39	23.54	24.75	26.01	27.34
Conf/Mid Management	WWTP Manager	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
GEMA	WWTP Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38
SEIU	WWTP Operator I	3	40	1445	$3,670	$3,858	$4,056	$4,264	$4,482	21.17	22.26	23.40	24.60	25.86
SEIU	WWTP Operator II	3	40	1551	$4,080	$4,289	$4,509	$4,740	$4,983	23.54	24.74	26.02	27.35	28.75
Conf/Mid Management	WWTP Supervisor	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21
GEMA	WWTP Supervisor	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
SEIU	WWTP/OIT	3	40	1340	$3,304	$3,473	$3,652	$3,839	$4,035	19.06	20.04	21.07	22.15	23.28

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
Adopted/Restated by City Council: 07-19-2022; Effective Date: 12-27-2021

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$17.00	to	$20.00
NA	Certified Instructor	3	40	$15.00	to	$21.00
NA	Clerical Support	3	40	$15.00	to	$17.00
NA	Code Enforcement Officer	3	40	$15.00	to	$17.00
NA	Community Service Officer	3	40	$15.00	to	$17.00
NA	Custodian	3	40	$15.00	to	$17.00
NA	Engineering Technician Aide	3	40	$15.00	to	$17.00
NA	Facilities Host	3	40	$15.00	to	$17.00
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$15.00	to	$23.00
NA	Graffiti Control Officer	3	40	$15.00	to	$17.00
NA	Intern	3	40	$15.00	to	$17.00
NA	Management Intern	3	40	$15.00	to	$20.00
NA	Meter Reader	3	40	$15.00	to	$17.00
NA	Paint Program Coordinator	3	40	$15.00	to	$17.00
NA	Paint Program Crew Leader	3	40	$15.00	to	$17.00
NA	Parking Control Officer	3	40	$15.00	to	$17.00
NA	Pool Manager	3	40	$16.00	to	$18.00
NA	Parks/Public Works Laborer	3	40	$15.00	to	$17.00
NA	Recreation Leader I	3	40	$15.00	to	$16.00
NA	Recreation Leader II	3	40	$15.50	to	$16.50
NA	Recreation Leader III	3	40	$16.00	to	$17.00
NA	Refuse Collector	3	40	$15.00	to	$18.50
NA	Reserve Police Officer (Level I)	3	40	$21.74	to	$25.90
NA	Sports Coordinator	3	40	$21.50	to	$21.50
NA	Sports Official	3	40	$15.00	to	$21.00

Barganing Group Designation

Not Applicable — NA

Overtime Designation

3.General Employee — Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Full Time Salary Schedule Adopted by City Council August 2, 2022; Effective August 8, 2022

Part Time Salary Schedule Adopted/Restated by City Council August 2, 2022; Effective December 27, 2021

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 08-02-2022 Effective Date: 08-08-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Accountant	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
SEIU	Accounting Clerk	3	40	1313	$3,216	$3,381	$3,555	$3,737	$3,928	18.55	19.50	20.51	21.56	22.66
Conf/Mid Management	Accounting Technician I	2	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
Conf/Mid Management	Accounting Technician II	2	40	80	$4,675	$4,908	$5,154	$5,412	$5,682	26.97	28.32	29.73	31.22	32.78
Conf/Mid Management	Administrative Analyst I	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
Conf/Mid Management	Administrative Analyst II	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Administrative Assistant	3	40	1489	$3,835	$4,031	$4,238	$4,455	$4,683	22.12	23.26	24.45	25.70	27.02
Conf/Mid Management	Administrative Specialist	2	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Administrative Technician	3	40	1489	$3,835	$4,031	$4,238	$4,455	$4,683	22.12	23.26	24.45	25.70	27.02
SEIU	Animal Control Technician	3	40	1384	$3,453	$3,630	$3,816	$4,012	$4,217	19.92	20.94	22.02	23.14	24.33
SEIU	Assistant Engineer	3	40	1909	$5,835	$6,134	$6,449	$6,780	$7,126	33.66	35.39	37.21	39.11	41.11
SEIU	Assistant Planner	3	40	1755	$5,003	$5,259	$5,529	$5,812	$6,110	28.86	30.34	31.90	33.53	35.25
Conf/Mid Management	Associate Civil Engineer	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Associate Planner	3	40	1860	$5,557	$5,841	$6,141	$6,456	$6,786	32.06	33.70	35.43	37.24	39.15
SEIU	Building Inspector I	3	40	1617	$4,358	$4,851	$4,817	$5,064	$5,322	25.14	26.43	27.79	29.21	30.71
SEIU	Building Inspector II	3	40	1722	$4,841	$5,088	$5,350	$5,624	$5,911	27.93	29.36	30.86	32.45	34.10
Conf/Mid Management	Building Official	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55
Conf/Mid Management	Building Superintendent	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
Conf/Mid Management	City Clerk	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37
Conf/Mid Management	City Engineer	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
Unrepresented	City Manager	1	E	198	$15,124	$15,881	$16,675	$17,508	$18,384	87.26	91.62	96.20	101.01	106.06
SEIU	Code Compliance Officer	3	40	1597	$4,272	$4,491	$4,722	$4,963	$5,217	24.65	25.91	27.24	28.63	30.10
Conf/Mid Management	Code Compliance Supervisor	1	E	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82
SEIU	Communications Dispatch Supervisor	3	40	1643	$4,473	$4,702	$4,944	$5,197	$5,463	25.81	27.13	28.52	29.98	31.51
SEIU	Communications Dispatcher	3	40	1503	$3,889	$4,088	$4,298	$4,518	$4,749	22.44	23.59	24.80	26.07	27.40

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 08-02-2022 Effective Date: 08-08-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
EMEA	Community Development Director	1	E	165	$10,891	$11,436	$12,007	$12,608	$13,238	62.83	65.97	69.27	72.74	76.37
SEIU	Community Enhancement Officer	3	40	1299	$3,172	$3,334	$3,505	$3,685	$3,873	18.30	19.23	20.22	21.26	22.34
Conf/Mid Management	Community Relations Manager	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Computer Technician	3	40	1501	$3,881	$4,080	$4,290	$4,509	$4,740	22.39	23.54	24.75	26.01	27.34
SEIU	Construction Coordinator/Inspector	3	40	1811	$5,291	$5,562	$5,848	$6,147	$6,461	30.52	32.09	33.73	35.46	37.28
SEIU	Construction Inspector I	3	40	1610	$4,328	$4,550	$4,783	$5,028	$5,285	24.97	26.25	27.59	29.01	30.49
SEIU	Construction Inspector II	3	40	1715	$4,807	$5,053	$5,313	$5,585	$5,870	27.73	29.15	30.65	32.22	33.87
SEIU	Custodian	3	40	1164	$2,771	$2,913	$3,063	$3,220	$3,384	15.99	16.81	17.67	18.57	19.52
Unrepresented	Deputy City Manager	1	E	185	$13,289	$13,954	$14,651	$15,384	$16,153	76.67	80.50	84.53	88.75	93.19
Conf/Mid Management	Deputy Public Works Director	1	E	152	$9,570	$10,048	$10,550	$11,078	$11,632	55.21	57.97	60.87	63.91	67.11
SEIU	Development Services Assistant	3	40	1313	$3,216	$3,381	$3,555	$3,737	$3,928	18.55	19.50	20.51	21.56	22.66
SEIU	Development Services Technician	3	40	1527	$3,983	$4,187	$4,402	$4,628	$4,865	22.98	24.16	25.40	26.70	28.06
Conf/Mid Management	Engineering Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
SEIU	Engineering Technician I	3	40	1565	$4,138	$4,349	$4,573	$4,807	$5,053	23.87	25.09	26.38	27.73	29.15
SEIU	Engineering Technician II	3	40	1670	$4,595	$4,831	$5,079	$5,339	$5,612	26.51	27.87	29.30	30.80	32.38
SEIU	Facilities Maintenance Technician I	3	40	1304	$3,188	$3,351	$3,523	$3,703	$3,893	18.39	19.33	20.32	21.36	22.46
SEIU	Facilities Maintenance Technician II	3	40	1399	$3,505	$3,684	$3,874	$4,072	$4,280	20.22	21.26	22.35	23.49	24.69
EMEA	Finance Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
Conf/Mid Management	Finance Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38
Conf/Mid Management	Financial Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
Fire Management	Fire Battalion Chief	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
Fire Management	Fire Battalion Chief*	4	E	109	$8,734	$9,170	$9,629	$10,110	$10,616	35.99	37.79	39.68	41.66	43.75
Fire Management	Fire Captain*	2	24	88	$7,087	$7,441	$7,813	$8,204	$8,614	29.20	30.66	32.20	33.81	35.50
EMEA	Fire Chief	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
Fire	Fire Engineer*	4	24	71	$5,984	$6,283	$6,597	$6,927	$7,274	24.66	25.89	27.19	28.55	29.97

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 08-02-2022 Effective Date: 08-08-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Fire Marshal	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
SEIU	Fire Prevention Coordinator	3	40	1597	$4,272	$4,491	$4,722	$4,963	$5,217	24.65	25.91	27.24	28.63	30.10
Fire	Firefighter*	4	24	61	$5,417	$5,688	$5,972	$6,271	$6,585	22.32	23.44	24.61	25.84	27.13
SEIU	Fleet Mechanic I	3	40	1382	$3,446	$3,622	$3,809	$4,004	$4,208	19.88	20.90	21.97	23.10	24.28
SEIU	Fleet Mechanic II	3	40	1487	$3,827	$4,023	$4,230	$4,447	$4,674	22.08	23.21	24.40	25.65	26.96
Conf/Mid Management	Fleet Superintendent	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
Conf/Mid Management	Fleet Supervisor	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Heavy Equipment Operator	3	40	1451	$3,692	$3,881	$4,080	$4,289	$4,509	21.30	22.39	23.54	24.75	26.01
Conf/Mid Management	Housing Analyst	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
Conf/Mid Management	Human Resources Analyst	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
Unrepresented	Human Resources Manager	1	E	153	$9,665	$10,149	$10,656	$11,189	$11,748	55.76	58.55	61.48	64.55	67.78
Conf/Mid Management	Human Resources Technician	2	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
Conf/Mid Management	Information Systems Analyst	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37
Conf/Mid Management	Information Technology Manager	1	E	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00
SEIU	Landscape Services Technician	3	40	1499	$3,873	$4,072	$4,281	$4,500	$4,730	22.35	23.49	24.70	25.96	27.29
SEIU	Maintenance Worker I	3	40	1299	$3,172	$3,334	$3,505	$3,685	$3,873	18.30	19.23	20.22	21.26	22.34
SEIU	Maintenance Worker II	3	40	1404	$3,523	$3,703	$3,893	$4,093	$4,302	20.32	21.36	22.46	23.61	24.82
SEIU	Meter Reader	3	40	1299	$3,172	$3,334	$3,505	$3,685	$3,873	18.30	19.23	20.22	21.26	22.34
SEIU	Office Assistant I	3	40	1208	$2,896	$3,044	$3,201	$3,364	$3,536	16.71	17.56	18.46	19.41	20.44
SEIU	Office Assistant II	3	40	1313	$3,216	$3,381	$3,555	$3,737	$3,928	18.55	19.50	20.51	21.56	22.66
SEIU	Parking Control Officer	3	40	1302	$3,181	$3,344	$3,516	$3,696	$3,885	18.35	19.29	20.28	21.32	22.41
EMEA	Parks & Community Services Director	1	E	164	$10,783	$11,322	$11,888	$12,483	$13,107	62.21	65.32	68.59	72.02	75.62
Conf/Mid Management	Parks and Facilities Manager	1	E	134	$8,000	$8,400	$8,820	$9,261	$9,724	46.16	48.46	50.89	53.43	56.10
Conf/Mid Management	Parks Supervisor	1	E	86	$4,962	$5,210	$5,471	$5,744	$6,032	28.63	30.06	31.56	33.14	34.80
Conf/Mid Management	Payroll Analyst	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 08-02-2022 Effective Date: 08-08-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
Conf/Mid Management	Payroll Specialist	2	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68		
Conf/Mid Management	Plans Examiner	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21		
HPOA	Police Cadet	4	40	44	$3,267	$3,431	$3,602	$3,782	$3,971	18.85	19.79	20.78	21.82	22.91		
HPOA	Police Captain	1	E	152	$9,570	$10,048	$10,550	$11,078	$11,632	55.21	57.97	60.87	63.91	67.11		
EMEA	Police Chief	1	E	177	$12,272	$12,886	$13,530	$14,207	$14,917	70.80	74.34	78.06	81.96	86.06		
HPOA	Police Corporal	4	14	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44	48.76	
HPOA	Police Lieutenant	1	E	144	$8,837	$9,279	$9,743	$10,230	$10,742	50.98	53.53	56.21	59.02	61.97		
HPOA	Police Officer/Investigator*	4	14	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04	44.19	46.45
SEIU	Police Records Assistant	3	40	1345	$3,321	$3,491	$3,670	$3,858	$4,055	19.16	20.14	21.17	22.26	23.40		
HPOA	Police Sergeant	4	14	130	$7,688	$8,073	$8,476	$8,900	$9,345	44.35	46.57	48.90	51.35	53.91	56.61	
SEIU	Police Service Technician	3	40	1379	$3,436	$3,612	$3,797	$3,992	$4,196	19.82	20.84	21.91	23.03	24.20		
Conf/Mid Management	Police Support Services Administrator	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07		
Conf/Mid Management	Principal Planner	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
Conf/Mid Management	Project Manager	1	E	124	$7,243	$7,605	$7,985	$8,384	$8,803	41.78	43.87	46.07	48.37	50.79		
SEIU	Property and Evidence Technician	3	40	1461	$3,729	$3,920	$4,121	$4,332	$4,554	21.51	22.61	23.78	25.00	26.27		
EMEA	Public Works Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79		
Conf/Mid Management	Purchasing Agent	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
SEIU	Recreation Coordinator	3	40	1506	$3,901	$4,100	$4,311	$4,532	$4,763	22.50	23.66	24.87	26.14	27.48		
Conf/Mid Management	Recreation Supervisor	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57		
Conf/Mid Management	Recycling Coordinator	1	E	84	$4,865	$5,108	$5,363	$5,631	$5,913	28.06	29.47	30.94	32.49	34.11		
SEIU	Refuse Collector	3	40	1369	$3,402	$3,576	$3,759	$3,952	$4,154	19.62	20.63	21.69	22.80	23.96		
Conf/Mid Management	Refuse Manager	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30		
SEIU	Refuse Service Worker	3	40	1465	$3,744	$3,936	$4,138	$4,350	$4,572	21.60	22.71	23.87	25.09	26.38		
Conf/Mid Management	Refuse Supervisor	1	E	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68		
Conf/Mid Management	Regulatory Compliance Analyst	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57		

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 08-02-2022 Effective Date: 08-08-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Risk Management Analyst	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
Conf/Mid Management	Sanitary Sewer Collection Supervisor	1	E	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
Conf/Mid Management	Senior Administrative Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
Conf/Mid Management	Senior Civil Engineer	1	E	129	$7,612	$7,993	$8,392	$8,812	$9,252	43.92	46.11	48.42	50.84	53.38
SEIU	Senior Custodian	3	40	1260	$3,050	$3,207	$3,371	$3,544	$3,725	17.60	18.50	19.45	20.45	21.49
SEIU	Senior Fleet Mechanic	3	40	1582	$4,209	$4,424	$4,651	$4,889	$5,139	24.28	25.52	26.83	28.21	29.65
SEIU	Senior Maintenance Worker	3	40	1499	$3,873	$4,072	$4,281	$4,500	$4,730	22.35	23.49	24.70	25.96	27.29
Conf/Mid Management	Senior Planner	1	E	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85
Conf/Mid Management	Senior Plans Examiner	1	E	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52
SEIU	Senior Police Records Assistant	3	40	1440	$3,652	$3,839	$4,036	$4,242	$4,459	21.07	22.14	23.28	24.48	25.73
SEIU	Senior Refuse Collector	3	40	1618	$4,363	$4,586	$4,822	$5,069	$5,328	25.17	26.46	27.82	29.24	30.74
SEIU	Senior Utilities Maintenance Worker	3	40	1595	$4,264	$4,482	$4,712	$4,953	$5,207	24.60	25.86	27.18	28.58	30.04
SEIU	Shop and Parts Specialist	3	40	1487	$3,827	$4,023	$4,230	$4,447	$4,674	22.08	23.21	24.40	25.65	26.96
Conf/Mid Management	Streets Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
GEMA	Streets Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
Conf/Mid Management	Streets Supervisor	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
GEMA	Streets Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
SEIU	Sweeper Operator	3	40	1387	$3,463	$3,641	$3,828	$4,024	$4,229	19.98	21.00	22.08	23.21	24.40
SEIU	Traffic Control Technician	3	40	1678	$4,632	$4,870	$5,120	$5,382	$5,657	26.73	28.09	29.54	31.05	32.64
EMEA	Utilities & Engineering Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
SEIU	Utilities Maintenance Worker I	3	40	1394	$3,488	$3,666	$3,854	$4,052	$4,259	20.12	21.15	22.24	23.38	24.57
SEIU	Utilities Maintenance Worker II	3	40	1499	$3,873	$4,072	$4,281	$4,500	$4,730	22.35	23.49	24.70	25.96	27.29
Conf/Mid Management	Utilities Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
GEMA	Utilities Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
Conf/Mid Management	Utilities Supervisor	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 08-02-2022 Effective Date: 08-08-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
GEMA	Utilities Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
Conf/Mid Management	Utility Billing Specialist	1	E	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
GEMA	Utility Billing Specialist	1	E	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Water Conservation Technician	3	40	1501	$3,881	$4,080	$4,290	$4,509	$4,740	22.39	23.54	24.75	26.01	27.34
Conf/Mid Management	WWTP Manager	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
GEMA	WWTP Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38
SEIU	WWTP Operator I	3	40	1445	$3,670	$3,858	$4,056	$4,264	$4,482	21.17	22.26	23.40	24.60	25.86
SEIU	WWTP Operator II	3	40	1551	$4,080	$4,289	$4,509	$4,740	$4,983	23.54	24.74	26.02	27.35	28.75
Conf/Mid Management	WWTP Supervisor	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21
GEMA	WWTP Supervisor	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
SEIU	WWTP/OIT	3	40	1340	$3,304	$3,473	$3,652	$3,839	$4,035	19.06	20.04	21.07	22.15	23.28

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
Adopted/Restated by City Council: 08-02-2022; Effective Date: 12-27-2021

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$17.00	to	$20.00
NA	Certified Instructor	3	40	$15.00	to	$21.00
NA	Clerical Support	3	40	$15.00	to	$17.00
NA	Code Enforcement Officer	3	40	$15.00	to	$17.00
NA	Community Service Officer	3	40	$15.00	to	$17.00
NA	Custodian	3	40	$15.00	to	$17.00
NA	Engineering Technician Aide	3	40	$15.00	to	$17.00
NA	Facilities Host	3	40	$15.00	to	$17.00
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$15.00	to	$23.00
NA	Graffiti Control Officer	3	40	$15.00	to	$17.00
NA	Intern	3	40	$15.00	to	$17.00
NA	Management Intern	3	40	$15.00	to	$20.00
NA	Meter Reader	3	40	$15.00	to	$17.00
NA	Paint Program Coordinator	3	40	$15.00	to	$17.00
NA	Paint Program Crew Leader	3	40	$15.00	to	$17.00
NA	Parking Control Officer	3	40	$15.00	to	$17.00
NA	Pool Manager	3	40	$16.00	to	$18.00
NA	Parks/Public Works Laborer	3	40	$15.00	to	$17.00
NA	Recreation Leader I	3	40	$15.00	to	$16.00
NA	Recreation Leader II	3	40	$15.50	to	$16.50
NA	Recreation Leader III	3	40	$16.00	to	$17.00
NA	Refuse Collector	3	40	$15.00	to	$18.50
NA	Reserve Police Officer (Level I)	3	40	$21.74	to	$25.90
NA	Sports Coordinator	3	40	$21.50	to	$21.50
NA	Sports Official	3	40	$15.00	to	$21.00

Barganing Group Designation

Not Applicable — NA

Overtime Designation

3.General Employee — Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Full Time Salary Schedule Adopted by City Council September 20, 2022; Effective October 3, 2022

Part Time Salary Schedule Adopted/Restated by City Council September 20, 2022; Effective December 27, 2021

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 09-20-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Accountant	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
SEIU	Accounting Clerk	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56
Conf/Mid Management	Accounting Technician I	2	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
Conf/Mid Management	Accounting Technician II	2	40	80	$4,675	$4,908	$5,154	$5,412	$5,682	26.97	28.32	29.73	31.22	32.78
Conf/Mid Management	Administrative Analyst I	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
Conf/Mid Management	Administrative Analyst II	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Administrative Assistant	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
Conf/Mid Management	Administrative Specialist	2	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Administrative Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	Animal Control Technician	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
SEIU	Assistant Planner	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
Conf/Mid Management	Associate Civil Engineer	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Building Inspector I	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Building Inspector II	3	40	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06
Conf/Mid Management	Building Official	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55
Conf/Mid Management	Building Superintendent	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
Conf/Mid Management	City Clerk	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37
Conf/Mid Management	City Engineer	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
Unrepresented	City Manager	1	E	198	$15,124	$15,881	$16,675	$17,508	$18,384	87.26	91.62	96.20	101.01	106.06
SEIU	Code Compliance Officer	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
Conf/Mid Management	Code Compliance Supervisor	1	E	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82
SEIU	Communications Dispatch Supervisor	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
SEIU	Communications Dispatcher	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
EMEA	Community Development Director	1	E	165	$10,891	$11,436	$12,007	$12,608	$13,238	62.83	65.97	69.27	72.74	76.37
SEIU	Community Enhancement Officer	3	40	53	$3,573	$3,752	$3,940	$4,137	$4,343	20.62	21.65	22.73	23.87	25.06

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 09-20-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Community Relations Manager	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Computer Technician	3	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
SEIU	Construction Coordinator/Inspector	3	40	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21
SEIU	Construction Inspector I	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Construction Inspector II	3	40	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
SEIU	Custodian	3	40	43	$3,235	$3,397	$3,566	$3,745	$3,932	18.66	19.60	20.58	21.60	22.68
Unrepresented	Deputy City Manager	1	E	185	$13,289	$13,954	$14,651	$15,384	$16,153	76.67	80.50	84.53	88.75	93.19
Conf/Mid Management	Deputy Public Works Director	1	E	152	$9,570	$10,048	$10,550	$11,078	$11,632	55.21	57.97	60.87	63.91	67.11
SEIU	Development Services Assistant	3	40	56	$3,682	$3,866	$4,059	$4,262	$4,475	21.24	22.30	23.42	24.59	25.82
SEIU	Development Services Technician	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
Conf/Mid Management	Engineering Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
SEIU	Engineering Technician I	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
SEIU	Engineering Technician II	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Facilities Maintenance Technician I	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34
SEIU	Facilities Maintenance Technician II	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09
EMEA	Finance Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
Conf/Mid Management	Finance Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38
Conf/Mid Management	Financial Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
Fire Management	Fire Battalion Chief*	4	E	109	$8,734	$9,170	$9,629	$10,110	$10,616	35.99	37.79	39.68	41.66	43.75
Fire Management	Fire Battalion Chief	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
Fire Management	Fire Captain*	2	24	88	$7,087	$7,441	$7,813	$8,204	$8,614	29.20	30.66	32.20	33.81	35.50
EMEA	Fire Chief	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
Fire	Fire Engineer*	4	24	71	$5,984	$6,283	$6,597	$6,927	$7,274	24.66	25.89	27.19	28.55	29.97
Conf/Mid Management	Fire Marshal	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
Fire	Firefighter*	4	24	61	$5,417	$5,688	$5,972	$6,271	$6,585	22.32	23.44	24.61	25.84	27.13

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 09-20-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
SEIU	Fleet Mechanic I	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Fleet Mechanic II	3	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88
Conf/Mid Management	Fleet Superintendent	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
Conf/Mid Management	Fleet Supervisor	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Heavy Equipment Operator	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09
Conf/Mid Management	Housing Analyst	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Housing Program Specialist	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
Conf/Mid Management	Human Resources Analyst	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
Unrepresented	Human Resources Manager	1	E	153	$9,665	$10,149	$10,656	$11,189	$11,748	55.76	58.55	61.48	64.55	67.78
Conf/Mid Management	Human Resources Technician	2	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
Conf/Mid Management	Information Systems Analyst	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37
Conf/Mid Management	Information Technology Manager	1	E	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00
SEIU	Landscape Services Technician	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
SEIU	Maintenance Worker I	3	40	53	$3,573	$3,752	$3,940	$4,137	$4,343	20.62	21.65	22.73	23.87	25.06
SEIU	Maintenance Worker II	3	40	63	$3,947	$4,145	$4,352	$4,569	$4,798	22.77	23.91	25.11	26.36	27.68
SEIU	Meter Reader	3	40	56	$3,682	$3,866	$4,059	$4,262	$4,475	21.24	22.30	23.42	24.59	25.82
SEIU	Office Assistant I	3	40	36	$3,017	$3,168	$3,327	$3,493	$3,667	17.41	18.28	19.19	20.15	21.16
SEIU	Office Assistant II	3	40	46	$3,333	$3,500	$3,675	$3,858	$4,051	19.23	20.19	21.20	22.26	23.37
SEIU	Parking Control Officer	3	40	46	$3,333	$3,500	$3,675	$3,858	$4,051	19.23	20.19	21.20	22.26	23.37
EMEA	Parks & Community Services Director	1	E	164	$10,783	$11,322	$11,888	$12,483	$13,107	62.21	65.32	68.59	72.02	75.62
Conf/Mid Management	Parks and Facilities Manager	1	E	134	$8,000	$8,400	$8,820	$9,261	$9,724	46.16	48.46	50.89	53.43	56.10
Conf/Mid Management	Parks Supervisor	1	E	86	$4,962	$5,210	$5,471	$5,744	$6,032	28.63	30.06	31.56	33.14	34.80
Conf/Mid Management	Payroll Analyst	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
Conf/Mid Management	Payroll Specialist	2	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
Conf/Mid Management	Plans Examiner	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 09-20-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
HPOA	Police Cadet	4	40	44	$3,267	$3,431	$3,602	$3,782	$3,971	18.85	19.79	20.78	21.82	22.91		
HPOA	Police Captain	1	E	152	$9,570	$10,048	$10,550	$11,078	$11,632	55.21	57.97	60.87	63.91	67.11		
EMEA	Police Chief	1	E	177	$12,272	$12,886	$13,530	$14,207	$14,917	70.80	74.34	78.06	81.96	86.06		
HPOA	Police Corporal	4	14	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44	48.76	
HPOA	Police Lieutenant	1	E	144	$8,837	$9,279	$9,743	$10,230	$10,742	50.98	53.53	56.21	59.02	61.97		
HPOA	Police Officer/Investigator*	4	14	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04	44.19	46.45
SEIU	Police Records Assistant	3	40	54	$3,609	$3,790	$3,979	$4,178	$4,387	20.82	21.86	22.96	24.10	25.31		
HPOA	Police Sergeant	4	14	130	$7,688	$8,073	$8,476	$8,900	$9,345	44.35	46.57	48.90	51.35	53.91	56.61	
SEIU	Police Service Technician	3	40	56	$3,682	$3,866	$4,059	$4,262	$4,475	21.24	22.30	23.42	24.59	25.82		
Conf/Mid Management	Police Support Services Administrator	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07		
Conf/Mid Management	Principal Planner	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
Conf/Mid Management	Project Manager	1	E	124	$7,243	$7,605	$7,985	$8,384	$8,803	41.78	43.87	46.07	48.37	50.79		
SEIU	Property and Evidence Technician	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13		
EMEA	Public Works Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79		
Conf/Mid Management	Purchasing Agent	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
SEIU	Recreation Coordinator	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
Conf/Mid Management	Recreation Supervisor	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57		
Conf/Mid Management	Recycling Coordinator	1	E	84	$4,865	$5,108	$5,363	$5,631	$5,913	28.06	29.47	30.94	32.49	34.11		
SEIU	Refuse Collector	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41		
Conf/Mid Management	Refuse Manager	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30		
SEIU	Refuse Service Worker	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27		
Conf/Mid Management	Refuse Supervisor	1	E	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68		
Conf/Mid Management	Regulatory Compliance Analyst	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57		
Conf/Mid Management	Risk Management Analyst	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88		
Conf/Mid Management	Sanitary Sewer Collection Supervisor	1	E	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44		

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 09-20-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Senior Administrative Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
Conf/Mid Management	Senior Civil Engineer	1	E	129	$7,612	$7,993	$8,392	$8,812	$9,252	43.92	46.11	48.42	50.84	53.38
SEIU	Senior Custodian	3	40	53	$3,573	$3,752	$3,940	$4,137	$4,343	20.62	21.65	22.73	23.87	25.06
SEIU	Senior Fleet Mechanic	3	40	84	$4,865	$5,108	$5,363	$5,631	$5,913	28.06	29.47	30.94	32.49	34.11
SEIU	Senior Maintenance Worker	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
Conf/Mid Management	Senior Planner	1	E	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85
Conf/Mid Management	Senior Plans Examiner	1	E	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52
SEIU	Senior Police Records Assistant	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Senior Refuse Collector	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Senior Utilities Maintenance Worker	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Shop and Parts Specialist	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
Conf/Mid Management	Streets Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
Conf/Mid Management	Streets Supervisor	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
SEIU	Sweeper Operator	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41
SEIU	Traffic Control Technician	3	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50
SEIU	Utilities Maintenance Worker I	3	40	63	$3,947	$4,145	$4,352	$4,569	$4,798	22.77	23.91	25.11	26.36	27.68
SEIU	Utilities Maintenance Worker II	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
Conf/Mid Management	Utilities Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
Conf/Mid Management	Utilities Supervisor	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
Conf/Mid Management	Utility Billing Specialist	1	E	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Water Conservation Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
Conf/Mid Management	WWTP Manager	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
SEIU	WWTP Operator I	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
SEIU	WWTP Operator II	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
Conf/Mid Management	WWTP Supervisor	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 09-20-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
SEIU	WWTP/OIT	3	40	56	$3,682	$3,866	$4,059	$4,262	$4,475	21.24	22.30	23.42	24.59	25.82
SEIU	Streets Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
GEMA	Streets Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
GEMA	Streets Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
SEIU	Sweeper Operator	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52
SEIU	Traffic Control Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
EMEA	Utilities & Engineering Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
SEIU	Utilities Maintenance Worker I	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
SEIU	Utilities Maintenance Worker II	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
GEMA	Utilities Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
GEMA	Utilities Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
GEMA	Utility Billing Specialist	1	E	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Water Conservation Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
GEMA	WWTP Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38
SEIU	WWTP Operator I	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	WWTP Operator II	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
GEMA	WWTP Supervisor	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
SEIU	WWTP/OIT	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
Adopted/Restated by City Council: 09-20-2022; Effective Date: 12-27-2021

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$17.00	to	$20.00
NA	Certified Instructor	3	40	$15.00	to	$21.00
NA	Clerical Support	3	40	$15.00	to	$17.00
NA	Code Enforcement Officer	3	40	$15.00	to	$17.00
NA	Community Service Officer	3	40	$15.00	to	$17.00
NA	Custodian	3	40	$15.00	to	$17.00
NA	Engineering Technician Aide	3	40	$15.00	to	$17.00
NA	Facilities Host	3	40	$15.00	to	$17.00
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$15.00	to	$23.00
NA	Graffiti Control Officer	3	40	$15.00	to	$17.00
NA	Intern	3	40	$15.00	to	$17.00
NA	Management Intern	3	40	$15.00	to	$20.00
NA	Meter Reader	3	40	$15.00	to	$17.00
NA	Paint Program Coordinator	3	40	$15.00	to	$17.00
NA	Paint Program Crew Leader	3	40	$15.00	to	$17.00
NA	Parking Control Officer	3	40	$15.00	to	$17.00
NA	Pool Manager	3	40	$16.00	to	$18.00
NA	Parks/Public Works Laborer	3	40	$15.00	to	$17.00
NA	Recreation Leader I	3	40	$15.00	to	$16.00
NA	Recreation Leader II	3	40	$15.50	to	$16.50
NA	Recreation Leader III	3	40	$16.00	to	$17.00
NA	Refuse Collector	3	40	$15.00	to	$18.50
NA	Reserve Police Officer (Level I)	3	40	$21.74	to	$25.90
NA	Sports Coordinator	3	40	$21.50	to	$21.50
NA	Sports Official	3	40	$15.00	to	$21.00

Barganing Group Designation

Not Applicable — NA

Overtime Designation

3.General Employee — Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Full Time Salary Schedule Adopted/Restated by City Council November 15, 2022; Effective Date: October 3, 2022

Part Time Salary Schedule Adopted by City Council November 15, 2022; Effective December 26, 2022

City of Hanford Full-Time Salary Schedule
Restated by City Council: 11-15-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Accountant	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
SEIU	Accounting Clerk	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56
Conf/Mid Management	Accounting Technician I	2	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
Conf/Mid Management	Accounting Technician II	2	40	80	$4,675	$4,908	$5,154	$5,412	$5,682	26.97	28.32	29.73	31.22	32.78
Conf/Mid Management	Administrative Analyst I	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
Conf/Mid Management	Administrative Analyst II	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Administrative Assistant	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
Conf/Mid Management	Administrative Specialist	2	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Administrative Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	Animal Control Technician	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
SEIU	Assistant Planner	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
Conf/Mid Management	Associate Civil Engineer	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Building Inspector I	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Building Inspector II	3	40	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06
Conf/Mid Management	Building Official	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55
Conf/Mid Management	Building Superintendent	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
Conf/Mid Management	City Clerk	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37
Conf/Mid Management	City Engineer	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
Unrepresented	City Manager	1	E	198	$15,124	$15,881	$16,675	$17,508	$18,384	87.26	91.62	96.20	101.01	106.06
SEIU	Code Compliance Officer	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
Conf/Mid Management	Code Compliance Supervisor	1	E	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82
SEIU	Communications Dispatch Supervisor	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
SEIU	Communications Dispatcher	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
EMEA	Community Development Director	1	E	165	$10,891	$11,436	$12,007	$12,608	$13,238	62.83	65.97	69.27	72.74	76.37
SEIU	Community Enhancement Officer	3	40	53	$3,573	$3,752	$3,940	$4,137	$4,343	20.62	21.65	22.73	23.87	25.06

City of Hanford Full-Time Salary Schedule
Restated by City Council: 11-15-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Community Relations Manager	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Computer Technician	3	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
SEIU	Construction Coordinator/Inspector	3	40	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21
SEIU	Construction Inspector I	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Construction Inspector II	3	40	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
SEIU	Custodian	3	40	43	$3,235	$3,397	$3,566	$3,745	$3,932	18.66	19.60	20.58	21.60	22.68
Unrepresented	Deputy City Manager	1	E	185	$13,289	$13,954	$14,651	$15,384	$16,153	76.67	80.50	84.53	88.75	93.19
Conf/Mid Management	Deputy Public Works Director	1	E	152	$9,570	$10,048	$10,550	$11,078	$11,632	55.21	57.97	60.87	63.91	67.11
SEIU	Development Services Assistant	3	40	56	$3,682	$3,866	$4,059	$4,262	$4,475	21.24	22.30	23.42	24.59	25.82
SEIU	Development Services Technician	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
Conf/Mid Management	Engineering Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
SEIU	Engineering Technician I	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
SEIU	Engineering Technician II	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Facilities Maintenance Technician I	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34
SEIU	Facilities Maintenance Technician II	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09
EMEA	Finance Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
Conf/Mid Management	Finance Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38
Conf/Mid Management	Financial Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
Fire Management	Fire Battalion Chief*	4	E	109	$8,734	$9,170	$9,629	$10,110	$10,616	35.99	37.79	39.68	41.66	43.75
Fire Management	Fire Battalion Chief	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
Fire Management	Fire Captain*	2	24	88	$7,087	$7,441	$7,813	$8,204	$8,614	29.20	30.66	32.20	33.81	35.50
EMEA	Fire Chief	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
Fire	Fire Engineer*	4	24	71	$5,984	$6,283	$6,597	$6,927	$7,274	24.66	25.89	27.19	28.55	29.97
Conf/Mid Management	Fire Marshal	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
Fire	Firefighter*	4	24	61	$5,417	$5,688	$5,972	$6,271	$6,585	22.32	23.44	24.61	25.84	27.13

City of Hanford Full-Time Salary Schedule
Restated by City Council: 11-15-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
SEIU	Fleet Mechanic I	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Fleet Mechanic II	3	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88
Conf/Mid Management	Fleet Superintendent	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
Conf/Mid Management	Fleet Supervisor	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Heavy Equipment Operator	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09
Conf/Mid Management	Housing Analyst	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Housing Program Specialist	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
Conf/Mid Management	Human Resources Analyst	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
Unrepresented	Human Resources Manager	1	E	153	$9,665	$10,149	$10,656	$11,189	$11,748	55.76	58.55	61.48	64.55	67.78
Conf/Mid Management	Human Resources Technician	2	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
Conf/Mid Management	Information Systems Analyst	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37
Conf/Mid Management	Information Technology Manager	1	E	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00
SEIU	Landscape Services Technician	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
SEIU	Maintenance Worker I	3	40	53	$3,573	$3,752	$3,940	$4,137	$4,343	20.62	21.65	22.73	23.87	25.06
SEIU	Maintenance Worker II	3	40	63	$3,947	$4,145	$4,352	$4,569	$4,798	22.77	23.91	25.11	26.36	27.68
SEIU	Meter Reader	3	40	56	$3,682	$3,866	$4,059	$4,262	$4,475	21.24	22.30	23.42	24.59	25.82
SEIU	Office Assistant I	3	40	36	$3,017	$3,168	$3,327	$3,493	$3,667	17.41	18.28	19.19	20.15	21.16
SEIU	Office Assistant II	3	40	46	$3,333	$3,500	$3,675	$3,858	$4,051	19.23	20.19	21.20	22.26	23.37
SEIU	Parking Control Officer	3	40	46	$3,333	$3,500	$3,675	$3,858	$4,051	19.23	20.19	21.20	22.26	23.37
EMEA	Parks & Community Services Director	1	E	164	$10,783	$11,322	$11,888	$12,483	$13,107	62.21	65.32	68.59	72.02	75.62
Conf/Mid Management	Parks and Facilities Manager	1	E	134	$8,000	$8,400	$8,820	$9,261	$9,724	46.16	48.46	50.89	53.43	56.10
Conf/Mid Management	Parks Supervisor	1	E	86	$4,962	$5,210	$5,471	$5,744	$6,032	28.63	30.06	31.56	33.14	34.80
Conf/Mid Management	Payroll Analyst	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
Conf/Mid Management	Payroll Specialist	2	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
Conf/Mid Management	Plans Examiner	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21

City of Hanford Full-Time Salary Schedule
Restated by City Council: 11-15-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
HPOA	Police Cadet	4	40	44	$3,267	$3,431	$3,602	$3,782	$3,971	18.85	19.79	20.78	21.82	22.91		
HPOA	Police Captain	1	E	152	$9,570	$10,048	$10,550	$11,078	$11,632	55.21	57.97	60.87	63.91	67.11		
EMEA	Police Chief	1	E	177	$12,272	$12,886	$13,530	$14,207	$14,917	70.80	74.34	78.06	81.96	86.06		
HPOA	Police Corporal	4	14	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44	48.76	
HPOA	Police Lieutenant	1	E	144	$8,837	$9,279	$9,743	$10,230	$10,742	50.98	53.53	56.21	59.02	61.97		
HPOA	Police Officer/Investigator*	4	14	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04	44.19	46.45
SEIU	Police Records Assistant	3	40	54	$3,609	$3,790	$3,979	$4,178	$4,387	20.82	21.86	22.96	24.10	25.31		
HPOA	Police Sergeant	4	14	130	$7,688	$8,073	$8,476	$8,900	$9,345	44.35	46.57	48.90	51.35	53.91	56.61	
SEIU	Police Service Technician	3	40	56	$3,682	$3,866	$4,059	$4,262	$4,475	21.24	22.30	23.42	24.59	25.82		
Conf/Mid Management	Police Support Services Administrator	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07		
Conf/Mid Management	Principal Planner	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
Conf/Mid Management	Project Manager	1	E	124	$7,243	$7,605	$7,985	$8,384	$8,803	41.78	43.87	46.07	48.37	50.79		
SEIU	Property and Evidence Technician	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13		
EMEA	Public Works Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79		
Conf/Mid Management	Purchasing Agent	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
SEIU	Recreation Coordinator	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
Conf/Mid Management	Recreation Supervisor	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57		
Conf/Mid Management	Recycling Coordinator	1	E	84	$4,865	$5,108	$5,363	$5,631	$5,913	28.06	29.47	30.94	32.49	34.11		
SEIU	Refuse Collector	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41		
Conf/Mid Management	Refuse Manager	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30		
SEIU	Refuse Service Worker	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27		
Conf/Mid Management	Refuse Supervisor	1	E	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68		
Conf/Mid Management	Regulatory Compliance Analyst	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57		
Conf/Mid Management	Risk Management Analyst	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88		
Conf/Mid Management	Sanitary Sewer Collection Supervisor	1	E	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44		

City of Hanford Full-Time Salary Schedule
Restated by City Council: 11-15-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
Conf/Mid Management	Senior Administrative Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
Conf/Mid Management	Senior Civil Engineer	1	E	129	$7,612	$7,993	$8,392	$8,812	$9,252	43.92	46.11	48.42	50.84	53.38
SEIU	Senior Custodian	3	40	53	$3,573	$3,752	$3,940	$4,137	$4,343	20.62	21.65	22.73	23.87	25.06
SEIU	Senior Fleet Mechanic	3	40	84	$4,865	$5,108	$5,363	$5,631	$5,913	28.06	29.47	30.94	32.49	34.11
SEIU	Senior Maintenance Worker	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
Conf/Mid Management	Senior Planner	1	E	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85
Conf/Mid Management	Senior Plans Examiner	1	E	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52
SEIU	Senior Police Records Assistant	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Senior Refuse Collector	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Senior Utilities Maintenance Worker	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Shop and Parts Specialist	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
Conf/Mid Management	Streets Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
Conf/Mid Management	Streets Supervisor	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
SEIU	Sweeper Operator	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41
SEIU	Traffic Control Technician	3	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50
SEIU	Utilities Maintenance Worker I	3	40	63	$3,947	$4,145	$4,352	$4,569	$4,798	22.77	23.91	25.11	26.36	27.68
SEIU	Utilities Maintenance Worker II	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
Conf/Mid Management	Utilities Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
Conf/Mid Management	Utilities Supervisor	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
Conf/Mid Management	Utility Billing Specialist	1	E	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Water Conservation Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
Conf/Mid Management	WWTP Manager	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
SEIU	WWTP Operator I	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
SEIU	WWTP Operator II	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
Conf/Mid Management	WWTP Supervisor	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21

City of Hanford Full-Time Salary Schedule
Restated by City Council: 11-15-2022 Effective Date: 10-03-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
SEIU	WWTP/OIT	3	40	56	$3,682	$3,866	$4,059	$4,262	$4,475	21.24	22.30	23.42	24.59	25.82
SEIU	Streets Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
GEMA	Streets Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
GEMA	Streets Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
SEIU	Sweeper Operator	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52
SEIU	Traffic Control Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
EMEA	Utilities & Engineering Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07
SEIU	Utilities Maintenance Worker I	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
SEIU	Utilities Maintenance Worker II	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
GEMA	Utilities Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
GEMA	Utilities Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
GEMA	Utility Billing Specialist	1	E	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Water Conservation Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
GEMA	WWTP Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38
SEIU	WWTP Operator I	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	WWTP Operator II	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
GEMA	WWTP Supervisor	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
SEIU	WWTP/OIT	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Adoption Date: 11-15-2022; Effective Date: 12-26-2022

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Certified Instructor	3	40	$15.50	to	$21.50
NA	Clerical Support	3	40	$15.50	to	$17.50
NA	Code Enforcement Officer	3	40	$15.50	to	$17.50
NA	Community Service Officer	3	40	$15.50	to	$17.50
NA	Custodian	3	40	$15.50	to	$17.50
NA	Engineering Technician Aide	3	40	$15.50	to	$17.50
NA	Facilities Host	3	40	$15.50	to	$17.50
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$15.50	to	$23.50
NA	Graffiti Control Officer	3	40	$15.50	to	$17.50
NA	Intern	3	40	$15.50	to	$17.50
NA	Management Intern	3	40	$15.50	to	$20.50
NA	Meter Reader	3	40	$15.50	to	$17.50
NA	Paint Program Coordinator/Crew Leader	3	40	$15.50	to	$17.50
NA	Parking Control Officer	3	40	$15.50	to	$17.50
NA	Pool Manager	3	40	$16.50	to	$18.50
NA	Parks/Public Works Laborer	3	40	$15.50	to	$17.50
NA	Recreation Leader I	3	40	$15.50	to	$16.50
NA	Recreation Leader II	3	40	$16.00	to	$17.00
NA	Recreation Leader III	3	40	$16.50	to	$17.50
NA	Refuse Collector	3	40	$15.50	to	$19.00
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$15.50	to	$21.50

Barganing Group Designation

Not Applicable — NA

Overtime Designation

3.General Employee — Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.



Salary Schedules
Adopted by City Council June 6, 2023
Effective Date: July 10, 2023

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 06-06-2023 Effective Date: 07-10-2023

BARGAINING UNIT	JOB TITLE	OVERTIME DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
GEMA	Accountant	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
SEIU	Accounting Clerk	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
GEMA	Accounting Technician I	2	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
GEMA	Accounting Technician II	2	40	82	$4,769	$5,007	$5,257	$5,520	$5,796	27.51	28.89	30.33	31.85	33.44
GEMA	Administrative Analyst I	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
GEMA	Administrative Analyst II	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21
SEIU	Administrative Assistant	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
GEMA	Administrative Specialist	2	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Administrative Technician	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Animal Control Technician	3	40	63	$3,947	$4,145	$4,352	$4,569	$4,798	22.77	23.91	25.11	26.36	27.68
GEMA	Assistant Engineer	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
SEIU	Assistant Planner	3	40	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
GEMA	Associate Civil Engineer	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
GEMA	Associate Planner	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
SEIU	Building Inspector I	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Building Inspector II	3	40	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82
GEMA	Building Official	1	E	135	$8,080	$8,484	$8,909	$9,354	$9,822	46.62	48.95	51.40	53.97	56.66
GEMA	Building Superintendent	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75
GEMA	City Clerk	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
GEMA	City Engineer	1	E	162	$10,571	$11,099	$11,654	$12,237	$12,849	60.99	64.03	67.24	70.60	74.13
Unrepresented	City Manager	1	E	198	$15,124	$15,881	$16,675	$17,508	$18,384	87.26	91.62	96.20	101.01	106.06
SEIU	Code Compliance Officer	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
GEMA	Code Compliance Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Communications Dispatch Supervisor	3	40	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 06-06-2023 Effective Date: 07-10-2023

BARGAINING UNIT	JOB TITLE	OVERTIME DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
SEIU	Communications Dispatcher	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
EMEA	Community Development Director	1	E	167	$11,110	$11,665	$12,249	$12,861	$13,504	64.10	67.30	70.67	74.20	77.91
SEIU	Community Enhancement Officer	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56
GEMA	Community Relations Manager	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
SEIU	Computer Technician	3	40	80	$4,675	$4,908	$5,154	$5,412	$5,682	26.97	28.32	29.73	31.22	32.78
SEIU	Construction Coordinator/Inspector	3	40	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	Construction Inspector I	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Construction Inspector II	3	40	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06
SEIU	Custodian	3	40	45	$3,300	$3,465	$3,638	$3,820	$4,011	19.04	19.99	20.99	22.04	23.14
Unrepresented	Deputy City Manager	1	E	187	$13,556	$14,234	$14,946	$15,693	$16,478	78.21	82.12	86.23	90.54	95.06
GEMA	Deputy Public Works Director	1	E	154	$9,762	$10,250	$10,763	$11,301	$11,866	56.32	59.13	62.09	65.20	68.46
SEIU	Development Services Assistant	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34
SEIU	Development Services Technician	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
GEMA	Engineering Manager	1	E	144	$8,837	$9,279	$9,743	$10,230	$10,742	50.98	53.53	56.21	59.02	61.97
SEIU	Engineering Technician I	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	Engineering Technician II	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Facilities Maintenance Technician I	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Facilities Maintenance Technician II	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
EMEA	Finance Director	1	E	173	$11,793	$12,383	$13,002	$13,652	$14,335	68.04	71.44	75.01	78.76	82.70
GEMA	Finance Manager	1	E	140	$8,492	$8,917	$9,363	$9,831	$10,323	49.00	51.44	54.02	56.72	59.55
GEMA	Financial Analyst	1	E	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52
IAFF	Fire Battalion Chief*	4	E	111	$8,909	$9,355	$9,823	$10,314	$10,829	36.71	38.55	40.48	42.50	44.63
IAFF	Fire Battalion Chief	1	E	144	$8,837	$9,279	$9,743	$10,230	$10,742	50.98	53.53	56.21	59.02	61.97
IAFF	Fire Captain*	4	24	90	$7,229	$7,591	$7,970	$8,369	$8,787	29.79	31.28	32.84	34.49	36.21

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 06-06-2023 Effective Date: 07-10-2023

BARGAINING UNIT	JOB TITLE	OVERTIME DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
EMEA	Fire Chief	1	E	173	$11,793	$12,383	$13,002	$13,652	$14,335	68.04	71.44	75.01	78.76	82.70
IAFF	Fire Engineer*	4	24	73	$6,104	$6,409	$6,730	$7,066	$7,420	25.15	26.41	27.73	29.12	30.58
GEMA	Fire Marshal	1	E	116	$6,688	$7,023	$7,374	$7,743	$8,130	38.59	40.52	42.54	44.67	46.90
GEMA	Fire Prevention Coordinator	1	E	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
IAFF	Firefighter*	4	24	63	$5,526	$5,802	$6,093	$6,397	$6,717	22.77	23.91	25.11	26.36	27.68
SEIU	Fleet Mechanic I	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52
SEIU	Fleet Mechanic II	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50
GEMA	Fleet Superintendent	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75
GEMA	Fleet Supervisor	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
SEIU	Heavy Equipment Operator	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
GEMA	Housing Analyst	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21
SEIU	Housing Program Specialist	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
GEMA	Human Resources Analyst I	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
GEMA	Human Resources Analyst II	1	E	116	$6,688	$7,023	$7,374	$7,743	$8,130	38.59	40.52	42.54	44.67	46.90
Unrepresented	Human Resources Manager	1	E	155	$9,860	$10,353	$10,870	$11,414	$11,984	56.88	59.73	62.71	65.85	69.14
GEMA	Human Resources Technician	2	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
GEMA	Information Systems Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
GEMA	Information Systems Specialist	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
GEMA	Information Technology Manager	1	E	134	$8,000	$8,400	$8,820	$9,261	$9,724	46.16	48.46	50.89	53.43	56.10
SEIU	Landscape Services Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	Maintenance Worker I	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56
SEIU	Maintenance Worker II	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
SEIU	Meter Reader	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34
SEIU	Office Assistant I	3	40	38	$3,078	$3,232	$3,393	$3,563	$3,741	17.76	18.65	19.58	20.56	21.58

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 06-06-2023 Effective Date: 07-10-2023

BARGAINING UNIT	JOB TITLE	OVERTIME DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX		
SEIU	Office Assistant II	3	40	48	$3,400	$3,570	$3,748	$3,936	$4,133	19.61	20.60	21.63	22.71	23.84		
SEIU	Parking Control Officer	3	40	48	$3,400	$3,570	$3,748	$3,936	$4,133	19.61	20.60	21.63	22.71	23.84		
EMEA	Parks & Community Services Director	1	E	166	$11,000	$11,550	$12,127	$12,734	$13,371	63.46	66.63	69.97	73.46	77.14		
GEMA	Parks and Facilities Manager	1	E	136	$8,161	$8,569	$8,998	$9,448	$9,920	47.08	49.44	51.91	54.50	57.23		
GEMA	Parks Supervisor	1	E	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50		
GEMA	Payroll Analyst	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31		
GEMA	Payroll Specialist	2	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27		
GEMA	Plans Examiner	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04		
HPOA	Police Cadet	4	40	46	$3,333	$3,500	$3,675	$3,858	$4,051	19.23	20.19	21.20	22.26	23.37		
HPOA	Police Captain	1	E	154	$9,762	$10,250	$10,763	$11,301	$11,866	56.32	59.13	62.09	65.20	68.46		
EMEA	Police Chief	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79		
HPOA	Police Corporal	4	14	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37	49.79	
HPOA	Police Lieutenant	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22		
HPOA	Police Officer/Investigator*	4	14	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88	45.07	47.37
SEIU	Police Records Assistant	3	40	56	$3,682	$3,866	$4,059	$4,262	$4,475	21.24	22.30	23.42	24.59	25.82		
HPOA	Police Sergeant	4	14	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00	57.80	
SEIU	Police Service Technician	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34		
GEMA	Police Support Services Administrator	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98		
GEMA	Principal Planner	1	E	135	$8,080	$8,484	$8,909	$9,354	$9,822	46.62	48.95	51.40	53.97	56.66		
GEMA	Project Manager	1	E	126	$7,388	$7,758	$8,145	$8,553	$8,980	42.62	44.76	46.99	49.34	51.81		
SEIU	Property and Evidence Technician	3	40	63	$3,947	$4,145	$4,352	$4,569	$4,798	22.77	23.91	25.11	26.36	27.68		
EMEA	Public Works Director	1	E	169	$11,333	$11,900	$12,495	$13,120	$13,776	65.38	68.65	72.09	75.69	79.47		
GEMA	Purchasing Agent	1	E	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52		
SEIU	Recreation Coordinator	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46		

City of Hanford Full-Time Salary Schedule
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BARGAINING UNIT	JOB TITLE	OVERTIME DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX		
GEMA	Recreation Supervisor	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31		
GEMA	Recycling Coordinator	2	40	86	$4,962	$5,210	$5,471	$5,744	$6,032	28.63	30.06	31.56	33.14	34.80		
SEIU	Refuse Collector	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96		
GEMA	Refuse Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29		
SEIU	Refuse Service Worker	3	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88		
GEMA	Refuse Supervisor	1	E	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44		
GEMA	Regulatory Compliance Analyst	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31		
GEMA	Risk Management Analyst	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75		
GEMA	Sanitary Sewer Collection Supervisor	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21		
GEMA	Senior Administrative Analyst	1	E	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52		
GEMA	Senior Civil Engineer	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45		
SEIU	Senior Custodian	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56		
SEIU	Senior Fleet Mechanic	3	40	86	$4,962	$5,210	$5,471	$5,744	$6,032	28.63	30.06	31.56	33.14	34.80		
SEIU	Senior Maintenance Worker	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19		
GEMA	Senior Planner	1	E	120	$6,960	$7,308	$7,673	$8,057	$8,460	40.15	42.16	44.27	46.48	48.81		
GEMA	Senior Plans Examiner	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
SEIU	Senior Police Records Assistant	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52		
SEIU	Senior Refuse Collector	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46		
SEIU	Senior Utilities Maintenance Worker	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45		
SEIU	Shop and Parts Specialist	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97		
GEMA	Streets Manager	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30		
GEMA	Streets Supervisor	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00		
SEIU	Sweeper Operator	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96		
SEIU	Traffic Control Technician	3	40	90	$5,164	$5,422	$5,693	$5,978	$6,277	29.79	31.28	32.84	34.49	36.21		

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 06-06-2023 Effective Date: 07-10-2023

BARGAINING UNIT	JOB TITLE	OVERTIME DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX		
SEIU	Utilities Maintenance Worker I	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24		
SEIU	Utilities Maintenance Worker II	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19		
GEMA	Utilities Manager	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30		
GEMA	Utilities Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80		
GEMA	Utility Billing Specialist	1	E	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45		
SEIU	Water Conservation Technician	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
GEMA	WWTP Manager	1	E	124	$7,243	$7,605	$7,985	$8,384	$8,803	41.78	43.87	46.07	48.37	50.79		
SEIU	WWTP Operator I	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58		
SEIU	WWTP Operator II	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77		
GEMA	WWTP Supervisor	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04		
SEIU	WWTP/OIT	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34		

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Adoption Date: 06-06-2023 Effective Date: 07-10-2023

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$15.50	to	$17.50
NA	Certified Instructor	3	40	$15.50	to	$21.50
NA	Clerical Support	3	40	$15.50	to	$17.50
NA	Code Enforcement Officer	3	40	$15.50	to	$17.50
NA	Community Service Officer	3	40	$15.50	to	$17.50
NA	Custodian	3	40	$15.50	to	$17.50
NA	Engineering Technician Aide	3	40	$15.50	to	$17.50
NA	Facilities Host	3	40	$15.50	to	$17.50
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$15.50	to	$23.50
NA	Graffiti Control Officer	3	40	$15.50	to	$17.50
NA	Ice Rink Manager	3	40	$20.00	to	$20.00
NA	Intern	3	40	$15.50	to	$17.50
NA	Management Intern	3	40	$15.50	to	$20.50
NA	Meter Reader	3	40	$15.50	to	$17.50
NA	Paint Program Coordinator/Crew Leader	3	40	$15.50	to	$17.50
NA	Parking Control Officer	3	40	$15.50	to	$17.50
NA	Pool Manager	3	40	$16.50	to	$18.50
NA	Parks/Public Works Laborer	3	40	$15.50	to	$17.50
NA	Recreation Leader I	3	40	$15.50	to	$16.50
NA	Recreation Leader II	3	40	$16.00	to	$17.00
NA	Recreation Leader III	3	40	$16.50	to	$17.50
NA	Refuse Collector	3	40	$15.50	to	$19.00
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$15.50	to	$21.50

Barganing Group Designation

Not Applicable — NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Full Time Salary Schedule Adopted by City Council December 5, 2023; Effective November 27, 2023
Part Time Salary Schedule Adopted by City Council December 5, 2023; Effective December 25, 2023

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 12-05-2023 Effective Date: 11-27-2023

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
GEMA	Accountant	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
SEIU	Accounting Clerk	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
GEMA	Accounting Technician I	2	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
GEMA	Accounting Technician II	2	40	82	$4,769	$5,007	$5,257	$5,520	$5,796	27.51	28.89	30.33	31.85	33.44
GEMA	Administrative Analyst I	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
GEMA	Administrative Analyst II	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21
SEIU	Administrative Assistant	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
GEMA	Administrative Specialist	2	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Administrative Technician	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Animal Control Technician	3	40	63	$3,947	$4,145	$4,352	$4,569	$4,798	22.77	23.91	25.11	26.36	27.68
GEMA	Assistant Engineer	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
SEIU	Assistant Planner	3	40	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
GEMA	Associate Civil Engineer	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
GEMA	Associate Planner	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
SEIU	Building Inspector I	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Building Inspector II	3	40	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82
GEMA	Building Official	1	E	135	$8,080	$8,484	$8,909	$9,354	$9,822	46.62	48.95	51.40	53.97	56.66
GEMA	Building Superintendent	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75
GEMA	City Clerk	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
GEMA	City Engineer	1	E	162	$10,571	$11,099	$11,654	$12,237	$12,849	60.99	64.03	67.24	70.60	74.13
Unrepresented	City Manager	1	E	200	$15,428	$16,200	$17,010	$17,860	$18,753	89.01	93.46	98.13	103.04	108.19
SEIU	Code Compliance Officer	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
GEMA	Code Compliance Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Communications Dispatch Supervisor	3	40	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68
SEIU	Communications Dispatcher	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 12-05-2023 Effective Date: 11-27-2023

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
EMEA	Community Development Director	1	E	167	$11,110	$11,665	$12,249	$12,861	$13,504	64.10	67.30	70.67	74.20	77.91
SEIU	Community Enhancement Officer	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56
GEMA	Community Relations Manager	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
SEIU	Computer Technician	3	40	80	$4,675	$4,908	$5,154	$5,412	$5,682	26.97	28.32	29.73	31.22	32.78
SEIU	Construction Coordinator/Inspector	3	40	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	Construction Inspector I	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Construction Inspector II	3	40	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06
SEIU	Custodian	3	40	45	$3,300	$3,465	$3,638	$3,820	$4,011	19.04	19.99	20.99	22.04	23.14
Unrepresented	Deputy City Manager	1	E	187	$13,556	$14,234	$14,946	$15,693	$16,478	78.21	82.12	86.23	90.54	95.06
GEMA	Deputy Public Works Director	1	E	154	$9,762	$10,250	$10,763	$11,301	$11,866	56.32	59.13	62.09	65.20	68.46
SEIU	Development Services Assistant	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34
SEIU	Development Services Technician	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
GEMA	Engineering Manager	1	E	144	$8,837	$9,279	$9,743	$10,230	$10,742	50.98	53.53	56.21	59.02	61.97
SEIU	Engineering Technician I	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	Engineering Technician II	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Facilities Maintenance Technician I	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Facilities Maintenance Technician II	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
EMEA	Finance Director	1	E	173	$11,793	$12,383	$13,002	$13,652	$14,335	68.04	71.44	75.01	78.76	82.70
GEMA	Finance Manager	1	E	140	$8,492	$8,917	$9,363	$9,831	$10,323	49.00	51.44	54.02	56.72	59.55
GEMA	Financial Analyst	1	E	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52
IAFF	Fire Battalion Chief*	4	E	111	$8,909	$9,355	$9,823	$10,314	$10,829	36.71	38.55	40.48	42.50	44.63
IAFF	Fire Battalion Chief	1	E	144	$8,837	$9,279	$9,743	$10,230	$10,742	50.98	53.53	56.21	59.02	61.97
IAFF	Fire Captain*	4	24	90	$7,229	$7,591	$7,970	$8,369	$8,787	29.79	31.28	32.84	34.49	36.21
EMEA	Fire Chief	1	E	173	$11,793	$12,383	$13,002	$13,652	$14,335	68.04	71.44	75.01	78.76	82.70
IAFF	Fire Engineer*	4	24	73	$6,104	$6,409	$6,730	$7,066	$7,420	25.15	26.41	27.73	29.12	30.58

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 12-05-2023 Effective Date: 11-27-2023

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
GEMA	Fire Marshal	1	E	116	$6,688	$7,023	$7,374	$7,743	$8,130	38.59	40.52	42.54	44.67	46.90
GEMA	Fire Prevention Coordinator	1	E	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
IAFF	Firefighter*	4	24	63	$5,526	$5,802	$6,093	$6,397	$6,717	22.77	23.91	25.11	26.36	27.68
SEIU	Fleet Mechanic I	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52
SEIU	Fleet Mechanic II	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50
GEMA	Fleet Superintendent	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75
GEMA	Fleet Supervisor	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
SEIU	Heavy Equipment Operator	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
GEMA	Housing Analyst	1	E	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21
SEIU	Housing Program Specialist	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
GEMA	Human Resources Analyst I	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
GEMA	Human Resources Analyst II	1	E	116	$6,688	$7,023	$7,374	$7,743	$8,130	38.59	40.52	42.54	44.67	46.90
Unrepresented	Human Resources Manager	1	E	155	$9,860	$10,353	$10,870	$11,414	$11,984	56.88	59.73	62.71	65.85	69.14
GEMA	Human Resources Technician	2	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
GEMA	Information Systems Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
GEMA	Information Systems Specialist	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
GEMA	Information Technology Manager	1	E	134	$8,000	$8,400	$8,820	$9,261	$9,724	46.16	48.46	50.89	53.43	56.10
SEIU	Landscape Services Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	Meter Reader	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34
SEIU	Office Assistant I	3	40	38	$3,078	$3,232	$3,393	$3,563	$3,741	17.76	18.65	19.58	20.56	21.58
SEIU	Office Assistant II	3	40	48	$3,400	$3,570	$3,748	$3,936	$4,133	19.61	20.60	21.63	22.71	23.84
SEIU	Parking Control Officer	3	40	48	$3,400	$3,570	$3,748	$3,936	$4,133	19.61	20.60	21.63	22.71	23.84
EMEA	Parks & Community Services Director	1	E	166	$11,000	$11,550	$12,127	$12,734	$13,371	63.46	66.63	69.97	73.46	77.14
SEIU	Parks Maintenance Worker I	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56
SEIU	Parks Maintenance Worker II	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 12-05-2023 Effective Date: 11-27-2023

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*						
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX		
GEMA	Parks Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.50		
GEMA	Parks Supervisor	1	E	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50		
GEMA	Payroll Analyst	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31		
GEMA	Payroll Specialist	2	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27		
GEMA	Plans Examiner	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04		
HPOA	Police Cadet	4	40	46	$3,333	$3,500	$3,675	$3,858	$4,051	19.23	20.19	21.20	22.26	23.37		
HPOA	Police Captain	1	E	154	$9,762	$10,250	$10,763	$11,301	$11,866	56.32	59.13	62.09	65.20	68.46		
EMEA	Police Chief	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79		
HPOA	Police Corporal	4	14	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37	49.79	
HPOA	Police Lieutenant	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22		
HPOA	Police Officer/Investigator***	4	14	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88	45.07	47.37
SEIU	Police Records Assistant	3	40	56	$3,682	$3,866	$4,059	$4,262	$4,475	21.24	22.30	23.42	24.59	25.82		
HPOA	Police Sergeant	4	14	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00	57.80	
SEIU	Police Service Technician	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34		
GEMA	Police Support Services Administrator	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98		
GEMA	Principal Planner	1	E	135	$8,080	$8,484	$8,909	$9,354	$9,822	46.62	48.95	51.40	53.97	56.66		
GEMA	Project Manager	1	E	126	$7,388	$7,758	$8,145	$8,553	$8,980	42.62	44.76	46.99	49.34	51.81		
SEIU	Property and Evidence Technician	3	40	63	$3,947	$4,145	$4,352	$4,569	$4,798	22.77	23.91	25.11	26.36	27.68		
EMEA	Public Utilities & Engineering Director	1	E	169	$11,333	$11,900	$12,495	$13,120	$13,776	65.38	68.65	72.09	75.69	79.47		
EMEA	Public Works Director	1	E	169	$11,333	$11,900	$12,495	$13,120	$13,776	65.38	68.65	72.09	75.69	79.47		
GEMA	Purchasing Agent	1	E	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52		
SEIU	Recreation Coordinator	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46		
GEMA	Recreation Supervisor	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31		
GEMA	Recycling Coordinator	2	40	86	$4,962	$5,210	$5,471	$5,744	$6,032	28.63	30.06	31.56	33.14	34.80		
SEIU	Refuse Collector	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96		

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 12-05-2023 Effective Date: 11-27-2023

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
GEMA	Refuse Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
SEIU	Refuse Service Worker	3	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88
GEMA	Refuse Supervisor	1	E	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
GEMA	Regulatory Compliance Analyst	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
GEMA	Risk Management Analyst	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75
GEMA	Sanitary Sewer Collection Supervisor	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21
GEMA	Senior Administrative Analyst	1	E	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52
GEMA	Senior Civil Engineer	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45
SEIU	Senior Custodian	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56
SEIU	Senior Fleet Mechanic	3	40	86	$4,962	$5,210	$5,471	$5,744	$6,032	28.63	30.06	31.56	33.14	34.80
SEIU	Senior Maintenance Worker	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
GEMA	Senior Planner	1	E	120	$6,960	$7,308	$7,673	$8,057	$8,460	40.15	42.16	44.27	46.48	48.81
GEMA	Senior Plans Examiner	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
SEIU	Senior Police Records Assistant	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52
SEIU	Senior Refuse Collector	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Senior Utilities Maintenance Worker	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Sewer Collections Maintenance Worker I	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56
SEIU	Sewer Collections Maintenance Worker II	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
SEIU	Shop and Parts Specialist	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
SEIU	Storm Maintenance Worker I	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56
SEIU	Storm Maintenance Worker II	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
SEIU	Streets Maintenance Worker I	3	40	55	$3,645	$3,827	$4,019	$4,220	$4,431	21.03	22.08	23.19	24.34	25.56
SEIU	Streets Maintenance Worker II	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
GEMA	Streets Manager	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
GEMA	Streets Supervisor	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00

City of Hanford Full-Time Salary Schedule
City Council Adoption Date: 12-05-2023 Effective Date: 11-27-2023

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
SEIU	Sweeper Operator	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Traffic Control Technician	3	40	90	$5,164	$5,422	$5,693	$5,978	$6,277	29.79	31.28	32.84	34.49	36.21
SEIU	Utilities Maintenance Worker I	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
SEIU	Utilities Maintenance Worker II	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
GEMA	Utilities Manager	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
GEMA	Utilities Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
GEMA	Utility Billing Specialist	1	E	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Water Conservation Technician	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
GEMA	WWTP Manager	1	E	136	$8,161	$8,569	$8,998	$9,448	$9,920	47.08	49.44	51.91	54.50	57.23
SEIU	WWTP Operator I	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
SEIU	WWTP Operator II	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
GEMA	WWTP Supervisor	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	WWTP/OIT	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Adoption Date: 12-05-2023 Effective Date: 12-25-2023

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$16.00	to	$18.00
NA	Certified Instructor	3	40	$16.00	to	$22.00
NA	Clerical Support	3	40	$16.00	to	$18.00
NA	Code Enforcement Officer	3	40	$16.00	to	$18.00
NA	Community Service Officer	3	40	$16.00	to	$18.00
NA	Custodian	3	40	$16.00	to	$18.00
NA	Engineering Technician Aide	3	40	$16.00	to	$18.00
NA	Facilities Host	3	40	$16.00	to	$18.00
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$16.00	to	$24.00
NA	Graffiti Control Officer	3	40	$16.00	to	$18.00
NA	Ice Rink Manager	3	40	$20.00	to	$20.00
NA	Intern	3	40	$16.00	to	$18.00
NA	Lead Facilities Host	3	40	$21.00	to	$23.00
NA	Management Intern	3	40	$16.00	to	$21.00
NA	Meter Reader	3	40	$16.00	to	$18.00
NA	Paint Program Coordinator	3	40	$16.00	to	$18.00
NA	Parking Control Officer	3	40	$16.00	to	$18.00
NA	Pool Manager	3	40	$16.50	to	$18.50
NA	Parks/Public Works Laborer	3	40	$16.00	to	$18.00
NA	Recreation Leader I	3	40	$16.00	to	$17.00
NA	Recreation Leader II	3	40	$16.50	to	$17.50
NA	Recreation Leader III	3	40	$17.00	to	$18.00
NA	Refuse Collector	3	40	$16.00	to	$19.50
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$16.00	to	$22.00

Barganing Group Designation

Not Applicable NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Adopted by City Council June 4, 2024

Effective Date: July, 8, 2024

City of Hanford Full-Time Salary Schedule

City Council Adoption Date: 06-04-2024 Effective Date: 07-08-2024

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
GEMA	Accountant	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
SEIU	Accounting Clerk	3	40	59	$3,793	$3,983	$4,182	$4,391	$4,611	21.88	22.98	24.13	25.33	26.60
GEMA	Accounting Technician I	2	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88
GEMA	Accounting Technician II	2	40	84	$4,865	$5,108	$5,363	$5,631	$5,913	28.06	29.47	30.94	32.49	34.11
GEMA	Administrative Analyst I	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06
GEMA	Administrative Analyst II	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	Administrative Assistant	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
GEMA	Administrative Specialist	2	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Administrative Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Animal Control Technician	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
GEMA	Assistant Engineer	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
SEIU	Assistant Planner	3	40	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
GEMA	Associate Civil Engineer	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
GEMA	Associate Planner	1	E	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18
SEIU	Building Inspector I	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
SEIU	Building Inspector II	3	40	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Building Official	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80
GEMA	Building Superintendent	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
GEMA	City Clerk	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
GEMA	City Engineer	1	E	164	$10,783	$11,322	$11,888	$12,483	$13,107	62.21	65.32	68.59	72.02	75.62
Unrepresented	City Manager	1	E	202	$15,738	$16,525	$17,352	$18,219	$19,130	90.80	95.34	100.11	105.11	110.37
SEIU	Code Compliance Officer	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
GEMA	Code Compliance Supervisor	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Communications Dispatch Supervisor	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
SEIU	Communications Dispatcher	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19		
EMEA	Community Development Director	1	E	169	$11,333	$11,900	$12,495	$13,120	$13,776	65.38	68.65	72.09	75.69	79.47		
SEIU	Community Enhancement Officer	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
GEMA	Community Relations Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29		
SEIU	Computer Technician	3	40	82	$4,769	$5,007	$5,257	$5,520	$5,796	27.51	28.89	30.33	31.85	33.44		
SEIU	Construction Coordinator/Inspector	3	40	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88		
SEIU	Construction Inspector I	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
SEIU	Construction Inspector II	3	40	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82		
SEIU	Custodian	3	40	47	$3,366	$3,535	$3,711	$3,897	$4,092	19.42	20.39	21.41	22.48	23.61		
Unrepresented	Deputy City Manager	1	E	189	$13,829	$14,520	$15,246	$16,009	$16,809	79.78	83.77	87.96	92.36	96.97		
GEMA	Deputy Public Works Director	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83		
SEIU	Development Services Assistant	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		
SEIU	Development Services Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19		
GEMA	Engineering Manager	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22		
SEIU	Engineering Technician I	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
SEIU	Engineering Technician II	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
GEMA	Environmental Compliance Supervisor	1	E	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18		
SEIU	Facilities Maintenance Technician I	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41		
SEIU	Facilities Maintenance Technician II	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27		
EMEA	Finance Director	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36		
GEMA	Finance Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75		
GEMA	Financial Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
IAFF	Fire Battalion Chief**	1	E	148	$9,196	$9,656	$10,139	$10,646	$11,178	53.05	55.71	58.49	61.42	64.49		
IAFF	Fire Battalion Chief*	4	E	115	$9,271	$9,735	$10,221	$10,732	$11,269	38.20	40.12	42.12	44.23	46.44		
IAFF	Fire Captain**	4	24	94						46.66	48.99	51.44	54.01	56.71		
IAFF	Fire Captain*	4	24	94	$7,523	$7,899	$8,294	$8,709	$9,144	31.00	32.55	34.18	35.89	37.68		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*						
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX		
EMEA	Fire Chief	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36		
IAFF	Fire Engineer**	4	24	77						39.40	41.36	43.43	45.60	47.89		
IAFF	Fire Engineer*	4	24	77	$6,352	$6,670	$7,003	$7,353	$7,721	26.18	27.49	28.86	30.30	31.82		
GEMA	Fire Marshal	1	E	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85		
GEMA	Fire Prevention Coordinator	1	E	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85		
IAFF	Firefighter**	4	24	67						35.66	37.45	39.32	41.29	43.35		
IAFF	Firefighter*	4	24	67	$5,750	$6,038	$6,340	$6,657	$6,990	23.70	24.88	26.13	27.43	28.80		
SEIU	Fleet Mechanic I	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09		
SEIU	Fleet Mechanic II	3	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14		
GEMA	Fleet Superintendent	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
GEMA	Fleet Supervisor	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
SEIU	Heavy Equipment Operator	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27		
GEMA	Housing Analyst	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04		
SEIU	Housing Program Specialist	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46		
GEMA	Human Resources Analyst I	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31		
GEMA	Human Resources Analyst II	1	E	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85		
Unrepresented	Human Resources Manager	1	E	157	$10,058	$10,561	$11,089	$11,643	$12,225	58.03	60.93	63.97	67.17	70.53		
GEMA	Human Resources Technician	2	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
GEMA	Information Systems Analyst	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30		
GEMA	Information Systems Specialist	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80		
GEMA	Information Technology Manager	1	E	136	$8,161	$8,569	$8,998	$9,448	$9,920	47.08	49.44	51.91	54.50	57.23		
SEIU	Landscape Services Technician	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
SEIU	Meter Reader	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		
SEIU	Office Assistant I	3	40	40	$3,140	$3,297	$3,462	$3,635	$3,816	18.11	19.02	19.97	20.97	22.02		
SEIU	Office Assistant II	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32		
SEIU	Parking Control Officer	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
EMEA	Parks & Community Services Director	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69		
SEIU	Parks Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Parks Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
GEMA	Parks Manager	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
GEMA	Parks Supervisor	1	E	90	$5,164	$5,422	$5,693	$5,978	$6,277	29.79	31.28	32.84	34.49	36.21		
GEMA	Payroll Analyst	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
GEMA	Payroll Specialist	2	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88		
GEMA	Plans Examiner	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88		
HPOA	Police Cadet	4	40	48	$3,400	$3,570	$3,748	$3,936	$4,133	19.61	20.60	21.63	22.71	23.84		
HPOA	Police Captain	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83		
EMEA	Police Chief	1	E	181	$12,771	$13,409	$14,080	$14,784	$15,523	73.68	77.36	81.23	85.29	89.55		
HPOA	Police Corporal	4	14	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32	50.79	
HPOA	Police Lieutenant	1	E	148	$9,196	$9,656	$10,139	$10,646	$11,178	53.05	55.71	58.49	61.42	64.49		
HPOA	Police Officer/Investigator***	4	14	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75	45.98	48.32
SEIU	Police Records Assistant	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34		
HPOA	Police Sergeant	4	14	134	$8,000	$8,400	$8,820	$9,261	$9,724	46.16	48.46	50.89	53.43	56.10	58.96	
SEIU	Police Service Technician	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		
GEMA	Police Support Services Administrator	1	E	116	$6,688	$7,023	$7,374	$7,743	$8,130	38.59	40.52	42.54	44.67	46.90		
GEMA	Principal Planner	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80		
GEMA	Project Manager	1	E	128	$7,537	$7,913	$8,309	$8,725	$9,161	43.48	45.65	47.94	50.33	52.85		
SEIU	Property and Evidence Technician	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24		
EMEA	Public Works Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07		
GEMA	Purchasing Agent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
SEIU	Recreation Coordinator	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
GEMA	Recreation Supervisor	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
GEMA	Recycling Coordinator	2	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50		
SEIU	Refuse Collector	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52		
GEMA	Refuse Manager	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30		
SEIU	Refuse Service Worker	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50		
GEMA	Refuse Supervisor	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21		
GEMA	Regulatory Compliance Analyst	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
GEMA	Risk Management Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
GEMA	Sanitary Sewer Collection Supervisor	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00		
GEMA	Senior Administrative Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
GEMA	Senior Civil Engineer	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
SEIU	Senior Custodian	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Senior Fleet Mechanic	3	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50		
SEIU	Senior Maintenance Worker	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
SEIU	Senior Meter Reader	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68		
GEMA	Senior Planner	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79		
GEMA	Senior Plans Examiner	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37		
SEIU	Senior Police Records Assistant	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09		
SEIU	Senior Refuse Collector	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
SEIU	Senior Utilities Maintenance Worker	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
SEIU	Sewer Collections Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Sewer Collections Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Shop and Parts Specialist	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58		
SEIU	Storm Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Storm Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Streets Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
SEIU	Streets Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
GEMA	Streets Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33		
GEMA	Streets Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80		
SEIU	Sweeper Operator	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52		
SEIU	Traffic Control Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94		
EMEA	Utilities & Engineering Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07		
SEIU	Utilities Maintenance Worker I	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Utilities Maintenance Worker II	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
GEMA	Utilities Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33		
GEMA	Utilities Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62		
GEMA	Utility Billing Specialist	1	E	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
SEIU	Water Conservation Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46		
GEMA	WWTP Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38		
SEIU	WWTP Operator I	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19		
SEIU	WWTP Operator II	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45		
GEMA	WWTP Supervisor	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88		
SEIU	WWTP/OIT	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

**Administrative assignment pay in the Fire Department is calculated by taking current base rate x 2,912 multiplying that amount by 1.075 and dividing the total by 2,080. This converts a 56 hour work week to a 40 hour work week.

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Adoption Date: 06-04-2024 Effective Date 07-08-2024

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$16.00	to	$18.00
NA	Certified Instructor	3	40	$16.00	to	$22.00
NA	Clerical Support	3	40	$16.00	to	$18.00
NA	Code Enforcement Officer	3	40	$16.00	to	$18.00
NA	Community Service Officer	3	40	$16.00	to	$18.00
NA	Custodian	3	40	$16.00	to	$18.00
NA	Engineering Technician Aide	3	40	$16.00	to	$18.00
NA	Facilities Host	3	40	$16.00	to	$18.00
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$16.00	to	$24.00
NA	Graffiti Control Officer	3	40	$16.00	to	$18.00
NA	Ice Rink Manager	3	40	$20.00	to	$20.00
NA	Intern	3	40	$16.00	to	$18.00
NA	Lead Facilities Host	3	40	$21.00	to	$23.00
NA	Management Intern	3	40	$16.00	to	$21.00
NA	Meter Reader	3	40	$16.00	to	$18.00
NA	Paint Program Coordinator	3	40	$16.00	to	$18.00
NA	Parking Control Officer	3	40	$16.00	to	$18.00
NA	Pool Manager	3	40	$16.50	to	$18.50
NA	Parks/Public Works Laborer	3	40	$18.00	to	$22.00
NA	Recreation Leader I	3	40	$16.00	to	$17.00
NA	Recreation Leader II	3	40	$16.50	to	$17.50
NA	Recreation Leader III	3	40	$17.00	to	$18.00
NA	Refuse Collector	3	40	$16.00	to	$19.50
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$16.00	to	$22.00

Barganing Group Designation

Not Applicable NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Adopted by City Council November 5, 2024

Effective Date: October 28, 2024

City of Hanford Full-Time Salary Schedule

City Council Adoption Date:11-05-2024 Effective Date: 10-28-2024

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	MONTHLY SALARY 1/MIN	2	3	4	5/MAX	HOURLY SALARY 1/MIN	2	3	4	5/MAX
GEMA	Accountant	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
SEIU	Accounting Clerk	3	40	59	$3,793	$3,983	$4,182	$4,391	$4,611	21.88	22.98	24.13	25.33	26.60
GEMA	Accounting Technician I	2	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88
GEMA	Accounting Technician II	2	40	84	$4,865	$5,108	$5,363	$5,631	$5,913	28.06	29.47	30.94	32.49	34.11
GEMA	Administrative Analyst I	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06
GEMA	Administrative Analyst II	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	Administrative Assistant	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
GEMA	Administrative Specialist	2	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Administrative Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Animal Control Technician	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
GEMA	Assistant Engineer	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
SEIU	Assistant Planner	3	40	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
GEMA	Associate Civil Engineer	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
GEMA	Associate Planner	1	E	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18
SEIU	Building Inspector I	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
SEIU	Building Inspector II	3	40	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Building Official	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80
GEMA	Building Superintendent	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
GEMA	City Clerk	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
GEMA	City Engineer	1	E	164	$10,783	$11,322	$11,888	$12,483	$13,107	62.21	65.32	68.59	72.02	75.62
Unrepresented	City Manager	1	E	202	$15,738	$16,525	$17,352	$18,219	$19,130	90.80	95.34	100.11	105.11	110.37
SEIU	Code Compliance Officer	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
GEMA	Code Compliance Supervisor	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Communications Dispatch Supervisor	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
SEIU	Communications Dispatcher	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
EMEA	Community Development Director	1	E	169	$11,333	$11,900	$12,495	$13,120	$13,776	65.38	68.65	72.09	75.69	79.47
SEIU	Community Enhancement Officer	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
GEMA	Community Relations Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
SEIU	Computer Technician	3	40	82	$4,769	$5,007	$5,257	$5,520	$5,796	27.51	28.89	30.33	31.85	33.44
SEIU	Construction Coordinator/Inspector	3	40	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
SEIU	Construction Inspector I	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Construction Inspector II	3	40	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82
SEIU	Custodian	3	40	47	$3,366	$3,535	$3,711	$3,897	$4,092	19.42	20.39	21.41	22.48	23.61
Unrepresented	Deputy City Manager	1	E	189	$13,829	$14,520	$15,246	$16,009	$16,809	79.78	83.77	87.96	92.36	96.97
GEMA	Deputy Public Works Director	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83
SEIU	Development Services Assistant	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Development Services Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
GEMA	Engineering Manager	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22
SEIU	Engineering Technician I	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Engineering Technician II	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
GEMA	Environmental Compliance Supervisor	1	E	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18
SEIU	Facilities Maintenance Technician I	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41
SEIU	Facilities Maintenance Technician II	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
EMEA	Finance Director	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36
GEMA	Finance Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
GEMA	Financial Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
IAFF	Fire Battalion Chief**	1	E	148	$9,196	$9,656	$10,139	$10,646	$11,178	53.05	55.71	58.49	61.42	64.49
IAFF	Fire Battalion Chief*	4	E	115	$9,271	$9,735	$10,221	$10,732	$11,269	38.20	40.12	42.12	44.23	46.44
IAFF	Fire Captain**	4	24	94						46.66	48.99	51.44	54.01	56.71
IAFF	Fire Captain*	4	24	94	$7,523	$7,899	$8,294	$8,709	$9,144	31.00	32.55	34.18	35.89	37.68

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
EMEA	Fire Chief	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36
IAFF	Fire Engineer**	4	24	77						39.40	41.36	43.43	45.60	47.89
IAFF	Fire Engineer*	4	24	77	$6,352	$6,670	$7,003	$7,353	$7,721	26.18	27.49	28.86	30.30	31.82
GEMA	Fire Marshal	1	E	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85
GEMA	Fire Prevention Coordinator	1	E	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
IAFF	Firefighter**	4	24	67						35.66	37.45	39.32	41.29	43.35
IAFF	Firefighter*	4	24	67	$5,750	$6,038	$6,340	$6,657	$6,990	23.70	24.88	26.13	27.43	28.80
SEIU	Fleet Mechanic I	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09
SEIU	Fleet Mechanic II	3	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Fleet Superintendent	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
GEMA	Fleet Supervisor	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06
SEIU	Heavy Equipment Operator	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
GEMA	Housing Analyst	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	Housing Program Specialist	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
GEMA	Human Resources Analyst I	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
GEMA	Human Resources Analyst II	1	E	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85
Unrepresented	Human Resources Manager	1	E	157	$10,058	$10,561	$11,089	$11,643	$12,225	58.03	60.93	63.97	67.17	70.53
GEMA	Human Resources Technician	2	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
GEMA	Information Systems Analyst	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
GEMA	Information Systems Specialist	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
GEMA	Information Technology Manager	1	E	136	$8,161	$8,569	$8,998	$9,448	$9,920	47.08	49.44	51.91	54.50	57.23
SEIU	Landscape Services Technician	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Meter Reader	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Office Assistant I	3	40	40	$3,140	$3,297	$3,462	$3,635	$3,816	18.11	19.02	19.97	20.97	22.02
SEIU	Office Assistant II	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32
SEIU	Parking Control Officer	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
EMEA	Parks & Community Services Director	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69		
SEIU	Parks Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Parks Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
GEMA	Parks Manager	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
GEMA	Parks Supervisor	1	E	90	$5,164	$5,422	$5,693	$5,978	$6,277	29.79	31.28	32.84	34.49	36.21		
GEMA	Payroll Analyst	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
GEMA	Payroll Specialist	2	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88		
GEMA	Plans Examiner	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88		
HPOA	Police Cadet	4	40	48	$3,400	$3,570	$3,748	$3,936	$4,133	19.61	20.60	21.63	22.71	23.84		
HPOA	Police Captain	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83		
EMEA	Police Chief	1	E	181	$12,771	$13,409	$14,080	$14,784	$15,523	73.68	77.36	81.23	85.29	89.55		
HPOA	Police Corporal	4	14	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32	50.79	
HPOA	Police Lieutenant	1	E	148	$9,196	$9,656	$10,139	$10,646	$11,178	53.05	55.71	58.49	61.42	64.49		
HPOA	Police Officer/Investigator***	4	14	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75	45.98	48.32
SEIU	Police Records Assistant	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34		
HPOA	Police Sergeant	4	14	134	$8,000	$8,400	$8,820	$9,261	$9,724	46.16	48.46	50.89	53.43	56.10	58.96	
SEIU	Police Service Technician	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		
GEMA	Police Support Services Administrator	1	E	116	$6,688	$7,023	$7,374	$7,743	$8,130	38.59	40.52	42.54	44.67	46.90		
GEMA	Principal Planner	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80		
GEMA	Project Manager	1	E	128	$7,537	$7,913	$8,309	$8,725	$9,161	43.48	45.65	47.94	50.33	52.85		
SEIU	Property and Evidence Technician	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24		
EMEA	Public Works Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07		
GEMA	Purchasing Agent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
SEIU	Recreation Coordinator	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
GEMA	Recreation Supervisor	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
GEMA	Recycling Coordinator	2	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50		
SEIU	Refuse Collector	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52		
GEMA	Refuse Manager	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30		
SEIU	Refuse Service Worker	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50		
GEMA	Refuse Supervisor	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21		
GEMA	Regulatory Compliance Analyst	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
GEMA	Risk Management Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
GEMA	Sanitary Sewer Collection Supervisor	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00		
GEMA	Senior Administrative Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
GEMA	Senior Civil Engineer	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
SEIU	Senior Custodian	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Senior Fleet Mechanic	3	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50		
SEIU	Senior Maintenance Worker	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
SEIU	Senior Meter Reader	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68		
GEMA	Senior Planner	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79		
GEMA	Senior Plans Examiner	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37		
SEIU	Senior Police Records Assistant	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09		
SEIU	Senior Refuse Collector	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
SEIU	Senior Utilities Maintenance Worker	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
SEIU	Sewer Collections Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Sewer Collections Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Shop and Parts Specialist	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58		
SEIU	Storm Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Storm Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Streets Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
SEIU	Streets Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
GEMA	Streets Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33		
GEMA	Streets Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80		
SEIU	Sweeper Operator	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52		
SEIU	Traffic Control Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94		
EMEA	Utilities & Engineering Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07		
SEIU	Utilities Maintenance Worker I	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Utilities Maintenance Worker II	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
GEMA	Utilities Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33		
GEMA	Utilities Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62		
GEMA	Utility Billing Specialist	1	E	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
SEIU	Water Conservation Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46		
GEMA	WWTP Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38		
SEIU	WWTP Operator I	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19		
SEIU	WWTP Operator II	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45		
GEMA	WWTP Supervisor	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88		
SEIU	WWTP/OIT	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

**Administrative assignment pay in the Fire Department is calculated by taking current base rate x 2,912 multiplying that amount by 1.075 and dividing the total by 2,080. This converts a 56 hour work week to a 40 hour work week.

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Adoption Date: 11-05-2024 Effective Date: 10-28-2024

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$17.00	to	$19.00
NA	Certified Instructor	3	40	$17.00	to	$23.00
NA	Clerical Support	3	40	$17.00	to	$19.00
NA	Code Enforcement Officer	3	40	$17.00	to	$19.00
NA	Community Service Officer	3	40	$17.00	to	$19.00
NA	Custodian	3	40	$17.00	to	$19.00
NA	Engineering Technician Aide	3	40	$17.00	to	$19.00
NA	Facilities Host	3	40	$17.00	to	$19.00
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$17.00	to	$25.00
NA	Graffiti Control Officer	3	40	$17.00	to	$19.00
NA	Ice Rink Maintenance Technician	3	40	$18.00	to	$22.00
NA	Ice Rink Manager	3	40	$20.00	to	$22.00
NA	Intern	3	40	$17.00	to	$19.00
NA	Lead Facilities Host	3	40	$21.00	to	$23.00
NA	Management Intern	3	40	$17.00	to	$22.00
NA	Meter Reader	3	40	$17.00	to	$19.00
NA	Paint Program Coordinator	3	40	$17.00	to	$19.00
NA	Parking Control Officer	3	40	$17.00	to	$19.00
NA	Pool Manager	3	40	$17.00	to	$19.00
NA	Parks/Public Works Laborer	3	40	$18.00	to	$22.00
NA	Recreation Leader I	3	40	$17.00	to	$18.00
NA	Recreation Leader II	3	40	$17.50	to	$18.50
NA	Recreation Leader III	3	40	$18.00	to	$19.00
NA	Refuse Collector	3	40	$17.00	to	$20.50
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$17.00	to	$23.00

Barganing Group Designation

Not Applicable NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

City of Hanford Part-Time Salary Schedule
City Council Adoption Date: 11-05-2024 Effective Date: 12-23-2024 (Only if Prop 32 Passes)

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$18.00	to	$20.00
NA	Certified Instructor	3	40	$18.00	to	$24.00
NA	Clerical Support	3	40	$18.00	to	$20.00
NA	Code Enforcement Officer	3	40	$18.00	to	$20.00
NA	Community Service Officer	3	40	$18.00	to	$20.00
NA	Custodian	3	40	$18.00	to	$20.00
NA	Engineering Technician Aide	3	40	$18.00	to	$20.00
NA	Facilities Host	3	40	$18.00	to	$20.00
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$18.00	to	$26.00
NA	Graffiti Control Officer	3	40	$18.00	to	$20.00
NA	Ice Rink Maintenance Technician	3	40	$18.00	to	$22.00
NA	Ice Rink Manager	3	40	$20.00	to	$22.00
NA	Intern	3	40	$18.00	to	$20.00
NA	Lead Facilities Host	3	40	$21.00	to	$23.00
NA	Management Intern	3	40	$18.00	to	$23.00
NA	Meter Reader	3	40	$18.00	to	$20.00
NA	Paint Program Coordinator	3	40	$18.00	to	$20.00
NA	Parking Control Officer	3	40	$18.00	to	$20.00
NA	Pool Manager	3	40	$18.00	to	$20.00
NA	Parks/Public Works Laborer	3	40	$18.00	to	$22.00
NA	Recreation Leader I	3	40	$18.00	to	$19.00
NA	Recreation Leader II	3	40	$18.50	to	$19.50
NA	Recreation Leader III	3	40	$19.00	to	$20.00
NA	Refuse Collector	3	40	$18.00	to	$21.50
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$18.00	to	$24.00

Barganing Group Designation

Not Applicable NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains updated rates that will go into effect only if Proposition 32 passes.

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Full Time Salary Schedule Adopted by City Council June 3, 2025; Effective June 9, 2025

Part Time Salary Schedule Adopted/Restated by City Council June 3, 2025; Effective October 28, 2024

City of Hanford Full-Time Salary Schedule

City Council Adoption Date: 06-03-2025 Effective Date 06-09-2025

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
GEMA	Accountant	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
SEIU	Accounting Clerk	3	40	59	$3,793	$3,983	$4,182	$4,391	$4,611	21.88	22.98	24.13	25.33	26.60
GEMA	Accounting Technician I	2	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88
GEMA	Accounting Technician II	2	40	84	$4,865	$5,108	$5,363	$5,631	$5,913	28.06	29.47	30.94	32.49	34.11
GEMA	Administrative Analyst I	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06
GEMA	Administrative Analyst II	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	Administrative Assistant	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
GEMA	Administrative Specialist	2	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Administrative Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Animal Control Officer	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
GEMA	Assistant Engineer	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
PUMA	Assistant Finance Director	1	E	152	$9,570	$10,048	$10,550	$11,078	$11,632	55.21	57.97	60.87	63.91	67.11
SEIU	Assistant Planner	3	40	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
GEMA	Associate Civil Engineer	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
GEMA	Associate Planner	1	E	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18
SEIU	Building Inspector I	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
SEIU	Building Inspector II	3	40	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
PUMA	Building Official	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80
GEMA	Building Superintendent	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
PUMA	City Clerk	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
PUMA	City Engineer	1	E	164	$10,783	$11,322	$11,888	$12,483	$13,107	62.21	65.32	68.59	72.02	75.62
Unrepresented	City Manager	1	E	202	$15,738	$16,525	$17,352	$18,219	$19,130	90.80	95.34	100.11	105.11	110.37
SEIU	Code Compliance Officer	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
GEMA	Code Compliance Supervisor	1	E	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Combined Inspector	3	40	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
GEMA	Communications Dispatch Supervisor	3	40	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
SEIU	Communications Dispatcher	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
EMEA	Community Development Director	1	E	169	$11,333	$11,900	$12,495	$13,120	$13,776	65.38	68.65	72.09	75.69	79.47
SEIU	Community Enhancement Officer	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
PUMA	Community Relations Manager	1	E	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
SEIU	Community Services Officer	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Computer Technician	3	40	82	$4,769	$5,007	$5,257	$5,520	$5,796	27.51	28.89	30.33	31.85	33.44
SEIU	Construction Coordinator/Inspector	3	40	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
SEIU	Construction Inspector I	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Construction Inspector II	3	40	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82
PUMA	Construction Manager/Senior Engineer	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22
SEIU	Custodian	3	40	47	$3,366	$3,535	$3,711	$3,897	$4,092	19.42	20.39	21.41	22.48	23.61
Unrepresented	Deputy City Manager	1	E	189	$13,829	$14,520	$15,246	$16,009	$16,809	79.78	83.77	87.96	92.36	96.97
PUMA	Deputy Public Works Director	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83
SEIU	Development Services Assistant	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Development Services Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
PUMA	Engineering Manager	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22
SEIU	Engineering Technician I	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Engineering Technician II	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
GEMA	Environmental Compliance Analyst	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06
GEMA	Environmental Compliance Supervisor	1	E	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18
SEIU	Facilities Maintenance Technician I	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41
SEIU	Facilities Maintenance Technician II	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
EMEA	Finance Director	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36
PUMA	Finance Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
GEMA	Financial Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
IAFF	Fire Battalion Chief**	1	E	148	$9,196	$9,656	$10,139	$10,646	$11,178	53.05	55.71	58.49	61.42	64.49
IAFF	Fire Battalion Chief*	4	E	115	$9,271	$9,735	$10,221	$10,732	$11,269	38.20	40.12	42.12	44.23	46.44
IAFF	Fire Captain**	4	24	94						46.66	48.99	51.44	54.01	56.71

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*						
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX		
IAFF	Fire Captain*	4	24	94	$7,523	$7,899	$8,294	$8,709	$9,144	31.00	32.55	34.18	35.89	37.68		
EMEA	Fire Chief	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36		
IAFF	Fire Engineer**	4	24	77						39.40	41.36	43.43	45.60	47.89		
IAFF	Fire Engineer*	4	24	77	$6,352	$6,670	$7,003	$7,353	$7,721	26.18	27.49	28.86	30.30	31.82		
GEMA	Fire Marshal	1	E	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85		
GEMA	Fire Prevention Coordinator	1	E	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85		
IAFF	Firefighter**	4	24	67						35.66	37.45	39.32	41.29	43.35		
IAFF	Firefighter*	4	24	67	$5,750	$6,038	$6,340	$6,657	$6,990	23.70	24.88	26.13	27.43	28.80		
SEIU	Fleet Mechanic I	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09		
SEIU	Fleet Mechanic II	3	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14		
GEMA	Fleet Superintendent	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
GEMA	Fleet Supervisor	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
SEIU	Heavy Equipment Operator	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27		
GEMA	Housing Analyst	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04		
SEIU	Housing Program Specialist	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46		
PUMA	Human Resources Analyst I	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31		
PUMA	Human Resources Analyst II	1	E	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85		
PUMA	Human Resources Manager	1	E	157	$10,058	$10,561	$11,089	$11,643	$12,225	58.03	60.93	63.97	67.17	70.53		
GEMA	Human Resources Technician	2	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
PUMA	Information Systems Analyst	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30		
GEMA	Information Systems Specialist	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80		
PUMA	Information Technology Manager	1	E	136	$8,161	$8,569	$8,998	$9,448	$9,920	47.08	49.44	51.91	54.50	57.23		
SEIU	Landscape Services Technician	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
SEIU	Meter Reader	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		
SEIU	Office Assistant I	3	40	40	$3,140	$3,297	$3,462	$3,635	$3,816	18.11	19.02	19.97	20.97	22.02		
SEIU	Office Assistant II	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32		
SEIU	Parking Control Officer	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32		
EMEA	Parks & Community Services Director	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*						
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX		
SEIU	Parks Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Parks Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
PUMA	Parks Manager	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
GEMA	Parks Supervisor	1	E	90	$5,164	$5,422	$5,693	$5,978	$6,277	29.79	31.28	32.84	34.49	36.21		
PUMA	Payroll Analyst	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
GEMA	Payroll Specialist	2	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88		
GEMA	Plans Examiner	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88		
HPOA	Police Cadet	4	40	48	$3,400	$3,570	$3,748	$3,936	$4,133	19.61	20.60	21.63	22.71	23.84		
HPOA	Police Captain	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83		
EMEA	Police Chief	1	E	181	$12,771	$13,409	$14,080	$14,784	$15,523	73.68	77.36	81.23	85.29	89.55		
HPOA	Police Corporal	4	14	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32	50.79	
HPOA	Police Lieutenant	1	E	148	$9,196	$9,656	$10,139	$10,646	$11,178	53.05	55.71	58.49	61.42	64.49		
HPOA	Police Officer/Investigator***	4	14	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75	45.98	48.32
SEIU	Police Records Assistant	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34		
HPOA	Police Sergeant	4	14	134	$8,000	$8,400	$8,820	$9,261	$9,724	46.16	48.46	50.89	53.43	56.10	58.96	
GEMA	Police Support Services Administrator	1	E	116	$6,688	$7,023	$7,374	$7,743	$8,130	38.59	40.52	42.54	44.67	46.90		
PUMA	Principal Planner	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80		
GEMA	Project Manager	1	E	128	$7,537	$7,913	$8,309	$8,725	$9,161	43.48	45.65	47.94	50.33	52.85		
SEIU	Property and Evidence Technician	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24		
EMEA	Public Works Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07		
PUMA	Public Works Manager	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
GEMA	Purchasing Agent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
SEIU	Recreation Coordinator	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
PUMA	Recreation Manager	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
GEMA	Recreation Supervisor	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
GEMA	Recycling Coordinator	2	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50		
SEIU	Refuse Collector	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52		
PUMA	Refuse Manager	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
SEIU	Refuse Service Worker	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50		
GEMA	Refuse Supervisor	1	E	98	$5,592	$5,871	$6,165	$6,473	$6,797	32.26	33.87	35.57	37.34	39.21		
GEMA	Regulatory Compliance Analyst	1	E	95	$5,427	$5,699	$5,983	$6,283	$6,597	31.31	32.88	34.52	36.25	38.06		
PUMA	Risk Management Analyst	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
GEMA	Safety and Risk Technician	2	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
GEMA	Sanitary Sewer Collection Supervisor	1	E	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00		
GEMA	Senior Administrative Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
GEMA	Senior Civil Engineer	1	E	133	$7,921	$8,317	$8,733	$9,170	$9,628	45.70	47.98	50.38	52.90	55.55		
SEIU	Senior Combined Inspector	3	40	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85		
SEIU	Senior Communications Dispatcher	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44		
GEMA	Senior Construction Inspector	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07		
SEIU	Senior Custodian	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
GEMA	Senior Engineer	1	40	145	$8,926	$9,372	$9,841	$10,333	$10,849	51.49	54.07	56.77	59.61	62.59		
SEIU	Senior Engineering Technician	3	40	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80		
SEIU	Senior Facility/Building Maintenance Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94		
SEIU	Senior Fleet Mechanic	3	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50		
SEIU	Senior Maintenance Worker	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
SEIU	Senior Meter Reader	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68		
GEMA	Senior Planner	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79		
GEMA	Senior Plans Examiner	1	E	117	$6,755	$7,093	$7,448	$7,820	$8,211	38.97	40.92	42.97	45.12	47.37		
SEIU	Senior Police Records Assistant	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09		
SEIU	Senior Refuse Collector	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
SEIU	Senior Utilities Maintenance Worker	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
SEIU	Sewer Collections Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Sewer Collections Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Shop and Parts Specialist	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58		
SEIU	Sports Coordinator	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
SEIU	Storm Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX		
SEIU	Storm Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Streets Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Streets Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
PUMA	Streets Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33		
GEMA	Streets Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80		
SEIU	Traffic Control Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94		
EMEA	Utilities & Engineering Director	1	E	171	$11,561	$12,139	$12,746	$13,383	$14,053	66.70	70.03	73.54	77.21	81.07		
SEIU	Utilities Maintenance Worker I	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Utilities Maintenance Worker II	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
PUMA	Utilities Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33		
GEMA	Utilities Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62		
GEMA	Utility Billing Specialist	1	E	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
SEIU	Water Conservation Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46		
PUMA	WWTP Manager	1	E	138	$8,325	$8,741	$9,178	$9,637	$10,119	48.03	50.43	52.95	55.60	58.38		
SEIU	WWTP Operator I	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19		
SEIU	WWTP Operator II	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45		
GEMA	WWTP Supervisor	1	E	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88		
SEIU	WWTP/OIT	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

**Administrative assignment pay in the Fire Department is calculated by taking current base rate x 2,912 multiplying that amount by 1.075 and dividing the total by 2,080. This converts a 56 hour work week to a 40 hour work week.

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Restated: 06-03-2025 Effective Date:10-28-2024

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$17.00	to	$19.00
NA	Certified Instructor	3	40	$17.00	to	$23.00
NA	Clerical Support	3	40	$17.00	to	$19.00
NA	Code Enforcement Officer	3	40	$17.00	to	$19.00
NA	Community Service Officer	3	40	$17.00	to	$19.00
NA	Custodian	3	40	$17.00	to	$19.00
NA	Engineering Technician Aide	3	40	$17.00	to	$19.00
NA	Facilities Host	3	40	$17.00	to	$19.00
NA	Fire Help	3	40	$22.24	to	$26.40
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$17.00	to	$25.00
NA	Graffiti Control Officer	3	40	$17.00	to	$19.00
NA	Ice Rink Maintenance Technician	3	40	$18.00	to	$22.00
NA	Ice Rink Manager	3	40	$20.00	to	$22.00
NA	Intern	3	40	$17.00	to	$19.00
NA	Licensed Surveyor in Training	3	40	$35.00	to	$50.00
NA	Lead Facilities Host	3	40	$21.00	to	$23.00
NA	Management Intern	3	40	$17.00	to	$22.00
NA	Meter Reader	3	40	$17.00	to	$19.00
NA	Paint Program Coordinator	3	40	$17.00	to	$19.00
NA	Parking Control Officer	3	40	$17.00	to	$19.00
NA	Pool Manager	3	40	$17.00	to	$19.00
NA	Parks/Public Works Laborer	3	40	$18.00	to	$22.00
NA	Recreation Leader I	3	40	$17.00	to	$18.00
NA	Recreation Leader II	3	40	$17.50	to	$18.50
NA	Recreation Leader III	3	40	$18.00	to	$19.00
NA	Refuse Collector	3	40	$17.00	to	$20.50
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$17.00	to	$23.00

Barganing Group Designation

Not Applicable NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Full Time Salary Schedule Adopted by City Council July 15, 2025; Effective July 21, 2025

Part Time Salary Schedule Adopted/Restated by City Council June 3, 2025; Effective October 28, 2024

City of Hanford Full-Time Salary Schedule

City Council Adoption Date: 07-15-2025 Effective Date 07-21-2025

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*						
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX		
GEMA	Accountant	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46		
SEIU	Accounting Clerk	3	40	59	$3,793	$3,983	$4,182	$4,391	$4,611	21.88	22.98	24.13	25.33	26.60		
GEMA	Accounting Technician I	2	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14		
GEMA	Accounting Technician II	2	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50		
GEMA	Administrative Analyst I	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60		
GEMA	Administrative Analyst II	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75		
SEIU	Administrative Assistant	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38		
GEMA	Administrative Specialist	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45		
SEIU	Administrative Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46		
SEIU	Animal Control Officer	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24		
GEMA	Assistant Engineer	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07		
PUMA	Assistant Finance Director	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83		
SEIU	Assistant Planner	3	40	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00		
GEMA	Associate Civil Engineer	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33		
GEMA	Associate Planner	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98		
GEMA	Associate Surveyor	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33		
SEIU	Building Inspector I	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85		
SEIU	Building Inspector II	3	40	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60		
PUMA	Building Official	1	E	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15		
GEMA	Building Superintendent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
PUMA	City Clerk	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30		
PUMA	City Engineer	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69		
Unrepresented	City Manager	1	E	202	$15,738	$16,525	$17,352	$18,219	$19,130	90.80	95.34	100.11	105.11	110.37		
SEIU	Code Compliance Officer	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85		
GEMA	Code Compliance Supervisor	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04		
SEIU	Combined Inspector	3	40	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*						
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX		
GEMA	Communications Dispatch Supervisor	3	40	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18		
SEIU	Communications Dispatcher	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19		
EMEA	Community Development Director	1	E	173	$11,793	$12,383	$13,002	$13,652	$14,335	68.04	71.44	75.01	78.76	82.70		
SEIU	Community Enhancement Officer	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
PUMA	Community Relations Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33		
SEIU	Community Services Officer	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		
SEIU	Computer Technician	3	40	82	$4,769	$5,007	$5,257	$5,520	$5,796	27.51	28.89	30.33	31.85	33.44		
SEIU	Construction Coordinator/Inspector	3	40	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88		
SEIU	Construction Inspector I	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
SEIU	Construction Inspector II	3	40	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82		
PUMA	Construction Manager/Senior Engineer	1	E	150	$9,381	$9,850	$10,343	$10,860	$11,403	54.12	56.83	59.67	62.65	65.78		
SEIU	Custodian	3	40	47	$3,366	$3,535	$3,711	$3,897	$4,092	19.42	20.39	21.41	22.48	23.61		
Unrepresented	Deputy City Manager	1	E	193	$14,390	$15,110	$15,865	$16,659	$17,491	83.02	87.17	91.53	96.11	100.91		
PUMA	Deputy Public Works Director	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67		
SEIU	Development Services Assistant	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		
SEIU	Development Services Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19		
PUMA	Engineering Manager	1	E	150	$9,381	$9,850	$10,343	$10,860	$11,403	54.12	56.83	59.67	62.65	65.78		
SEIU	Engineering Technician I	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
SEIU	Engineering Technician II	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
GEMA	Environmental Compliance Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60		
GEMA	Environmental Compliance Supervisor	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98		
SEIU	Facilities Maintenance Technician I	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41		
SEIU	Facilities Maintenance Technician II	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27		
EMEA	Finance Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79		
PUMA	Finance Manager	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22		
GEMA	Financial Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32		
IAFF	Fire Battalion Chief*	4	E	115	$9,271	$9,735	$10,221	$10,732	$11,269	38.20	40.12	42.12	44.23	46.44		
IAFF	Fire Battalion Chief**	1	E	148	$9,196	$9,656	$10,139	$10,646	$11,178	53.05	55.71	58.49	61.42	64.49		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
IAFF	Fire Captain*	4	24	94	$7,523	$7,899	$8,294	$8,709	$9,144	31.00	32.55	34.18	35.89	37.68
IAFF	Fire Captain**	4	24	94						46.66	48.99	51.44	54.01	56.71
EMEA	Fire Chief	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
IAFF	Fire Engineer*	4	24	77	$6,352	$6,670	$7,003	$7,353	$7,721	26.18	27.49	28.86	30.30	31.82
IAFF	Fire Engineer**	4	24	77						39.40	41.36	43.43	45.60	47.89
GEMA	Fire Marshal	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
GEMA	Fire Prevention Coordinator	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
IAFF	Firefighter*	4	24	67	$5,750	$6,038	$6,340	$6,657	$6,990	23.70	24.88	26.13	27.43	28.80
IAFF	Firefighter**	4	24	67						35.66	37.45	39.32	41.29	43.35
SEIU	Fleet Mechanic I	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09
SEIU	Fleet Mechanic II	3	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Fleet Superintendent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
GEMA	Fleet Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Heavy Equipment Operator	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
GEMA	Housing Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Housing Program Specialist	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
PUMA	Human Resources Analyst I	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07
PUMA	Human Resources Analyst II	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
PUMA	Human Resources Manager	1	E	161	$10,466	$10,989	$11,539	$12,116	$12,722	60.38	63.40	66.57	69.90	73.39
GEMA	Human Resources Technician	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
PUMA	Information Systems Analyst	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
GEMA	Information Systems Specialist	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
PUMA	Information Technology Manager	1	E	140	$8,492	$8,917	$9,363	$9,831	$10,323	49.00	51.44	54.02	56.72	59.55
SEIU	Landscape Services Technician	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Meter Reader	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Office Assistant I	3	40	40	$3,140	$3,297	$3,462	$3,635	$3,816	18.11	19.02	19.97	20.97	22.02
SEIU	Office Assistant II	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32
SEIU	Parking Control Officer	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*						
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX		
EMEA	Parks & Community Services Director	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69		
SEIU	Parks Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Parks Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
PUMA	Parks Manager	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80		
GEMA	Parks Supervisor	1	E	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68		
PUMA	Payroll Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60		
GEMA	Payroll Specialist	2	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14		
GEMA	Plans Examiner	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
HPOA	Police Cadet	4	40	48	$3,400	$3,570	$3,748	$3,936	$4,133	19.61	20.60	21.63	22.71	23.84		
HPOA	Police Captain	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83		
EMEA	Police Chief	1	E	185	$13,289	$13,954	$14,651	$15,384	$16,153	76.67	80.50	84.53	88.75	93.19		
HPOA	Police Corporal	4	14	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32	50.79	
HPOA	Police Lieutenant	1	E	148	$9,196	$9,656	$10,139	$10,646	$11,178	53.05	55.71	58.49	61.42	64.49		
HPOA	Police Officer/Investigator***	4	14	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75	45.98	48.32
SEIU	Police Records Assistant	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34		
HPOA	Police Sergeant	4	14	134	$8,000	$8,400	$8,820	$9,261	$9,724	46.16	48.46	50.89	53.43	56.10	58.96	
GEMA	Police Support Services Administrator	1	E	120	$6,960	$7,308	$7,673	$8,057	$8,460	40.15	42.16	44.27	46.48	48.81		
PUMA	Principal Planner	1	E	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15		
GEMA	Project Manager	1	E	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00		
SEIU	Property and Evidence Technician	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24		
EMEA	Public Works Director	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36		
PUMA	Public Works Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75		
GEMA	Purchasing Agent	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32		
SEIU	Recreation Coordinator	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
PUMA	Recreation Manager	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32		
GEMA	Recreation Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60		
SEIU	Refuse Collector	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52		
PUMA	Refuse Manager	1	E	129	$7,612	$7,993	$8,392	$8,812	$9,252	43.92	46.11	48.42	50.84	53.38		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*						
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX		
SEIU	Refuse Service Worker	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50		
GEMA	Refuse Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80		
GEMA	Regulatory Compliance Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60		
PUMA	Risk Management Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44		
GEMA	Safety and Risk Technician	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45		
GEMA	Sanitary Sewer Collection Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62		
GEMA	Senior Administrative Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32		
GEMA	Senior Civil Engineer	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80		
SEIU	Senior Combined Inspector	3	40	118	$6,823	$7,164	$7,522	$7,898	$8,293	39.36	41.33	43.40	45.57	47.85		
SEIU	Senior Communications Dispatcher	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44		
GEMA	Senior Construction Inpector	1	E	116	$6,688	$7,023	$7,374	$7,743	$8,130	38.59	40.52	42.54	44.67	46.90		
SEIU	Senior Custodian	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
GEMA	Senior Engineer	1	E	149	$9,288	$9,753	$10,240	$10,752	$11,290	53.59	56.26	59.08	62.03	65.13		
SEIU	Senior Engineering Technician	3	40	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80		
SEIU	Senior Facility/Building Maintenance Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94		
SEIU	Senior Fleet Mechanic	3	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50		
SEIU	Senior Maintenance Worker	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
SEIU	Senior Meter Reader	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68		
GEMA	Senior Planner	1	E	126	$7,388	$7,758	$8,145	$8,553	$8,980	42.62	44.76	46.99	49.34	51.81		
GEMA	Senior Plans Examiner	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30		
SEIU	Senior Police Records Assistant	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09		
SEIU	Senior Refuse Collector	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
SEIU	Senior Utilities Maintenance Worker	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15		
SEIU	Sewer Collections Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Sewer Collections Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Shop and Parts Specialist	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58		
SEIU	Sports Coordinator	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11		
SEIU	Storm Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*						
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX		
SEIU	Storm Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Streets Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08		
SEIU	Streets Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
PUMA	Streets Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45		
GEMA	Streets Supervisor	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46		
SEIU	Traffic Control Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94		
EMEA	Utilities & Engineering Director	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36		
SEIU	Utilities Maintenance Worker I	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80		
SEIU	Utilities Maintenance Worker II	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82		
PUMA	Utilities Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45		
GEMA	Utilities Supervisor	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31		
GEMA	Utility Billing Specialist	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57		
SEIU	Water Conservation Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46		
PUMA	WWTP Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75		
SEIU	WWTP Operator I	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19		
SEIU	WWTP Operator II	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45		
GEMA	WWTP Supervisor	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63		
SEIU	WWTP/OIT	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87		

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Administrative assignment pay in the Fire Department is calculated by taking current base rate x 2,912 multiplying that amount by 1.075 and dividing the total by 2,080. This converts a 56 hour work week to a 40 hour work week.

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Adopted/Restated: 06-03-2025 Effective Date:10-28-2024

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$17.00	to	$19.00
NA	Certified Instructor	3	40	$17.00	to	$23.00
NA	Clerical Support	3	40	$17.00	to	$19.00
NA	Code Enforcement Officer	3	40	$17.00	to	$19.00
NA	Community Service Officer	3	40	$17.00	to	$19.00
NA	Custodian	3	40	$17.00	to	$19.00
NA	Engineering Technician Aide	3	40	$17.00	to	$19.00
NA	Facilities Host	3	40	$17.00	to	$19.00
NA	Fire Help	3	40	$22.24	to	$26.40
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$17.00	to	$25.00
NA	Graffiti Control Officer	3	40	$17.00	to	$19.00
NA	Ice Rink Maintenance Technician	3	40	$18.00	to	$22.00
NA	Ice Rink Manager	3	40	$20.00	to	$22.00
NA	Intern	3	40	$17.00	to	$19.00
NA	Licensed Surveyor in Training	3	40	$35.00	to	$50.00
NA	Lead Facilities Host	3	40	$21.00	to	$23.00
NA	Management Intern	3	40	$17.00	to	$22.00
NA	Meter Reader	3	40	$17.00	to	$19.00
NA	Paint Program Coordinator	3	40	$17.00	to	$19.00
NA	Parking Control Officer	3	40	$17.00	to	$19.00
NA	Pool Manager	3	40	$17.00	to	$19.00
NA	Parks/Public Works Laborer	3	40	$18.00	to	$22.00
NA	Recreation Leader I	3	40	$17.00	to	$18.00
NA	Recreation Leader II	3	40	$17.50	to	$18.50
NA	Recreation Leader III	3	40	$18.00	to	$19.00
NA	Refuse Collector	3	40	$17.00	to	$20.50
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$17.00	to	$23.00

Barganing Group Designation

Not Applicable NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Full Time Salary Schedule Adopted by City Council August 5, 2025; Effective August 18, 2025

Part Time Salary Schedule Adopted/Restated by City Council June 3, 2025; Effective October 28, 2024

City of Hanford Full-Time Salary Schedule

City Council Adoption Date: 08-05-2025 Effective Date 08-18-2025

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*				
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX
GEMA	Accountant	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
SEIU	Accounting Clerk	3	40	59	$3,793	$3,983	$4,182	$4,391	$4,611	21.88	22.98	24.13	25.33	26.60
GEMA	Accounting Technician I	2	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Accounting Technician II	2	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50
GEMA	Administrative Analyst I	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Administrative Analyst II	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75
SEIU	Administrative Assistant	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
GEMA	Administrative Specialist	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Administrative Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Animal Control Officer	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
GEMA	Assistant Engineer	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07
PUMA	Assistant Finance Director	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83
SEIU	Assistant Planner	3	40	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
GEMA	Associate Civil Engineer	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
GEMA	Associate Planner	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
GEMA	Associate Surveyor	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
SEIU	Building Inspector I	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
SEIU	Building Inspector II	3	40	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
PUMA	Building Official	1	E	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
GEMA	Building Superintendent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
PUMA	City Clerk	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
PUMA	City Engineer	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69
Unrepresented	City Manager	1	E	202	$15,738	$16,525	$17,352	$18,219	$19,130	90.80	95.34	100.11	105.11	110.37
SEIU	Code Compliance Officer	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
GEMA	Code Compliance Supervisor	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	Combined Building Inspector	3	40	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*				
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX
GEMA	Communications Dispatch Supervisor	3	40	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18
SEIU	Communications Dispatcher	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
EMEA	Community Development Director	1	E	173	$11,793	$12,383	$13,002	$13,652	$14,335	68.04	71.44	75.01	78.76	82.70
SEIU	Community Enhancement Officer	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
PUMA	Community Relations Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
SEIU	Community Services Oficer	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Computer Technician	3	40	82	$4,769	$5,007	$5,257	$5,520	$5,796	27.51	28.89	30.33	31.85	33.44
SEIU	Construction Coordinator/Inspector	3	40	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
SEIU	Construction Inspector I	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Construction Inspector II	3	40	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82
SEIU	Custodian	3	40	47	$3,366	$3,535	$3,711	$3,897	$4,092	19.42	20.39	21.41	22.48	23.61
Unrepresented	Deputy City Manager	1	E	193	$14,390	$15,110	$15,865	$16,659	$17,491	83.02	87.17	91.53	96.11	100.91
PUMA	Deputy Public Works Director	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
SEIU	Development Services Assistant	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Development Services Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
PUMA	Engineering Manager	1	E	150	$9,381	$9,850	$10,343	$10,860	$11,403	54.12	56.83	59.67	62.65	65.78
SEIU	Engineering Technician I	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Engineering Technician II	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
GEMA	Environmental Compliance Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Environmental Compliance Supervisor	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
SEIU	Facilities Maintenance Technician I	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41
SEIU	Facilities Maintenance Technician II	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
EMEA	Finance Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
PUMA	Finance Manager	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22
GEMA	Financial Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
IAFF	Fire Battalion Chief	1	E	162	$10,571	$11,099	$11,654	$12,237	$12,849	60.99	64.03	67.24	70.60	74.13
IAFF	Fire Battalion Chief*	4	E	120	$9,743	$10,231	$10,743	$11,279	$11,845	40.15	42.16	44.27	46.48	48.81

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*				
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX
IAFF	Fire Captain	4	24	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
IAFF	Fire Captain*	4	24	99	$7,906	$8,302	$8,717	$9,153	$9,610	32.58	34.21	35.92	37.72	39.60
EMEA	Fire Chief	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
IAFF	Fire Engineer	4	24	124	$7,243	$7,605	$7,985	$8,384	$8,803	41.78	43.87	46.07	48.37	50.79
IAFF	Fire Engineer*	4	24	82	$6,676	$7,011	$7,360	$7,729	$8,115	27.51	28.89	30.33	31.85	33.44
GEMA	Fire Marshal	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
GEMA	Fire Prevention Coordinator	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
IAFF	Firefighter	4	24	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
IAFF	Firefighter*	4	24	72	$6,045	$6,346	$6,664	$6,996	$7,346	24.91	26.15	27.46	28.83	30.27
SEIU	Fleet Mechanic I	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09
SEIU	Fleet Mechanic II	3	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Fleet Superintendent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
GEMA	Fleet Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Heavy Equipment Operator	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
GEMA	Housing Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Housing Program Specialist	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
PUMA	Human Resources Analyst I	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07
PUMA	Human Resources Analyst II	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
PUMA	Human Resources Manager	1	E	161	$10,466	$10,989	$11,539	$12,116	$12,722	60.38	63.40	66.57	69.90	73.39
GEMA	Human Resources Technician	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
PUMA	Information Systems Analyst	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
GEMA	Information Systems Specialist	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
PUMA	Information Technology Manager	1	E	140	$8,492	$8,917	$9,363	$9,831	$10,323	49.00	51.44	54.02	56.72	59.55
SEIU	Landscape Services Technician	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Meter Reader	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Office Assistant I	3	40	40	$3,140	$3,297	$3,462	$3,635	$3,816	18.11	19.02	19.97	20.97	22.02
SEIU	Office Assistant II	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32
SEIU	Parking Control Officer	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*				
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX
EMEA	Parks & Community Services Director	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69
SEIU	Parks Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
SEIU	Parks Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
PUMA	Parks Manager	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80
GEMA	Parks Supervisor	1	E	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68
PUMA	Payroll Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Payroll Specialist	2	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Plans Examiner	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
HPOA	Police Cadet	4	40	53.5	$3,591	$3,771	$3,959	$4,157	$4,365	20.72	21.75	22.84	23.98	25.18
HPOA	Police Captain	1	E	161.5	$10,518	$11,044	$11,597	$12,176	$12,785	60.68	63.72	66.90	70.25	73.76
EMEA	Police Chief	1	E	185	$13,289	$13,954	$14,651	$15,384	$16,153	76.67	80.50	84.53	88.75	93.19
HPOA	Police Corporal	4	14	124.5	$7,279	$7,643	$8,025	$8,426	$8,847	41.99	44.09	46.30	48.61	51.04
HPOA	Police Lieutenant	1	E	153.5	$9,714	$10,199	$10,709	$11,245	$11,807	56.04	58.84	61.78	64.87	68.12
HPOA	Police Officer/Investigator	4	14	114.5	$6,589	$6,919	$7,265	$7,628	$8,009	38.02	39.92	41.91	44.01	46.21
SEIU	Police Records Assistant	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34
HPOA	Police Sergeant	4	14	139.5	$8,450	$8,873	$9,317	$9,782	$10,272	48.75	51.19	53.75	56.44	59.26
GEMA	Police Support Services Administrator	1	E	120	$6,960	$7,308	$7,673	$8,057	$8,460	40.15	42.16	44.27	46.48	48.81
PUMA	Principal Planner	1	E	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
GEMA	Project Manager	1	E	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00
SEIU	Property and Evidence Technician	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
EMEA	Public Works Director	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36
PUMA	Public Works Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
GEMA	Purchasing Agent	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Recreation Coordinator	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
PUMA	Recreation Manager	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
GEMA	Recreation Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Recycling Coordinator	3	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50
SEIU	Refuse Collector	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*				
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX
PUMA	Refuse Manager	1	E	129	$7,612	$7,993	$8,392	$8,812	$9,252	43.92	46.11	48.42	50.84	53.38
SEIU	Refuse Service Worker	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50
GEMA	Refuse Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
GEMA	Regulatory Compliance Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
PUMA	Risk Management Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
GEMA	Safety and Risk Technician	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
GEMA	Sanitary Sewer Collection Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
GEMA	Senior Administrative Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
GEMA	Senior Civil Engineer	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80
SEIU	Senior Combined Building Inspector	3	40	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Senior Communuications Dispatcher	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
GEMA	Senior Construction Inpector	1	E	116	$6,688	$7,023	$7,374	$7,743	$8,130	38.59	40.52	42.54	44.67	46.90
SEIU	Senior Custodian	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
PUMA	Senior Engineer	1	E	150	$9,381	$9,850	$10,343	$10,860	$11,403	54.12	56.83	59.67	62.65	65.78
SEIU	Senior Facility/Building Maintenance Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
SEIU	Senior Fleet Mechanic	3	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50
SEIU	Senior Maintenance Worker	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Senior Meter Reader	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
GEMA	Senior Planner	1	E	126	$7,388	$7,758	$8,145	$8,553	$8,980	42.62	44.76	46.99	49.34	51.81
GEMA	Senior Plans Examiner	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
SEIU	Senior Police Records Assistant	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09
SEIU	Senior Refuse Collector	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Senior Utilities Maintenance Worker	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Sewer Collections Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
SEIU	Sewer Collections Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
SEIU	Shop and Parts Specialist	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
SEIU	Sports Coordinator	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Storm Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
SEIU	Storm Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
SEIU	Streets Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
SEIU	Streets Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
PUMA	Streets Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45
GEMA	Streets Supervisor	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
SEIU	Sweeper Operator	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52
SEIU	Traffic Control Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
EMEA	Utilities & Engineering Director	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36
SEIU	Utilities Maintenance Worker I	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
SEIU	Utilities Maintenance Worker II	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
PUMA	Utilities Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45
GEMA	Utilities Supervisor	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
GEMA	Utility Billing Specialist	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Water Conservation Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
PUMA	WWTP Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
SEIU	WWTP Operator I	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	WWTP Operator II	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
GEMA	WWTP Supervisor	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
SEIU	WWTP/OIT	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Administrative assignment pay in the Fire Department is calculated by taking current base rate x2,912 multi[plying that amount by 1.075 and dividing the total by 2,080. This converts a 56 hour work week to a 40 hour week. The designated salary range is the nearest possible to the calculated amount without falling below it.

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Adopted/Restated: 06-03-2025 Effective Date:10-28-2024

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$17.00	to	$19.00
NA	Certified Instructor	3	40	$17.00	to	$23.00
NA	Clerical Support	3	40	$17.00	to	$19.00
NA	Code Enforcement Officer	3	40	$17.00	to	$19.00
NA	Community Service Officer	3	40	$17.00	to	$19.00
NA	Custodian	3	40	$17.00	to	$19.00
NA	Engineering Technician Aide	3	40	$17.00	to	$19.00
NA	Facilities Host	3	40	$17.00	to	$19.00
NA	Fire Help	3	40	$22.24	to	$26.40
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$17.00	to	$25.00
NA	Graffiti Control Officer	3	40	$17.00	to	$19.00
NA	Ice Rink Maintenance Technician	3	40	$18.00	to	$22.00
NA	Ice Rink Manager	3	40	$20.00	to	$22.00
NA	Intern	3	40	$17.00	to	$19.00
NA	Licensed Surveyor in Training	3	40	$35.00	to	$50.00
NA	Lead Facilities Host	3	40	$21.00	to	$23.00
NA	Management Intern	3	40	$17.00	to	$22.00
NA	Meter Reader	3	40	$17.00	to	$19.00
NA	Paint Program Coordinator	3	40	$17.00	to	$19.00
NA	Parking Control Officer	3	40	$17.00	to	$19.00
NA	Pool Manager	3	40	$17.00	to	$19.00
NA	Parks/Public Works Laborer	3	40	$18.00	to	$22.00
NA	Recreation Leader I	3	40	$17.00	to	$18.00
NA	Recreation Leader II	3	40	$17.50	to	$18.50
NA	Recreation Leader III	3	40	$18.00	to	$19.00
NA	Refuse Collector	3	40	$17.00	to	$20.50
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$17.00	to	$23.00

Barganing Group Designation

Not Applicable NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Full Time Salary Schedule Adopted by City Council October 7, 2025; Effective October 13, 2025

Part Time Salary Schedule Adopted/Restated by City Council June 3, 2025; Effective October 28, 2024

City of Hanford Full-Time Salary Schedule

City Council Adoption Date 10-07-2025; Effective Date 10-13-2025

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*				
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX
GEMA	Accountant	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
SEIU	Accounting Clerk	3	40	59	$3,793	$3,983	$4,182	$4,391	$4,611	21.88	22.98	24.13	25.33	26.60
GEMA	Accounting Technician I	2	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Accounting Technician II	2	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50
GEMA	Administrative Analyst I	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Administrative Analyst II	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75
SEIU	Administrative Assistant	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
GEMA	Administrative Specialist	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Administrative Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Animal Control Officer	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
GEMA	Assistant Engineer	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
PUMA	Assistant Finance Director	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83
SEIU	Assistant Planner	3	40	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
GEMA	Associate Civil Engineer	1	E	135	$8,080	$8,484	$8,909	$9,354	$9,822	46.62	48.95	51.40	53.97	56.66
GEMA	Associate Engineer	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
GEMA	Associate Planner	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
GEMA	Associate Surveyor	1	E	130	$7,688	$8,073	$8,476	$8,900	$9,345	44.35	46.57	48.90	51.35	53.91
SEIU	Building Inspector I	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
SEIU	Building Inspector II	3	40	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
PUMA	Building Official	1	E	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
GEMA	Building Superintendent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
PUMA	City Clerk	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
PUMA	City Engineer	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69
Unrepresented	City Manager	1	E	202	$15,738	$16,525	$17,352	$18,219	$19,130	90.80	95.34	100.11	105.11	110.37

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*				
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX
PUMA	City Surveyor	1	E	155	$9,860	$10,353	$10,870	$11,414	$11,984	56.88	59.73	62.71	65.85	69.14
GEMA	Civil Engineer	1	E	145	$8,926	$9,372	$9,841	$10,333	$10,849	51.49	54.07	56.77	59.61	62.59
SEIU	Code Compliance Officer	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
GEMA	Code Compliance Supervisor	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	Combined Building Inspector	3	40	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75
GEMA	Communications Dispatch Supervisor	3	40	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18
SEIU	Communications Dispatcher	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
EMEA	Community Development Director	1	E	173	$11,793	$12,383	$13,002	$13,652	$14,335	68.04	71.44	75.01	78.76	82.70
SEIU	Community Development Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Community Enhancement Officer	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
PUMA	Community Relations Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
SEIU	Community Services Oficer	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Computer Technician	3	40	82	$4,769	$5,007	$5,257	$5,520	$5,796	27.51	28.89	30.33	31.85	33.44
SEIU	Construction Coordinator/Inspector	3	40	107	$6,115	$6,421	$6,742	$7,079	$7,433	35.28	37.05	38.90	40.84	42.88
SEIU	Construction Inspector I	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Construction Inspector II	3	40	97	$5,536	$5,813	$6,104	$6,409	$6,729	31.94	33.54	35.21	36.97	38.82
SEIU	Custodian	3	40	47	$3,366	$3,535	$3,711	$3,897	$4,092	19.42	20.39	21.41	22.48	23.61
PUMA	Deputy City Engineer	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
Unrepresented	Deputy City Manager	1	E	193	$14,390	$15,110	$15,865	$16,659	$17,491	83.02	87.17	91.53	96.11	100.91
PUMA	Deputy Public Works Director	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
SEIU	Development Services Assistant	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Development Services Technician	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	Engineering Technician I	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Engineering Technician II	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
GEMA	Environmental Compliance Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Environmental Compliance Supervisor	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
SEIU	Facilities Maintenance Technician I	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41
SEIU	Facilities Maintenance Technician II	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
EMEA	Finance Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
PUMA	Finance Manager	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22
GEMA	Financial Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
IAFF	Fire Battalion Chief	1	E	162	10,571	11,099	11,654	12,237	12,849	60.99	64.03	67.24	70.60	74.13
IAFF	Fire Battalion Chief*	4	E	120	$9,743	$10,231	$10,743	$11,279	$11,845	40.15	42.16	44.27	46.48	48.81
IAFF	Fire Captain	4	24	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
IAFF	Fire Captain*	4	24	99	$7,906	$8,302	$8,717	$9,153	$9,610	32.58	34.21	35.92	37.72	39.60
EMEA	Fire Chief	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
IAFF	Fire Engineer	4	24	124	$7,243	$7,605	$7,985	$8,384	$8,803	41.78	43.87	46.07	48.37	50.79
IAFF	Fire Engineer*	4	24	82	$6,676	$7,011	$7,360	$7,729	$8,115	27.51	28.89	30.33	31.85	33.44
GEMA	Fire Marshal	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
GEMA	Fire Prevention Coordinator	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
IAFF	Firefighter	4	24	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
IAFF	Firefighter*	4	24	72	$6,045	$6,346	$6,664	$6,996	$7,346	24.91	26.15	27.46	28.83	30.27
SEIU	Fleet Mechanic I	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09
SEIU	Fleet Mechanic II	3	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Fleet Superintendent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
GEMA	Fleet Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Heavy Equipment Operator	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
GEMA	Housing Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Housing Program Specialist	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
PUMA	Human Resources Analyst	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07
PUMA	Human Resources Manager	1	E	161	$10,466	$10,989	$11,539	$12,116	$12,722	60.38	63.40	66.57	69.90	73.39

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
GEMA	Human Resources Technician	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
PUMA	Information Systems Analyst	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
GEMA	Information Systems Specialist	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
PUMA	Information Technology Manager	1	E	140	$8,492	$8,917	$9,363	$9,831	$10,323	49.00	51.44	54.02	56.72	59.55
GEMA	Land Surveyor	1	E	145	$8,926	$9,372	$9,841	$10,333	$10,849	51.49	54.07	56.77	59.61	62.59
SEIU	Landscape Services Technician	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Meter Reader	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87
SEIU	Office Assistant I	3	40	40	$3,140	$3,297	$3,462	$3,635	$3,816	18.11	19.02	19.97	20.97	22.02
SEIU	Office Assistant II	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32
SEIU	Parking Control Officer	3	40	50	$3,468	$3,642	$3,824	$4,015	$4,216	20.01	21.01	22.06	23.16	24.32
EMEA	Parks & Community Services Director	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69
SEIU	Parks Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
SEIU	Parks Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
PUMA	Parks Manager	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80
GEMA	Parks Supervisor	1	E	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68
PUMA	Payroll Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Payroll Specialist	2	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Plans Examiner	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
HPOA	Police Cadet	4	40	53.5	$3,591	$3,771	$3,959	$4,157	$4,365	20.72	21.75	22.84	23.98	25.18
HPOA	Police Captain	1	E	161.5	$10,518	$11,044	$11,597	$12,176	$12,785	60.68	63.72	66.90	70.25	73.76
EMEA	Police Chief	1	E	185	$13,289	$13,954	$14,651	$15,384	$16,153	76.67	80.50	84.53	88.75	93.19
HPOA	Police Corporal	4	14	124.5	$7,279	$7,643	$8,025	$8,426	$8,847	41.99	44.09	46.30	48.61	51.04
HPOA	Police Lieutenant	1	E	153.5	$9,714	$10,199	$10,709	$11,245	$11,807	56.04	58.84	61.78	64.87	68.12
HPOA	Police Officer/Investigator*	4	14	114.5	$6,589	$6,919	$7,265	$7,628	$8,009	38.02	39.92	41.91	44.01	46.21
SEIU	Police Records Assistant	3	40	58	$3,756	$3,943	$4,141	$4,348	$4,565	21.67	22.75	23.89	25.08	26.34

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
HPOA	Police Sergeant	4	14	139.5	$8,450	$8,873	$9,317	$9,782	$10,272	48.75	51.19	53.75	56.44	59.26
GEMA	Police Support Services Administrator	1	E	120	$6,960	$7,308	$7,673	$8,057	$8,460	40.15	42.16	44.27	46.48	48.81
PUMA	Principal Planner	1	E	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
GEMA	Project Manager	1	E	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00
SEIU	Property and Evidence Technician	3	40	65	$4,027	$4,228	$4,439	$4,661	$4,894	23.23	24.39	25.61	26.89	28.24
EMEA	Public Works Director	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36
PUMA	Public Works Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
GEMA	Purchasing Agent	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Recreation Coordinator	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
PUMA	Recreation Manager	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
GEMA	Recreation Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Recycling Coordinator	3	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50
SEIU	Refuse Collector	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52
PUMA	Refuse Manager	1	E	129	$7,612	$7,993	$8,392	$8,812	$9,252	43.92	46.11	48.42	50.84	53.38
SEIU	Refuse Service Worker	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50
GEMA	Refuse Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
GEMA	Regulatory Compliance Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
PUMA	Risk Management Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
GEMA	Safety and Risk Technician	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
GEMA	Sanitary Sewer Collection Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
GEMA	Senior Administrative Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
PUMA	Senior Civil Engineer	1	E	155	$9,860	$10,353	$10,870	$11,414	$11,984	56.88	59.73	62.71	65.85	69.14
SEIU	Senior Combined Building Inspector	3	40	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Senior Communuications Dispatcher	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
GEMA	Senior Construction Inpector	1	E	120	$6,960	$7,308	$7,673	$8,057	$8,460	40.15	42.16	44.27	46.48	48.81
SEIU	Senior Custodian	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
PUMA	Senior Engineer	1	E	150	$9,381	$9,850	$10,343	$10,860	$11,403	54.12	56.83	59.67	62.65	65.78
SEIU	Senior Facility/Building Maintenance Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
SEIU	Senior Fleet Mechanic	3	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50
PUMA	Senior Human Resources Analyst	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
SEIU	Senior Maintenance Worker	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Senior Meter Reader	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
GEMA	Senior Planner	1	E	126	$7,388	$7,758	$8,145	$8,553	$8,980	42.62	44.76	46.99	49.34	51.81
GEMA	Senior Plans Examiner	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
SEIU	Senior Police Records Assistant	3	40	68	$4,149	$4,356	$4,574	$4,802	$5,043	23.93	25.13	26.39	27.71	29.09
SEIU	Senior Refuse Collector	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Senior Utilities Maintenance Worker	3	40	87	$5,012	$5,262	$5,526	$5,802	$6,092	28.91	30.36	31.88	33.47	35.15
SEIU	Sewer Collections Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
SEIU	Sewer Collections Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
SEIU	Shop and Parts Specialist	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
SEIU	Sports Coordinator	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Storm Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
SEIU	Storm Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
SEIU	Streets Maintenance Worker I	3	40	57	$3,718	$3,904	$4,100	$4,305	$4,520	21.45	22.53	23.65	24.83	26.08
SEIU	Streets Maintenance Worker II	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80
PUMA	Streets Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45
GEMA	Streets Supervisor	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
GEMA	Supervising Building Inspector	1	E	126	$7,388	$7,758	$8,145	$8,553	$8,980	42.62	44.76	46.99	49.34	51.81
SEIU	Sweeper Operator	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52
SEIU	Traffic Control Technician	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
EMEA	Utilities & Engineering Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
SEIU	Utilities Maintenance Worker I	3	40	67	$4,107	$4,313	$4,528	$4,755	$4,993	23.70	24.88	26.13	27.43	28.80

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
SEIU	Utilities Maintenance Worker II	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
PUMA	Utilities Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45
GEMA	Utilities Supervisor	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
GEMA	Utility Billing Specialist	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Water Conservation Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
PUMA	WWTP Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
SEIU	WWTP Operator I	3	40	75	$4,448	$4,670	$4,904	$5,149	$5,406	25.66	26.94	28.29	29.71	31.19
SEIU	WWTP Operator II	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
GEMA	WWTP Supervisor	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
SEIU	WWTP/OIT	3	40	60	$3,831	$4,023	$4,224	$4,435	$4,657	22.10	23.21	24.37	25.59	26.87

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Administrative assignment pay in the Fire Department is calculated by taking current base rate x 2,912 multiplying that amount by 1.075 and dividing the total by 2,080. This converts a 56 hour work week to a 40 hour week.

The designated salary range is the nearest possible to the calculated amount without falling below it.

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Professional Upper Management Association	PUMA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Adopted/Restated 06-03-2025 Effective Date:10-28-2024

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$17.00	to	$19.00
NA	Certified Instructor	3	40	$17.00	to	$23.00
NA	Clerical Support	3	40	$17.00	to	$19.00
NA	Code Enforcement Officer	3	40	$17.00	to	$19.00
NA	Community Service Officer	3	40	$17.00	to	$19.00
NA	Custodian	3	40	$17.00	to	$19.00
NA	Engineering Technician Aide	3	40	$17.00	to	$19.00
NA	Facilities Host	3	40	$17.00	to	$19.00
NA	Fire Help	3	40	$22.24	to	$26.40
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$17.00	to	$25.00
NA	Graffiti Control Officer	3	40	$17.00	to	$19.00
NA	Ice Rink Maintenance Technician	3	40	$18.00	to	$22.00
NA	Ice Rink Manager	3	40	$20.00	to	$22.00
NA	Intern	3	40	$17.00	to	$19.00
NA	Licensed Surveyor in Training	3	40	$35.00	to	$50.00
NA	Lead Facilities Host	3	40	$21.00	to	$23.00
NA	Management Intern	3	40	$17.00	to	$22.00
NA	Meter Reader	3	40	$17.00	to	$19.00
NA	Paint Program Coordinator	3	40	$17.00	to	$19.00
NA	Parking Control Officer	3	40	$17.00	to	$19.00
NA	Pool Manager	3	40	$17.00	to	$19.00
NA	Parks/Public Works Laborer	3	40	$18.00	to	$22.00
NA	Recreation Leader I	3	40	$17.00	to	$18.00
NA	Recreation Leader II	3	40	$17.50	to	$18.50
NA	Recreation Leader III	3	40	$18.00	to	$19.00
NA	Refuse Collector	3	40	$17.00	to	$20.50
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Senior Fire Inspector	3	40	$30.00	to	$30.00
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$17.00	to	$23.00

Barganing Group Designation

Not Applicable NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Full Time Salary Schedule Adopted by City Council October 21, 2025; Effective October 27, 2025

Part Time Salary Schedule Adopted/Restated by City Council June 3, 2025; Effective October 28, 2024

City of Hanford Full-Time Salary Schedule

City Council Adoption Date: 10-21-2025; Effective Date: 10-27-2025

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*				
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX
GEMA	Accountant	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
SEIU	Accounting Clerk	3	40	63	$3,947	$4,145	$4,352	$4,569	$4,798	22.77	23.91	25.11	26.36	27.68
GEMA	Accounting Technician I	2	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Accounting Technician II	2	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50
GEMA	Administrative Analyst I	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Administrative Analyst II	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75
SEIU	Administrative Assistant	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
GEMA	Administrative Specialist	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Administrative Technician	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Animal Control Officer	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
GEMA	Assistant Engineer	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
PUMA	Assistant Finance Director	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83
SEIU	Assistant Planner	3	40	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
GEMA	Associate Civil Engineer	1	E	135	$8,080	$8,484	$8,909	$9,354	$9,822	46.62	48.95	51.40	53.97	56.66
GEMA	Associate Engineer	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
GEMA	Associate Planner	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
GEMA	Associate Surveyor	1	E	130	$7,688	$8,073	$8,476	$8,900	$9,345	44.35	46.57	48.90	51.35	53.91
PUMA	Building and Safety Manager	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22
SEIU	Building Inspector I	3	40	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
SEIU	Building Inspector II	3	40	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21
PUMA	Building Official	1	E	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
GEMA	Building Superintendent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
PUMA	City Clerk	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
PUMA	City Engineer	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
Unrepresented	City Manager	1	E	202	$15,738	$16,525	$17,352	$18,219	$19,130	90.80	95.34	100.11	105.11	110.37
PUMA	City Surveyor	1	E	155	$9,860	$10,353	$10,870	$11,414	$11,984	56.88	59.73	62.71	65.85	69.14
GEMA	Civil Engineer	1	E	145	$8,926	$9,372	$9,841	$10,333	$10,849	51.49	54.07	56.77	59.61	62.59
SEIU	Code Compliance Officer	3	40	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
GEMA	Code Compliance Supervisor	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	Combined Building Inspector	3	40	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52
GEMA	Communications Dispatch Supervisor	3	40	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18
SEIU	Communications Dispatcher	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
EMEA	Community Development Director	1	E	173	$11,793	$12,383	$13,002	$13,652	$14,335	68.04	71.44	75.01	78.76	82.70
SEIU	Community Development Technician	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Community Enhancement Officer	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
PUMA	Community Relations Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
SEIU	Community Services Officer	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Computer Technician	3	40	86	$4,962	$5,210	$5,471	$5,744	$6,032	28.63	30.06	31.56	33.14	34.80
SEIU	Construction Coordinator/Inspector	3	40	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
SEIU	Construction Inspector I	3	40	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Construction Inspector II	3	40	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Custodian	3	40	51	$3,503	$3,678	$3,862	$4,055	$4,258	20.21	21.22	22.28	23.39	24.56
PUMA	Deputy City Engineer	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
Unrepresented	Deputy City Manager	1	E	193	$14,390	$15,110	$15,865	$16,659	$17,491	83.02	87.17	91.53	96.11	100.91
PUMA	Deputy Public Works Director	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
SEIU	Development Services Assistant	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Development Services Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Engineering Technician I	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Engineering Technician II	3	40	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
GEMA	Environmental Compliance Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
GEMA	Environmental Compliance Supervisor	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
SEIU	Facilities Maintenance Technician I	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52
SEIU	Facilities Maintenance Technician II	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50
EMEA	Finance Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
PUMA	Finance Manager	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22
GEMA	Financial Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
IAFF	Fire Battalion Chief	1	E	162	10,571	11,099	11,654	12,237	12,849	60.99	64.03	67.24	70.60	74.13
IAFF	Fire Battalion Chief*	4	E	120	$9,743	$10,231	$10,743	$11,279	$11,845	40.15	42.16	44.27	46.48	48.81
IAFF	Fire Captain	4	24	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
IAFF	Fire Captain*	4	24	99	$7,906	$8,302	$8,717	$9,153	$9,610	32.58	34.21	35.92	37.72	39.60
EMEA	Fire Chief	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
IAFF	Fire Engineer	4	24	124	$7,243	$7,605	$7,985	$8,384	$8,803	41.78	43.87	46.07	48.37	50.79
IAFF	Fire Engineer*	4	24	82	$6,676	$7,011	$7,360	$7,729	$8,115	27.51	28.89	30.33	31.85	33.44
GEMA	Fire Marshal	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
GEMA	Fire Prevention Coordinator	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
IAFF	Firefighter	4	24	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
IAFF	Firefighter*	4	24	72	$6,045	$6,346	$6,664	$6,996	$7,346	24.91	26.15	27.46	28.83	30.27
SEIU	Fleet Mechanic I	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
SEIU	Fleet Mechanic II	3	40	82	$4,769	$5,007	$5,257	$5,520	$5,796	27.51	28.89	30.33	31.85	33.44
GEMA	Fleet Superintendent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
GEMA	Fleet Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Heavy Equipment Operator	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50
GEMA	Housing Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Housing Program Specialist	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
PUMA	Human Resources Analyst	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07
PUMA	Human Resources Manager	1	E	161	$10,466	$10,989	$11,539	$12,116	$12,722	60.38	63.40	66.57	69.90	73.39

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
GEMA	Human Resources Technician	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
PUMA	Information Systems Analyst	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
GEMA	Information Systems Specialist	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
PUMA	Information Technology Manager	1	E	140	$8,492	$8,917	$9,363	$9,831	$10,323	49.00	51.44	54.02	56.72	59.55
GEMA	Land Surveyor	1	E	145	$8,926	$9,372	$9,841	$10,333	$10,849	51.49	54.07	56.77	59.61	62.59
SEIU	Landscape Services Technician	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Meter Reader	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Office Assistant I	3	40	44	$3,267	$3,431	$3,602	$3,782	$3,971	18.85	19.79	20.78	21.82	22.91
SEIU	Office Assistant II	3	40	54	$3,609	$3,790	$3,979	$4,178	$4,387	20.82	21.86	22.96	24.10	25.31
SEIU	Parking Control Officer	3	40	54	$3,609	$3,790	$3,979	$4,178	$4,387	20.82	21.86	22.96	24.10	25.31
EMEA	Parks & Community Services Director	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69
SEIU	Parks Maintenance Worker I	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
SEIU	Parks Maintenance Worker II	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
PUMA	Parks Manager	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80
GEMA	Parks Supervisor	1	E	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68
PUMA	Payroll Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Payroll Specialist	2	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Plans Examiner	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
HPOA	Police Cadet	4	40	53.5	$3,591	$3,771	$3,959	$4,157	$4,365	20.72	21.75	22.84	23.98	25.18
HPOA	Police Captain	1	E	161.5	$10,518	$11,044	$11,597	$12,176	$12,785	60.68	63.72	66.90	70.25	73.76
EMEA	Police Chief	1	E	185	$13,289	$13,954	$14,651	$15,384	$16,153	76.67	80.50	84.53	88.75	93.19
HPOA	Police Corporal	4	14	124.5	$7,279	$7,643	$8,025	$8,426	$8,847	41.99	44.09	46.30	48.61	51.04
HPOA	Police Lieutenant	1	E	153.5	$9,714	$10,199	$10,709	$11,245	$11,807	56.04	58.84	61.78	64.87	68.12
HPOA	Police Officer/Investigator*	4	14	114.5	$6,589	$6,919	$7,265	$7,628	$8,009	38.02	39.92	41.91	44.01	46.21
SEIU	Police Records Assistant	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
HPOA	Police Sergeant	4	14	139.5	$8,450	$8,873	$9,317	$9,782	$10,272	48.75	51.19	53.75	56.44	59.26
GEMA	Police Support Services Administrator	1	E	120	$6,960	$7,308	$7,673	$8,057	$8,460	40.15	42.16	44.27	46.48	48.81
PUMA	Principal Planner	1	E	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
GEMA	Project Manager	1	E	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00
SEIU	Property and Evidence Technician	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
EMEA	Public Works Director	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36
PUMA	Public Works Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
GEMA	Purchasing Agent	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Recreation Coordinator	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
PUMA	Recreation Manager	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
GEMA	Recreation Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Recycling Coordinator	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
SEIU	Refuse Collector	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
PUMA	Refuse Manager	1	E	129	$7,612	$7,993	$8,392	$8,812	$9,252	43.92	46.11	48.42	50.84	53.38
SEIU	Refuse Service Worker	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50
GEMA	Refuse Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
GEMA	Regulatory Compliance Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
PUMA	Risk Management Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
GEMA	Safety and Risk Technician	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
GEMA	Sanitary Sewer Collection Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
GEMA	Senior Administrative Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
PUMA	Senior Civil Engineer	1	E	155	$9,860	$10,353	$10,870	$11,414	$11,984	56.88	59.73	62.71	65.85	69.14
SEIU	Senior Combined Building Inspector	3	40	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
SEIU	Senior Communications Dispatcher	3	40	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
GEMA	Senior Construction Inspector	1	E	120	$6,960	$7,308	$7,673	$8,057	$8,460	40.15	42.16	44.27	46.48	48.81
SEIU	Senior Custodian	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
PUMA	Senior Engineer	1	E	150	$9,381	$9,850	$10,343	$10,860	$11,403	54.12	56.83	59.67	62.65	65.78
SEIU	Senior Facility/Building Maintenance Technician	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
SEIU	Senior Fleet Mechanic	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
PUMA	Senior Human Resources Analyst	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
SEIU	Senior Maintenance Worker	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Senior Meter Reader	3	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88
GEMA	Senior Planner	1	E	126	$7,388	$7,758	$8,145	$8,553	$8,980	42.62	44.76	46.99	49.34	51.81
GEMA	Senior Plans Examiner	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
SEIU	Senior Police Records Assistant	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
SEIU	Senior Refuse Collector	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Senior Utilities Maintenance Worker	3	40	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Sewer Collections Maintenance Worker I	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
SEIU	Sewer Collections Maintenance Worker II	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
SEIU	Shop and Parts Specialist	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Sports Coordinator	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Storm Maintenance Worker I	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
SEIU	Storm Maintenance Worker II	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
SEIU	Streets Maintenance Worker I	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
SEIU	Streets Maintenance Worker II	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
PUMA	Streets Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45
GEMA	Streets Supervisor	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
GEMA	Supervising Building Inspector	1	E	126	$7,388	$7,758	$8,145	$8,553	$8,980	42.62	44.76	46.99	49.34	51.81
SEIU	Traffic Control Technician	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
EMEA	Utilities & Engineering Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
SEIU	Water Operator I	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
SEIU	Water Operator II	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
PUMA	Utilities Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45
GEMA	Utilities Supervisor	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
GEMA	Utility Billing Specialist	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Water Conservation Technician	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
PUMA	WWTP Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
SEIU	WWTP Operator I	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	WWTP Operator II	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
GEMA	WWTP Supervisor	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
SEIU	WWTP/OIT	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Administrative assignment pay in the Fire Department is calculated by taking current base rate x 2,912 multiplying that amount by 1.075 and dividing the total by 2,080. This converts a 56 hour work week to a 40 hour week.

The designated salary range is the nearest possible to the calculated amount without falling below it.

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Professional Upper Management Association	PUMA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Adopted/Restated 06-03-2025 Effective Date:10-28-2024

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$17.00	to	$19.00
NA	Certified Instructor	3	40	$17.00	to	$23.00
NA	Clerical Support	3	40	$17.00	to	$19.00
NA	Code Enforcement Officer	3	40	$17.00	to	$19.00
NA	Community Service Officer	3	40	$17.00	to	$19.00
NA	Custodian	3	40	$17.00	to	$19.00
NA	Engineering Technician Aide	3	40	$17.00	to	$19.00
NA	Facilities Host	3	40	$17.00	to	$19.00
NA	Fire Help	3	40	$22.24	to	$26.40
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$17.00	to	$25.00
NA	Graffiti Control Officer	3	40	$17.00	to	$19.00
NA	Ice Rink Maintenance Technician	3	40	$18.00	to	$22.00
NA	Ice Rink Manager	3	40	$20.00	to	$22.00
NA	Intern	3	40	$17.00	to	$19.00
NA	Licensed Surveyor in Training	3	40	$35.00	to	$50.00
NA	Lead Facilities Host	3	40	$21.00	to	$23.00
NA	Management Intern	3	40	$17.00	to	$22.00
NA	Meter Reader	3	40	$17.00	to	$19.00
NA	Paint Program Coordinator	3	40	$17.00	to	$19.00
NA	Parking Control Officer	3	40	$17.00	to	$19.00
NA	Pool Manager	3	40	$17.00	to	$19.00
NA	Parks/Public Works Laborer	3	40	$18.00	to	$22.00
NA	Recreation Leader I	3	40	$17.00	to	$18.00
NA	Recreation Leader II	3	40	$17.50	to	$18.50
NA	Recreation Leader III	3	40	$18.00	to	$19.00
NA	Refuse Collector	3	40	$17.00	to	$20.50
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Senior Fire Inspector	3	40	$30.00	to	$30.00
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$17.00	to	$23.00

Barganing Group Designation

Not Applicable NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

Salary Schedules

Adopted by City Council November 18, 2025

Effective Date: October 27, 2025

City of Hanford Full-Time Salary Schedule

City Council Restated/Adoption Date: 11-18-2025; Effective Date: 10-27-2025

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY*					*HOURLY SALARY*				
					1/MIN	2	3	4	5/MAX	1/MIN	2	3	4	5/MAX
GEMA	Accountant	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
SEIU	Accounting Clerk	3	40	63	$3,947	$4,145	$4,352	$4,569	$4,798	22.77	23.91	25.11	26.36	27.68
GEMA	Accounting Technician I	2	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Accounting Technician II	2	40	88	$5,062	$5,315	$5,581	$5,860	$6,153	29.20	30.66	32.20	33.81	35.50
GEMA	Administrative Analyst I	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Administrative Analyst II	1	E	109	$6,238	$6,550	$6,878	$7,222	$7,583	35.99	37.79	39.68	41.66	43.75
SEIU	Administrative Assistant	3	40	73	$4,360	$4,578	$4,807	$5,047	$5,300	25.15	26.41	27.73	29.12	30.58
GEMA	Administrative Specialist	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Administrative Technician	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Animal Control Officer	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
GEMA	Assistant Engineer	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
PUMA	Assistant Finance Director	1	E	156	$9,958	$10,456	$10,979	$11,528	$12,104	57.45	60.32	63.34	66.51	69.83
SEIU	Assistant Planner	3	40	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
GEMA	Associate Civil Engineer	1	E	135	$8,080	$8,484	$8,909	$9,354	$9,822	46.62	48.95	51.40	53.97	56.66
GEMA	Associate Engineer	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
GEMA	Associate Planner	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
GEMA	Associate Surveyor	1	E	130	$7,688	$8,073	$8,476	$8,900	$9,345	44.35	46.57	48.90	51.35	53.91
PUMA	Building and Safety Manager	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22
SEIU	Building Inspector I	3	40	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
SEIU	Building Inspector II	3	40	103	$5,877	$6,171	$6,479	$6,803	$7,143	33.90	35.60	37.38	39.25	41.21
PUMA	Building Official	1	E	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
GEMA	Building Superintendent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
PUMA	City Clerk	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
PUMA	City Engineer	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
Unrepresented	City Manager	1	E	202	$15,738	$16,525	$17,352	$18,219	$19,130	90.80	95.34	100.11	105.11	110.37
PUMA	City Surveyor	1	E	155	$9,860	$10,353	$10,870	$11,414	$11,984	56.88	59.73	62.71	65.85	69.14
GEMA	Civil Engineer	1	E	145	$8,926	$9,372	$9,841	$10,333	$10,849	51.49	54.07	56.77	59.61	62.59
SEIU	Code Compliance Officer	3	40	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
GEMA	Code Compliance Supervisor	1	E	105	$5,995	$6,295	$6,609	$6,940	$7,287	34.59	36.32	38.13	40.04	42.04
SEIU	Combined Building Inspector	3	40	113	$6,492	$6,816	$7,157	$7,515	$7,891	37.45	39.32	41.29	43.36	45.52
GEMA	Communications Dispatch Supervisor	3	40	110	$6,301	$6,616	$6,947	$7,294	$7,659	36.35	38.17	40.08	42.08	44.18
SEIU	Communications Dispatcher	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
EMEA	Community Development Director	1	E	173	$11,793	$12,383	$13,002	$13,652	$14,335	68.04	71.44	75.01	78.76	82.70
SEIU	Community Development Technician	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
SEIU	Community Enhancement Officer	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
PUMA	Community Relations Manager	1	E	127	$7,462	$7,835	$8,227	$8,638	$9,070	43.05	45.20	47.46	49.84	52.33
SEIU	Community Services Officer	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Computer Technician	3	40	86	$4,962	$5,210	$5,471	$5,744	$6,032	28.63	30.06	31.56	33.14	34.80
SEIU	Construction Coordinator/Inspector	3	40	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
SEIU	Construction Inspector I	3	40	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Construction Inspector II	3	40	101	$5,761	$6,049	$6,352	$6,669	$7,003	33.24	34.90	36.64	38.48	40.40
SEIU	Custodian	3	40	51	$3,503	$3,678	$3,862	$4,055	$4,258	20.21	21.22	22.28	23.39	24.56
PUMA	Deputy City Engineer	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
Unrepresented	Deputy City Manager	1	E	193	$14,390	$15,110	$15,865	$16,659	$17,491	83.02	87.17	91.53	96.11	100.91
PUMA	Deputy Public Works Director	1	E	160	$10,362	$10,881	$11,425	$11,996	$12,596	59.78	62.77	65.91	69.21	72.67
SEIU	Development Services Assistant	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Development Services Technician	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	Engineering Technician I	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Engineering Technician II	3	40	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
GEMA	Environmental Compliance Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
GEMA	Environmental Compliance Supervisor	1	E	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
SEIU	Facilities Maintenance Technician I	3	40	66	$4,067	$4,270	$4,484	$4,708	$4,943	23.46	24.64	25.87	27.16	28.52
SEIU	Facilities Maintenance Technician II	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50
EMEA	Finance Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
PUMA	Finance Manager	1	E	146	$9,015	$9,466	$9,939	$10,436	$10,958	52.01	54.61	57.34	60.21	63.22
GEMA	Financial Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
IAFF	Fire Battalion Chief	1	E	162	10,571	11,099	11,654	12,237	12,849	60.99	64.03	67.24	70.60	74.13
IAFF	Fire Battalion Chief*	4	E	120	$9,743	$10,231	$10,743	$11,279	$11,845	40.15	42.16	44.27	46.48	48.81
IAFF	Fire Captain	4	24	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
IAFF	Fire Captain*	4	24	99	$7,906	$8,302	$8,717	$9,153	$9,610	32.58	34.21	35.92	37.72	39.60
EMEA	Fire Chief	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
IAFF	Fire Engineer	4	24	124	$7,243	$7,605	$7,985	$8,384	$8,803	41.78	43.87	46.07	48.37	50.79
IAFF	Fire Engineer*	4	24	82	$6,676	$7,011	$7,360	$7,729	$8,115	27.51	28.89	30.33	31.85	33.44
GEMA	Fire Marshal	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
GEMA	Fire Prevention Coordinator	1	E	93	$5,320	$5,586	$5,866	$6,159	$6,467	30.69	32.23	33.84	35.53	37.31
IAFF	Firefighter	4	24	114	$6,557	$6,884	$7,229	$7,590	$7,970	37.83	39.72	41.70	43.79	45.98
IAFF	Firefighter*	4	24	72	$6,045	$6,346	$6,664	$6,996	$7,346	24.91	26.15	27.46	28.83	30.27
SEIU	Fleet Mechanic I	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
SEIU	Fleet Mechanic II	3	40	82	$4,769	$5,007	$5,257	$5,520	$5,796	27.51	28.89	30.33	31.85	33.44
GEMA	Fleet Superintendent	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
GEMA	Fleet Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Heavy Equipment Operator	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50
GEMA	Housing Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Housing Program Specialist	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
PUMA	Human Resources Analyst	1	E	112	$6,427	$6,749	$7,086	$7,441	$7,813	37.08	38.94	40.88	42.93	45.07
PUMA	Human Resources Manager	1	E	161	$10,466	$10,989	$11,539	$12,116	$12,722	60.38	63.40	66.57	69.90	73.39

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
GEMA	Human Resources Technician	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
PUMA	Information Systems Analyst	1	E	125	$7,315	$7,681	$8,065	$8,468	$8,891	42.20	44.31	46.53	48.85	51.30
GEMA	Information Systems Specialist	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
PUMA	Information Technology Manager	1	E	140	$8,492	$8,917	$9,363	$9,831	$10,323	49.00	51.44	54.02	56.72	59.55
GEMA	Land Surveyor	1	E	145	$8,926	$9,372	$9,841	$10,333	$10,849	51.49	54.07	56.77	59.61	62.59
SEIU	Landscape Services Technician	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Meter Reader	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96
SEIU	Office Assistant I	3	40	44	$3,267	$3,431	$3,602	$3,782	$3,971	18.85	19.79	20.78	21.82	22.91
SEIU	Office Assistant II	3	40	54	$3,609	$3,790	$3,979	$4,178	$4,387	20.82	21.86	22.96	24.10	25.31
SEIU	Parking Control Officer	3	40	54	$3,609	$3,790	$3,979	$4,178	$4,387	20.82	21.86	22.96	24.10	25.31
EMEA	Parks & Community Services Director	1	E	168	$11,221	$11,782	$12,371	$12,990	$13,639	64.74	67.97	71.37	74.94	78.69
SEIU	Parks Maintenance Worker I	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
SEIU	Parks Maintenance Worker II	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
PUMA	Parks Manager	1	E	137	$8,243	$8,655	$9,088	$9,542	$10,019	47.55	49.93	52.43	55.05	57.80
GEMA	Parks Supervisor	1	E	94	$5,373	$5,642	$5,924	$6,220	$6,531	31.00	32.55	34.18	35.89	37.68
PUMA	Payroll Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
GEMA	Payroll Specialist	2	40	78	$4,583	$4,812	$5,052	$5,305	$5,570	26.44	27.76	29.15	30.61	32.14
GEMA	Plans Examiner	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
HPOA	Police Cadet	4	40	53.5	$3,591	$3,771	$3,959	$4,157	$4,365	20.72	21.75	22.84	23.98	25.18
HPOA	Police Captain	1	E	161.5	$10,518	$11,044	$11,597	$12,176	$12,785	60.68	63.72	66.90	70.25	73.76
EMEA	Police Chief	1	E	185	$13,289	$13,954	$14,651	$15,384	$16,153	76.67	80.50	84.53	88.75	93.19
HPOA	Police Corporal	4	14	124.5	$7,279	$7,643	$8,025	$8,426	$8,847	41.99	44.09	46.30	48.61	51.04
HPOA	Police Lieutenant	1	E	153.5	$9,714	$10,199	$10,709	$11,245	$11,807	56.04	58.84	61.78	64.87	68.12
HPOA	Police Officer/Investigator*	4	14	114.5	$6,589	$6,919	$7,265	$7,628	$8,009	38.02	39.92	41.91	44.01	46.21
SEIU	Police Records Assistant	3	40	62	$3,908	$4,104	$4,309	$4,524	$4,750	22.55	23.67	24.86	26.10	27.41

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
HPOA	Police Sergeant	4	14	139.5	$8,450	$8,873	$9,317	$9,782	$10,272	48.75	51.19	53.75	56.44	59.26
GEMA	Police Support Services Administrator	1	E	120	$6,960	$7,308	$7,673	$8,057	$8,460	40.15	42.16	44.27	46.48	48.81
PUMA	Principal Planner	1	E	141	$8,577	$9,006	$9,457	$9,929	$10,426	49.49	51.96	54.56	57.29	60.15
GEMA	Project Manager	1	E	132	$7,843	$8,235	$8,647	$9,079	$9,533	45.25	47.51	49.88	52.38	55.00
SEIU	Property and Evidence Technician	3	40	69	$4,190	$4,400	$4,620	$4,850	$5,093	24.17	25.38	26.65	27.98	29.38
EMEA	Public Works Director	1	E	175	$12,030	$12,632	$13,264	$13,927	$14,623	69.41	72.88	76.52	80.35	84.36
PUMA	Public Works Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
GEMA	Purchasing Agent	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
SEIU	Recreation Coordinator	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
PUMA	Recreation Manager	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
GEMA	Recreation Supervisor	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
SEIU	Recycling Coordinator	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
SEIU	Refuse Collector	3	40	70	$4,232	$4,444	$4,666	$4,899	$5,144	24.42	25.64	26.92	28.26	29.68
PUMA	Refuse Manager	1	E	129	$7,612	$7,993	$8,392	$8,812	$9,252	43.92	46.11	48.42	50.84	53.38
SEIU	Refuse Service Worker	3	40	76	$4,492	$4,717	$4,953	$5,200	$5,460	25.92	27.21	28.57	30.00	31.50
GEMA	Refuse Supervisor	1	E	102	$5,819	$6,110	$6,415	$6,736	$7,073	33.57	35.25	37.01	38.86	40.80
GEMA	Regulatory Compliance Analyst	1	E	99	$5,648	$5,930	$6,226	$6,538	$6,865	32.58	34.21	35.92	37.72	39.60
PUMA	Risk Management Analyst	1	E	115	$6,622	$6,953	$7,301	$7,666	$8,049	38.20	40.12	42.12	44.23	46.44
GEMA	Safety and Risk Technician	2	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
GEMA	Sanitary Sewer Collection Supervisor	1	E	104	$5,936	$6,232	$6,544	$6,871	$7,215	34.24	35.96	37.75	39.64	41.62
GEMA	Senior Administrative Analyst	1	E	119	$6,891	$7,236	$7,597	$7,977	$8,376	39.76	41.74	43.83	46.02	48.32
PUMA	Senior Civil Engineer	1	E	155	$9,860	$10,353	$10,870	$11,414	$11,984	56.88	59.73	62.71	65.85	69.14
SEIU	Senior Combined Building Inspector	3	40	123	$7,171	$7,529	$7,906	$8,301	$8,716	41.37	43.44	45.61	47.89	50.29
SEIU	Senior Communications Dispatcher	3	40	100	$5,704	$5,989	$6,289	$6,603	$6,933	32.91	34.55	36.28	38.09	40.00
GEMA	Senior Construction Inspector	1	E	120	$6,960	$7,308	$7,673	$8,057	$8,460	40.15	42.16	44.27	46.48	48.81
SEIU	Senior Custodian	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
PUMA	Senior Engineer	1	E	150	$9,381	$9,850	$10,343	$10,860	$11,403	54.12	56.83	59.67	62.65	65.78
SEIU	Senior Facility/Building Maintenance Technician	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
SEIU	Senior Fleet Mechanic	3	40	92	$5,268	$5,531	$5,807	$6,098	$6,403	30.39	31.91	33.50	35.18	36.94
PUMA	Senior Human Resources Analyst	1	E	122	$7,100	$7,455	$7,828	$8,219	$8,630	40.96	43.01	45.16	47.42	49.79
SEIU	Senior Maintenance Worker	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11
SEIU	Senior Meter Reader	3	40	74	$4,404	$4,624	$4,855	$5,098	$5,353	25.41	26.68	28.01	29.41	30.88
GEMA	Senior Planner	1	E	126	$7,388	$7,758	$8,145	$8,553	$8,980	42.62	44.76	46.99	49.34	51.81
GEMA	Senior Plans Examiner	1	E	121	$7,030	$7,381	$7,750	$8,138	$8,544	40.56	42.58	44.71	46.95	49.30
SEIU	Senior Police Records Assistant	3	40	72	$4,317	$4,533	$4,759	$4,997	$5,247	24.91	26.15	27.46	28.83	30.27
SEIU	Senior Refuse Collector	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Senior Utilities Maintenance Worker	3	40	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Sewer Collections Maintenance Worker I	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
SEIU	Sewer Collections Maintenance Worker II	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
SEIU	Shop and Parts Specialist	3	40	77	$4,537	$4,764	$5,002	$5,252	$5,515	26.18	27.49	28.86	30.30	31.82
SEIU	Sports Coordinator	3	40	85	$4,913	$5,159	$5,417	$5,688	$5,972	28.35	29.76	31.25	32.81	34.45
SEIU	Storm Maintenance Worker I	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
SEIU	Storm Maintenance Worker II	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
SEIU	Streets Maintenance Worker I	3	40	61	$3,869	$4,063	$4,266	$4,479	$4,703	22.32	23.44	24.61	25.84	27.13
SEIU	Streets Maintenance Worker II	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
PUMA	Streets Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45
GEMA	Streets Supervisor	1	E	106	$6,055	$6,358	$6,676	$7,009	$7,360	34.93	36.68	38.51	40.44	42.46
GEMA	Supervising Building Inspector	1	E	126	$7,388	$7,758	$8,145	$8,553	$8,980	42.62	44.76	46.99	49.34	51.81
SEIU	Traffic Control Technician	3	40	96	$5,481	$5,756	$6,043	$6,345	$6,663	31.62	33.20	34.87	36.61	38.44
EMEA	Utilities & Engineering Director	1	E	179	$12,519	$13,145	$13,802	$14,492	$15,217	72.22	75.84	79.63	83.61	87.79
SEIU	Water Operator I	3	40	71	$4,274	$4,488	$4,712	$4,948	$5,195	24.66	25.89	27.19	28.55	29.97
SEIU	Water Operator II	3	40	81	$4,721	$4,958	$5,205	$5,466	$5,739	27.24	28.60	30.03	31.53	33.11

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	SALARY RANGE	*MONTHLY SALARY* 1/MIN	2	3	4	5/MAX	*HOURLY SALARY* 1/MIN	2	3	4	5/MAX
PUMA	Utilities Manager	1	E	131	$7,765	$8,153	$8,561	$8,989	$9,438	44.80	47.04	49.39	51.86	54.45
GEMA	Utilities Supervisor	1	E	108	$6,177	$6,485	$6,810	$7,150	$7,508	35.63	37.42	39.29	41.25	43.31
GEMA	Utility Billing Specialist	1	E	91	$5,215	$5,476	$5,750	$6,037	$6,339	30.09	31.59	33.17	34.83	36.57
SEIU	Water Conservation Technician	3	40	83	$4,816	$5,057	$5,310	$5,576	$5,854	27.79	29.18	30.63	32.17	33.77
PUMA	WWTP Manager	1	E	142	$8,663	$9,096	$9,551	$10,029	$10,530	49.98	52.48	55.10	57.86	60.75
SEIU	WWTP Operator I	3	40	79	$4,628	$4,860	$5,103	$5,358	$5,626	26.70	28.04	29.44	30.91	32.46
SEIU	WWTP Operator II	3	40	89	$5,113	$5,368	$5,637	$5,919	$6,214	29.50	30.97	32.52	34.15	35.85
GEMA	WWTP Supervisor	1	E	111	$6,364	$6,682	$7,016	$7,367	$7,735	36.71	38.55	40.48	42.50	44.63
SEIU	WWTP/OIT	3	40	64	$3,987	$4,186	$4,395	$4,615	$4,846	23.00	24.15	25.36	26.63	27.96

*2,912 hours worked annually (all other job classifications salary are based on 2,080 hours worked annually)

Administrative assignment pay in the Fire Department is calculated by taking current base rate x 2,912 multiplying that amount by 1.075 and dividing the total by 2,080. This converts a 56 hour work week to a 40 hour week.

The designated salary range is the nearest possible to the calculated amount without falling below it.

Barganing Group Designation	
Executive Management Employees Association	EMEA
General Employees Management Association	GEMA
International Association of Firefighters	IAFF
Hanford Police Officers Association	HPOA
Professional Upper Management Association	PUMA
Service Employees International Union Local 521	SEIU
Unrepresented	Unrep
Not Applicable	NA

Overtime Designation	
Management Employee	1. No compensation for overtime work
Conf/Other Employee	2. Shall be paid for overtime work
General Employee	3. Shall be paid for overtime work
Fire/Police Employee	4. Shall be paid for overtime work

FLSA Designation
E - Exempt
40 - 40 hour, 7 day work period (non-exempt)
14 - 86 hour/14 day work period (7k exemption)
24 -182 hour/24 day work period (7k exemption)

City of Hanford Part-Time Salary Schedule
City Council Adoption Date: 11-18-2025 Effective Date: 10-27-2025

BARGAINING UNIT	JOB TITLE	OT DESIGNATION	FLSA DESIGNATION	*HOURLY SALARY* 1/MIN	to	5/MAX
NA	Airport Manager	3	40	$25.00	to	$25.00
NA	Airport Operations Attendant	3	40	$17.00	to	$19.00
NA	Certified Instructor	3	40	$17.00	to	$23.00
NA	Clerical Support	3	40	$17.00	to	$19.00
NA	Code Enforcement Officer	3	40	$17.00	to	$19.00
NA	Community Service Officer	3	40	$17.00	to	$19.00
NA	Custodian	3	40	$17.00	to	$19.00
NA	Engineering Technician Aide	3	40	$17.00	to	$19.00
NA	Facilities Host	3	40	$17.00	to	$19.00
NA	Fire Help	3	40	$22.24	to	$26.40
NA	Fire Inspector	3	40	$25.00	to	$25.00
NA	Fleet Mechanic (Helper)	3	40	$17.00	to	$25.00
NA	Graffiti Control Officer	3	40	$17.00	to	$19.00
NA	Ice Rink Maintenance Technician	3	40	$18.00	to	$22.00
NA	Ice Rink Manager	3	40	$20.00	to	$22.00
NA	Intern	3	40	$17.00	to	$19.00
NA	Licensed Surveyor in Training	3	40	$35.00	to	$50.00
NA	Lead Facilities Host	3	40	$21.00	to	$23.00
NA	Management Intern	3	40	$17.00	to	$22.00
NA	Meter Reader	3	40	$17.00	to	$19.00
NA	Paint Program Coordinator	3	40	$17.00	to	$19.00
NA	Parking Control Officer	3	40	$17.00	to	$19.00
NA	Pool Manager	3	40	$17.00	to	$19.00
NA	Parks/Public Works Laborer	3	40	$18.00	to	$22.00
NA	Recreation Leader I	3	40	$17.00	to	$18.00
NA	Recreation Leader II	3	40	$17.50	to	$18.50
NA	Recreation Leader III	3	40	$18.00	to	$19.00
NA	Refuse Collector	3	40	$17.00	to	$20.50
NA	Reserve Police Officer (Level I)	3	40	$22.24	to	$26.40
NA	Senior Fire Inspector	3	40	$30.00	to	$30.00
NA	Sports Coordinator	3	40	$22.00	to	$22.00
NA	Sports Official	3	40	$17.00	to	$23.00

Barganing Group Designation

Not Applicable NA

Overtime Designation

3.General Employee Shall be paid for overtime work

FLSA Designation

40 - 40 hour, 7 day work period (non-exempt)

The above list contains the City of Hanford's part-time positions. Appointments for part-time work may be paid at an hourly rate as high as Step “3” of the range to which a full-time job classification has been established. Part-time appointments made at higher than Step “3” must be approved by the City Manager. If a part-time employee works more than 1,000 hours in a fiscal year he/she must become a member of CalPERS with the employee and the City making the appropriate contribution as defined by the City’s CalPERS contract. The employee will remain a CalPERS member until termination.

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Amendment to the General Employees Management Association (GEMA) Memorandum of Understanding.

RECOMMENDATION:

Recommendation: That the City Council, by motion, approve the attached updated Memorandum of Understanding (MOU) between the City of Hanford (City) and the General Employees Management Association and authorize City staff to amend all other documents that may be necessary to implement the approved changes.

BACKGROUND:

Following a recent review of Education Pay and Longevity Pay, conducted in consultation with legal counsel and in coordination with compliance review by California Public Employees' Retirement System (CalPERS), it was determined that revisions to the existing MOU are necessary to ensure compliance with applicable CalPERS regulations, specifically the Public Employees' Retirement Law (PERL).

As a result, the City has updated the MOU to incorporate a previous side letter agreement and to align with these regulatory requirements. Under the revised provisions, additional pay incentives will be reported to CalPERS only to the extent permitted by PERL and consistent with CalPERS administrative guidance.

In order to implement these revisions, the amended MOU must be formally approved by the City's governing body, the City Council.

FISCAL IMPACT:

The amendments are clarifying in nature; therefore, the fiscal impact is expected to be minimal, if any.

ATTACHMENTS:
1. RED LINED GEMA MOU 2025-2027 AMENDED 03-17-2026
2. FINAL GEMA MOU 2025-2027 AMENDED 03-17-2026

Memorandum of Understanding

between

City of Hanford

and

General Employees Management Association

Last Revised: ~~07/15/2025~~ 03/17/2026

July 1, 2025 to June 30, 2027

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SECTION 1

1.01 Preamble

The following constitutes a Memorandum of Understanding ("MOU") between the City of Hanford ("City") and General Employees Management Association, ("GEMA") as a result of meeting and conferring in good faith concerning wages, hours and other terms and conditions of employment.

1.02 Recognition

Under the terms of the Employer Employee Relations Resolution the City formally recognizes the GEMA as the recognized employee organization for the Hanford General Employees Management Association.

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 differences 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. Discharging, suspending, demoting, reducing in pay, reprimanding, withholding salary increases and benefits, or otherwise disciplining employees subject to the requirements of this MOU and City rules and regulations;

I. Laying-off employees;

J. 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 GEMA nor any person acting in its behalf, will cause, authorize, engage in, nor will any of the members of the GEMA 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 GEMA or GEMA 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 and Direct Deposit

$1,200 non-pensionable stipend and four percent (4%) salary increase effective the first full pay-period after agreement has been formally ratified.

Four percent (4%) salary increase effective the first full pay period in July 2026.

In a prior agreement, salary information was compared using data from seven (7) comparable agencies (Delano, Dinuba, Madera, Merced, Porterville, Tulare, and Visalia).

All employees will enroll in the City's direct deposit program.

2.02 Standard Work Period

The standard workday shall consist of eight (8) hours, and the standard work period shall consist of forty (40) hours worked within five (5) consecutive days. However, alternative work schedules (including telecommuting options) may be implemented based on operational needs, and with the approval from management.

Such schedules may include compressed or adjusted workweeks, as defined in City policy (e.g., AR 1.17), including, but not limited to, 4/10, 9/80 or 4/9/4 formats.

At the discretion of the Police Chief, Communications Dispatch Supervisors may work an alternative work schedule, hereinafter referred to as the 3/12 plus 8 plan which aligns with that of their subordinates. 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.

The implementation of any alternative schedule shall remain subject to operational requirements, legal compliance, and approval procedures. Participation is voluntary and may be modified or discontinued by the City at its discretion. Specific hours and workdays under such schedules are not guaranteed and may vary.

2.03 Management Leave

The City shall provide a Management Leave Plan for exempt employees.

Exempt employees shall receive 64 hours of Management Leave which may be taken as time off. An employee may also cash out their Management Leave or convert their pay out to

deferred compensation by completing the required form and returning it to the Payroll office in advance of the payroll deadline. Any Management Leave hours not taken by PP025 will be cashed out in PP026. Under no circumstances shall available Management Leave hours be carried over to a new calendar year.

Exempt employees who are hired throughout the year will receive a pro-rated amount of Management Leave hours and shall follow the Management Leave Plan as noted in the paragraph above.

Exempt employees who leave the City of Hanford with Management Leave hours available will be cashed out their balance in their final paycheck.

2.04 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

A. 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. Compensatory time shall not be available in PP026 as it is automatically cashed out as described below.

B. Non-exempt employees who are working an alternative work schedule shall receive overtime compensation for hours worked in excess of nine (9) hours on their assigned nine (9) hour days or eight (8) hours on their assigned eight (8) hour day.

C. Communications Dispatch Supervisors assigned to work 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 l/2) their base hourly rate or time and one-half (T 1/2) compensatory time off, at the discretion of the Department Head.

D. 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 l/2) for all hours worked.

E. "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.

F. 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.

G. 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.

H. 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:

i. Training is approved and required by the employee's Department Head.
ii. Training is directly related to the employee's present job; and
iii. Training could not be obtained during the employee's regular working hours.

If an employee, by their own initiative, attends an independent school outside of their regular working hours or work schedule, they shall not receive overtime compensation, even if the courses are related to their job

Under the Fair Labor Standards Act (FLSA), to qualify as exempt, an employee must both earn a minimum salary on a salaried (not hourly) basis and satisfy the conditions outlined in at least one of the defined duties tests.

2.05 Holidays

A. 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, and shall receive eight (8) hours holiday pay per holiday, except as otherwise provided:

1)New Year's Day, January 1
2) Martin Luther King Day, the third Monday in January
3) Washington's Birthday, the third Monday in February
4) Memorial Day, the last Monday in May
5) Independence Day, July 4
6) Labor Day, the first Monday in September
7) Veterans Day, November 11
8) Thanksgiving Day, the fourth Thursday in November
9) The day after Thanksgiving, the fourth Friday in November
10) Christmas Eve, December 24
11) Christmas Day, December 25
12) New Year's Eve, December 31
13) 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.

Employees assigned to an alternative work schedule may utilize compensatory (if applicable), management leave (if applicable) or vacation hours to supplement holiday hours.

B. Regular and probationary employees shall be credited with no more than two (2) floating holidays (16 hours total) to be taken no later than December 15th of each calendar year, at the employees' discretion, subject to staffing needs and with the approval of the department. New employees hired on or after the pay-period containing July 1st shall only receive one (1) floating holiday (8 hours total) to be taken no later than December 15th at the employee's discretion, subject to staffing needs and with the approval of the department. The floating holidays shall be capped at eight (8) hours each and can be taken in two (2) hour increments. Floating holidays do not roll over from calendar year to the next and has no cash value.

C. When a paid holiday falls on a Saturday, the previous Friday shall be deemed to be 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.

When Christmas Eve and /or New Year's Eve falls on a Sunday, the following Monday shall be deemed to be the holiday and the Christmas Day and or New Year's Day holiday will be observed on Tuesday.

D. In the event a paid holiday falls within an employee's vacation period, which would have excused the employee from work and for which no other compensation is made, said holiday shall not be charged as a vacation day.

E. Any employee, other than Police personnel, scheduled to work on a holiday who reports off sick will be charged sick leave at the appropriate rate, and the holiday time will be accrued.

F. All exempt employees required to report for work on a City holiday (as determined by City Manager) shall be compensated paid holiday plus straight time for hours worked during a designated holiday.

G. Compensation at Termination. Regular employees leaving the municipal service shall be paid for 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.

H. Paid Holiday Closure - City offices (where possible) will be closed to Christmas Eve through New Years Day. Nothing shall prevent a Department Head from requiring employees to work on a holiday. If any employee is required to work during this period when their office is closed or is not permitted to have the time off in their department due to the nature of their position, these employees shall be compensated for hours worked as outlined above in Section F. (exempt employees) or Section 2.04 Overtime (non-exempt employees).

I. Holiday language as noted above does not apply to those assigned to the position of Communications Dispatch Supervisor. Employees assigned to that position shall receive up to 112 hours of holiday time each calendar year accruing 4.308 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 his/her/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. The balance over sixty (60) hours shall be paid out at the employee's current rate upon separation from the City.

2.06 Vacation

A. 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.

B. 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:
   3.39 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 fifteen (15) years:
   5.24 hours per bi-weekly pay period, 136 hours annually

4) Sixteen (16) through nineteen (19) years:
   6.16 hours per bi-weekly pay period, 160 hours annually

5) Twenty (20) or more years:
   6.46 hours per bi-weekly pay period, 168 hours annually

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

D. Buyback
Employees shall be able to cash out accrued vacation at an equal amount of vacation time used in the calendar year, but no more than eighty (80) hours each year. With the exception of job-protected medical leave (FMLA/CFRA), employees who are on leave such as workers compensation and administrative leave shall not be able to cash out accrued vacation hours.

E. 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.

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 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:
    1) A temporary restraining order or restraining order;
    2) Other injunctive relief to help ensure the health, safety or welfare of the employee or their children;
    3) To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
    4) To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault or stalking;
    5) To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking;
    6) 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. Sick leave shall be taken in fifteen (15) minute increments.

G. 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.

H. 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.

I. 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 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).

J. 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.

K. 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.

L. 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 by 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. Absences 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 the 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

Employees leaving the municipal service shall forfeit all accumulated sick leave unless:

1) 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.
2) 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.
3) 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

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 ~~Reserved~~ Call Back

Communications Dispatch Supervisors 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.

2.09 Bereavement Leave

Each employee shall be allowed to use bereavement leave 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, child, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild or a close relative residing in the household of the employee. Bereavement leave dates shall be discussed with the Department Head and does not need to be consecutive. There is no limit to the number of times bereavement leave can be taken as long as it is for an employee's family member as described above. Bereavement leave shall be completed within three (3) months of the date of the death of a covered family member. Upon request and within thirty (30) days of the first day of leave, the employee shall provide documentation of the death of a covered family member. Documentation shall include but is not limited to: a death certificate, a published obituary, memorial service announcement or program, etc.

2.10 Special Assignment Pay

Water Certification Premium - Employees assigned to the positions of Utilities Supervisor, and Wastewater Treatment Plant Supervisor who are routinely and consistently assigned to test local water quality for compliance with governmental health standards as a regular part of their job duties and have obtained a Grade V or higher water distribution, water treatment, or wastewater treatment certificate shall receive a five percent (5%) increase to their base salary per month, payable with the normal payroll, effective the first full pay period after the City receives proof of the employee's certification. This compensation shall be provided on an ongoing basis, provided the certification is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification going forward.

GEMA employees who are assigned to special assignment duties or work conditions on a routine or consistent basis as outlined in the "Special Assignment" tab of CalPERS "Special Compensation Reportability Table" may be eligible to receive a five percent (5%) increase to their base salary per month, payable with the normal payroll. To receive this pay, employees must submit a written request to the City Manager demonstrating their eligibility and include any related certifications earned, if applicable. Upon approval, the City's Payroll Division will coordinate with CalPERS to confirm eligibility. Employees who meet CalPERS reportability standards will be listed in this section.

The special compensation will commence with the first pay period following CalPERS' confirmation of eligibility and will continue as long as the qualifying duties or conditions persist. If related certifications are earned and subject to renewal, employees must provide updated documentation to the Human Resources Division. The City will pay for the cost associated with maintaining and renewing such certification (if applicable).

The maximum amount provided in total for Special Assignment Pay is five percent (5%).

2.11 Tuition Reimbursement

Pursuant to Administrative Regulation 1.13, regular employees are eligible to receive tuition reimbursement up to $5,000 per fiscal year for courses taken to obtain a bachelor's, master's or doctoral degree only (no training/certificate course work).

2.12 Education Pay

~~GEMA employees who obtain and maintain one of the certificates as noted below in the "Educational" tab of CalPERS "Special Compensation Type Reportability Table," shall receive a five percent (5%) increase to their base salary per month, effective the first full pay period after the City receives proof of certification (unless noted otherwise). This compensation shall be provided on an ongoing basis, provided the certification is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification going forward.~~

~~Compensation awarded during any period in which the employee fails to maintain the required certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.~~

~~Special Compensation Type~~	~~Classic~~	~~PEPRA~~	~~Notes~~
~~Applicator's Differential~~	~~Yes~~	~~Yes~~	~~-~~
~~Certified Public Accountant Incentive~~	~~Yes~~	~~Yes~~	~~-~~

Special Compensation Type	Classic	PEPRA	Notes
Educational Incentive	Yes	Yes	The City's Payroll Division will review and coordinate with CalPERS to verify eligibility. Individuals who meet CalPERS reportability requirements will be identified in this section. Compensation will begin the first pay period after eligibility has been confirmed by CalPERS.
Engineering Registration Premium	Yes	Yes	Only for engineers
Government Agency Required Licenses	Yes	Yes	The City's Payroll Division will review and coordinate with CalPERS to verify eligibility. Individuals who meet CalPERS reportability requirements will be identified in this section. Compensation will begin the first pay period after eligibility has been confirmed by CalPERS.
International Conference of Building Officials (ICBO) Certificate	Yes	Yes	Only for building inspectors
Mechanical Premium	Yes	Yes	Only for mechanics with a Brake Adjustment License, SMOG Inspector License, etc.
National Institute of Automotive Service Excellence (NIASE) Certificate	Yes	Yes	Only for mechanics
Notary Pay	Yes	Yes	Only for clerical employees

Employees assigned to the position of Environmental Compliance Supervisor shall receive the compensation as noted above for obtaining and maintaining an Environmental Compliance Inspector certification.

The City will pay for the cost associated with maintaining and renewing such certification.

National/State/Renewable Certifications

National, State or renewable licenses/certificates obtained by employees assigned to GEMA will be reviewed by the City Manager to determine if it is related to the position and benefits the job and the City. It is expressly understood that positions and assignments eligible for additional pay (2.5% increase) will be determined solely at the discretion of the City Manager and unlike the specific certifications described above will not be reported to CalPERS as pensionable income.

Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which

~~the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.~~

~~The City will pay for the cost associated with maintaining and renewing such certification (if applicable).~~

~~Other Certifications~~
~~Other certifications obtained by employees assigned to GEMA will be reviewed by the City Manager to determine if it is related to the position and benefits the job and the City. It is expressly understood that positions and assignments eligible for additional pay (1% increase) will be determined solely at the discretion of the City Manager and unlike the specific certifications described above will not be reported to CalPERS as pensionable income.~~

~~The maximum amount provided in total for Education Pay is five percent (5%).~~

5% Certifications/Licenses
Employees represented by GEMA who obtain and maintain one of the certifications/licenses specified below shall receive an additional five percent (5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification/license going forward (if renewable). Compensation awarded during any period in which the employee fails to maintain the certification/license may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

Compensation will begin the first pay period after eligibility has been confirmed by Human Resources. In order to be eligible for education pay, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities

Applicator's Differential - Available to management level employees assigned to the Utilities and Engineering or Public Works Department who obtain and maintain a California Qualified Pesticide Applicator certificate.

Certified Public Accountant Incentive – Available to management level employees assigned to the Finance Department who obtain and maintain a Certified Public Accountant license.

Engineering Registration Premium – Available to management level employees assigned to the Utilities and Engineering or Public Works Department who have taken and passed a California engineering proficiency exam and are registered with the State of California.

International Conference of Building Officials (ICBO) Certificate - Available to management level employees assigned to the Community Development Department who obtain and maintain an ICBO certificate.

Mechanical Premium - Available to management level employees assigned to the Public Works Department who obtain and maintain a Brake Adjustment License or SMOG Inspector License.

National Institute of Automotive Service Excellence (NIASE) Certificate – Available to management level employees assigned to the Public Works Department who obtain and maintain an NIASE certificate.

2.5% National/State/Renewable Certifications

Employees represented by GEMA who obtain and maintain a National, State or renewable licenses/certificates shall receive an additional two and one-half percent (2.5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. In order to be eligible, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 2.5% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the license/certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

1% Other Certifications

Employees represented by GEMA who obtain other certifications shall receive an additional one percent (1%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification is maintained and remains valid. In order to be eligible, the certificates must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 1% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

The maximum amount provided in total for Education Pay is five percent (5%). Employees receiving Educational Pay under previous terms prior to July 15, 2025, which is not listed under these terms, will maintain that additional compensation if the certificate remains valid, is not required of their position and is pertinent to their job. However, the additional compensation will not be considered as pensionable income.

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

Uniforms

Department Heads and/or Managers shall determine uniform expectations/specifications for classifications listed below. The City, if determined by Department Head, shall supply eleven (11) sets of uniforms, and one (1) jacket to each employee in the classification listed below:

1. Streets Supervisor
2. Parks Supervisor
3. Wastewater Treatment Supervisor
4. Utilities Supervisor
5. Fleet Supervisor
6. Sanitary Sewer Collections Supervisor

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.

The City shall provide a uniform allowance to each employee in the classification listed below:

1. Administrative Analyst I/II assigned to the Police and Fire Department (unless not required to wear a uniform at the Department Head's discretion)
2. Code Compliance Supervisor
3. Communications Dispatch Supervisor
4. Fire Marshal

An initial $400 uniform allowance shall be provided 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. Thereafter, the employee shall receive a uniform allowance of $800 effective the first full pay period in July.

Department Heads and/or Managers shall determine uniform expectations/specifications for classifications noted above. Employees who receive a uniform allowance are responsible for wearing the designated uniform and reporting to work in a clean and neat fashion.

Safety Shoes

The following job classifications shall be provided a safety shoe and accessories (laces, insoles, etc.) from a contracted vendor at no cost up to $225 per person, per fiscal year. Shoes shall be provided to the newly hired or appointed employee within six months of service within the position. Employees who are on leave will be provided with safety shoes and accessories upon their return.

Designated employees will be required to wear a safety shoe at all times on the job:

- Building Superintendent
- Code Compliance Supervisor
- Fire Marshal
- Fleet Superintendent
- Fleet Supervisor
- Parks Supervisor
- Refuse Supervisor
- Sanitary Sewer Collections Supervisor
- Streets Supervisor
- Utilities Supervisor
- Wastewater Treatment Plant Supervisor

Any employee who believes their job functions warrant the need for protective footwear as described by the Occupational Safety and Health Administration (OSHA) and/or Department of Industrial Relations shall request a safety shoe allowance in writing to their Department Head. The City Manager in conjunction with Risk Management personnel shall review and approve or deny the request.

2.15 Health Insurance

Medical

The City shall offer optional medical plans including but not limited to a PPO, EPO and/or a high deductible plan with employee sponsored Health Savings Account (HSA), if applicable. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect the PPO plan.

Dental

The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect a dental plan.

Vision

The City shall pay one hundred percent (100%) of the total premium cost of all regular and probationary employees who elect an employee only vision plan. The City shall pay sixty

percent (60%) of the total premium cost of all regular and probationary employees, who elect a vision plan with dependent coverage.

2.16 Reserved

2.17 Retirement

The City shall provide the three percent (3%) @ 60 retirement plan to miscellaneous employees provided under the California Public Employees (CalPERS) retirement system for those present members of GEMA

Pursuant to state law, miscellaneous employees hired after January 1, 2013, shall have a formula of two percent (2%) @ 62.

The employee shall pay the required employee contribution as determined by CalPERS.

2.18 Reserved

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 GEMA. There shall be no more than one deduction per pay period and the total of such deductions shall be remitted by the City to GEMA. "Dues" in this context means any deduction voluntarily authorized by a GEMA member employed by the City.

2.20 Bilingual Pay

The City agrees to compensate eligible GEMA members 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 – 2.31 Reserved

2.32 Acting Pay

When an employee is temporarily assigned to a position in a higher classification (employee leaves their current position and assumes the duties and responsibilities of a higher-level classification), they shall have their base salary adjusted to the base pay for the higher classification at Step 1 or the step that provides them with a minimum of a five-percent (5%) increase commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

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.

2.33 Working out of Classification

If an employee is assigned to perform duties that are distinct, separate and normally performed by employees in a different classification (higher or lower) for more than 51% of their working hours as determined by their immediate supervisor, they shall receive a five-percent (5%) increase in their base salary commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

Working out of class assignment may be discontinued by the supervisor or Department Head at any time; however, employees shall not be rotated in and out of working out of class assignments to avoid providing additional compensation.

Working out of classification pay shall not be considered as part of the employee's base pay when computing the rate due upon promotion to a higher classification.

Any working out of classification assignment shall not exceed six months in a fiscal year unless written approval is received by the City Manager.

Any employee who feels they are working out of classification and not receiving compensation for their additional duties may submit supportive documentation to their immediate supervisor and Department Head outlining a detailed listing of all duties performed and the amount of time he/she spends on those duties.

If the Department Head and immediate supervisor do not agree that the additional duties meets the criteria for working out of classification compensation, the Department Head shall render his/her decision and comments in writing within fifteen (15) days after receiving the employees request and supportive documentation.

If the employee does not agree with the decision reached, the employee may appeal their decision by presenting their supporting documents/information to the City Manager. The City Manager shall review and render a decision in writing within twenty (20) calendar days after receiving the employee’s appeal. The decision of the City Manager shall be final.

2.34 Safety Glasses

All non-clerical GEMA members 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 as outlined by Administrative Regulation 1.32 Performance Evaluations.

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.

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 pays the premium for a $100,000 group Life and AD&D insurance policy for employees represented by GEMA. The City also provides employees an option to purchase additional life insurance at the employee's expense.

2.42 Reserved

2.43 Flexible Spending and Voluntary Benefit Plan

The City agrees to provide a Section 125 plan at no cost to the City.

2.44 GEMA/Management Meetings

Once each quarter, GEMA may request a meeting with the applicable Department Head and together or separately with the City Manager on topics other than discipline or grievances. GEMA 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 – 2.65 Reserved

2.66 Per Diem

The City shall reimburse GEMA members according to the provisions outlined in the Administrative Regulation 1.05 entitled travel and Meeting Expense Reimbursement Policy.

2.67 – 2.78 Reserved

2.79 Longevity Pay

Employees shall receive an increase upon completion of the following consecutive years of active services with the City of Hanford:
Five (5) years of service: 2.5%
Ten (10) years of service: an additional 2.5%
Fifteen (15) years of service: an additional 2.5%
Twenty (20) years of service: an additional 2.5%
(Maximum allowance of 10%)

Active service shall be defined as an employee who is in a continued pay status and an employee who is on approved leave (including paid or unpaid military leave). Time off for discipline leave shall not be time counted towards longevity, but such leave shall not constitute as a break in active service as it relates to longevity.

The City Manager shall have the discretion to provide longevity pay based on cumulative years of service at another public entity (State, County or City municipality) in a management and/or technical level position. Verification of years of service, title and job

functions will be conducted through the Human Resources office prior to awarding longevity pay.

~~If an employee was previously full-time, transitioned to a part-time position and then was rehired to a full-time position, as long as the employee did not completely separate from employment with the City of Hanford, their previous years in a full-time position will count when calculating longevity pay. Such employees are responsible for notifying their Department Head and/or immediate supervisor in a timely manner if they believe they qualify. No retroactive pay will be provided for untimely notice.~~ If an employee was previously full-time, transitioned to a part-time position or separated from the City of Hanford and then was rehired to a full-time position, their previous years in a full-time position will count when calculating CalPERS reportable longevity pay. Such employees are responsible for completing the necessary form if they believe they qualify. No retroactive pay will be provided for untimely notice.

Only years of service with the City will be reported to CalPERS to the extent permitted by the Public Employees' Retirement Law, applicable regulations, and CalPERS administrative guidance.

2.80 Deferred Compensation

Employees covered in this agreement are eligible to receive matched employer contributions for deferred compensation up to $75.00 per pay period.

SECTION 3

3.01 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.

A. 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.

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

1) Fraud in securing appointment;

2) Neglect of duty, including failure to meet the standards of performance of the employee's position;

3) Insubordination, willful disobedience;

4) Dishonesty, including falsification of City documents or records, or fraud in securing one's employment;

5) Drunkenness or intoxication on duty;

6) Possession, distribution, sale or use, or being under the influence of, illegal drugs while on City property or City business;

7) Absence without leave;

8) Conviction of a felony or any crime involving moral turpitude;

9) Discourteous treatment of the public or other employees, including physical and verbal harm;

10) Willful violation of safety, endangering property and/or persons;

11) Misuse, unauthorized use, misappropriation, theft, or sabotage of City property;

12) Inefficiency or incompetency;
13) Violation of any of provisions of these Rules, official City policies, and/or departmental rules and regulations;

14) Refusal to take or subscribe to any oath of affirmation which is required by law in connection with City employment;

15) Any other acts or omissions either during or outside of duty hours which are incompatible with or unfavorable to the public service.

C. 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.

D. Such formal notice shall include the following statements:
   1) The nature of the disciplinary action;

   2) The effective date of the penalty;

   3) The causes therefore;

   4) A plain and concise description of the act or omissions upon which the causes are based;

   5) A statement informing the employee of his/her right to appeal the decision as provided in these Rules;

   6) A copy of the materials upon which the disciplinary action is based; and

   7) Whether the employee will be placed on Administrative Leave, and for what length of time.

E. 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.

F. 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.

G. Appeal Hearing and Procedures – Regular Employees

1) 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.

2) Cost of Hearing

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

3) Scheduling the Hearing

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

4) 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.

5) 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.

6) 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.

H. Decision – Regular Employees

1) 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.

2) 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 findings of the City within fifteen (15) calendar days of the receipt of the hearing officer's advisory opinion.

3) 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.

4) Representation

The employee must appear in person at the hearing and may be represented by counsel or another representative.

5) 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.

I. Categories of Discipline

1) Major Discipline:

a) Reduction in Salary

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

b) Demotion

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

c) Administrative Leave (with pay) Pending Termination

Employees placed on Administrative Leave from municipal service shall forfeit all rights, privileges with the exception of salary, and Group Health and Life Insurance benefits pending employment ending with the City (termination).

2) Minor Discipline:

a) 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.

b) 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.

J. Releasing Information

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

SECTION 4

4.01 Grievance Procedures

A. 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.

B. 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 GEMA.

Any City employee, or GEMA, 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.

C. 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.

D. Formal Grievance Procedure

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

1) 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.

2) 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.

3) 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.

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

SECTION 5

5.01 Layoff Procedures

Subject to state and federal law, an employee may be 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 return of another City employee occupying the same position from a leave of absence. The order of separation due to a layoff shall be based upon class, type of appointment and seniority.

A. 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.

B. Seniority Score Computation

1) Total seniority credits shall be counted from the initial date of hire under any type of appointment, as long as there has been no break in service; otherwise, total seniority credits shall be counted from the first day of employment following the last break in service. Prior layoff does not constitute a break in service.

2) One point of seniority credit shall be counted for each qualifying month of service. For other than full-time employment, 160 hours worked shall be equivalent to one month of service and seniority credit shall be given upon the completion of each 160 hours worked.

3) Authorized leaves of absence without pay shall not be considered breaks in service, but time spent on such leaves without pay shall not count toward seniority credit unless otherwise required by law.

4) No matter what the class is, the service credits will be calculated the same. There will be no preference for special classes.

5) When two or more employees have the same total seniority score, the tie shall be broken and preference given in the following order to the employee with the greatest seniority in the class in which layoff is being made; if there is still a tie, the employee with the greatest seniority in the department of layoff; if there is still a tie, the employee whose name is drawn by lot by the Personnel Officer.

C. Order of Separation

1) Separation (layoff) of employees shall be in the order in which their names appear on the seniority list for the affected class, with those persons having the least seniority credit being the first separated, except as provided in Subsection (c)(3) immediately below.

2) Employees in the same class shall be separated during a reduction in force (layoff) according to the type of appointment under which they serve, in the following sequence: part-time, probationary, permanent.

3) The layoff 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 layoff, then the layoff of 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 layoff and who have a greater number of seniority credits.

D. Voluntary Demotion in Lieu of Layoff

An employee scheduled to be laid off may voluntarily demote to a lower class when the lower class has similar duties, responsibilities and requirements as designated by the Personnel Officer, providing the total seniority credits exceed the total seniority credits 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 credit exceeds that of the person occupying that position. To be considered for voluntary demotion in lieu of layoff, an employee must notify the Personnel Officer in writing of this election no later than seven (7) calendar days after receiving notice of layoff.

E. Re-employment

1) Re-Employment Lists
By Class The Personnel Officer shall establish a re-employment list which will be valid for two (2) years from the date of employee layoff and shall pertain to each class in which a layoff occurs. Such lists shall contain the names of permanent employees who were laid off or demoted in lieu of layoff from that class. Names shall be placed on a replacement list in the order of total seniority, with the highest seniority being first on the list. Any remaining benefits at the time of layoff shall be restored upon rehire.

2) Department Re-employment Lists
A re-employment list shall be established for each department in which a layoff occurs. Such lists shall be prepared in accordance with the procedures set forth in Subsection (e)(1) immediately above. Appointment shall be made from the highest available eligible on the department re-employment list, who has expressed a willingness to accept re-employment. An employee's name shall be removed from the re-employment list if such employee fails to reply to an offer of employment within ten (10) calendar days after receipt of such offer or, after accepting such offer, fails to report for work.

3) City Re-employment List
A re-employment list shall be established on a City-wide basis. In the absence of a department re-employment list, the City-wide list shall be used to fill vacancies under these procedures. Individual names shall be removed from the City list if such individual rejects or fails to reply to an offer for re-employment within ten (10) calendar days after receipt of the offer or after accepting such offer, fails to report to work. Employees appointed from a City re-employment list may be required to serve a new probationary period. Any employee laid off for a period of six (6) months or longer will be required to meet City job standards.

F. Layoff of Probationary Appointments as a Result of Promotion

If an employee with permanent status is promoted and layoff occurs during the probationary period and such employee is scheduled to be laid off, the employee shall

be entitled to return to his/her former position. If layoff occurs in the position (class) to which the employee returned, the procedures established in this Chapter shall apply and shall be followed.

SECTION 6

6.01 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 GEMA and the City in a written and signed amendment to this agreement.

The City and GEMA 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 GEMA shall be obligated to meet and confer on any matter:

A. Whether or not specifically referred to in this MOU;

B. Whether or not the matter was within the knowledge or contemplation of either party at the time of negotiations;

C. Whether or not the matters were proposed and later withdrawn during negotiations.

D. 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 GEMA of its intention to so do. If GEMA does not respond within ten (10) calendar days from the date of mailing of such notification the City shall assume that GEMA 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 GEMA will be offered the opportunity to meet and confer as soon as practicable.

6.02 Accumulation/Vesting

The City and GEMA 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.

6.03 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.

6.04 Nondiscrimination

Both the City and GEMA 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 GEMA shall interfere with intimidate, restrain, coerce, or discriminate against any employee because of the exercise of rights to engage or not engage in lawful GEMA activity.
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Agreed upon ~~July 15, 2025~~ March 17, 2026

For the City:

/s/
~~Mario Cifuentez~~ Christopher Tavarez
City Manager

/s/
~~Chris Tavarez~~
~~Deputy City Manager~~

/s/
Sarah Cardoza
Human Resources Manager

For GEMA:

/s/	/s/
Robert Buchanan	Tyler Martinez
President	Vice President
/s/	/s/
Aubrey Balbina	Olivia ~~Morales Lara~~ Ayala
Treasurer	GEMA Board Member

Memorandum of Understanding

between

City of Hanford

and

General Employees Management Association

Last Revised: 03/17/2026

July 1, 2025 to June 30, 2027

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SECTION 1

1.01 Preamble

The following constitutes a Memorandum of Understanding ("MOU") between the City of Hanford ("City") and General Employees Management Association, ("GEMA") as a result of meeting and conferring in good faith concerning wages, hours and other terms and conditions of employment.

1.02 Recognition

Under the terms of the Employer Employee Relations Resolution the City formally recognizes the GEMA as the recognized employee organization for the Hanford General Employees Management Association.

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 differences 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. Discharging, suspending, demoting, reducing in pay, reprimanding, withholding salary increases and benefits, or otherwise disciplining employees subject to the requirements of this MOU and City rules and regulations;

I. Laying-off employees;

J. 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 GEMA nor any person acting in its behalf, will cause, authorize, engage in, nor will any of the members of the GEMA 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 GEMA or GEMA 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 and Direct Deposit

$1,200 non-pensionable stipend and four percent (4%) salary increase effective the first full pay-period after agreement has been formally ratified.

Four percent (4%) salary increase effective the first full pay period in July 2026.

In a prior agreement, salary information was compared using data from seven (7) comparable agencies (Delano, Dinuba, Madera, Merced, Porterville, Tulare, and Visalia).

All employees will enroll in the City's direct deposit program.

2.02 Standard Work Period

The standard workday shall consist of eight (8) hours, and the standard work period shall consist of forty (40) hours worked within five (5) consecutive days. However, alternative work schedules (including telecommuting options) may be implemented based on operational needs, and with the approval from management.

Such schedules may include compressed or adjusted workweeks, as defined in City policy (e.g., AR 1.17), including, but not limited to, 4/10, 9/80 or 4/9/4 formats.

At the discretion of the Police Chief, Communications Dispatch Supervisors may work an alternative work schedule, hereinafter referred to as the 3/12 plus 8 plan which aligns with that of their subordinates. 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.

The implementation of any alternative schedule shall remain subject to operational requirements, legal compliance, and approval procedures. Participation is voluntary and may be modified or discontinued by the City at its discretion. Specific hours and workdays under such schedules are not guaranteed and may vary.

2.03 Management Leave

The City shall provide a Management Leave Plan for exempt employees.

Exempt employees shall receive 64 hours of Management Leave which may be taken as time off. An employee may also cash out their Management Leave or convert their pay out to

deferred compensation by completing the required form and returning it to the Payroll office in advance of the payroll deadline. Any Management Leave hours not taken by PP025 will be cashed out in PP026. Under no circumstances shall available Management Leave hours be carried over to a new calendar year.

Exempt employees who are hired throughout the year will receive a pro-rated amount of Management Leave hours and shall follow the Management Leave Plan as noted in the paragraph above.

Exempt employees who leave the City of Hanford with Management Leave hours available will be cashed out their balance in their final paycheck.

2.04 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

A. 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. Compensatory time shall not be available in PP026 as it is automatically cashed out as described below.

B. Non-exempt employees who are working an alternative work schedule shall receive overtime compensation for hours worked in excess of nine (9) hours on their assigned nine (9) hour days or eight (8) hours on their assigned eight (8) hour day.

C. Communications Dispatch Supervisors assigned to work 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 l/2) their base hourly rate or time and one-half (T 1/2) compensatory time off, at the discretion of the Department Head.

D. 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 l/2) for all hours worked.

E. "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.

F. 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.

G. 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.

H. 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:

i. Training is approved and required by the employee's Department Head.
ii. Training is directly related to the employee's present job; and
iii. Training could not be obtained during the employee's regular working hours.

If an employee, by their own initiative, attends an independent school outside of their regular working hours or work schedule, they shall not receive overtime compensation, even if the courses are related to their job

Under the Fair Labor Standards Act (FLSA), to qualify as exempt, an employee must both earn a minimum salary on a salaried (not hourly) basis and satisfy the conditions outlined in at least one of the defined duties tests.

2.05 Holidays

A. 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, and shall receive eight (8) hours holiday pay per holiday, except as otherwise provided:

1)New Year's Day, January 1
2) Martin Luther King Day, the third Monday in January
3) Washington's Birthday, the third Monday in February
4) Memorial Day, the last Monday in May
5) Independence Day, July 4
6) Labor Day, the first Monday in September
7) Veterans Day, November 11
8) Thanksgiving Day, the fourth Thursday in November
9) The day after Thanksgiving, the fourth Friday in November
10) Christmas Eve, December 24
11) Christmas Day, December 25
12) New Year's Eve, December 31
13) 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.

Employees assigned to an alternative work schedule may utilize compensatory (if applicable), management leave (if applicable) or vacation hours to supplement holiday hours.

B. Regular and probationary employees shall be credited with no more than two (2) floating holidays (16 hours total) to be taken no later than December 15th of each calendar year, at the employees' discretion, subject to staffing needs and with the approval of the department. New employees hired on or after the pay-period containing July 1st shall only receive one (1) floating holiday (8 hours total) to be taken no later than December 15th at the employee's discretion, subject to staffing needs and with the approval of the department. The floating holidays shall be capped at eight (8) hours each and can be taken in two (2) hour increments. Floating holidays do not roll over from calendar year to the next and has no cash value.

C. When a paid holiday falls on a Saturday, the previous Friday shall be deemed to be 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.

   When Christmas Eve and /or New Year's Eve falls on a Sunday, the following Monday shall be deemed to be the holiday and the Christmas Day and or New Year's Day holiday will be observed on Tuesday.

D. In the event a paid holiday falls within an employee's vacation period, which would have excused the employee from work and for which no other compensation is made, said holiday shall not be charged as a vacation day.

E. Any employee, other than Police personnel, scheduled to work on a holiday who reports off sick will be charged sick leave at the appropriate rate, and the holiday time will be accrued.

F. All exempt employees required to report for work on a City holiday (as determined by City Manager) shall be compensated paid holiday plus straight time for hours worked during a designated holiday.

G. Compensation at Termination. Regular employees leaving the municipal service shall be paid for 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.

H. Paid Holiday Closure - City offices (where possible) will be closed to Christmas Eve through New Years Day. Nothing shall prevent a Department Head from requiring employees to work on a holiday. If any employee is required to work during this period when their office is closed or is not permitted to have the time off in their department due to the nature of their position, these employees shall be compensated for hours worked as outlined above in Section F. (exempt employees) or Section 2.04 Overtime (non-exempt employees).

I. Holiday language as noted above does not apply to those assigned to the position of Communications Dispatch Supervisor. Employees assigned to that position shall receive up to 112 hours of holiday time each calendar year accruing 4.308 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 his/her/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. The balance over sixty (60) hours shall be paid out at the employee's current rate upon separation from the City.

2.06 Vacation

A. 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.

B. 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:
3.39 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 fifteen (15) years:
5.24 hours per bi-weekly pay period, 136 hours annually

4) Sixteen (16) through nineteen (19) years:
6.16 hours per bi-weekly pay period, 160 hours annually

5) Twenty (20) or more years:
6.46 hours per bi-weekly pay period, 168 hours annually

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

D. Buyback
Employees shall be able to cash out accrued vacation at an equal amount of vacation time used in the calendar year, but no more than eighty (80) hours each year. With the exception of job-protected medical leave (FMLA/CFRA), employees who are on leave such as workers compensation and administrative leave shall not be able to cash out accrued vacation hours.

E. 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.

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 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:
    1) A temporary restraining order or restraining order;
    2) Other injunctive relief to help ensure the health, safety or welfare of the employee or their children;
    3) To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
    4) To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault or stalking;
    5) To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking;
    6) 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. Sick leave shall be taken in fifteen (15) minute increments.

G. 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.

H. 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.

I. 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 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).

J. 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.

K. 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.

L. 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 <u>Not</u> 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 by 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. Absences 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 the 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

Employees leaving the municipal service shall forfeit all accumulated sick leave unless:

1) 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.
2) 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.
3) 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

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 Call Back

Communications Dispatch Supervisors 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.

2.09 Bereavement Leave

Each employee shall be allowed to use bereavement leave 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, child, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild or a close relative residing in the household of the employee. Bereavement leave dates shall be discussed with the Department Head and does not need to be consecutive. There is no limit to the number of times bereavement leave can be taken as long as it is for an employee's family member as described above. Bereavement leave shall be completed within three (3) months of the date of the death of a covered family member. Upon request and within thirty (30) days of the first day of leave, the employee shall provide documentation of the death of a covered family member. Documentation shall include but is not limited to: a death certificate, a published obituary, memorial service announcement or program, etc.

2.10 Special Assignment Pay

Water Certification Premium - Employees assigned to the positions of Utilities Supervisor, and Wastewater Treatment Plant Supervisor who are routinely and consistently assigned to test local water quality for compliance with governmental health standards as a regular part of their job duties and have obtained a Grade V or higher water distribution, water treatment, or wastewater treatment certificate shall receive a five percent (5%) increase to their base salary per month, payable with the normal payroll, effective the first full pay period after the City receives proof of the employee's certification. This compensation shall be provided on an ongoing basis, provided the certification is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification going forward.

GEMA employees who are assigned to special assignment duties or work conditions on a routine or consistent basis as outlined in the "Special Assignment" tab of CalPERS "Special Compensation Reportability Table" may be eligible to receive a five percent (5%) increase to their base salary per month, payable with the normal payroll. To receive this pay, employees must submit a written request to the City Manager demonstrating their eligibility and include any related certifications earned, if applicable. Upon approval, the City's Payroll Division will coordinate with CalPERS to confirm eligibility. Employees who meet CalPERS reportability standards will be listed in this section.

The special compensation will commence with the first pay period following CalPERS' confirmation of eligibility and will continue as long as the qualifying duties or conditions persist. If related certifications are earned and subject to renewal, employees must provide updated documentation to the Human Resources Division. The City will pay for the cost associated with maintaining and renewing such certification (if applicable).

The maximum amount provided in total for Special Assignment Pay is five percent (5%).

2.11 Tuition Reimbursement

Pursuant to Administrative Regulation 1.13, regular employees are eligible to receive tuition reimbursement up to $5,000 per fiscal year for courses taken to obtain a bachelor's, master's or doctoral degree only (no training/certificate course work).

2.12 Education Pay

5% Certifications/Licenses

Employees represented by GEMA who obtain and maintain one of the certifications/licenses specified below shall receive an additional five percent (5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification/license going forward (if renewable). Compensation awarded during any period in which the employee fails to maintain the certification/license may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

Compensation will begin the first pay period after eligibility has been confirmed by Human Resources. In order to be eligible for education pay, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities

Applicator's Differential - Available to management level employees assigned to the Utilities and Engineering or Public Works Department who obtain and maintain a California Qualified Pesticide Applicator certificate.

Certified Public Accountant Incentive – Available to management level employees assigned to the Finance Department who obtain and maintain a Certified Public Accountant license.

Engineering Registration Premium – Available to management level employees assigned to the Utilities and Engineering or Public Works Department who have taken and passed a California engineering proficiency exam and are registered with the State of California.

International Conference of Building Officials (ICBO) Certificate - Available to management level employees assigned to the Community Development Department who obtain and maintain an ICBO certificate.

Mechanical Premium - Available to management level employees assigned to the Public Works Department who obtain and maintain a Brake Adjustment License or SMOG Inspector License.

National Institute of Automotive Service Excellence (NIASE) Certificate – Available to management level employees assigned to the Public Works Department who obtain and maintain an NIASE certificate.

2.5% National/State/Renewable Certifications

Employees represented by GEMA who obtain and maintain a National, State or renewable licenses/certificates shall receive an additional two and one-half percent (2.5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. In order to be eligible, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 2.5% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the license/certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

1% Other Certifications

Employees represented by GEMA who obtain other certifications shall receive an additional one percent (1%) of their base salary paid bi-weekly. This compensation shall be provided on

an ongoing basis, provided the certification is maintained and remains valid. In order to be eligible, the certificates must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 1% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

The maximum amount provided in total for Education Pay is five percent (5%). Employees receiving Educational Pay under previous terms prior to July 15, 2025, which is not listed under these terms, will maintain that additional compensation if the certificate remains valid, is not required of their position and is pertinent to their job. However, the additional compensation will not be considered as pensionable income.

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

Uniforms

Department Heads and/or Managers shall determine uniform expectations/specifications for classifications listed below. The City, if determined by Department Head, shall supply eleven (11) sets of uniforms, and one (1) jacket to each employee in the classification listed below:

1. Streets Supervisor
2. Parks Supervisor
3. Wastewater Treatment Supervisor
4. Utilities Supervisor
5. Fleet Supervisor
6. Sanitary Sewer Collections Supervisor

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.

The City shall provide a uniform allowance to each employee in the classification listed below:

1. Administrative Analyst I/II assigned to the Police and Fire Department (unless not required to wear a uniform at the Department Head's discretion)
2. Code Compliance Supervisor
3. Communications Dispatch Supervisor
4. Fire Marshal

An initial $400 uniform allowance shall be provided 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. Thereafter, the employee shall receive a uniform allowance of $800 effective the first full pay period in July.

Department Heads and/or Managers shall determine uniform expectations/specifications for classifications noted above. Employees who receive a uniform allowance are responsible for wearing the designated uniform and reporting to work in a clean and neat fashion.

Safety Shoes

The following job classifications shall be provided a safety shoe and accessories (laces, insoles, etc.) from a contracted vendor at no cost up to $225 per person, per fiscal year. Shoes shall be provided to the newly hired or appointed employee within six months of service within the position. Employees who are on leave will be provided with safety shoes and accessories upon their return.

Designated employees will be required to wear a safety shoe at all times on the job:

- Building Superintendent
- Code Compliance Supervisor
- Fire Marshal
- Fleet Superintendent
- Fleet Supervisor
- Parks Supervisor
- Refuse Supervisor
- Sanitary Sewer Collections Supervisor
- Streets Supervisor
- Utilities Supervisor
- Wastewater Treatment Plant Supervisor

Any employee who believes their job functions warrant the need for protective footwear as described by the Occupational Safety and Health Administration (OSHA) and/or Department of Industrial Relations shall request a safety shoe allowance in writing to their Department Head. The City Manager in conjunction with Risk Management personnel shall review and approve or deny the request.

2.15 Health Insurance

Medical
The City shall offer optional medical plans including but not limited to a PPO, EPO and/or a high deductible plan with employee sponsored Health Savings Account (HSA), if applicable. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect the PPO plan.

Dental
The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect a dental plan.

Vision
The City shall pay one hundred percent (100%) of the total premium cost of all regular and probationary employees who elect an employee only vision plan. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, who elect a vision plan with dependent coverage.

2.16 Reserved

2.17 Retirement

The City shall provide the three percent (3%) @ 60 retirement plan to miscellaneous employees provided under the California Public Employees (CalPERS) retirement system for those present members of GEMA

Pursuant to state law, miscellaneous employees hired after January 1, 2013, shall have a formula of two percent (2%) @ 62.

The employee shall pay the required employee contribution as determined by CalPERS.

2.18 Reserved

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 GEMA. There shall be no more than one deduction per pay period and the total of such deductions shall be remitted by the City to GEMA. "Dues" in this context means any deduction voluntarily authorized by a GEMA member employed by the City.

2.20 Bilingual Pay

The City agrees to compensate eligible GEMA members 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 – 2.31 Reserved

2.32 Acting Pay

When an employee is temporarily assigned to a position in a higher classification (employee leaves their current position and assumes the duties and responsibilities of a higher-level classification), they shall have their base salary adjusted to the base pay for the higher classification at Step 1 or the step that provides them with a minimum of a five-percent (5%) increase commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

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.

2.33 Working out of Classification

If an employee is assigned to perform duties that are distinct, separate and normally performed by employees in a different classification (higher or lower) for more than 51% of their working hours as determined by their immediate supervisor, they shall receive a five-percent (5%) increase in their base salary commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

Working out of class assignment may be discontinued by the supervisor or Department Head at any time; however, employees shall not be rotated in and out of working out of class assignments to avoid providing additional compensation.

Working out of classification pay shall not be considered as part of the employee's base pay when computing the rate due upon promotion to a higher classification.

Any working out of classification assignment shall not exceed six months in a fiscal year unless written approval is received by the City Manager.

Any employee who feels they are working out of classification and not receiving compensation for their additional duties may submit supportive documentation to their immediate supervisor and Department Head outlining a detailed listing of all duties performed and the amount of time he/she spends on those duties.

If the Department Head and immediate supervisor do not agree that the additional duties meets the criteria for working out of classification compensation, the Department Head shall render his/her decision and comments in writing within fifteen (15) days after receiving the employees request and supportive documentation.

If the employee does not agree with the decision reached, the employee may appeal their decision by presenting their supporting documents/information to the City Manager. The City Manager shall review and render a decision in writing within twenty (20) calendar days after receiving the employee's appeal. The decision of the City Manager shall be final.

2.34 Safety Glasses

All non-clerical GEMA members 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 as outlined by Administrative Regulation 1.32 Performance Evaluations.

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.

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 pays the premium for a $100,000 group Life and AD&D insurance policy for employees represented by GEMA. The City also provides employees an option to purchase additional life insurance at the employee's expense.

2.42 Reserved

2.43 Flexible Spending and Voluntary Benefit Plan

The City agrees to provide a Section 125 plan at no cost to the City.

2.44 GEMA/Management Meetings

Once each quarter, GEMA may request a meeting with the applicable Department Head and together or separately with the City Manager on topics other than discipline or grievances. GEMA 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 – 2.65 Reserved

2.66 Per Diem

The City shall reimburse GEMA members according to the provisions outlined in the Administrative Regulation 1.05 entitled travel and Meeting Expense Reimbursement Policy.

2.67 – 2.78 Reserved

2.79 Longevity Pay

Employees shall receive an increase upon completion of the following consecutive years of active services with the City of Hanford:
Five (5) years of service: 2.5%
Ten (10) years of service: an additional 2.5%
Fifteen (15) years of service: an additional 2.5%
Twenty (20) years of service: an additional 2.5%
(Maximum allowance of 10%)

Active service shall be defined as an employee who is in a continued pay status and an employee who is on approved leave (including paid or unpaid military leave). Time off for discipline leave shall not be time counted towards longevity, but such leave shall not constitute as a break in active service as it relates to longevity.

The City Manager shall have the discretion to provide longevity pay based on cumulative years of service at another public entity (State, County or City municipality) in a management and/or technical level position. Verification of years of service, title and job functions will be conducted through the Human Resources office prior to awarding longevity pay.

If an employee was previously full-time, transitioned to a part-time position or separated from the City of Hanford and then was rehired to a full-time position, their previous years in a full-time position will count when calculating CalPERS reportable longevity pay. Such employees are responsible for completing the necessary form if they believe they qualify. No retroactive pay will be provided for untimely notice.

Only years of service with the City will be reported to CalPERS to the extent permitted by the Public Employees' Retirement Law, applicable regulations, and CalPERS administrative guidance.

2.80 Deferred Compensation

Employees covered in this agreement are eligible to receive matched employer contributions for deferred compensation up to $75.00 per pay period.

SECTION 3

3.01 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.

A. 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.

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

1) Fraud in securing appointment;

2) Neglect of duty, including failure to meet the standards of performance of the employee's position;

3) Insubordination, willful disobedience;

4) Dishonesty, including falsification of City documents or records, or fraud in securing one's employment;

5) Drunkenness or intoxication on duty;

6) Possession, distribution, sale or use, or being under the influence of, illegal drugs while on City property or City business;

7) Absence without leave;

8) Conviction of a felony or any crime involving moral turpitude;

9) Discourteous treatment of the public or other employees, including physical and verbal harm;

10) Willful violation of safety, endangering property and/or persons;

11) Misuse, unauthorized use, misappropriation, theft, or sabotage of City property;

12) Inefficiency or incompetency;

13) Violation of any of provisions of these Rules, official City policies, and/or departmental rules and regulations;

14) Refusal to take or subscribe to any oath of affirmation which is required by law in connection with City employment;

15) Any other acts or omissions either during or outside of duty hours which are incompatible with or unfavorable to the public service.

C. 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.

D. Such formal notice shall include the following statements:
1) The nature of the disciplinary action;

2) The effective date of the penalty;

3) The causes therefore;

4) A plain and concise description of the act or omissions upon which the causes are based;

5) A statement informing the employee of his/her right to appeal the decision as provided in these Rules;

6) A copy of the materials upon which the disciplinary action is based; and

7) Whether the employee will be placed on Administrative Leave, and for what length of time.

E. 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.

F. 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.

G. Appeal Hearing and Procedures – Regular Employees

1) 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.

2) Cost of Hearing

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

3) Scheduling the Hearing

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

4) 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.

5) 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.

6) 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.

H. Decision – Regular Employees

1) 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.

2) 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 findings of the City within fifteen (15) calendar days of the receipt of the hearing officer's advisory opinion.

3) 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.

4) Representation

The employee must appear in person at the hearing and may be represented by counsel or another representative.

5) 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.

I. Categories of Discipline

1) Major Discipline:

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

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

c) Administrative Leave (with pay) Pending Termination
Employees placed on Administrative Leave from municipal service shall forfeit all rights, privileges with the exception of salary, and Group Health and Life Insurance benefits pending employment ending with the City (termination).

2) Minor Discipline:

a) 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.

b) 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.

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

SECTION 4

4.01 Grievance Procedures

A. 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.

B. 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 GEMA.

Any City employee, or GEMA, 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.

C. 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.

D. Formal Grievance Procedure
The formal grievance procedure after exhaustion of the informal grievance procedure shall proceed as follows:

1) 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.

2) 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.

3) 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.

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

SECTION 5

5.01 Layoff Procedures

Subject to state and federal law, an employee may be 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 return of another City employee occupying the same position from a leave of absence. The order of separation due to a layoff shall be based upon class, type of appointment and seniority.

A. 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.

B. Seniority Score Computation

1) Total seniority credits shall be counted from the initial date of hire under any type of appointment, as long as there has been no break in service; otherwise, total seniority credits shall be counted from the first day of employment following the last break in service. Prior layoff does not constitute a break in service.

2) One point of seniority credit shall be counted for each qualifying month of service. For other than full-time employment, 160 hours worked shall be equivalent to one month of service and seniority credit shall be given upon the completion of each 160 hours worked.

3) Authorized leaves of absence without pay shall not be considered breaks in service, but time spent on such leaves without pay shall not count toward seniority credit unless otherwise required by law.

4) No matter what the class is, the service credits will be calculated the same. There will be no preference for special classes.

5) When two or more employees have the same total seniority score, the tie shall be broken and preference given in the following order to the employee with the greatest seniority in the class in which layoff is being made; if there is still a tie, the employee with the greatest seniority in the department of layoff; if there is still a tie, the employee whose name is drawn by lot by the Personnel Officer.

C. Order of Separation

1) Separation (layoff) of employees shall be in the order in which their names appear on the seniority list for the affected class, with those persons having

the least seniority credit being the first separated, except as provided in Subsection (c)(3) immediately below.

2) Employees in the same class shall be separated during a reduction in force (layoff) according to the type of appointment under which they serve, in the following sequence: part-time, probationary, permanent.

3) The layoff 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 layoff, then the layoff of 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 layoff and who have a greater number of seniority credits.

D. Voluntary Demotion in Lieu of Layoff

An employee scheduled to be laid off may voluntarily demote to a lower class when the lower class has similar duties, responsibilities and requirements as designated by the Personnel Officer, providing the total seniority credits exceed the total seniority credits 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 credit exceeds that of the person occupying that position. To be considered for voluntary demotion in lieu of layoff, an employee must notify the Personnel Officer in writing of this election no later than seven (7) calendar days after receiving notice of layoff.

E. Re-employment

1) Re-Employment Lists
By Class The Personnel Officer shall establish a re-employment list which will be valid for two (2) years from the date of employee layoff and shall pertain to each class in which a layoff occurs. Such lists shall contain the names of permanent employees who were laid off or demoted in lieu of layoff from that class. Names shall be placed on a replacement list in the order of total seniority, with the highest seniority being first on the list. Any remaining benefits at the time of layoff shall be restored upon rehire.

2) Department Re-employment Lists
A re-employment list shall be established for each department in which a layoff occurs. Such lists shall be prepared in accordance with the procedures set forth in Subsection (e)(1) immediately above. Appointment shall be made from the highest available eligible on the department re-employment list, who has expressed a willingness to accept re-employment. An employee's name shall be removed from the re-employment list if such employee fails to reply

to an offer of employment within ten (10) calendar days after receipt of such offer or, after accepting such offer, fails to report for work.

3) City Re-employment List
A re-employment list shall be established on a City-wide basis. In the absence of a department re-employment list, the City-wide list shall be used to fill vacancies under these procedures. Individual names shall be removed from the City list if such individual rejects or fails to reply to an offer for re-employment within ten (10) calendar days after receipt of the offer or after accepting such offer, fails to report to work. Employees appointed from a City re-employment list may be required to serve a new probationary period. Any employee laid off for a period of six (6) months or longer will be required to meet City job standards.

F. Layoff of Probationary Appointments as a Result of Promotion

If an employee with permanent status is promoted and layoff occurs during the probationary period and such employee is scheduled to be laid off, the employee shall be entitled to return to his/her former position. If layoff occurs in the position (class) to which the employee returned, the procedures established in this Chapter shall apply and shall be followed.

SECTION 6

6.01 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 GEMA and the City in a written and signed amendment to this agreement.

The City and GEMA 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 GEMA shall be obligated to meet and confer on any matter:

A. Whether or not specifically referred to in this MOU;

B. Whether or not the matter was within the knowledge or contemplation of either party at the time of negotiations;

C. Whether or not the matters were proposed and later withdrawn during negotiations.

D. 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 GEMA of its intention to so do. If GEMA does not respond within ten (10) calendar days from the date of mailing of such notification the City shall assume that GEMA 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 GEMA will be offered the opportunity to meet and confer as soon as practicable.

6.02 Accumulation/Vesting

The City and GEMA 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.

6.03 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.

6.04 Nondiscrimination

Both the City and GEMA 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 GEMA shall interfere with intimidate, restrain, coerce, or discriminate against any employee because of the exercise of rights to engage or not engage in lawful GEMA activity.
.

Agreed upon March 17, 2026

For the City:

/s/	/s/
Christopher Tavarez City Manager	Sarah Cardoza Human Resources Manager

For GEMA:

/s/	/s/
Robert Buchanan President	Tyler Martinez Vice President
/s/	/s/
Aubrey Balbina Treasurer	Olivia Ayala GEMA Board Member

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Amendment to the Professional Upper Management Association (PUMA) Compensation and Benefits Summary

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RECOMMENDATION:

Recommendation: That the City Council, by motion, approve the attached updated Compensation and Benefits Summary between the City of Hanford (City) and the Professional Upper Management Association and authorize City staff to amend all other documents that may be necessary to implement the approved changes.

BACKGROUND:

Following a recent review of Education Pay and Longevity Pay, conducted in consultation with legal counsel and in coordination with compliance review by California Public Employees' Retirement System (CalPERS), it was determined that revisions to the existing agreement are necessary to ensure compliance with applicable CalPERS regulations, specifically the Public Employees' Retirement Law (PERL).

As a result, the City has updated the Compensation and Benefits Summary to incorporate updates from a previous side letter agreement and to align with these regulatory requirements. Under the revised provisions, additional pay incentives will be reported to CalPERS only to the extent permitted by PERL and consistent with CalPERS administrative guidance.

In order to implement these revisions, the amended Compensation and Benefits Summary must be formally approved by the City's governing body, the City Council.

FISCAL IMPACT:

The amendments are clarifying in nature; therefore, the fiscal impact is expected to be minimal, if any.

ATTACHMENTS:
1. RED LINED PUMA Comp Benefit Summary 2025-2027_03-17-2026
2. FINAL PUMA Comp Benefit Summary 2025-2027_03-17-2026

Compensation and Benefit Summary

for the

Professional Upper Management Association

Last Revised: ~~07/15/2025~~03/17/2026

July 1, 2025 to June 30, 2027

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SECTION 1

Application

This document summarizes the compensation and benefits currently provided to members of the Professional Upper Management Association (PUMA) as approved by City Council action. Any future changes to any section of this document will be incorporated upon adoption by City Council, side agreement or upon changes implemented by State or Federal law.

This document, and the terms "employee(s) or PUMA employees" applies to all positions designated as confidential or managers including but not limited to:

Payroll Analyst
Human Resources Analyst ~~I~~
Risk Management Analyst
Recreation Manager
~~Human Resources Analyst II~~ Senior Human Resources Analyst
City Clerk
Information Systems Analyst
Community Relations Manager
Refuse Manager
Streets Manager
Utilities Manager
Parks Manager
Public Works Manager
Information Technology Manager
Building Official
Building and Safety Manager
Principal Planner
WWTP Manager
Finance Manager
~~Construction Manager/Senior Engineer~~
Senior Engineer
City Surveyor
Senior Civil Engineer
~~Engineering Manager~~
Assistant Finance Director
Deputy City Engineer
Deputy Public Works Director
Human Resources Manager
City Engineer

Positions not listed above, but created and designated as a confidential or management employee through the City's recognition process are covered by the terms herein.

Term

This agreement shall be effective for the period of July 1, 2025 through June 30, 2027.

SECTION 2

Wages

$1,200 non-pensionable stipend effective the first full pay-period in November 2025
and a four percent (4%) salary increase effective the first full pay-period in July 2025.
Four percent (4%) salary increase effective the first full pay period in July 2026.

Direct Deposit

Employees will enroll in the City's direct deposit program.

Management Leave

Employees in the PUMA Unit receive sixty-four (64) hours of Management Leave. It is preferred that Management Leave be used as time off. An employee may also cash out up to sixty-four (64) hours of their Management Leave or convert all or a portion of their leave to deferred compensation by completing the required form and returning it to the Payroll office in advance of the payroll deadline. Any Management Leave hours not taken by PP025 will be compensated their cash out balance, up to sixty-four (64) hours if available in PP026. Under no circumstances shall available Management Leave hours be carried over to a new calendar year.

Employees who are hired throughout the year will receive a pro-rated amount of Management Leave hours and shall follow the Management Leave Plan as noted in the paragraph above.

Employees who leave the City of Hanford with Management Leave hours available will be compensated their cash out balance, up to sixty-four (64) hours if available.

Standard Work Period

The standard workday shall consist of eight (8) hours, and the standard work period shall consist of forty (40) hours worked within five (5) consecutive days. However, alternative work schedules (including telecommuting options) may be implemented based on operational needs, and with the approval from the City Manager.

Such schedules may include compressed or adjusted workweeks, as defined in City policy (e.g., AR 1.17), including, but not limited to, 4/10, 9/80 or 4/9/4 formats.

The implementation of any alternative schedule shall remain subject to operational requirements, legal compliance, and approval procedures. Participation is voluntary and may be modified or

discontinued by the City at its discretion. Specific hours and workdays under such schedules are not guaranteed and may vary.

Holidays

I. The following holidays are recognized as municipal holidays, eight (8) hours per holiday:

(1) New Year's Day, January 1
(2) Martin Luther King Day, the third Monday in January
(3) Washington's Birthday, the third Monday in February
(4) Memorial Day, the last Monday in May
(5) Independence Day, July 4
(6) Labor Day, the first Monday in September
(7) Veterans Day, November 11
(8) Thanksgiving Day, the fourth Thursday in November
(9) The day after Thanksgiving, the fourth Friday in November
(10) Christmas Eve, December 24
(11) Christmas Day, December 25
(12) New Year's Eve, December 31
(13) 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.

Employees assigned to an alternative work schedule may utilize management leave or vacation hours to supplement holiday hours.

I. Employees shall be credited with not more than two (2) floating holidays (16 hours total) to be taken no later than December 15th of each calendar year, at the employee's discretion, subject to staffing needs. New employees hired on or after the pay-period containing July 1st shall only receive one (1) floating holiday (8 hours total) to be taken no later than December 15th at the employee's discretion subject to staffing needs. The floating holiday shall be capped at eight (8) hours each and can be taken in two (2) hour increments. Floating holidays do not roll over from calendar year to the next and has no cash value.

II. When a paid holiday falls on a Saturday, the previous Friday shall be deemed to be 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.

When Christmas Eve and /or New Year's Eve falls on a Sunday, the following Monday shall be deemed to be the holiday and the Christmas Day and or New Year's Day holiday will be observed on Tuesday.

III. In the event a paid holiday falls within an employee's vacation period, which would have excused the employee from work and for which no other compensation is made, said holiday shall not be charged as a vacation day.

Paid Holiday Closure - City offices (where possible) will be closed Christmas Eve through New Years Day. Nothing shall prevent a Department Head from requiring employees to work on a holiday. If any employee is required to work during this period when their office is closed or is not permitted to have the time off in their department due to the nature of their position, these employees shall note "Exempt OT" on their timesheet to accurately record hours worked.

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:
3.39 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 fifteen (15) years:
5.24 hours per bi-weekly pay period, 136 hours annually

(4) Sixteen (16) through nineteen (19) years:
6.16 hours per bi-weekly pay period, 160 hours annually

(5) Twenty (20) or more years:
6.46 hours per bi-weekly pay period, 168 hours annually

~~Upon appointment to a Department Head position,~~ T~~t~~he City Manager shall have the discretion to provide vacation accrual based on years of service at another public entity (State, County or City municipality) in a management or technical level position.

Verification of years of service, title and job functions will be conducted through the Human Resources office prior to awarding the increased vacation accrual.

III. Limits of Accrual

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

IV. Buyback

~~Employees shall be able to cash out accrued vacation at an equal amount of vacation time used in the calendar year, but no more than eighty (80) hours each year. With the exception of job-protected medical leave (FMLA/CFRA), employees who are on leave such as workers compensation and administrative leave shall not be able to cash out accrued vacation hours.~~

Employees shall be eligible to cash out accrued vacation hours up to an amount equal to the number of vacation hours used during the same calendar year, not to exceed a maximum of one hundred sixty (160) hours per calendar year.
To qualify for the cash-out:

1) Employees must have used vacation leave during the calendar year in an amount equal to or greater than the number of hours they wish to cash out;
2) The total vacation hours cashed out in a calendar year shall not exceed 160 hours;
3) Employees must retain a minimum vacation balance of forty (40) hours after the cash-out is processed.

With the exception of job-protected medical leave (e.g., FMLA/CFRA), employees who are on non-job-protected leave, including but not limited to workers' compensation leave and administrative leave, shall not be eligible to cash out vacation hours during such periods.

V. 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.

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. Sick leave balances shall be taken in fifteen (15) minute increments.

G. 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.

H. 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.

I. 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).

J. 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 City Manager approval. Unused vacation shall be retained by the affected employee in accordance with the existing vacation policy.

K. 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.

L. 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. Absences 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 the 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

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

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.

Bereavement Leave

Each 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, child, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild or a close relative residing in the household of the employee. Bereavement leave does not count against an employee's sick leave balance. Bereavement leave does not need to be consecutive. There is no limit to the number of times bereavement leave can be taken as long as it is for an employee's family member as described above. Bereavement leave shall be completed within three (3) months of the date of the death of a covered family member. Upon request and within thirty (30) days of the first day of leave, the employee shall provide documentation of the death of a covered family member. Documentation shall include but is not limited to: a death certificate, a published obituary, memorial service announcement or program, etc.

Tuition Reimbursement

Pursuant to Administrative Regulation 1.13, regular employees are eligible to receive tuition reimbursement up to $5,000 per fiscal year for courses taken to obtain a bachelor's, master's or doctoral degree only (no training/certificate course work).

Mileage Reimbursement

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

Cellular Phone and Mobile Device Reimbursement

Employees are provided with a cell phone/mobile device reimbursement in accordance with Administrative Regulation 1.26.

Uniform Allowance

I. Safety Shoes

The following job classifications shall be provided with safety shoes and accessories (laces, insoles, etc.) from a contracted vendor at no cost up to $225 per person, per fiscal year. Shoes shall be provided to the newly hired or appointed employee within six months of service in the position. Employees who are on leave will be provided with safety shoes and accessories upon their return.

Designated employees will be required to wear a safety shoe at all times on the job:

- Building Official
- Parks Manager
- Refuse Manager
- Streets Manager
- Utilities Manager
- Wastewater Treatment Plant Manager

Any employee who believes their job functions warrant the need for protective footwear as described by the Occupational Safety and Health Administration (OSHA) and/or Department of Industrial Relations shall request a safety shoe allowance in writing to their Department Head. The City Manager, in conjunction with Risk Management personnel shall review and approve or deny the request.

Longevity Pay

Employees shall receive an increase upon completion of the following consecutive years of active services with the City of Hanford:
Five (5) years of service: 2.5%
Ten (10) years of service: an additional 2.5%
Fifteen (15) years of service: an additional 2.5%
Twenty (20) years of service: an additional 2.5%
(Maximum allowance of 10%)

Active service shall be defined as an employee who is in a continued pay status and an employee who is on approved leave (including paid or unpaid military leave). Time off for discipline leave shall not be time counted towards longevity, but such leave shall not constitute as a break in active service as it relates to longevity.

The City Manager shall have the discretion to provide longevity pay based on cumulative years of service at another public entity (State, County or City municipality) in a management and/or technical level position. Verification of years of service, title and job functions will be conducted through the Human Resources office prior to awarding longevity pay.

~~If an employee was previously full-time, transitioned to a part-time position and then was rehired to a full-time position, as long as the employee did not completely separate from employment with the City of Hanford, their previous years in a full-time position will count when calculating longevity pay. Such employees are responsible for notifying their Department Head and/or~~

immediate supervisor in a timely manner if they believe they qualify. No retroactive pay will be provided for untimely notice.If an employee was previously full-time, transitioned to a part-time position or separated from the City of Hanford and then was rehired to a full-time position, their previous years in a full-time position will count when calculating CalPERS reportable longevity pay. Such employees are responsible for completing the necessary form if they believe they qualify. No retroactive pay will be provided for untimely notice.

Only years of service with the City will be reported to CalPERS to the extent permitted by the Public Employees' Retirement Law, applicable regulations, and CalPERS administrative guidance.

Educational Pay

PUMA employees who obtain and maintain one of the certificates as noted below in the "Educational" tab of CalPERS "Special Compensation Type Reportability Table," shall receive a five percent (5%) increase to their base salary per month, effective the first full pay period after the City receives proof of certification (unless noted otherwise). This compensation shall be provided on an ongoing basis, provided the certification is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification going forward.

Compensation awarded during any period in which the employee fails to maintain the required certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

Special Compensation Type	Classic	PEPRA	Notes
Applicator's Differential	Yes	Yes	-
Certified Public Accountant Incentive	Yes	Yes	-
Educational Incentive	Yes	Yes	The City's Payroll Division will review and coordinate with CalPERS to verify eligibility. Individuals who meet CalPERS reportability requirements will be identified in this section. Compensation will begin the first pay period after eligibility has been confirmed by CalPERS.
Engineering Registration Premium	Yes	Yes	Only for engineers
Government Agency Required Licenses	Yes	Yes	The City's Payroll Division will review and coordinate with CalPERS to verify eligibility. Individuals who meet CalPERS reportability requirements will be identified in this section. Compensation will begin the first pay period

Special Compensation Type	Classic	PEPRA	Notes
			after eligibility has been confirmed by CalPERS.
International Conference of Building Officials (ICBO) Certificate	Yes	Yes	Only for building inspectors
Mechanical Premium	Yes	Yes	Only for mechanics with a Brake Adjustment License, SMOG Inspector License, etc.
National Institute of Automotive Service Excellence (NIASE) Certificate	Yes	Yes	Only for mechanics
Notary Pay	Yes	Yes	Only for clerical employees
Peace Officer Standards Training (POST) Certificate Pay	Yes	Yes	Only for safety police

Certified Public Accountant Incentive - Employees assigned to the position of Finance Director (or equivalent title) who obtain and maintain a Certified Public Accountant license shall receive a five percent (5%) increase to their base salary per month, payable with the normal payroll effective the first full pay period after the City receives confirmation of the license. This compensation shall be available to all employees assigned to the position of Finance Director (or equivalent title) without exclusion.

Engineering Registration Premium - Employees assigned to the position of Public Works Director and/or Utilities and Engineering Director (or equivalent title) who have taken and passed a California engineering proficiency exam and are registered with the State of California shall receive a five percent (5%) increase to their base salary per month, payable with the normal payroll effective the first full pay period after the City receives confirmation of the license. This compensation shall be available to all employees assigned to the position of Public Works Director and/or Utilities and Engineering Director (or equivalent title) without exclusion.

The City will pay for the cost associated with maintaining and renewing such licenses.

National/State/Renewable Certifications
National, State or renewable licenses/certificates obtained by employees assigned to PUMA will be reviewed by the City Manager to determine if it is related to the position and benefits the job and the City. It is expressly understood that positions and assignments eligible for additional pay (2.5% increase) will be determined solely at the discretion of the City Manager and unlike the specific certifications described above will not be reported to CalPERS as pensionable income. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

~~The City will pay for the cost associated with maintaining and renewing such certification (if applicable).~~

~~Other Certifications~~
~~Other certifications obtained by employees assigned to PUMA will be reviewed by the City Manager to determine if it is related to the position and benefits the job and the City. It is expressly understood that positions and assignments eligible for additional pay (1% increase) will be determined solely at the discretion of the City Manager and unlike the specific certifications described above will not be reported to CalPERS as pensionable income.~~

~~Employees provided with certification pay at a higher amount than listed above prior to July 1, 2025, shall retain their qualification at a higher amount as long as the certification is maintained in a valid/active status. Any new educational pay qualified July 1, 2025, or later shall adhere to above sections.~~

~~The maximum amount provided in total for Education Pay is five percent (5%).~~

5% Certifications/Licenses
Employee represented by PUMA who obtain and maintain one of the certifications/licenses specified below shall receive an additional five percent (5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification/license going forward (if renewable). Compensation awarded during any period in which the employee fails to maintain the certification/license may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

Compensation will begin the first pay period after eligibility has been confirmed by Human Resources. In order to be eligible for education pay, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities

Certified Public Accountant Incentive – Available to management level employees assigned to the Finance Department who obtain and maintain a Certified Public Accountant license.

Engineering Registration Premium – Available to management level employees assigned to the Utilities and Engineering or Public Works Department who have taken and passed a California engineering proficiency exam and are registered with the State of California.

International Conference of Building Officials (ICBO) Certificate - Available to management level employees assigned to the Community Development Department who obtain and maintain an ICBO certificate.

National Institute of Automotive Service Excellence (NIASE) Certificate – Available to management level employees assigned to the Public Works Department who obtain and maintain an NIASE certificate.

2.5% National/State/Renewable Certifications

Employees represented by PUMA who obtain and maintain a National, State or renewable licenses/certificates shall receive an additional two and one-half percent (2.5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. In order to be eligible, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 2.5% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the license/certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

1% Other Certifications

Employees represented by PUMA who obtain other certifications shall receive an additional one percent (1%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification is maintained and remains valid. In order to be eligible, the certificates must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 1% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

The maximum amount provided in total for Education Pay is five percent (5%). Employees receiving Educational Pay under previous terms prior to July 15, 2025, which is not listed under these terms, will maintain that additional compensation if the certificate remains valid, is not required of their position and is pertinent to their job. However, the additional compensation will not be considered as pensionable income.

Special Assignment Pay

Water Certification Premium - Employees assigned to the position of Public Works Director and/or Utilities and Engineering Director (or equivalent title) who routinely and consistently are assigned to test local water quality for compliance with governmental health standards and have obtained a Grade V or higher water distribution, water treatment or wastewater treatment certificate shall receive a five percent (5%) increase to their base salary per month payable with the normal payroll effective the first full pay period after the City receives the certificate. This compensation shall be provided on an ongoing basis provided the certification is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification going forward. The City will pay for the cost associated with maintaining and renewing such certifications.
PUMA employees who are assigned to special assignment duties or work conditions on a routine or consistent basis as outlined in the "Special Assignment" tab of CalPERS "Special Compensation Reportability Table" may be eligible to receive a five percent (5%) increase to their base salary per month, payable with the normal payroll. To receive this pay, employees must submit a written request to the City Manager demonstrating their eligibility and include any related certifications earned, if applicable. Upon approval, the City's Payroll Division will coordinate with CalPERS to confirm eligibility. Employees who meet CalPERS reportability standards will be listed in this section.

The special compensation will commence with the first pay period following CalPERS' confirmation of eligibility and will continue as long as the qualifying duties or conditions persist. If related certifications are earned and subject to renewal, employees must provide updated documentation to the Human Resources Division. The City will pay for the cost associated with maintaining and renewing such certification (if applicable).

The maximum amount provided in total for Special Assignment Pay is five percent (5%). safety

Acting Pay

When an employee is temporarily assigned to a position in a higher classification (employee leaves their current position and assumes the duties and responsibilities of a higher-level classification), they shall have their base salary adjusted to the base pay for the higher classification at Step 1 or the step that provides them with a minimum of a five-percent (5%) increase commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

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.

Working out of Classification

If an employee is assigned in writing to perform duties that are distinct, separate and normally performed by employees in a higher classification for more than 51% of their working hours as determined by their immediate supervisor, they shall receive a five-percent (5%) increase in their base salary commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

Working out of class assignment may be discontinued by the supervisor or Department Head at any time; however, employees shall not be rotated in and out of working out of class assignments to avoid providing additional compensation.

Working out of classification pay shall not be considered as part of the employee's base pay when computing the rate due upon promotion to a higher classification.

Any working out of classification assignment shall not exceed six months in a fiscal year unless written approval is received by the City Manager.

Any employee who feels they are working out of classification and not receiving compensation for their additional duties may submit supportive documentation to their immediate supervisor and Department Head outlining a detailed listing of all duties performed and the amount of time he/she spends on those duties.

If the Department Head and immediate supervisor do not agree that the additional duties meets the criteria for working out of classification compensation, the Department Head shall render his/her decision and comments in writing within fifteen (15) days after receiving the employees request and supportive documentation.

If the employee does not agree with the decision reached, the employee may appeal their decision by presenting their supporting documents/information to the City Manager. The City Manager shall review and render a decision in writing within twenty (20) calendar days after receiving the employee's appeal. The decision of the City Manager shall be final.

Probationary Period

All appointments shall be tentative and subject to a probationary period as outlined by Administrative Regulation 1.32 Performance Evaluations.

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.

Health Insurance

Medical
The City shall offer optional medical plans including but not limited to a PPO, EPO and/or a high deductible plan with employee sponsored Health Savings Account (HSA), if applicable. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect the PPO plan.

Dental
The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect a dental plan.

Vision
The City shall pay one hundred percent (100%) of the total premium cost of all regular and probationary employees who elect an employee only vision plan. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, who elect a vision plan with dependent coverage.

Retirement

Miscellaneous Employees
The City shall provide the 3% @ 60 retirement plan to miscellaneous employees under the California Public Employees (CalPERS) retirement system.

Pursuant to State law, miscellaneous employees hired on or after January 1, 2013, shall be provided with the 2% @ 62 retirement plan under the California Public Employees (CalPERS) retirement system.

Sworn-Safety Employees
The City shall provide the 3% @ 55 retirement plan to safety employees under the California Public Employees (CalPERS) retirement system.

Pursuant to State law, safety employees hired on after January 1, 2013, shall be provided with the 2.7% @ 57 retirement plan under the California Public Employees (CalPERS) retirement system

All employees shall pay the required employee contribution as determined by CalPERS.

Bilingual Pay

The City agrees to compensate eligible PUMA members 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.

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.

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.

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.

Military Leave

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

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.

Life Insurance

The City pays the premium for a $100,000 group life insurance policy for PUMA members. The City also provides employees an option to purchase additional life insurance at the employee’s expense.

Flexible Spending and Voluntary Benefit Plan

The City provides employees an option to enroll in a Section 125 plan at the employee’s expense.

Pregnancy Disability Leave

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

Family and Medical Leave

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

Per Diem

The City shall reimburse PUMA members according to the provisions outlined in the Administrative Regulation 1.05 entitled travel and Meeting Expense Reimbursement Policy.

Deferred Compensation

PUMA employees are eligible to receive a matched employer contribution for deferred compensation up to $75.00 per pay period.

SECTION 3

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.

A. 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.

B. Causes for Disciplinary Action

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

(1) Fraud in securing appointment;

(2) Neglect of duty, including failure to meet the standards of performance of the employee's position;

(3) Insubordination, willful disobedience;

(4) Dishonesty, including falsification of City documents or records, or fraud in securing one's employment;

(5) Drunkenness or intoxication on duty;

(6) Possession, distribution, sale or use, or being under the influence of, illegal drugs while on City property or City business;

(7) Absence without leave;

(8) Conviction of a felony or any crime involving moral turpitude;

(9) Discourteous treatment of the public or other employees, including physical and verbal harm;

(10) Willful violation of safety, endangering property and/or persons;

(11) Misuse, unauthorized use, misappropriation, theft, or sabotage of City property;

(12) Inefficiency or incompetency;

(13) Violation of any of provisions of these Rules, official City policies, and/or departmental rules and regulations;

(14) Refusal to take or subscribe to any oath of affirmation which is required by law in connection with City employment;

(15) Any other acts or omissions either during or outside of duty hours which are incompatible with or unfavorable to the public service.

C. 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.

D. Such formal notice shall include the following statements:

(1) The nature of the disciplinary action;

(2) The effective date of the penalty;

(3) The causes therefore;

(4) A plain and concise description of the act or omissions upon which the causes are based;

(5) A statement informing the employee of his/her right to appeal the decision as provided in these Rules;

(6) A copy of the materials upon which the disciplinary action is based; and

(7) Whether the employee will be placed on Administrative Leave, and for what length of time.

E. 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.

F. 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.

G. Appeal Hearing and Procedures – Regular Employees

(1) 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.

(2) Cost of Hearing

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

(3) Scheduling the Hearing

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

(4) 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.

(5) 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.

(6) 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.

H. Decision – Regular Employees

(1) 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.

(2) 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 findings of the City within fifteen (15) calendar days of the receipt of the hearing officer's advisory opinion.

(3) 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.

(4) Representation

The employee must appear in person at the hearing and may be represented by counsel or another representative.

(5) 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.

I. Categories of Discipline

(1) Major Discipline:

(a) Reduction in Salary

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

(b) Demotion

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

(c) Administrative Leave (with pay)

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

(2) Minor Discipline:

(a) 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.

(b) 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.

J. Releasing Information

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

SECTION 4

Grievance Procedures

A. 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.

B. 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 PUMA.
Any City employee, or PUMA, 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.

C. 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.

D. Formal Grievance Procedure

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

(1) 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.

(2) 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.

(3) 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.

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

SECTION 5

Layoff Procedures

Subject to state and federal law, an employee may be 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 return of another City employee occupying the same position from a leave of absence. The order of separation due to a layoff shall be based upon class, type of appointment and seniority.

A. 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.

B. Seniority Score Computation

(1) Total seniority credits shall be counted from the initial date of hire under any type of appointment, as long as there has been no break in service; otherwise, total seniority credits shall be counted from the first day of employment following the last break in service. Prior layoff does not constitute a break in service.

(2) One point of seniority credit shall be counted for each qualifying month of service. For other than full-time employment, 160 hours worked shall be equivalent to one month of service and seniority credit shall be given upon the completion of each 160 hours worked.

(3) Authorized leaves of absence without pay shall not be considered breaks in service, but time spent on such leaves without pay shall not count toward seniority credit unless otherwise required by law.

(4) No matter what the class is, the service credits will be calculated the same. There will be no preference for special classes.

(5) When two or more employees have the same total seniority score, the tie shall be broken and preference given in the following order to the employee with the greatest seniority in the class in which layoff is being made; if there is still a tie, the employee with the greatest seniority in the department of layoff; if there is still a tie, the employee whose name is drawn by lot by the Personnel Officer.

C. Order of Separation

(1) Separation (layoff) of employees shall be in the order in which their names appear on the seniority list for the affected class, with those persons having the least seniority credit being the first separated, except as provided in Subsection (c)(3) immediately below.

(2) Employees in the same class shall be separated during a reduction in force (layoff) according to the type of appointment under which they serve, in the following sequence: part-time, probationary, permanent.

(3) The layoff 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 layoff, then the layoff of 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 layoff and who have a greater number of seniority credits.

D. Voluntary Demotion in Lieu of Layoff

An employee scheduled to be laid off may voluntarily demote to a lower class when the lower class has similar duties, responsibilities, and requirements as designated by the Personnel Officer, provided that the total seniority credits exceed the total seniority credits of the employee in the lower class. Employees may also be demoted to any previously held position wherein their performance had been judged to be satisfactory, so

long as their seniority credit exceeds that of the person occupying that position. To be considered for voluntary demotion in lieu of layoff, an employee must notify the Personnel Officer in writing of this election no later than seven (7) calendar days after receiving notice of layoff.

E. Re-employment

(1) Re-Employment Lists – By Class

The Personnel Officer shall establish a re-employment list which will be valid for two years from the date of employee layoff and shall pertain to each class in which a layoff occurs. Such lists shall contain the names of permanent employees who were laid off or demoted in lieu of layoff from that class. Names shall be placed on a replacement list in the order of total seniority, with the highest seniority being first on the list. Any remaining benefits at the time of layoff shall be restored upon rehire.

(2) Department Re-employment Lists

A re-employment list shall be established for each department in which a layoff occurs. Such lists shall be prepared in accordance with the procedures set forth in Subsection (e)(1) immediately above. Appointment shall be made from the highest available eligible on the department re-employment list, who has expressed a willingness to accept re-employment. An employee's name shall be removed from the re-employment list if such employee fails to reply to an offer of employment within ten (10) calendar days after receipt of such offer or, after accepting such offer, fails to report for work.

(3) City Re-employment List

A re-employment list shall be established on a City-wide basis. In the absence of a department re-employment list, the City-wide list shall be used to fill vacancies under these procedures. Individual names shall be removed from the City list if such individual rejects or fails to reply to an offer for re-employment within ten (10) calendar days after receipt of the offer or after accepting such offer, fails to report to work. Employees appointed from a City re-employment list may be required to serve a new probationary period. Any employee laid off for a period of six (6) months or longer will be required to meet City job standards.

F. Layoff of Probationary Appointments as a Result of Promotion

If an employee with permanent status is promoted and layoff occurs during the probationary period and such employee is scheduled to be laid off, the employee shall be entitled to return to his/her former position. If layoff occurs in the position (class) to which the employee returned, the procedures established in this Chapter shall apply and shall be followed.

SECTION 6

Reopener for Equity Review

During the term of this agreement, PUMA and the City shall have the right to re-open negotiations on the subject of salary. The City of Hanford is open to meeting during the term of the agreement to discuss potential market adjustments. PUMA will be responsible for compiling data to present and support their market adjustment request(s). Upon a reopener, all other provisions and all other sections of the Compensation and Benefit Summary shall remain in full force and effect.

Agreed upon ~~July 15, 2025~~ March 17, 2026

For the City:

/s/	~~/s/~~
~~Mario Cifuentez~~Chris Tavarez	~~Chris Tavarez~~
City Manager	~~Deputy City Manager~~

For PUMA:

/s/	/s/
Brenda Garcia	Sarah Cardoza
President	Vice President

Compensation and Benefit Summary

for the

Professional Upper Management Association

Last Revised: 03/17/2026

July 1, 2025 to June 30, 2027

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SECTION 1

Application

This document summarizes the compensation and benefits currently provided to members of the Professional Upper Management Association (PUMA) as approved by City Council action. Any future changes to any section of this document will be incorporated upon adoption by City Council, side agreement or upon changes implemented by State or Federal law.

This document, and the terms "employee(s) or PUMA employees" applies to all positions designated as confidential or managers including but not limited to:

Payroll Analyst
Human Resources Analyst
Risk Management Analyst
Recreation Manager
Senior Human Resources AnalystCity Clerk
Information Systems Analyst
Community Relations Manager
Refuse Manager
Streets Manager
Utilities Manager
Parks Manager
Public Works Manager
Information Technology Manager
Building Official
Building and Safety Manager
Principal Planner
WWTP Manager
Finance Manager
Senior Engineer
City Surveyor
Senior Civil Engineer
Assistant Finance Director
Deputy City Engineer
Deputy Public Works Director
Human Resources Manager
City Engineer

Positions not listed above, but created and designated as a confidential or management employee through the City's recognition process are covered by the terms herein.

Term

This agreement shall be effective for the period of July 1, 2025 through June 30, 2027.

SECTION 2

Wages

$1,200 non-pensionable stipend effective the first full pay-period in November 2025
and a four percent (4%) salary increase effective the first full pay-period in July 2025.
Four percent (4%) salary increase effective the first full pay period in July 2026.

Direct Deposit

Employees will enroll in the City's direct deposit program.

Management Leave

Employees in the PUMA Unit receive sixty-four (64) hours of Management Leave. It is preferred that Management Leave be used as time off. An employee may also cash out up to sixty-four (64) hours of their Management Leave or convert all or a portion of their leave to deferred compensation by completing the required form and returning it to the Payroll office in advance of the payroll deadline. Any Management Leave hours not taken by PP025 will be compensated their cash out balance, up to sixty-four (64) hours if available in PP026. Under no circumstances shall available Management Leave hours be carried over to a new calendar year.

Employees who are hired throughout the year will receive a pro-rated amount of Management Leave hours and shall follow the Management Leave Plan as noted in the paragraph above.

Employees who leave the City of Hanford with Management Leave hours available will be compensated their cash out balance, up to sixty-four (64) hours if available.

Standard Work Period

The standard workday shall consist of eight (8) hours, and the standard work period shall consist of forty (40) hours worked within five (5) consecutive days. However, alternative work schedules (including telecommuting options) may be implemented based on operational needs, and with the approval from the City Manager.

Such schedules may include compressed or adjusted workweeks, as defined in City policy (e.g., AR 1.17), including, but not limited to, 4/10, 9/80 or 4/9/4 formats.

The implementation of any alternative schedule shall remain subject to operational requirements, legal compliance, and approval procedures. Participation is voluntary and may be modified or discontinued by the City at its discretion. Specific hours and workdays under such schedules are not guaranteed and may vary.

Holidays

I. The following holidays are recognized as municipal holidays, eight (8) hours per holiday:

(1) New Year's Day, January 1
(2) Martin Luther King Day, the third Monday in January
(3) Washington's Birthday, the third Monday in February
(4) Memorial Day, the last Monday in May
(5) Independence Day, July 4
(6) Labor Day, the first Monday in September
(7) Veterans Day, November 11
(8) Thanksgiving Day, the fourth Thursday in November
(9) The day after Thanksgiving, the fourth Friday in November
(10) Christmas Eve, December 24
(11) Christmas Day, December 25
(12) New Year's Eve, December 31
(13) 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.

Employees assigned to an alternative work schedule may utilize management leave or vacation hours to supplement holiday hours.

I. Employees shall be credited with not more than two (2) floating holidays (16 hours total) to be taken no later than December 15th of each calendar year, at the employee's discretion, subject to staffing needs. New employees hired on or after the pay-period containing July 1st shall only receive one (1) floating holiday (8 hours total) to be taken no later than December 15th at the employee's discretion subject to staffing needs. The floating holiday shall be capped at eight (8) hours each and can be taken in two (2) hour increments. Floating holidays do not roll over from calendar year to the next and has no cash value.

II. When a paid holiday falls on a Saturday, the previous Friday shall be deemed to be 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.

When Christmas Eve and /or New Year's Eve falls on a Sunday, the following Monday shall be deemed to be the holiday and the Christmas Day and or New Year's Day holiday will be observed on Tuesday.

III. In the event a paid holiday falls within an employee's vacation period, which would have excused the employee from work and for which no other compensation is made, said holiday shall not be charged as a vacation day.

Paid Holiday Closure - City offices (where possible) will be closed Christmas Eve through New Years Day. Nothing shall prevent a Department Head from requiring employees to work on a holiday. If any employee is required to work during this period when their office is closed or is not permitted to have the time off in their department due

to the nature of their position, these employees shall note "Exempt OT" on their timesheet to accurately record hours worked.

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:
3.39 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 fifteen (15) years:
5.24 hours per bi-weekly pay period, 136 hours annually

(4) Sixteen (16) through nineteen (19) years:
6.16 hours per bi-weekly pay period, 160 hours annually

(5) Twenty (20) or more years:
6.46 hours per bi-weekly pay period, 168 hours annually

The City Manager shall have the discretion to provide vacation accrual based on years of service at another public entity (State, County or City municipality) in a management or technical level position. Verification of years of service, title and job functions will be conducted through the Human Resources office prior to awarding the increased vacation accrual.

III. Limits of Accrual

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

IV. Buyback

Employees shall be eligible to cash out accrued vacation hours up to an amount equal to the number of vacation hours used during the same calendar year, not to exceed a maximum of one hundred sixty (160) hours per calendar year.
To qualify for the cash-out:

1) Employees must have used vacation leave during the calendar year in an amount equal to or greater than the number of hours they wish to cash out;
2) The total vacation hours cashed out in a calendar year shall not exceed 160 hours;
3) Employees must retain a minimum vacation balance of forty (40) hours after the cash-out is processed.

With the exception of job-protected medical leave (e.g., FMLA/CFRA), employees who are on non-job-protected leave, including but not limited to workers' compensation leave and administrative leave, shall not be eligible to cash out vacation hours during such periods.

V. 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.

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. Sick leave balances shall be taken in fifteen (15) minute increments.

G. 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.

H. 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.

I. 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).

J. 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 City Manager approval. Unused vacation shall be retained by the affected employee in accordance with the existing vacation policy.

K. 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.

L. 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. Absences 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 the 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

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

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.

Bereavement Leave

Each 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, child, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild or a close relative residing in the household of the employee. Bereavement leave does not count against an employee's sick leave balance. Bereavement leave does not need to be consecutive. There is no limit to the number of

times bereavement leave can be taken as long as it is for an employee's family member as described above. Bereavement leave shall be completed within three (3) months of the date of the death of a covered family member. Upon request and within thirty (30) days of the first day of leave, the employee shall provide documentation of the death of a covered family member. Documentation shall include but is not limited to: a death certificate, a published obituary, memorial service announcement or program, etc.

Tuition Reimbursement

Pursuant to Administrative Regulation 1.13, regular employees are eligible to receive tuition reimbursement up to $5,000 per fiscal year for courses taken to obtain a bachelor's, master's or doctoral degree only (no training/certificate course work).

Mileage Reimbursement

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

Cellular Phone and Mobile Device Reimbursement

Employees are provided with a cell phone/mobile device reimbursement in accordance with Administrative Regulation 1.26.

Uniform Allowance

I. Safety Shoes

The following job classifications shall be provided with safety shoes and accessories (laces, insoles, etc.) from a contracted vendor at no cost up to $225 per person, per fiscal year. Shoes shall be provided to the newly hired or appointed employee within six months of service in the position. Employees who are on leave will be provided with safety shoes and accessories upon their return.

Designated employees will be required to wear a safety shoe at all times on the job:

- Building Official
- Parks Manager
- Refuse Manager
- Streets Manager
- Utilities Manager
- Wastewater Treatment Plant Manager

Any employee who believes their job functions warrant the need for protective footwear as described by the Occupational Safety and Health Administration (OSHA) and/or

Department of Industrial Relations shall request a safety shoe allowance in writing to their Department Head. The City Manager, in conjunction with Risk Management personnel shall review and approve or deny the request.

Longevity Pay

Employees shall receive an increase upon completion of the following consecutive years of active services with the City of Hanford:
Five (5) years of service: 2.5%
Ten (10) years of service: an additional 2.5%
Fifteen (15) years of service: an additional 2.5%
Twenty (20) years of service: an additional 2.5%
(Maximum allowance of 10%)

Active service shall be defined as an employee who is in a continued pay status and an employee who is on approved leave (including paid or unpaid military leave). Time off for discipline leave shall not be time counted towards longevity, but such leave shall not constitute as a break in active service as it relates to longevity.

The City Manager shall have the discretion to provide longevity pay based on cumulative years of service at another public entity (State, County or City municipality) in a management and/or technical level position. Verification of years of service, title and job functions will be conducted through the Human Resources office prior to awarding longevity pay.

If an employee was previously full-time, transitioned to a part-time position or separated from the City of Hanford and then was rehired to a full-time position, their previous years in a full-time position will count when calculating CalPERS reportable longevity pay. Such employees are responsible for completing the necessary form if they believe they qualify. No retroactive pay will be provided for untimely notice.

Only years of service with the City will be reported to CalPERS to the extent permitted by the Public Employee Retirement Law, applicable regulations, and CalPERS administrative guidance.

Educational Pay

<u>5% Certifications/Licenses</u>
Employee represented by PUMA who obtain and maintain one of the certifications/licenses specified below shall receive an additional five percent (5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification/license going forward (if renewable). Compensation awarded during any period in which the employee fails to maintain the certification/license may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

Compensation will begin the first pay period after eligibility has been confirmed by Human Resources. In order to be eligible for education pay, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities

Certified Public Accountant Incentive – Available to management level employees assigned to the Finance Department who obtain and maintain a Certified Public Accountant license.

Engineering Registration Premium – Available to management level employees assigned to the Utilities and Engineering or Public Works Department who have taken and passed a California engineering proficiency exam and are registered with the State of California.

International Conference of Building Officials (ICBO) Certificate - Available to management level employees assigned to the Community Development Department who obtain and maintain an ICBO certificate.

National Institute of Automotive Service Excellence (NIASE) Certificate – Available to management level employees assigned to the Public Works Department who obtain and maintain an NIASE certificate.

2.5% National/State/Renewable Certifications

Employees represented by PUMA who obtain and maintain a National, State or renewable licenses/certificates shall receive an additional two and one-half percent (2.5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. In order to be eligible, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 2.5% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the license/certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

1% Other Certifications

Employees represented by PUMA who obtain other certifications shall receive an additional one percent (1%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification is maintained and remains valid. In order to be eligible, the certificates must satisfy the following criteria:

- Must not be a requirement of the job position

- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 1% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

The maximum amount provided in total for Education Pay is five percent (5%). Employees receiving Educational Pay under previous terms prior to July 15, 2025, which is not listed under these terms, will maintain that additional compensation if the certificate remains valid, is not required of their position and is pertinent to their job. However, the additional compensation will not be considered as pensionable income.

Special Assignment Pay

Water Certification Premium - Employees assigned to the position of Public Works Director and/or Utilities and Engineering Director (or equivalent title) who routinely and consistently are assigned to test local water quality for compliance with governmental health standards and have obtained a Grade V or higher water distribution, water treatment or wastewater treatment certificate shall receive a five percent (5%) increase to their base salary per month payable with the normal payroll effective the first full pay period after the City receives the certificate. This compensation shall be provided on an ongoing basis provided the certification is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification going forward. The City will pay for the cost associated with maintaining and renewing such certifications.
PUMA employees who are assigned to special assignment duties or work conditions on a routine or consistent basis as outlined in the "Special Assignment" tab of CalPERS "Special Compensation Reportability Table" may be eligible to receive a five percent (5%) increase to their base salary per month, payable with the normal payroll. To receive this pay, employees must submit a written request to the City Manager demonstrating their eligibility and include any related certifications earned, if applicable. Upon approval, the City's Payroll Division will coordinate with CalPERS to confirm eligibility. Employees who meet CalPERS reportability standards will be listed in this section.

The special compensation will commence with the first pay period following CalPERS' confirmation of eligibility and will continue as long as the qualifying duties or conditions persist. If related certifications are earned and subject to renewal, employees must provide updated documentation to the Human Resources Division. The City will pay for the cost associated with maintaining and renewing such certification (if applicable).

The maximum amount provided in total for Special Assignment Pay is five percent (5%). Safety

Acting Pay

When an employee is temporarily assigned to a position in a higher classification (employee leaves their current position and assumes the duties and responsibilities of a higher-level classification), they shall have their base salary adjusted to the base pay for the higher classification at Step 1 or the step that provides them with a minimum of a five-percent (5%) increase commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

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.

Working out of Classification

If an employee is assigned in writing to perform duties that are distinct, separate and normally performed by employees in a higher classification for more than 51% of their working hours as determined by their immediate supervisor, they shall receive a five-percent (5%) increase in their base salary commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

Working out of class assignment may be discontinued by the supervisor or Department Head at any time; however, employees shall not be rotated in and out of working out of class assignments to avoid providing additional compensation.

Working out of classification pay shall not be considered as part of the employee's base pay when computing the rate due upon promotion to a higher classification.

Any working out of classification assignment shall not exceed six months in a fiscal year unless written approval is received by the City Manager.

Any employee who feels they are working out of classification and not receiving compensation for their additional duties may submit supportive documentation to their immediate supervisor and Department Head outlining a detailed listing of all duties performed and the amount of time he/she spends on those duties.

If the Department Head and immediate supervisor do not agree that the additional duties meets the criteria for working out of classification compensation, the Department Head shall render his/her decision and comments in writing within fifteen (15) days after receiving the employees request and supportive documentation.

If the employee does not agree with the decision reached, the employee may appeal their decision by presenting their supporting documents/information to the City Manager. The City Manager shall review and render a decision in writing within twenty (20) calendar days after receiving the employee's appeal. The decision of the City Manager shall be final.

Probationary Period

All appointments shall be tentative and subject to a probationary period as outlined by Administrative Regulation 1.32 Performance Evaluations.

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.

Health Insurance

Medical
The City shall offer optional medical plans including but not limited to a PPO, EPO and/or a high deductible plan with employee sponsored Health Savings Account (HSA), if applicable. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect the PPO plan.

Dental
The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect a dental plan.

Vision
The City shall pay one hundred percent (100%) of the total premium cost of all regular and probationary employees who elect an employee only vision plan. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, who elect a vision plan with dependent coverage.

Retirement

Miscellaneous Employees
The City shall provide the 3% @ 60 retirement plan to miscellaneous employees under the California Public Employees (CalPERS) retirement system.

Pursuant to State law, miscellaneous employees hired on or after January 1, 2013, shall be provided with the 2% @ 62 retirement plan under the California Public Employees (CalPERS) retirement system.

Sworn-Safety Employees
The City shall provide the 3% @ 55 retirement plan to safety employees under the California Public Employees (CalPERS) retirement system.

Pursuant to State law, safety employees hired on after January 1, 2013, shall be provided with the 2.7% @ 57 retirement plan under the California Public Employees (CalPERS) retirement system

All employees shall pay the required employee contribution as determined by CalPERS.

Bilingual Pay

The City agrees to compensate eligible PUMA members 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.

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.

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.

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.

Military Leave

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

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.

Life Insurance

The City pays the premium for a $100,000 group life insurance policy for PUMA members. The City also provides employees an option to purchase additional life insurance at the employee's expense.

Flexible Spending and Voluntary Benefit Plan

The City provides employees an option to enroll in a Section 125 plan at the employee's expense.

Pregnancy Disability Leave

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

Family and Medical Leave

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

Per Diem

The City shall reimburse PUMA members according to the provisions outlined in the Administrative Regulation 1.05 entitled travel and Meeting Expense Reimbursement Policy.

Deferred Compensation

PUMA employees are eligible to receive a matched employer contribution for deferred compensation up to $75.00 per pay period.

SECTION 3

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.

A. 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.

B. Causes for Disciplinary Action

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

(1) Fraud in securing appointment;

(2) Neglect of duty, including failure to meet the standards of performance of the employee's position;

(3) Insubordination, willful disobedience;

(4) Dishonesty, including falsification of City documents or records, or fraud in securing one's employment;

(5) Drunkenness or intoxication on duty;

(6) Possession, distribution, sale or use, or being under the influence of, illegal drugs while on City property or City business;

(7) Absence without leave;

(8) Conviction of a felony or any crime involving moral turpitude;

(9) Discourteous treatment of the public or other employees, including physical and verbal harm;

(10) Willful violation of safety, endangering property and/or persons;

(11) Misuse, unauthorized use, misappropriation, theft, or sabotage of City property;

(12) Inefficiency or incompetency;

(13) Violation of any of provisions of these Rules, official City policies, and/or departmental rules and regulations;

(14) Refusal to take or subscribe to any oath of affirmation which is required by law in connection with City employment;

(15) Any other acts or omissions either during or outside of duty hours which are incompatible with or unfavorable to the public service.

C. 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.

D. Such formal notice shall include the following statements:

(1) The nature of the disciplinary action;

(2) The effective date of the penalty;

(3) The causes therefore;

(4) A plain and concise description of the act or omissions upon which the causes are based;

(5) A statement informing the employee of his/her right to appeal the decision as provided in these Rules;

(6) A copy of the materials upon which the disciplinary action is based; and

(7) Whether the employee will be placed on Administrative Leave, and for what length of time.

E. 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.

F. 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.

G. Appeal Hearing and Procedures – Regular Employees

(1) 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.

(2) Cost of Hearing

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

(3) Scheduling the Hearing

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

(4) 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.

(5) 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.

(6) 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.

H. Decision – Regular Employees

(1) 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.

(2) 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 findings of the City within fifteen (15) calendar days of the receipt of the hearing officer's advisory opinion.

(3) 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.

(4) Representation

The employee must appear in person at the hearing and may be represented by counsel or another representative.

(5) 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.

I. Categories of Discipline

(1) Major Discipline:

(a) Reduction in Salary

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

(b) Demotion

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

(c) Administrative Leave (with pay)

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

(2) Minor Discipline:

(a) 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.

(b) 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.

J. Releasing Information

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

SECTION 4

Grievance Procedures

A. 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.

B. 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 PUMA.
Any City employee, or PUMA, 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.

C. 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.

D. Formal Grievance Procedure

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

(1) 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.

(2) 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.

(3) 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.

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

SECTION 5

Layoff Procedures

Subject to state and federal law, an employee may be 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 return of another City employee occupying the same position from a leave of absence. The order of separation due to a layoff shall be based upon class, type of appointment and seniority.

A. 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.

B. Seniority Score Computation

(1) Total seniority credits shall be counted from the initial date of hire under any type of appointment, as long as there has been no break in service; otherwise, total seniority credits shall be counted from the first day of employment following the last break in service. Prior layoff does not constitute a break in service.

(2) One point of seniority credit shall be counted for each qualifying month of service. For other than full-time employment, 160 hours worked shall be equivalent to one month of service and seniority credit shall be given upon the completion of each 160 hours worked.

(3) Authorized leaves of absence without pay shall not be considered breaks in service, but time spent on such leaves without pay shall not count toward seniority credit unless otherwise required by law.

(4) No matter what the class is, the service credits will be calculated the same. There will be no preference for special classes.

(5) When two or more employees have the same total seniority score, the tie shall be broken and preference given in the following order to the employee with the greatest seniority in the class in which layoff is being made; if there is still a tie, the employee with the greatest seniority in the department of layoff; if there is still a tie, the employee whose name is drawn by lot by the Personnel Officer.

C. Order of Separation

(1) Separation (layoff) of employees shall be in the order in which their names appear on the seniority list for the affected class, with those persons having the least seniority credit being the first separated, except as provided in Subsection (c)(3) immediately below.

(2) Employees in the same class shall be separated during a reduction in force (layoff) according to the type of appointment under which they serve, in the following sequence: part-time, probationary, permanent.

(3) The layoff 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 layoff, then the layoff of 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 layoff and who have a greater number of seniority credits.

D. Voluntary Demotion in Lieu of Layoff

An employee scheduled to be laid off may voluntarily demote to a lower class when the lower class has similar duties, responsibilities, and requirements as designated by the Personnel Officer, provided that the total seniority credits exceed the total seniority credits of the employee in the lower class. Employees may also be demoted to any previously held position wherein their performance had been judged to be satisfactory, so long as their seniority credit exceeds that of the person occupying that position. To be considered for voluntary demotion in lieu of layoff, an employee must notify the Personnel Officer in writing of this election no later than seven (7) calendar days after receiving notice of layoff.

E. Re-employment

(1) Re-Employment Lists – By Class

The Personnel Officer shall establish a re-employment list which will be valid for two years from the date of employee layoff and shall pertain to each class in which a layoff occurs. Such lists shall contain the names of permanent employees who were laid off or demoted in lieu of layoff from that class. Names shall be placed on a replacement list in the order of total seniority, with the highest seniority being first on the list. Any remaining benefits at the time of layoff shall be restored upon rehire.

(2) Department Re-employment Lists

A re-employment list shall be established for each department in which a layoff occurs. Such lists shall be prepared in accordance with the procedures set forth in Subsection (e)(1) immediately above. Appointment shall be made from the highest available eligible on the department re-employment list, who has expressed a willingness to accept re-employment. An employee's name shall be removed from the re-employment list if such employee fails to reply to an offer of employment within ten (10) calendar days after receipt of such offer or, after accepting such offer, fails to report for work.

(3) City Re-employment List

A re-employment list shall be established on a City-wide basis. In the absence of a department re-employment list, the City-wide list shall be used to fill vacancies under these procedures. Individual names shall be removed from the City list if such individual rejects or fails to reply to an offer for re-employment within ten (10) calendar days after receipt of the offer or after accepting such offer, fails to report to work. Employees appointed from a City re-employment list may be required to serve a new probationary period. Any employee laid off for a period of six (6) months or longer will be required to meet City job standards.

F. Layoff of Probationary Appointments as a Result of Promotion

If an employee with permanent status is promoted and layoff occurs during the probationary period and such employee is scheduled to be laid off, the employee shall be entitled to return to his/her former position. If layoff occurs in the position (class) to which the employee returned, the procedures established in this Chapter shall apply and shall be followed.

SECTION 6

Reopener for Equity Review

During the term of this agreement, PUMA and the City shall have the right to re-open negotiations on the subject of salary. The City of Hanford is open to meeting during the term of the agreement to discuss potential market adjustments. PUMA will be responsible for compiling data to present and support their market adjustment request(s). Upon a reopener, all other provisions and all other sections of the Compensation and Benefit Summary shall remain in full force and effect.

Agreed upon March 17, 2026

For the City:

/s/
Chris Tavarez
City Manager

For PUMA:

/s/
Brenda Garcia
President

/s/
Sarah Cardoza
Vice President

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Acceptance of the mandated General Plan Annual Progress Report for Calendar Year 2025 and Authorization for the submittal to the Governor's Office of Planning and Research

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RECOMMENDATION:

Recommendation: That City Council accept the mandated General Plan Annual Progress Report (APR) for Calendar Year 2025 and authorize staff to submit the document to the Governor's Office of Planning and Research (OPR).

Recommended Motion: I move to accept the mandated General Plan Annual Progress Report (APR) for Calendar Year 2025 and authorize staff to submit the document to the Governor's Office of Planning and Research (OPR).

BACKGROUND:

The Annual General Plan Report is intended to comply with the requirements of Government Code Section 65400, which requires that all cities annually submit to California Office of Planning and Research (OPR) and Housing and Community Development (HCD) a report on the status of the General Plan and progress in implementing the Housing Element. This report contains the General Plan Annual Progress Report for submission to OPR and captures the activities conducted by the City towards implementation of the General Plan. The General Plan APR allows OPR to identify statewide trends in land use decision-making and how local planning and development activities relate to statewide planning goals and policies. APRs may also inform future modifications to OPR's General Plan Guidelines.
In addition, OPR can track progress on a local jurisdiction's comprehensive General Plan update using the information provided in the APR. The APR satisfies OPR's Guidelines by providing the following information:

- Measures associated with the implementation of the general plan with specific reference the individual elements
- Housing Element APR reporting
- The date of the last update to the General Plan
- Planning activities receiving discretionary approval
- Notable Capital Improvement Projects conducted over the past year

Please see the full report, which is attached. A copy of the Housing APR is attached as well.

FISCAL IMPACT:

The APR does not have a fiscal impact, but does report on project activities over the last calendar year.

ATTACHMENTS:

1. General Plan APR 2025
2. 2025 housing-element-annual-progress-report

General Plan Annual Progress Report – 2025

Prepared by:
City of Hanford
Community Development Department
Planning Division

March 17, 2026

For:
State of California
Governor's Office of Planning and Research
State Clearinghouse and Planning Unit

INTRODUCTION

The Annual General Plan Report is intended to comply with the requirements of Government Code Section 65400, which requires that all cities annually submit to California Office of Planning and Research (OPR) and Housing and Community Development (HCD) a report on the status of the General Plan and progress in implementing the Housing Element. This report represents the Community Development activity for the planning year 2025.

The General Plan APR allows OPR to identify statewide trends in land use decision-making and how local planning and development activities relate to statewide planning goals and policies. APRs may also inform future modifications to OPR's General Plan Guidelines. In addition, OPR can track progress on a local jurisdiction's comprehensive General Plan update using the information provided in the APR. Similarly, the Housing Element APR allows HCD to track the progress of the implementation of a jurisdiction's Housing Element and requires its submission as a threshold requirement for several State housing funding programs.

DATE OF PRESENTATION/ACCEPTANCE

The General Plan APR was presented to the Hanford City Council as a consent calendar item at their regularly scheduled meeting on March 17, 2026.

COMPREHENSIVE GENERAL PLAN UPDATE 2035

Pursuant to State general plan law there are seven State-mandated elements in the City's general plan. They are:

- Land Use
- Circulation
- Housing
- Open Space
- Conservation
- Noise
- Safety

As of 2003, Cities within the San Joaquin Valley are also required to have an air quality element. Signed into law in 2016, under SB 1000, cities and counties that have identified disadvantaged communities must also address environmental justice in their general plans, including air quality.

Additionally Required:

- Air Quality
- Environmental Justice

The Air Quality element was adopted in 2010. The requirement to address environmental justice within the Air Quality element was not adopted until 2016; therefore, the Air Quality element does not address environmental justice, expressly. The City does not have a separate Environmental Justice element; however, environmental justice is addressed through policy in the General Plan

Health, Safety, and Noise element. In 2025, the City awarded a contract to Mintier Harnish, through use of REAP 2.0 funds, to update the EJ element. As of the date of this report, the City has a drafted EJ element. Adoption is targeted for October 2026.

More information can be found here: https://www.cityofhanfordca.com/1602/Environmental-Justice-Element-Objective-

State general plan law also states that cities may adopt other elements as they see fit for their communities. Hanford's General Plan also contains an economic development element and a public facilities and services element. All elements of the General Plan have equal weight and status. One element is not superior to any other. The goals and policies within each element are required to be consistent with each other and with the goals and policies in the other elements of the General Plan.

The general plan's maps, diagrams, and development policies form the basis for the zoning ordinance, subdivision ordinance, design guidelines, and the capital improvement program – tools which implement the general plan. Under California law, no specific plan, zoning, subdivision map, or public works project may be approved unless the City finds that it is consistent with the adopted general plan.

The **land use element** designates the type, intensity, and general distribution of uses of the land for housing, business, industry, open space, education, public buildings and grounds, waste disposal facilities, and other categories of public and private uses.

The **circulation element** is correlated with the land use element and identifies the general location and extent of existing and proposed major thoroughfares, transportation routes, and terminals for all modes of transportation.

The **housing element** is a comprehensive assessment of current and projected housing needs for all segments of the community and all economic groups. In addition, it embodies policies for providing adequate housing and includes action programs for that purpose. By statute, the housing element must be updated and certified on a schedule set by the State Housing and Community Development Department. The housing element is prepared as a separate document in conjunction with the County of Kings, and the cities of Lemoore, Corcoran, and Avenal. The City of Hanford, as a multi-jurisdictional effort, is in the process of updating and adopting the Sixth Cycle Housing Element.

The **conservation element** addresses the conservation, development, and use of natural resources, including water and soils. This chapter also contains goals and policies for parks and recreation.

The **open space element** describes measures for preserving open space for natural resources, the managed production of resources, outdoor recreation, and agricultural land. The open space element is also found mostly in Chapter 5 of both the Background Report and the Policy Document.

The **noise element** identifies and appraises noise problems within the community and forms the basis for land use distribution.

The **safety element** establishes policies and programs to protect the community from risks associated with seismic, geologic, flood, extreme heat, and fire hazards.

The **economic development element** identifies trends in the local economy and sets general direction for improving the community's economic sustainability and prosperity.

The **public facilities and services element** identify publicly owned facilities and service infrastructure. It sets policies to facilitate continued service to the community as it grows and develops. It sets a general direction for citywide school site planning, law enforcement and fire protection services, sewer and water infrastructure, and other local public facilities and buildings.

The **Air Quality Element** provides a comprehensive set of goals, objectives, policies, and implementation programs intended to meet the requirements of Assembly Bill 170 for Air Quality Elements and state laws pertaining to greenhouse gases.

The General Plan was adopted on April 24, 2017 through Resolution 17-21-R.

GENERAL PLAN AMENDMENT INFORMATION

Most Recent Adopted Amendment

General Plan Amendment No. 2022-01 - Hanford Place

General Plan Amendment No. 2022-01 was a request to change the general plan designation from Highway Commercial to Service Commercial and High-Density Residential on approximately 39.16 acres.

Approval of the proposed development project was subject to approval of the following:

- Rezone No. 2022-01 was a request to change the zoning on 39.16 acres from C-H Highway Commercial to C-S Service Commercial and R-H High-Density Residential with a Planned Unit Development overlay.

- Planned Unit Development No. 2022-01 was a request to allow blended zoning for a master planned medical and mixed-use development, including the future construction of 15 buildings consisting of medical outpatient clinic services, a hotel and conference center, specialized education, retail, medical office, skilled nursing and assisted living, and multi-family residential uses, as well as a bio infiltration basin, associated open space, circulation and parking, and infrastructure improvements.

The project included a recommendation to certify Mitigated Negative Declaration No. 2023-93 (SCH# 2023070011), demonstrating the project would have less than significant impact on the environment with the incorporation of mitigation measures. The project is located between 11th and 12th Avenues along Glendale Drive, north of Highway 198 (APN 011-060-007, 011-060-008, 012-290-040, 012-290-042, and 012-290-054). The item was presented to and recommended for approval by the Planning Commission on January 14, 2025 and the project was approved by City Council September 16, 2025.

In Progress

During 2025, there were three additional General Plan Amendments in progress:

General Plan Amendment No. 2024-01

General Plan Amendment No. 2024-01 Part A – Hidden Valley

General Plan Amendment No. 2024-01 Part A (GPA0011-24) is a request, by the City of Hanford, to change the General Plan designation from Low- Density Residential to Open Space for an 18-acre portion of a 38.48-acre parcel. Rezone No. 2024-01 (RZ0002-24) is a request, by the City of Hanford, to change the zoning from R-L-5 Low-Density Residential to PF Public Facility for an 18-acre portion of a 38.48-acre parcel. The project is located on an 18-acre portion of the overall 38.48-acre parcel, west of the existing Hidden Valley Park. The project is located on the southwest corner of West Cortner Street and North 11th Avenue (APN 008-360-006).

General Plan Amendment No. 2024-01 Part B – Heroes Park

General Plan Amendment No. 2024-01 Part B (GPA0012- 24) is a request, by the City of Hanford, to change the land use designation on APN 014- 230-030-000 from Low-Density Residential to Open Space, by designating the General Plan's floating open space circles in the location of the future Heroes Park (40 acres) and relocating the 20-acre Neighborhood Mixed Use designation from the northern portion of the parcel to the south. Pre-Zone No. 2024-14 (PRZ0014-24) is a request, by the City of Hanford, to prezone the annexation area a combination of R-L-5 Low-Density Residential, R-M Medium-Density Residential, PF Public Facilities, and MX-N Neighborhood Mixed Use, as designated by the General Plan and as proposed to be amended through General Plan Amendment No. 2024-02 (described above). The project includes Annexation No. 164 (ANX0006-24), which is a request, by the City Hanford, to annex approximately 230 acres into the City of Hanford from the Kings County Jurisdiction for development of Heroes Park, and surrounding parcels, in accordance with the Kings County Local Agency Formation Commission (LAFCo)'s policy, so as not to create islands. The project is located between Grangeville Boulevard and Lacey Boulevard, east of 9 ¼ Avenue, west of 8 ¾ Avenue (APN 014-230-030, - 033, -034, -035, 014-230-089, 014-230-092, -093, 014-230-020, and -021).

Heroes Park

Heroes Park is a future 40-acre regional park located near the intersection of Grangeville Boulevard and 9 1/4 Avenue. It is being partially funded by the State Parks' Statewide Development and Community Revitalization Program (Prop 68). Currently Heroes Park is in the conceptual design phase. The park is not currently located within the City limits, as such, it is necessary to annex the territory into the City limits, prior to development of the park space. A General Plan Amendment to allocate the Open Space Designation and change the location and size of the Neighborhood Mixed Use designation is proposed as part of the annexation request. The General Plan Amendment proposed for Heroes Park off sets the loss of housing opportunity as a result of the Hidden Valley Park General Plan Amendment.

In accordance with Government Code Section 66300, the Housing Crisis Act of 2019, the City is unable to change the designation of a property where housing is permitted, unless the loss of housing opportunity is accommodated elsewhere:

(b) (1) Notwithstanding any other law except as provided in subdivision (i), with respect to land where housing is an allowable use, an affected county or an affected city shall not enact a development policy, standard, or condition that would have any of the following effects:

> (A) Changing the general plan land use designation, specific plan land use designation, or zoning of a parcel or parcels of property to a less intensive use or reducing the intensity of land use within an existing general plan land use designation, specific plan land use designation, or zoning district in effect at the time of the proposed change, below what was allowed under the land use designation or zoning ordinances of the affected county or affected city, as applicable, as in effect on January 1, 2018, except as otherwise provided in clause (ii) of subparagraph (B) or subdivision (i). For purposes of this subparagraph, "reducing the intensity of land use" includes, but is not limited to, reductions to height, density, or floor area ratio, new or increased open space or lot size requirements, new or increased setback requirements, minimum frontage requirements, or maximum lot coverage limitations, or any other action that would individually or cumulatively reduce the site's residential development capacity.

The table below demonstrates the City's ability to off set the housing opportunity loss from Hidden Valley Park with the redesignation of the land for Heroes Park Annexation and General Plan Amendment/Prezone.

Table 1: Housing Opportunity

Zone	Zone Name	Vacant Acres to be Added or Subtracted	Housing Element Realistic Density	Total Potential Housing Units Added or Subtracted
Hidden Valley Park Site				
RLD	Low Density Residential	-18.5	4.00	-74
OS	Open Space	18.5	0.00	0
	Subtotal	**0.00**		**-74**
Heroes Park/Latis LLC Property				
MU-N	Neighborhood Mixed Use	25% of -19.0	16.00	-76
OS	Open Space	40.0	0.00	0
RLD	Low Density Residential	-41.0	4.00	-164
MU-N	Neighborhood Mixed Use	75% of 20.0	16.00	+240
	Subtotal	0.00		**0**
Planned "Floating" Park Sites Moving to Heroes Park				

OS	Open Space	-10.1	0.00	0
RLD	Low Density Residential	10.1	4.00	+40
OS	Open Space	-16.9	0.00	0
RMD	Medium Density Residential	16.9	4.00	+68
	Subtotal	**0.00**		**+108**
	OVERALL TOTAL CHANGE IN POTENTIAL HOUSING UNITS			**+34**

Hidden Valley

General Plan Amendment No. 2024-01 Part 1 (GPA0011-24) is a request, by the City of Hanford, to change the General Plan designation from Low-Density Residential to Open Space for an 18-acre portion of a 38.48-acre parcel, as directed by the City Council of the City of Hanford. Pursuant to SB330, if a jurisdiction proposes a reduction in the intensity of the residential land use, then the jurisdiction must concurrently change the development standards, policies, and conditions applicable to other parcels within the jurisdiction to ensure that there is a "No Net Loss" in residential capacity. As described in Table 1, and discussed in the Heroes Park project section, the City proposes to remove Low Density Residential Land Uses and replace the opportunity elsewhere.

As demonstrated Table 1 and by using the City's Housing Element's Realistic Density for the associated parcels, the concurrent processing of the General Plan Amendments for Heroes Park and Hidden Valley Park provide for an increase in the potential housing units by 34 units. The proposed removal and replacement of the Low-Density Residential Land Uses will not result in a loss in total residential capacity and therefore is compliant with the provisions of the SB330.

The projects were presented to the Planning Commission on December 10, 2024. The City Council has not heard the items, due to raised environmental concerns being addressed through additional environmental analysis. It is anticipated that the General Plan Amendment will be presented to the City Council and completed in 2026.

Copper Ridge - General Plan Amendment No. 0009-24

General Plan Amendment No. 0009-24 was in progress in 2025. The General Plan Amendment, and associated entitlements for the development of a mixed-use development were recommended for approval by the Planning Commission and forwarded to the City Council in 2025. Due to a request to continue the item, the item was heard and approved by the City Council in January 2026. The City of Hanford will include this amendment in the 2026 Annual Progress Report.

General Plan Amendment No. 0009-24 was a request to change the land use designation from a combination of Low- and Medium-Density Residential to Medium-Density Residential (78.16 acres) and Neighborhood Mixed Use (5.45 acres) for 83.61 acres of the project site.

Associated entitlements included:

Annexation165: a request to annex approximately 141.85 acres into the City of Hanford City Limits from the Kings County Jurisdiction. The annexation area is a combination of the Project Site (83.61 acres) and an area to the north, not proposed to be developed at this time (58.24 acres).

Prezone No. 0013-24: a request to prezone the properties as a R-M Medium-Density Residential (78.16 acres) and MX-N Neighborhood Mixed Use (5.45 acres), consistent with the proposed General Plan Amendment and R-L-5 Low-Density Residential (51.92 acres) and C-N Neighborhood Commercial (6.32 acres), consistent with the General Plan Designation.

Tentative Subdivision Map 00012-24: a request to subdivide 83.61 acres of the annexation area into a 650-unit multi-family (300 units) and single-family (350 units) residential subdivision and a 5.45-acre Neighborhood Mixed Use site with a planned unit development overlay.

Planned Unit Development No. 0037-24: a request to allow various deviations from the regulation of the R-M Medium-Density Residential zone district for the mixed use subdivision, proposed under Tentative Tract 945, including reduced lot size, lot width, lot depth, site area per dwelling unit requirements, setbacks, open space dimensions, and allow removal of the block wall requirement between MX-N Neighborhood Mixed Use and R-M Medium-Density Residential.

Mitigated Negative Declaration No. 2025-73 (SCH #2024121093): a request to certify that the project will have a less than significant adverse impacts on the environment with the incorporation of mitigation measures

Progress towards implementing the 2035 Land Use Element

Growth Management

During 2025, projects identified in the following sections were in progress to align with the City's growth management goals and policies, specifically:

Growth Management Goals

Goal L1: A well planned community that grows in an organized fashion.

Goal L2: Development preference of vacant and underutilized properties.

Goal L3: Limitation of urban sprawl-style development patterns in new growth areas.

Policy L16 County Islands: Initiate annexation of County islands when it is found that urban services are needed and can be provided or made available in the near future.

- **Annexation No. 163 Parts 9, 12, 13 and 14:** The City of Hanford initiated the annexation of four separate substantially surrounded county islands with a combined total of 197.15 acres into the City of Hanford from the Kings County jurisdiction. Concurrent with the request to annex, the City prezoned the properties consistent with their General Plan Designation,

through Prezone No. 0001-24 Parts 9, 12, 13, and 14. Island 9 is generally located East Lacey Boulevard, South of Southern Pacific Railroad Tracks. Island 12 is generally located west of 10 ½ Avenue, north of Houston Avenue. Island 13 is generally located west of 10th Avenue, between Idaho and Iona Avenues. Island 14 is generally located west of 11th Avenue, south of Flint Avenue.

City Council approved the application by the City of Hanford requesting the Local Agency Formation Commission to initiate proceedings for annexation no. 163, part 9, 12, 13, and 14 on January 21, 2025. The annexations were approved by Kings County LAFCo in 2025. The islands' annexations became effective in January 2026.

- **Annexation No. 166:** The City of Hanford initiated the annexation of an additional substantially surrounded county island, totaling approximately 93.56 acres, into the City of Hanford from the Kings County jurisdiction. The project pertained to property located south of Fargo Avenue, north of Leland Way, west of 9 ¼ Ave. (multiple APNs). Concurrent with the request to annex, the City prezoned the property as R-L-5 Low-Density Residential and R-L-12 Low Density Residential, in accordance with the General Plan designation for the area, Low-Density Residential, through Prezone 14-25. The City Council approved the application by the City of Hanford requesting annexation proceedings by LAFCO on July 1st, 2025. City staff filed the application with Kings LAFCO in August 2025. The item has not been heard by Kings LAFCo as of the date of this report. It is anticipated that the annexation will become effective in 2026.

Policy L15 Initiation of Annexations: Consider initiation of annexation of land into the City of Hanford only when the following criteria are met:

1. *The land is within the Primary Sphere of Influence.*
2. *The capacity of the water, sewer, fire, school, and police services are adequate to service the area to be annexed, or will be adequate at the time that development occurs.*
3. *Land for development within the City limits is insufficient to meet the current land use needs.*
4. *The territory to be annexed is contiguous to existing developed areas.*

Consistent with Policy L15, Annexation 161 and 165 were initiated.

- **Annexation No. 161** was a proposal to annex three parcels, totaling 88.89 acres into the City of Hanford and detach from the Kings River Conservation District and Excelsior-Kings River Resource Conservation District. The property was proposed to be prezoned, under Prezone No. 0005-23 in accordance with the General Plan designation for the territory, Low-Density Residential. The annexation area was proposed to be subdivided through Vesting Tentative Tract 943 (Silicon Valley Ranch) a request to subdivide 75.02 acres proposed to be prezoned R-L-5 Low-Density Residential into 326 single-family residential lots, a 3.58-acre park, and three-acre storm basin. The City Council certified the Focused Environmental Impact Report (EIR) State Clearinghouse Number (SCH) 2024060956 for the project and approved the request to initiate the annexation, prezone, and tentative subdivision map at their meeting on April 1, 2025. The annexation was approved by LAFCo on August 27, 2025. The annexation was recorded and became effective on December 22, 2025.

- **Annexation No. 165 was a** request to annex approximately 141.85 acres into the city of Hanford City limits from the Kings County jurisdiction. The project is located north of Grangeville Boulevard and east of 9 ¼ Avenue. (APNs 014-143-022, -069, -078, 014-830-010, -011, and -013 through-018). The annexation area was proposed to be prezoned as a combination of R-M Medium-Density Residential (78.16 acres) and MX-N Neighborhood Mixed Use (5.45 acres), consistent with General Plan Amendment 0009-24, and R-L-5 Low-Density Residential (51.92 acres) and C-N Neighborhood Commercial (6.32 acres), consistent with the General Plan Designation. The Williamson Act contract for APN 014-143-078 will be cancelled upon annexation into the City limits. The annexation request and associated entitlements were recommended for approval by the Planning Commission to the City Council in 2025, however, action was not taken on the items until January 20, 2026. On January 20, 2026, the City Council approved the request to annex and directed staff to file an application with Kings LAFCo for annexation proceedings.

Policy O5 Farmland Mitigation Program: In collaboration with the County of Kings and other cities in Kings County, determine the feasibility and, if feasible, consider adoption of a countywide farmland mitigation program that is tailored to the needs and goals of the Kings County agricultural region to mitigate the urban conversion of agricultural lands that are outside adopted urban growth boundaries.

- Agriculture Mitigation Program and Feasibility Study - In addition to Policy O5, the General Plan Final EIR identifies Mitigation Measure 4.2-1 which requires the City to adopt, codify and implement a regional or City-specific Agricultural Mitigation Program. City staff circulated a Request for Proposals on September 24, 2025 for the Agricultural Mitigation Program (AMP) and Feasibility Study. The City received two proposals by the October 29, 2025 deadline. City Council approved the awarding of a contract not to exceed $189,277.00 to Rincon Consultants, Inc. on February 3, 2026 for the preparation of the AMP and Feasibility Study.

Residential Projects

During 2025, the following residential discretionary projects were approved in accordance with the growth management goals and policies listed above and with respective goals identified for the various land use types of the Land Use Element, specifically:

Residential Land Use Designation Goals

Goal L4: Adequate land available to meet housing needs for all citizens through the year 2035.

Goal L5: Stable, high quality neighborhoods with housing integrated with schools, parks, and availability of everyday commercial goods and services.

Goal L6: A wide range of housing choices that ensure opportunities for a variety of age groups, lifestyles, and income levels.

Goal L7: Residential densities that encourage both compact and infill development.

Residential Land Use Designations Goals

Goal L8: A range of residential building types suitable for a variety of lifestyles, ages, affordability levels, and design options.

Goal L9: Distinctive neighborhoods that preserve and enhance the quality of life for residents.

The following tentative residential tracts received entitlements in 2025.

- **Silicon Valley Ranch, Vesting Tentative Tract 943,** was a request to subdivide 75.02 acres proposed to be prezoned R-L-5 Low-Density Residential into 326 single-family residential lots, a 3.58-acre park, and three-acre storm basin. The project was approved by the City Council on **April 1, 2025.**

- **Copper Ridge Residential and Commercial Project, Tentative Tract 945 (Tentative Subdivision Map 00012-24:,** was a request to subdivide 83.61 acres of an annexation area into a 650-unit multi-family (300 units) and single-family (350 units) residential subdivision and a 5.45-acre Neighborhood Mixed Use site with a planned unit development overlay. **Planned Unit Development No. 0037-24** was a request to allow various deviations from the regulation of the R-M Medium-Density Residential zone district for the mixed use subdivision, proposed under Tentative Tract 945, including reduced lot size, lot width, lot depth, site area per dwelling unit requirements, setbacks, open space dimensions, and allow removal of the block wall requirement between MX-N Neighborhood Mixed Use and R-M Medium-Density Residential. The project was recommended for approval by the Planning Commission in 2025; however, action was not taken by the City Council on the item until January 20, 2026. The Council approved the subdivision and PUD at their meeting on January 20, 2026, as well as certified the associated environmental document.

During 2025, various tentative residential tracts were in progress and in the environmental phase. The projects below are anticipated to receive entitlements in 2026.

- **Neves Residential Project, a request to** develop up to 615 single-family residential units on an approximately 135.28-acre site. The development will also include a 5.87-acre storm basin and a seven-acre park along with access roads, lighting, landscaping and other associated improvements, per City Standards. The site is currently designated as low, medium and high density residential and is zoned R-L-5 (Low Density Residential), R-M (Medium Density Residential), and R-H (High Density Residential). Entitlements needed to accommodate the proposed Project include Tentative Subdivision Map 944 and Planned Unit Development 2024-01 to accommodate smaller lot sizes and reduced setbacks. A Draft Environmental Impact Report has been prepared for the project (SCH #2024120645)

- **Fargo Village,** a request to master plan 1,146-units of low, medium, and high-density residential development, neighborhood commercial development, a school site, and park/open space on approximately 304 gross acres in the City of Hanford. The Project site's existing and proposed zoning is low-density residential (R-L), medium-density residential (R-M), high-density residential (R-H), neighborhood commercial (C-N), and public facilities (P-F). The Project includes 926 single family homes and 13 acres of apartment units. 6.73 acres of the site are planned to be used for neighborhood commercial development, which may consist of two retail stores, a gas station, a restaurant, a drive-thru restaurant, and an outdoor

food court, but the exact uses have not been finalized. The Project will also contain approximately 12.36 acres of parks and open space, which will contain a soccer/football field, basketball courts, and playgrounds. The Project also proposes approximately 14.99 acres for a future school site and a 6.18-acre onsite stormwater drainage basin. Entitlements needed to accommodate the proposed Project include Tentative Subdivision Map 941 and 946 and Planned Unit Development No. 2023-01 to allow for various deviations from the requirements of the Hanford Municipal Code. A development agreement is also required for the development. A Draft Environmental Impact Report has been prepared for the project (SCH #2024080949)

Progress towards Housing Element Implementation during 2025:

- 255 Applications Submitted
- 262 Units proposed in application received
- 391 units issued building permits
  - 268 residential
  - 116 multi-family
  - 7 ADU
- 395 units finaled
  - 328 residential
  - 62 multi-unit
  - 5 ADU

A detailed report appears in **Attachment 1.** The Summary is provided below:

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	Hanford	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	01/31/2024 - 01/31/2032

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0

Very Low	Non-Deed Restricted	0
	Deed Restricted	0
Low	Non-Deed Restricted	0
	Deed Restricted	0
Moderate	Non-Deed Restricted	3
	Deed Restricted	0
Above Moderate	Non-Deed Restricted	119
		269
Total Units		**391**

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	268	328
2 to 4 units per structure	0	8	27
5+ units per structure	0	108	35
Accessory Dwelling Unit	0	7	5
Mobile/Manufactured Home	0	0	0
Total	**0**	**391**	**395**

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	23	127
Not Indicated as Infill	264	264

Housing Applications Summary	
Total Housing Applications Submitted:	255
Number of Proposed Units in All Applications Received:	262
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of Streamlined Ministerial Approval Process or SMAP (formerly SB 35 / 423) - Applications	
Number of SMAP Applications	0
Number of SMAP Applications Approved	0

Units Constructed - SMAP (formerly SB 35 / 423) - Permits			
Income	**Rental**	**Ownership**	**Total**
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	**0**	**0**	**0**

Streamlining Provisions Used - Permitted Units	**# of Projects**	**Units**
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SMAP	0	0

Ministerial and Discretionary Applications	**# of Applications**	**Units**
Ministerial	255	262
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned		**Count**

Programs Implemented	0
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas

Residential Discretionary Projects – 2025

In addition to those residential tracts discussed above, the following discretionary projects were reviewed/approved by the Planning Commission and City Council:

Single-Family Residential

- **Tentative Parcel Map No. 0012-24** was a request to divide a 57.43-acre parcel into four parcels (Parcel 1: 20.84 acres; Parcel 2: 13.97 acres, Parcel 3 10.56 acres; Parcel 4: 12.06 acres) in the R-L-5 Low Density Residential zone district. The property was located east of 10 ½ Ave., between Hanford-Armona Road and Houston Avenue in the City of Hanford (APN 011-440-014). The tentative parcel map was approved by the Planning Commission on April 22, 2025.

- **Tentative Parcel Map No. 0011-24** was a request to divide a 6.90-acre parcel into two parcels (Parcel A: 2.14 acres; Parcel B: 4.76 acres) in the R-H High Density Residential zone district. The property was located at 9837 9 ¼ Ave. (APN 014-230-090 and 014-230-070). The tentative parcel map was approved by the Planning Commission on March 25, 2025.

- **Tentative Parcel Map No. 0007-24** was a request to divide a 250,452 sq. ft. (5.75 acres) parcel into two parcels, The property was located at 9837 9 ¼ Ave. (APN 014-230-090 and 014-230-070). The tentative parcel map was approved by the Planning Commission on March 25, 2025.

Mixed-Use

- **Tentative Parcel Map No. 0006-24** was a request to divide a 3.93-acre parcel into two parcels (Parcel A: 0.25 acres; Parcel B: 3.67 acres) in the MX-C Corridor Mixed Use zone district. The property was located at 942 S. Harris Street (APN 012-231-036). The tentative parcel map was approved by the Planning Commission on February 25, 2025.

- **Time Extension No. 0007-25** was a request by Armando Espinoza to extend the life of Site Plan Review No. 0014-23 for one year, in order to extend the expiration of the project and obtain building permits. The time extension extended the expiration of the project from February 22, 2025 to February 22, 2026. The project proposed a new triplex located at 409 Central Ave (APN 010-252-011).

Commercial/Industrial Discretionary Projects – 2025

During 2025, the following commercial/industrial discretionary projects were approved in accordance with the goals and policies of the Economic Development and Land Use Element, specifically:

Economic Development and Employment Goals

Goal E1: A diverse and robust local economy capable of providing employment for all residents desiring to work in the city.

Goal E2 A diversity of commercial and industrial enterprises which provide goods, services, and employment opportunities consistent with Hanford's small-town, agricultural image.

Goal E3: A business-friendly environment for both existing and new business enterprises

- **Conditional Use Permit No. 0053-25** was a request by 07 Ink Lounge to relocate an existing tattoo studio into an existing 1, 110-square-foot suite in the MX-C Corridor Mixed Use zone district. The project is located at 126 N. 11th Ave. (APN 012-271-035). The Planning Commission approved the Conditional Use Permit on October 14, 2025.

- **Conditional Use Permit No. 0054-25** was a request to allow an indoor virtual golf facility with a Type 40 ABC liquor license for the on-site sale of beer within an existing building in the MX-D Downtown Mixed Use zone district. The project is located at 410 W. Seventh St. unit 101 (APN 012-013-009). The Planning Commission approved the Conditional Use Permit on November 25, 2025.

- **Conditional Use Permit No. 0055-25** was a request to locate a tattoo studio in an existing suite in the MX-C Corridor Mixed Use zone district. The project is located at 580 S. 11th Ave. (APN 012-332-014). The Planning Commission approved the Conditional Use Permit on December 9, 2025.

- **Conditional Use Permit No. 0050-25** was a request to operate an indoor playground for children aged 0-5 within an existing 2,019-square-foot suite in the C-R Regional Commercial zone district. The project is located at 2461 E. Lacey Blvd. Suite 109. (APN 016-320-014). The Planning Commission approved the Conditional Use Permit on October 14, 2025.

- **Variance No. 0023-25** was a request to deviate from the standards in Section 17.20.060 of the Hanford Municipal Code, in order to locate a drive-thru lane 4' 10" within the required setback area and landscaping area for an automatic car wash facility in the C-S Service Commercial zone district. The project is located at 1726 Glendale Ave, Hanford, CA. (APN 011-030-012). The project was approved by the Planning Commission on June 10, 2025.

- **Variance No. 0027-25** was a request to deviate from the of the Hanford Municipal Code Section 17.60.150(A), in order to allow an ice and water vending machine to be located 141' from an existing building, where no separation is permitted, in the C-N Neighborhood

Commercial zone district. The project is located at 1736 N. 10th Ave (APN 008-270-032). The project was approved by the Planning Commission on October 28, 2025.

- **Tentative Parcel Map No. 0008-24** was a request to divide a parcel approximately 6.54 acres in total size into two parcels (Parcel 1: 5.98 acres; Parcel 2: 0.56 acres) in the C-R Regional Commercial zone district. The project was located at 1673 W. Lacey Bldv. (APN 011-060-037). The tentative parcel map was approved by the Planning Commission on February 11, 2025.

Miscellaneous Zone Text Amendments:

- **Zone Text Amendment No. 2025-10:** A request to amend Title 17, Section 17.56.230, Wall mural placement and design criteria: in order to comply with free speech requirements. Waiver of the second reading and adoption of Ordinance 2025-07 on the December 2nd, 2025 City Council meeting.

- **Zone Text Amendment No. 2025-11:** A request to amend Title 17.56.050, 17.56.150, 17.56.155, and 17.56.310 Temporary and Portable Signs: in order to establish the placement, size and materials for portable signs. Waiver of the second reading and adoption of Ordinance 2025-09 on the December 2nd, 2025 City Council meeting.

- **Zone Text Amendment No. 2025-12:** A request to amend Title 17, Section 17.56.200, Property maintenance and add Chapter 9.12 – Graffiti: in order to establish regulations for abatement of graffiti on public and private property. Waiver of the second reading and adoption of Ordinance 2025-08 on the December 2nf, 2025 City Council meeting.

- **Zone Text Amendment No. 2025-13**: A request to amend Table 17.08.030 Commercial, Office, and Industrial Use Table and 17.96.020 Land use definitions in order to allow Banks or Credit Unions in the C-N, C-R, MX-D, MX-C, and MX-N Zones. Approval of the second reading and adoption of Ordinance 2025-10 took place on November 4, 2025.

Downtown Hanford Goals

Goal E7 : A vibrant and thriving Downtown that serves as the City's main commercial center and location for community events.

Goal E8: A distinct Downtown that sets Hanford apart from surrounding communities.

Policy E35 Downtown Infrastructure Improvements

Maintain parking, lighting, landscaping, sidewalk and other public improvements that support business activity and movement in the Downtown.

- **Fast Track Hanford:** The U.S. Department of Transportation's (USDOT) Better Utilizing Investments to Leverage Development (BUILD) grant program provides grants for surface transportation infrastructure projects with significant local or regional impact. The BUILD program was previously known as the Rebuilding American Infrastructure with Sustainability

and Equity (RAISE) grant. The City of Hanford was awarded this grant in FY 2025 during RAISE 25 Round 1 for the Fast Track Hanford Project. The award amount is $15.5 million. This project will fund engineering design, public outreach, and construction activities for corridor improvements along approximately 0.8-miles in Downtown Hanford between the Hanford Amtrak Station and Tenth Avenue, including Historic China Alley, and around the Civic Center Park. The project will include roadway and intersection safety improvements, ADA upgrades, two bus stop improvements, wayfinding signage, micromobility amenities, lighting, stormwater improvements, electric vehicle charging stations, and electronic informational displays. Award amount at time of award was $15,533,000.00. Outreach, Environmental, and Preliminary Engineering is anticipated to start in the Fall 2026, continuing until late 2027, with Construction beginning in Spring 2028 and concluding in Fall 2028.

- **Downtown Strategies Partnership:** this project funds a partnership with Downtown Strategies, a division of Retail Strategies, which exists to provide realistic, implementable strategies to communities for revitalizing their downtowns. Led by a team of former downtown revitalization practitioners and real estate experts, the firm's combination of real-world experience, plus expertise in real estate and retail assist communities with backfilling vacancies, increasing tourism, and enhancing the sense of place in their downtowns. The firm assists in downtown revitalization planning with an emphasis on real estate and retail.

4.7.2 High Speed Rail

The California High Speed Rail Authority has identified a site east of Highway 43 and north of Highway 198 for a future station for the proposed high speed rail system. The policies in this section focus on the maintenance, safety, and location of the High Speed Rail passenger system in Hanford.

Policy T80 Station Area Study

If High Speed Rail becomes a reality in Kings County, consider a station area planning study that considers locating most of High Speed Rail support services (parking, hotels, transportation links, etc.) west of 10th Avenue to support Downtown Hanford.

Policy T81 Link to Transit with High Speed Rail

If High Speed Rail becomes a reality in Kings County, ensure that effective transit linkages are in place between the High Speed Rail station and the City's downtown and employment centers.

Policy T82 Mitigation of High Speed Rail Impacts

If High Speed Rail becomes a reality in Kings County, ensure that financial, environmental, and agribusiness impacts of the project are mitigated for the citizens of Hanford.

Policy T83 Funding Sources for High Speed Rail

If High Speed Rail becomes a reality, aggressively seek State and Federal funding for improvements and expansion of roads, water lines, sewer lines, storm drainage, public facilities, and utilities associated with High Speed Rail.

Policy T84 Continuation of Corridors

If High Speed Rail becomes a reality, ensure that the High Speed Rail alignment through the Planning Area does not disrupt other transportation corridors identified in Hanford's circulation element.

- **Sustainable Communities Planning Grant for the Kings-Tulare High-Speed Rail Station TOD and Connectivity Plan and CVC Rail Planning**

  Under contract with Perkins & Will, the City Council approved adoption of the Kings-Tulare High-Speed Rail Station Transit Oriented Development Plan at their December 16, 2025 City Council meeting. The plan focuses on the arrival of high-speed rail's opportunity to create a thriving, inclusive, and context appropriate transit-oriented community near the station. The plan develops a vision for an integrated land use, transportation, and infrastructure plan known as the Kings-Tulare High-Speed Rail (HSR) Station Transit-Oriented Development and Connectivity Plan and Cross Valley Corridor Rail (CVC) Service Planning project. The planning promotes economic anchors tied to Hanford's agricultural economy, fosters social and rural regeneration, creates positive health outcomes, enhances mobility access, and ensures that some of California's most disadvantaged and low-income communities can be the direct beneficiaries of high-speed rail's arrival.

- **High Speed Rail coordination:** Staff will continue to coordinate project design and improvements between the planned High Speed Rail station and city facilities to provide a comprehensive plan of development between the two facilities.

PUBLIC FACILITES AND SERVICES

There were no amendments to the Public Facilities and Services Element during 2025.

The following public facilities and services projects were conducted by the City of Hanford during 2025:

Water Projects:

- **New Water Supply Well:** Through the CIP, two new groundwater wells are designed and constructed every year with the first year dedicated to engineering and planning of three wells and the second year focused on construction of the wells. A new well every two years will help to sustain optimal pressure levels within the distribution system. This is crucial for ensuring reliable service to all areas of the city, particularly as new developments are built further from existing infrastructure. Maintaining adequate pressure is essential for efficient operation and to maintain at minimum the required consumer and fire protection level of service. Groundwater Well, W5 & W9, are identified in the 2017 Water Master Plan

- **Badger Water Meter Replacement:** The City executed a contract with Badger Meters for the Citywide purchase and installation of water meters in an amount not to exceed $16.5 million, funded out of the Water Fund. The City's existing water services are metered (Zenner) with a fixed network Advanced Meter Infrastructure (AMI), but most of the meters are more than 15 years old and need to be replaced. The City circulated a Request for Proposals to replace all existing water meters serving City connections with a fixed network Advanced Meter

Infrastructure (AMI) system on all connections served by the City. The key purposes of the system-wide water meter replacements are to improve water conservation and water use efficiency; improve system reliability; reduce on-going operational costs; and improve availability of meter parts.

Storm Drainage Projects:

- **Downtown Flood Control Improvements:** Flooding occurs at the southeast corner of the intersection of lrwin Street and 8th Street during heavy rainfall events. A dry well infiltration system is proposed for storm water infiltration in this area. Upon completion, this project will construct storm drain improvements to relieve localized flooding in the Downtown Area near the intersections of 8th and Douty, 8th and Irwin, and Douty between 8th and 7th Streets.

- **Storm Drainage System Oversizing Requirements:** This project utilized funds to reimburse developers that were required to upsize their storm drainage improvements to provide additional capacity, in compliance with the Strom Drainage Master Plan.

- **Annual Concrete Repair Project:** This is an annual project that involves the installation of new or replacement concrete curb and gutter to facilitate proper street drainage. Projects included replacement of existing dilapidated curbs and gutter and installation of new curb and gutter in existing developed areas currently void of these improvements. These improvements were necessary to ensure proper drainage and alleviate localized flooding.

- **Tree Trim/Removal Program:** This is an annual project that trims trees from city right of way to provide needed street safety visibility and removes trees from ponding basins in order to allow access for necessary maintenance within the basins and is in accordance with the National Pollution Discharge Elimination System maintenance Best Management Practices.

- **Increase Flow Capacity/People's Ditch:** This project provided funds for shared maintenance costs and improvements to increase the capacity in both the east and west branches of Peoples Ditch within City limits.

Wastewater:

Wastewater Treatment Facility Energy-Related Upgrades: This project involves work towards design and construction of a Solar Photovoltaic Project and Energy-Related Upgrades at the Wastewater Treatment Facility. The proposed project included construction of an 845kW fixed solar photovoltaic facility and energy and operational upgrades to the WWTF. Upgrades include adding a new 4MGD Oxidation Ditch, Retrofit and Increase of the handling capacity to the existing Oxidation Ditch (to meet a true 4.0 MGD processing capability), and adding a new 85-foot diameter Secondary Clarifier. The project also decommissioned the old Trickling Filter side of the plant, which consumes most of the electrical power provided to the Facility.

The energy upgrades to the WWTP are coupled with overall council direction to expand the plant's capacity to 12 MGD. Staff reviewed wastewater flow data and had found that flows have increased significantly in the last two years. Further, Staff coupled this data with private

development growth projections, which suggests that increasing the plant's capacity to 12MGD may be not only a more cost effective alternative, but also critical given the project's completion timeline in comparison to when the City may outgrow the 8.0MGD facility and inhibit further industrial growth .

- **Sewer Main Oversizing Requirements**: This project utilized funds to reimburse developers that were required to upsize their sewer improvements in order to provide additional capacity, in compliance with the City's Sanitary Sewer Master Plan.

- **Manhole Repair and Coating Project:** This project provided for repair and coating of damaged sanitary sewer manholes and lift stations where corrosion was affecting concrete surfaces.

- **Vactor Vacuum Truck Replacement:** This project involved the replacement of a Vactor Vacuum Truck for sewer cleanout.

- **Sewer System Video Inspections**: This project involved video camera inspections of the City's sanitary sewer mains and recording of the resulting data. The mains were videotaped and catalogued as to their condition.

- **Video Detection Devices Replacement:** This project involved the replacement of 30 video detection devices, due to outdated equipment used for sanitary sewer main inspections and recording.

- **Spare Pumps:** This project provided for the purchase of spare pumps that can be quickly switched out to assist staff in getting the lift station back in operation as quickly as possible when a pump fails and needs to be replaced or rebuilt.

- **WWTP Standby Influent Pump Installation** – This project provided a new emergency standby pump for the Wastewater Treatment Plant Headworks to convey wastewater from the sanitary sewer system into the treatment facility and was necessary to avoid a catastrophic event should one of the existing pumps fail.

Utilities:

- **Utility Master Plans Update:** This project involved work associated with the sanitary sewer, water, and storm drain City Masterplan documents and development impact fees.

Refuse:

- **Automated Refuse Containers:** A project to provide 96-gallon automated refuse containers in the Downtown Hanford area.

- **Automated Refuse Truck Replacement #141, 142, and 144:** This project involved the replacement of three refuse truck considered totaled (burned) due to milage. The replacement of the refuse trucks contributes to the provision of refuse services for residents of Hanford.

- **Commercial/ Recycle Dumpsters:** This project allowed the Refuse Department to purchase commercial dumpsters for trash, recycling, and organics. Dumpsters need to be replaced from time to time due to wear and tear, and unforeseen situations. This project also allowed for the purchase of dumpsters to provide to new commercial customers.

Public Facilities:

- **Community Development Department Remodel:** The Community Development Department faced significant space constraints that hindered the department's ability to effectively accommodate additional staff members. As the department continued to grow, it became imperative to provide an environment that fostered productivity, collaboration, and comfort. The remodel involved adding more workstations, reorganizing the office layout, and creating a meeting space. This remodel allowed the community development department to maintain a supportive and efficient workspace, while also positioning for continued growth and success.

- City Hall Security Project: In 2018 the City began a security improvement program for its Police and City Hall facilities. The system installed for building security and entry systems works together with employee identification, time clock management, and access. Other improvements were necessary to ensure easy public access and ensure employee safety. Prior to this project, there were no significant security measures in place to ensure employee safety at City Hall. The public had easy access to employee-only areas and additional security measures were needed to ensure employee safety.

- **Youth Athletic Complex (YAC) Concession Building Restoration:** This project involved the remodel of the existing structure and restrooms to include ADA/ABA accessibility to and within the facility. The facility is approximately 40 years old and needed structural improvements to the stairway leading to the second story.

TRANSPORTATION/CIRCULATION

There were no amendments to the Circulation Element during 2025.

The following transportation projects were conducted by the City of Hanford during 2025:

- **Grangeville Boulevard at 9th Avenue – Roundabout:** This project involved the preliminary design of a roundabout planned for Grangeville Boulevard at 9th Avenue. Heroes park is located at the SW corner of the intersection and has a roundabout planned in the design. Copper Ridge development at NW corner will need connection to Grangeville and 9th Ave. Upon completion, a roundabout will be constructed at 9th Ave and Grangeville Boulevard, which is the required alignment due to homes and 9th Ave, which does not align with the intersection and straight roadway. The misalignment requires a roundabout to be constructed.

- **10th Avenue from Fargo to SH43 – Reconstruct Road:** This project involved early efforts to make improvements to 10th Avenue, which is in need of pavement repairs due to failing pavement.

- **12th Avenue Improvements – Springcrest to Hume:** This project involved the installation of curb, gutter, sidewalk and roadway widening along 12th Avenue (west side), from Springcrest Street to a point approximately 500 feet south of Springcrest Street.

- **Crack Sealing Equipment Replacement –** This project involved the replacement of crack-sealing equipment used by the Streets Division for ongoing efforts to aid in the crack-sealing program, which annually applies approximately 5,600 pounds of crack sealant to various City streets.

- **East Lacey Corridor Improvement:** Through collaborative advocacy, the City secured a $7.3 million federal earmark. This funding enables the City to deliver a comprehensive public improvement project that includes new sidewalks, bicycle and transit facilities, and other infrastructure enhancements that would otherwise be cost-prohibitive. The project incorporates two distinct Complete Streets design approaches that respond to the corridor's changing context, transitioning near 9½ Avenue, approximately at the railroad crossing.

  Urban Core Segment (West of 9½ Avenue): Focuses on walkability and business access. Features include widened sidewalks, enhanced pedestrian crossings, aesthetic medians where feasible, streetlighting upgrades, provisions for future landscaping and/or trees to provide shade canopy to enhance user comfort, and on-street parking to support adjacent commercial uses.

  Corridor Gateway Segment (East of 9½ Avenue): Emphasizes multimodal mobility and regional connectivity. Planned improvements include a separated Class IV bike path, transit-ready design with bus shelters and pullouts, and provisions for future landscaping and/or trees to provide shade canopy to enhance user comfort Both segments are unified by a consistent streetscape palette that emphasizes safety, accessibility, and visual identity.

  The design prioritizes pedestrian safety, active transportation, and future transit integration, reflecting the City's commitment to Complete Streets principles as defined by the earmark and other grant funds supporting the project. Two Open House events were hosted on October 22 and 23, 2025. Based on feedback, the Project will look substantially different from the example Complete Streets Concept that was shown at the August 5, 2025, meeting. Updates to the project were presented to City Council at the November 18th, 2025 meeting. Staff are incorporating Council and community feedback into the next design milestone, anticipated for completion in early Spring 2026.

- **Comprehensive Active Transportation Plan:** The City developed an Active Transportation Plan (ATP) to guide strategy and investments for improving the community's options for walking, bicycling, accessing public transit, and using other non-automobile modes. The ATP includes citywide network recommendations for infrastructure, while also highlighting policies and programs that can support active and sustainable mobility. In particular, the ATP

focuses on improving safety, access, and quality of life for Hanford's traditionally disadvantaged communities. The City Council approved adoption of the ATP on March 4, 2025.

- **9th Avenue and Lacey Boulevard Signal:** This project involved work related to the future installation of a traffic signal and safety lighting at the intersection of 9th Avenue and East Lacey Boulevard to facilitate four lanes along with turn pockets and traffic signal facilities equipment. Upon completion, the project will improve traffic flow capacity and safety by providing additional travel lanes, safe pedestrian crossing locations, additional safety lighting, and ADA compliant curb returns within the installation of a traffic signal system at the intersection of East Lacey Boulevard and 9th Avenue.

- **11th Avenue CIR from Hanford Armona Road to 4th Street:** This project involved the resurfacing of street pavement within 11th Avenue, from Hanford Armona Road to 4th Street. Improvements included recycling of existing pavement, adjusting manholes and gate valve covers, installing communication conduit, installation of accessibility ramps, asphalt concrete paving and restriping of the roadway. CALTRANS permitting was required. The asphalt was cracking and failing. This project will extend the useful life of the street by approximately 12-15 years. CALTRANS permitting was required for the 3rd St. and 4th St. signalized intersections within CALTRANS right of way.

- **Centennial Drive CIR – Lacey Blvd to Merritt Street:** This project involved the resurfacing of street pavement within Centennial Drive, from Lacey Boulevard to 225' north of Merrit Street. Improvements included recycling of the existing pavement, adjusting manhole and gate valve covers, installing communication conduit, installation of accessibility ramps, asphalt concrete paving and restriping of the roadway. The pavement on Centennial Drive was cracking and failing and in need of rehabilitation. This project will extend the useful life of the street by approximately 12-15 years.

- **Grade Separation Feasibility Study**: This project involves the design phase for a grade-separated east-west arterial roadway underpass at Grangeville Boulevard in Hanford. The design will replace the existing at-grade crossing with an underpass beneath the Burlington Northern Santa Fe (BNSF) tracks. The work will involve detailed design of 1,800 linear feet of street reconstruction, a two-span bridge, retaining walls, a temporary shoofly crossing, and adjustments to nearby residential and commercial access points. The underpass will improve rail safety, traffic flow, and accessibility, benefiting both local residents and freight movement.

- **Pavement Resurfacing Treatment:** This is an ongoing project that adds pavement resurfacing treatment, a surface protection and pavement preservation treatment to city streets.

- **Sidewalk and Miscellaneous Concrete Repairs:** This is an ongoing project that repairs sidewalks, drive approaches and other concrete improvements where city crews are completing street reconstruction projects or in areas where the improvements are damaged by tree roots.

- **New Sidewalk and ADA Improvements:** This is an ongoing project that installs sidewalks and other concrete improvements in areas currently void of such improvements. Improvement areas are selected along arterial/collector streets with high pedestrian volume and where existing rights-of-ways exist to facilitate sidewalk installation. This project also installs accessibility ramps in compliance with the Americans with Disabilities Act (ADA) standards.

- **Curb and Gutter Install:** This project involves the installation of new or replacement concrete curb and gutter to facilitate proper street drainage. Projects may include replacement of existing dilapidated curbs and gutter or installation of new curb and gutter in existing developed areas currently void of these improvements. A portion of the City's streets were not constructed with curb and gutter improvements. These improvements are necessary to ensure proper drainage and to alleviate localized flooding.

- **Unscheduled Arterial Upgrades and Traffic Signal Installation:** This project utilized funds to reimburse developers who are required to construct qualifying arterial street improvements in excess of their project's transportation mitigation impact fee share.

- **Street Division Maintenance**: Funds from this project paid for labor, maintenance materials, equipment rental, and other contracted services for street reconstruction, resurfacing, and repair projects.

- **RRFB Crosswalk Radar Signals:** This project involved the purchase and installation of (16) RFB crosswalks needed for school pedestrian safety.

OPEN SPACE, CONSERVATION, AND RECREATION

There were no amendments to the Open Space, Conservation, Safety and Noise Elements during 2025.

The following open space, conservation, and recreation projects were conducted by the City of Hanford during 2025:

Historic and Cultural Resources Goals

5.6.1 Historic Buildings and Districts

Hanford has three buildings listed on the National Registry of Historic Places. They are the Hanford Carnegie Library, the Kings County Courthouse, and the Taoist Temple. All three buildings are also listed on the California Register of Historic Resources. The National Trust for Historic Preservation named China Alley in Hanford to its 2011 list of America's 11 Most Endangered Historic Places. This annual list highlights important examples of the nation's architectural, cultural and natural heritage that are at risk of destruction or irreparable damage. There are a number of resources within Hanford that contribute to its unique culture, yet are not officially listed as historic resources, including its civic and commercial buildings, and Craftsman, Victorian, and Tudor homes.

5.6 Historical and Cultural Resources

Historic preservation greatly enhances a community's overall sense of place and quality of life. Not only does it help residents and visitors appreciate local history, but it also helps to revitalize and stabilize downtowns, business districts, and neighborhoods. Historic preservation efforts can also produce local jobs, promote heritage tourism, and increase local property values.

Goal O5: Protected and enhanced historical and cultural resources that preserve Hanford's unique sense of place and promote an understanding of the Hanford's history.

Policy O41 Historic Preservation Districts

Continue to preserve historic resources by delineating historic preservation districts and requiring design review of proposals affecting historic buildings.

- **Civic Auditorium Blinds Replacement**: This project included the removal of the 25+ years old existing blinds and the installation of new remove controlled retracting blinds. The Civic Auditorium is used by a wide range of organizations as well as the City's own use. Renters request the blinds to be closed particularly during the summer when the sun can interrupt luncheon events. Hosts previously rolled around an old steel staircase to reach the chains that control them. This improvement made the ability to open and close blinds much safer. Motors run on long-life batteries and are operated by rf remote controls. This allowed people of all abilities to open and close the blinds. This also greatly improved the aesthetics of the windows considering the floor and ceiling are brand new. The total budget for this project was $14.95k.

- **Historic Resources Permit HRA0017-25** was a request to install a 10', 10" high black steel gate and 13', 9" high black steel fence at a secondary building entrance along the adjacent alley as well as perform minor civil improvements. The property was designated as a noncontributing building within the Historic Overlay Zone, located at 230 W. Seventh St. (APN 012-052-014). The Historic Resources Permit was approved by the City Council on March 18, 2025.

- **Historic Resources Permit HRA0018-25** was a request to make exterior modifications to the Old Courthouse, by removal of an exterior window and portion of the wall along the east side of the building, in order to accommodate a new ADA-accessible lift and entry. The property was designated as contributing building within the Historic Overlay Zone, is on the National Register of Historic Places, as is located at 113 Court Street (APN 010-265-001). The Historic Resources Permit was approved by the City Council on April 1, 2025.

6.7 Law Enforcement

The Hanford Police Department provides police protection services within the City of Hanford. The goal of the Department is to reduce the impact of crime and the fear it causes to victims of those crimes. The Department supports a policing philosophy that promotes and supports organizational strategies to address the causes of crime and social disorder through problem solving tactics and community/police partnerships. The Police Department operates out of a single station located at 425 North Irwin Street.

Law Enforcement Goals

Goal P8: Crime prevention and reduction throughout the community.

Goal P9: Functional public buildings to adequately house police protection personnel and equipment.

6.7.1 Law Enforcement Facilities

Policy P34 Police Station

Provide for additional structures and acquire additional land as needed for an expanded police station with adequate police vehicle parking to maintain acceptable response times to meet new population growth.

Policy P35 Police Master Plan

Prepare and periodically update a Police Master Plan to plan for new growth identified in the land use element.

Policy P36 Vehicles and Safety Equipment

Provide for police equipment needs including vehicles and safety equipment as public safety services are expanded to meet new population growth.

Policy P37 Impact Fees for Police Facilities

Require new development to provide funding to meet the cost of providing vehicles, equipment, and structures, to meet the needs of new population growth.

- **Evidence 3D Scanning Machine:** The department's current Faro machine is outdated and requires replacement. This 3D laser scanning tool is vital for crime scene documentation, providing precise measurements, evidence location mapping, and 3D imaging. Accurate crime scene data is essential for investigations, court presentations, and ensuring justice. The replacement machine includes training for staff, enhancing our evidence team's capabilities and reducing potential errors in critical cases.

- **Purchase of Less Lethal Shotguns:** The department requested $16,000.00 for 25 additional less lethal shotguns, providing every patrol officer with access to this critical de-escalation tool. Currently, officers rely on supervisors to bring less lethal shotguns to scenes, causing delays in volatile situations. This delay not only increases the risk of escalation but also exposes the department to liability in lawsuits if less lethal options are not available or utilized in time. Equipping all patrol vehicles with less lethal shotguns ensures immediate access, reducing risks to both officers and the public while mitigating potential legal repercussions. This also demonstrates to our community that we have several less than lethal force options to utilize to preserve life when possible.

6.8 Fire Protection and Emergency Services

The Hanford Fire Department provides emergency and fire protection services for residents and buildings within the city limits. Emergency services provided by the Fire Department include technical rescue, hazardous materials response, emergency medical services, and emergency disaster management. Station 1, located at 350 W. Grangeville Boulevard provides service north of SR 198, while Station 2 at 10553 Houston Avenue provides south of SR 198. Station 3 is located at 1070 S. 12th Avenue and was constructed in 2019.

The Kings County Fire Department also provides additional services for the unincorporated areas, as well as serving as the Office of Emergency Management for all of Kings County. There are two County fire stations just outside the Plan Area, on Houston Avenue just east of SR 43, and in the community of Armona. American Ambulance, a private company, provides emergency medical transportation services in the Plan Area.

Fire Protection and Emergency Services Goals

Goal P10: Prevention of loss of life and property from fire or other disaster.

Goal P11: Functional public buildings to house fire and emergency services personnel and equipment.

Policy P54 Provision of Fire Protection Equipment

Provide for fire protection vehicles and safety equipment to meet increased demands from population growth.

- **Purchase of unmanned drones**: This project involved the purchasing of unmanned drones to be utilized by the Fire Department for weed abatement efforts. Weed abatement through the Fire Department includes managing 120 lots, which requires an average of 75–110 days annually, primarily handled by one part-time inspector. The process involves multiple inspections, paperwork, and contractor coordination, consuming 360 personnel hours. The drones were purchased to be reduce staff time required for site inspections.

- **Purchase of Auto-Extrication Equipment:** The Hanford Fire Department (HFD) currently operates five sets of auto-extrication equipment, consisting of both hydraulic and electric systems. The aging hydraulic systems, particularly the set exceeding 25 years of service, highlight the critical need for a capital replacement plan. This project involved the purchasing of aging auto-extrication equipment in order to ensure operational readiness and safety by maintaining reliable, modern extrication equipment. Through the implemented replacement schedule, HFD can improve its ability to respond effectively to emergencies while reducing long-term costs and risks associated with outdated equipment.

- **Replacement of an F-250 Battalion Chief Pick-Up with Build-Up:** This project involved the replacement of the 10-year-old battalion chief response pick-up. These vehicles are expected to be replaced every 8 - 10 years. The vehicle responds to emergencies throughout the city. Additionally, these vehicles idle for long periods of time. Response vehicles with

excessive mileage and wear become unsafe to operate in the extreme conditions of emergency response.

Park Space:

- **ARPA Conceptual Plan for Heroes Park:** Heroes Park is one of the City's largest ongoing projects in the General Fund and secured financing through grants and impact fees. This project will greatly enhance the park area for the City, and the initial phase of construction will be the genesis for more phases to follow with many amenities for residents. Heroes Park is a transformative regional 40-acre park that will be located on the south-east corner of Grangeville and the future 9th Avenue. The City received $75,000 from the American Rescue Plan Act (ARPA) for funding of the Conceptual Plan for Heroes Park.

- **Heroes Park:** Heroes Park is a transformative regional 40-acre park that will be located on the south-east corner of Grangeville and the future 9th Avenue. The City received an $8.5 million Proposition 68 grant award from the State for acquisition and development of this new park. $2,231,308 from the Park Impact Fee Reserve account was committed as matching funds. In addition, a Land and Water Conservation Fund (LWCF) grant was awarded in the amount of $1,903,395. Total project funding for Phase 1 is $12,634,703. Heroes Park is located on a 40-acre parcel on the south-east corner of Grangeville and the future 9th Avenue. The parcel is basically flat and is currently used for agricultural purposes. In the 2020 Parks and Recreation Master Plan, the City of Hanford is park-deprived as identified by the park acres per 10,000 residents. The new Heroes Park will provide regional recreational opportunities that do not currently exist within the City. A total of $12,634,703 has been committed to this project for acquisition and development of Phase 1 of the project. It is estimated that an additional $6-8 Million is needed to fully build out and will depend on design features. In addition, a minimum of 1.5 FTEs will be needed to maintain the park at approximately $165,000 annually.

- **Park Drinking Foutain:** Drinking fountains in parks and sports complexes are an essential amenity. Park users often engage in active recreation, and especially during the warm spring and summer seasons, proper hydration is critical and is a public safety concern. A majority of the existing park water fountains needed replacement. For many years they have served the public well. However, over time, their condition had deteriorated to the point where they were unusable, aesthetically unattractive, and not representative of the types of amenities expected and deserved by the community. Currently, there are 35 park water fountains, 15 of those needed replacement.

- **Plunge Pool Remodel:** Plunge slide has closed for the last two summer seasons due to deferred maintenance, normal wear and tear, and the structure being out of safety compliance, according to the State of CA permitting report. Rust has also increased along the steps. On December 2nd, 2025, the City received bids from three contractors of which Safe Slide Restoration, Farmington MO. deemed the most qualified for the project. City Council authorized the awarding of the contract for an amount not to exceed $75,764.00 for repairing, sanding, and gel coating the slide’s interior and painting of the exterior to Safe Slide Restoration on December 16, 2025.

- **Freedom Park Slides:** City Council authorized a sole source purchase to PlayPower LT Farmington, Inc. and the appropriation from the General Fund of $34,402.13 to replace eight slides at the Freedom Park play structure on the November 5th, 2025, City Council meeting.

HOUSING ELEMENT

The City of Hanford City Council adopted the Housing Element Update 2016-2024 on January 5, 2016. The Housing Element was approved by Department of Housing and Community Development on March 31, 2016. The City, in conjunction with the other cities and unincorporated areas of Kings County, is in the process of updating the Housing Element.

The Housing Element Update is required to identify and analyze existing and projected housing needs in order to preserve, improve and develop housing for all economic segments of the community, including an analysis of fair housing needs. In addition to prohibiting discrimination based on race, color, religion, disability, and other protected personal and familial attributes, the cities and county are required to affirmatively further fair housing. The Cities' and County's Housing Element is the primary policy document implementing the housing policies and affirmatively furthering fair housing for all economic segments of the community.

The 6th Cycle Housing Element Update Draft was sent to HCD on October 9, 2024. Preliminary comments were received from HCD, pertaining to the Kings County portion of the Joint Housing Element on December 9, 2024. The preliminary comments were applied to the City's efforts by the consultant and sent back to HCD for comment. City staff and the Housing Element consultant met with HCD on January 23, 2025, to discuss additional requests for modifications, prior to certification.

Notices for a 7-day public review of the 6th Cycle Housing Element Update Draft II went out on July 31, 2025. The review took place from August 4 – August 11, 2025. On August 26, 2025, the second draft was submitted to HCD. Comment letters on Draft #2 were received from HCD October 21-24, 2025. Staff and consultant met with HCD on October 30, November 6, and November 13, 2025. In the last months of 2025 and beginning months of 2026, revisions have been made to site inventories and maps, and data has been collected on service capacities and fair housing complaints.

As of the date of preparation of this General Plan APR, the City of Hanford has not received certification by HCD of the 6th Cycle Housing Element. The City continues to coordinate with HCD, in order to progress towards adoption of the 6th Cycle Housing Element.

Housing Annual Progress Report

In accordance with Section 65400, 65583, and 65584 of the California Government Code, the City is required to prepare an annual report on the status and progress in implementing the City's Housing Element using forms and definitions adopted by the Department of Housing and Community Development. The completed forms for the 2025 calendar year are attached as **Attachment 1** to this report.

GENERAL PLAN COMPLIANCE WITH OPR'S GUIDELINES

As part of the General Plan APR, the City is required to evaluate the degree to which the General Plan complies with OPR's General Plan Guidelines, including new environmental justice considerations,

collaborative planning with military lands and facilities, and consultation with Native American Tribes.

While a general plan will contain the community vision for future growth, California law also requires each plan to address the mandated elements listed in Government Code section 65302. The mandatory elements for all jurisdictions are land use, circulation, housing, conservation, open space, noise, and safety. Cities and counties in the San Joaquin Air Pollution Control District must also address air quality in their general plans. Cities and counties that have identified disadvantaged communities must also address environmental justice in their general plans, including air quality.

As described in an earlier section, the Hanford General Plan contains the following required elements, plus an economic development element:

- Land Use
- Circulation
- Conservation
- Open Space
- Noise
- Safety
- Public Facilities and Services
- Economic Development

A document containing Hanford's **Housing Element** was prepared and adopted separately from the rest of the General Plan due to its State mandated deadlines for adoption. Hanford has historically joined Kings County, Corcoran, Lemoore, and Avenal in preparing a combined Housing Element. An updated Housing Element was adopted in 2016 for the time period between January 2016 and January 2024. The City is in the process of updating the Housing Element jointly with Kings County, Corcran, Lemoore, and Avenal.

A document containing Hanford's **Air Quality Element** was prepared and adopted in 2010. No updates to this document were necessary when the rest of the General Plan was updated in 2017.

Land Use Element:

Required Contents:

Government Code section 65302(a) describes the required content of a land use element. Specifically, the land use element must designate the proposed general distribution, general location, and extent of land uses for:

Addressed:

- ✓ Housing, business, and industry
- ✓ Open space, including agricultural land, watersheds, natural resources, and recreation
- ✓ Recreation facilities and opportunities
- ✓ Educational facilities
- ✓ Public buildings and grounds

- ✓ Future solid and liquid waste facilities
- ✓ Other categories of public and private uses of land, such as marine protected areas

Not Applicable:

- Greenways
- Timberland Preserve Zone lands
- Areas subject to flooding, identified by either flood plain mapping prepared by the Federal Emergency Management Agency (FEMA) or the Department of Water Resources or mapped flood areas adopted by the local community on Flood Insurance Rate Maps
    - Hanford is located within a 500-year Flood Zone as defined by the Federal Emergency Management Agencies Flood Insurance Maps. Five-Hundred Year Flood describes the flood that has a 0.2 percent chance of being equaled or exceeded in any year. Areas subject to the 500-year flood have a moderate to low risk of flooding. As expected, no floods have occurred in the area during recent years and therefore, there has not been a need to impede or place building restrictions upon development.

Circulation Element:

The circulation element must, consistent with Government Code Section 65302 (b), include the location and extent of existing and proposed:

Included:
- ✓ Major thoroughfares
- ✓ Transportation routes
- ✓ Terminals
- ✓ Public utilities and facilities

Not applicable:

- Military airports and ports (not within Planning Area)

Housing Element:

State law requires the housing element to address particularly detailed statutory requirements. A housing element must generally include the following parts:

Included:

- ✓ Review of previous element
- ✓ Housing needs assessment
- ✓ Inventory and analysis of adequate sites
- ✓ Analysis of potential governmental and non-governmental constraints
- ✓ Housing policies and programs
- ✓ Quantified objectives

The City is in the process of updating the Housing Element.

Conservation Element:

The conservation element must address the "conservation, development, and utilization of natural resources including:

Included:

- ✓ Water and its hydraulic force
- ✓ Wildlife
- ✓ Natural Resources
- ✓ Soils

Not Applicable:

- Forests
- Rivers and other waters
- Harbors and fisheries

Open Space Element:

The Government Code § 65560 requires an open space element to contain detailed information about several categories of undeveloped land. Specifically, the open space element must inventory the following broad categories of open space:

Included:

- ✓ Open space for natural resources
- ✓ Open space for outdoor recreation
- ✓ Open space for public health and safety
- ✓ Open space for tribal resources

Not Applicable:

- Open space for military support
- Open space for managed production of resources

Noise Element

Noise is addressed under the Health, Safety, and Noise Element of the General Plan

The noise element should utilize the most accurate and up-to-date information available to reflect the noise environment, stationary sources of noise, predicted levels of noise, and the impacts of noise on local residents. It should be as detailed as necessary to describe the local situation and offer solutions to local noise issues. It must include the considerations of noise levels from:

Included:

- ✓ Highways and freeways
- ✓ Primary arterials and major local streets
- ✓ Passenger and freight online railroad operations and ground rapid transit systems
- ✓ Commercial, general aviation, heliport, helistop, and military airport operations, aircraft overflights, jet engine test stands, and all other ground facilities and maintenance functions related to airport operation Local industrial plants, including, but not limited to, railroad classification yards

The noise element should be used to guide decisions concerning land use and the location of new roads and transit facilities since these are common sources of excessive noise levels. Proposed land uses should be analyzed to ensure they are compatible with existing uses in the surrounding area, especially residential developments and sensitive receptors, such as schools, hospitals, and places of worship. Additionally, construction noise, especially in urban areas, can be mitigated with policies such as limiting construction hours or days.

Quantitative analysis of noise appears in the General Plan Environmental Impact Report (EIR). Policy pertaining to noise mitigation appears in the General Plan Policy document.

Safety Element:

The safety element must, consistent with Government Code Section 65302(g), provide for the protection of the community from any unreasonable risks associated with the effects of:

- ✓ Seismically induced surface rupture, ground shaking, ground failure
- ✓ dam failure
- ✓ Subsidence
- ✓ Liquefaction
- ✓ Flooding
- ✓ Wildland and urban fires
- ✓ Climate change – Air Quality Element

Not applicable:

- ✓ Slope instability leading to mudslides and landslides
- ✓ Tsunami, seiche
- ✓ Other seismic hazards identified pursuant to Chapter 7.8 (commencing with Section 2690) of Division 2 of the Public Resources Code, and other geologic hazards known to the legislative body

Environmental Justice:

Senate Bill 1000 (Leyva, 2016) amended Government Code Section 65302 to require that both cities and counties that have disadvantaged communities incorporate Environmental Justice policies into their general plans, either in a separate Environmental Justice element or by integrating related goals, policies, and objectives throughout the other elements upon the adoption or next revision of two or more elements concurrently. The purpose of the legislation is to address the “unique or compounded health risks” in disadvantaged communities by decreasing pollution exposure, increasing community assets, and improving overall health. The law also seeks to facilitate

transparency and public engagement in local governments' planning and decision-making process, reduce harmful pollutants and the associated health risks in environmental justice communities and promote equitable access to health-inducing benefits, such as healthy food options, housing, public facilities, and recreation.

The City does not have a separate Environmental Justice element, however, the City has incorporated Environmental Justice Policies into the General Plan, since the General Plan's adoption, as follows:

7.6.2 Environmental Justice

State law defines environmental justice as the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies. Environmental justice benefits include attractive and extensive green space, healthier children, fewer school days lost to illness and asthma, a more productive workforce, clean air and water, investment in pollution and noise abatement, and landscape improvements.

Policy H59 Health Initiatives

Facilitate the involvement of community residents, businesses, and organizations in the development, adoption, and implementation of community health initiatives.

Policy H60 Health and Land Use Decisions

Consider environmental justice issues as they are related to potential health impacts associated with land use decisions, including enforcement actions, to reduce the adverse health effects of hazardous materials, industrial activities, and other undesirable land uses on residents regardless of age, culture, ethnicity, gender, race, socioeconomic status, or geographic location.

Policy H61 Public Amenities

Consider environmental justice issues as they are related to the equitable provision of desirable public amenities such as parks, recreational facilities, and other beneficial uses that improve the quality of life.

Policy H62 Public Participation

Assure that all community residents have opportunities to participate in decisions that affect their environment and health and make accommodations for them to be involved in the decision-making processes.

Policy H63 Use of Communication Tools, New Media, and Technology

Use traditional communication tools as well as new media and technology to provide clear and current information on City processes and decisions and to encourage public participation in City government.

The General Plan is deficient in adequately addressing Environmental Justice in the Air Quality element, specifically.

SB 1000 requires a local government to prepare an EJ Element or integrate EJ-related policies into other elements when both of the following conditions apply:

1. "The concurrent adoption or next revision of two or more other General Plan elements on or after January 1, 2018." For example, if a local jurisdiction is simultaneously updating its Land Use and Circulation elements, it must prepare an EJ Element or integrate EJ policies throughout its General Plan as part of the update.

2. When a local jurisdiction identifies one or more disadvantaged communities (DACs) within its General Plan planning area.

DACs have been identified in the General Plan planning area; therefore, when two or more General Plan elements are amended, incorporation of Environmental Justice into the Air Quality element will be required. The City of Hanford received a REAP 2.0 grant and one of the specified tasks is to incorporate Environmental Justice into the General Plan. The contract was awarded in 2025, making progress towards adoption of an Environmental Justice Element.

On March 3, 2026, Staff requested the City Council to provide feedback to the drafted Environmental Justice Element, prepared by Mintier and Harnish.

The drafted Environmental Justice Element prepared by Mintier Harnish includes the following Environmental Justice Policies:

Goal EJ1 Integrate environmental justice, equity, transparency, and accountability in relevant decision-making processes.

Policy EJ1 Environmental Justice Assessment in Decision-Making

Acknowledge historical and ongoing environmental justice concerns and require analysis of potential environmental justice impacts as part of the City's decision-making process.

Policy EJ2 Environmental Justice Land Use Integration

Incorporate environmental justice principles into zoning, the General Plan, and related land use strategies, as applicable.

Policy EJ3 Community of Focus Boundary Review

Using the methodology established in this Element, periodically review the Community of Focus boundary to determine whether adjustments are needed based on new findings and environmental justice concerns.

Policy EJ4 Partnership with Community of Focus Residents

Work with Community of Focus residents to identify and implement appropriate remedies and actively implement the Environmental Justice Element in partnership with these communities.

Policy EJ5 Minimizing the Urban Heat Island Effect and Climate-Responsive Design

Strive to reduce the urban heat island effect by expanding Hanford's tree canopy and incorporating climate responsive site design practices (e.g., permeable surfaces, green infrastructure) that increase shade, retain soil moisture, and lower surface temperatures, with a focus on heat-vulnerable neighborhoods, public spaces, and high-activity areas such as schools, parks, and transit corridors.

Goal EJ2 Reduce and mitigate the negative health impacts of pollution exposure on residents of Hanford.

Policy EJ6 Transportation Infrastructure Mitigation

Continue working with the California Department of Transportation (Caltrans) to determine any mitigation measures that can be implemented to reduce air pollution impacts to the Community of Focus and residential areas adjacent to State Route 198.

Policy EJ7 Improve Air Quality

Encourage the retrofitting and installation of appropriate air filtration at existing schools, residences, and other sensitive receptor uses adversely affected by air pollution.

Policy EJ8 Pollution Exposure Reduction through Urban Design

Identify areas of the city where additional setbacks, barriers, landscaping, or other design and development standards can be incorporated to minimize pollution exposure to sensitive land uses.

Policy EJ9 Pesticide Exposure Public Information

Coordinate with the Kings County Agricultural Commissioner's Office to provide pesticide use education to residents and raise awareness about the potential health impacts from pesticide use and process to report pesticide violations.

Policy EJ10 Litter and Illegal Dumping Prevention

Support prevention and cleanup of litter and illegal dumping in the Community of Focus by pursuing partnerships and programmatic solutions, including collaboration with relevant regional enforcement efforts and organizations.

Policy EJ11 Environmental Pollution Resources

Refer new and established businesses to the appropriate regulating entity such as the Department of Toxic Substances Control, to inform businesses of regulations associated with environmental pollution.

Policy EJ12 Minimizing Pollution from Truck Traffic

Minimize heavy truck traffic by designating truck routes away from residential areas and sensitive land uses in and around the Community of Focus.

Goal EJ3 Empower all community members to participate meaningfully in the City's decision-making processes.

Policy EJ13 Community Partnerships

Coordinate with local organizations that serve underserved populations (e.g., Kings Community Action Organization (KCAO) and Kings Partnership (KPFP)) to conduct community outreach for planning projects and environmental justice concerns.

Policy EJ14 Translation and Interpretation

Offer translation and interpretation services and materials at public meetings and community outreach events to ensure those not proficient in English can still meaningfully participate in the public decision-making process.

Policy EJ15 Meeting People Where They Are

Implement a "meeting people where they are" approach to community engagement efforts to gather input and feedback from a broader range of community members. This outreach approach may include, but is not limited to:

- Attending events already planned in the community to gather input and provide information.
- Setting up information stations or pop-up booths near local businesses or organizations, especially within the Community of Focus.
- Providing online information and engagement opportunities for community members to access from home.

Policy EJ16 Transparency

Strive to make it clear that community feedback is received and how it is being incorporated into policies and programs in Hanford.

Goal EJ4 Ensure residents of all ages and abilities have access to recreational opportunities and public resources and services.

Policy EJ17 Graffiti Abatement

Implement proactive graffiti prevention and cleanup programs to enhance community aesthetics and reduce visual blight. Programs shall include coordination with community-based organizations and volunteer groups to support timely removal and reporting systems.

Policy EJ18 Support for Disabled Veterans

Coordinate with local, State, and Federal agencies, nonprofit organizations, and service providers to improve access to services, programs, and facilities for disabled veterans that promote health, mobility, and social inclusion.

Policy EJ19 Safe and Complete Streets

Create and maintain a safe, comfortable, and continuous pedestrian network for all users, especially disabled individuals, seniors, and children, by closing sidewalk gaps, improving crosswalks, and implementing traffic calming and streetscape enhancements.

Policy EJ20 Streetscape Amenities

Identify State, Federal, and other funding sources to improve streetscapes, prioritizing Hanford's Community of Focus, by incorporating streetscape amenities that enhance comfort and safety, such as street trees, streetlights, and landscape buffers.

Policy EJ21 Youth Recreation and Entertainment Opportunities

Encourage the development and maintenance of accessible, affordable, and well-distributed youth entertainment and recreational facilities, including skateparks, sports fields, and community centers, to support healthy lifestyles, physical activity, and social engagement for youth of all ages and backgrounds.

Policy EJ22 High Speed Internet Access

Promote equitable access to reliable, affordable high-speed internet for all residents, businesses, and community institutions by supporting broadband infrastructure expansion, prioritizing underserved areas, and encouraging the integration of internet access into new development and public buildings.

Goal EJ5 Ensure all residents have access to safe and healthy living conditions.

Policy EJ23 Enforcement of City Regulations

Enforce City regulations to improve unsafe and unsanitary living conditions, focusing on illegal dumping, maintenance of older homes, graffiti, and building and yard maintenance.

Policy EJ24 Housing Maintenance Assistance

Prepare an internal study of the potential of a program that assists low-income households with information, resources, and financing for home repairs and maintenance necessary to improve health, safety, and energy efficiency of homes (e.g., air filtration, windows, lead paint abatement). This study shall identify funding opportunities the City can pursue to support the program.

Adoption of the Environmental Justice Element is slated for October 2026.

Tribal Consultation - AB 168 Compliance

State legislation effective on September 25, 2020 requires that this APR include a progress report on adopting or amending the General Plan and/or Open Space Element to ensure compliance with the obligation to consult with California Native American Tribes and to identify and protect, preserve, and mitigate impacts to specified places, features, and objects in Sections 5097.9 and 5097.993 of the Public Resources Code (PRC), described below.

PRC 5097.9 states that no public agency or private party using or occupying public property shall interfere with the free expression or exercise of Native American religion nor cause severe or irreparable damage to any Native American sanctified cemetery, place of worship, religious or ceremonial site, or sacred shrine located on public property. Public property within City limits is exempt, except for parklands in excess of 100 acres. PRC 5097.993 states that a person that excavates, removes, destroys, injuries, or defaces certain Native American resources on public or private land (with some exceptions) is guilty of a misdemeanor if committed with specific malicious intent. Protected resources include Native American historic, cultural, or sacred sites on public land or private land that are listed or may be eligible for listing in the California Register of Historic Resources including any historic or prehistoric ruins, any burial ground, any archaeological or historic site, any inscriptions made by Native Americans at such a site, any archaeological or historic Native American rock art, or any archaeological or historic features of a Native American historic, cultural, or sacred site.

In accordance with City policies and state law, tribal consultation is conducted for the following:

- Prior to adoption or amendment of the General Plan or specific plans on or after March 2, 2005, in accordance with Senate Bill 18;

- For Environmental Impact Reports and Negative Declarations effective July 1, 2015 for projects within geographical areas affiliated with tribes, per the California Environmental Quality Act and Assembly Bill 52; and

- For eligible housing projects requesting a streamlined ministerial approval process under Senate Bill 35 as of September 25, 2020, per Assembly Bill 168.

The City's General Plan contains Tribal Consultation requirements, as follows, in accordance with State requirements:

5.6.2 Archaeological Resources

Native Americans have established many places which they consider sacred. Sacred sites vary in form, ranging from settlements where Native Americans lived to specific places of religious significance. Native American sites are confidential, and their locations cannot be published. A board-certified archaeologist is qualified to review maps and data to identify their locations.

Policy O46 Archaeological Site Consultation

Consult with appropriate Native American associations about potential archaeological sites in the beginning stages of the development review process.

Policy O47 Archaeological Site Study

Require archaeological studies by a certified archeologist in areas of archeological potential significance prior to approval of development projects.

5.6.3 Cultural Resources

The City has a number of resources within Hanford that contribute to its unique culture yet are not officially listed as historic resources. The Temple Theater, Fox Theater, Kings Art Center, Old Post Office, Bastille, Hanford Civic Auditorium, and Hanford Veteran's Memorial Building are some of the cultural resources that the City treasures.

Policy O48 Cultural Site Consultation

Consult with the California Archaeological Inventory Southern San Joaquin Valley at California State University, Bakersfield about potential cultural sites on projects that could have an impact on cultural resources.

Policy O49 Cultural Site Discovery

Halt construction at a development site if cultural resources are encountered unexpectedly during construction

Recommendation: It is recommended that updates to the General Plan reference and incorporate further protections for sacred sites and places of worship per State law and the municipal code be updated as needed.

SUMMARY:

The City of Hanford has approved and undertaken several projects, which implement the goals and policies of the General Plan.

The General Plan is comprehensive and generally satisfies the requirements of the Office of Planning and Research, with some deficiencies, including:

1. Adopting the 6th Cycle Housing Element (certified by HCD) – in progress with continued coordination with HCD
2. Explicitly addressing environmental justice in the Air Quality Element – the City is utilizing REAP 2.0 funds to update the Environmental Justice Element
3. Incorporation of further protection for sacred sites and places of worship, per State law.

Please Start Here

General Information	
Jurisidiction Name	Hanford
Reporting Calendar Year	2025
Contact Information	
First Name	Olivia
Last Name	Ayala
Title	Administrative Analyst
Email	oayala@hanfordca.gov
Phone	5595852585
Mailing Address	
Street Address	317 North Douty Street
City	Hanford
Zipcode	93230

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

Click here to download APR Instructions

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_02_19_26

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: https://hcd.my.site.com/hcdconnect

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions

Please save your file as Jurisdictionname2025 (no spaces). Example: the City of San Luis Obispo would save their file as SanLuisObispo2025

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. **Online Annual Progress Reporting System - Please see the link to the online system to the left.** This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. **Email -** If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Hanford	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	01/31/2024 - 01/31/2032

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	3
Moderate	Deed Restricted	0
	Non-Deed Restricted	119
Above Moderate		269
Total Units		**391**

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	268	328
2 to 4 units per structure	0	8	27
5+ units per structure	0	108	35
Accessory Dwelling Unit	0	7	5
Mobile/Manufactured Home	0	0	0
Total	**0**	**391**	**395**

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	23	127
Not Indicated as Infill	264	264

Housing Applications Summary	
Total Housing Applications Submitted:	255
Number of Proposed Units in All Applications Received:	262
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of Streamlined Ministerial Approval Process or SMAP (formerly SB 35 / 423) - Applications	
Number of SMAP Applications	0
Number of SMAP Applications Approved	0

Units Constructed - SMAP (formerly SB 35 / 423) - Permits			
Income	**Rental**	**Ownership**	**Total**
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	**0**	**0**	**0**

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SMAP	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	255	262
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	6
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Hanford
Reporting Year	2025 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2024 - 01/31/2032

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes										Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Historic Sites	Density Bo Applica
1					2	3	4					5						6	7	8	9	10	11
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L?	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?
Summary Row: Start Data Entry Below								0	0	0	0	0	0	0	6	0	1	255	262	0	0			
	009-550-049-000	2503 CEDAR GROVE CT Unit: LOT 129/TRCT 929□ HANFORD, CA 93230		RBP25-6991	SFD	O	2/13/2025											1	1			NONE	No	No
	009-550-058-000	2476 CEDAR GROVE CT Unit: LOT 138/TRCT 929□ HANFORD, CA 93230		RBP25-7199	SFD	O	3/7/2025											1	1			NONE	No	No
	009-550-050-000	2515 CEDAR GROVE CT Unit: LOT 130/TRCT 929□ HANFORD, CA 93230		RBP25-6993	SFD	O	2/13/2025											1	1			NONE	No	No
	009-550-057-000	2488 CEDAR GROVE CT Unit: LOT 137/TRCT 929□ HANFORD, CA 93230		RBP25-7196	SFD	O	3/7/2025											1	1			NONE	No	No
	009-550-034-000	2492 CORTNER ST Unit: LOT 114/TRCT 929□ HANFORD, CA 93230		RBP25-6677	SFD	O	1/9/2025											1	1			NONE	No	No
	009-550-035-000	2480 CORTNER ST Unit: LOT 115/TRCT 929 HANFORD, CA 93230		RBP25-6674	SFD	O	1/9/2025											1	1			NONE	No	No
	009-550-059-000	2464 CEDAR GROVE CT Unit: LOT 139/TRCT 929 HANFORD, CA 93230		RBP25-7355	SFD	O	4/1/2025											1	1			NONE	No	No
	009-550-060-000	2465 CORTNER ST Unit: LOT 140/TRCT 929□ HANFORD, CA 93230		RBP25-7302	SFD	O	3/25/2025											1	1			NONE	No	No
	009-550-036-000	2468 CORTNER ST Unit: LOT 116/TRCT 929 HANFORD, CA 93230		RBP25-7299	SFD	O	3/25/2025											1	1			NONE	No	No
	009-550-037-000	2456 CORTNER ST Unit: LOT 117/TRCT 929□ HANFORD, CA 93230		RBP25-7297	SFD	O	3/25/2025											1	1			NONE	No	No
	009-570-016-000	2087 W VAN GOGH ST Unit: LOT 206/TRCT 928□ HANFORD, CA 93230		RBP25-6943	SFD	O	2/7/2025											1	1			NONE	No	No
	009-570-017-000	2073 W VAN GOGH ST Unit: LOT 207/TRCT 928□ HANFORD, CA 93230		RBP25-6944	SFD	O	2/7/2025											1	1			NONE	No	No
	009-570-015-000	2101 W VAN GOGH ST Unit: LOT 205/TRCT 928□ HANFORD, CA 93230		RBP25-6942	SFD	O	2/7/2025											1	1			NONE	No	No
	009-570-014-000	2115 W VAN GOGH ST Unit: LOT 204/TRCT 928□ HANFORD, CA 93230		RBP25-6941	SFD	O	2/7/2025											1	1			NONE	No	No
	009-550-038-000	2221 LODGEPOLE ST Unit: LOT 118/TRCT 929 HANFORD, CA 93230		RBP25-7352	SFD	O	4/1/2025											1	1			NONE	No	No
	009-550-039-000	2213 LODGEPOLE ST Unit: LOT 119/TRCT 929□ HANFORD, CA 93230		RBP25-7359	SFD	O	4/1/2025											1	1			NONE	No	No
	011-620-002-000	1341 W ANNIKA DR Unit: LOT 2/TRCT 881□ HANFORD, CA 93230		RBP25-6672	SFD	O	1/9/2025											1	1			NONE	No	No
	011-620-001-000	1333 W ANNIKA DR Unit: LOT 1/TRCT 881□ HANFORD, CA 93230		RBP25-6671	SFD	O	1/9/2025											1	1			NONE	No	No
	011-640-014-000	1759 S BUFFALO DR Unit: LOT 71/TRCT 881-II HANFORD, CA 93230		RBP25-7682	SFD	O	5/8/2025											1	1			NONE	No	No
	011-620-052-000	1565 S BARBERRY PL Unit: LOT 52/TRCT 881 HANFORD, CA 93230		RBP25-6673	SFD	O	1/9/2025											1	1			NONE	No	No
	009-550-016-000	2586 VINEYARD ST Unit: LOT 96/TRCT 929 HANFORD, CA 93230		RBP25-6710	SFD	O	1/13/2025											1	1			NONE	No	No
	011-540-098-000	1901 W GRAHAM ST Unit: LOT 98/TRCT 902□ HANFORD, CA 93230		RBP25-6881	SFD	O	1/29/2025											1	1			NONE	No	No
	011-540-099-000	1909 W GRAHAM ST Unit: LOT 99/TRCT 902□ HANFORD, CA 93230		RBP25-6880	SFD	O	1/29/2025											1	1			NONE	No	No
	009-550-056-000	2500 CEDAR GROVE CT Unit: LOT 136/TRCT 929 HANFORD, CA 93230		RBP25-6632	SFD	O	1/3/2025											1	1			NONE	No	No
	009-550-017-000	2574 VINEYARD ST Unit: LOT 97/TRCT 929 HANFORD, CA 93230		RBP25-6728	SFD	O	1/14/2025											1	1			NONE	No	No
	009-550-019-000	2550 VINEYARD ST Unit: LOT 99/TRCT 929□ HANFORD, CA 93230		RBP25-6719	SFD	O	1/13/2025											1	1			NONE	No	No
	009-550-018-000	2562 VINEYARD ST Unit: LOT 98/TRCT 929□ HANFORD, CA 93230		RBP25-6717	SFD	O	1/13/2025											1	1			NONE	No	No
	011-620-051-000	1553 S BARBERRY PL Unit: LOT 51/TRCT 881 HANFORD, CA 93230		RBP25-6679	SFD	O	1/9/2025											1	1			NONE	No	No
	009-550-047-000	2479 CEDAR GROVE CT Unit: LOT 127/TRCT 929 HANFORD, CA 93230		RBP25-7454	SFD	O	4/18/2025											1	1			NONE	No	No

	009-550-048-000	2491 CEDAR GROVE CT Unit: LOT 128/TRCT 929□ HANFORD, CA 93230		RBP25-7193	SFD	O	3/7/2025											1	1			NONE	No	No
	009-540-017-000	2459 VINTAGE PL Unit: LOT 152/TRCT 928 HANFORD, CA 93230		RBP25-6940	SFD	O	2/7/2025											1	1			NONE	No	No
	009-550-041-000	2197 LODGEPOLE ST Unit: LOT 121/TRCT 929 HANFORD, CA 93230		RBP25-7562	SFD	O	5/2/2025											1	1			NONE	No	No

Jurisdiction	Hanford
Reporting Year	2025 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2024 - 01/31/2032

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain autocalculation formulas

Table A2
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement										Affordability by Household Incomes - Building Permits																Affordability by Household Incomes - Certificates of Occupancy										Streamlining	Historic Sites	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes
1					2	3	4									5	6	7																8	9	10									11	12	13	14	15	16	17	18	19	20			21	22	23	24	25
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD,2-4,5+,ADU,MH)	Tenure R=Renter O=Owner	Acutely Low Income Deed Restricted	Acutely Low Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements	Acutely Low-Income Deed Restricted	Acutely Low-Income Non-Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non-Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits	Acutely Low-Income Deed Restricted	Acutely Low-Income Non-Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non-Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	Please select the state housing law provision the project was APPROVED pursuant to (may select multiple)	Is this project located on a site with an associated historical designation as listed in the Government Code Section 65852.28(b)(2)(A)(iv) and reported on Table L?	Infill Units? 'Y/N'	Assistance Programs for Each Development (may select multiple; see instruction; see instructions)	Deed Restriction Type (may select multiple; see instructions)	For units affordable to Uhout Financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 10000)	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Applied to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*
Summary Row: Input Data Entry Below							0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	110	269		287	0	0	0	0	0	0	0	0	0	2	0	1	282		283							8									
	009-590-072-000	2883 W WALCHE ST Unit: LOT 1017RCT 644 , HANFORD, CA 93230	RBP24-6011		SFD	O																								1/2/2025	1												1	8/7/2025	1	NONE	No	N												
	009-590-033-000	2918 W WALCHE ST Unit: LOT 537RCT 644 , HANFORD, CA 93230	RBP24-6020		SFD	O																								1/2/2025	1												1	8/11/2025	1	NONE	No	N												
	009-590-062-000	2936 W WALCHE ST Unit: LOT 527RCT 644 , HANFORD, CA 93230	RBP24-6019		SFD	O																								1/2/2025	1												1	8/11/2025	1	NONE	No	N												
	009-590-101-000	2954 W WALCHE ST Unit: LOT 517RCT 644 , HANFORD, CA 93230	RBP24-6018		SFD	O																								1/2/2025	1												1	8/7/2025	1	NONE	No	N												
	009-590-093-000	2972 W CAMBRIDGE ST Unit: LOT 507RCT 644 , HANFORD, CA 93230	RBP24-6017		SFD	O																								1/2/2025	1												1	8/7/2025	1	NONE	No	N												
	009-590-071-000	2971 W WALCHE ST Unit: LOT 156TRCT 644 , HANFORD, CA 93230	RBP24-6010		SFD	O																								1/2/2025	1												1	8/7/2025	1	NONE	No	N												
	009-590-073-000	2955 W WALCHE ST Unit: LOT 156TRCT 644 , HANFORD, CA 93230	RBP24-6012		SFD	O																								1/2/2025	1												1	8/13/2025	1	NONE	No	N												
	009-590-074-000	2937 W WALCHE ST Unit: LOT 156TRCT 644 , HANFORD, CA 93230	RBP24-6013		SFD	O																								1/2/2025	1												1	8/19/2025	1	NONE	No	N												
	009-590-032-000	2919 W WALCHE ST Unit: LOT 537RCT 644 , HANFORD, CA 93230	RBP24-6024		SFD	O																								1/2/2025	1												1	8/22/2025	1	NONE	No	N												
	009-590-052-000	2901 W WALCHE ST Unit: LOT 537RCT 644 , HANFORD, CA 93230	RBP24-6023		SFD	O																								1/2/2025	1												1	8/22/2025	1	NONE	No	N												
	009-590-075-000	2918 W WALCHE ST Unit: LOT 156TRCT 644 , HANFORD, CA 93230	RBP24-6021		SFD	O																								1/2/2025	1												1	8/22/2025	1	NONE	No	N												
	009-590-076-000	2901 W WALCHE ST Unit: LOT 156TRCT 644 , HANFORD, CA 93230	RBP24-6022		SFD	O																								1/2/2025	1												1	8/22/2025	1	NONE	No	N												
	009-590-049-000	2965 W CAMBRIDGE ST Unit: LOT 156TRCT 644 , HANFORD, CA 93230	RBP24-6016		SFD	O																								1/2/2025	1												1	8/28/2025	1	NONE	No	N												
	009-590-022-000	1096 N WEAVER LN Unit: LOT 1017RCT 644 , HANFORD, CA 93230	RBP24-6098		SFD	O																								1/6/2025	1												1	8/13/2025	1	NONE	No	N												
	009-590-020-000	1085 N WEAVER LN Unit: LOT 257RCT 644 , HANFORD, CA 93230	RBP24-6405		SFD	O																								1/6/2025	1												1	8/19/2025	1	NONE	No	N												
	009-590-023-000	1084 N WEAVER LN Unit: LOT 237RCT 644 , HANFORD, CA 93230	RBP24-6402		SFD	O																								1/6/2025	1												1	8/19/2025	1	NONE	No	N												
	009-590-021-000	1097 N WEAVER LN Unit: LOT 217RCT 644 , HANFORD, CA 93230	RBP24-6404		SFD	O																								1/6/2025	1												1	8/19/2025	1	NONE	No	N												
	009-590-024-000	1072 N WEAVER LN Unit: LOT 247RCT 644 , HANFORD, CA 93230	RBP24-6403		SFD	O																								1/6/2025	1												1	8/22/2025	1	NONE	No	N												
	009-590-026-000	1060 N WEAVER LN Unit: LOT 1027RCT 644 , HANFORD, CA 93230	RBP24-6407		SFD	O																								1/6/2025	1												1	8/28/2025	1	NONE	No	N												
	009-590-034-000	1033 N WEAVER LN Unit: LOT 1167RCT 644 , HANFORD, CA 93230	RBP24-6406		SFD	O																								1/6/2025	1												1	9/19/2025	1	NONE	No	N												
	009-590-037-000	1021 N WEAVER LN Unit: LOT 1227RCT 644 , HANFORD, CA 93230	RBP24-6409		SFD	O																								1/6/2025	1												1	10/2/2025	1	NONE	No	N												
	009-590-039-000	1017 N FRONTIER ST Unit: LOT 1217RCT 644 , HANFORD, CA 93230	RBP24-6408		SFD	O																								1/6/2025	1												1	10/14/2025	1	NONE	No	N												
	009-590-042-000	2980 CORTNER ST Unit: LOT 1427RCT 629 , HANFORD, CA 93230	RBP24-6413		SFD	O																								1/6/2025	1												1	9/14/2025	1	NONE	No	N												
	009-550-061-000	2977 CORTNER ST Unit: LOT 1417RCT629 , HANFORD, CA 93230	RBP24-6411		SFD	O																								1/6/2025	1												1	5/27/2025	1	NONE	No	N												
	009-550-052-000	2939 CEDAR GROVE CT Unit: LOT 1327RCT 629 , HANFORD, CA 93230	RBP24-6472		SFD	O																								1/6/2025	1												1	7/10/2025	1	NONE	No	N												
	009-570-027-000	2122 W VAN GOGH ST Unit: LOT 224TRCT 606 , HANFORD, CA 93230	RBP24-6998		SFD	O																								1/10/2025	1												1	7/23/2025	1	NONE	No	N												
	009-570-024-000	2084 W VAN GOGH ST Unit: LOT 231TRCT 606 , HANFORD, CA 93230	RBP24-6998		SFD	O																								1/10/2025	1												1	8/1/2025	1	NONE	No	N												
	009-570-025-000	2094 W VAN GOGH ST Unit: LOT 221TRCT 606 , HANFORD, CA 93230	RBP24-6997		SFD	O																								1/10/2025	1												1	8/1/2025	1	NONE	No	N												
	009-570-026-000	2108 W VAN GOGH ST Unit: LOT 211TRCT 606 , HANFORD, CA 93230	RBP24-6998		SFD	O																								1/10/2025	1												1	8/7/2025	1	NONE	No	N												
	011-540-081-000	1428 S POLAR AVE Unit: LOT 1427RCT 629 , HANFORD, CA 93230	RBP24-6204		SFD	O																								1/14/2025	1												1	5/6/2025	1	NONE	No	N												
	011-540-082-000	1420 S POLAR AVE Unit: LOT 1417RCT 629 , HANFORD, CA 93230	RBP24-6205		SFD	O																								1/14/2025	1												1	5/6/2025	1	NONE	No	N												
	011-620-091-000	1333 W AMORA DR Unit: LOT 179RCT 681 , HANFORD, CA 93230	RBP25-6871		SFD	O																								1/27/2025	1												1	5/22/2025	1	NONE	No	N												
	011-620-092-000	1341 W AMORA DR Unit: LOT 279RCT 681 , HANFORD, CA 93230	RBP25-6872		SFD	O																								1/27/2025	1												1	5/22/2025	1	NONE	No	N												
	011-620-081-000	1353 S AMORA DR Unit: LOT 1579RCT 681 , HANFORD, CA 93230	RBP25-6879		SFD	O																								1/27/2025	1												1	6/4/2025	1	NONE	No	N												
	011-620-052-000	1340 S AMORA DR Unit: LOT 527RCT 681 , HANFORD, CA 93230	RBP25-6873		SFD	O																								1/27/2025	1												1	6/3/2025	1	NONE	No	N												
	009-550-053-000	2958 W CAMBRIDGE ST Unit: LOT 1327RCT 681 , HANFORD, CA 93230	RBP24-6513		SFD	O																								1/28/2025	1												1	6/16/2025	1	NONE	No	N												
	009-550-015-000	2996 W CAMBRIDGE ST Unit: LOT 1427RCT 681 , HANFORD, CA 93230	RBP24-6511		SFD	O																								1/28/2025	1												1	5/30/2025	1	NONE	No	N												
	009-550-004-000	2924 CEDAR GROVE CT Unit: LOT 1427RCT 629 , HANFORD, CA 93230	RBP24-6515		SFD	O																								1/28/2025	1												1	6/18/2025	1	NONE	No	N												
	009-560-014-000	1015 N WEAVER LN Unit: LOT 147RCT 644 , HANFORD, CA 93230	RBP25-6831		SFD	O																								1/29/2025	1												1	9/26/2025	1	NONE	No	N												
	009-560-015-000	1024 N WEAVER LN Unit: LOT 157RCT 644 , HANFORD, CA 93230	RBP25-6830		SFD	O																								1/29/2025	1												1	9/26/2025	1	NONE	No	N												
	009-560-016-000	1037 N WEAVER LN Unit: LOT 167RCT 644 , HANFORD, CA 93230	RBP25-6828		SFD	O																								1/29/2025	1												1	10/7/2025	1	NONE	No	N												
	009-560-017-000	1049 N WEAVER LN Unit: LOT 177RCT 644 , HANFORD, CA 93230	RBP25-6825		SFD	O																								1/29/2025	1												1	9/22/2025	1	NONE	No	N												
	009-560-018-000	1061 N WEAVER LN Unit: LOT 187RCT 644 , HANFORD, CA 93230	RBP25-6824		SFD	O																								1/29/2025	1												1	9/11/2025	1	NONE	No	N												
	009-560-019-000	1073 N WEAVER LN Unit: LOT 197RCT 644 , HANFORD, CA 93230	RBP25-6822		SFD	O																								1/29/2025	1												1	9/4/2025	1	NONE	No	N												
	009-560-025-000	1084 N GRAHAM ST Unit: LOT 267RCT 644 , HANFORD, CA 93230	RBP25-6821		SFD	O																								1/29/2025	1												1	9/9/2025	1	NONE	No	N												
	009-560-026-000	1072 N GRAHAM ST Unit: LOT 257RCT 644 , HANFORD, CA 93230	RBP25-6822		SFD	O																								1/29/2025	1												1	9/11/2025	1	NONE	No	N												
	009-560-027-000	1036 N WEAVER LN Unit: LOT 247RCT 644 , HANFORD, CA 93230	RBP25-6823		SFD	O																								1/29/2025	1												1	9/12/2025	1	NONE	No	N												
	009-560-028-000	1024 N WEAVER LN Unit: LOT 237RCT 644 , HANFORD, CA 93230	RBP25-6827		SFD	O																								1/29/2025	1												1	9/30/2025	1	NONE	No	N												
	009-560-029-000	1060 N WEAVER LN Unit: LOT 227RCT 644 , HANFORD, CA 93230	RBP25-6826		SFD	O																								1/29/2025	1												1	10/1/2025	1	NONE	No	N												
	009-560-030-000	1048 N WEAVER LN Unit: LOT 217RCT 644 , HANFORD, CA 93230	RBP25-6829		SFD	O																								1/29/2025	1												1	10/3/2025	1	NONE	No	N												
	009-560-031-000	1077 N WEAVER LN Unit: LOT 1177RCT 644 , HANFORD, CA 93230	RBP25-6828		SFD	O																								1/29/2025	1												1	10/7/2025	1	NONE	No	N												
	009-560-032-000	2996 W CAMBRIDGE ST Unit: LOT 1427RCT 644 , HANFORD, CA 93230	RBP25-6911		SFD	O																								2/5/2025	1												1	10/21/2025	1	NONE	No	N												
	009-560-012-000	1088 N WEAVER LN Unit: LOT 127RCT 644 , HANFORD, CA 93230	RBP25-6898		SFD	O																								2/5/2025	1												1	10/10/2025	1	NONE	No	N												
	009-560-013-000	1101 N WEAVER LN Unit: LOT 137RCT 644 , HANFORD, CA 93230	RBP25-6895		SFD	O																								2/5/2025	1												1	9/26/2025	1	NONE	No	N												
	009-560-019-000	1447 N FRONTIER ST Unit: LOT 123/TRCT 644 , HANFORD, CA 93230	RBP25-6703		SFD	O																								2/5/2025	1												1	10/2/2025	1	NONE	No	N												
	009-560-020-000	1466 N WEAVER LN Unit: LOT 317RCT 644 , HANFORD, CA 93230	RBP25-6898		SFD	O																								2/5/2025	1												1	10/1/2025	1	NONE	No	N												
	009-560-037-000	2976 W CAMBRIDGE ST Unit: LOT 327RCT 644 , HANFORD, CA 93230	RBP25-6897		SFD	O																								2/5/2025	1												1	10/6/2025	1	NONE	No	N												
	009-560-038-000	2944 W CAMBRIDGE ST Unit: LOT 337RCT 644 , HANFORD, CA 93230	RBP25-6752		SFD	O																								2/5/2025	1												1	10/30/2025	1	NONE	No	N												
	009-560-039-000	1471 N FRONTIER ST Unit: LOT 347RCT 644 , HANFORD, CA 93230	RBP25-6754		SFD	O																								2/5/2025	1												1	10/8/2025	1	NONE	No	N												
	009-560-040-000	1455 N FRONTIER ST Unit: LOT 127RCT 644 , HANFORD, CA 93230	RBP25-6755		SFD	O																								2/5/2025	1												1	10/22/2025	1	NONE	No	N												
	009-560-041-000	1439 N FRONTIER ST Unit: LOT 137RCT 644 , HANFORD, CA 93230	RBP25-6756		SFD	O																								2/5/2025	1												1	11/3/2025	1	NONE	No	N												
	009-550-056-000	2950 CEDAR GROVE CT Unit: LOT 1327RCT 681 , HANFORD, CA 93230	RBP25-6832		SFD	O																								2/12/2025	1												1	6/30/2025	1	NONE	No	N												
	009-550-054-000	2962 CEDAR GROVE CT Unit: LOT 1147RCT 629 , HANFORD, CA 93230	RBP25-6877		SFD	O																								2/12/2025	1												1	6/26/2025	1	NONE	No	N												
	009-550-035-000	2980 CEDAR GROVE CT Unit: LOT 1157RCT 629 , HANFORD, CA 93230	RBP25-6874		SFD	O																								2/12/2025	1												1	6/20/2025	1	NONE	No	N												
	009-550-014-000	2996 CEDAR GROVE CT Unit: LOT 1167RCT 629 , HANFORD, CA 93230	RBP25-6710		SFD	O																								2/12/2025	1												1	6/26/2025	1	NONE	No	N												
	009-550-016-000	2992 VINEYARD ST Unit: LOT 1177RCT 629 , HANFORD, CA 93230	RBP25-6717		SFD	O																								2/12/2025	1												1	6/30/2025	1	NONE	No	N												
	009-550-019-000	2990 VINEYARD ST Unit: LOT 1187RCT 629 , HANFORD, CA 93230	RBP25-6719		SFD	O																								2/12/2025	1												1	6/30/2025	1	NONE	No	N												
	009-550-017-000	2974 VINEYARD ST Unit: LOT 977RCT 629 , HANFORD, CA 93230	RBP25-6728		SFD	O																								2/12/2025	1												1	6/27/2025	1	NONE	No	N												
	011-540-077-000	1460 S POLAR AVE Unit: LOT 777RCT 662 , HANFORD, CA 93230	RBP24-6226		SFD	O																								2/19/2025	1												1	7/1/2025	1	NONE	No	N												
	011-540-080-000	1436 S POLAR AVE Unit: LOT 807RCT 662 , HANFORD, CA 93230	RBP24-6223		SFD	O																								2/19/2025	1												1	6/27/2025	1	NONE	No	N												
	009-560-043-000	1089 N MITCHELL ST Unit: LOT 437RCT 644 , HANFORD, CA 93230	RBP25-6739		SFD	O																								2/19/2025	1												1	12/2/2025	1	NONE	No	N												
	009-560-057-000	2959 W VAN GOGH ST Unit: LOT 577RCT 644 , HANFORD, CA 93230	RBP25-6735		SFD	O																								2/19/2025	1												1	11/4/2025	1	NONE	No	N												
	009-560-058-000	1024 N MITCHELL ST Unit: LOT 587RCT 644 , HANFORD, CA 93230	RBP25-6736		SFD	O																								2/19/2025	1												1	10/30/2025	1	NONE	No	N												
	009-560-059-000	1012 N MITCHELL ST Unit: LOT 597RCT 644 , HANFORD, CA 93230	RBP25-6737		SFD	O																								2/19/2025	1												1	11/7/2025	1	NONE	No	N												
	009-560-060-000	1000 N MITCHELL ST Unit: LOT 607RCT 644 , HANFORD, CA 93230	RBP25-6738		SFD	O																								2/19/2025	1												1	11/12/2025	1	NONE	No	N												
	009-560-017-000	2437 W HANNAH ST Unit: LOT 167RCT 644 , HANFORD, CA 93230	RBP25-6743		SFD	O																								2/19/2025	1												1	11/13/2025	1	NONE	No	N												
	009-560-042-000	1427 N FRONTIER ST Unit: LOT 137RCT 644 , HANFORD, CA 93230	RBP25-6740		SFD	O																								2/19/2025	1												1	11/12/2025	1	NONE	No	N												
	009-560-043-000	1409 N FRONTIER ST Unit: LOT 147RCT 644 , HANFORD, CA 93230	RBP25-6741		SFD	O																								2/19/2025	1												1	11/14/2025	1	NONE	No	N												
	009-550-044-000	1393 N FRONTIER ST Unit: LOT 157RCT 644 , HANFORD, CA 93230	RBP25-6742		SFD	O																								2/19/2025	1												1	11/12/2025	1	NONE	No	N												
	009-590-041-000	1373 N FRONTIER ST Unit: LOT 417RCT 644 , HANFORD, CA 93230	RBP25-6808		SFD	O																								2/19/2025	1												1	12/3/2025	1	NONE	No	N												
	009-590-042-000	1387 N FRONTIER ST Unit: LOT 427RCT 644 , HANFORD, CA 93230	RBP25-6805		SFD	O																								2/19/2025	1												1	12/2/2025	1	NONE	No	N												
	009-590-061-000	1398 N HANNAH ST Unit: LOT 417RCT 644 , HANFORD, CA 93230	RBP25-6807		SFD	O																								2/19/2025	1												1	12/3/2025	1	NONE	No	N												
	009-560-018-000	2449 W HANNAH ST Unit: LOT 157RCT 644 , HANFORD, CA 93230	RBP25-6810		SFD	O																								2/19/2025	1												1	11/19/2025	1	NONE	No	N												
	009-560-019-000	2461 W HANNAH ST Unit: LOT 164TRCT 644 , HANFORD, CA 93230	RBP25-6811		SFD	O																								2/19/2025	1												1	12/12/2025	1	NONE	No	N												
	009-590-020-000	2473 W HANNAH ST Unit: LOT 169RCT 644 , HANFORD, CA 93230	RBP25-6812		SFD	O																								2/19/2025	1												1	12/12/2025	1	NONE	No	N												
	009-590-021-000	2485 W HANNAH ST Unit: LOT 186TRCT 644 , HANFORD, CA 93230	RBP25-6813		SFD	O																								2/19/2025	1												1	12/9/2025	1	NONE	No	N												
	009-540-017-000	2493 W HANNAH ST Unit: LOT 192TRCT 629 , HANFORD, CA 93230	RBP25-6940		SFD	O																								2/19/2025	1												1	9/4/2025	1	NONE	No	N												
	009-570-014-000	2115 W VAN GOGH ST Unit: LOT 204TRCT 606 , HANFORD, CA 93230	RBP25-6941		SFD	O																								2/19/2025	1												1	8/20/2025	1	NONE	No	N												
	009-570-015-000	2101 W VAN GOGH ST Unit: LOT 214TRCT 606 , HANFORD, CA 93230	RBP25-6942		SFD	O																								2/19/2025	1												1	8/18/2025	1	NONE	No	N												
	009-570-016-000	2087 W VAN GOGH ST Unit: LOT 224TRCT 606 , HANFORD, CA 93230	RBP25-6943		SFD	O																								2/19/2025	1												1	8/18/2025

| Jurisdiction | Hanford | | |

| Jurisdiction | Hanford | | |

| Jurisdiction | Hanford | | |

Jurisdiction	Hanford
Reporting Year	2025 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2024 - 01/31/2032

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain autocalculation formulas

| | | |

Jurisdiction	Hanford
Reporting Year	2025 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2024 - 01/31/2032

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain autocalculation formulas

Jurisdiction	Hanford
Reporting Year	2025 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2024 - 01/31/2032

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain autocalculation formulas

| | | |

Jurisdiction	Hanford	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2024 - 01/31/2032

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	Projection Period	2									3	4
Income Level		**RHNA Allocation by Income Level**	**Projection Period - 06/30/2023-01/30/2024**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Acutely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Extremely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	5	-
	Non-Deed Restricted		-	5	-	-	-	-	-	-	-	-		
Very Low	Deed Restricted	1,369	-	-	-	-	-	-	-	-	-	-	**8**	**1,361**
	Non-Deed Restricted		3	-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	993	-	-	-	-	-	-	-	-	-	-	**9**	**984**
	Non-Deed Restricted		-	6	3	-	-	-	-	-	-	-		
Moderate	Deed Restricted	1,066	-	-	-	-	-	-	-	-	-	-	**165**	**901**
	Non-Deed Restricted		18	28	119	-	-	-	-	-	-	-		
Above Moderate		2,119	121	152	269	-	-	-	-	-	-	-	**542**	**1,577**
Total RHNA		**5,547**												
Total Units			**142**	**191**	**391**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**724**	**4,823**

*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):
- You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"
  - If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at apr@hcd.ca.gov.
- All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Jurisdiction	Hanford	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2024 - 01/31/2032

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	Hanford	
Reporting Year	2025	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

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

1	2	3	4	5	6	7	8	9
Name of Program	**Objective**	**Projected Completion Date in Housing Element**	**Applicable Cycle**	**Status of Program Implementation**	**Program Implementation Details**	**Quantified Outcomes: Category**	**Quantified Outcomes: Count**	**Supporting Documents**
Housing Rehabilitation Program # of assisted Rehab Projects	In 2025, the objective is to facilitate at least 7 ERP projects	2025/2026	6th Cycle	Continuous	The City has completed 19 Emergency Repair Program (ERP) projects and currently has 11 ERP clients in the early stages of eligibility determination. For 2026–2027, the City has allocated an estimated $157,000 to continue assisting homeowners with minor repairs through the ERP. To asist at least 8 households.	Households	100	https://www.ci.hanford.ca.us/1213/Housing
Preservation of At-Risk Affordable Housing	Preserve at-risk affordable housing.	2025/2026	6th Cycle	Continuous	City staff will continue to monitor the status of publicly assisted affordable units on an ongoing basis, this is an ongoing endeavor.			
Adequate Sites	Ensure adequate sites are available for housing needs.	2025/2026	6th Cycle	Continuous	The City of Hanford continues to ensure the availability of adequate sites to accommodate a range of housing types, including affordable, workforce, and special-needs housing. Through its General Plan, zoning regulations, and development review process, the City maintains residentially zoned land appropriate for current and projected housing needs. The City collaborates with developers, nonprofit organizations, and regional partners to facilitate housing development, encouraging efficient use of vacant or underutilized parcels and supporting higher-density projects where appropriate. Incentives such as density bonuses and streamlined permitting help promote the development of housing that meets community goals.These efforts support Hanford in meeting its Regional Housing Needs Allocation (RHNA) targets and ensure that adequate sites remain available to address the housing needs of all income levels.			
Density Bonus Pram	Ensure publication and implementation regarding the assistance of affordable housing is established and in place.	2025/2026	6th Cycle	Continuous	The City will continue to utilize the PUD process for those projects with site constraints.			
Planned Unit Development	Ensure planned unit development is adhered to.	2025/2026	6th Cycle	Continuous	The City will continue to utilize the PUD process for those projects with site constraints.			
First-Time Homebuyer Program	In 2025, the objective is to house at least three (3) first-time homebuyers within the City of Hanford.	2025/2026	6th Cycle	In Progress	The City assisted two (2) first-time homebuyers. The City is currently awaiting HOME approval to release the Home Sweet Home Grant Program. There are 80 individuals on the active waitlist; however, none have been pre-qualified for the program. For 2026–2027, the California Department of Housing and Community Development (HCD) is working on the necessary steps to advance the First-Time Homebuyer Program. A total of six affordable homes were built throught the Infill Housing Program - Self Help Enterprises was the Housing Developer.	Households	100	https://www.ci.hanford.ca.us/1226/Lenders-Corner
Section 8 Rental Assistance Program	Ensure any inquiries regarding the Section 8 Assistance Program are referred out to the appropriate parties.	2025/2026	6th Cycle	Continuous	City staff will continue to promote and refer persons to the Section 8 Housing Voucher Program, Low Income Housing Program, Admin Farm Labor Housing Program, and other relevant housing programs that are administered by the Housing Authority of Kings County.			
Affordable Housing Assistance	Affordable Housing Assistance	2025/2026	6th Cycle	Continuous	The City received funding through the Permanent Local Housing Allocation (PLHA) Grant Program to support affordable housing. Through this program, two projects were completed: the Sunrise Motel conversion, creating 22 single units, and the Northstar project, providing 72 affordable housing units.	Households	100	https://www.ci.hanford.ca.us/166/Community-Development

Farmworker and Employee Housing	Provide support for farmworker and employee housing.	2025/2026	6th Cycle	Continuous	The City makes the recommended outreach at the earliest time feasible. In addition staff refer out when deemed neccesary to outside agencies such as the Housing Authority of Kings County.			
Emergency Shelters & Transitional/Supportive Housing	Provide support and for emergency shelters and supportive housing.	2025/2026	6th Cycle	Continuous	The City provides funding through public service contracts and collaborates closely with the Kings/Tulare Homeless Alliance, KCAO Homeless Services, the Commission on Aging, and other local social service agencies and organizations. These services are ongoing.			https://www.ci.hanford.ca.us/1231/Other-Related-Resources
Housing for Persons with Disabilities	Provide support and referrals for persons with disabilities pertaining to housing.	2025/2026	6th Cycle	Continuous	City staff continue to ensure compliance with applicable laws and codes related to ADA requirements and make referrals to collaborative partners as necessary. This is an ongoing effort. The City offers assistance with the removal of barriers.	Households	4	https://www.ci.hanford.ca.us/1213/Housing
Promote Equal Housing Opportunities	Promote equal housing opportunities.	2025/2026	6th Cycle	Continuous	The City has a partnership with CSET to provide fair housing education. A contract with CSET is in place to support ongoing services related to housing discrimination, fair housing outreach and education, and tenant and landlord rights and responsibilities within the Cities of Hanford and Porterville.	Persons	35	https://www.ci.hanford.ca.us/1219/Fair-Housing-Protection

Jurisdiction	Hanford
Reporting Period	2025 (Jan. 1 - Dec. 31)
Planning	6th Cycle 01/31/2024 - 01/31/2032

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

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

Table E
Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Hanford	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2024 - 01/31/2032

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1+. For detailed reporting requirements, see the chcklist here:
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Hanford	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2024 - 01/31/2032

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2

Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Moderate Income RHNA		Notes
1					2	3	4							5		6
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0		

Jurisdiction	Hanford	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Period	6th Cycle	01/31/2024 - 01/31/2032

element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table G
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1				2	3	4
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Realistic Capacity Identified in the Housing Element**	**Entity to whom the site transferred**	**Intended Use for Site**
Summary Row: Start Data Entry Below						
011-450-011-000	1074 S JORDAN ST	Residential	1	Surplus Land	0.139	Residential
010-265-007-000	PARCEL C OF PMW LLA	Public Facilities		Surplus Land	0.86	Commercial

Jurisdiction	Hanford	**NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns**	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2025 (Jan. 1 - Dec. 31)		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table H
Locally Owned Surplus Sites

Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	**Street Address/Intersection**	**Existing Use**	**Number of Units**	**Surplus Designation**	**Parcel Size (in acres)**	**Notes**
Summary Row: Start Data Entry Below						
018-242-042-000	SOUTH 11TH AVE BETWEEN IONA AVE & INDUSTRY AVE	Vacant		Surplus Land	0.29	
008-192-011-000	ALONG KENSINGTON WAY, BETWEEN RICHARDSON WAY AND LELAND WAY	Vacant		Surplus Land	0.23	
012-211-009-000	211 BALL PARK ALLEY, BETWEEN BROWN ST AND HARRIS ST	Vacant		Surplus Land	0.172	
010-253-001-000	426 W LACEY BLVD	Commercial		Surplus Land	2	FORMERLY GOODWILL. LEASED TO MSI
011-090-004-000	SW CORNER 12TH AVE & WOODLAND DR (LOTS A & B)	Vacant		Surplus Land	1.245	
008-360-006-000	CORTNER ST, W OF HIDDEN VALLY PARK	Vacant		Surplus Land	18	TO BE REZONED TO OPEN SPACE
012-053-005-000	218 N DOUTY ST	Commercial		Surplus Land	0.41	MECHANICS BANK
012-041-017-000	THE CARNEGIE MUSEUM	Public Facilities		Surplus Land	0.32	
010-265-002-000	COURT STREET	Public Facilities		Surplus Land	0.52	
010-265-003-000	PARCEL A OF PMW LLA	Public Facilities		Surplus Land	0.54	
010-265-004-000	PARCEL B OF PMW LLA	Other		Surplus Land	0.3	PARKING LOT NW CORNER 8TH ST/DOUTY
010-265-005-000	PARCEL D OF PMW LLA	Public Facilities		Surplus Land	0.5	CAROUSEL
010-265-006-000	PARCEL E OF PMW LLA	Public Facilities		Surplus Land	0.45	CIVIC PARK RESTROOMS
010-265-008-000	REMAINDER PARCEL OF PMW LLA	Other		Surplus Land	0.04	

Jurisdiction	Hanford	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2024 - 01/31/2032

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note:

Cells in gre

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of S

Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved						
1				2	3	4						
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Unit Category** (SH - Student Housing)	**Date**	**Very Low-Income Deed Restricted**	**Very Low-Income Non Deed Restricted**	**Low- Income Deed Restricted**	**Low- Income Non Deed Restricted**	**Moderate-Income Deed Restricted**	**Moderate-Income Non Deed Restricted**	**Above Moderate-Income**
Summary Row: Start Data Entry Below												

Jurisdiction	Hanford	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2024 - 01/31/2032

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.	
Notes	

Jurisdiction	Hanford	**NOTE: This table needs to be completed with any sites within your jurisdiction that were newly added to a National, State, or Local register of historic places within the reporting year. If none, leave blank.**	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2025 (Jan. 1 - Dec. 31)		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table L

Historical Resources

Parcel Identifier		Designation				Size	Notes
1		2				3	4
APN	**Street Address/Intersection**	**Date of Designation**	**Designation Level**	**Historic Site Period**	**Areas of Significance**	**Parcel Size (in acres)**	**Notes**
Summary Row:							

Jurisdiction	Hanford	
Reporting Year	2025	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	$ -	*Total award amount is auto-populated based on amounts entered in rows 15-26.*

Task	$ Amount Awarded	$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		**0**

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	3
Moderate	Deed Restricted	0
	Non-Deed Restricted	119
Above Moderate		269
Total Units		**391**

Certificate of Occupancy Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		392
Total Units		**395**

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Adoption of the City of Hanford's 2026 Urban Forest Master Plan

---

RECOMMENDATION:

Recommendation: Review and approve the adoption of the City of Hanford's 2026 Urban Forest Master Plan.
Recommended Motion: I move to approve and adopt the 2026 Urban Forest Master Plan.

BACKGROUND:

Urban Forest Master Plan Executive Summary
Hanford is embracing a bold vision for a healthier, cooler, and more equitable city through the development of its first Urban Forest Master Plan (UFMP). This UFMP contains both an analysis of current conditions and a 30-year strategic road map for improving the management and health of Hanford's trees. With the support of a $1 million U. S. Forest Service grant, Hanford is investing in trees over the next two years to address climate resilience, public health, and environmental justice.

Key Findings and Planning Processes:

1. The City lost 140 acres of tree canopy between 2028 and 2022
2. The City would benefit from a maintenance management system to plant and maintain the urban forest.
3. Current staffing levels restrict the City's ability to plant trees and maintain the urban forest.
4. Residents of Hanford recognize the collaborative nature of planting and caring for trees.
5. Community members have limited awareness and understanding of the City's Tree and Shrubs Ordinance.

Hanford's 2025 public tree inventory by the numbers:

- Living Trees: 6,486
- Vacant Sites and Stumps: 600
- Dead-Standing: 159
- Unique tree species: 100

On February 17, 2026, Kevin Culligan of Dudek provided an overview of the Urban Forest Master Plan and answered the Council's questions. In tandem, the UFMP draft was released for public

comment for 30 days. On February 18, 2026, an additional open house was held, during which public comments were incorporated into the final UFMP.

The Benefits of Trees Include:

- **Cleaner air:** Trees absorb pollutants and improve respiratory health
- **Economic Value:** Tree-lined streets can increase property value by 3–15%
- **Cooler streets:** Tree canopy can reduce temperatures by 10 degrees during extreme heat
- **Stormwater management:** Trees intercept thousands of gallons of runoff annually
- **Mental health and recreation:** Green spaces promote well-being and community connections

The scope of work includes the following eleven deliverables:
1. Comprehensive Tree Inventory
2. Implementation of Tree Inventory Software
3. Development of an Urban Forest Master Plan
4. Urban Tree Canopy and Land Cover Assessment
5. Socioeconomic/Equity Analysis
6. Urban Heat Island Mapping
7. Tree Health Analysis
8. Climate Vulnerability Analysis
9. Review of Operations and Existing Policies and Ordinances
10. Community Engagement through collaboration with local nonprofits
11. Planting 600 trees in various disadvantaged communities as identified by CEJST, EPA IRA tool, and EJScreen.

Utilizing grant funding, the City has committed to planting 600 trees within the next 18 months. Seventy-five trees have been planted at the Hanford Softball Complex, replacing prior trees that died. Another 20 trees are planned for that site. In addition, 200 more trees will be planted prior to May 2026. These trees are located within City Parks, sports parks, and in the medians.

Attached is the Urban Forest Master Plan, and accompanying appendices.

FISCAL IMPACT:

The development of the Urban Forest Master Plan was funded 100% through the USFS Urban and Community Forest Grant.
Future funding includes adjustments to the city's operating budget and grant opportunities, which staff will actively pursue.

ATTACHMENTS:
1. City of Hanford Urban Forrest Master Plan
2. Hanford UFMP Appendices Combined

HANFORD
CALIFORNIA

THE CITY OF HANFORD

URBAN FOREST MANAGMENT PLAN



PREPARED BY
DUDEK

MARCH 2026


HANFORD
CALIFORNIA



ACKNOWLEDGMENTS

CITY COUNCIL

Mayor – Travis Paden

Council Member – Kimber Regan

Council Member – Nancy Howze

Council Member – Lou Martinez

Council Member – Mark Kairis

CITY MANAGER

City Manager – Mario Cifuentez

PARKS AND RECREATION COMMISSION

Commissioner – Joseph Castaneda

Commissioner – Judy Scott

Commissioner – Gregory Kelley

Commissioner – Carolyn Hudgins

Commissioner – Sheldon Blackwell

Commissioner (Alternate) – Santiago Rodriguez

CITY DEPARTMENTS AND STAFF

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Parks Manager – Levi Winebrenner

Community Relations Manager – Brian Johnson

Utilities and Engineering Department Directo r– Frank Senteno*

Associate Civil Engineer – Jaklin Hart*

Assistant City Manager – Jason Waters*

Public Works Director – Russ Sterling*

**Individuals who participated in portions of the Urban Forest Management Plan development process.*

HANFORD UFMP WORKING GROUP MEMBERS

Joseph Castaneda – Hanford Parks and Recreation Commission

Victor Rosa – Hanford Joint Union High School District

Daniel Pierotte – Hanford Elementary School District

Todd Barlow – Kings County Office of Education

Jeff Garner – Kings County Action Organization

Marilyn Castaneda – King's Partnership

Carson DeBlieck – Engaged and Dedicated Resident

Greg Mendonsa – Urban Tree Foundation

Dudek

INDIGENOUS PEOPLE OF KINGS COUNTY

Tachi Yokut Tribal Nation

FUNDING

Funding for the City of Hanford's Urban Forest Management Plan has been made possible in part by an Urban and Community Forestry Program grant from the U.S. Department of Agriculture's Forest Service, administered by GreenLatinos.

Prepared By
DUDEK
URBAN FORESTRY DIVISION

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ACRONYMS & ABBREVIATIONS

ACRONYMS & ABBREVIATIONS

Acronym/ Abbreviation	Definition
BMP:	best management practices
City/Hanford:	City of Hanford
Ordinance:	Trees and Shrubs Ordinance
UFMP:	Urban Forest Management Plan



EXECUTIVE SUMMARY

A GREENER FUTURE FOR HANFORD



Hanford is embracing a bold vision for a healthier, cooler, and more equitable city through the development of its first Urban Forest Management Plan (UFMP). This UFMP contains both an analysis of current conditions, as well as a 30-year strategic road map for improving the management and health of Hanford's trees. With support from a $1 million U.S. Forest Service grant, Hanford is investing in trees as critical infrastructure, including planting 600 new trees over the next two years, to address climate resilience, public health, and environmental justice.

WHY TREES MATTER

Urban trees are more than just greenery—they are essential to Hanford's quality of life:



Cooler Streets
Tree canopy can reduce temperatures by up to 10°F during extreme heat.



Cleaner Air
Trees absorb pollutants and improve respiratory health.



Stormwater Management
Trees intercept thousands of gallons of runoff annually.



Mental Health & Recreation
Green spaces promote well-being and community connection.



Economic Value
Tree-lined streets can increase property values by 3–15%.

(Sources: Nowak 2002, Rahman et al. 2023, White et al. 2014, Wolf 2009)

CURRENT URBAN FOREST SNAPSHOT

Hanford's urban forest includes trees in parks, streets, private yards, and commercial areas. A comprehensive tree inventory and canopy cover assessment were conducted as part of this project.

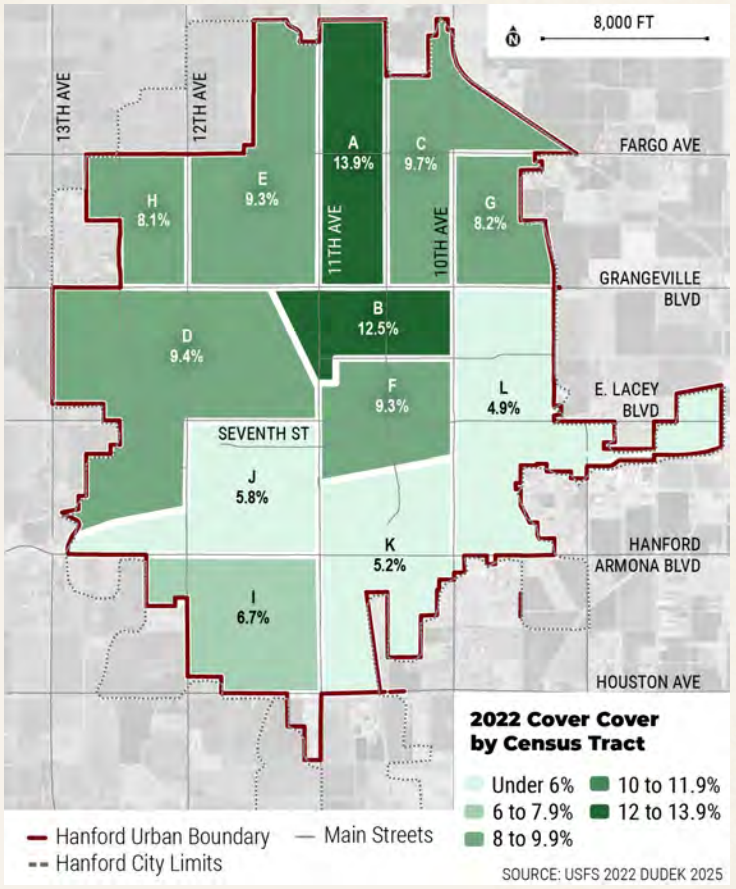
- Hanford has a current (2022) city-wide canopy cover of 8%, down from 9.5% in 2018. This is a loss of 140 canopy acres and equates to losing roughly 106 football fields of tree cover. Roughly 138 acres of this loss was on private property, which is why the City will need help from residents to reach their future urban forest goals.
- Hanford's 2025 public tree inventory by the numbers:

Living Trees: 6,486

Vacant Sites & Stumps: 600

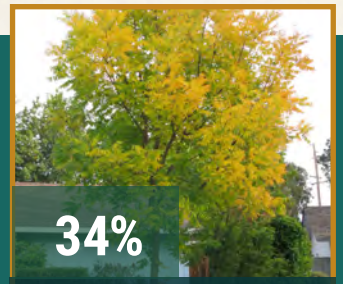
Dead-standing: 159

Unique Tree Species: 100



TOP 3 SPECIES IN HANFORD

(FROM THE CITY'S 2025 PUBLIC TREE INVENTORY)



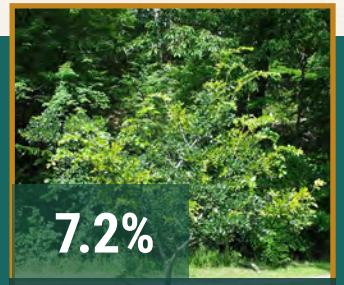
34%

Chinese pistache
Pistacia chinensis



9.1%

Crepe myrtle
Lagerstroemia indica



7.2%

Chinese hackberry
Celtis sinensis


SHERWIN-WILLIAMS
PAINTS
STOP
HANFORD

KEY CHALLENGES TO THE URBAN FOREST

Hanford faces a number of key environmental, social, and financial challenges:

Extreme Heat: Summer highs often reach over 100°F for consecutive days.

Tree Equity Gaps: Underserved areas lack tree canopy and suffer from higher heat exposure and the urban heat island effect.

Limited Resources: Funding and staffing constraints impact long-term maintenance of the City's public trees.

Limited public knowledge of the Trees and Shrubs Ordinance: Over half of the respondents who took the UFMP survey were not aware of Hanford's ordinance or their responsibilities for maintaining trees in the parkway adjacent to their properties. The Trees and Shrubs Ordinance was updated as part of this project to clarify protection standards, maintenance responsibilities, the tree removal permit process, and replacement requirements.





VISION & GOALS

Hanford Future Urban Forest Vision:

Hanford's trees are a valuable resource, sustainably managed by the City and its residents, providing shade from heat, cleaner air to breathe, increasing property values, and enhancing the quality of life for our current and future generations.

Goals - Achieving the future urban forest vision will include:

1. **Increasing City-wide Canopy Cover to 10% by 2055** to improve climate resilience. Roughly 4,500 new trees will need to be planted over the next 30 years to achieve this goal.

2. **Prioritizing Tree Equity** through prioritizing tree planting in census tracts with the lowest canopy cover and access to green space.

3. **Enhancing Tree Diversity, Health, and Sustainability** through the development of additional financial and human resources, a shift to proactive maintenance, improving tree species selection, and better tracking of tree-related work records.

4. **Engaging the Community** by providing education and resources including an Urban Tree Care Guide and encouraging stewardship through tree giveaways.



COMMUNITY ENGAGEMENT

The UFMP was shaped by community input through surveys, outreach events, and a Working Group with various community partners and interested parties.

Here is what we heard from the 69 survey respondents:

95% of respondents were in support of having neighborhood street trees planted in the public right-of-ways along roadways

Here is what we heard from the 82 attendees who participated at our UFMP outreach table:

The top four areas where attendees want to see more trees planted are Parks (22%), Schools (20%), Streets/Sidewalks (14%), and Parking Lots (14%).



HOW YOU CAN GET INVOLVED

- Plant a tree on your property, request a tree to be planted in the parkway adjacent to your property, or participate in a volunteer tree planting event. Picking the “right tree for the right place” is important and a recommended tree species list is provided in Appendix I.
- Talk to your schools about planting more trees to shade playgrounds.
- Help water and care for trees in your neighborhood.
- Attend a City-hosted educational workshop about trees.
- Talk to your neighbors and friends about the importance of trees and the benefits they provide.
- Help report tree issues on public property using the My Hanford reporting website or mobile app: https://www.cityofhanfordca.com/1385/Report-My-Hanford.

I

INTRODUCTION

The City of Hanford's (City's) urban forest is made up of all the public and private trees within the city limits, including trees in parks like Civic Park and Hidden Valley Park, front and back yards, parking lots, and along streets and sidewalks in downtown Hanford or in residential neighborhoods (see Figure 1-1). All trees in Hanford, regardless of ownership, provide urban forestry benefits to the community, and community members play an important role in maintaining and enhancing the City's urban forest.

Figure 1-1. Hanford's Urban Forest



Source: Dudek

Figure 1-2. The Benefits of Trees

THE BENEFITS OF TREES

HEALTH

CLEANER AIR
Trees absorb pollutants and filter particulates out of the air by trapping them on their leaves and bark.

CONNECTING WITH NEIGHBORS
Trees can encourage civic pride while tree plantings provide opportunities for community involvement.

FRESH FOOD
Trees provide food in the form of fruits, nuts, leaves, bark, and roots.

HEALTHIER COMMUNITIES
Trees improve mental health and public health by decreasing respiratory illnesses and encouraging outdoor recreation.



ENVIRONMENTAL/INFRASTRUCTURE SERVICES

SAVING ENERGY
Shade trees can lower air-conditioning costs 56% annually, burning fewer fossil fuels.

BEAUTY
Trees add character to city streets and residential areas as they radiate with colors, flowers, textures, and shapes.

SHADE
Trees cool cities by up to 10˚F and shaded areas can be 20-40˚F cooler than peak temperatures.

WILDLIFE HABITAT
Trees support the lives of many wildlife and insect species, providing them with food, shelter, and nesting sites. A large diversity of tree species will attract a greater variety of pollinating insects, which benefits nearby agriculture.

Source: Dudek 2024

I.1 Benefits of an Urban Forest

Many Hanford residents already appreciate the commonly known benefits of trees such as the shade they provide on hot days or the aesthetic beauty they provide to the Hanford's streetscapes, residential neighborhoods, and parks. Figure 1-2 illustrates the many other benefits that Hanford's trees provide, including some that are less widely known, such as providing habitat and food for pollinating insects, which in turn, can benefit the local agriculture that relies on those insects to pollinate their crops (Daniels et al. 2020). It is important that trees are properly cared for so that their benefits can be maximized for the whole community.

I.2 Historical and Environmental Context

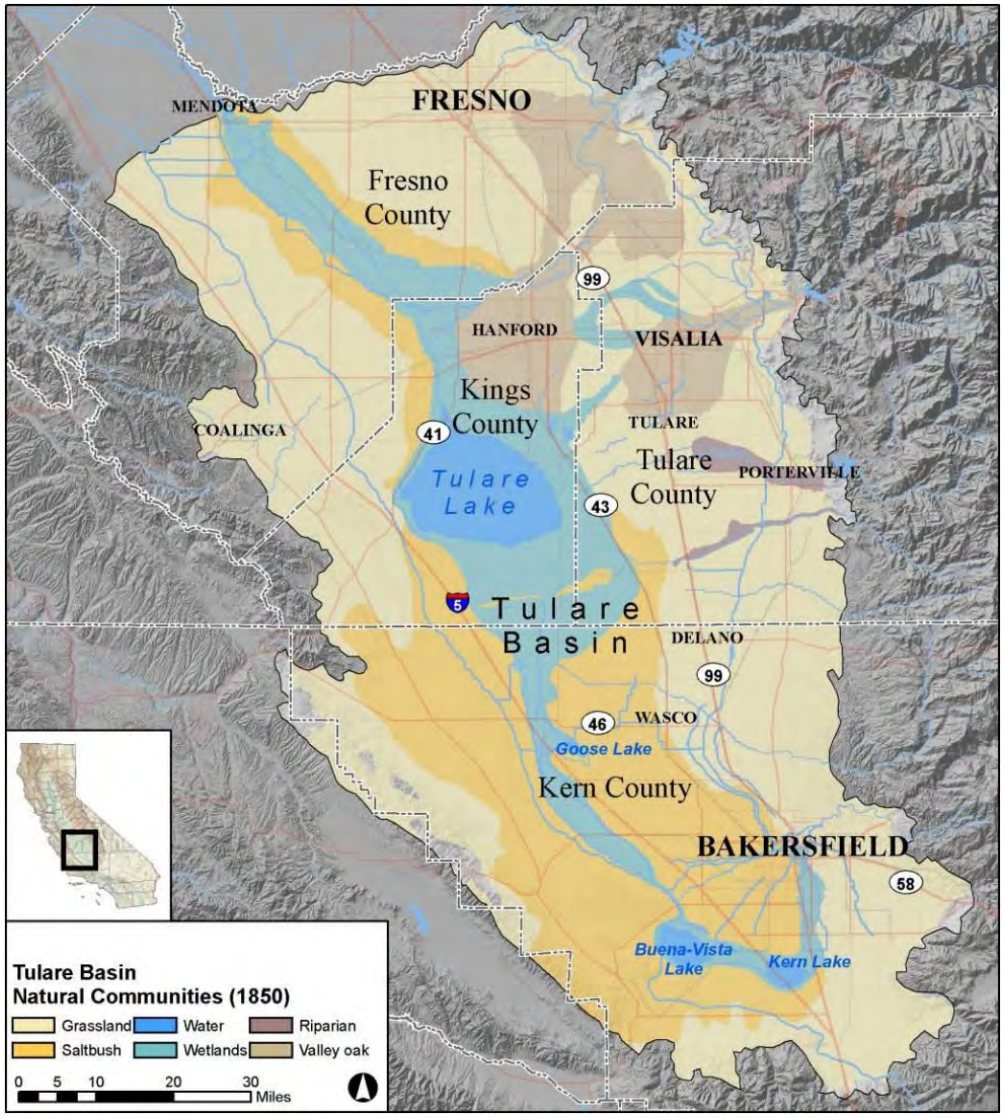
Early History

Understanding the history and environmental setting of Hanford helps give context for future urban forest planning. The earliest known history of this territory was that of the Yokuts tribe. Yokuts translates to "people" and is commonly used to refer to the indigenous people who have lived in and tended to the Central Valley for thousands of years. There were many tribes throughout the valley that were shaped by the ecosystems they lived near, such as the delta, rivers, lakes, and grasslands, but united by a common language. The valley was a place of great abundance for Yokuts. Its large rivers were teeming with seasonal salmon and trout runs; expansive riparian forests and oak woodlands provided ample acorns and fruit; vast lakes and wetlands housed countless waterfowl; endless grasslands with spring wildflowers were roamed by elk, deer, and pronghorn; and there was also alkali scrub land, which is vital to many unique species like the California kangaroo rat *(Dipodomys californicus*) and San Joaquin kit fox *(Vulpes macrotis mutica)* (Noss 2020).



The most prominent tribe today nearest to Hanford is the Tachi Yokuts, which historically lived around the banks of Tulare Lake, or Pa'ashi as it was originally called. At its historical capacity, the Tulare Lake was the largest freshwater lake west of the Great Lakes in what would become the United States (Figure 1-3). The Hanford region, being between the Kings River to the north and Tulare Lake to the south, historically supported a vast woodland primarily dominated by the valley oak *(Quercus lobata)*. Large valley oaks can still be found throughout Hanford today, and these trees can live up to 600 years old (CNPS 2025). The staple food source for the Yokuts were acorns from oaks (*Quercus spp.*) and the tubers of the tule *(Schoenoplectus acutus)* that grew in wetlands and around lakes. In fact, the Spanish named Tulare Lake for the dense tule surrounding it.

Figure 1-3. Historic Map of Tulare Lake and Basin



Source: Austin 2012

European Arrival Through Incorporation

The arrival of European settlers after the Gold Rush in the mid-1800s led to significant changes, including the diversion of rivers, draining of wetlands, and development of large-scale agriculture, transforming the landscape dramatically (Latta 1949; Best 2023).

Hanford originated in 1877 when the Southern Pacific Railway passed through a modest sheep camp. The

settlement was named after railroad auditor James Madison Hanford. The railway's presence fueled rapid growth, making Hanford a regional trade hub, but water delivery was crucial to the survival of the city. Workers dug canals like the People's Ditch and Last Chance Ditch by hand using crude equipment. Canals were deliberately planted with trees and bushes to strengthen the dikes, protect children and animals from falling in, and prevent evaporation. The value of irrigation canals as transportation arteries and recreational facilities was also appreciated by many residents (Roberts 2005). Hanford was officially incorporated as a city in 1891 and became the county seat when Kings County formed in 1893 (City of Hanford 2025a).

1900s and Early 2000s

Throughout the twentieth and early twenty-first centuries, Hanford evolved into a vibrant community and transitioned to a modern city government. Responding to threats to its downtown vitality in the 1970s, city leaders and merchants launched revitalization programs, investing in infrastructure, historic preservation, and beautification. These efforts earned statewide and national recognition, and in 2000, the Main Street Program was launched to continue fostering growth. Hanford's historic charm and civic pride remain central to its ongoing development (City of Hanford 2025a). Hanford was first recognized as a Tree City USA in 2007 and has maintained this recognition for the last 18 years. In November 2015, the City created and adopted its first Trees and Shrubs Ordinance (Ordinance) (Chapter 12.12 of the Municipal Code), which protects street trees and assigns responsibilities for tree maintenance and replacement. The Ordinance was provided with update recommendations as part of this project to clarify tree protection standards, maintenance responsibilities, replacement requirements, fees, and the tree removal permit process.



Current Planning Efforts

The City kicked off the Urban Forest Management Plan (UFMP) Project in October 2024 with a tree planting celebration called "Hanford Goes Green" (Figure 1-4) after receiving an Urban and Community Forestry grant from the U.S Department of Agriculture. In December 2024, the City hired the environmental consultant Dudek, and the official urban forest management planning process began in January 2025. Another large part of the City grant included funding to plant 600 new trees in Hanford, which will be taking place over fall 2025 and fall 2026. To learn more about the full urban forest management plan development process, see **Section 2.2, Plan Development Process.** Concurrently with the UFMP effort, the City and partner agencies are developing a Transit-Oriented Development and Connectivity Plan that, once implemented, is meant to create a thriving, inclusive, and transit-oriented community near the new high speed rail station, ensuring that some of the state's most disadvantaged and low-income communities can be the direct beneficiaries of high-speed rail's arrival (City of Hanford 2025b).

I.3 Hanford's Urban Forest Today

One of the main metrics for measuring the success of a city's urban forest is the extent and distribution of its **canopy cover**, which is the portion of ground that is covered or shaded by tree leaves, branches, and stems when looking from a bird's eye view. Using 2022 data, Hanford was found to have a canopy cover of 8.0% when looking at all of the public and private trees within the city's urban boundary (see Figure 1-5). This canopy cover level has decreased by 1.5 percentage points or 140 acres since 2018. This loss of canopy is discussed further in **Section 2.1, Key Findings.** A full detailed breakdown of the canopy cover analysis including methodology and recommendations can be found in Appendix A, Urban Forest Resources Report.

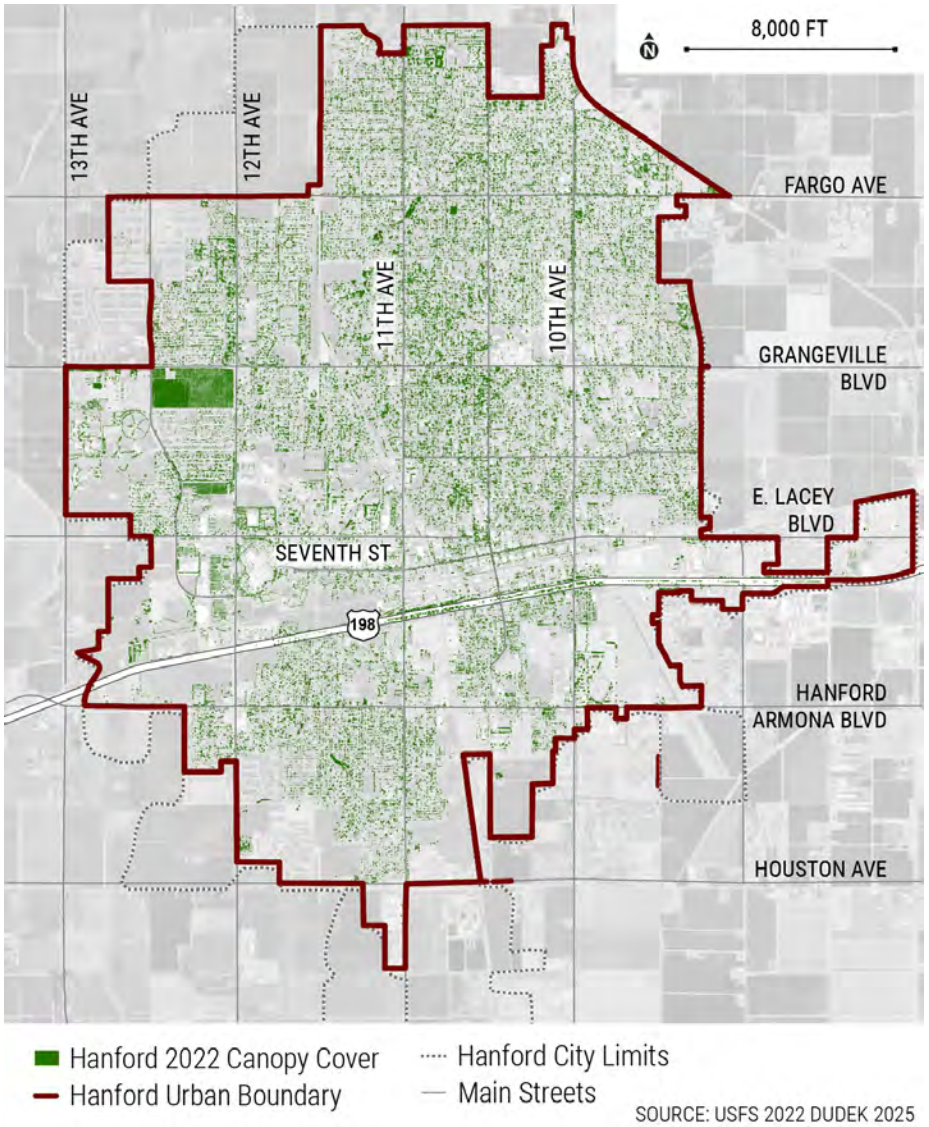
Figure 1-4. Hanford Goes Green Kickoff Tree Planting



Source: Austin 2012

Hanford's public inventory of nearly 6,500 living trees (Figure 1-6) consists of 100 different types (species) of trees. Figure 1-7 shows the top 10 most common tree species within Hanford's public tree inventory. Chinese pistache (*Pistacia chinensis*) trees make up over one third of the total inventory. While Chinese pistache does well in Hanford, if this tree species becomes vulnerable to a future pest or pathogen, it could potentially lead to the decline and/or removal of a large number of public trees and result in many lost benefits to the community. Having an urban forest with a large diversity of tree species combined with a diversity of different tree age groups builds resilience to future threats whether from climate, pests, or pathogens. With this snapshot of Hanford's urban forest in mind, let's explore what a UFMP is, and why the City needs one.

Figure 1-5. 2022 Tree Canopy Cover in Hanford

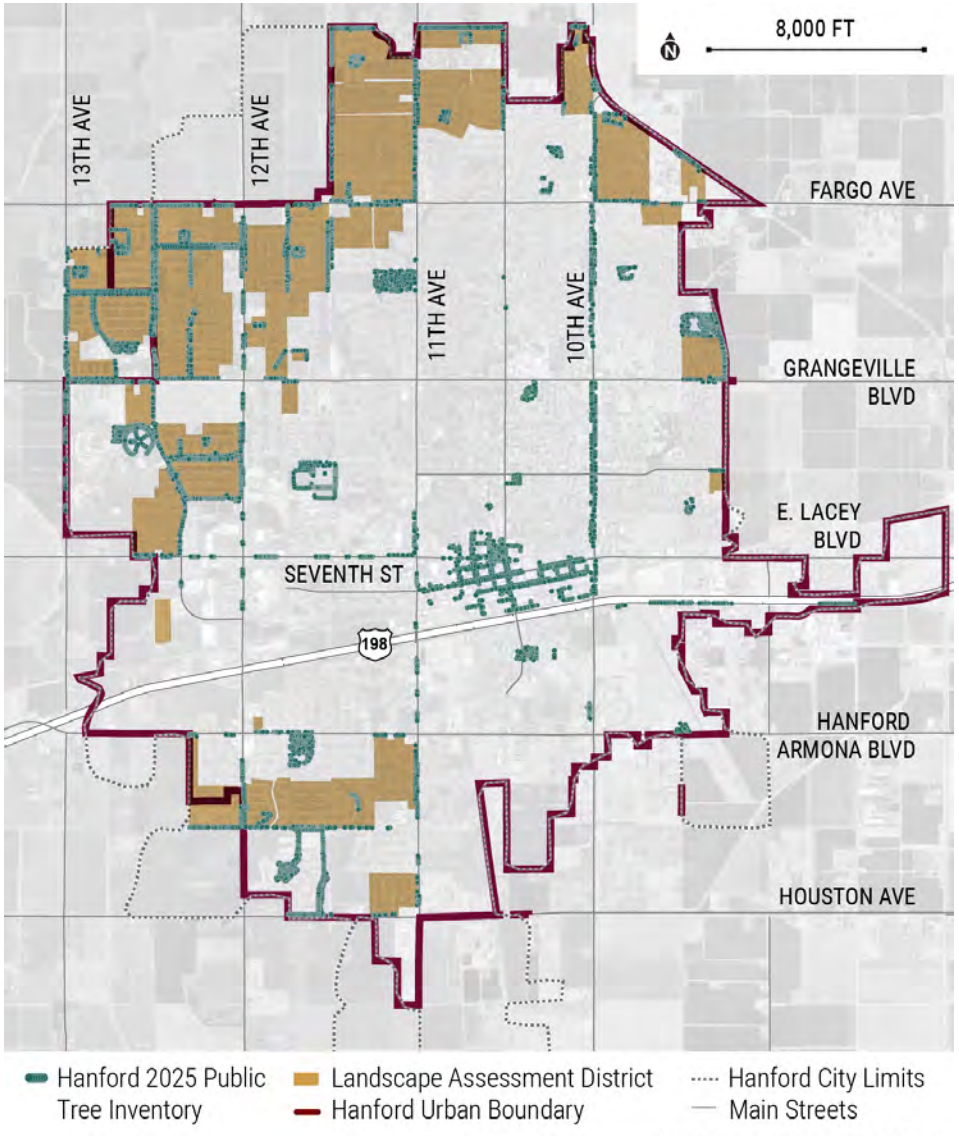


Source: Dudek 2025; USFS and CAL FIRE 2022

An inventory of all City-owned trees was conducted in the late spring and early summer of 2025 (Figure 1-6). Here are some interesting facts about Hanford's public trees:

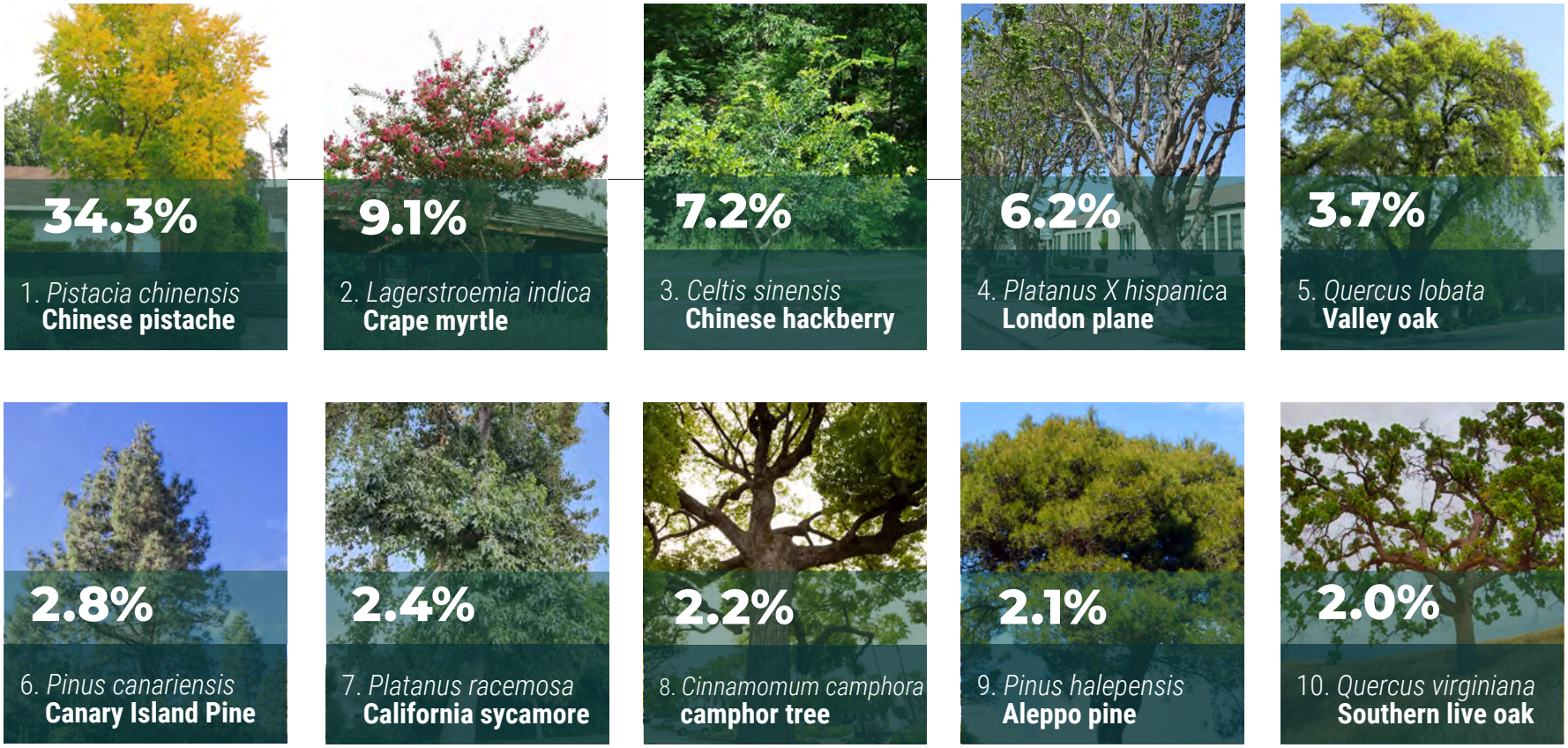
- Living Trees: 6,486
- Stumps: 113
- Dead-standing: 159
- Vacant Sites: 487
- Unique Tree Species: 100
- Unique Genera: 64

Figure 1-6. Hanford's 2025 Public Tree Inventory



Source: Austin 2012

Figure 1-7. Top 10 Most Common Tree Inventory Species



Source: Dudek 2025; USFS and CAL FIRE 2022

I.4 Our Strategy for the Future: An Urban Forest Management Plan

An **urban forest management plan (UFMP**) is a strategic road map and guiding document that the City will use to set and achieve urban forest goals over the next 30 years. The planning process involved a comprehensive analysis of existing conditions, identification of key challenges and opportunities, and the development of actionable goals to support long-term sustainability and the resilience of Hanford's urban forest. While the City has long demonstrated a commitment to tree planting and canopy enhancement, the creation of this UFMP represents the first comprehensive effort to align policies, staffing, and field practices under a unified strategy.

I.5 Why Hanford Needs a UFMP

New Period of Transformation

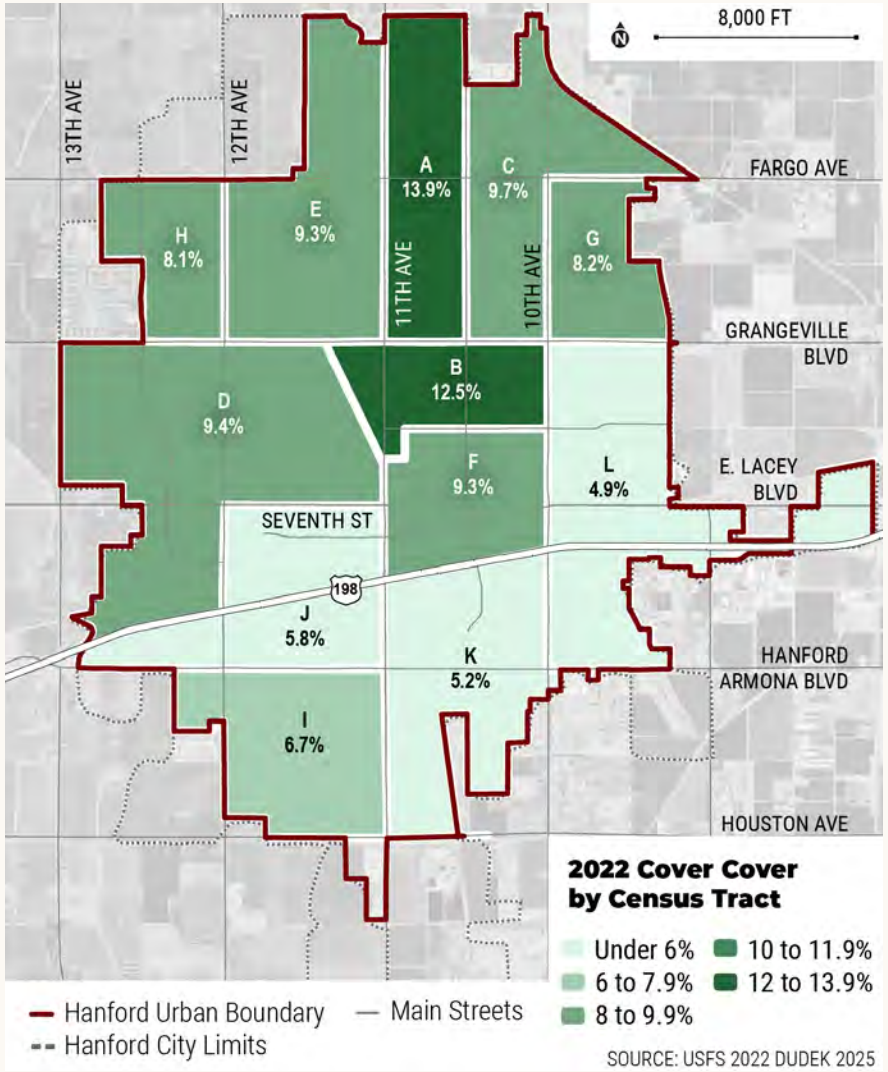
Hanford is entering a period of significant transformation. With major public projects on the horizon such as the creation of the new Heroes Park, upgrades to East Lacey Boulevard, and the construction of the California High-Speed Rail station, the City is preparing for increased regional prominence, enhanced connectivity, and long-term economic and community growth. These developments present a unique opportunity at this crucial time to shape Hanford's future and establish new tree canopy in a way that is resilient, equitable, and community focused.

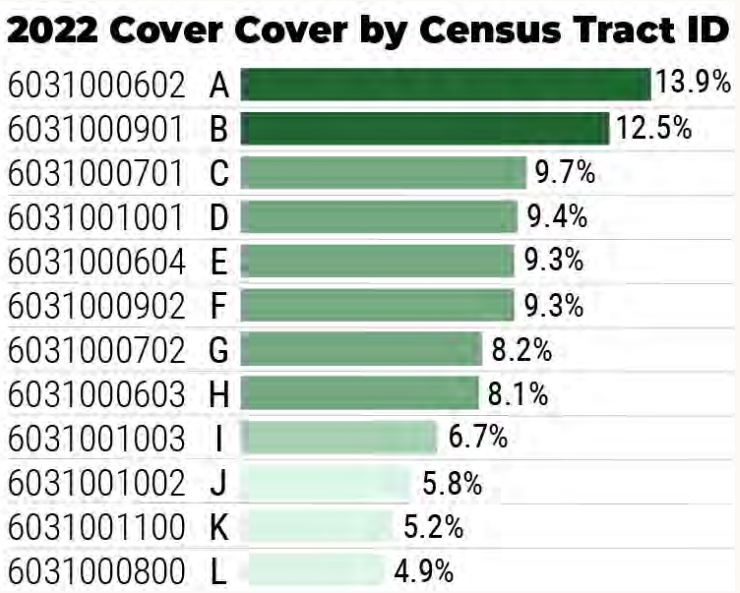
Equitable access to tree canopy is a critical issue for Hanford's urban forest. Although trees provide essential benefits such as shade, cooling, and improved air quality, these benefits are not shared evenly across the city. The areas with the least canopy are often the same places where residents face higher levels of poverty, greater exposure to summer heat, and limited access to shaded public spaces.

These conditions are most evident in central, south, and southeast Hanford, where tree cover is sparse and large areas of pavement and buildings leave residents more vulnerable to extreme heat (see Figure 1-8). In contrast, neighborhoods in north and west Hanford have more established tree cover and greater access to shade. This uneven distribution creates disparities in comfort, health, and livability across the community.

The UFMP provides an opportunity to address these inequities by guiding tree planting and canopy investment in neighborhoods where they are needed most. The City can reduce heat-related risks, improve quality of life, and ensure that all residents benefit from the protection and services provided by a healthy urban forest by focusing on areas with limited canopy and higher social vulnerability.

Figure 1-8. 2022 Canopy Cover by Census Tract







Source: Dudek 2025

Environmental Threats

Trees in cities face many challenges including environmental stressors and those caused by people. In Hanford, some of the environmental threats for trees include extreme heat, drought, and high boron levels in the soil. These conditions, intensified by climate change, make urban trees more susceptible to water stress, pests, diseases, and other emerging threats. Invasive insects, fungal pathogens, and shifting weather patterns can weaken tree health and shorten lifespans, often necessitating removal to protect public safety and infrastructure. Each tree lost diminishes the vital benefits they provide including cooling shade, cleaner air, and a healthier, more livable city. This plan helps the City to identify potential threats, evaluate risks they present, and develop strategies to enhance resiliency.

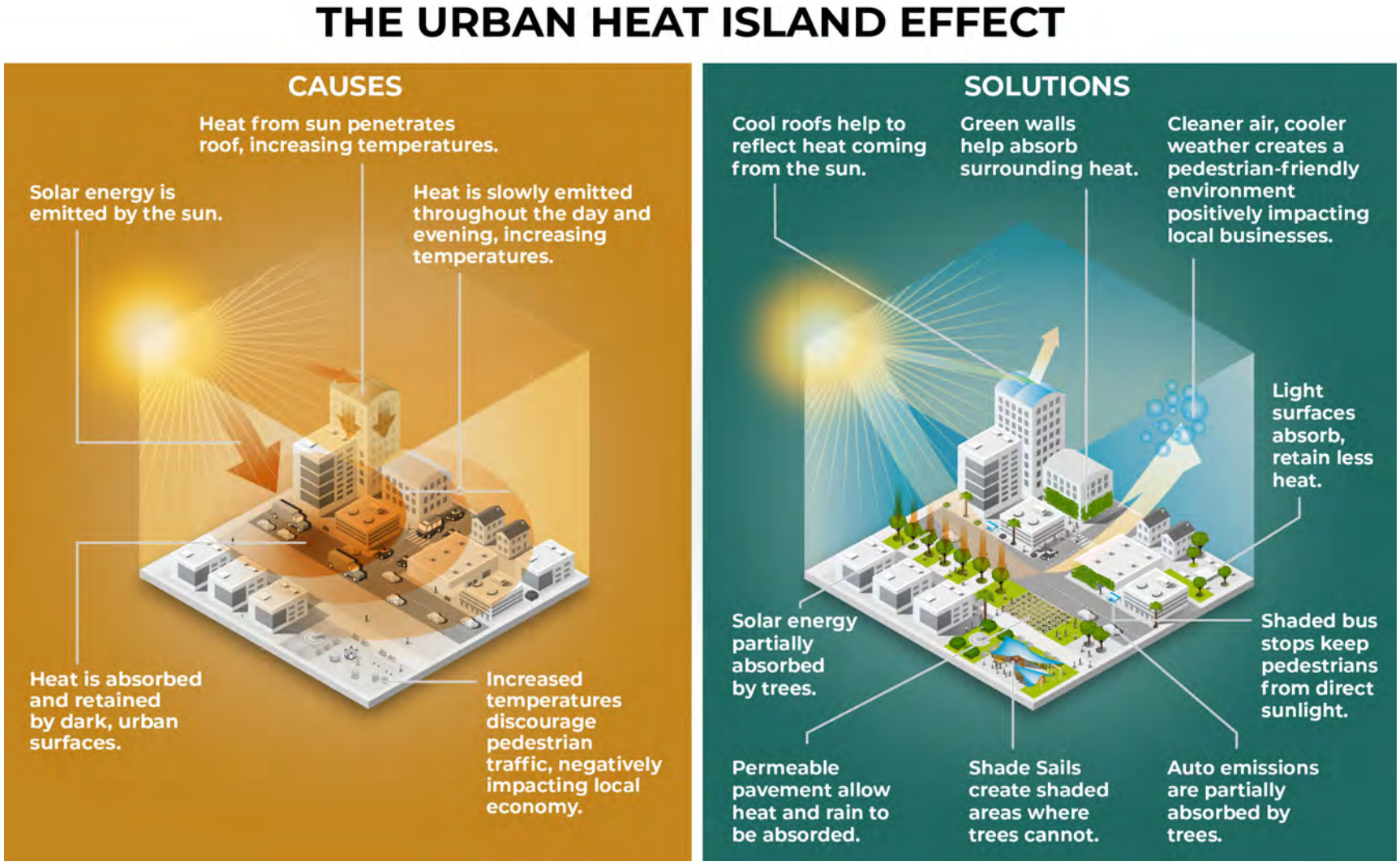
Mitigating Impacts of a Hotter Future Climate

Hanford's trees are a crucial component in reducing the impact of the predicted hotter future climate. People in Hanford are already experiencing persistent extreme heat in the summers with average temperatures regularly exceeding 90°F and often remaining in the triple digits for several consecutive days. Other climate and health risks include drought, localized flooding, and poor air quality. These issues are expected to increase in the future according to California's Fourth Climate Change Assessment (Cayan 2018). Trees will be vital in mitigating these impacts and protecting Hanford's current and future community members from these environmental stressors by providing shade and cooler temperatures on hot summer days, reducing the urban heat island effect (Figure 1-9), and improving air quality. At the same time, Hanford's trees will also need more support from City staff and private property owners over the summer to ensure they are receiving enough water during those extreme heat days. The UFMP provides planting recommendations for drought-tolerant tree species, as well as recommended management actions to help the City better prepare and maintain the existing trees for climate-related challenges, ensuring they stay healthy for a long time.

Management

Urban forest management in Hanford has historically been implemented without a dedicated International Society of Arboriculture Certified Arborist on staff and with limited documentation of tree-related activities. Tree maintenance practices vary between City crews and contractors, highlighting the need for clear standards and guidance. These conditions have shaped a program that is responsive in addressing immediate needs yet limited in its ability to plan proactively or evaluate long-term outcomes. Despite these challenges, City staff and leadership have shown a clear interest in strengthening the program.

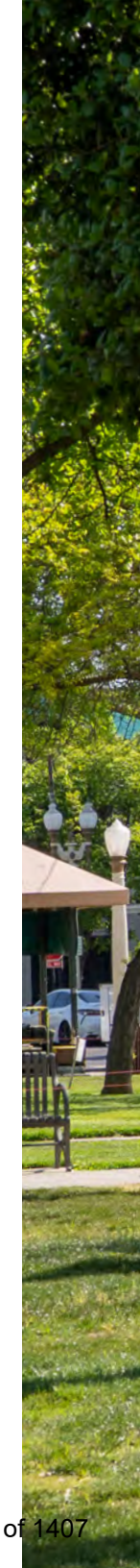
Figure 1-9. Urban Heat Island Effect



Source: EPA 2019, 2020

Many residents are unaware of the City's Trees and Shrubs Ordinance and their responsibilities related to caring for trees in the public right-of-way. Parkway tree maintenance is largely the responsibility of adjacent property owners, which reduces City tree management costs, but also creates other issues such as deferred care, occasional unpermitted removals, and community frustration related to the responsibility of maintaining City-planted trees. The UFMP helps clarify roles, improve communication, and support more coordinated stewardship across public and private landscapes.

Funding constraints further complicate the City's ability to manage and grow its urban forest. With limited resources, it is essential to prioritize actions that deliver measurable value, including reduced liability, improved public safety, and long-term cost savings. Targeted efforts are needed to ensure City resources are consistently applied and responsive to emerging challenges, including extreme heat, declining canopy, and increasing development pressure. Despite the many challenges, the City is taking proactive steps to ensure the foundational elements of their urban forestry program are in place. As part of this UFMP effort, the City is in the process of making updates to the Ordinance to clarify tree maintenance responsibilities, replanting requirements, and penalties; they developed a tree inventory and workflow management system for all publicly managed trees; and they have started to build partnerships with community organizations and schools for future tree planting efforts. This plan represents a practical step forward in improving Hanford's urban forest. It is designed to help the City manage its trees with greater clarity, consistency, and purpose. By investing in thoughtful planning, the City can build a healthier, safer, and more resilient urban forest that reflects the values and needs of its community members. For a deeper dive into the analysis and recommendations for the City's urban forest management program, see Appendix B, Urban Forest Management Staffing and Budget Report.





2

UFMP KEY FINDINGS AND PLANNING PROCESS

The development of this UFMP involved a thorough assessment of the City's urban forest resources, policies, and practices. The following key findings highlight critical strengths, challenges, and opportunities that emerged through data analysis, field observations, and stakeholder input.

2.1 UFMP Key Findings and Planning Process

#1 The City lost 140 acres of tree canopy between 2018 and 2022.

#2 The City would benefit from a maintenance management system for tree-related work

#3 Current staffing levels restrict the City's ability to plant trees and maintain the urban forest

#4 Residents of Hanford recognize the collaborative nature of planting and caring for trees.

#5 Community members have limited awareness and understanding of the City's Trees and Shrubs Ordinance.

Key Finding #1

The City lost 140 acres of tree canopy between 2018 and 2022.

Tree canopy cover within Hanford's urban boundary declined from 905 acres in 2018 to 765 acres in 2022, reducing overall cover from 9.5% to 8.0%. This reduction of 140 acres is equivalent to losing approximately 106 football fields of tree cover. Private parcels accounted for the largest change, losing 138 acres of canopy. Public parcels gained 1 acre during this time, while canopy in streetscapes, medians, and other areas outside the parcel dataset declined by 3 acres. The full canopy cover and public tree inventory analyses can be found in Appendix A.

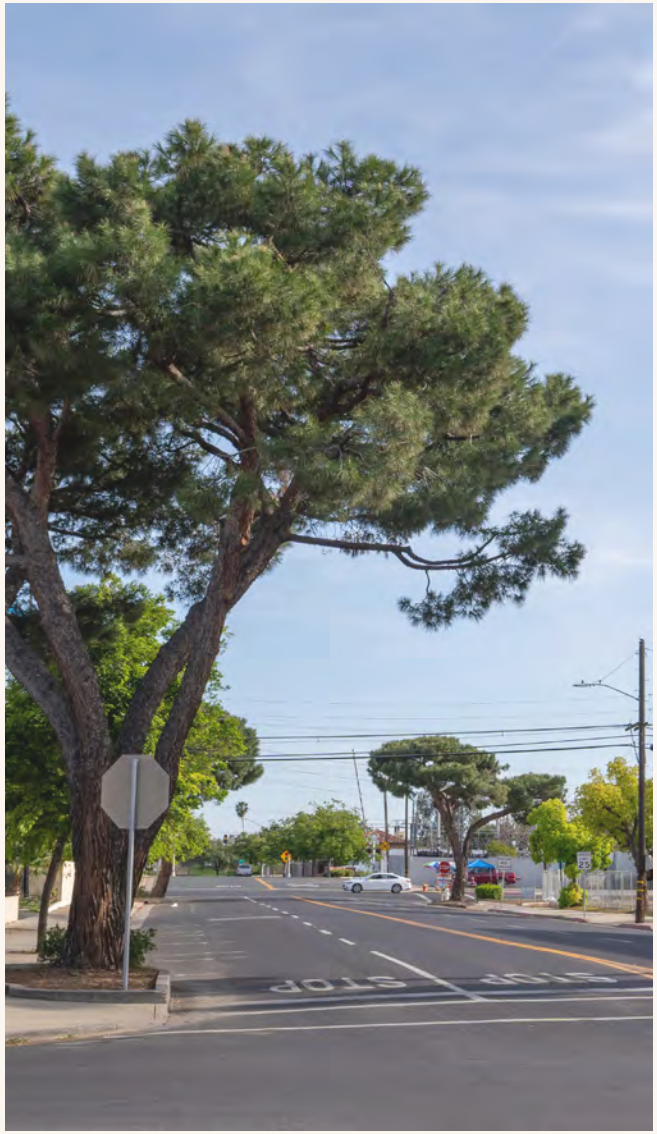
This trend shows that canopy is being lost faster than it is being replaced, especially on private property where the majority (82%) of Hanford's trees are located. Protecting and expanding the canopy will require property owners to play a central role, supported by City policies, incentives, outreach, and continued investment in public trees and partnerships.

Key Finding #2

The City would benefit from a maintenance management system for tree-related work.

Without work record data, the City is not able to accurately determine how much they annually spend on the services they provide for tree planting, establishment care, tree pruning, removals, and other management actions. Understanding costs for each tree service metric and management activity is essential for the City to create annual budgets and project its future budgetary needs. This would also clarify how staff and contractor time is spent, determine where resources should be prioritized to better manage the urban forest, and determine whether the City efficiently completes urban forest management related tasks.





Key Finding #3

Current staffing levels restrict the City's ability to plant trees and maintain the urban forest.

The City has historically faced a combination of limited funding for staff positions and difficulties in consistently filling the existing positions. This challenge impacts the City's ability to proactively plant trees, provide sufficient irrigation, conduct routine maintenance, and implement strategic initiatives. To address staffing limitations in the short term, the City should prioritize tree trimming and removals and take advantage of new development projects to increase tree planting, supplemented by grant funding.

The City has set a goal to strengthen the urban forestry program through the addition of a dedicated urban forester and field staff team that would manage the City's public tree services, tree contractor services, and the implementation of the UFMP Strategic Plan. The City is currently working on identifying additional sources of funding through grants and other financial sources (see **Section 3.4.1**) to help in filling the staffing positions that were recommended as part of Appendix B. The City is also working on building partnerships with community organizations to create opportunities for volunteer-led urban forest improvement efforts. Municipal programs with certified arborists and sufficient field crews consistently demonstrate improved canopy health, reduced public safety liabilities, and more equitable service delivery, resulting in a more resilient urban forest.

Key Finding #4

Residents of Hanford recognize the collaborative nature of planting and caring for trees.

During the community engagement phase of the UFMP, both survey participants and several attendees of the Thursday Night Market events shared that residents understand the City cannot completely maintain all of Hanford's trees by themselves. While some residents voiced financial concerns about caring for trees, several others said they would like to understand how they can help with the effort of maintaining trees in Hanford for the benefit of their community. Hanford residents and the City have demonstrated that they care for trees and are willing to take proactive measures to ensure there are sufficient funds and partnerships in place to grow and maintain Hanford's trees. This is evident with the passing of local Measure H, which includes funds for park improvements, as well as the with City applying for and being awarded an Urban and Community Forestry grant from the U.S. Department of Agriculture's Forest Service under the Inflation Reduction Act (administered by Green Latinos). This grant is supporting this UFMP effort and the planting of 600 new trees in Hanford. The City has also taken steps to support ongoing efforts to improve the City's urban forest by building partnerships with a wide range of urban forestry experts and community organizations like Kings County Action Organization, the Urban Tree Foundation, Cal Poly San Luis Obispo, and Tree Fresno. The City is committed to ongoing outreach efforts after the completion of the UFMP to inform and educate the community on how they can best help grow and maintain City trees.



Key Finding #5

Community members have limited awareness and understanding of the City's Trees and Shrubs Ordinance.

The City's Ordinance places the responsibility of right-of-way tree maintenance on the adjacent property owner. Many community members are not aware of this policy, resulting in trees not receiving proper care. The City has acknowledged that more can be done to educate and inform residents and business owners on the specifics of the Ordinance. This has been identified as a top priority for the next several years. The Ordinance was reviewed and provided recommended updates during the UFMP process to improve clarity on ordinance definitions, City versus property owner responsibilities, replanting requirements, and penalties for unauthorized tree removals. A full summary of the ordinance updates can be found in Appendix C, Hanford Trees and Shrubs Ordinance Recommended Updates Summary.

An Urban Tree Care Guide (see Figure 2-1) has been created to provide information to community members in Hanford on how to plant, water, maintain, and prune residential trees. This guide also provides an information page summarizing the key facts from the Ordinance, tree maintenance responsibilities for property owners, a recommended list of climate-appropriate tree species for Hanford, and a guide to ensure the "right tree" is planted in the "right place."

Figure 2-1. Urban Tree Care Guide



2.2 Plan Development Process

The City kicked off the UFMP project in October 2024 with a tree planting celebration called "Hanford Goes Green" after receiving the previously mentioned Urban and Community Forestry grant. In December 2024, the City hired the environmental consultant Dudek, and the first UFMP project meeting was held in January 2025. The City's parks and community services director, parks manager, and community relations manager were the main staff responsible for overseeing the UFMP's development and provided important insights into the City's urban forestry practices, as well as the specific City standard documents and other datasets that were crucial for analysis. These City staff also coordinated with internal and external stakeholders and co-hosted community engagement events, which shed light on the community's interactions and perspective around City trees. The following sections detail the analysis, community engagement activities, and processes involved in developing the UFMP.

2.2.1 Urban Forest Resource Assessment

Public Tree Inventory

Tree inventory data were collected between April and July 2025 for all 7,245 City-managed sites, including along sidewalks, medians, parks, City facilities, and boundaries of Landscape Assessment Districts. An accurate inventory helps determine the current condition and environmental benefits of City trees and inform management recommendations.

Canopy Cover Analysis

Existing canopy cover data from 2022 and 2018, created by the U.S. Forest Service and California Department of Forestry and Fire Protection, were analyzed to identify total area covered by tree canopy from both City trees and private property trees. This analysis determined the level of change in the City's tree canopy cover over time and was used to establish a canopy cover goal for the City. See Appendix A for the full tree inventory and canopy cover analysis and methodology.

2.2.2 Urban Forest Management Assessment

A comprehensive review was conducted of Hanford's urban forestry program and related plans, policies, and ordinances to better understand the effectiveness of City tree management. This review included analyses of urban forest funding, staffing policy and procedure manuals, municipal plans, tree ordinances, design guidelines, and planning documents. Understanding current City efforts and the effectiveness of existing City programs and policies provides a baseline in which to measure the success of new urban forestry practices in meeting future urban forest goals. City staff

interviews and a comprehensive budget and urban forest metrics analysis was used to discover trends and gaps that informed the funding and urban forest management program recommendations in Appendix B.

2.2.3 Aligning Urban Forest Goals with Existing City Goals

Policies and Ordinances

Municipal Code Chapter 12.12, Trees and Shrubs Ordinance, was reviewed and provided recommended updates as part of the UFMP process. The recommend updates clarify tree protection standards, tree maintenance responsibilities, replacement requirements, fees, and the tree removal permit process. It was also provided recommended updates to align with International Society of Arboriculture best management practices.

Planning

The City's General Plan and Parks Master Plan were reviewed for the development process to ensure the UFMP directly supports these plans and provides updated urban forestry and tree-related information that should be incorporated as these plans are updated. The full plan review can be found in Appendix D, City Document Review.

2.2.4 Understanding Hanford's Urban Forest Values and Perspectives

City Staff Interviews

City staff from various departments were interviewed to further inform the urban forest analysis (Table 2-1). Gathering input from various departments that impact urban forestry illuminated the core values of the community and informed key development processes of the UFMP. The City departments and staff positions that took part in the interviews are listed in Table 2-1.



Table 2-1. Department Interview Participants

Department	Position
Parks and Community Services	Parks and Community Services Director Community Relations Manager
Community Relations	Community Relations Manager
Community Development	Deputy City Manager
Public Works	Public Works Director
Utilities and Engineering	Utilities and Engineering Department Director
Utilities and Engineering	Associate Engineer

Community Engagement

Community engagement was a crucial step to understanding the perspective and values of Hanford's community. Outreach for the UFMP began in April 2025, with community members being engaged in the following ways:

- An online, tree-related community survey (69 responses total)
- Tabling at community events including one Easter egg hunt event and two Thursday Night Markets in Civic Park with educational posters describing tree benefits, desired future tree planting locations, tree ordinance information, and a QR code linking to the tree survey.
- Hanford's UFMP webpage (https://www.cityofhanfordca.com/1594/Urban-Forest-Management-Plan), detailing project updates, public meeting and UFMP review notifications, and other community resources.
- Social media outreach through City channels (Instagram, Facebook, and NextDoor).
- An Urban Forest Informational Open House hosted in February 2026 to inform attendees on the UFMP key findings, goals, and recommended actions, as well as to gather general feedback on the Strategic Plan and the recommended updates to the Trees and Shrubs Ordinance (10 attendees).
- A working group made up of various local organizations and community members who helped craft the vision statement and guiding principles for the Strategic Plan (3 meetings, 12 members)

Working Group

The consultant team formed a working group of various community stakeholders (Table 2-2) that met three times during the plan development process. The three meetings provided an opportunity for the consultant team to relay key findings to the working group, get feedback on the draft plan, and discuss and prioritize strategies and actions for addressing current issues and achieving Hanford's future urban forestry goals. The result was the creation of the UFMP's vision statement, guiding principles, and the strategic, implementation, and monitoring plans.



Table 2-2. Working Group Participants

Participant	Organization/Affiliation
Bradley Albert	City of Hanford
Brian Johnson	City of Hanford
Kevin Cullinen	Dudek
Kanami Otani	Dudek
Joe Castaneda	Hanford Parks and Recreation Commission
Victor Rosa	Hanford Joint Union High School District
Daniel Pierotte	Hanford Elementary School District
Todd Barlow	Kings County Office of Education
Jeff Garner	Kings County Action Organization
Marilyn Castaneda	Kings Partnership
Carson DeBlieck	Resident and Community Champion
Greg Mendonsa	Urban Tree Foundation





3

STRATEGIC PLAN

3.1

VISION

Hanford's trees are a valuable resource, sustainably managed by the City and its residents, providing shade from heat and cleaner air to breathe, increasing property values, and enhancing the quality of life for current and future generations.



The Hanford UFMP Strategic Plan provides the specific goals and actions it will take to achieve the City's future vision. The Implementation Plan **(Section 3.4**) prioritizes these actions and assigns an associated cost, who is responsible for completing the action, and a method of measurement to determine successful completion. The Monitoring Plan **(Section 3.5)** is the long-term strategy the City will take to periodically assess whether it is successfully progressing towards its urban forest goals. The following strategic plan has been developed to guide the growth and management of Hanford's urban forest over the next 30 years.

3.2 Guiding Principles

The Guiding Principles described in Table 3-1 are themes that represent the core values and long-term vision for Hanford's urban forest. These principles serve as a foundation for shaping the goals and strategies of the UFMP, ensuring that all actions align with the community's aspirations for a healthy, resilient, and sustainable urban forest. Each Guiding Principle has associated goals and actions listed in Section 3.3.



Table 3-1. Guiding Principles

Guiding Principle	Guiding Principle Description	This Principle Emphasizes
1 A resilient and sustainable urban forest	The City will cultivate a resilient and sustainable urban forest by prioritizing science-based planning, climate-adapted tree species, and the consistent application of arboricultural best practices. Long-term success will be supported by stable and sufficient funding, proactive maintenance, and a commitment to continuous learning and innovation. Hanford's urban forest will be managed as a living infrastructure that is essential to the health, safety, and well-being of current and future generations.	• **Resilience** through climate-appropriate and diverse species • **Sustainability** via long-term investment and planning • **Professionalism** through adherence to best practices • **Infrastructure mindset,** treating trees as vital assets • **Future-readiness** through innovation and adaptability
2 Community-centered stewardship	Urban forest management should be rooted in inclusive, transparent, and ongoing community engagement. The City is committed to empowering residents with accessible information, meaningful opportunities for participation, and a responsive planning process that reflects the diverse values, needs, and aspirations of its community members. Decisions will be guided not only by arboricultural and technical expertise but also by the lived experiences and voices of the community.	• **Shared responsibility** between the City and the community • **Transparency** in decision-making • **Accessibility** of information • **Inclusivity** in participation • **Responsiveness** to community input • **Integration** of community values with urban forest goals
3 A connected and healthy Hanford	The City will foster a connected and healthy community by ensuring equitable access to trees and green spaces that support walking, biking, and outdoor activity. Urban forest planning will be integrated with pedestrian and bicycle infrastructure to promote physical and mental well-being. While the City leads in designing inclusive pathways, parks, and other public spaces, residents and businesses will be empowered as stewards of the street trees that enhance neighborhood vitality and livability.	• **Equity** in access to green infrastructure • **Integration of trees** with active transportation networks • **Health and wellness** as core outcomes of urban forestry • **Connectivity** both physical and social, through parks, green spaces, and corridors

3.3 Goals, Actions, and Implementation Plan

The three Guiding Principles are used to categorize the goals of the strategic plan. The goals reflect what the City wants to achieve for each guiding principle. The actions are the specific steps it will take to achieve each goal, and the time frame prioritizes when the action is expected to be completed (see Tables 3-2, 3-3, and 3-4).

Table 3-2. Guiding Principle No. 1: A Resilient and Sustainable Urban Forest

I Guiding Principle No. I: A Resilient and Sustainable Urban Forest

Action No.	Action	Time Frame*	Cost	Responsible Party	Method of Measurement
GOAL 1.1 - Achieve urban forest sustainability indicators for tree species diversity, age distribution, health condition, and relative performance index by 2056.					
1.1A	Increase tree species diversity through future plantings by prioritizing alternative tree species to the City's most commonly planted species which currently include Chinese pistache (Pistacia chinensis), Chinese hackberry (Celtis sinensis), London plane (Platanus x hispanica), and crape myrtle (Lagerstroemia indica).	Short (ongoing)	$$	Public Works/ Parks and Community Services	Short-term: Percentage of new tree species planted that are not in the five most common species of the 2025 inventory. Long-term: Achieving an inventory where no one species represents more than 10% of the overall inventory.
1.1B	Every 5 years, complete an analysis of the City's public tree inventory to measure progress towards urban forest sustainability indicators of species diversity, age distribution, health condition, and relative performance index.	Medium	$	Public Works/ Parks and Community Services	Achieving urban forest sustainability indicators such as a City-managed tree inventory comprising no more than 10% of one species and 20% of one genus. The top six most common species in the inventory will have a relative performance index of 1 or better.

Table 3-2. Guiding Principle No. 1: A Resilient and Sustainable Urban Forest

I Guiding Principle No. I: A Resilient and Sustainable Urban Forest

Action No.	Action	Time Frame*	Cost	Responsible Party	Method of Measurement
GOAL 1.1 - Achieve urban forest sustainability indicators for tree species diversity, age distribution, health condition, and relative performance index by 2056.					
1.1C	As trees age and require replacement and as new parks and public spaces are developed, plant available tree sites with climate appropriate species identified in the Recommended Species List with the goal of planting the right tree in the right place.	Long	$$$	Public Works/ Parks and Community Services/ Streets Division	100% of all new City-planted trees are from the recommended species list.
GOAL 1.2 - Develop the financial and human resources necessary to effectively manage the urban forest and implement the UFMP.					
1.2A	Accurately record program expenses by management actions to develop annual program budgets that will need to progressively increase over time as more trees are added to the inventory.	Short (ongoing)	$$$	Public Works/ Parks and Community Services	Annual funding should include additional resources for tree maintenance, arborist review for planning and development, implementation of the updated tree ordinance, and an expanded tree planting program over and above current funding levels. Funding may also go to a new position for an urban forest manager.
1.2B	Maintain an updated inventory using tree management software to accurately document tree plantings, removals, pruning, and other maintenance.	Short (ongoing)	$$	Public Works/ Parks and Community Services	Maintaining an updated inventory where tree inventory information is no more than 5 years old.

Table 3-2. Guiding Principle No. 1: A Resilient and Sustainable Urban Forest

I Guiding Principle No. I: A Resilient and Sustainable Urban Forest

Action No.	Action	Time Frame*	Cost	Responsible Party	Method of Measurement
GOAL 1.2 - Develop the financial and human resources necessary to effectively manage the urban forest and implement the UFMP.					
1.2C	Develop an invoicing and reporting template for contractors to better track tree service metrics in Landscape Assessment Districts and other areas where tree contractors are utilized.	Short	$	Public Works/ Parks and Community Services	Development of a contract template for tree contractors that has invoice reporting requirements to provide information on tree services metrics.
1.2D	Create and fill the position of an urban forest manager, an International Society of Arboriculture Certified Arborist who will coordinate with all City departments in implementation of the UFMP, urban forestry programming, and community engagement efforts, including finding and applying for grants, educating the public, and coordinating with non-profits.	Medium	$$$	Public Works/ Parks and Community Services	Filling the urban forest manager position.
1.2E	Explore potential partnerships with schools, non-profits, and community-based organizations to apply for urban forestry-related grant funding (e.g., Kings County Action Organization, Tree Fresno, Urban Tree Foundation) to establish more trees on schools and private property in Hanford.	Medium	$	Public Works/ Parks and Community Services	Number of dollars of funding secured, or partnerships built with schools, CBOs, and non-profits. Number of new trees planted on schools and private property.

Table 3-2. Guiding Principle No. 1: A Resilient and Sustainable Urban Forest

I Guiding Principle No. I: A Resilient and Sustainable Urban Forest

Action No.	Action	Time Frame*	Cost	Responsible Party	Method of Measurement
GOAL 1.2 - Develop the financial and human resources necessary to effectively manage the urban forest and implement the UFMP.					
1.2F	Partner with local service groups (e.g., rotary clubs, Elk Lodge, religious groups) to secure sponsorships (e.g., Adventist Health) for urban tree work and increasing tree planting on private property.	Long	$	Public Works/ Parks and Community Services	Number of sponsorships secured, total number of dollars secured from those sponsorships, or number of new trees planted on private property.

Note: *
Short: Years 1–2
Medium: Years 3–5
Long: Years 5–10+
Ongoing: Actions that should continue to be implemented once completed.
Cost: $ = Low ($0–$15,000), $$ = Medium ($15,000–$50,000), $$$ = High ($50,000–$100,000).

Table 3-3. Guiding Principle No. 2: Community-Centered Stewardship

2 Guiding Principle No. 2: Community-Centered Stewardship

Action No.	Action	Time Frame*	Cost	Responsible Party	Method of Measurement
GOAL 2.1 - By 2036, engage at least 50% of residents through outreach and informational efforts on the City's UFMP and updated Trees and Shrubs Ordinance. Engage with a population representative of all residential types and demographics within the City.					
2.1A	Table at a minimum of two community events (Thursday Night Market, National Night Out, etc.) annually with information about the benefits of the City's urban forest and/or an update on the implementation status of the UFMP. Inform residents how they can get involved in the urban forest.	Short (ongoing)	$	Public Works/ Parks and Community Services	Number of events where the City tabled with UFMP information, or number of community members that stopped by the table.
2.1B	In addition to having resources on the City's website, create and distribute informational materials like the Urban Tree Care Guide with recommended drought-tolerant and other climate appropriate species for private property to hand out at commonly attended public events.	Short	$	Public Works/ Parks and Community Services	Number of new drought-tolerant species planted on private property.
2.1C	Host five in-person and/or virtual workshops over the next 5 years to inform and educate residents on the updated Trees and Shrubs Ordinance and the tree maintenance responsibilities of private property owners, with a target of reaching at least 200 people.	Medium	$	Public Works/ Parks and Community Services	Number of residents who attended information events.

Table 3-3. Guiding Principle No. 2: Community-Centered Stewardship

2 Guiding Principle No. 2: Community-Centered Stewardship

Action No.	Action	Time Frame*	Cost	Responsible Party	Method of Measurement
GOAL 2.1 - By 2036, engage at least 50% of residents through outreach and informational efforts on the City's UFMP and updated Trees and Shrubs Ordinance. Engage with a population representative of all residential types and demographics within the City.					
2.1D	Provide educational information to commercial property owners on the benefits of trees for businesses, to encourage commercial property owners to plant and maintain trees.	Short (ongoing)	$	Public Works/ Parks and Community Services	Informational materials developed and number of commercial property owners that plant new trees.
GOAL 2.2 - Residents will plant at least 2,200 trees on private property by 2056.					
2.2A	Purchase, or partner with a utility (e.g., Southern California Edison), to give away up to 40 shade trees per year with tree planting and care information resources at tree giveaway events.	Short (ongoing)	$	Public Works/ Parks and Community Services/ Private Residents	Number of trees given away and planted on private property. Promotion of appropriate species to plant under utilities.

Note: *
Short: Years 1–2
Medium: Years 3–5
Long: Years 5–10+
Ongoing: Actions that should continue to be implemented once completed.
Cost: $ = Low ($0–$15,000), $$ = Medium ($15,000–$50,000), $$$ = High ($50,000–$100,000).

Table 3-4. Guiding Principle No. 3: A Connected and Healthy Hanford

3 Guiding Principle No. 3: A Connected and Healthy Hanford

Action No.	Action	Time Frame*	Cost	Responsible Party	Method of Measurement
GOAL 3 - Maintain and grow a healthy and diverse urban forest to bring the City-wide canopy cover to 10% by 2056 and increase equitable access to greenspace for residents.					
3A	Annually plant 52 trees (in addition to planting replacement trees for any removals) on City-owned land and right -of-way. Fill all 600 City-managed viable tree planting sites that are currently vacant or occupied by a stump and identify other planting locations to create more tree-lined streets throughout Hanford. Utilize tree inventory management software to identify and prioritize viable tree planting locations and incorporate new viable sites into the tree inventory.	Medium (ongoing)	$$$	Public Works/ Parks and Community Services / Streets Division	Number of new trees planted by 2030 and 2055. Number of vacant viable tree planting sites filled. City-wide canopy cover achieved.
3B	Provide a 3-year establishment care period for all newly planted trees. If it is too costly, explore other methods for watering trees such as through the use of volunteers or irrigation improvements.	Medium (ongoing)	$$$	Public Works/ Parks and Community Services	Number of trees provided a 3-year establishment care period.

Table 3-4. Guiding Principle No. 3: A Connected and Healthy Hanford

3

Guiding Principle No. 3: A Connected and Healthy Hanford

Action No.	Action	Time Frame*	Cost	Responsible Party	Method of Measurement
GOAL 3 - Maintain and grow a healthy and diverse urban forest to bring the City-wide canopy cover to 10% by 2056 and increase equitable access to greenspace for residents (Continued).					
3C	Prioritize City tree planting and establishment care resources to census tracts with the lowest canopy cover and highest tree priority planting index scores as established in the UFMP.	Medium (ongoing)	$$	Public Works/ Parks and Community Services	Achieve at least 10% canopy cover in all census tracts by 2055. Measure city-wide and census tract canopy cover every 5 years using the latest published U.S. Forest Service canopy cover data, found here: https://data.fs.usda.gov/geodata/rastergateway/treecanopycover/.
3D	Establish new, tree-lined pedestrian and bicycle pathways throughout Hanford, such as along the People's Ditch or as part of the Kings-Tulare High-Speed Rail Station and Cross Valley Corridor Rail Service Planning Project, to encourage non-vehicle modes of transportation and interconnectivity between neighborhoods.	Long)	$$$	Public Works/ Parks and Community Services	Each year, determine the number of new trees planted along new pedestrian and bicycle pathways.

Note: *
Short: Years 1–2
Medium: Years 3–5
Long: Years 5–10+
Ongoing: Actions that should continue to be implemented once completed.
Cost: $ = Low ($0–$15,000), $$ = Medium ($15,000–$50,000), $$$ = High ($50,000–$100,000).

3.3.1 Budgeting to Achieve Hanford's Urban Forest Goals

Limitations of the Funding Data

The current urban forest program budget (estimated to be around $175,000 annually as of 2024) is based on rough estimates of in-house labor costs for tree-related services that were provided by the Parks and Community Services department, as well as a rough estimate for the portion of landscape assessment district fees that pay for contracted tree work in those districts. These expenditures come from a mix of general funds and landscape assessment district fees. There is a large gap in work records, especially for tree services in landscape assessment districts, where half of the City-managed trees are located. This creates uncertainty about how much the City spends on tree-related work, which impacts the accuracy of the projected funding gap between the current urban forestry funding and the amount of funding needed to reach the 10% canopy cover goal. Moving forward, the City should focus on creating a consistent and detailed work records system that will also be used by contractors so that all urban forestry-related services are documented accurately each month. This will enable the City to create more accurate cost projections for their urban forest program needs. The following provides a framework for how the City should prioritize existing funds but does not provide estimates for budgetary increases.

Program Impacts To Achieve 10% City-Wide Canopy Cover

Increasing canopy cover within the City is an endeavor that will require a combined public and private effort from the City and community members. For Hanford to increase canopy cover on a city-wide basis from its current level (8%) to its future 10% goal, approximately 3,750 new trees will need to be planted over the next 30 years. When accounting for the average of 25 City trees that die and need to be replaced every year, the total number of trees needed to be planted increases to roughly 4,500 trees. It is expected that the City could take on the planting for just over half of these new trees (a total of 2,300 trees), while the remaining 2,200 trees would be planted on private property as described below:

30-year Total for City: 2,300 trees

- 26 trees per year planted in existing vacant sites by the City (800 total)
- 25 new tree sites created or identified and planted by the City per year (750 total)
- 25 trees planted per year as a replacement for a dead tree by the City (750 total)

30-year Total for Non-City Planted Trees: 2,200 trees

- 40 trees per year purchased by the City or partnering organizations and given away to the community to be planted

on private property (1,200 total)

- 11 trees per year planted by private residents outside of the tree giveaways (330 total)
- 15 trees per year planted and maintained through new development projects (450 total)
- 7 trees per year planted and maintained by schools in Hanford (210 total)

Budgeting For The Urban Forest Program

Based on the above and when excluding replacement trees, the City will need to plant approximately 1,550 new trees towards the goal. However, the City currently has a grant that is paying for the planting and establishment care of 600 new trees, will progress the City over a third of the way toward their tree planting goal and leave 950 new trees to be planted. The City has demonstrated that it can be successful in applying for and receiving grant funds that can support tree planting, establishment care, and the creation of new tree wells. As such, it would be practical for the City to continue to seek additional grant funds to pay for the material costs, planting, and establishment of the remaining 950 trees. This approach would reduce the need for the City to use general funds to cover the costs for the tree planting effort and could likely be completed on a much shorter time scale like ten years, which would ultimately save the City money.

The City should then prioritize its annual urban forestry budget, allocated from the general fund and landscape assessment district fees, for the planting of replacement trees and the watering and establishment care needed. Further cost savings on watering and establishment care can be achieved by planting trees in locations with existing irrigation. The City will also need to budget for the purchase of approximately 40 trees a year to be given away to community members to plant on private property. This per tree cost is much lower than City planting costs as it would likely only include purchasing 5-gallon size container trees and the staff time to coordinate distribution. The combination of using grant funds for new tree planting efforts (including outreach to encourage tree planting on private property), and using City funds to plant replacement trees and give away trees to the community will minimize the overall budget impact for the City to achieve its canopy cover goal.

The influx of 600 trees over the next two years, as well as any future influx from an accelerated grant funded tree planting program, will increase the number of trees the City will need to prune, monitor, and remove. Those trees will need structural pruning in the first three to five years after planting. After that, they will have to be accounted for in the regular pruning and maintenance cycle of the City managed tree inventory. In total, planting 1,550 new trees will increase the total City managed trees by approximately 24%, which could provide a baseline for the potential long-term increase in funding for the urban forest program.

3.3.2 Funding Methods to Achieve the City's Urban Forest Goals

The City needs to allocate and enhance their annual urban forestry budget to effectively manage their urban forest and achieve their urban forestry goals. Assessment districts, taxes, and administrative fees related to urban forestry; local, state, and federal grant programs; departmental partnerships; and community resources are methods commonly used in urban forestry to enhance or supplement operational budgets (Appendix G, Potential Funding Sources).

The City has limited yet various methods to explore when enhancing their urban forestry budget. For example, fees, taxes, and assessments are a common funding mechanism; however, the City recently passed Measure H, which includes allocated funding for the City's parks. Due to this recent measure, requesting additional funding through this mechanism may not be of interest to the community or City leadership. Establishing administrative fees within the urban forestry program such as permit fees and ordinance violation penalties should be explored. These methods may allow the City to recover costs associated with urban forest management. When fees are set at a reasonable cost, effective communication regarding the administrative burdens associated with these tasks may establish an understanding by community members of the necessity of these fees. Working with internal City departments such as the water provider, streets, and risk reduction may allow for collaborative funding opportunities for community engagement efforts or maintenance tasks that meet the goals of internal departments such as large-scale tree and infrastructure conflict resolution.

Hanford's urban forest is a community asset that provides benefits such as cleaner air and water, shade, lower temperatures, and stormwater mitigation, which is often recognized by community members. Community groups, individuals, and businesses may be open to sponsoring a tree planting event or volunteering their time to plant trees in public areas. These community partners can enhance urban forest advocacy, can allow the public to engage with urban forestry efforts, and can be included as a match component for grant projects, while supporting the engagement goals of the City. Community groups are typically interested in funding tree planting events or sponsoring refreshments for volunteer planting but typically are not interested in funding new tree watering or mature tree pruning, which are often included in operational budgets. Volunteers and their commitments are not guaranteed, and the City should enhance their operational budgets without relying on potential volunteers or sponsorship opportunities. However, long-term contracts with urban forestry and other community organizations to engage community members is a successful method used by other municipalities to creatively fund urban forestry efforts. These organizations can employ Hanford residents, not employed by the City, who are interested in community engagement efforts. These partners can provide educational

canvassing for tree adoption, seek corporate sponsorships, and host educational workshops in partnership with the City but hosted by the organization. This method establishes a secure income source for community organizations to employ staff, minimizes the burden on staff to meet engagement goals, allows another organization to be an engagement lead in City projects, and simultaneously allows the City to reach residents who may be hesitant to engage with City staff.

Although the City is a target population for grant funded programs, the future of these programs is uncertain at the time of UFMP development. Even when these programs were available annually, national surveys note that only 2.6% of the urban forestry budget of municipal programs relied on grant awards (Hauer and Peterson 2016). While grant programs can be helpful in funding short term urban forestry goals and programs, they cannot be relied on as a sole source of long-term funding necessary to sustain Hanford's urban forestry program. However, exploring other grant programs where urban trees can be used as a tool such as for heat mitigation, stormwater mitigation, or workforce development, may allow for trees to be included in grant applications not focused on urban forestry. Although these opportunities should be explored as they arise, the City must also seek resources separate from potential grant opportunities to effectively manage the growing urban forest.



3.4 Monitoring Plan

The Hanford Monitoring Plan will be accomplished through a combination of processes identified in the Implementation Plan and additional actions as listed below:

- Annually assess progress towards the Strategic Plan actions using the methods of measurement as outlined in the implementation plan.
- Every 2 years complete the Community Assessment and Goal-Setting Tool (described below).
- Every 3 years assess the Strategic and Implementation Plans and determine if specific actions should be revised or reprioritized based on current conditions in the City.
- Every 5 years conduct an updated canopy cover analysis to measure progress towards the canopy cover goal.
- Every 5 years complete an analysis of the City's public tree inventory to measure progress towards urban forest sustainability indicators of species diversity, age distribution, health condition, and relative performance index.
- Every 10 years determine if the UFMP should be updated to address progress towards goals, changes in the City's environmental and economic conditions, or other unforeseen factors.

Community Assessment and Goal-Setting Tool

The Community Assessment and Goal-Setting Tool was created by the Vibrant Cities Lab to provide a quantifiable method for a city to track its progress towards a sustainable urban forest. Vibrant Cities Lab is a collaboration of partners that includes the U.S. Forest Service, American Forests, and the National Association of Regional Councils and serves as an online hub of urban forest and tree research, best practices, and planning tools (http://vibrantcitieslab.com). The Assessment and Goal-Setting Tool is based on research of urban forest sustainability and establishes criteria and indicators to measure urban forest sustainability. The tool is used to define the current state of a specific area of a city's urban forest sustainability. The user decides what the current state of the metric is and then sets where the goal metric should be. Each metric is assigned a point value, and the city is assigned a "Total Current Score" and a "Gap Score," or how far off the current state is from the desired goal. A city that has a gap score between 20 to 40 is not far from achieving the goals of its urban forest program. Gap scores of 40+ indicate that a city is still implementing programs and policies to close the gap and develop a sustainable urban forest.

Hanford's first assessment was conducted on August 6, 2025, by City staff and the consultant team. Table 3-6 provides the results from the first assessment, which set the baseline for the City's "Total Current Score" at its pre-UFMP metrics. Staff used Vibrant Cities Lab's rating descriptions to determine Hanford's status (prior to the UFMP process)

Table 3-5. Vibrant Cities Lab Community Assessment Goal Setting Tool Summary

Category	Current Score	Goal Score	Gap Score
Measure Your Current Tree Canopy and Set Goals	1	4	3
Urban Forest Inventory and Assessment	4	6	2
Know What's Happening to Trees in Your Community	4	11	7
Urban Forest Characteristics	3	8	5
Engaging Peers and Residents in Process	2	16	14
Creating Essential, Effective Public/Private Partnerships	−1	6	7
Resource Management: Planning	1	8	7
Resource Management: Implementation	2	20	18
Resource Management: Monitoring and Maintenance	4	12	8
Score Totals	**20**	**91**	**71**

for the various categories and then chose the goals they want to achieve in each category to determine the gap between the two ratings.

Based on this first assessment, the City has a current rating of 20, with a gap score of 71. The City's UFMP monitoring plan should be based around the Vibrant Cities Lab Community Assessment and Goal-Setting Tool and be retaken each year to track, measure, and highlight progress. The assessment can also be used to demonstrate successes and justify additional funding requests to City Council. The full Goal Setting Tool can be found in Appendix F.




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4

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PREPARED BY
DUDEK

APPENDICES

THE CITY OF HANFORD

URBAN FOREST MANAGMENT PLAN

Hanford UFMP Appendices

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Appendix A

Hanford Urban Forest Resource Report

City of Hanford

Urban Forest Resource Report

OCTOBER 2025

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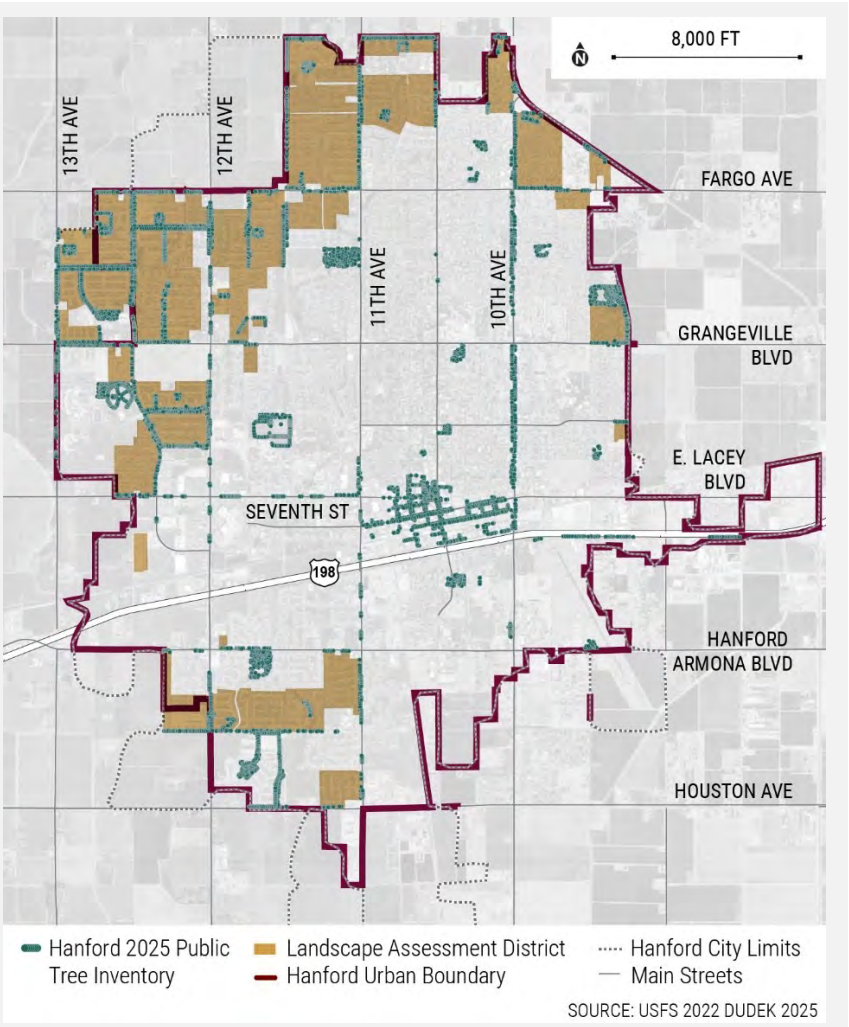
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1 Hanford Tree Inventory Overview

To support long-term urban forest planning and sustainability efforts, the City of Hanford (City) partnered with Dudek to complete a comprehensive tree inventory. This inventory provides the foundation for all analyses presented in this report, including assessments of species diversity, tree health, age structure, water use, and environmental services. Data from the City-managed inventory were also submitted to the i-Tree Eco model to estimate associated environmental and economic benefits.

Inventory data were collected by Dudek staff in April through July 2025, covering all City-managed trees within City sidewalks, medians, parks, City facilities, and boundaries of Landscape Assessment Districts. Each tree was recorded using TreePlotter inventory software on mobile smart phone devices, with data attributes including location, species, diameter at standard height (DSH), condition, height, crown characteristics, and growing space type.

Exhibit 1. Hanford 2025 Tree Inventory



In total, the inventory includes 7,245 sites, consisting of 6,486 living City-managed trees, 159 dead standing trees, trees, and 600 vacant sites or stumps. These data represent a snapshot of the City's urban forest and serve as a baseline for identifying priorities, tracking progress, and guiding future planting, maintenance, and policy decisions. **Exhibit 1** presents a map of inventoried sites across the City, including existing trees, vacant planting sites, and stumps.

1.1 Sustainability Analysis

The sustainability analysis evaluates the City's tree inventory against a set of indicators used to guide management priorities and assess the urban forest's resilience to pests, disease, and climate change. These indicators provide a current snapshot of the condition and structure of City-managed trees and establish a baseline for tracking changes over time.

This analysis reflects conditions at the time of data collection and should be repeated every 3 to 5 years to monitor progress toward long-term sustainability goals. The selected indicators are based on widely accepted urban forestry standards and best practices, including those developed by the International Society of Arboriculture (ISA), American National Standards Institute (ANSI), and published research in peer-reviewed journals such as the Journal of Arboriculture.

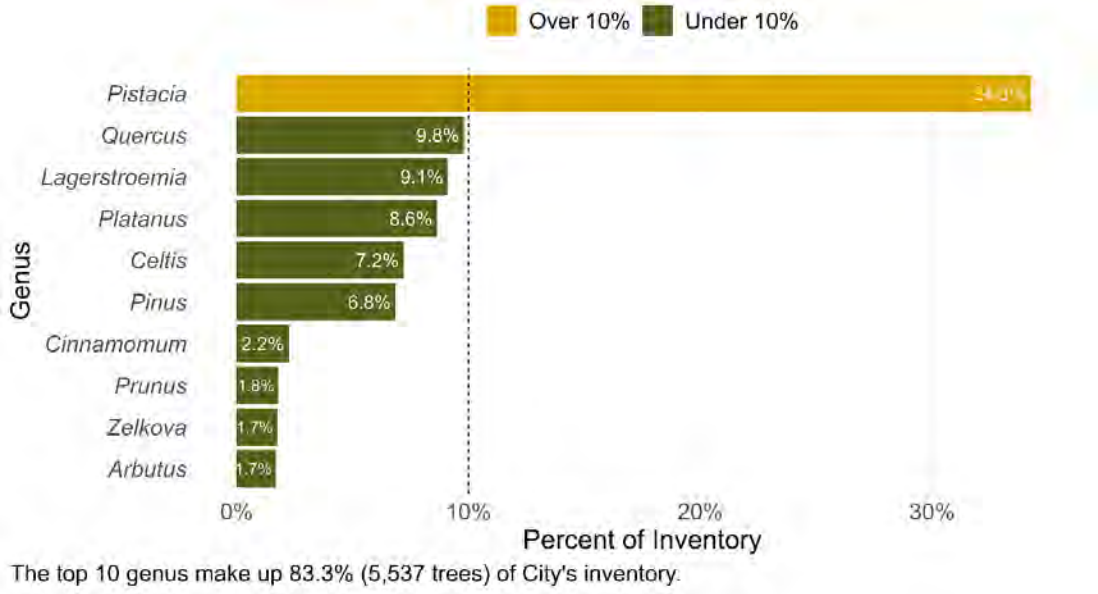
1.1.1 Genus and Species Diversity

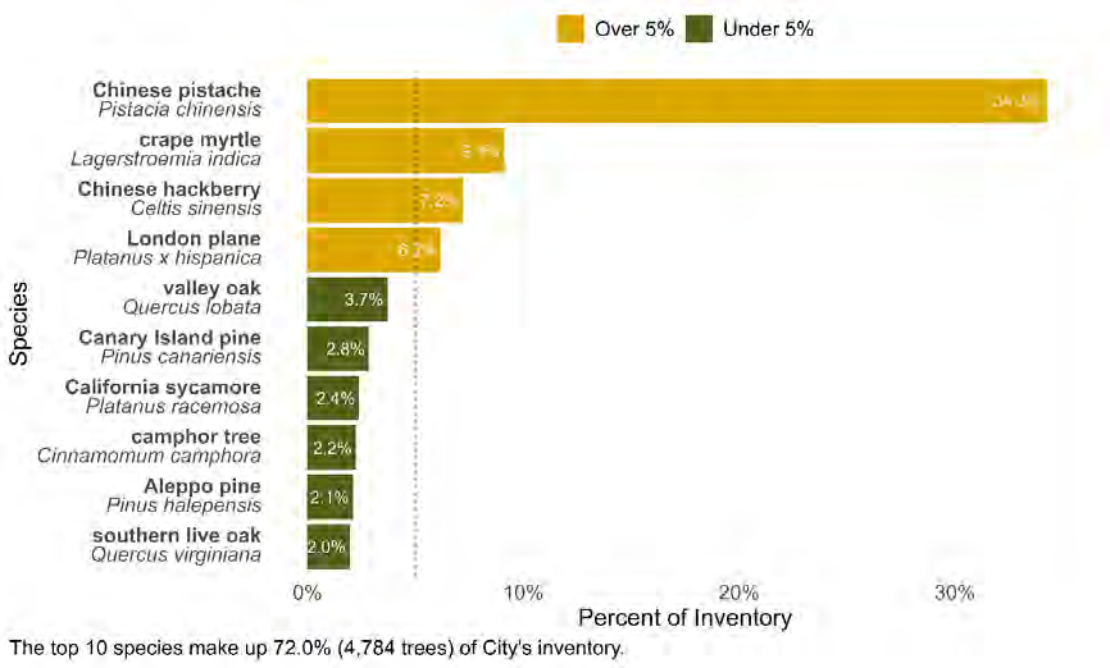
Maintaining a diverse tree population improves the urban forest's ability to withstand pests, diseases, and extreme weather. A well-distributed mix of species provides a buffer against the potential loss of a dominant tree type, helping to ensure long-term canopy continuity and ecological resilience. The City-managed inventory includes 6,645 trees composed of approximately 64 genera and 100 species. The top 10 genera and species are shown in **Exhibit 2**. Diversity is evaluated using species composition sustainability goals originally proposed by Moll (1989), which serve as benchmarks for promoting a resilient and balanced urban forest:

Genus Sustainability Goal: No single genus represents more than 10% of inventory.

Species Sustainability Goal: No single species represents more than 5% of inventory.

Exhibit 2. Tree Inventory Genus and Species Diversity





Source: City of Hanford, Dudek 2025.

Exhibit 2 show that Pistacia exceeds the recommended genus-level sustainability goal, accounting for 34.3% of the inventory. At the species level, Chinese pistache (*Pistacia chinensis*), crape myrtle (*Lagerstroemia indica*), Chinese hackberry (*Celtis sinensis*), and valley oak (*Quercus lobata*) all exceed the 5 percent threshold. To improve diversity and reduce long-term risk, these species should be a lower priority in future planting efforts. **Appendix I** of the UFMP, provides a selection of recommended species for the City's climate and conditions that are suitable for replacement trees and can help increase diversity in future plantings.

Increasing diversity improves resilience but may also introduce challenges for maintenance. Trees vary in size, structure, and pruning needs. For example, some species have wide, spreading crowns with large branches, while others are tall and narrow. These differences can affect equipment needs, trimming techniques, and scheduling. To maintain efficiency, the City can group trees with similar forms and maintenance requirements within the same block or maintenance area. Balancing species diversity with operational consistency will help maintain a resilient and manageable urban forest.

1.1.2 Age Diversity

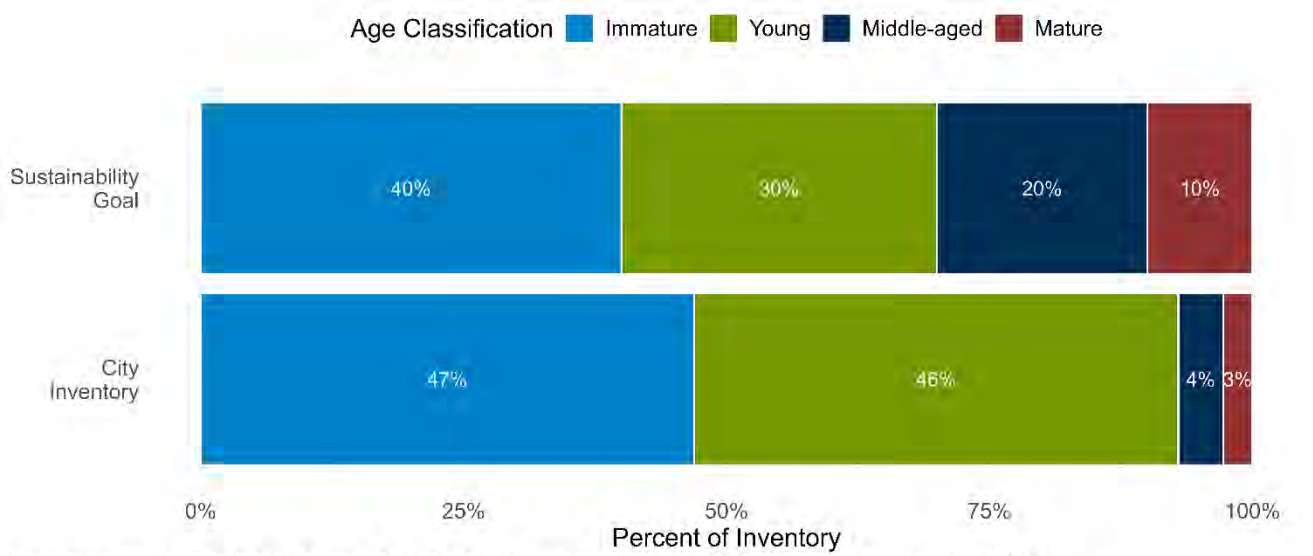
Understanding the tree age distribution within the City's urban forest is useful for informing management decisions, estimating future budgets, and forecasting potential shortfalls in canopy coverage. Management activities influenced by age distribution typically include planting priorities, removal planning, and pruning schedules.

Because tree age is difficult to determine without invasive methods like tree coring, diameter at standard height (DSH) is used as a proxy for estimating age. **Exhibit 3** shows the DSH distribution for all trees in the City's inventory. A widely referenced ideal age distribution, represented by DSH classes, was proposed in an analysis of the Syracuse,

New York urban forest (Richards 1993) and has since been adopted as a guideline for achieving long-term urban forest sustainability. The recommended structure includes:

- Maintaining a steady supply of young trees to replace those lost to age or decline
- Ensuring the majority of trees are functionally mature and delivering consistent environmental and economic benefits
- Retaining a smaller share of large, aging trees that, despite being near the end of their lifespan, continue to deliver consistent environmental and economic benefits

Exhibit 3. Age Diversity



Immature: less than 6" DSH, *Young:* 6" - 18" DSH, *Middle-aged:* 18" - 24" DSH, *Mature:* greater than 24" DSH
Percentages less than 1% are unlabeled.

Source: City of Hanford, Dudek 2025.

The inventory is currently dominated by younger trees. As shown in **Exhibit 3**, 47% of trees are immature (less than 6" DSH) and 46% are young (6"–18" DSH), meaning 93% of the inventory consists of recently planted or small-stature trees. Only 4% are middle-aged (18"–24" DSH), and 3% are mature (greater than 24" DSH), falling short of the combined 30% sustainability target for those classes.

This imbalance suggests that while planting efforts have increased in recent years, relatively few trees have been retained or supported long enough to reach middle-aged or mature stages. Part of this pattern may also reflect the City's species composition. For example, approximately 34% of Hanford's public trees are Chinese pistache (*Pistacia chinensis*), a species that typically does not exceed 18 inches DSH, even at maturity. As a result, DSH-based age estimates may somewhat understate the functional maturity of smaller-stature species.

To build a more balanced age structure, the City should continue planting new trees to support future canopy growth while investing in the preservation of older trees and selecting species that can reach larger sizes in suitable planting spaces. Early investment in establishment care, including structural pruning and watering, guided by an ISA Certified Arborist, can help reduce long-term costs and promote healthy canopy development. Addressing structural defects with simple pruning while the tree is young and small is often more cost effective than having to address defects with more advanced pruning equipment when the tree is mature. This approach also allows the critical root zone for trees to better establish into the landscape, increasing resilience to prolonged droughts and high heat events. However, the high proportion of young trees in the current inventory also indicates a shift in how allocations to tree care may be spent. As trees already in the inventory may have structural defects that were not addressed due to a lack of past funding for establishment care, mature trees may benefit from a scheduled and cyclical pruning cycle to maintain a healthy, resilient and sustainable municipal urban forest. Establishing dedicated and reoccurring budgets for pruning cycles of mature stature trees will allow the City to monitor tree conditions and address defects in a phased, proactive approach.

1.1.3 Health Condition

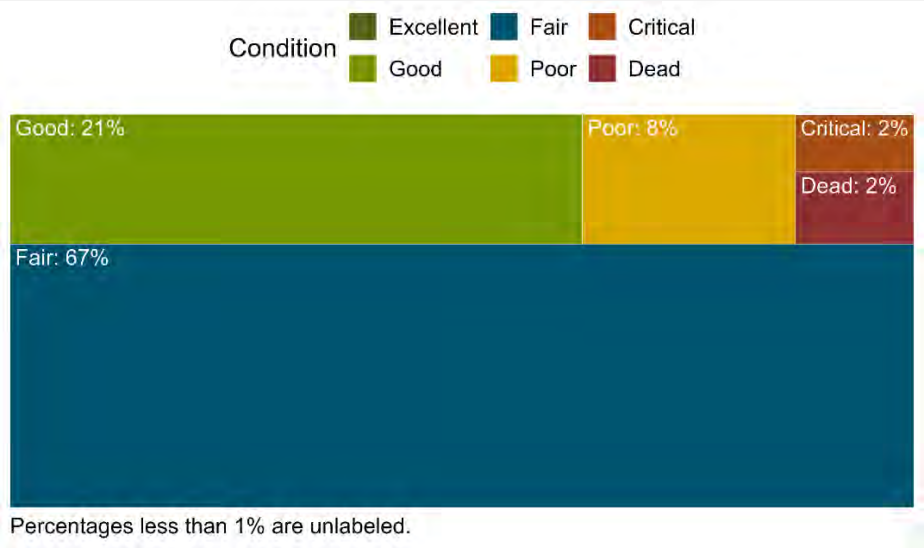
Healthy trees increase public safety and may reduce the City's liability by lowering the risk of tree part failure. They are also more resilient to pests, disease, drought, and extreme weather. Assessing tree health provides insight into the City's level of urban forest management, how trees are performing overall, and the baseline resilience of the tree population.

Tree condition ratings used in the inventory are defined as follows:

- **Excellent**: Nearly perfect health and canopy structure.
- **Good**: Normal health and canopy structure
- **Fair**: Minor deficiencies in health and canopy structure
- **Poor**: Significant deficiencies in health and canopy structure
- **Critical**: Major deficiencies, is in late stage of decline, and is a candidate for removal.
- **Dead**: No longer a viable tree and should be removed

Based on the analysis of the City's tree inventory shown in **Exhibit 4**, approximately 21% of trees are in good condition and 67% are in fair condition. In total, 88% of trees are rated as fair or better (fair, good, or excellent), indicating a generally healthy and structurally sound urban forest. The remaining trees are rated poor (8%), critical (2%), or dead (2%).

Exhibit 4. Tree Condition Diversity



Source: City of Hanford, Dudek 2025.

These results suggest the City's urban forest is not currently showing signs of widespread stress or decline. The high percentage of trees in fair and good condition reflects effective management practices and a growing environment suited to the tree species found in the inventory. Continued monitoring and maintenance will be essential to sustain this condition and address emerging issues.Trees in poor, critical, and dead condition should be evaluated to determine appropriate actions such as targeted pruning, treatment, or removal to improve tree condition of individual specimens.

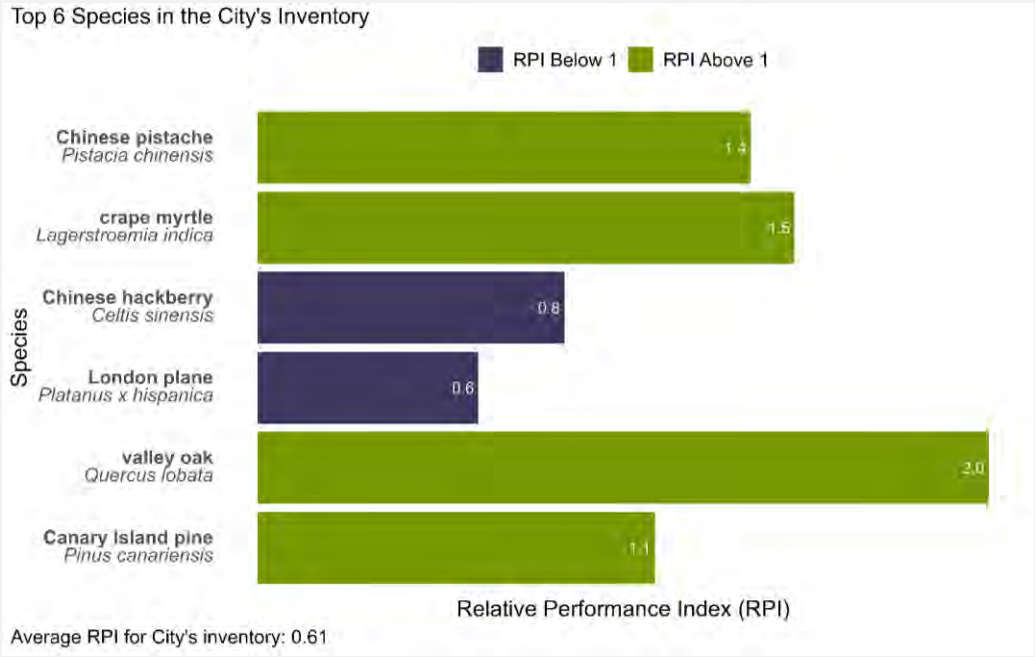
This assessment can also help identify whether certain species are underperforming. For example, of the 113 Carolina laurel cherry (*Prunus caroliniana*) trees in the inventory, 103 were rated as poor, critical, or dead, indicating a potential issue with species suitability or site-specific conditions. Understanding these patterns can guide future species selection and management strategies.

1.1.4 Relative Performance Index

While overall condition ratings provide a snapshot of individual tree health, they do not account for species-level performance trends. The Relative Performance Index (RPI) offers a way to evaluate how each species performs in comparison to the inventory average and can help identify species that may require further evaluation or targeted management. RPI is calculated by dividing the percentage of trees within a species that are rated in good or better condition by the percentage of all trees in the inventory that are rated in good or better condition.

A species with an RPI above 1.0 is more likely to be in good condition than the inventory average. A value below 1.0 indicates that the species is underperforming relative to the overall population. For example, a species with an RPI of 0.75 is 25 percent less likely to be in good condition compared to the inventory average. The average RPI across all species in the inventory is 0.61, meaning many species have condition ratings below the inventory average. This reflects variation in species performance and highlights the value of using RPI as a comparative tool. **Exhibit 5** presents the RPI values for the six most common species in the inventory.

Exhibit 5. Tree Inventory Relative Performance Index



Source: City of Hanford, Dudek 2025.

Valley oak (*Quercus lobata*) has the highest RPI, followed by crape myrtle (*Lagerstroemia indica*) and Chinese pistache (*Pistacia chinensis*). The valley oak has an RPI of 2.0, indicating that this species performs well in the City and exploring other oak species and varieties may be beneficial to enhance tree species diversity with a large canopied species. Chinese hackberry (*Celtis sinensis*) and London plane (*Platanus* × *hispanica*) fall below the inventory average, suggesting they may be underperforming relative to other species. These lower values may indicate site incompatibility or higher susceptibility to stress. The City may want to evaluate whether continued planting of these species is appropriate, particularly if maintenance needs or health concerns persist across different planting locations.

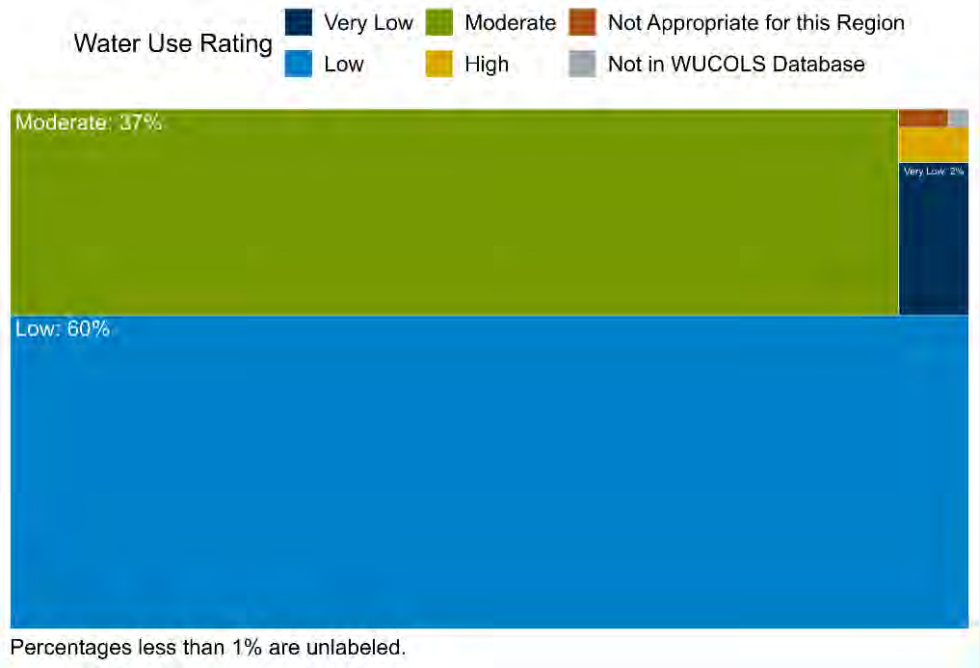
1.1.5 Water Use

In urban environments, trees often face limited rooting space, compacted soils, and restricted access to groundwater. Supplemental irrigation is critical during the first 1 to 3 years after planting to ensure establishment. However, water scarcity is an increasing concern throughout California, especially in the Central Valley, where hot and dry conditions are common. The City has experienced multiple drought years over the past decade, with ongoing pressure on water resources due to rising temperatures and limited regional precipitation. Climate projections indicate that drought frequency and severity are likely to increase in the years ahead (Intergovernmental Panel on Climate Change 2021; Lacan and McBride 2018; Watson 2014; California State Water Resources Control Board 2023).

Tree species differ widely in their water needs. In water-limited regions such as Hanford, selecting low and very low water use species helps reduce long-term irrigation demands. Providing supplemental irrigation to a newly planted tree helps establish the root structure which improves the ability for a tree to recover from drought stress over the

tree's lifetime. **Exhibit 6** shows the breakdown of water use ratings for the City's tree inventory, based on the Water Use Classification of Landscape Species (WUCOLS) database as well as water use data from Urban Forest Ecosystems Institute's (UFEI) SelecTree tree selection guide (https://selectree.calpoly.edu/).

Exhibit 6. Water Use Rating Diversity



Source: City of Hanford, Dudek 2025.

Low and very low water use species make up 62% of the City's tree inventory. Moderate water use species account for 37%, and less than 1% are rated as high water use, not appropriate for the region, or are unlisted in WUCOLS or UFEI's SelecTree. While moderate water use species may be appropriate in irrigated areas, the City should continue prioritizing drought-adapted species, particularly in locations with limited watering infrastructure. Selecting species based on site conditions, water needs, and growth characteristics will help reduce long-term reliance on supplemental water and improve the success of future plantings.

1.1.6 Climate Resiliency

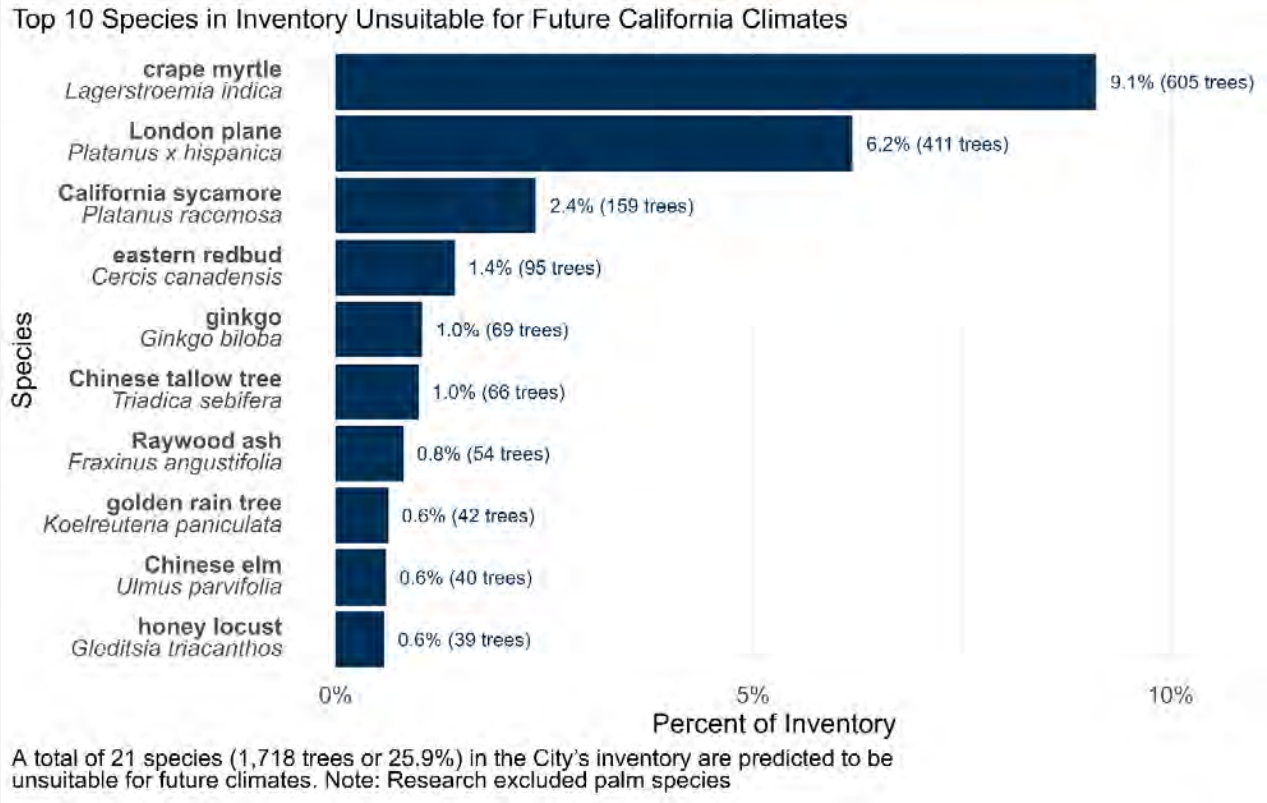
Urban forests are increasingly vulnerable to climate change, particularly in cities facing hotter and drier conditions. In dense urban environments, trees already contend with stressors such as limited rooting space, reflected heat from pavement, compacted soils, and exposure to air pollutants. When combined with prolonged drought and rising temperatures, these conditions can reduce tree health, shorten lifespans, and diminish the long-term benefits provided by the urban forest.

In 2018, a climate suitability study was conducted by Lacan and McBride to evaluate the long-term viability of street trees in California. The study selected one city to represent each of the state's 16 climate zones, then identified common street tree species in each location. These species lists were compared to those in cities with current

temperatures similar to what each California city is projected to experience by the year 2099. Species that were largely absent from those warmer cities were flagged as potentially unsuitable for future planting. The final list was informed by professional judgment and WUCOLS water use ratings that identified species as unsuitable under high heat or water-limited conditions.

When this framework is applied to the City's inventory, 21 species are identified as potentially unsuitable for the City's future climate. These species make up 25.9% of the total inventory, or 1,718 trees. **Exhibit 7** highlights the 10 species identified as potentially unsuitable that are most prevalent in the City's current inventory.

Exhibit 7. Tree Inventory Species Climate Resiliency Analysis



Source: City of Hanford, Dudek 2025.

Notably, several of the most common species in the City's inventory have been identified as potentially unsuitable under future climate conditions, including crape myrtle (*Lagerstroemia indica*), London plane (*Platanus* × *hispanica*), and California sycamore (*Platanus racemosa*). Reducing reliance on these species in future plantings may help the City manage long-term maintenance needs and reduce the risk of canopy loss as conditions grow hotter and drier. London plane also has a below-average RPI, suggesting it may already be underperforming relative to other species in the City. In contrast, crape myrtle shows a high RPI but is overrepresented and vulnerable under projected climate conditions, reinforcing the importance of diversifying future plantings.

While the 2018 Lacan and McBride study provides a valuable framework for evaluating species under future climate scenarios, it should not be the sole resource guiding planting decisions. Species performance, site conditions, and observed health trends within the City should also be considered. City staff and arborists play a key role in identifying underperforming species and tracking changes over time. Monitoring tree condition by species will help determine whether certain trees should be phased out of future planting efforts. In addition to selecting climate-adapted species, long-term success depends on using high-quality nursery stock, planting at the correct depth, matching trees to site conditions, and providing adequate watering during establishment. Applying ISA best management practices throughout the planting and maintenance process will support healthier and longer-lasting trees. Prioritizing species that are both resilient to future climate conditions and suited to the urban environment will help the City maintain a sustainable and adaptable urban forest

1.2 Environmental Services and Economic Value

Data from the City-managed inventory was submitted to the i-Tree Eco software. The 2025 i-Tree Eco analysis quantifies environmental and economic contributions for the portion of the City's inventory that met i-Tree input requirements. Results highlight both the ecological and economic benefits of trees in Hanford's inventory, along with potential risks from invasive species and pests.

The analysis found that 82 percent of trees are non-native to North America, with only 9 percent native to California, and identified four invasive species, including tree of heaven, though these account for just 1.3 percent of the population. Chinese pistache (*Pistacia chinensis*) makes up more than one-third of the population, which increases risk if pests or diseases affect the species. The i-Tree analysis identified several pests that pose a high potential economic risk, including Pine Shoot Beetle, Southern Pine Beetle, and Sirex Wood Wasp, each with potential losses exceeding $2.5 million in replacement value, along with Oak Wilt and Winter Moth, each threatening more than $1.5 million. These findings reinforce the importance of diversifying the species composition to strengthen long-term resilience.

The complete i-Tree Eco results are provided at the end of this report. Key takeaways are summarized below.

Table 1 presents estimates of the environmental services provided by the City's trees, including air pollution removal, carbon storage and sequestration, and avoided runoff. **Table 2** summarizes the economic value of these services, along with the broader replacement value of City's urban forest.

Table 1. Environmental Services of Hanford Trees

Service	Environmental Benefit	Why it Matters
Air Pollution Removal	2,029 Pounds per year	Poor air quality is a common problem in many urban areas. It can lead to decreased human health, damage to landscape materials and ecosystem processes, and reduced visibility. The urban forest can help improve air quality by reducing air temperature, directly removing pollutants from the air, and reducing energy consumption in buildings, which consequently reduces air pollutant emissions from fossil-fuel-based power sources (i-Tree 2020).
Carbon stored in trees	1,324 tons of carbon	Climate change is an issue of global concern. Urban trees can help mitigate climate change by sequestering atmospheric carbon (from carbon dioxide) in tree tissue and by altering energy use in

Table 1. Environmental Services of Hanford Trees

Service	Environmental Benefit	Why it Matters
		buildings, which consequently reduces carbon dioxide emissions from fossil-fuel-based power sources (Abdollahi et al 2000).
Carbon Sequestration (Carbon Removed From Air)	38.89 tons per year	Increasing greenhouse gases, particularly carbon dioxide, in the atmosphere is one of the main causes of climate change. Human activity is releasing vast amounts of carbon dioxide, principally through the burning of fossil fuels. Trees play an important role in the removal of carbon dioxide from the atmosphere. Through the biochemical process of photosynthesis, carbon dioxide is taken in by trees and stored as carbon in the trunk, branches, leaves, and roots.
Avoided Runoff	146,100 gallons per year	Surface runoff can be a cause for concern in many urban areas, as it can contribute pollution to streams, wetlands, rivers, lakes, and oceans. During precipitation events, some portion of the precipitation is intercepted by vegetation (trees and shrubs) while the other portion reaches the ground. The portion of the precipitation that reaches the ground and does not infiltrate into the soil becomes surface runoff (Hirabayashi et al. 2013). In urban areas, the large extent of impervious surfaces increases the amount of surface runoff. Urban trees and shrubs are beneficial in reducing surface runoff. Trees and shrubs intercept precipitation, while their root systems promote infiltration and storage in the soil.

Table 2. Financial Value of Hanford Trees

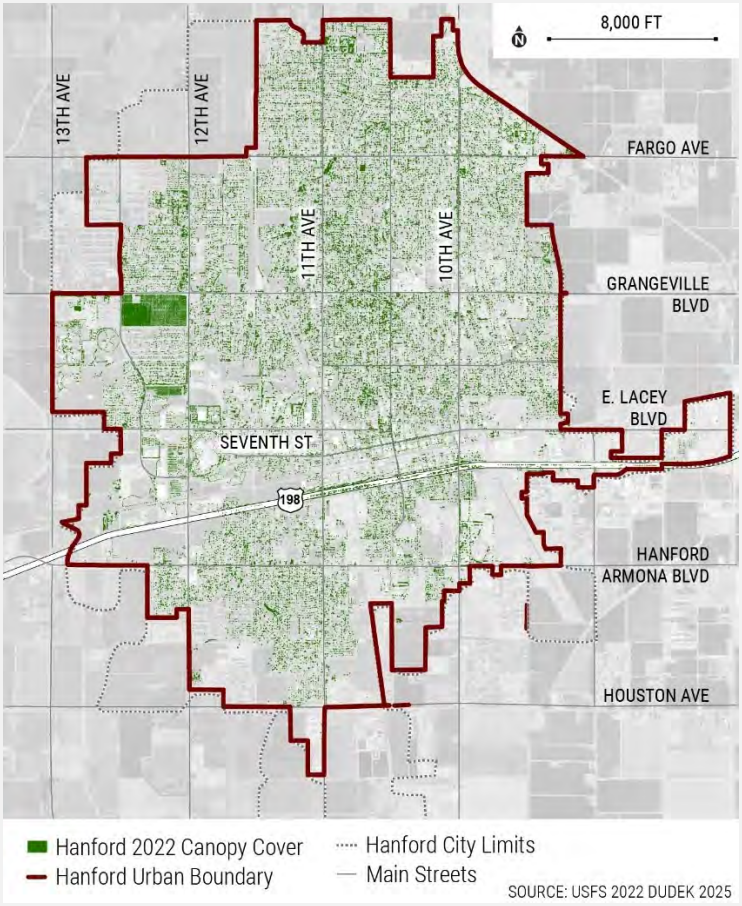
Value	Description	Amount
Functional	Value based on the functions (environmental services) trees perform	$25,700/year
Carbon Storage	Value of the carbon stored in the trees	$573,000 total
Replacement	Cost of having to replace the entire inventory of City-managed trees with similar trees	$10.9 million total

2 Hanford Canopy Overview

To support the City's urban forest planning and sustainability initiatives, Dudek completed a comprehensive canopy cover assessment using publicly available canopy data derived from the 2018 and 2022 National Agriculture Imagery Program (NAIP) imagery. For the purposes of this section, "City" refers to the urban area boundaries within the City limits. The defined urban boundary encompasses 9,526 acres, and all acreage, percent cover, and change values presented here are based on this area. Within this boundary, canopy cover was estimated at 765 acres, or 8.0% in 2022.

The assessment provides a current snapshot of urban tree canopy distribution, evaluates changes since 2018, and identifies opportunities for canopy growth. Results are summarized for several geographic units including, urban boundary, public and private parcels, census tracts, zoning districts, Landscape Assessment Districts (LADs), and parks, to highlight where canopy is most and least concentrated to inform strategies for expansion. **Exhibit 8** highlights the current canopy distribution across the City.

Exhibit 8. Hanford Urban Canopy Cover, 2022



Source: EarthDefine 2025, derived from 2022 National Agriculture Imagery Program imagery.

2.1 Citywide Canopy Change and Current Condition

Citywide canopy cover declined from 905 acres (9.5%) in 2018 to 765 acres (8.0%) in 2022, a net reduction of approximately 140 acres. This decline equates to a 1.5 percentage point decrease in cover and a 15.8 percent relative reduction compared to the 2018 baseline.

Table 3. Tree Canopy Change Metrics (2018–2022)

Metric	Value	Description
Canopy loss (acres)	-140	Actual land area lost to canopy decline
Absolute % change	-1.5 percentage points	Difference in canopy cover percentage from 2018 to 2022
Relative % change	-15.8%	Proportional decline in canopy cover compared to 2018 baseline

Canopy loss occurred across most land use types, zoning categories, and census tracts, indicating a citywide trend rather than an isolated issue. Several factors may have contributed to the decline, including development or redevelopment that resulted in tree removals, mortality of aging trees without replacement, pest or disease impacts, or drought stress.

The 2022 canopy distribution (**Exhibit 8**) provides the current planning baseline for the UFMP. The following sections examine how canopy distribution and change vary across different geographic units to help identify trends and priority areas for future planting.

2.1.1 Public and Private Parcels

This analysis evaluated canopy cover within the parcel dataset, dividing parcels into public and private ownership. Some areas are not represented in the parcel dataset, such as streetscapes, medians, highways, and rights-of-way (ROW). Values are approximate, as totals depend on how parcel information is defined and categorized.

In 2018, public parcels supported 6.3 percent canopy cover (40.8 acres). By 2022, canopy on public parcels increased slightly to 6.5 percent (41.8 acres), a gain of about 0.14 percentage points. Private parcels contained 10.7 percent canopy cover in 2018 (765.9 acres) but declined to 8.7 percent in 2022 (628.0 acres), a reduction of 2.0 percentage points. Areas outside the parcel dataset accounted for 5.6 percent canopy cover in 2022 (95 acres).

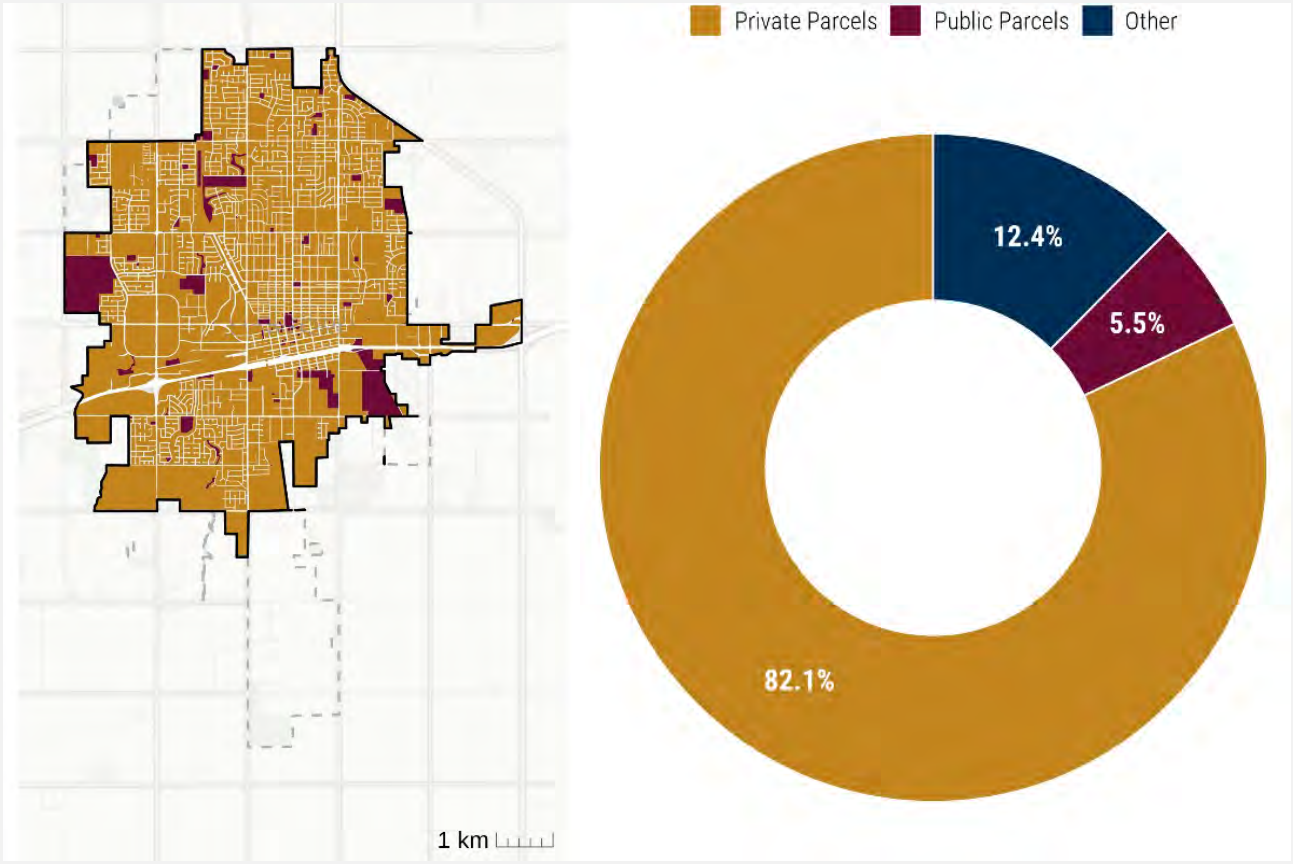
Although public parcels experienced a small canopy gain between 2018 and 2022, overall canopy change was driven by losses on private parcels. With about four-fifths of the City's canopy in private ownership, expanding and protecting canopy will depend largely on actions taken on private property owners. City efforts such as tree planting giveaways, community education and outreach, ordinance updates, and incentive programs can encourage planting and long-term care on private land, while continued management of public trees will remain an important part of sustaining and expanding the overall urban forest.

Table 4 provides the 2022 canopy distribution across the full urban boundary, including public and private parcels, and areas not represented in the parcel dataset. **Exhibit 9** illustrates the distribution of parcels classified as private or public and the share of canopy cover within each area type.

Table 4. Canopy Distribution by Area Type (2022)

Area Type	Area (Acres)	Canopy Area (Acres)	Canopy Cover (%)	Share of Total Canopy (%)
Public Parcels	647	42	6.5	6.0
Private Parcels	7,191	628	8.7	82
Other areas outside parcels (ROW, medians, etc.)	1,688	95	5.6	12
Urban Area	9,526	765	8.0	100

Exhibit 9. Parcel Ownership and Tree Canopy Distribution by Parcel Type



Source: Hanford GIS Data, 2025.

2.1.2 Census Tracts

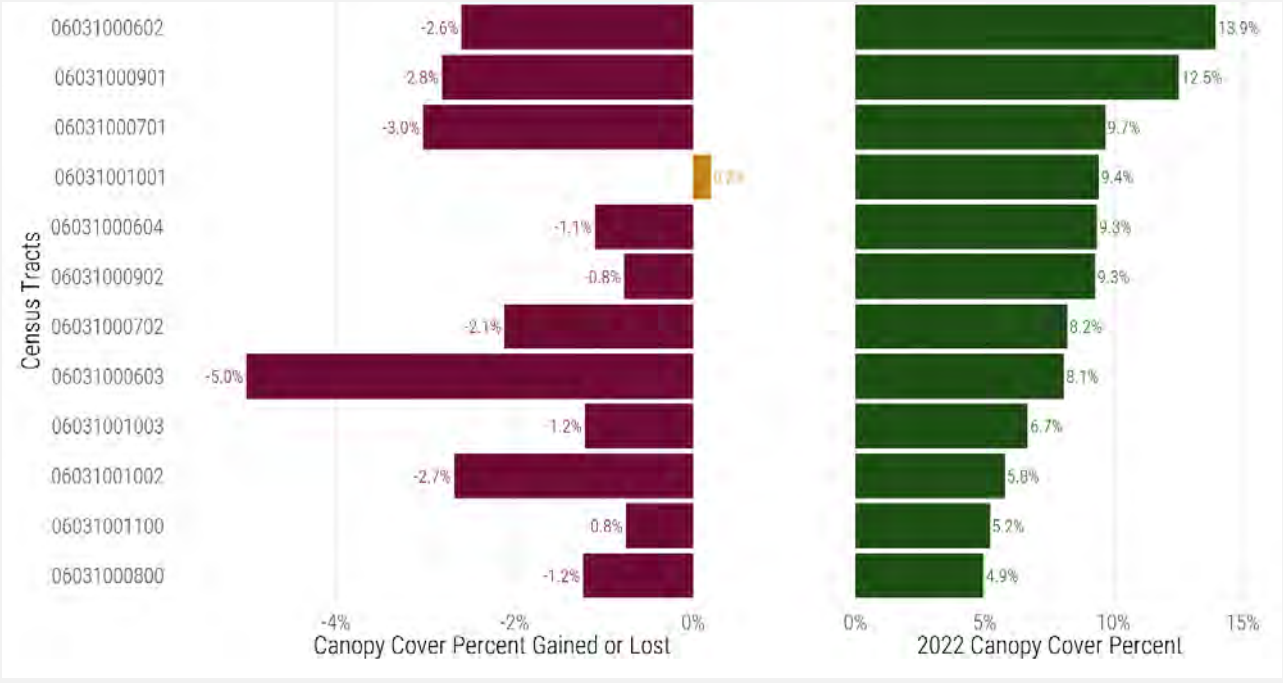
Tree canopy cover was evaluated across 12 census tracts to assess distribution patterns relative to population-based units. Census tracts are a useful geographical unit for assessing canopy because they align with demographic, health, and environmental datasets. This makes them valuable for identifying disparities, supporting grant applications, and prioritizing areas for community investment.

Between 2018 and 2022, canopy cover declined in 11 of the 12 tracts, with only tract 06031001001 showing a slight gain of 0.2 percentage points. Losses ranged from less than 1 percentage point (tracts 06031000902 and 06031001100) to nearly 5 percentage points in tract 06031000603. Other substantial decreases occurred in tracts 06031000701, 06031000901, and 06031000602, each losing between 2.6 and 3.0 percentage points.

In 2022, the highest canopy levels were found in tracts 06031000602 (13.9%) and 06031000901 (12.5%), while the lowest were in tracts 06031001100 (5.2%) and 06031000800 (4.9%). These results show that canopy loss has occurred across both higher- and lower-coverage neighborhoods, indicating that restoration efforts should balance expanding canopy in historically low-coverage areas with protecting existing canopy in tracts that began with higher levels of tree cover.

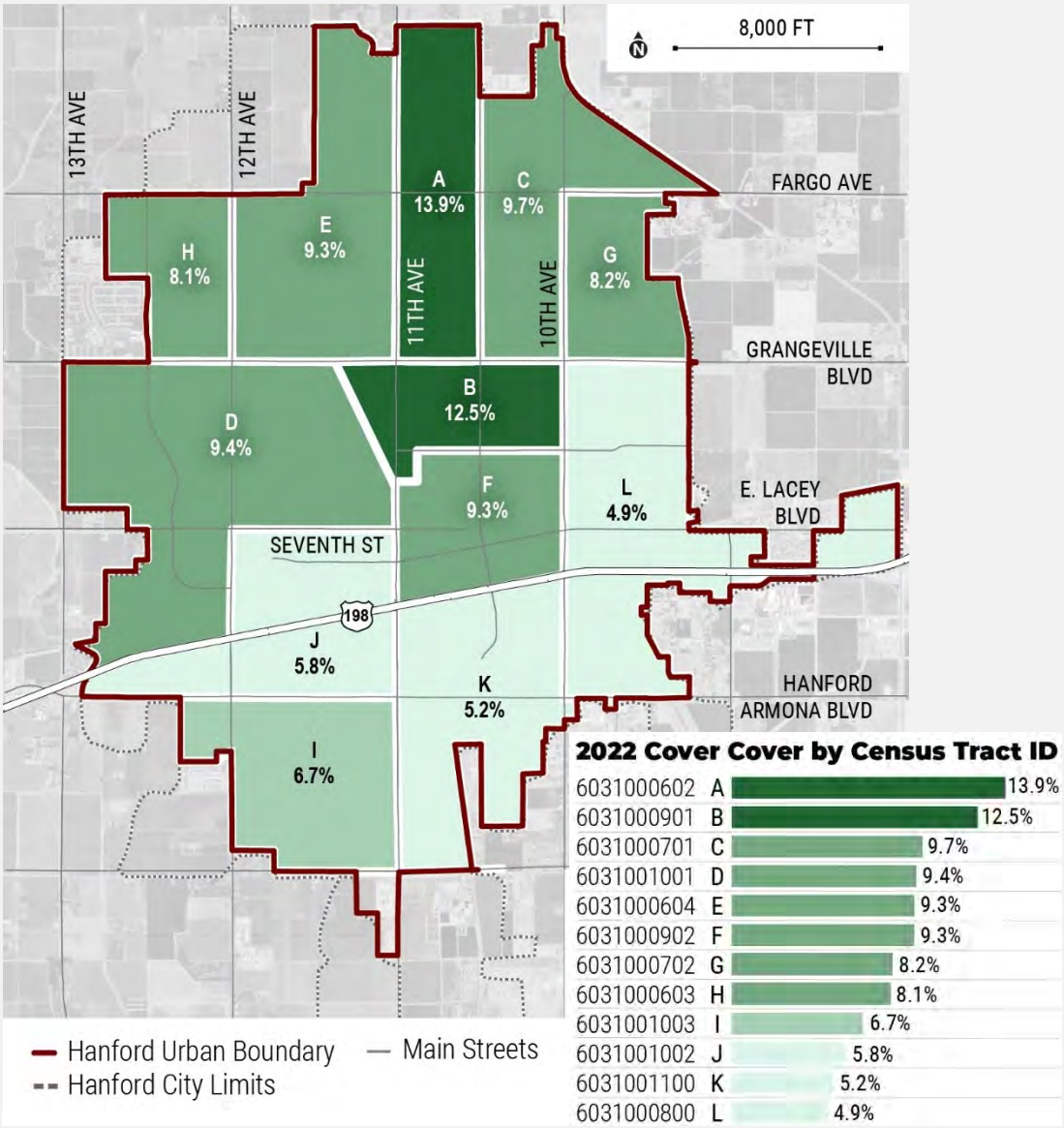
Exhibit 10 presents canopy change by census tract from 2018 to 2022 alongside 2022 canopy levels. **Exhibit 11** shows the spatial distribution of 2022 canopy cover.

Exhibit 10. Canopy Cover and Change by Census Tract (2018–2022)



Source: EarthDefine 2025, derived from 2022 National Agriculture Imagery Program imagery.

Exhibit 11. 2022 Canopy Cover by Census Tract



Source: EarthDefine 2025, derived from 2022 National Agriculture Imagery Program imagery.

2.1.3 Zoning Districts

Canopy cover was analyzed by zoning district to understand how tree distribution aligns with land use regulations. Zoning is a useful framework because it reflects both existing development patterns and future growth potential, providing insight into where canopy gains or losses may have the greatest planning implications.

Between 2018 and 2022, canopy declined in nearly all zoning districts, with the exception of the Public zoning district, which increased by 1.5 percentage points. Losses were most pronounced in Airport Protection, which

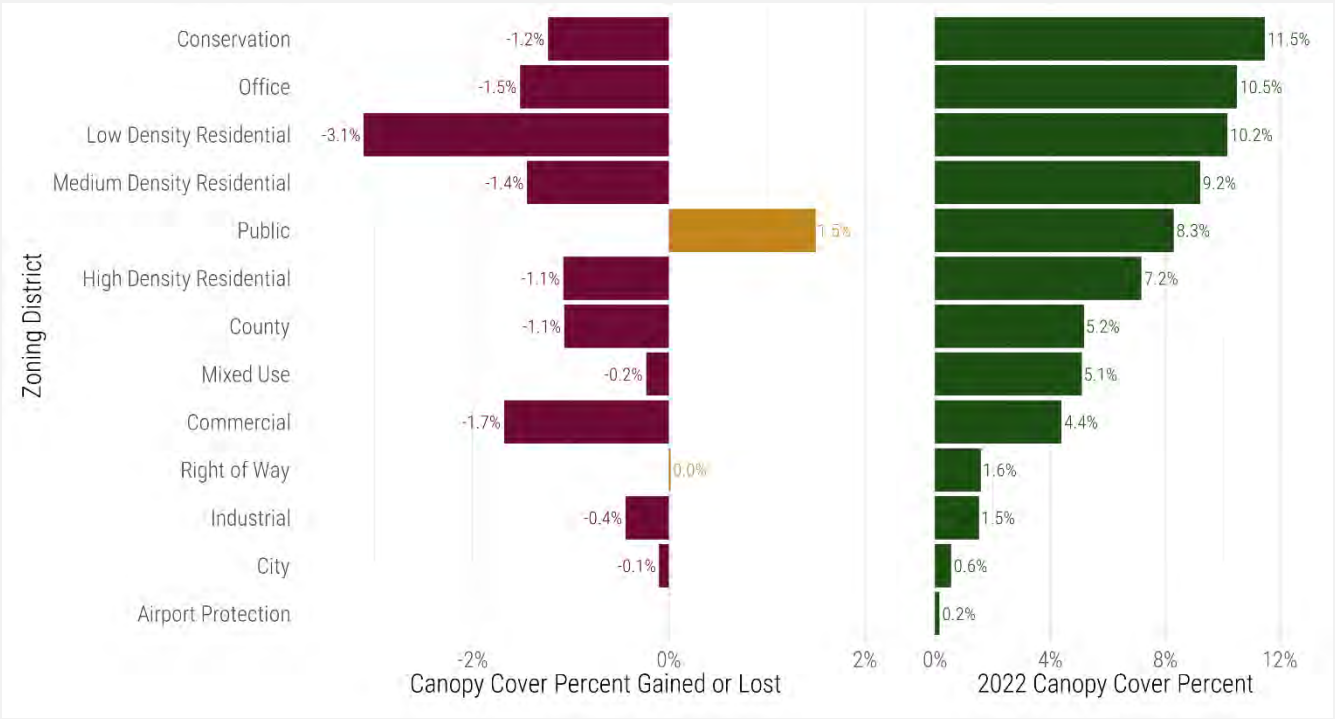
declined by 69 percentage points, Low Density Residential areas (-3.1), followed by Office (-1.5), Commercial (-1.7), and Medium Density Residential (-1.4).

In 2022, the highest canopy levels were found in Conservation (11.5%), Office (10.5%), and Low Density Residential (10.2%). The lowest canopy levels were in Airport Protection (0.2%), City (0.6%), and Industrial (1.5%). Right-of-way areas also contained relatively little canopy at 1.6%.

These results indicate that while Conservation and residential areas continue to support the majority of canopy cover, residential zoning districts are also experiencing some of the steepest declines. This trend suggests that strategies to expand canopy will need to prioritize residential neighborhoods while also ensuring canopy retention within commercial, industrial, and mixed-use zones where cover is currently limited.

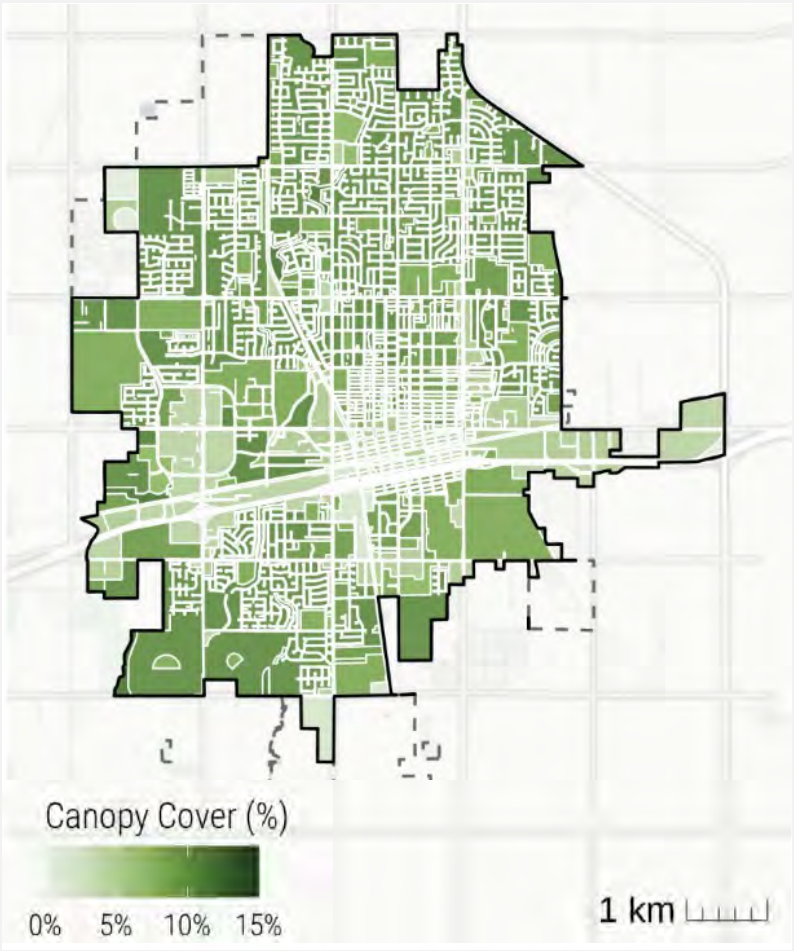
Exhibit 12 presents canopy change by zoning district from 2018 to 2022 alongside 2022 canopy levels. **Exhibit 13** shows the spatial distribution of canopy cover in 2022 across zoning districts.

Exhibit 12. Canopy Cover and Change by Zoning District (2018–2022)



Source: EarthDefine 2025, derived from 2022 National Agriculture Imagery Program imagery; Hanford GIS Data, 2025.

Exhibit 13. 2022 Canopy Cover by Zoning District



Source: EarthDefine 2025, derived from 2022 National Agriculture Imagery Program imagery; Hanford GIS Data, 2025.

2.1.4 Landscape Assessment Districts (LADs)

Canopy cover was evaluated across 42 Landscape Assessment Districts (LADs) to identify local-scale variations in canopy change. LAD boundaries provide a finer level of geographic resolution than zoning or census tracts and can help link canopy trends to specific maintenance areas with associated funding districts.

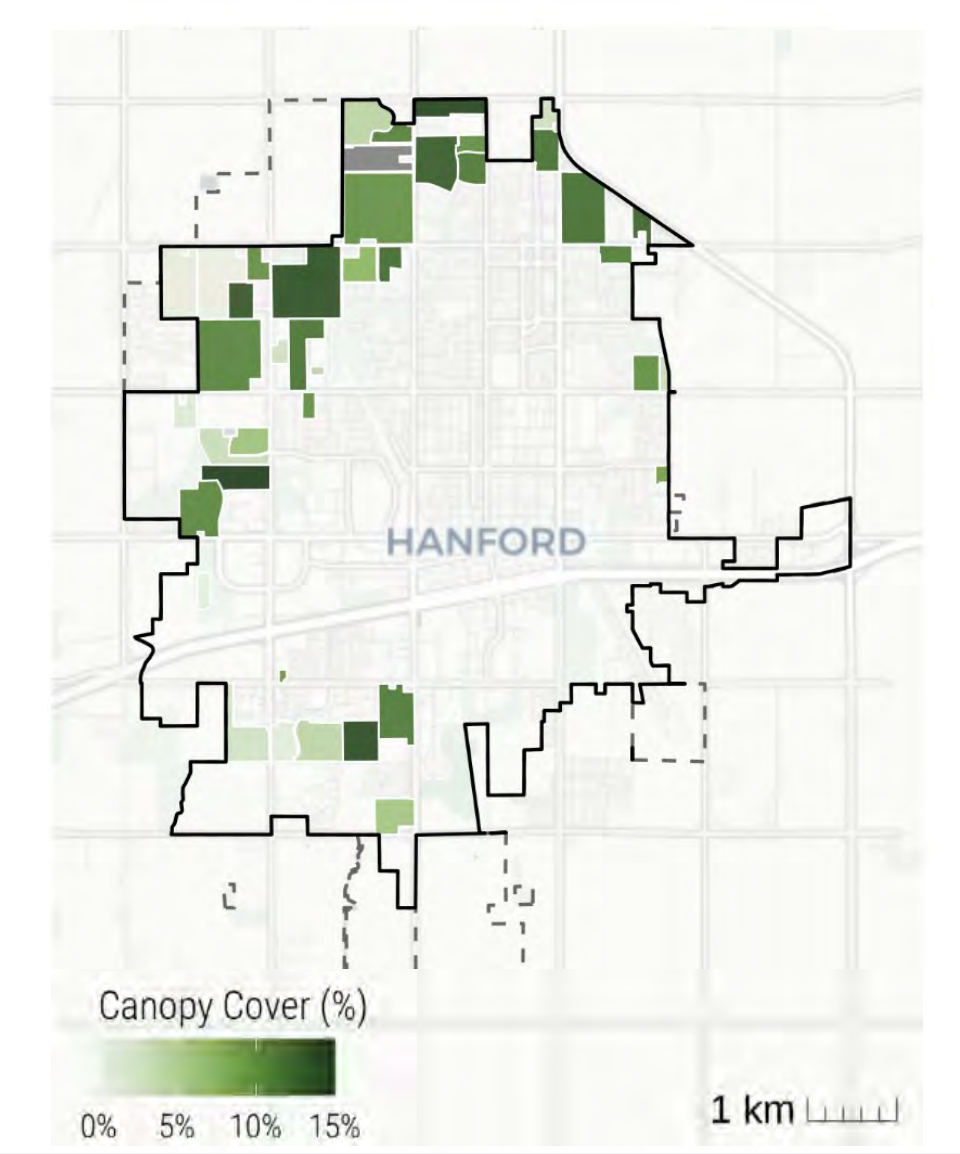
Between 2018 and 2022, canopy change varied widely across LADs, with some districts showing gains while others experienced substantial losses. The largest increases occurred in Quail (+3.4 percentage points) and Sidonia Estates (+1.3 percentage points). Other LADs with gains over 1 percentage point included Independence Units 3 & 4 and Independence Units 1 & 2.

The most substantial loss occurred in San Joaquin Valley Homes (−18.9 percentage points), largely due to housing development. However, part of this decline reflects a classification issue in the 2018 dataset, which appears to have mapped vineyards or cropland as canopy. Other LADs with notable losses included Silver Oaks, Stonecrest, and Pinecastle, each declining by more than 2 percentage points.

Overall, canopy loss was more prevalent than canopy gain across LADs, indicating that localized declines are contributing to the citywide canopy reduction. LADs are tied to specific maintenance and funding structures, so reversing these losses may require targeted replanting, adjusted maintenance schedules, and community engagement to sustain canopy over the long term.

Exhibit 14 shows the spatial distribution of canopy cover in 2022 across LADs.

Exhibit 14. Canopy Cover Distribution Across LADs



Source: EarthDefine 2025, derived from 2022 National Agriculture Imagery Program imagery.

2.1.5 Parks

Canopy cover was evaluated across 28 parks within the urban boundary. Parks provide important local-scale benefits, offering shade, recreation, and wildlife habitat, and their canopy distribution can highlight opportunities for preservation of large canopy trees and replanting large species.

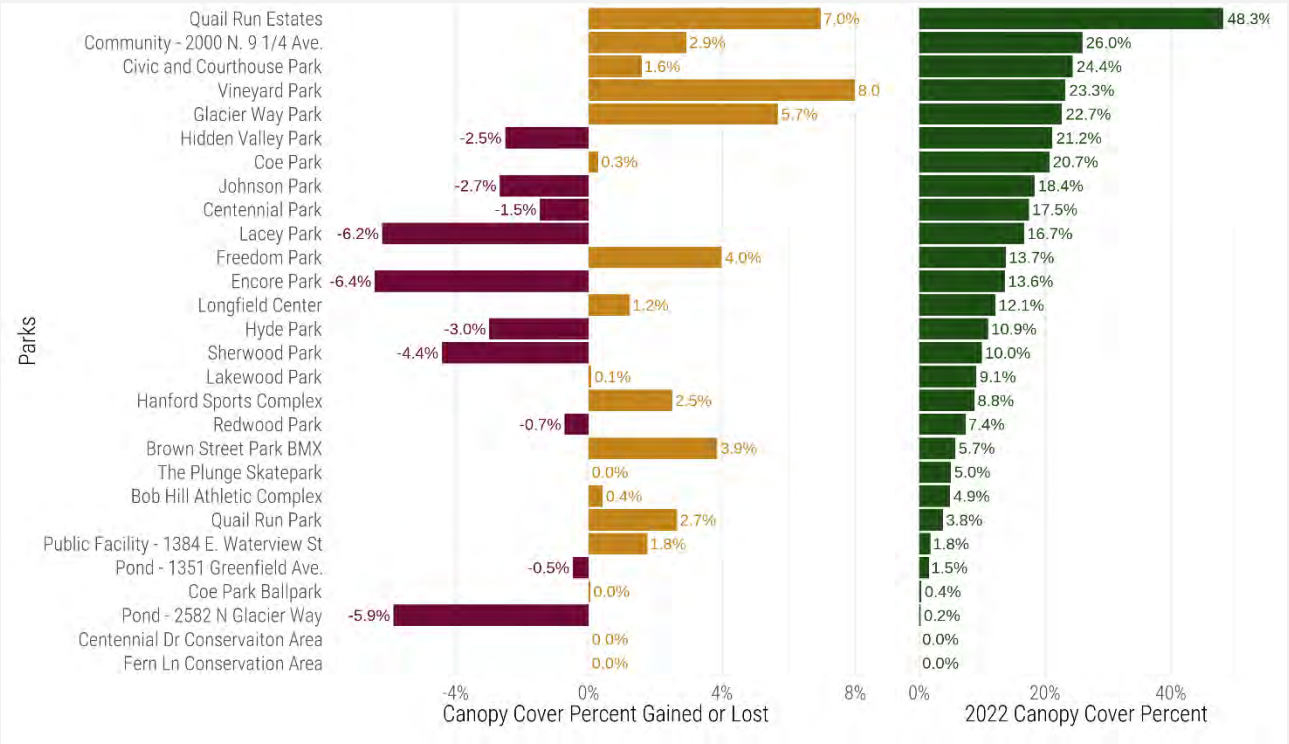
Between 2018 and 2022, canopy change varied across parks. The largest increases occurred in Vineyard Park (+8.0), Quail Run Estates (+7.0), and Freedom Park (+4.0). Other parks such as the Hanford Sports Complex, Brown Street Park BMX, and The Plunge Skatepark also saw smaller gains. The most substantial losses occurred in Encore Park (−6.4), Lacey Park (−6.2), Pond – 2582 N Glacier Way (−5.9), and Sherwood Park (−4.4).

In 2022, canopy levels in parks ranged from 0 to 48 percent, with the highest coverage in Quail Run Estates (48.3%), Community – 2000 N. 9 1/4 Ave. (26.0%), and Civic and Courthouse Park (24.4%). Several small parks and conservation areas contained less than 1 percent canopy cover.

Parks with declining canopy may benefit from targeted replanting and management to stabilize long-term cover, while those with higher canopy levels highlight opportunities for continued preservation.

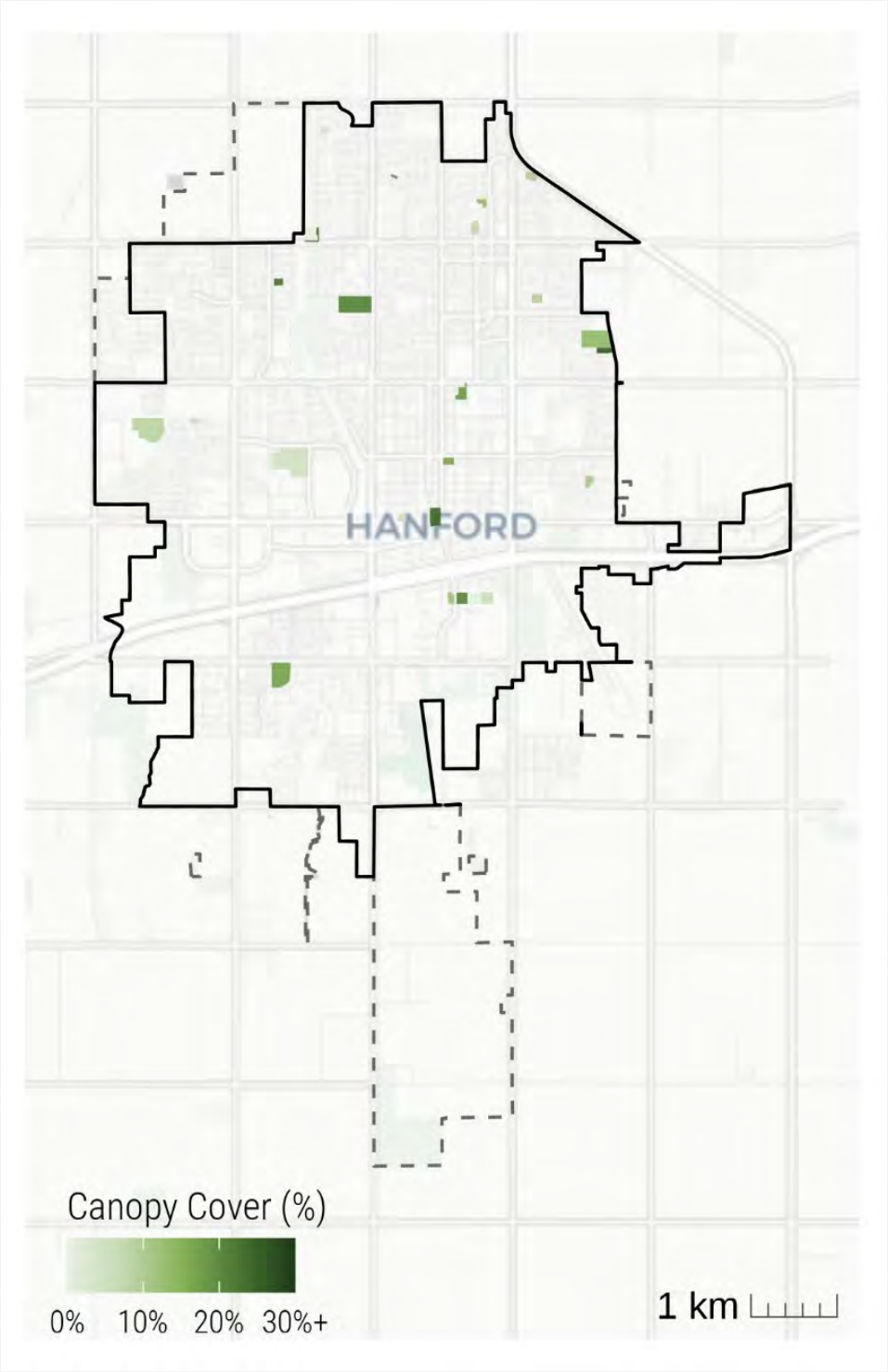
Exhibit 15 presents canopy change by parks from 2018 to 2022 alongside 2022 canopy levels. **Exhibit 16** shows the spatial distribution of canopy cover in 2022 parks.

Exhibit 15. Canopy Cover and Change by Parks (2018–2022)



Source: EarthDefine 2025, derived from 2022 National Agriculture Imagery Program imagery; Hanford GIS Data, 2025.

Exhibit 16. 2022 Canopy Cover by Parks



Source: EarthDefine 2025, derived from 2022 National Agriculture Imagery Program imagery.

2.2 Canopy Cover Target Analysis

Setting canopy cover targets requires balancing planting potential with the City's capacity to maintain and sustain urban forest growth over time. This section presents a preliminary analysis to support target setting by estimating potential canopy gains from the growth of existing public trees and planting within viable sites identified in the City's inventory, and evaluating the number of additional trees needed to reach a citywide canopy goal of 10%.

Although these findings provide a helpful foundation, they do not capture all conditions that influence urban forest outcomes, such as available funding, community support, and long-term tree care needs. These broader considerations will be addressed through the UFMP to ensure canopy targets are both realistic and sustainable.

2.2.1 Potential Canopy Growth

This analysis estimates how much additional canopy cover the City could gain through the natural growth of existing public trees and, separately, the potential expansion that could occur if all viable vacant sites identified in the inventory were planted. Together, these estimates provide a preliminary understanding of the City's overall canopy growth potential based on its existing tree population and the physical availability of planting space on City-managed land.

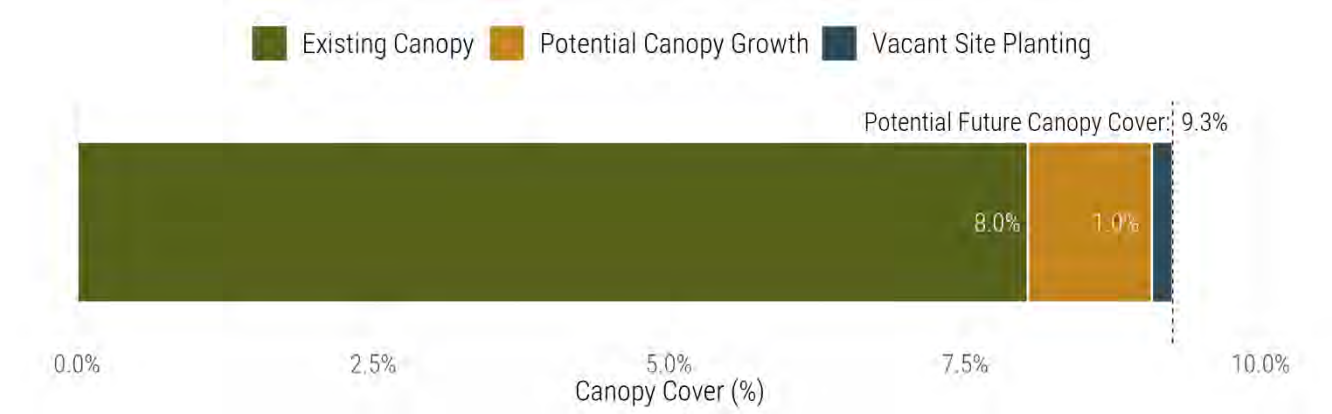
City-managed trees were evaluated for potential canopy expansion as they continue to mature. The analysis assumed an average mature height of 45 feet and a corresponding canopy diameter of approximately 34 feet, based on a height-to-canopy ratio of 1:0.75 derived from the City's tree inventory. Additional canopy area was calculated by comparing the estimated mature canopy area for each tree to its current canopy area, summing the difference across all trees, and converting the total to acres. This portion of the analysis suggests a potential increase in canopy cover of approximately 1.0%, representing the maximum canopy gain achievable from existing public trees as they reach maturity under current conditions.

A separate analysis was completed to estimate the potential canopy cover gained if all inventoried vacant planting sites and sites with stumps were filled with new trees. Of the 600 total sites, 591 were determined to be viable and were used to estimate potential canopy gain. Each site was assigned a typical mature canopy diameter based on its category: 20 feet for stumps and small planting sites, 35 feet for medium sites, and 50 feet for large sites. If all recorded vacant sites were planted and the trees grown to maturity, canopy cover could increase by an additional 0.2 percent.

This analysis suggests that the City's total canopy cover could increase from the current 8% to approximately 9.3% if all existing public trees reach maturity and all viable vacant sites are eventually planted. This represents a maximum potential scenario using existing public resources and planting space. Potential canopy increases from creating new planting areas, such as converting paved or built surfaces, were not included and require additional analysis. These results are based on assumptions such as available funding for tree planting and the ability to preserve existing trees, and do not account for tree mortality, removals, or other long-term management factors that could reduce the maximum canopy growth potential.

Exhibit 17 illustrates the potential canopy gains achievable from the growth of existing City-managed trees and planting within viable vacant sites identified in the inventory.

Exhibit 17. Projected Canopy Gains from City-Managed Tree Growth and Vacant Planting Sites



Source: City of Hanford, Dudek 2025.

2.2.2 Increasing Canopy Cover

The results of the canopy growth analysis indicate that, under current conditions, the City's canopy cover could reach approximately 9.3% if all existing public trees were preserved to maturity and all viable vacant sites in the inventory were planted. This represents the upper limit of canopy expansion achievable through trees on City-managed land.

To explore how canopy cover could increase beyond this estimate, additional planting scenarios were modeled. These scenarios estimate the number of trees that would need to be established to achieve higher canopy levels across the City. A 10% canopy cover scenario was selected as a practical next step and planning benchmark. While the analysis is based on publicly managed trees and known planting sites, achieving this canopy level would ultimately depend on participation across both public and private properties. The scenario builds on the results of the canopy growth analysis to provide a realistic and measurable reference point for guiding long-term investment in tree planting and maintenance efforts.

Achieving a 10% canopy level would require expanding total canopy cover by approximately two percentage points above current conditions. Assuming existing public trees continue to mature and private canopy remains stable, this increase represents roughly 88 additional acres of canopy citywide. To illustrate what this level of growth would require, the additional canopy area was translated into approximate tree counts using a representative mix of tree sizes and their expected mature canopy spread.

Table 5 summarizes the number of trees and corresponding canopy area needed to increase total canopy cover by approximately 88 acres. The analysis assumes a balanced distribution of canopy width classes, small, medium, large, and extra-large, representative of typical urban planting conditions.

Table 5. Estimated Tree Planting Requirements to Achieve 10% Canopy Cover

Canopy Width	Ratio	Trees to Plant	Total Acres Increase
Small (20')	20%	749	5.29
Medium (30')	30%	1,122	17.85
Large (40')	30%	1,122	31.73
Extra-Large (50')	20%	749	33.09
Total	**100%**	**3,742**	**87.96**

Reaching a 10% canopy level would require planting approximately 3,742 trees, distributed across a mix of small, medium, large, and extra-large canopy width classes. If implemented gradually over a 30-year period, this would equate to planting about 125 new trees per year. The estimate includes a 2% mortality adjustment applied at the end of the analysis period, representing expected losses through maturity. This estimate assumes the City would continue to replace trees lost to mortality through replanting efforts, supporting the long-term establishment and sustainability of canopy gains.

With only 591 viable planting sites currently identified in the City's tree inventory, Hanford would need to identify additional viable planting areas and expand opportunities through streetscape retrofits, new development requirements, or private property initiatives to meet this goal. While the City plays a leading role in managing and expanding canopy cover through the care and planting of public trees, the long-term success of the urban forest will also rely heavily on actions taken on private property.

The canopy cover analysis shows that approximately 82% of the City's existing canopy is located on private property, with 6% on public land and 12% within rights-of-way and medians. This distribution highlights the importance of community participation and policy support to achieve meaningful canopy increases.

To make progress toward a 10% canopy goal, the City must consider influencing tree planting and preservation through various avenues including evaluating current planting and maintenance practices, identifying and prioritizing new planting opportunities, securing additional funding for the City's urban forestry program, guiding developers to preserve or replace trees, and utilizing programmatic tools such as tree protection ordinances and partnerships with schools, private land owners, and community organizations. Initiatives like residential tree giveaways, securing funding for a proactive maintenance program, and encouraging preservation of existing trees during development or reconstruction can further support canopy growth and ensure the benefits of the urban forest are distributed equitably across Hanford's neighborhoods.

2.3 Priority Planting Areas

A priority planting analysis was conducted to assist the City in identifying areas where new trees would provide the most benefit. The analysis incorporates information on urban heat severity, viable planting sites, and the Tree Equity Score (TES) to highlight locations where tree planting may deliver the greatest environmental and community benefits.

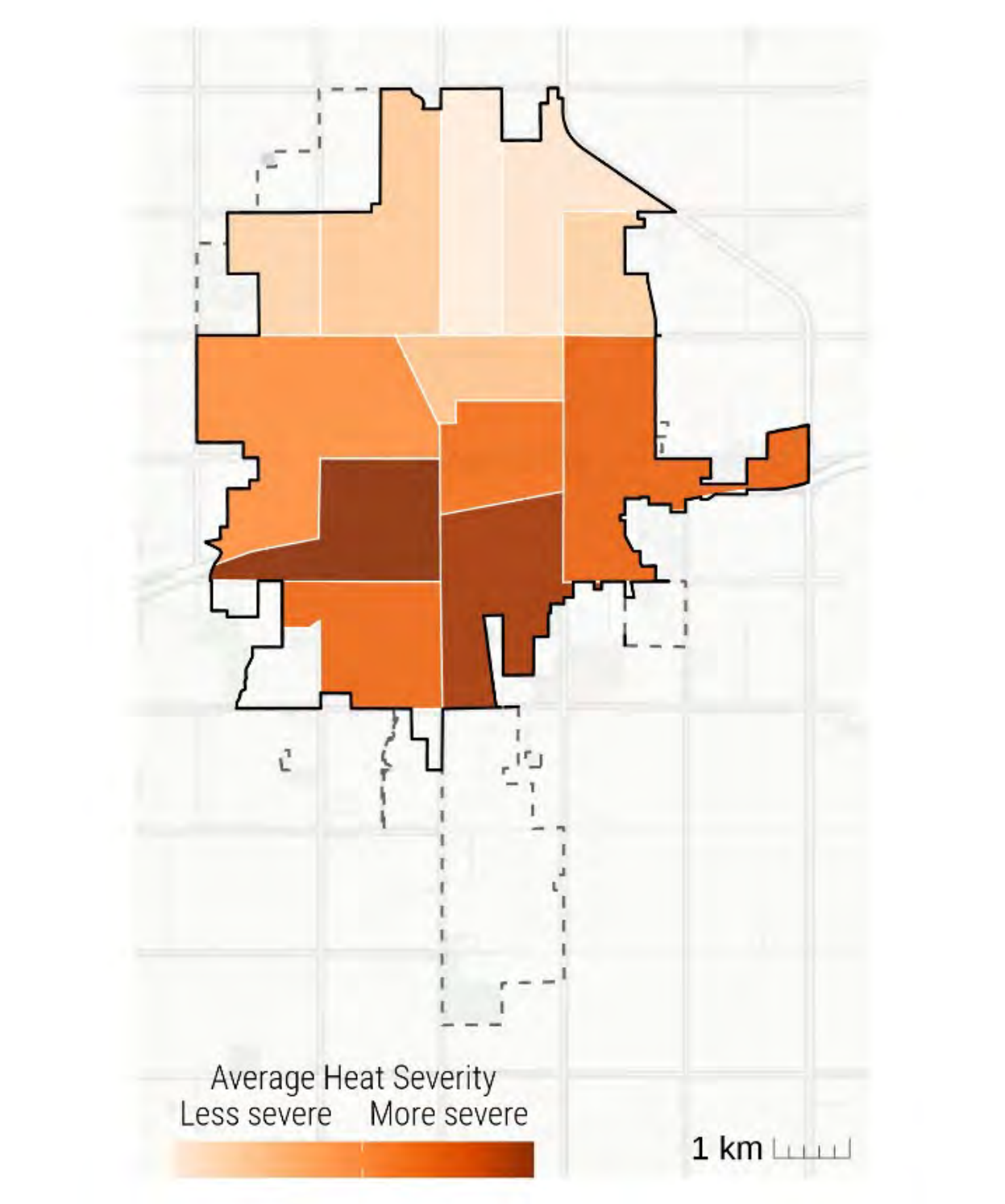
This analysis serves as a planning tool to guide decision-making and support future implementation of the UFMP. Priority areas may evolve as new data become available, advantageous funding opportunities arise, or community partnerships are developed, to enhance the urban forest collaboratively. The results of this analysis can inform policy development, outreach efforts, and strengthen grant applications, by identifying neighborhoods where planting can reduce heat exposure, increase shade, and promote equitable access to urban forest resources.

2.3.1 Urban Heat Severity

Urban heat island effects occur when built surfaces such as pavement, roofs, and parking lots absorb and retain heat, leading to higher local temperatures compared to surrounding rural or vegetated areas. To assess relative temperature patterns within Hanford, the analysis used the 2024 Urban Heat Severity dataset developed by the Trust for Public Land. The dataset classifies relative surface heat intensity on a scale from 1 (less severe) to 5 (more severe). For this assessment, the dataset was processed to calculate a weighted average heat severity for each Census tract, allowing comparison of localized heat exposure across Hanford. This approach combines both the extent and intensity of heat within each tract to identify neighborhoods most affected by elevated surface temperatures where tree planting may help mitigate these heat impacts.

Exhibit 18 shows that central and southwestern Hanford experience the highest heat severity, indicating areas that may benefit most from increased tree canopy and shade infrastructure to mitigate urban heat. Northern and northeastern neighborhoods exhibit lower relative heat severity, likely reflecting greater vegetation cover or fewer impervious surfaces.

Exhibit 18. Urban Heat Island Severity by Census Tract



Source: The Trust for Public Land 2024.

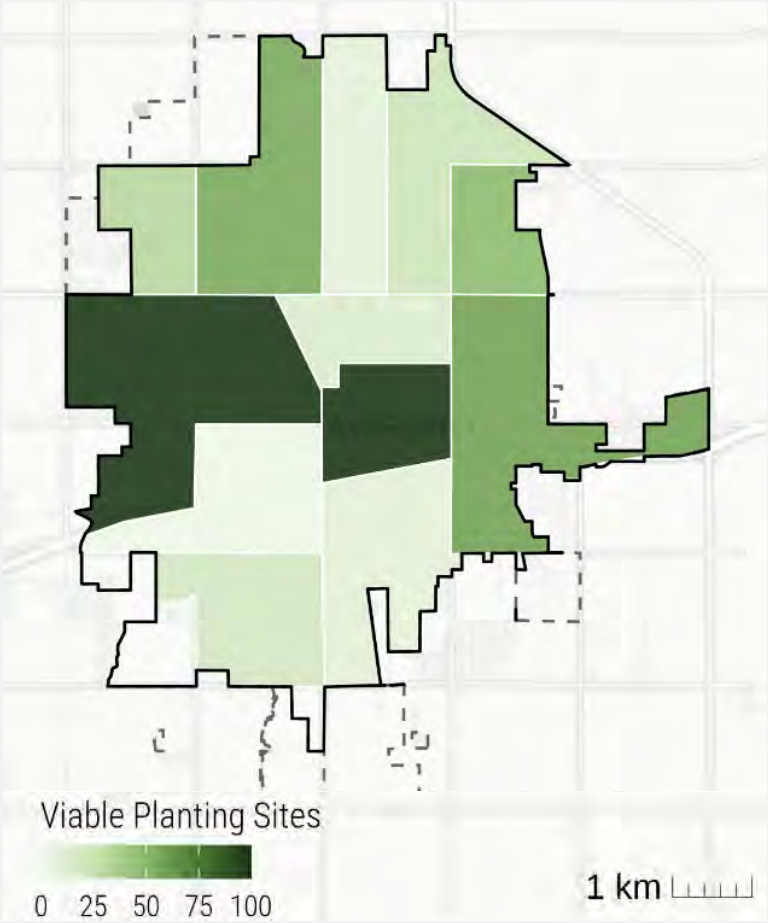
2.3.2 Viable Planting Sites

Viable planting sites were evaluated using data from the City's tree inventory. These sites represent existing locations where new trees could be established without major modifications to current land use or infrastructure. Each site was categorized based on the anticipated mature size of tree it can support: small, medium, or large. Stump locations were also included, representing opportunities for replanting once stumps are removed. A total of 591 viable planting sites were identified, including:

- 60 small sites – best suited for narrow spaces or under utility lines,
- 140 medium sites – appropriate for general use in most parkways and landscaped areas, and
- 278 large sites – capable of supporting shade trees with expansive canopies,
- 113 stump locations – representing opportunities for replacement planting once stumps are removed.

Exhibit 19 illustrates the density of viable planting sites across Hanford by Census tract. Darker areas indicate tracts with a higher number of vacant planting opportunities, highlighting where near-term canopy gains may be most feasible.

Exhibit 19. Viable Planting Site Density by Census Tract



Source: City of Hanford 2025.

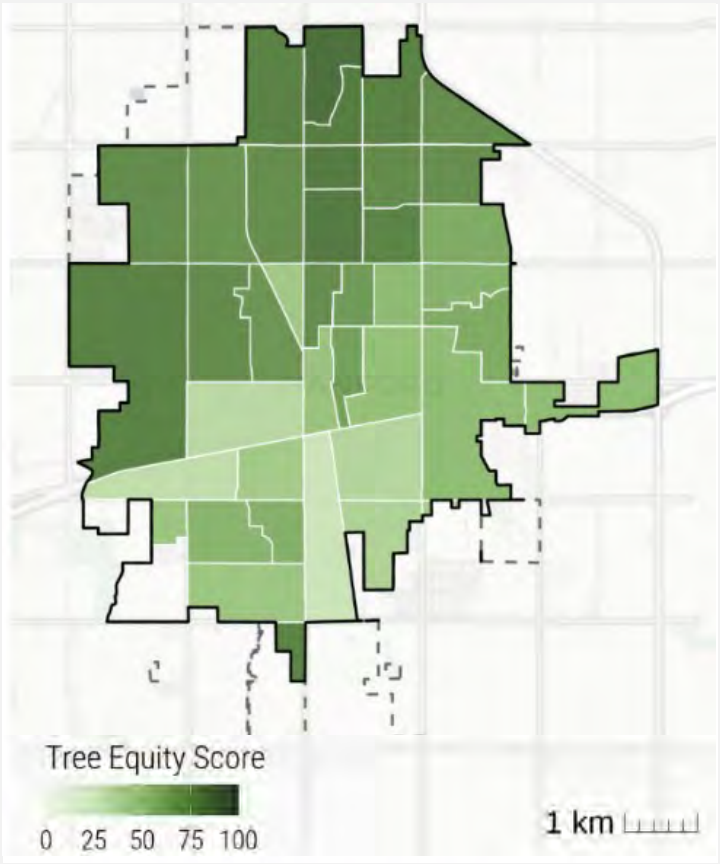
2.3.3 Tree Equity

The Tree Equity Score (TES) is a nationwide metric developed by American Forests to measure how well the benefits of trees are reaching all residents within a community. The score evaluates whether neighborhoods have enough tree canopy to ensure equitable access to shade, air-quality benefits, and climate resilience. It is calculated at the Census block-group level and combines high-resolution tree canopy data with demographic, environmental, and socioeconomic indicators that influence vulnerability to extreme heat and pollution.

TES scores range from 0 to 100, with lower values indicating a greater need for tree planting. A score of 100 means the neighborhood has met its canopy goal and is providing an equitable level of tree benefits relative to local conditions. Tree canopy goals are determined based on biome-specific targets (e.g., forest, Mediterranean, grassland, or desert) adjusted for building density, while the social and environmental context is captured through a Priority Index, which considers factors such as income, race, age, linguistic isolation, unemployment, health burden, and heat severity.

Exhibit 20 illustrates Tree Equity Scores across the City's Census block groups. Lighter colors represent lower scores, indicating neighborhoods with limited canopy and higher planting need. Darker colors represent areas that have met or exceeded equitable canopy thresholds.

Exhibit 20. Tree Equity Score by Census Block Groups



Source: Tree Equity Score. 2023. *American Forests.*

In Hanford, the Tree Equity Score highlights neighborhoods where existing canopy does not adequately serve residents most affected by heat and socioeconomic stressors. These areas typically correspond with communities experiencing higher poverty rates, greater heat exposure, or limited access to shade. Evaluating TES across the City helps identify where tree planting and canopy preservation efforts can most effectively reduce environmental disparities, mitigate extreme heat, and improve quality of life.

Aligning future planting efforts in areas with low Tree Equity Scores, high heat severity, and available planting space overlap, will help the City direct resources where trees may provide the greatest combined benefit. Focusing on these overlapping areas can reduce heat exposure, expand canopy where establishment is most feasible, and improve equitable access to urban forest benefits across Hanford. This integrated approach supports data-driven prioritization and provides a foundation for future implementation, advocacy for funding, and management decisions for the urban forestry program.

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i-Tree
Ecosystem Analysis

Hanford



Urban Forest Effects and Values
July 2025

Summary

Understanding an urban forest's structure, function and value can promote management decisions that will improve human health and environmental quality. An assessment of the vegetation structure, function, and value of the Hanford urban forest was conducted during 2025. Data from 6640 trees located throughout Hanford were analyzed using the i-Tree Eco model developed by the U.S. Forest Service, Northern Research Station.

- Number of trees: 6,640
- Tree Cover: 28.07 acres
- Most common species of trees: Chinese pistache, Common crapemyrtle, Chinese hackberry
- Percentage of trees less than 6" (15.2 cm) diameter: 47.0%
- Pollution Removal: 2029 pounds/year ($7.09 thousand/year)
- Carbon Storage: 1.324 thousand tons ($573 thousand)
- Carbon Sequestration: 39.89 tons ($17.3 thousand/year)
- Oxygen Production: 106.4 tons/year
- Avoided Runoff: 146.1 thousand gallon/year ($1.31 thousand/year)
- Building energy savings: N/A – data not collected
- Avoided carbon emissions: N/A – data not collected
- Replacement values: $10.9 million

Ton: short ton (U.S.) (2,000 lbs)
Monetary values $ are reported in US Dollars throughout the report except where noted.
Ecosystem service estimates are reported for trees.
With Complete Inventory Projects, oxygen production is estimated from gross carbon sequestration and does not account for decomposition. Oxygen production in Plot Inventory Projects is estimated from net carbon sequestration.

For an overview of i-Tree Eco methodology, see Appendix I. Data collection quality is determined by the local data collectors, over which i-Tree has no control.

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I. Tree Characteristics of the Urban Forest

The urban forest of Hanford has 6,640 trees with a tree cover of Chinese pistache. The three most common species are Chinese pistache (33.6 percent), Common crapemyrtle (9.1 percent), and Chinese hackberry (7.2 percent).

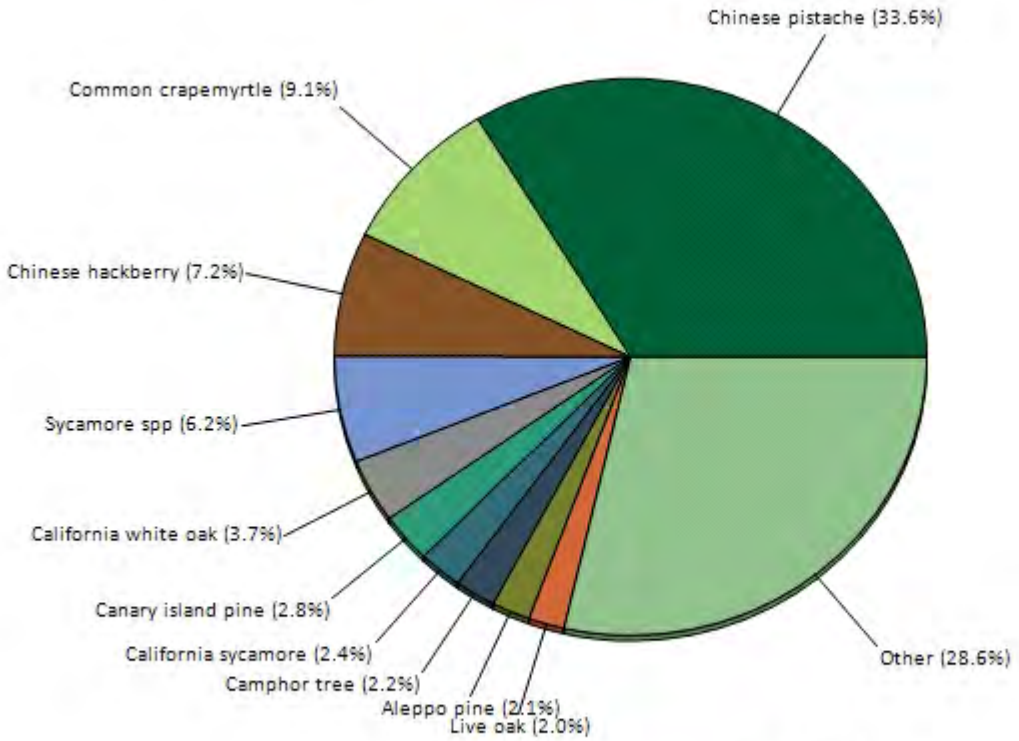


Figure 1. Tree species composition in Hanford

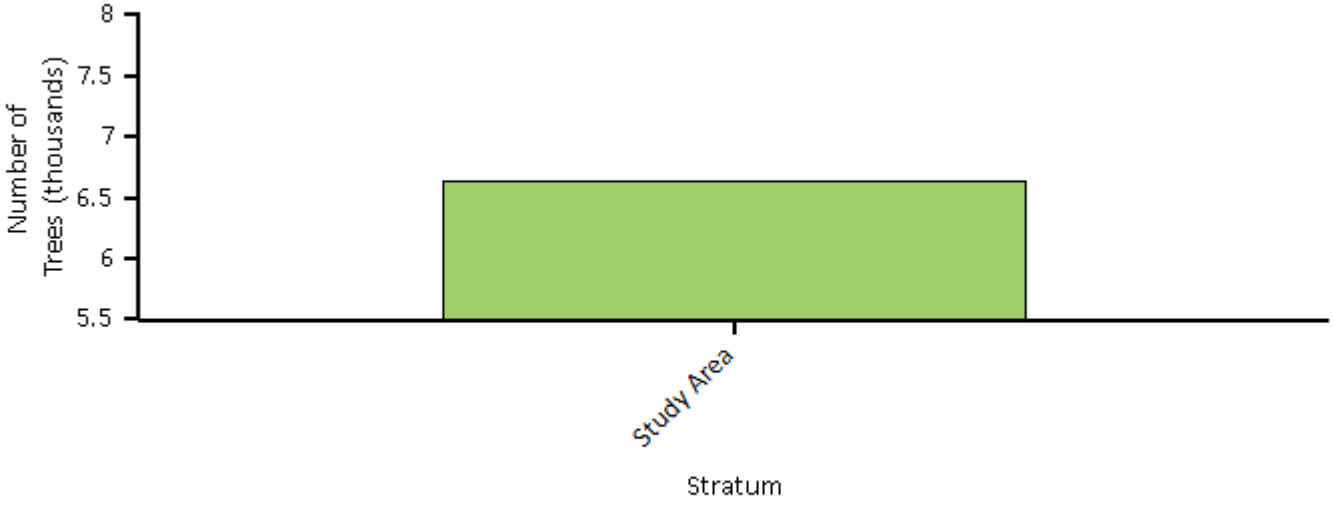


Figure 2. Number of trees in Hanford by stratum

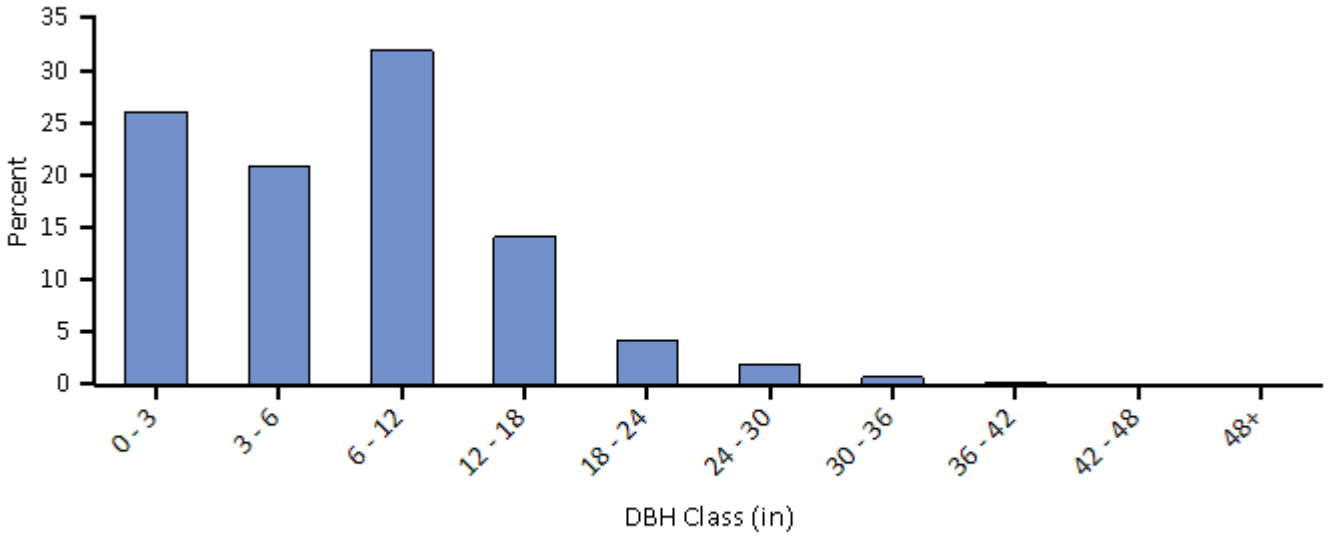


Figure 3. Percent of tree population by diameter class (DBH - stem diameter at 4.5 feet)

Urban forests are composed of a mix of native and exotic tree species. Thus, urban forests often have a tree diversity that is higher than surrounding native landscapes. Increased tree diversity can minimize the overall impact or destruction by a species-specific insect or disease, but it can also pose a risk to native plants if some of the exotic species are invasive plants that can potentially out-compete and displace native species. In Hanford, about 18 percent of the trees are species native to North America, while 9 percent are native to California. Species exotic to North America make up 82 percent of the population. Most exotic tree species have an origin from Asia (59 percent of the species).

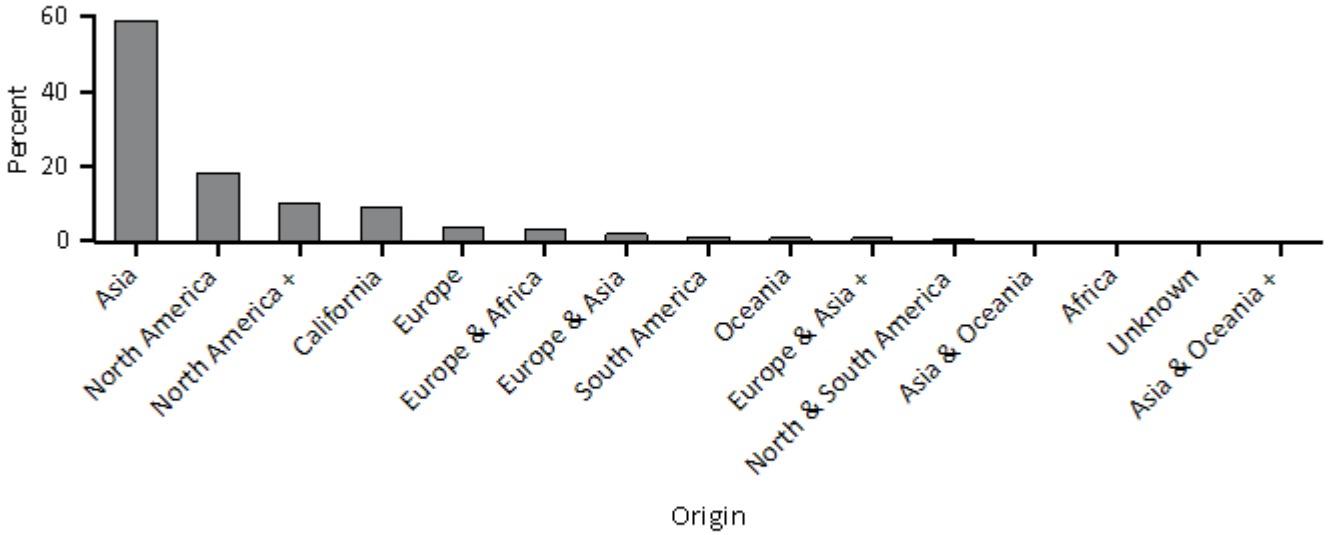


Figure 4. Percent of live tree population by area of native origin, Hanford

The plus sign (+) indicates the tree species is native to another continent other than the ones listed in the grouping.

Invasive plant species are often characterized by their vigor, ability to adapt, reproductive capacity, and general lack of natural enemies. These abilities enable them to displace native plants and make them a threat to natural areas. Four of the 101 tree species in Hanford are identified as invasive on the state invasive species list (California Invasive Species Advisory Committee 2010). These invasive species comprise 1.3 percent of the tree population though they may only cause a minimal level of impact. The three most common invasive species are Chinese tallowtree (1.0 percent of population), Tree of heaven (0.1 percent), and California peppertree (0.1 percent) (see Appendix V for a complete list of invasive species).

II. Urban Forest Cover and Leaf Area

Many tree benefits equate directly to the amount of healthy leaf surface area of the plant. Trees cover about 28.07 acres of Hanford and provide 88.53 acres of leaf area.

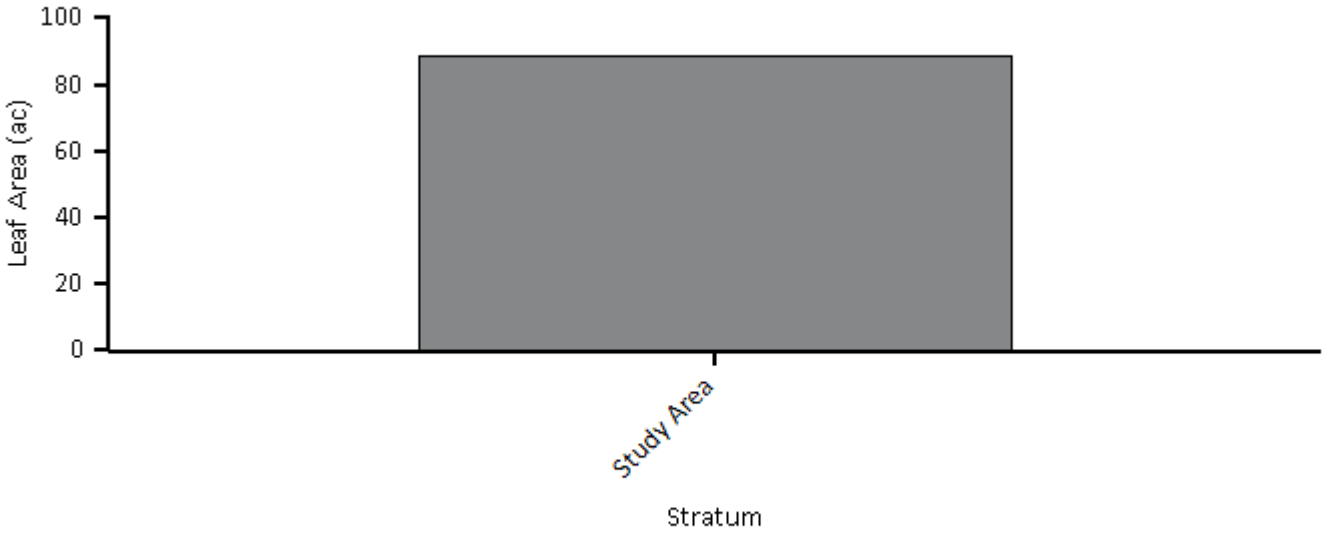


Figure 5. Leaf area by stratum, Hanford

In Hanford, the most dominant species in terms of leaf area are Chinese pistache, Chinese hackberry, and California white oak. The 10 species with the greatest importance values are listed in Table 1. Importance values (IV) are calculated as the sum of percent population and percent leaf area. High importance values do not mean that these trees should necessarily be encouraged in the future; rather these species currently dominate the urban forest structure.

Table 1. Most important species in Hanford

Species Name	*Percent Population*	*Percent Leaf Area*	*IV*
Chinese pistache	33.6	15.7	49.3
Chinese hackberry	7.2	11.9	19.1
Sycamore spp	6.2	8.4	14.6
California white oak	3.7	10.7	14.4
Canary island pine	2.8	9.8	12.7
Common crapemyrtle	9.1	0.6	9.7
Italian stone pine	1.5	7.1	8.6
Aleppo pine	2.1	4.5	6.6
Camphor tree	2.2	3.2	5.4
Live oak	2.0	2.4	4.3

Common ground cover classes (including cover types beneath trees and shrubs) in Hanford are not available since they are configured not to be collected.

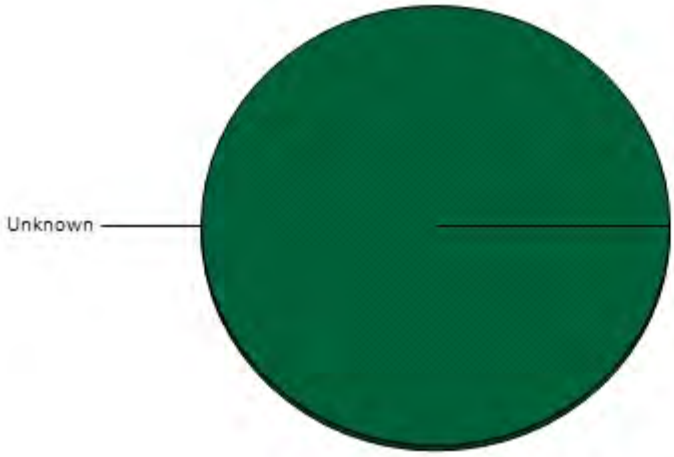


Figure 6. Percent of land by ground cover classes, Hanford

III. Air Pollution Removal by Urban Trees

Poor air quality is a common problem in many urban areas. It can lead to decreased human health, damage to landscape materials and ecosystem processes, and reduced visibility. The urban forest can help improve air quality by reducing air temperature, directly removing pollutants from the air, and reducing energy consumption in buildings, which consequently reduces air pollutant emissions from the power sources. Trees also emit volatile organic compounds that can contribute to ozone formation. However, integrative studies have revealed that an increase in tree cover leads to reduced ozone formation (Nowak and Dwyer 2000).

Pollution removal[1] by trees in Hanford was estimated using field data and recent available pollution and weather data available. Pollution removal was greatest for ozone (Figure 7). It is estimated that trees remove 2029 pounds of air pollution (ozone (O3), carbon monoxide (CO), nitrogen dioxide (NO2), particulate matter less than 2.5 microns (PM2.5), particulate matter less than 10 microns and greater than 2.5 microns (PM10*)[2], and sulfur dioxide (SO2)) per year with an associated value of $7.09 thousand (see Appendix I for more details).

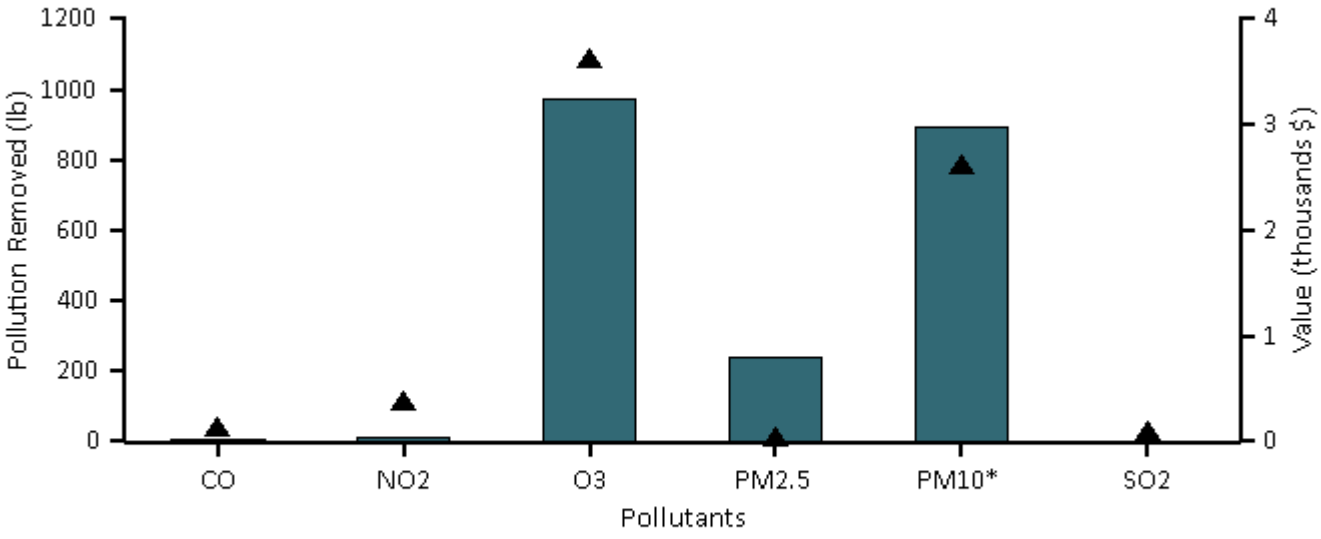


Figure 7. Annual pollution removal (points) and value (bars) by urban trees, Hanford

[1] PM10* is particulate matter less than 10 microns and greater than 2.5 microns. PM2.5 is particulate matter less than 2.5 microns. If PM2.5 is not monitored, PM10* represents particulate matter less than 10 microns. PM2.5 is generally more relevant in discussions concerning air pollution effects on human health.

[2] Trees remove PM2.5 and PM10* when particulate matter is deposited on leaf surfaces. This deposited PM2.5 and PM10* can be resuspended to the atmosphere or removed during rain events and dissolved or transferred to the soil. This combination of events can lead to positive or negative pollution removal and value depending on various atmospheric factors (see Appendix I for more details).

In 2025, trees in Hanford emitted an estimated 1.451 tons of volatile organic compounds (VOCs) (0.7503 tons of isoprene and 0.7008 tons of monoterpenes). Emissions vary among species based on species characteristics (e.g. some genera such as oaks are high isoprene emitters) and amount of leaf biomass. Forty- five percent of the urban forest's VOC emissions were from California white oak and Live oak. These VOCs are precursor chemicals to ozone formation.[3]

General recommendations for improving air quality with trees are given in Appendix VIII.

[3] Some economic studies have estimated VOC emission costs. These costs are not included here as there is a tendency to add positive dollar estimates of ozone removal effects with negative dollar values of VOC emission effects to determine whether tree effects are positive or negative in relation to ozone. This combining of dollar values to determine tree effects should not be done, rather estimates of VOC effects on ozone formation (e.g., via photochemical models) should be conducted and directly contrasted with ozone removal by trees (i.e., ozone effects should be directly compared, not dollar estimates). In addition, air temperature reductions by trees have been shown to significantly reduce ozone concentrations (Cardelino and Chameides 1990; Nowak et al 2000), but are not considered in this analysis. Photochemical modeling that integrates tree effects on air temperature, pollution removal, VOC emissions, and emissions from power plants can be used to determine the overall effect of trees on ozone concentrations.

IV. Carbon Storage and Sequestration

Climate change is an issue of global concern. Urban trees can help mitigate climate change by sequestering atmospheric carbon (from carbon dioxide) in tissue and by altering energy use in buildings, and consequently altering carbon dioxide emissions from fossil-fuel based power sources (Abdollahi et al 2000).

Trees reduce the amount of carbon in the atmosphere by sequestering carbon in new growth every year. The amount of carbon annually sequestered is increased with the size and health of the trees. The gross sequestration of Hanford trees is about 39.89 tons of carbon per year with an associated value of $17.3 thousand. See Appendix I for more details on methods.

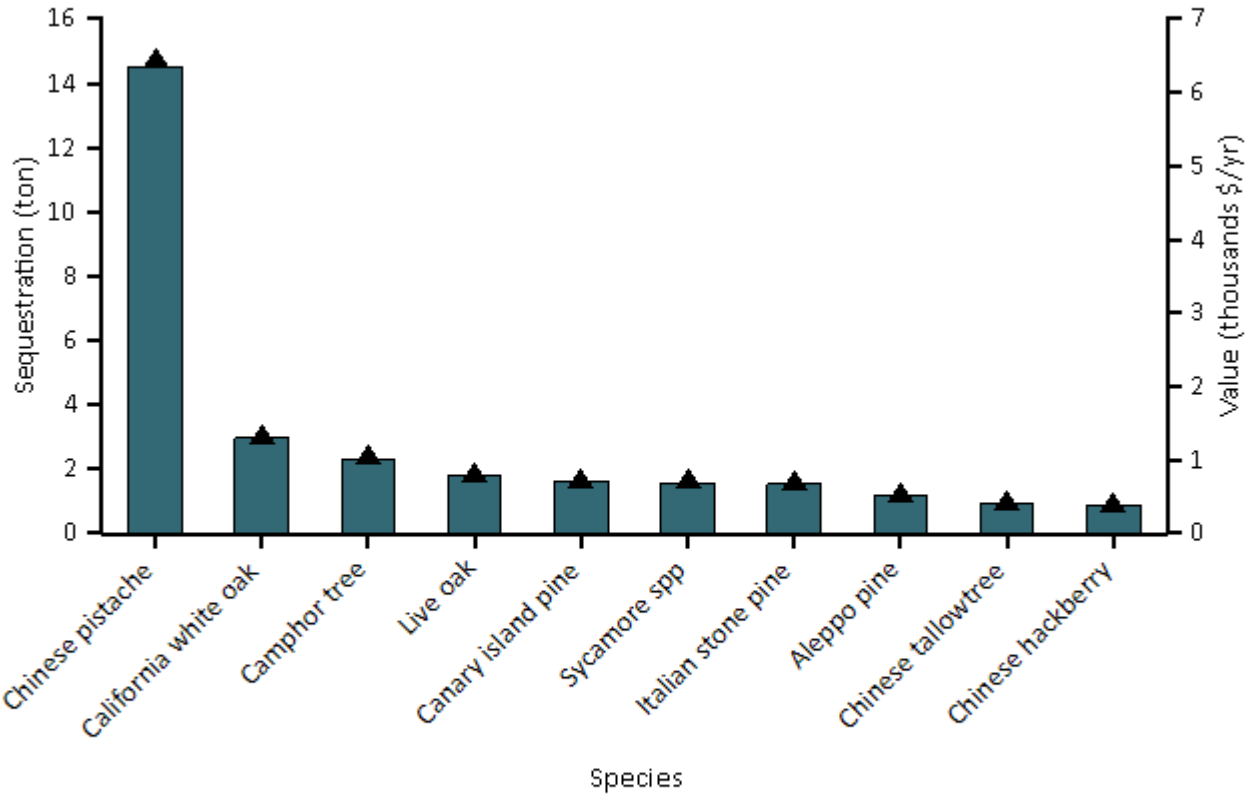


Figure 8. Estimated annual gross carbon sequestration (points) and value (bars) for urban tree species with the greatest sequestration, Hanford

Carbon storage is another way trees can influence global climate change. As a tree grows, it stores more carbon by holding it in its accumulated tissue. As a tree dies and decays, it releases much of the stored carbon back into the atmosphere. Thus, carbon storage is an indication of the amount of carbon that can be released if trees are allowed to die and decompose. Maintaining healthy trees will keep the carbon stored in trees, but tree maintenance can contribute to carbon emissions (Nowak et al 2002c). When a tree dies, using the wood in long-term wood products, to heat buildings, or to produce energy will help reduce carbon emissions from wood decomposition or from fossil-fuel or wood-based power plants.

Trees in Hanford are estimated to store 1320 tons of carbon ($573 thousand). Of the species sampled, Chinese pistache stores and sequesters the most carbon (approximately 24.6% of the total carbon stored and 36.8% of all sequestered carbon.)

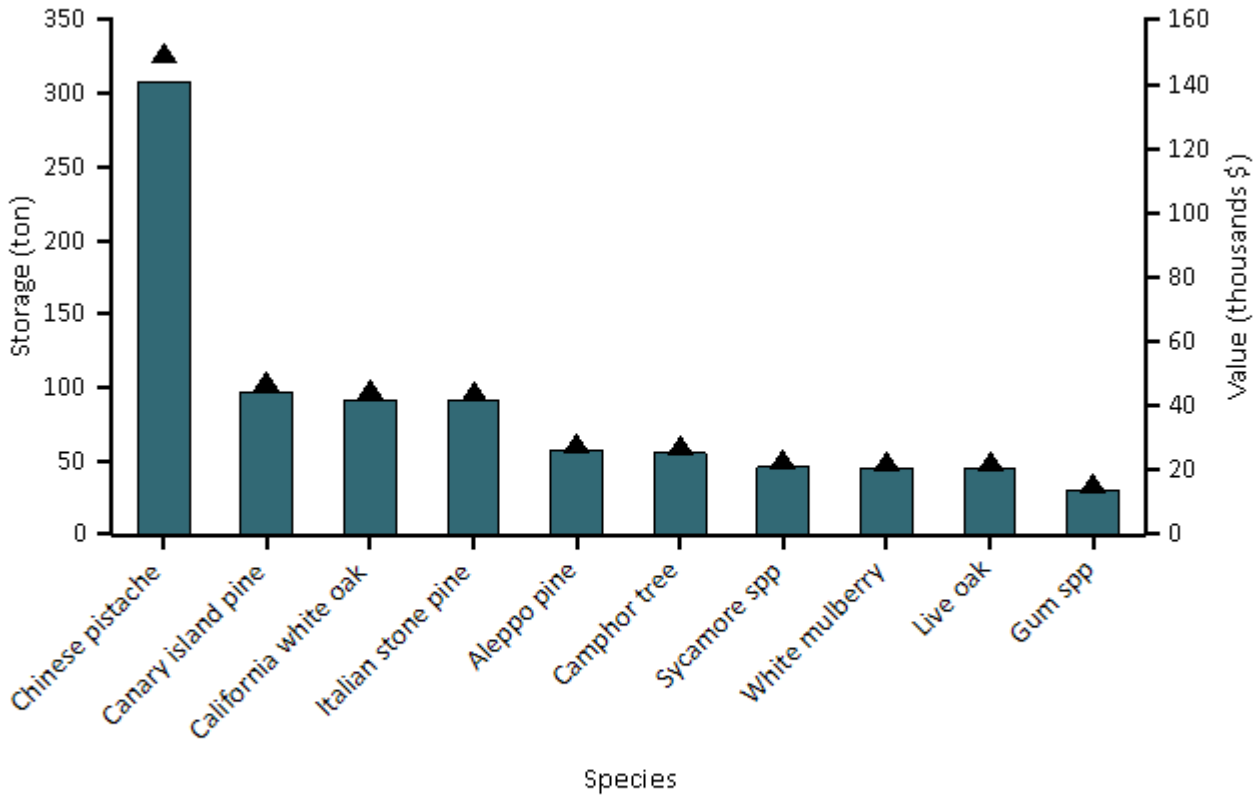


Figure 9. Estimated carbon storage (points) and values (bars) for urban tree species with the greatest storage, Hanford

V. Oxygen Production

Oxygen production is one of the most commonly cited benefits of urban trees. The annual oxygen production of a tree is directly related to the amount of carbon sequestered by the tree, which is tied to the accumulation of tree biomass.

Trees in Hanford are estimated to produce 106.4 tons of oxygen per year.[4] However, this tree benefit is relatively insignificant because of the large and relatively stable amount of oxygen in the atmosphere and extensive production by aquatic systems. Our atmosphere has an enormous reserve of oxygen. If all fossil fuel reserves, all trees, and all organic matter in soils were burned, atmospheric oxygen would only drop a few percent (Broecker 1970).

Table 2. The top 20 oxygen production species.

Species	*Oxygen (ton)*	*Gross Carbon Sequestration (ton/yr)*	*Number of Trees*	*Leaf Area (acre)*
Chinese pistache	39.13	14.67	2,234	13.88
California white oak	8.01	3.00	246	9.49
Camphor tree	6.28	2.36	148	2.81
Live oak	4.79	1.80	130	2.11
Canary island pine	4.37	1.64	189	8.70
Sycamore spp	4.26	1.60	411	7.42
Italian stone pine	4.12	1.54	99	6.25
Aleppo pine	3.13	1.18	140	4.00
Chinese tallowtree	2.47	0.93	66	0.85
Chinese hackberry	2.37	0.89	478	10.56
Common crapemyrtle	1.91	0.72	605	0.52
Coastal live oak	1.61	0.60	75	2.30
Carolina laurelcherry	1.47	0.55	113	0.42
Chinese elm	1.37	0.51	40	0.74
White mulberry	1.35	0.51	31	0.76
Callery pear	1.26	0.47	51	0.78
Ash spp	1.12	0.42	54	1.93
Red gum eucalyptus	1.08	0.41	9	1.07
Honeylocust	1.04	0.39	39	0.58
Silk oak	0.96	0.36	34	0.44

VI. Avoided Runoff

Surface runoff can be a cause for concern in many urban areas as it can contribute pollution to streams, wetlands, rivers, lakes, and oceans. During precipitation events, some portion of the precipitation is intercepted by vegetation (trees and shrubs) while the other portion reaches the ground. The portion of the precipitation that reaches the ground and does not infiltrate into the soil becomes surface runoff (Hirabayashi 2012). In urban areas, the large extent of impervious surfaces increases the amount of surface runoff.

Urban trees and shrubs, however, are beneficial in reducing surface runoff. Trees and shrubs intercept precipitation, while their root systems promote infiltration and storage in the soil. The trees and shrubs of Hanford help to reduce runoff by an estimated 146 thousand gallons a year with an associated value of $1.3 thousand (see Appendix I for more details). Avoided runoff is estimated based on local weather from the user-designated weather station. In Hanford, the total annual precipitation in 2023 was 12.8 inches.

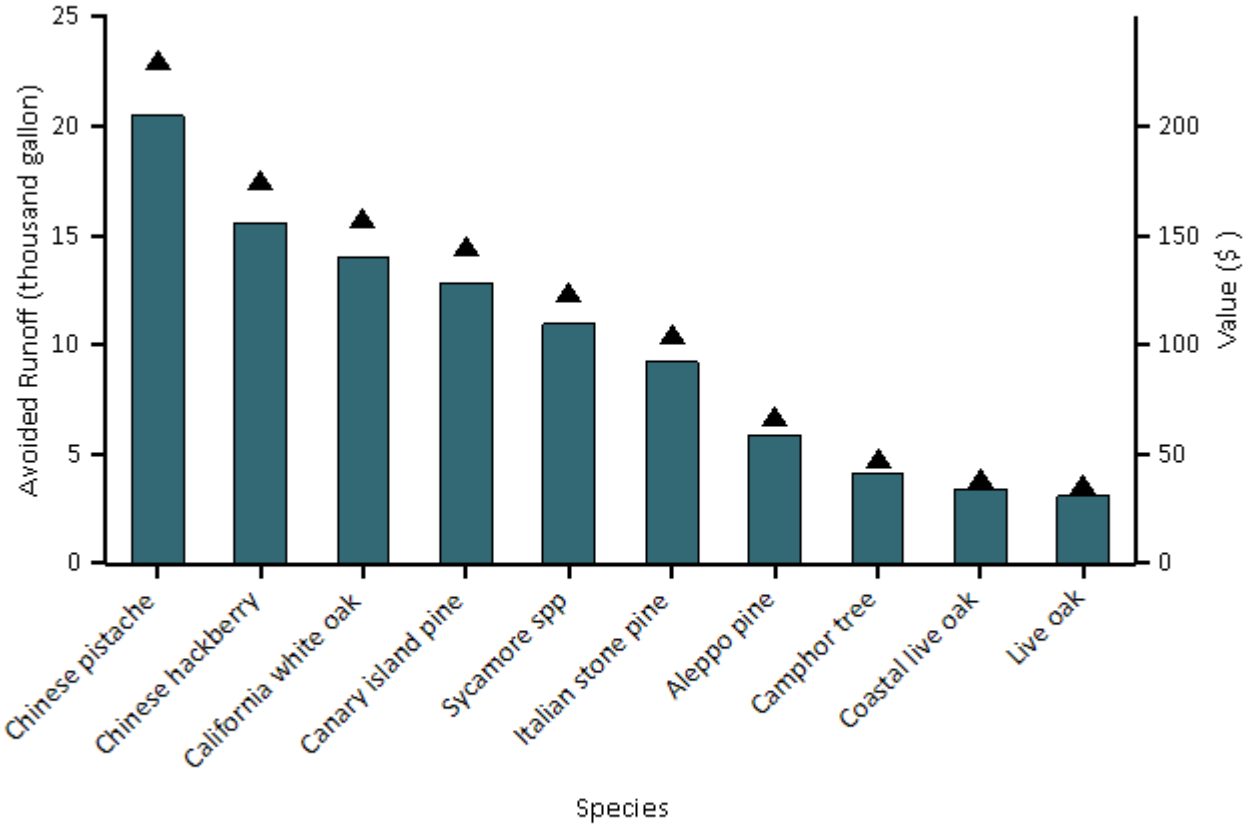


Figure 10. Avoided runoff (points) and value (bars) for species with greatest overall impact on runoff, Hanford

VII. Trees and Building Energy Use

Trees affect energy consumption by shading buildings, providing evaporative cooling, and blocking winter winds. Trees tend to reduce building energy consumption in the summer months and can either increase or decrease building energy use in the winter months, depending on the location of trees around the building. Estimates of tree effects on energy use are based on field measurements of tree distance and direction to space conditioned residential buildings (McPherson and Simpson 1999).

Because energy-related data were not collected, energy savings and carbon avoided cannot be calculated.

Table 3. Annual energy savings due to trees near residential buildings, Hanford

	Heating	*Cooling*	*Total*
MBTU[a]	0	N/A	0
MWH[b]	0	0	0
Carbon Avoided (pounds)	0	0	0

[a]MBTU - one million British Thermal Units

[b]MWH - megawatt-hour

Table 4. Annual savings [a]($) in residential energy expenditure during heating and cooling seasons, Hanford

	Heating	*Cooling*	*Total*
MBTU[b]	0	N/A	0
MWH[c]	0	0	0
Carbon Avoided	0	0	0

[b]Based on the prices of $204.7 per MWH and $12.9396400362223 per MBTU (see Appendix I for more details)

[c]MBTU - one million British Thermal Units

[c]MWH - megawatt-hour

[5] Trees modify climate, produce shade, and reduce wind speeds. Increased energy use or costs are likely due to these tree-building interactions creating a cooling effect during the winter season. For example, a tree (particularly evergreen species) located on the southern side of a residential building may produce a shading effect that causes increases in heating requirements.

VIII. Replacement and Functional Values

Urban forests have a replacement value based on the trees themselves (e.g., the cost of having to replace a tree with a similar tree); they also have functional values (either positive or negative) based on the functions the trees perform.

The replacement value of an urban forest tends to increase with a rise in the number and size of healthy trees (Nowak et al 2002a). Annual functional values also tend to increase with increased number and size of healthy trees. Through proper management, urban forest values can be increased; however, the values and benefits also can decrease as the amount of healthy tree cover declines.

Urban trees in Hanford have the following replacement values:

- Replacement value: $10.9 million
- Carbon storage: $573 thousand

Urban trees in Hanford have the following annual functional values:

- Carbon sequestration: $17.3 thousand
- Avoided runoff: $1.31 thousand
- Pollution removal: $7.09 thousand
- Energy costs and carbon emission values: $0

(Note: negative value indicates increased energy cost and carbon emission value)

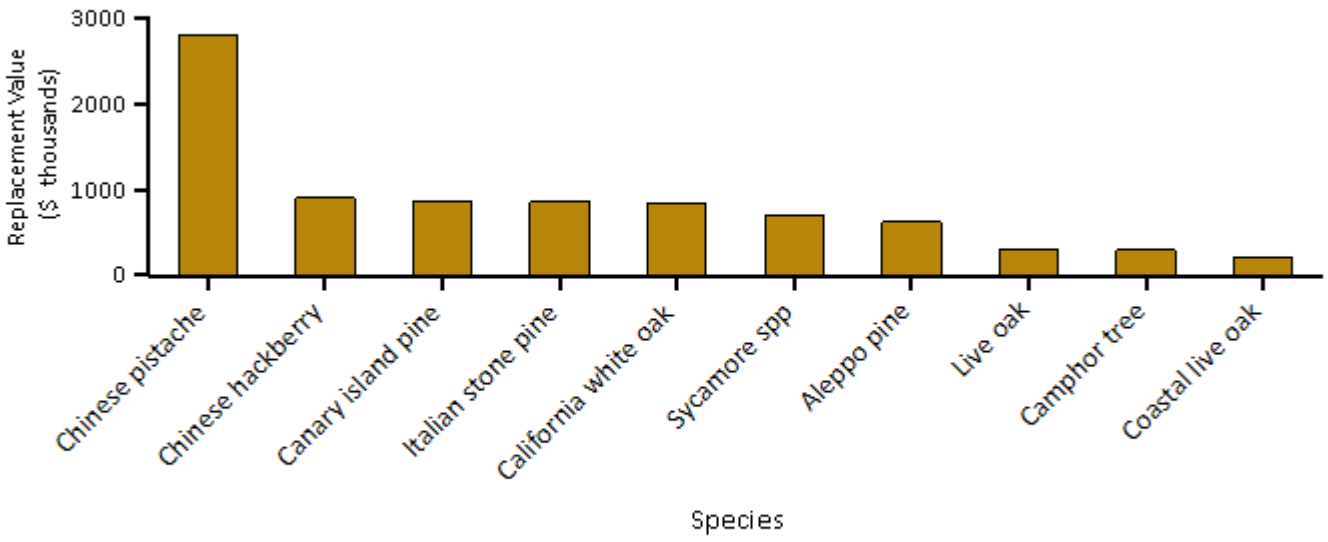


Figure 11. Tree species with the greatest replacement value, Hanford

IX. Potential Pest Impacts

Various insects and diseases can infest urban forests, potentially killing trees and reducing the health, replacement value and sustainability of the urban forest. As pests tend to have differing tree hosts, the potential damage or risk of each pest will differ among cities.Fifty-three pests were analyzed for their potential impact and compared with pest range maps (Forest Health Technology Enterprise Team 2014) for the conterminous United States to determine their proximity to Kings County. Two of the fifty-three pests analyzed are located within the county. For a complete analysis of all pests, see Appendix VII.

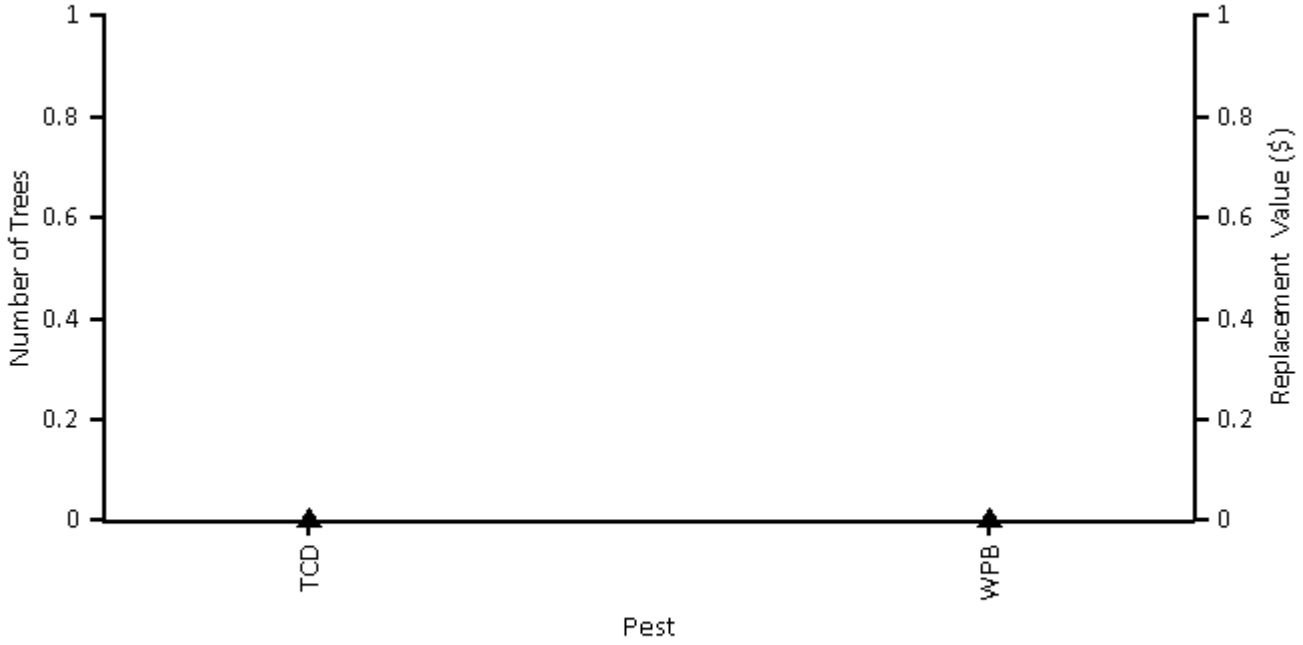


Figure 12. Number of trees at risk (points) and associated compensatory value (bars) for most threatening pests located in the county, Hanford

Thousand canker disease (TCD) (Cranshaw and Tisserat 2009; Seybold et al 2010) is an insect-disease complex that kills several species of walnuts, including black walnut. Potential loss of trees from TCD is 0.0 percent ($0 in replacement value).

The western pine beetle (WPB) (DeMars and Roettgering 1982) is a bark beetle and aggressive attacker of ponderosa and Coulter pines. This pest threatens 0.0 percent of the population, which represents a potential loss of $0 in replacement value.

Appendix I. i-Tree Eco Model and Field Measurements

i-Tree Eco is designed to use standardized field data and local hourly air pollution and meteorological data to quantify urban forest structure and its numerous effects (Nowak and Crane 2000), including:

- Urban forest structure (e.g., species composition, tree health, leaf area, etc.).
- Amount of pollution removed hourly by the urban forest, and its associated percent air quality improvement throughout a year.
- Total carbon stored and net carbon annually sequestered by the urban forest.
- Effects of trees on building energy use and consequent effects on carbon dioxide emissions from power sources.
- Replacement value of the forest, as well as the value for air pollution removal and carbon storage and sequestration.
- Potential impact of infestations by pests, such as Asian longhorned beetle, emerald ash borer, spongy moth, and Dutch elm disease.

Typically, all field data are collected during the leaf-on season to properly assess tree canopies. Typical data collection (actual data collection may vary depending upon the user) includes land use, ground and tree cover, individual tree attributes of species, stem diameter, height, crown width, crown canopy missing and dieback, and distance and direction to residential buildings (Nowak et al 2005; Nowak et al 2008).

During data collection, trees are identified to the most specific taxonomic classification possible. Trees that are not classified to the species level may be classified by genus (e.g., ash) or species groups (e.g., hardwood). In this report, tree species, genera, or species groups are collectively referred to as tree species.

Tree Characteristics:

Leaf area of trees was assessed using measurements of crown dimensions and percentage of crown canopy missing. In the event that these data variables were not collected, they are estimated by the model.

An analysis of invasive species is not available for studies outside of the United States. For the U.S., invasive species are identified using an invasive species list (California Invasive Species Advisory Committee 2010)for the state in which the urban forest is located. These lists are not exhaustive and they cover invasive species of varying degrees of invasiveness and distribution. In instances where a state did not have an invasive species list, a list was created based on the lists of the adjacent states. Tree species that are identified as invasive by the state invasive species list are cross-referenced with native range data. This helps eliminate species that are on the state invasive species list, but are native to the study area.

Air Pollution Removal:

Pollution removal is calculated for ozone, sulfur dioxide, nitrogen dioxide, carbon monoxide, particulate matter less than 2.5 microns, and particulate matter less than 10 microns and greater than 2.5 microns. PM2.5 is generally more relevant in discussions concerning air pollution effects on human health.

Air pollution removal estimates are derived from calculated hourly tree-canopy resistances for ozone, and sulfur and nitrogen dioxides based on a hybrid of big-leaf and multi-layer canopy deposition models (Baldocchi 1988; Baldocchi et al 1987). As the removal of carbon monoxide and particulate matter by vegetation is not directly related to transpiration, removal rates (deposition velocities) for these pollutants were based on average measured values from the literature (Bidwell and Fraser 1972; Lovett 1994) that were adjusted depending on leaf phenology and leaf area. Particulate removal incorporated a 50 percent resuspension rate of particles back to the atmosphere (Zinke 1967). Recent updates (2011) to air quality modeling are based on improved leaf area index simulations, weather and

pollution processing and interpolation, and updated pollutant monetary values (Hirabayashi et al 2011; Hirabayashi et al 2012; Hirabayashi 2011).

Trees remove PM2.5 and PM10* when particulate matter is deposited on leaf surfaces (Nowak et al 2013). This deposited PM2.5 and PM10* can be resuspended to the atmosphere or removed during rain events and dissolved or transferred to the soil. This combination of events can lead to positive or negative pollution removal and value depending on various atmospheric factors. Generally, PM2.5 and PM10* removal is positive with positive benefits. However, there are some cases when net removal is negative or resuspended particles lead to increased pollution concentrations and negative values. During some months (e.g., with no rain), trees resuspend more particles than they remove. Resuspension can also lead to increased overall PM2.5 and PM10* concentrations if the boundary layer conditions are lower during net resuspension periods than during net removal periods. Since the pollution removal value is based on the change in pollution concentration, it is possible to have situations when trees remove PM2.5 and PM10* but increase concentrations and thus have negative values during periods of positive overall removal. These events are not common, but can happen.

For reports in the United States, default air pollution removal value is calculated based on local incidence of adverse health effects and national median externality costs. The number of adverse health effects and associated economic value is calculated for ozone, sulfur dioxide, nitrogen dioxide, and particulate matter less than 2.5 microns using data from the U.S. Environmental Protection Agency's Environmental Benefits Mapping and Analysis Program (BenMAP) (Nowak et al 2014). The model uses a damage-function approach that is based on the local change in pollution concentration and population. National median externality costs were used to calculate the value of carbon monoxide removal (Murray et al 1994).

For international reports, user-defined local pollution values are used. For international reports that do not have local values, estimates are based on either European median externality values (van Essen et al 2011) or BenMAP regression equations (Nowak et al 2014) that incorporate user-defined population estimates. Values are then converted to local currency with user-defined exchange rates.

For this analysis, pollution removal value is calculated based on the prices of $1,622 per ton (carbon monoxide), $6,007 per ton (ozone), $868 per ton (nitrogen dioxide), $313 per ton (sulfur dioxide), $201,290 per ton (particulate matter less than 2.5 microns), $7,623 per ton (particulate matter less than 10 microns and greater than 2.5 microns).

Carbon Storage and Sequestration:

Carbon storage is the amount of carbon bound up in the above-ground and below-ground parts of woody vegetation. To calculate current carbon storage, biomass for each tree was calculated using equations from the literature and measured tree data. Open-grown, maintained trees tend to have less biomass than predicted by forest-derived biomass equations (Nowak 1994). To adjust for this difference, biomass results for open-grown urban trees were multiplied by 0.8. No adjustment was made for trees found in natural stand conditions. Tree dry-weight biomass was converted to stored carbon by multiplying by 0.5.

Carbon sequestration is the removal of carbon dioxide from the air by plants. To estimate the gross amount of carbon sequestered annually, average diameter growth from the appropriate genera and diameter class and tree condition was added to the existing tree diameter (year x) to estimate tree diameter and carbon storage in year x+1.

Carbon storage and carbon sequestration values are based on estimated or customized local carbon values. For international reports that do not have local values, estimates are based on the carbon value for the United States (U.S. Environmental Protection Agency 2015, Interagency Working Group on Social Cost of Carbon 2015) and converted to local currency with user-defined exchange rates.

For this analysis, carbon storage and carbon sequestration values are calculated based on $433 per ton.

Oxygen Production:

The amount of oxygen produced is estimated from carbon sequestration based on atomic weights: net O2 release (kg/yr) = net C sequestration (kg/yr) × 32/12. To estimate the net carbon sequestration rate, the amount of carbon sequestered as a result of tree growth is reduced by the amount lost resulting from tree mortality. Thus, net carbon sequestration and net annual oxygen production of the urban forest account for decomposition (Nowak et al 2007). For complete inventory projects, oxygen production is estimated from gross carbon sequestration and does not account for decomposition.

Avoided Runoff:

Annual avoided surface runoff is calculated based on rainfall interception by vegetation, specifically the difference between annual runoff with and without vegetation. Although tree leaves, branches, and bark may intercept precipitation and thus mitigate surface runoff, only the precipitation intercepted by leaves is accounted for in this analysis.

The value of avoided runoff is based on estimated or user-defined local values. For international reports that do not have local values, the national average value for the United States is utilized and converted to local currency with user-defined exchange rates. The U.S. value of avoided runoff is based on the U.S. Forest Service's Community Tree Guide Series (McPherson et al 1999; 2000; 2001; 2002; 2003; 2004; 2006a; 2006b; 2006c; 2007; 2010; Peper et al 2009; 2010; Vargas et al 2007a; 2007b; 2008).

For this analysis, avoided runoff value is calculated based on the price of $0.01 per gallon.

Building Energy Use:

If appropriate field data were collected, seasonal effects of trees on residential building energy use were calculated based on procedures described in the literature (McPherson and Simpson 1999) using distance and direction of trees from residential structures, tree height and tree condition data. To calculate the monetary value of energy savings, local or custom prices per MWH or MBTU are utilized.

For this analysis, energy saving value is calculated based on the prices of $204.70 per MWH and $12.94 per MBTU.

Replacement Values:

Replacement value is the value of a tree based on the physical resource itself (e.g., the cost of having to replace a tree with a similar tree). Replacement values were based on valuation procedures of the Council of Tree and Landscape Appraisers, which uses tree species, diameter, condition, and location information (Nowak et al 2002a; 2002b). Replacement value may not be included for international projects if there is insufficient local data to complete the valuation procedures.

Potential Pest Impacts:

The complete potential pest risk analysis is not available for studies outside of the United States. The number of trees at risk to the pests analyzed is reported, though the list of pests is based on known insects and disease in the United States.

For the U.S., potential pest risk is based on pest range maps and the known pest host species that are likely to experience mortality. Pest range maps for 2012 from the Forest Health Technology Enterprise Team (FHTET) (Forest Health Technology Enterprise Team 2014) were used to determine the proximity of each pest to the county in which

the urban forest is located. For the county, it was established whether the insect/disease occurs within the county, is within 250 miles of the county edge, is between 250 and 750 miles away, or is greater than 750 miles away. FHTET did not have pest range maps for Dutch elm disease and chestnut blight. The range of these pests was based on known occurrence and the host range, respectively (Eastern Forest Environmental Threat Assessment Center; Worrall 2007).

Relative Tree Effects:

The relative value of tree benefits reported in Appendix II is calculated to show what carbon storage and sequestration, and air pollutant removal equate to in amounts of municipal carbon emissions, passenger automobile emissions, and house emissions.

Municipal carbon emissions are based on 2010 U.S. per capita carbon emissions (Carbon Dioxide Information Analysis Center 2010). Per capita emissions were multiplied by city population to estimate total city carbon emissions.

Light duty vehicle emission rates (g/mi) for CO, NOx, VOCs, PM10, SO2 for 2010 (Bureau of Transportation Statistics 2010; Heirigs et al 2004), PM2.5 for 2011-2015 (California Air Resources Board 2013), and CO2 for 2011 (U.S. Environmental Protection Agency 2010) were multiplied by average miles driven per vehicle in 2011 (Federal Highway Administration 2013) to determine average emissions per vehicle.

Household emissions are based on average electricity kWh usage, natural gas Btu usage, fuel oil Btu usage, kerosene Btu usage, LPG Btu usage, and wood Btu usage per household in 2009 (Energy Information Administration 2013; Energy Information Administration 2014)

- CO2, SO2, and NOx power plant emission per KWh are from Leonardo Academy 2011. CO emission per kWh assumes 1/3 of one percent of C emissions is CO based on Energy Information Administration 1994. PM10 emission per kWh from Layton 2004.
- CO2, NOx, SO2, and CO emission per Btu for natural gas, propane and butane (average used to represent LPG), Fuel #4 and #6 (average used to represent fuel oil and kerosene) from Leonardo Academy 2011.
- CO2 emissions per Btu of wood from Energy Information Administration 2014.
- CO, NOx and SOx emission per Btu based on total emissions and wood burning (tons) from (British Columbia Ministry 2005; Georgia Forestry Commission 2009).

Appendix II. Relative Tree Effects

The urban forest in Hanford provides benefits that include carbon storage and sequestration, and air pollutant removal. To estimate the relative value of these benefits, tree benefits were compared to estimates of average municipal carbon emissions, average passenger automobile emissions, and average household emissions. See Appendix I for methodology.

Carbon storage is equivalent to:

- Amount of carbon emitted in Hanford in 2 days
- Annual carbon (C) emissions from 937 automobiles
- Annual C emissions from 384 single-family houses

Carbon monoxide removal is equivalent to:

- Annual carbon monoxide emissions from 0 automobiles
- Annual carbon monoxide emissions from 0 single-family houses

Nitrogen dioxide removal is equivalent to:

- Annual nitrogen dioxide emissions from 8 automobiles
- Annual nitrogen dioxide emissions from 3 single-family houses

Sulfur dioxide removal is equivalent to:

- Annual sulfur dioxide emissions from 111 automobiles
- Annual sulfur dioxide emissions from 0 single-family houses

Annual carbon sequestration is equivalent to:

- Amount of carbon emitted in Hanford in 0.1 days
- Annual C emissions from 0 automobiles
- Annual C emissions from 0 single-family houses

Appendix III. Comparison of Urban Forests

A common question asked is, "How does this city compare to other cities?" Although comparison among cities should be made with caution as there are many attributes of a city that affect urban forest structure and functions, summary data are provided from other cities analyzed using the i-Tree Eco model.

I. City totals for trees

City	*% Tree Cover*	*Number of Trees*	*Carbon Storage (tons)*	*Carbon Sequestration (tons/yr)*	*Pollution Removal (tons/yr)*
Toronto, ON, Canada	26.6	10,220,000	1,221,000	51,500	2,099
Atlanta, GA	36.7	9,415,000	1,344,000	46,400	1,663
Los Angeles, CA	11.1	5,993,000	1,269,000	77,000	1,975
New York, NY	20.9	5,212,000	1,350,000	42,300	1,676
London, ON, Canada	24.7	4,376,000	396,000	13,700	408
Chicago, IL	17.2	3,585,000	716,000	25,200	888
Phoenix, AZ	9.0	3,166,000	315,000	32,800	563
Baltimore, MD	21.0	2,479,000	570,000	18,400	430
Philadelphia, PA	15.7	2,113,000	530,000	16,100	575
Washington, DC	28.6	1,928,000	525,000	16,200	418
Oakville, ON , Canada	29.1	1,908,000	147,000	6,600	190
Albuquerque, NM	14.3	1,846,000	332,000	10,600	248
Boston, MA	22.3	1,183,000	319,000	10,500	283
Syracuse, NY	26.9	1,088,000	183,000	5,900	109
Woodbridge, NJ	29.5	986,000	160,000	5,600	210
Minneapolis, MN	26.4	979,000	250,000	8,900	305
San Francisco, CA	11.9	668,000	194,000	5,100	141
Morgantown, WV	35.5	658,000	93,000	2,900	72
Moorestown, NJ	28.0	583,000	117,000	3,800	118
Hartford, CT	25.9	568,000	143,000	4,300	58
Jersey City, NJ	11.5	136,000	21,000	890	41
Casper, WY	8.9	123,000	37,000	1,200	37
Freehold, NJ	34.4	48,000	20,000	540	22

II. Totals per acre of land area

City	*Number of Trees/ac*	*Carbon Storage (tons/ac)*	*Carbon Sequestration (tons/ac/yr)*	*Pollution Removal (lb/ac/yr)*
Toronto, ON, Canada	64.9	7.8	0.33	26.7
Atlanta, GA	111.6	15.9	0.55	39.4
Los Angeles, CA	19.6	4.2	0.16	13.1
New York, NY	26.4	6.8	0.21	17.0
London, ON, Canada	75.1	6.8	0.24	14.0
Chicago, IL	24.2	4.8	0.17	12.0
Phoenix, AZ	12.9	1.3	0.13	4.6
Baltimore, MD	48.0	11.1	0.36	16.6
Philadelphia, PA	25.1	6.3	0.19	13.6
Washington, DC	49.0	13.3	0.41	21.2
Oakville, ON , Canada	78.1	6.0	0.27	11.0
Albuquerque, NM	21.8	3.9	0.12	5.9
Boston, MA	33.5	9.1	0.30	16.1
Syracuse, NY	67.7	10.3	0.34	13.6
Woodbridge, NJ	66.5	10.8	0.38	28.4
Minneapolis, MN	26.2	6.7	0.24	16.3
San Francisco, CA	22.5	6.6	0.17	9.5
Morgantown, WV	119.2	16.8	0.52	26.0
Moorestown, NJ	62.1	12.4	0.40	25.1
Hartford, CT	50.4	12.7	0.38	10.2
Jersey City, NJ	14.4	2.2	0.09	8.6
Casper, WY	9.1	2.8	0.09	5.5
Freehold, NJ	38.3	16.0	0.44	35.3

Appendix IV. General Recommendations for Air Quality Improvement

Urban vegetation can directly and indirectly affect local and regional air quality by altering the urban atmosphere environment. Four main ways that urban trees affect air quality are (Nowak 1995):

- Temperature reduction and other microclimate effects
- Removal of air pollutants
- Emission of volatile organic compounds (VOC) and tree maintenance emissions
- Energy effects on buildings

The cumulative and interactive effects of trees on climate, pollution removal, and VOC and power plant emissions determine the impact of trees on air pollution. Cumulative studies involving urban tree impacts on ozone have revealed that increased urban canopy cover, particularly with low VOC emitting species, leads to reduced ozone concentrations in cities (Nowak 2000). Local urban management decisions also can help improve air quality.

Urban forest management strategies to help improve air quality include (Nowak 2000):

Strategy	*Result*
Increase the number of healthy trees	Increase pollution removal
Sustain existing tree cover	Maintain pollution removal levels
Maximize use of low VOC-emitting trees	Reduces ozone and carbon monoxide formation
Sustain large, healthy trees	Large trees have greatest per-tree effects
Use long-lived trees	Reduce long-term pollutant emissions from planting and removal
Use low maintenance trees	Reduce pollutants emissions from maintenance activities
Reduce fossil fuel use in maintaining vegetation	Reduce pollutant emissions
Plant trees in energy conserving locations	Reduce pollutant emissions from power plants
Plant trees to shade parked cars	Reduce vehicular VOC emissions
Supply ample water to vegetation	Enhance pollution removal and temperature reduction
Plant trees in polluted or heavily populated areas	Maximizes tree air quality benefits
Avoid pollutant-sensitive species	Improve tree health
Utilize evergreen trees for particulate matter	Year-round removal of particles

Appendix V. Invasive Species of the Urban Forest

The following inventoried tree species were listed as invasive on the California invasive species list (California Invasive Species Advisory Committee 2010):

Species Name[a]	*Number of Trees*	*% of Trees*	*Leaf Area (ac)*	*Percent Leaf Area*
Chinese tallowtree	66	1.0	0.8	1.0
Tree of heaven	9	0.1	0.2	0.2
California peppertree	6	0.1	0.1	0.1
Small flower tamerisk	3	0.0	0.1	0.1
Total	**84**	**1.27**	**1.20**	**1.35**

[a]Species are determined to be invasive if they are listed on the state's invasive species list

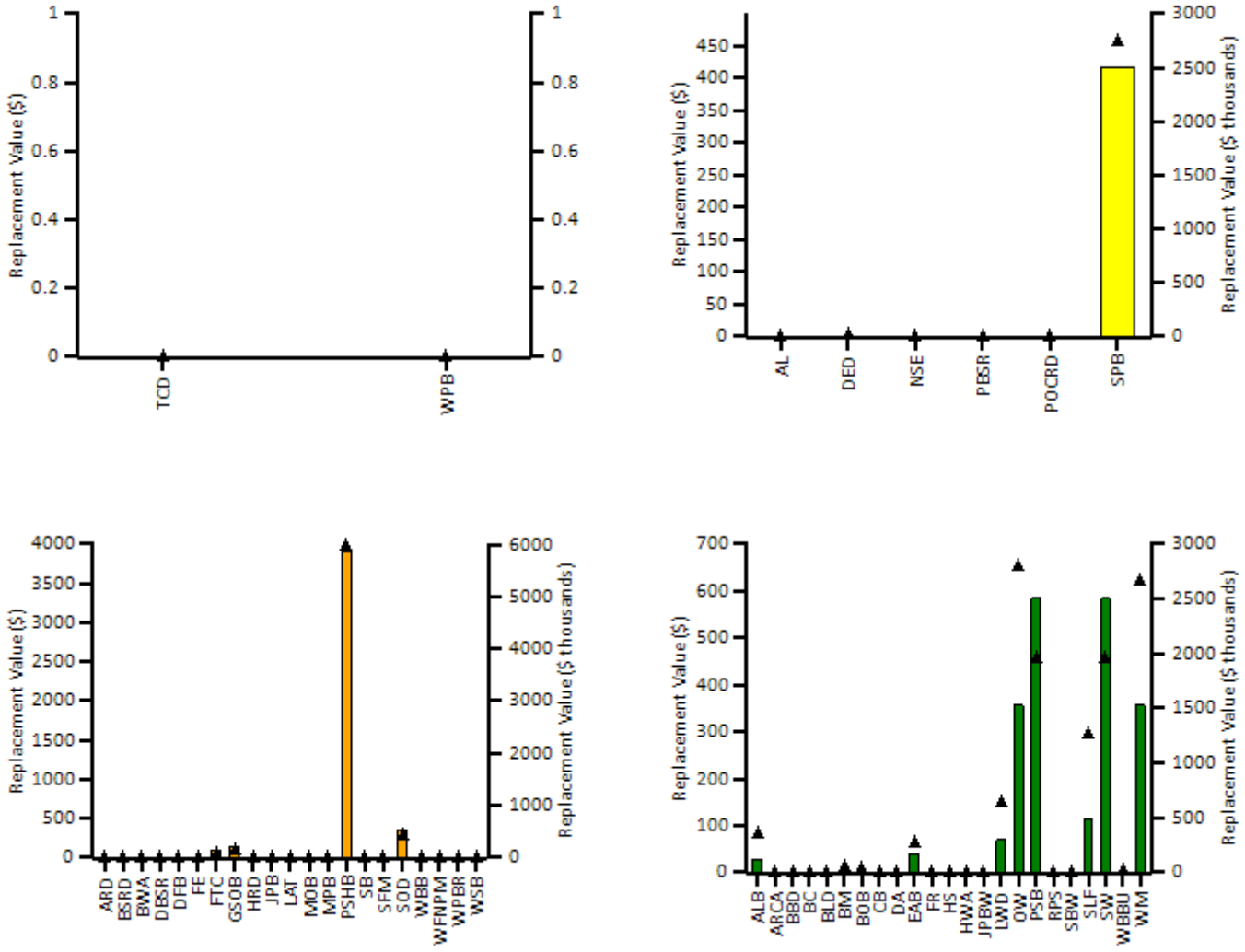
Appendix VI. Potential Risk of Pests

Fifty-three insects and diseases were analyzed to quantify their potential impact on the urban forest. As each insect/ disease is likely to attack different host tree species, the implications for {0} will vary. The number of trees at risk reflects only the known host species that are likely to experience mortality.

Code	Scientific Name	Common Name	Trees at Risk (#)	Value ($ thousands)
AL	Phyllocnistis populiella	Aspen Leafminer	0	0.00
ALB	Anoplophora glabripennis	Asian Longhorned Beetle	84	119.18
ARCA	Neodothiora populina	Aspen Running Canker	0	0.00
ARD	Armillaria spp.	Armillaria Root Disease	0	0.00
BBD	Neonectria faginata	Beech Bark Disease	0	0.00
BC	Sirococcus clavigignenti juglandacearum	Butternut Canker	0	0.00
BLD	Litylenchus crenatae mccannii	Beech Leaf Disease	0	0.00
BM	Euproctis chrysorrhoea	Browntail Moth	13	17.34
BOB	Tubakia iowensis	Bur Oak Blight	6	5.65
BSRD	Leptographium wageneri	Black Stain Root Disease	0	0.00
BWA	Adelges piceae	Balsam Woolly Adelgid	0	0.00
CB	Cryphonectria parasitica	Chestnut Blight	0	0.00
DA	Discula destructiva	Dogwood Anthracnose	0	0.00
DBSR	Leptographium wageneri var. pseudotsugae	Douglas-fir Black Stain Root Disease	0	0.00
DED	Ophiostoma novo-ulmi	Dutch Elm Disease	3	4.47
DFB	Dendroctonus pseudotsugae	Douglas-Fir Beetle	0	0.00
EAB	Agrilus planipennis	Emerald Ash Borer	62	171.75
FE	Scolytus ventralis	Fir Engraver	0	0.00
FR	Cronartium quercuum f. sp. Fusiforme	Fusiform Rust	0	0.00
FTC	Malacosoma disstria	Forest Tent Caterpillar	56	130.91
GSOB	Agrilus auroguttatus	Goldspotted Oak Borer	96	217.00
HRD	Heterobasidion irregulare/ occidentale	Heterobasidion Root Disease	0	0.00
HS	Neodiprion tsugae	Hemlock Sawfly	0	0.00
HWA	Adelges tsugae	Hemlock Woolly Adelgid	0	0.00
JPB	Dendroctonus jeffreyi	Jeffrey Pine Beetle	0	0.00
JPBW	Choristoneura pinus	Jack Pine Budworm	0	0.00
LAT	Choristoneura conflictana	Large Aspen Tortrix	0	0.00
LWD	Raffaelea lauricola	Laurel Wilt	148	295.11
MOB	Xyleborus monographus	Mediterranean Oak Borer	0	0.00
MPB	Dendroctonus ponderosae	Mountain Pine Beetle	0	0.00
NSE	Ips perturbatus	Northern Spruce Engraver	0	0.00
OW	Bretziella fagacearum	Oak Wilt	651	1,528.11
PBSR	Leptographium wageneri var. ponderosum	Pine Black Stain Root Disease	0	0.00
POCRD	Phytophthora lateralis	Port-Orford-Cedar Root Disease	0	0.00
PSB	Tomicus piniperda	Pine Shoot Beetle	457	2,504.64

Code	Scientific Name	Common Name	Trees at Risk (#)	Value ($ thousands)
PSHB	Euwallacea nov. sp.	Polyphagous Shot Hole Borer	3,985	5,871.15
RPS	Matsucoccus resinosae	Red Pine Scale	0	0.00
SB	Dendroctonus rufipennis	Spruce Beetle	2	0.05
SBW	Choristoneura fumiferana	Spruce Budworm	0	0.00
SFM	subalpine fir mortality summary	Subalpine Fir Mortality	0	0.00
SLF	Lycorma delicatula	Spotted Lanternfly	294	496.89
SOD	Phytophthora ramorum	Sudden Oak Death	278	521.08
SPB	Dendroctonus frontalis	Southern Pine Beetle	457	2,504.64
SW	Sirex noctilio	Sirex Wood Wasp	455	2,504.59
TCD	Geosmithia morbida	Thousand Canker Disease	0	0.00
WBB	Dryocoetes confusus	Western Balsam Bark Beetle	0	0.00
WBBU	Acleris gloverana	Western Blackheaded Budworm	2	0.05
WFNPM	western five-needle pine mortality summary	Western Five-Needle Pine Mortality	0	0.00
WM	Operophtera brumata	Winter Moth	623	1,530.48
WPB	Dendroctonus brevicomis	Western Pine Beetle	0	0.00
WPBR	Cronartium ribicola	White Pine Blister Rust	0	0.00
WSB	Choristoneura occidentalis	Western Spruce Budworm	0	0.00

In the following graph, the pests are color coded according to the county's proximity to the pest occurrence in the United States. Red indicates that the pest is within the county; orange indicates that the pest is within 250 miles of the county; yellow indicates that the pest is within 750 miles of the county; and green indicates that the pest is outside of these ranges.



Note: points - Number of trees, bars - Replacement value

Based on the host tree species for each pest and the current range of the pest (Forest Health Technology Enterprise Team 2014), it is possible to determine what the risk is that each tree species in the urban forest could be attacked by an insect or disease.

Spp. Risk	Risk Weight	Species Name	AL	ALB	ARCA	ARD	BBD	BC	BLD	BM	BOB	BSRD	BWA	CB	DA	DBSR	DED	DFB	EAB	FE	FR	FTC	GSOB	HRD	HS	HWA	JPB	JPBW	LAT	LWD	MOB	MPB	NSE	OW	PBSR
	11	Coastal live oak																																	
	9	Northern red oak																																	
	8	California black oak																																	
	8	Pin oak																																	
	7	Camphor tree																																	
	7	Holly oak																																	
	7	Spruce spp																																	
	7	Pine spp																																	
	7	American elm																																	
	6	Bur oak																																	
	5	California white oak																																	
	5	Live oak																																	
	5	Shumard oak																																	
	5	Ash spp																																	
	5	Trident maple																																	
	5	Persian silk tree																																	
	5	Velvet ash																																	
	5	Netleaf oak																																	
	5	Interior live oak																																	
	4	Canary island pine																																	
	4	Aleppo pine																																	
	4	Japanese zelkova																																	
	4	Italian stone pine																																	
	4	Cork oak																																	
	4	Chinese elm																																	
	4	White mulberry																																	
	4	Gray pine																																	
	4	Tree of heaven																																	
	4	Fremont cottonwood																																	
	4	Shamel ash																																	
	4	Japanese persimmon																																	
	4	Chinaberry																																	
	4	English oak																																	
	4	Siberian elm																																	
	3	Chinese pistache																																	
	3	California sycamore																																	
	3	Carolina laurelcherry																																	
	3	Strawberry tree																																	
	3	Chinese tallowtree																																	
	3	Callery pear																																	
	3	California palm																																	

Spp. Risk	Risk Weight	Species Name	AL	ALB	ARCA	ARD	BBD	BC	BLD	BM	BOB	BSRD	BWA	CB	DA	DBSR	DED	DFB	EAB	FE	FR	FTC	GSOB	HRD	HS	HWA	JPB	JPBW	LAT	LWD	MOB	MPB	NSE	OW	PBSR
	3	Goldenrain tree																																	
	3	Honeylocust																																	
	3	Babylon weeping willow																																	
	3	Mexican fan palm																																	
	3	Red maple																																	
	3	Bay laurel																																	
	3	Olive																																	
	3	Sweetgum																																	
	3	Jerusalem thorn																																	
	3	Outeniqua yellowwood																																	
	3	Red gum eucalyptus																																	
	3	Weeping bottlebrush																																	
	3	Southern magnolia																																	
	3	Pear spp																																	
	3	California peppertree																																	
	3	Carob																																	
	3	Loquat tree																																	
	3	Arizona sycamore																																	
	3	Shoestring acacia																																	
	3	Chinese fringe tree																																	
	2	Swamp white oak																																	
	1	Black locust																																	
	1	Black tupelo																																	
	1	Oriental arborvitae																																	

Spp. Risk	Risk Weight	Species Name	POCRD	PSB	PSHB	RPS	SB	SBW	SFM	SLF	SOD	SPB	SW	TCD	WBB	WBBU	WFNPM	WM	WPB	WPBR	WSB
	11	Coastal live oak																			
	9	Northern red oak																			
	8	California black oak																			
	8	Pin oak																			
	7	Camphor tree																			
	7	Holly oak																			
	7	Spruce spp																			
	7	Pine spp																			
	7	American elm																			
	6	Bur oak																			
	5	California white oak																			
	5	Live oak																			
	5	Shumard oak																			
	5	Ash spp																			
	5	Trident maple																			
	5	Persian silk tree																			
	5	Velvet ash																			

Spp. Risk	Risk Weight	Species Name	POCRD	PSB	PSHB	RPS	SB	SBW	SFM	SLF	SOD	SPB	SW	TCD	WBB	WBBU	WFNPM	WM	WPB	WPBR	WSB
	5	Netleaf oak																			
	5	Interior live oak																			
	4	Canary island pine																			
	4	Aleppo pine																			
	4	Japanese zelkova																			
	4	Italian stone pine																			
	4	Cork oak																			
	4	Chinese elm																			
	4	White mulberry																			
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	4	Fremont cottonwood																			
	4	Shamel ash																			
	4	Japanese persimmon																			
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	3	Strawberry tree																			
	3	Chinese tallowtree																			
	3	Callery pear																			
	3	California palm																			
	3	Goldenrain tree																			
	3	Honeylocust																			
	3	Babylon weeping willow																			
	3	Mexican fan palm																			
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	3	Southern magnolia																			
	3	Pear spp																			
	3	California peppertree																			
	3	Carob																			
	3	Loquat tree																			
	3	Arizona sycamore																			
	3	Shoestring acacia																			

Spp. Risk	Risk Weight	Species Name	POCRD	PSB	PSHB	RPS	SB	SBW	SFM	SLF	SOD	SPB	SW	TCD	WBB	WBBU	WFNPM	WM	WPB	WPBR	WSB
	3	Chinese fringe tree																			
	2	Swamp white oak																			
	1	Black locust																			
	1	Black tupelo																			
	1	Oriental arborvitae																			

Note:
Species that are not listed in the matrix are not known to be hosts to any of the pests analyzed.

Species Risk:

- Red indicates that tree species is at risk to at least one pest within county
- Orange indicates that tree species has no risk to pests in county, but has a risk to at least one pest within 250 miles from the county
- Yellow indicates that tree species has no risk to pests within 250 miles of county, but has a risk to at least one pest that is 250 and 750 miles from the county
- Green indicates that tree species has no risk to pests within 750 miles of county, but has a risk to at least one pest that is greater than 750 miles from the county

Risk Weight:
Numerical scoring system based on sum of points assigned to pest risks for species. Each pest that could attack tree species is scored as 4 points if red, 3 points if orange, 2 points if yellow and 1 point if green.

Pest Color Codes:

- Red indicates pest is within Kings county
- Red indicates pest is within 250 miles county
- Yellow indicates pest is within 750 miles of Kings county
- Green indicates pest is outside of these ranges

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Appendix B

Hanford Urban Forestry Program Staff and Budget Report

City of Hanford

Urban Forestry Program Budget and Staff Report

FEBRUARY 2026

Prepared for:

CITY OF HANFORD

319 N Douty Street

Hanford, CA Zip

Prepared by:

DUDEK

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1 Introduction

This Staff and Budget Report (Report) is an analysis of the City of Hanford's (City's) urban forest program as of fiscal year (FY) 2024/2025 and details the existing conditions prior to Urban Forest Management Plan (UFMP) implementation. Various aspects of the City's urban forestry program were reviewed and analyzed, including governance structure, staffing, and budgetary records, to understand the program's capacity and identify necessary resources. This analysis was used to then develop realistic and achievable goals for the City.

Key Takeaways

The following key takeaways were identified from staff interviews, inventory data, and a review of work and budgetary records and City policies:

1. **The City demonstrates a commitment to urban forestry.** City council and staff show an eagerness to enhance canopy cover, develop efficient management systems, and maximize the benefits that trees provide the community. This commitment is shown through the City's tree planting efforts and the development of a UFMP, which will serve as a guide for the City's urban forest initiatives.
2. **The City would benefit from a Maintenance Management System** for tree planting, pruning, and removals. Not having sufficient data on these work records results in gaps in understanding how staff and contractor time is spent, where resources may need to be allocated to better manage the urban forest, and whether the City efficiently completes urban forest management related tasks.
3. **Current staffing levels** restricts the City's ability to plant trees and maintain the urban forest. This impacts the City's ability to develop and implement programs that respond to the needs of the trees they manage and requests from community members.
4. **Need for specialized urban forestry staffing.** The City's urban forestry program would benefit from having a City arborist on staff. The City arborist should be an International Society of Arboriculture (ISA) Certified Arborist and would provide leadership to the City's urban forestry efforts by coordinating internal and external urban forest management activities. They would also provide specialized skills and expertise for City tree management and coordinate the implementation of the UFMP Strategic Plan actions. This would help promote the long-term health and resilience of Hanford's urban forest.
5. **The City allocates a low level of funding to urban forestry.** The City's urban forest management spending is roughly one third of the amount that similar sized cities spend on urban forestry (see "Annual Maintenance Costs" section). The City needs to explore creative approaches to increase internal efficiencies and mechanisms that would generate additional revenue to support tree management. It will be difficult to achieve urban forestry goals without additional funding.

1.1 The City Demonstrates a Commitment to Urban Forestry

City staff highly value trees and the benefits they provide for the community. Staff have taken proactive measures over the last several years to ensure there are sufficient funds and partnerships in place to grow and maintain Hanford's trees. This is evident by the passing of local Measure H and the City applying for and being awarded a U.S. Department of Agriculture's Forest Service Urban and Community Forestry grant. This grant is supporting this UFMP effort and the planting of 600 new trees in Hanford. The City has also taken steps to support ongoing efforts to improve the City's urban forest by building partnerships with a wide range of urban forestry experts and community organizations like Kings County Action Organization, the Urban Tree Foundation, Cal Poly San Luis Obispo, and Tree Fresno and remains dedicated to continuing public education and outreach to support long-term tree stewardship.

1.2 The City Would Benefit from a Maintenance Management System

The City does not currently have a maintenance management system, and accurate recordkeeping is essential for the success and sustainability of the urban forestry program. Detailed records help identify trends and areas needing more attention, enabling better planning and decision-making. Implementing a tracking system for maintenance activities, linking expenditures to specific actions, and keeping clear records can significantly improve the effectiveness of tree management. Better records will help the City understand if resources are being allocated efficiently by tracking budgets for activities such as planting, pruning, and removal. Accurate documentation, including metrics about work done by tree contractors, also supports accountability and can be used to justify funding requests and demonstrate the impact of urban forestry initiatives. This approach facilitates better planning and resource allocation, contributes to tree health and longevity, and fosters community trust by showing a commitment to maintaining and improving the urban forest.

This Report acknowledges that the analysis in the following sections is limited by the current level of work records. This Report is based on information provided by City staff and reflects their understanding and best estimates of staff time and expenditures allocated to urban forest management. This analysis should be conducted again after the City has implemented a system to accurately record work and budget data.

1.3 Limited Staff

The City's Parks and Community Services Department manages day-to-day urban forest management tasks including pruning, monitoring, planting, and addressing conflicts between trees and infrastructure. The City's current staff allocation for the urban forestry program was analyzed to gain a better understanding of how trees are managed and help identify opportunities for improvement. **Table 1** highlights the estimated percentage of time staff spend on urban forest responsibilities and the calculated total City investment in urban forest management spending.

Table 1. Urban Forestry Staffing in the City of Hanford

Title	No. of Positions	FTE	Total Salary + Benefits + Fringe	Percent of Time Allocated to Urban Forestry*	Average Annual Time Allocated to Urban Forestry (Hours)	Urban Forestry Adjusted Salary + Benefits + Fringe
Park Maintenance Worker I/II	8	8	$666,498.56	15%	2,496	$99,974.78
Laborer	2	1	$43,056.00	5%	104	$2,152.80
Management Director/Supervisor	2	2	$166,666.67	7.5%	312	$12,500
Total	**12**	**11**	**$876,221.23**	**N/A**	**2,912**	**$114,627.58**

Source: City of Hanford Departmental Interviews
Notes: FTE = full-time equivalent; N/A = not applicable.
* Percent time is an estimate.

While the amount of time spent on tree maintenance varies significantly based on factors such as tree species, age, health, and location, studies suggest that urban trees typically require more frequent and intensive care to thrive (Roy et al. 2012; Roman et al. 2015). The City currently allocates limited staff time to urban forest management, with no more than 15% of any employee's duties dedicated to tree care in a given year (**Table 1**). While this demonstrates some commitment to maintaining the urban forest, it also reflects the challenge of managing over 7,000 trees with constrained resources and a limited amount of time available.

Additionally, the current staffing ratio of 20 acres per staff member exceeds the National Recreation and Park Association's recommended average of 10 acres per staff member, further highlighting the need for additional support (NRPA 2024). The City has a standing target estimate for 6,000 hours to be dedicated to tree work each year. The discrepancy between the City's target and their actual time spent is largely due to a crewmember shortage and other tasks receiving higher priority. These factors indicate a need for further resource allocation to urban forest management.

City staff have a goal to establish a small team dedicated to tree work. This crew, while still balancing park maintenance work during the busy summer season, would be the assigned staff for urban forest management tasks, which would primarily focus on tree planting, establishment care, watering, smaller tree prunings, and conducting outreach and education to the community on the City's Trees and Shrubs Ordinance.

1.4 Need for Specialized Urban Forestry Staffing

Hanford would benefit from having a City arborist or urban forester on staff that would dedicate time to leadership and management of the urban forest program, as opposed to functioning as a crew lead or focusing on operational tasks. This role would provide full-time, specialized leadership for urban forest management, including tree planning and planting, contractor management, permit reviews, community engagement, and implementation of the UFMP.

This position should be filled by an ISA Certified Arborist who can make informed decisions about trees, including health assessments, risk management, and maintenance recommendations. This would help ensure the City arborist has the necessary expertise to minimize infrastructure conflicts and provide guidance on implementing tree best management practices. The City does not currently employ an ISA Certified Arborist. By comparison, a 2014 study shows that 84% of similar-sized Californian cities have a certified arborist on staff (Hauer and Peterson 2016).

Feedback from both staff and community members emphasized that this position is necessary to achieve City goals for the urban forest. If creating this position is not feasible, an alternative could be to employ an ISA Certified Arborist as either a City staff member or in an on-call consulting role to provide the necessary expertise to guide urban forest management. The City is currently working on hiring a consulting arborist to assist with tree removal permits and other arboricultural services. The City has put out a Request for Qualifications and expects to work with the consulting arborist until either existing staff are trained and receive their ISA arborist certification or they can fund and hire this full-time position in-house.

1.5 The City Allocates a Low Level of Funding to Urban Forestry

The City allocates an estimated $876,221 per year to parks and facilities maintenance from the City's General Fund. Of these funds, approximately $114,627 is expended on staff time for urban forestry tasks, while an estimated $60,000 is spent on contract tree work for pruning of palm trees and trees in landscape assessment districts (LADs), which the City will be transitioning to community facilities districts. This analysis does not include equipment costs in the calculation of urban forestry spending due to the lack of available City records.

Annual Maintenance Costs

Work history records help the City understand their current level of service, estimate costs necessary to meet urban forestry goals, and plan for future urban forestry efforts. **Table 2** shows how management funds have been allocated in FY 2024/2025.

Table 2. Urban Forestry Expenditures

Expense Item	Funded by General Fund	Funded by Landscape Assessment District (LAD) Fees	Sum of General Fund and LAD Expenditures
Parks and Facilities Staff*	$114,627	—	$114,627
Contractor – All Tree-related work**	—	$50,000	$50,000
Contractor – Palm Pruning**	$10,000	—	$10,000
Materials and Equipment	Data unavailable	Data unavailable	Data unavailable
Total Urban Forestry Expenditures	**$124,627**	**$50,000**	**$174,627**

Source: City of Hanford Departmental Interviews 2025.
Notes:
* Based on the percent time spent on Urban forestry, as seen in **Table 1.**
** Based on estimates provided by City staff.

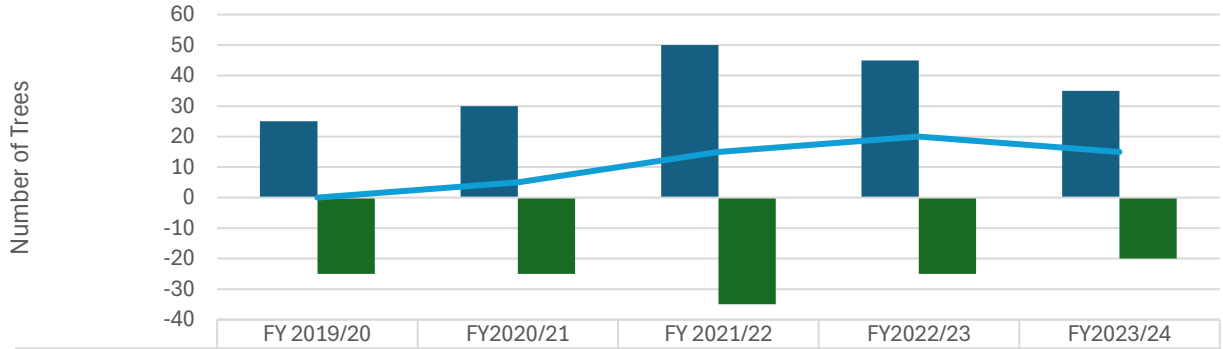
American cities like Hanford with 50k–99k residents spend an average of $646,501 on urban forest management activities (Hauer and Peterson 2016). This means the City's urban forest expenditures, totaling $174,627, are 27% of the 2016 national average. This large difference may indicate below average investment in tree planting, less frequent maintenance, and delayed responses to tree-related issues. Lower investment in urban forestry often means increased risk, such as higher chances of tree-related hazards, storm damage, or detrimental effects from pests and diseases, which may ultimately be more costly than routine maintenance. This level of investment may also set a lower-than-average standard that influences how the City's private property owners value and manage urban forest on private property.

On the other hand, the City's low level of expenditure may indicate efficient management of the City's urban forest resources. The results are inconclusive since work history is not tracked closely enough to compare expenditures to the City's level of service. See Section 1.2 for recommendations on improving City record keeping for urban forest management work.

1.6 The City Estimates they Plant More Trees than they Remove

Figure 1 displays the City's estimated in-house staff planting and removals between FY 2020/2021 and FY 2023/2024. These numbers are based on estimates from City staff with a moderate level of uncertainty. The City has not yet developed a system for tracking tree service metrics within the LADs and does not have an accurate method to estimate these tree service metrics, so service data for LADs are not included in **Figure 1**.

Figure 1 - Trees Planted and Removed, 2019-2024



	FY 2019/20	FY2020/21	FY 2021/22	FY2022/23	FY2023/24
Trees Planted	25	30	50	45	35
Removals	-25	-25	-35	-25	-20
Net Change	0	5	15	20	15

Source: City of Hanford Departmental Interviews 2025
Note:
* Based on staff estimates

Work history estimates suggest that City efforts have resulted in an estimated net gain of 55 trees on City-owned property in the past 5 fiscal years, averaging 11 new trees added per year. This estimated increase in trees in the City is a great jumping off point for the urban forest plan and shows that the City has demonstrated value for growing its urban forest resources.

As noted above, these numbers are based on staff estimates and may deviate from the actual work completed. A more detailed system for recordkeeping will enhance the City's decision-making, budgeting, and efficiency.

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Appendix C

Hanford Ch 12.12 Trees and Shrubs Ordinance Recommended Updates

Chapter 12.12 - STREET TREES AND SHRUBS

Note: Prior history: Prior code §§ 7-2.01—7-2.13 and Ord. 96-18.

§ 12.12.010 Purpose.

§ 12.12.015 Applicability

§ 12.12.020 Definitions.

§ 12.12.110 Authority to direct work on trees, shrubs, hedges, and other plants.

§ 12.12.115 Tree establishment, maintenance, and property owner responsibilities.

§ 12.12.130 Prohibition of violation of chapter.

§ 12.12.210 Pruning or removal of heritage or street tree—Permit required.

§ 12.12.220 Permit application and appeals.

~~§ 12.12.230 Development permit combined.~~

§ 12.12.240 No permit required.

§ 12.12.260 Presentation of permit on request.

§ 12.12.270 Revocation of permit.

§ 12.12.280 ~~Reforestation.~~Tree replacement.

~~§ 12.12.300 Property owner maintenance—Responsibility and duty to public.~~§ 12.12.305 Determination of Heritage Tree by City Council.

§ 12.12.310 Protection and preservation of heritage trees.

~~§ 12.12.320 Interfering with maintenance work or injuring street trees prohibited.~~

§ 12.12.320 Protection During Construction

§ 12.12.330 Park strip inspection.

§ 12.12.340 Hazardous conditions—Sight obstructions on private property.

§ 12.12.350 Violations and penalties.

§ 12.12.400 Notice of violation.

~~§ 12.12.410 Notice of violation—Delivery.~~

~~§ 12.12.420 Notice of violation—Contents.~~

§ 12.12.430 Notice of violation—Right to appeal.

~~§ 12.12.440 Work performed by city.~~

~~§ 12.12.450 City invoice for work performed.~~

~~§ 12.12.460 Collection of city's costs.~~

~~§ 12.12.470 Collection of corrective action costs—Special assessment.~~

~~§ 12.12.480 Private arrangements for tree trimming or removal.~~

Commented [KC1]: These sections were shifted into Section 12.12.400

Commented [KC2]: This sections were deleted.

§ 12.12.500 No interference with enforcement of this chapter.

§ 12.12.510 Failure to give or receive notice.

§ 12.12.520 Additional penalties.

§ 12.12.530 Remedies.

§ 12.12.010 Purpose

The purpose of this street trees and shrubs ordinance (ordinance) is to protect and enhance the urban forest within the City of Hanford, foremost recognizing its vital role in mitigating the extreme heat typical to the region. By preserving and managing trees on both public and private property, the ordinance aims to improve air quality, provide shade and wildlife habitat, and enhance the overall aesthetic and environmental quality of the city. This ordinance ensures that the urban forest continues to contribute to the health, well-being, and resilience of the Hanford community.

~~§~~ 12.12.015 Applicability.

This chapter shall apply to all trees on public property and in right-of-ways within the City of Hanford.

§ 12.12.020 Definitions.

"Authorized street tree list" means that list identifying the types of trees which may be planted in parkways ~~strips~~.

"Canopy width" means the ground covered by the foliage of a tree, measured at the greatest diameter. This measurement is used to determine the extent of shade and environmental benefits provided by the tree.

"City arborist" means an arborist who is a member of the International Society of Arborists (or equivalent organization) designated by the parks and recreation department director.

"Critical root zone" or "CRZ" means a defined circular area around a tree with a radius measured to the nearest foot of the tree's longest drip line radius plus one foot as illustrated below.

"Community facilities district (CFD)" and "landscape assessment district (LAD)" means a special taxing district created by the City to fund public infrastructure and services, including landscape maintenance, in specific areas, typically new developments.

"Damaged" means the removal of bark greater than three inches across, the breaking or splitting of the main trunk, or the dislocation of the main trunk or any act compromising its health or structural integrity according to accepted industry standards or to cause damage that is severely detrimental to its overall aesthetics.

"Dead" means a tree, shrub, hedge, or other plant that is no longer alive, has been damaged beyond repair, or is in an advanced state of decline (where an insufficient amount of live tissue, green leaves, limbs, or branches exist to sustain life) and has been determined to be in such state by the director.

"Development project" means any exterior construction work associated with or requiring a building permit for any building addition, building demolition, site grading, excavation or site paving.

"Diameter at Standard Height (DSH)" means the diameter of a tree trunk measured at four and one-half feet (4.5 ft) above the natural grade on the uphill side of the tree. For multi-stemmed trees, DSH shall be calculated by taking the square root of the sum of each stem's diameter squared.

"Director" means the ~~parks and recreation~~Public Works department director of the city of Hanford or designee.

"Hazard" or "hazardous condition" means any tree, shrub, hedge, or plant that is or appears to be: (1) dead; (2) likely to fall; (3) seriously diseased; (4) an obstruction or potential obstruction to pedestrian or vehicular traffic; (5) an obstruction or potential obstruction of any traffic signs, traffic control devices, streetlights, regulatory signs, or similar types of equipment or signs; or (6) in a condition that is detrimental to the public health, safety, or general welfare.

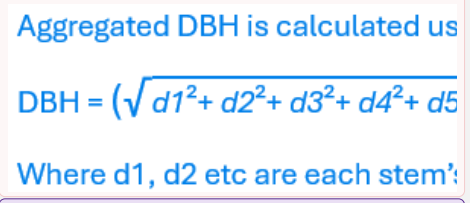
"Hedge" means any group of shrubs planted in line or in groups so that the branches of any one plant are intermingled or contact the branches of any other plant in the line or group.

"Heritage tree" means any of the following: (1) any Oak Tree species native to Central California, ~~Valley Oak Tree (Quercus lobata),~~ located on public property and rights-of-way, with a Diameter at Standard Height (DSH) greater than 1~~8~~0 inches;
(2) any tree or group of trees specifically designated by the City Council for protection due to historical significance, special character, or community benefit;
(3) any replacement tree planted pursuant to this chapter that assumes heritage status under the ordinance.

"Imminent hazard" or "imminently hazardous condition" means a hazardous condition that presents an immediate threat to the health, safety, or general welfare of the public which requires immediate action to prevent injury to the public or property.

~~For purposes of this section,~~"Maintenance" shall ~~maintenance of street trees, shrubs, hedges, and other plants includes~~mean the routine and ongoing care necessary to ensure the health, safety, and structural integrity of a tree. Maintenance includes, but is not limited to, watering, mulching, pruning, pest and disease management, weed abatement, removal of debris, and protection of the tree's critical root zone. All maintenance activities shall be performed in accordance with best management practices and applicable standards, including those established by the International Society of Arboriculture (ISA) and the American National Standards Institute (ANSI A300)~~, without limitation: watering, pruning,~~

Commented [KC3]: Does the City have a preference for the method used to determine DSH for multi-stemmed trees, we recommend staying consistent with the TreePlotter method: square root of the sum of each stem's diameter squared.



Commented [AD4]: Should this be Public Works Director now?

Commented [KC5R4]: Up to City preference.

Commented [JD6]: And private property?

Commented [AD7]: I would recommend removing any Oak Tree species native to Central California and keeping the Quercus lobata as the singular protected species as item 1.

Commented [KC8R7]: The original ordinance included language for protection of all oak tree species native to Central California. We would recommend keeping that original language to protect more native oak trees in the City, rather than just limiting to valley oak, even if valley oak is the most prominent oak in Hanford.

Commented [KC9]: Moved from original section 12.12.300 (B)

~~fertilizing, pest control, spraying, removal of branches, leaves and other debris, weed abatement, and protection of the critical root zone. Watering shall occur in a manner consistent with the city's rules on water use identified in this code.~~

"Landscape Buffers" mean the vegetated areas on the external boundaries of community facilities districts and landscape assessment districts that are maintained by the City.

"Linear Park" means a long, narrow public open space, which may coincide with a parkway, offering recreation, pedestrian or bicycle circulation, and connectivity between neighborhoods, parks, or natural features.

"Median" means a physical barrier, paved, strip, or landscaped area located in the center of the roadway that separates opposing lanes of traffic.

"Parkway" means a public strip of land within the right-of-way, between the property line and the roadway, providing a landscaped buffer, pedestrian circulation, recreation, or utility access. Parkways are owned and maintained by the City.

"Park strip" means that portion of the public street right-of-way between the curb or curb line and the adjacent sidewalk or property line, as applicable, used for or which may be used for the purpose of planting and maintaining street trees, shrubs, hedges, or other plants. In some areas within the city, park strips may extend into a private property's yard beyond the sidewalk. Park strips may be located on private property or may abut private property, and are the responsibility of private property owners to maintain.

"Prune" or "trim" means to remove any segment of the above- or below-ground woody tissue of a tree, shrub, hedge, or other plant. If pruning is done in nonconformance with said conditions of permit or without a permit, it shall be deemed a "removal."

"Remove" or "removal" means cutting to the ground, complete extraction, or killing by spraying, girdling, or any other means of a tree.

"Replacement tree" means a tree that is planted in place of a tree that is protected in this ordinance. Tree replacement policy is covered in § 12.12.280 Reforestation. ~~for the purposes of this chapter shall be determined by utilizing a certified tree and landscape appraiser or the most recent edition of the Guide for Plant Appraisal, published by the Council of Tree and Landscape Appraisers.~~

"Right-of-Way" means the street, sidewalk and parkway areas that are used by the public as a means of travel, and may contain public trees, shrubs, or other landscaping.

"Shrub" means a bush or plant (excluding weeds) more than 12 inches tall but not more than six feet tall.

"Street" means a public right-of-way owned by or under the control of the city whose primary function is to carry vehicular traffic and shall also include sidewalks and parkways ~~strips~~.

"Street tree" means a tree located within the public right-of-way, typically in a parkway~~s strip~~ or planting area between the curb and sidewalk, or in other city-owned or controlled spaces adjacent to streets.

"Topping" means the removal of branches from mature trees leaving stubs and large wounds on such trees.

"Tree" shall mean any perennial, woody plant species or cultivar that reaches a height exceeding six feet at maturity, whether planted singly or as a hedge, or having secondary branches supported on a main stem or stems. The term "tree" includes street trees and heritage trees.

"Tree protection plan" means a plan in compliance with Section 12.12.320, Protection During Construction.

"Tree protection zone" or "TPZ" means the area surrounding the critical root zone of a tree which is typically located at or beyond the dripline of a tree. The TPZ should be determined by a city arborist and be specified in a tree protection plan or included in a construction plan. The TPZ is a restricted activity zone before and after construction where soil disturbance, vehicular or pedestrian traffic, or activities that compact soil within the critical root zone are prohibited unless approved and supervised by the city arborist with reasonable modifications to protect the tree.

§ 12.12.115 Tree Establishment, Maintenance, and Property Owner Responsibilities

A. City Responsibilities for Newly Planted Trees:

All newly planted street trees by the City, whether in park strips, parkways, medians, linear parks, or landscape buffers, shall be subject to a three-year establishment period beginning on the date of planting. During this period, the City, shall be solely responsible for all establishment care. This includes watering, mulching, structural pruning, and any other maintenance necessary to support healthy root and canopy development.

B. City Responsibilities for Notification of Tree Ownership Transfer:

In cases where ownership of City-planted street trees will be transferred to a private property owner, such as in cases of planted park strip trees, the City shall provide written notification to the abutting property owner when a street tree is installed by the City. This notification shall clearly state that the City will maintain the park strip tree during the three-year establishment period immediately following the planting of the tree and provide the future date upon which responsibilities for tree maintenance will transfer to the property owner whose property abuts the park strip tree. The abutting property owner shall then assume full responsibility for the ongoing maintenance and replacement of the tree, unless the City or another party has formally agreed in writing, with approval from the director, to assume that responsibility. Once this transfer of responsibility occurs, the property owner shall also assume liability for any damage or injury resulting from failure to properly maintain the tree in accordance with this chapter.

C. City Responsibilities for Ongoing Maintenance of Street Trees and Shrubs:
For areas located within publicly-owned property or easements including parkways, medians, linear parks, and landscape buffers, the City shall maintain and replace, when necessary, any street trees, shrubs, hedges, or other plants in a manner that complies with this chapter. The City owes a duty to the public to maintain these plantings in a safe and non-hazardous condition.

Commented [AD10]: Need to review section

D. Property Owner Responsibilities for Newly Planted Street Trees:
All newly planted street trees within the internal boundaries of community facilities districts and landscape assessment districts, or by private property owners within City of Hanford parkways shall be subject to a three-year establishment period beginning on the date of planting. During this period, the property owner whose property abuts the newly planted street tree shall be solely responsible for all establishment care. This includes watering, mulching, structural pruning, and any other maintenance necessary to support healthy root and canopy development.

Commented [AD11]: Need to review section

E. Property Owner Responsibilities for Ongoing Maintenance of Street Trees and Shrubs:
Each property owner shall maintain and replace, when necessary, any street trees, shrubs, hedges, or other plants located within the park strip that abuts their property, in a manner that complies with this chapter. Property owners owe a duty to the public to maintain these plantings in a safe and non-hazardous condition.

Commented [KC12]: This clause was taken from the original ordinance section 12.12.300 A

F. Property owners responsible for ongoing maintenance shall:

Commented [KC13]: Items D1 - 5 were taken form the original ordinance Sec 12.12.300

1. Ensure trees and vegetation do not become hazardous;

2. Maintain a minimum of eight (8) feet of vertical pedestrian clearance from the sidewalk and fourteen (14) feet of vertical vehicular clearance from the street, with uniform canopy clearance;

3. Maintain clear visibility of traffic signals, street lights, regulatory signs, and street name signs;

4. Obtain a permit for pruning or removal as required under Section 12.12.210;

5. Obtain an encroachment permit from the Public Works Department for any work involving vehicles or equipment in the public right-of-way.

~~A.~~G. If a property owner fails to maintain trees or vegetation as required and such failure results in damage or injury, the property owner shall be liable for all resulting damages or injuries.

~~B.~~H. If, in the opinion of the director, a tree or plant on private property outside of a park strip constitutes a nuisance or hazard, the City may apply the same procedures and remedies as for vegetation within park strips.

I. Any damage caused by a tree, shrub, hedge, or plant to persons, property, or public infrastructure shall be the responsibility of:

1. The owner of the property on which the vegetation is located; or

2. If located in a park strip abutting private property, the owner of the abutting property.

Commented [KC14]: Item G was taken from the original ordinance Sec 12.12.300 (D)

§ 12.12.130 Prohibition of violation of chapter.

A. It is unlawful for any person to plant, remove, prune, or maintain any street trees, shrubs, hedges, or other plants ~~or cause the same to be done in violation of this chapter~~located within public property or easements including parkways, medians, linear parks, and landscape buffers. It is unlawful for any person to remove street trees, shrubs, hedges, or other plants located within park strips or to prune street trees ~~branches greater than four inches in diameter~~ from a park strip without a permit, as required under 12.12.210. (Ord. 15-12 § 1, 2015)

Commented [KC15]: For City: I have added text to this section to clarify what actions are completely prohibited, and actions that can be done with a permit (and potential mitigation)

Commented [AD16]: Substitute City-owned with public.

Commented [KC17R16]: Updated

B. No person shall, except with written permission of the director:

1. Damage, cut, carve, girdle, or injure the bark of any street tree;

Commented [KC18]: Items B1 - 7 were taking from the original Ordinance Sec 12.12.320 (A) and (B).

2. Attach or keep attached, or cause the same, any sign, wire, light, device, or injurious material to any such tree or the guard or stake intended for the protection of such street tree;

3. Allow any gaseous, liquid or solid substance, pesticide, herbicide, or similar chemical agent harmful to a street tree to come into contact with the roots, leaves, bark or any part of any street tree;

4. Construct concrete, asphalt or brick paving or otherwise fill the ground area within ~~four~~ the planting area ~~feet~~ of any street tree that may shut out/off air, light, or water to the street tree or its roots;

5. Pile building material or other material around any street tree in any manner that will in any way injure the street tree; or

~~1.~~6. Construct any raised planter around a street tree's trunk.

~~2.~~7. Interfere with the city or its employees or contractors engaged in the planting, mulching, pruning, spraying, treating, or removal of any street tree, or in the removal of stone, cement, or other substance around the trunk of any street tree.

§ 12.12.210 Pruning or removal of heritage or street tree—Permit required.

A. Except as provided in ~~this~~ subsection A, it is unlawful for any person to prune or remove any heritage tree or ~~remove a~~ street ~~tree, or~~tree or do any construction work or activity that may affect the critical root zone of a heritage or street tree, without a permit issued by the director.

~~A.~~B. All pruning of heritage and street trees shall follow the American National Standards Institute (ANSI) A300 standards. The City shall make available an Urban Tree Care Guide that includes visual examples of proper pruning techniques, including clearance pruning, structural pruning, and prohibited practices such as topping. This guide shall be available on the City's website and distributed at public events.

C. A permit shall not be required for routine pruning of street trees performed solely for Public Works street improvement projects to maintain pedestrian or vehicular clearance, ~~provided such pruning does not involve removal of branches exceeding four inches in diameter~~, does not compromise the tree's structural integrity, and is conducted in accordance with ANSI A300 standards. Any pruning exceeding these thresholds or affecting the tree's form or health shall require a permit.

~~B.~~D. Each permit to prune or remove one or more~~a~~ heritage or street tree~~s~~ shall contain the following information:

~~1. Name of permit applicant;~~ The name, address and telephone number of the property owner.

~~2.~~1. Time period in which to complete the action specified or required in the permit;

~~3.~~2. Reason for pruning or removal;

~~4.~~3. If a tree will be removed, the type and species of the replacement tree to be purchased and planted by the permittee at the permittee's sole cost and expense;

~~5.~~4. Description of the pruning, if applicable; and

5. Tree information for all trees under the permit, including:

a. Species: The botanical name or common name of the tree(s).

b. Canopy ~~size~~width: The width of a tree's leafy cover, measured as the longest distance from one edge of the canopy to the opposite edge (diameter).

c. Diameter at Standard Height (DSH): diameter of a tree trunk measured at four and one-half feet (4.5 ft) above the natural grade on the uphill side of the tree.

~~a.~~d. Location: ~~of the tree to be pruned or removed (A~~address of property where tree is located and the specific location of the tree on or abutting the applicant's property~~)~~.

~~C.~~E. The director shall, subject to the consultation requirements set forth below, issue a permit to prune or remove a street tree or prune or remove a heritage tree only if at least one of the following criteria is met:

1. The tree is in danger of falling or is deemed to be structurally unsound, according to generally accepted arboricultural standards, and is in proximity to existing or proposed structures; or ~~The tree creates a hazardous condition or imminently hazardous condition;~~

2. The tree is a host for plant, pest, or disease endangering other species of trees or plants with infection or infestations.~~The type, species, or location of the tree is in conflict with~~conflicts with ~~the policy or plans of the city;~~

3. Protection of pre-existing improvements that have been interfered with by the tree, or otherwise allow the reasonable enjoyment of private property.

4. The tree is causing damage to a dwelling, building or structure, including foundational support for same, and/or damaging the essential utilities servicing the dwelling, building or structure and this damage cannot be reasonably resolved by other means, and root pruning to address the issue will compromise the tree's stability, as determined by an ISA Certified Arborist. A professional evaluation by a certified arborist, licensed plumber, landscape architect or structural engineer detailing the damage being caused shall be required as part of the application for removal permit identified in Section 12.12.210.

~~1. The tree interferes with electrical lines and the interference cannot be corrected by pruning the tree;~~

~~4. The tree has caused damage to infrastructure including, but not limited to, concrete or asphalt, water or sewer lines, or other electrical infrastructure that creates, or has the potential to create, a hazardous or imminently hazardous condition and which cannot be resolved by other reasonable means; This damage cannot be reasonably resolved by other means, and root pruning to address the issue will compromise the tree's stability, as determined by an ISA Certified Arborist.~~

5. The property owner has received a non-renewal notice from their insurance company because of the proximity of the tree to the dwelling.

~~2. The tree has or may cause damage to utilities, including without limitation water, sewer, communication lines or power lines, that results or could result in a hazardous condition or imminently hazardous condition and which cannot be resolved by other reasonable means;~~

~~3. The tree is in conflict with an approved development permit for an adjacent property or right-of-way;~~

6. The tree that is being proposed for r~~R~~emoval is hindering the growth of an adjacent tree of greater value as determined by an ISA certified arborist.~~required for thinning to allow proper spacing; or~~

~~D. Removal would allow a more desirable planting in conformance with the approved tree list.~~

~~E. The director shall, subject to the consultation requirements set forth below, issue a permit to remove a heritage tree only if the tree creates a hazardous condition or imminently hazardous condition.~~

~~F. Except as otherwise provided in this chapter, the director will consult with the commission on applications to remove street trees and applications to prune or remove heritage trees. The commission shall make recommendations to the director concerning heritage or street tree removal and heritage tree pruning after an inspection by a subcommittee of the commission and after deliberation by the commission. Requests for such inspections shall be made by the director at commission meetings. The director need not consult with the commission on heritage or street tree removal or heritage tree pruning if, in the director's reasonable judgment, a heritage or street tree poses an imminently hazardous condition. In such instance, the director may approve a permit without consulting the commission; provided however, the director will inform the commission of the issuance of such permit at the commission's meeting that immediately follows the permit's issuance. The director need not consult with the commission regarding applications to prune street trees.~~

F.

G. If the city grants a permit for the removal of a heritage or street tree, the person or entity removing the tree must remove the tree's trunk to a minimum depth of two feet below the adjacent ground level.

§ 12.12.220 Permit application and appeals.

A. Applications for permits required under this chapter shall be submitted to the director, along with an application fee. Application fees shall be set by resolution of the city council. The director shall review each permit application that the city accepts for filing. As part of the review of each application, the director may request additional information from the applicant or conduct any investigation the director believes is necessary to complete the review. After the completion of the review of the permit application ~~and advisory input by the commission, if required~~, the director shall provide written notice to the applicant of the decision to issue (as requested or modified) or deny the permit.

B. The notice shall be in a form prescribed by the director. The notice shall provide the opportunity for the applicant to appeal the director's decision.

Commented [KC19]: Recommendation is to remove the commission's role in heritage tree permit decisions and instead rely on a certified arborists assessment with the final decision made by the Director.

C. An applicant wishing to appeal the director's decision shall submit a written request for an appeal hearing to the City Clerk~~director~~ within seven calendar days of the property owner's receipt of the director's notice. The city council will serve as the hearing body for appeals. A hearing shall be set for a date that is not less than 15 days and not more than 60 days from the date that the request for hearing is filed in accordance with the provisions of this section. The city council will give the applicant an opportunity to be heard and will thereafter render a written decision regarding the director's decision on the permit application.

D. Permits issued for work occurring under Section 12.12.210 shall, except as otherwise provided herein, be valid for 60 days~~, except permits issued to public utilities, which may be for a period of one year~~. The director may extend the effective period of a permit if the director finds good cause exists in a particular case.

~~**§ 12.12.230 Development permit combined.**~~

~~The request for a heritage or street tree planting, pruning, or removal permit may be included as part of an application for a development permit. Where the request for planting, pruning, or removal permit is included as part of the development permit application, the development permit may serve as the planting, pruning, or removal permit and be processed under the application, noticing, hearing, and appeal provisions applicable to the development permit application, and no separate planting, pruning, or removal permit application and planting, pruning, or removal permit is required, so long as all of the substantive provisions and permit processing requirements of this chapter are satisfied as part of the processing of the development application.~~

§ 12.12.240 No permit required.

A. Notwithstanding any provision of this chapter, no permit shall be required for pruning or removing a heritage or street tree if any of the following criteria are met prior to any work being performed:

1. An imminent hazard exists where the immediate pruning is necessary to protect the public health, safety, or welfare. Any pruning work to address hazardous tree conditions should be completed by an ISA Certified Arborist. The property owner who causes emergency work to be done must ensure that the heritage or street tree is not pruned more than is reasonably required to eliminate the imminent hazard~~; such~~. A permit is required for any additional, non-emergency pruning done on the same tree.~~party must obtain a permit for any non-emergency pruning of the same tree.~~ The property owner causing the emergency pruning or removal must provide,

Commented [AD20]: Do we want this requirement?

within two business days of the completion of the emergency work, written notice to the director that includes a full description of the work completed, the exact location where the work was performed, the bases for the emergency work, and photographs clearly showing the condition creating the imminently hazardous condition;

2. An imminently hazardous condition exists, and the director provides written notice to the responsible property owner to take corrective action, and the owner complies strictly with such notice;

3. Removal of the tree is in connection with a city-approved public works project; or

~~3.~~4. Public utilities subject to the jurisdiction of the Public Utilities Commission of the state of California may also take such action as may be necessary to maintain a safe operation for their facilities.

~~4.~~5. A development permit, or amendment thereto, which allows the removal of a tree, has been issued by the city and accepted by the permit applicant pursuant to the provisions of this code pertaining to development permits.

B. In case of emergency, when a tree is hazardous or dangerous to life or property, it may be pruned or removed by order of the city's public works, parks and ~~recreation~~community services, police, or fire departments~~, provided further,. that any~~ Any franchise public utility or representative of the city may remove or prune trees which interferes with the safe and efficient operation of the public service for which they are responsible, but only to the extent made necessary by such interference. In such ~~, with the permission~~cases, permission from ~~of~~ the director ~~and/or the city arborist~~ is still required.

§ 12.12.260 Presentation of permit on request.

A. It is unlawful for any person to prune or remove ~~or cause the same to be done to~~ a heritage or street tree unless the permit or a copy of the permit allowing for this activity is maintained on the site where the tree to be pruned or removed is located.

B. It is unlawful for any person to prune or remove ~~or cause the same to be done to~~ a heritage or street tree unless the permit or a copy of the permit can immediately be presented upon request by an official or representative of the city.

C. It is unlawful for any person to engage in any work on or allow any work on a heritage or street tree that is subject to a permit to occur unless and until: (1) the permit or a copy of the permit is located on the site where the subject tree is located; and (2) the permit or a copy of the permit is readily available for presentation upon request as described in this section.

Commented [AD21]: Recommend removing the highlighted sections.

Commented [KC22R21]: The risk with removing these sections is that without requiring proof that the tree in question was creating a hazardous condition, someone could just remove a tree and state that it was hazardous, even if it wasn't.

§ 12.12.270 Revocation of permit.

A. The director may revoke a permit issued pursuant to this part if the director determines any of the following:

1. The permit was obtained or extended by false, misleading, or incomplete information;

2. One or more conditions set forth in the permit have been violated; or

3. One or more provisions of this chapter have been violated.

B. The director shall give written notice of the revocation of the permit to the applicant. The applicant may appeal the director's decision in accordance with the provisions of Section 12.12.220.

§ 12.12.280 Tree replacement.

A. Permits for heritage or street tree removal, removals without permits and acts causing damage to heritage or street trees shall require replanting in accordance with the following guidelines:

B. Replacement trees shall be planted on the same property or park strip at which they are removed. The number of replacement trees required shall be as prescribed in Table 1 Tree Replacement Standard.

Table 1: Replacement Requirements	
Canopy Width (Diameter) of Removed Tree	**Replacement Trees Requirement**
Up to 25 feet	1 Tree
25.1 feet to 40 feet	2 Trees
40.1 feet to 65 feet	4 trees
More than 65 feet	6 trees

1. All replacement trees must be twenty-four inch box trees, unless noted otherwise by the director.

2. Replacement trees should come from the City of Hanford Tree List .

Commented [JD23]: @City, please review these new replacement mechanisms closely, paying special attention to replacement requirements and the in-lieu fee.

C. Fees In-lieu of Replanting. In cases where the director determines replacing the tree(s) is inappropriate or infeasible due to existing tree canopy or site restrictions, in-lieu replacement fees will be required.

D. An in-lieu payment for each tree removed and not replaced onsite, as prescribed in Table 2 In-Lieu Fee ~~in the amount of $1,500~~, shall be paid to the City Tree Replacement Fund, used to add or replace trees on public or private property in the vicinity of the subject property on other City-owned or private property; or to support the City's urban forestry management program. The City Tree Replacement Fund shall be administered by the Public Works~~arks and Community Services~~ Department and used exclusively for tree planting, establishment, and maintenance in areas of need, or for related community outreach as identified in the Urban Forest Management Plan.

Table 2: In-Lieu Fee	
Diameter at Standard Height (DSH)	**DSH of the tree to be removed x $40**

Commented [KC24]: For CITY, an analysis that we did for San Mateo County to cover tree sourcing, materials, planting, and establishment care for 3 years came out to be around $3,300. This would likely be too high of a fee for Hanford residents, so we are proposing $1,500, but ultimately the City would need to decide the balance between covering City expenses to plant a replacement tree elsewhere, and a fair fee to the average resident.

Commented [KC25]: Modified from original ordinance Section 12.12.280 (E)

Commented [KC26]: I think charging by DSH instead of a flat fee can work, but was curious to know how the $40 amount was chosen? Does the City feel this will cover their costs enough to plant a replacement tree and care for it for at least 1 year?

~~**§ 12.12.280 Reforestation.**~~

~~Permits for heritage or street tree removal, removals without permits and acts causing damage to heritage or street trees shall require replanting in accordance with the following guidelines:~~

~~A. Trees removed under jurisdiction of a planning approval pursuant to this chapter shall conform to conditions specified in the planning approval.~~

~~B. Trees removed with a valid tree removal permit shall be replaced in accordance with this chapter and instructions identified by the director. Replacement instructions shall include direction on the location and species of the replacement tree. Tree replacement shall be one to four twenty-four (24) inch box size tree(s) determined by the director, for each tree removed.~~

~~C. Trees removed without a valid tree removal permit shall be replaced by one to four 48 inch box size tree(s) for each tree removed at the discretion by the director if the value of the removed tree(s) was significantly greater than that of a forty-eight (48) inch box tree. In such cases of non-permitted removal, the determination of the level of replacement shall be within the discretion of the director, but will not exceed the actual tree loss as determined by the replacement value. In addition to the requirements of~~

this subsection, penalties under Section 12.12.530 or other sanctions allowed by law may be imposed for removal of heritage or street trees without a permit.

D. Where the director determines that replanting is not feasible and/or appropriate, e.g., sufficient trees exist on site, the director may: (1) require that a payment of equal value to the cost of the purchase and installation of the replacement tree(s) be made to the city tree planting fund; or (2) place other conditions on the permit which are of equal value to the cost of the purchase and installation of the replacement tree(s).

E. Any person causing damage to a heritage or street tree shall be required to take such steps as may be required by the director to assure the future vitality of the tree(s), including costs of treatment and/or construction of protection barriers, or if the director determines that the damage is so great that the tree is no longer reasonably sustainable, replacement of the damaged tree per subsection C.

§ 12.12.300 Property owner maintenance—Responsibility and duty to public.

Commented [KC27]: Most of this section moved to new section 12.12.115 Tree Establishment, Maintenance, and Property Owner Responsibilities

A. Subject to the provisions of Section 12.12.110, each owner of property that is located in the city shall maintain and replace, when necessary, any street trees, shrubs, hedges, or other plants within a park strip located on or which abuts an owner's property in such condition so as to comply with this chapter. Each property owner shall plant and replace any removed or otherwise missing street trees in accordance with the requirements of Section 12.12.210.

B. A property owner required by this section to plant, maintain, and replace, when necessary, street trees, shrubs, hedges, and other plants shall owe a duty to the public using streets and/or sidewalks to maintain such street trees, shrubs, hedges, and other plants in a safe and non-hazardous condition. For purposes of this section, maintenance of street trees, shrubs, hedges, and other plants includes, without limitation: watering, pruning, fertilizing, pest control, spraying, removal of branches, leaves and other debris, weed abatement, and protection of the critical root zone. Watering shall occur in a manner consistent with the city's rules on water use identified in this code.

C. A property owner required by this section to maintain any street trees, shrubs, hedges, or plants shall comply with the following:

1. Provide the necessary maintenance so that street trees, shrubs, hedges, and plants do not become a hazard;

2. Provide a minimum of eight foot vertical pedestrian clearance from the top of the sidewalk and a minimum 14 foot vertical vehicular clearance from the top of

~~pavement, to any part of a street tree; provided however, each street tree shall be trimmed so that the vertical clearance around the entire tree is uniform and consistent;~~

~~3. Provide adequate clearance for unobstructed pedestrian and vehicular view of all traffic signals, street lights, regulatory signs, street name signs, and other similar types of equipment and signs;~~

~~4. All maintenance shall be completed in accordance with the guidelines of the American National Standard Institute (ANSI);~~

~~5. Obtain a permit as required in Section 12.12.210; and~~

~~6. Obtain an encroachment permit from the city's public works department for any work that the property owner or his or her contractor will perform within a public right-of-way or if any vehicle or equipment will operate or be parked in any public right-of-way as a result of any work pertaining to a tree, shrub, hedge, or other plant for which the property owner is responsible.~~

~~D. If any property owner fails to maintain any street trees, shrubs, hedges or other plants for which the owner is responsible in a non-hazardous condition as required by this section, and any person or entity suffers damage or injury to person or property, the property owner shall be liable for all damages and/or injuries caused by his or her failure to maintain the street trees, shrubs, hedges, or other plants.~~

~~E. If, in the opinion of the director, a tree, shrub, hedge, or other plant located on private property located outside of a park strip constitutes a nuisance or hazard, the process, procedures, and remedies described in this chapter with respect to street trees, shrubs, hedges, and other plants located in park strips, will be available to the city.~~

~~F. Any and all damage caused by a tree, shrub, hedge, or plant to any person or property or to any utility, street, sidewalk or other improvement shall be the responsibility of: (1) the owner of the property on which such tree, shrub, hedge, or plant is located; or (2) if the offending street tree, shrub, hedge, or plant is located within a park strip that abuts private property, the owner of the private property that abuts such park strip.~~

§ 12.12.305 Determination of Heritage Tree by City Council

A. ~~All native~~ Valley O~~o~~ak trees (Quercus lobata) ~~to the region~~ with a Diameter at Standard Height (DSH) greater than 18~~0~~ inches are considered heritage trees. ~~Oak species native to the region include valley oak (*Quercus lobata*), coast live oak (*Quercus agrifolia*),~~

Commented [KC28]: New section to set criteria for determining and nominating a heritage tree.

~~canyon live oak (*Quercus chrysopolis*), blue oak (*Quercus douglasii*), and interior live oak (*Quercus wizlenski*).~~

B. A tree or group of trees, other than Valley~~native~~ O~~o~~aks, may be nominated for Heritage Tree designation if it meets one or more of the following criteria:

1. Is associated with a significant historical event, person, or site;
2. Possesses unique or rare species characteristics;
3. Provides exceptional ecosystem services (e.g., habitat, shade, carbon sequestration);
4. Has significant cultural, community, or aesthetic value.

C. Nomination Process.

1. Nominations may be submitted to the Public Works Director by any member of the public, City staff, or a recognized community organization.
2. Nominations must include:
   - A completed Heritage Tree Nomination Form;
   - Photographs of the tree(s);
   - A description of how the tree meets one or more eligibility criteria;
   - A map or site plan showing the tree's location.
3. Nominations shall be reviewed by the director for completeness and eligibility. Eligible trees must be in good health as determined by the director.

D. Council Action.

1. Heritage trees shall be ~~may be~~ designated ~~either~~ by the City Council following a public hearing. ~~or by an ISA Certified Arborist appointed by the Council~~.
2. Upon designation, the tree(s) shall be added to the City's Heritage Tree Registry and subject to all applicable protections under this chapter.

E. Notification.
The City shall notify the abutting property owner(s) in writing of the designation and provide information regarding maintenance responsibilities and protections.

F. Removal from Registry.
A Heritage Tree may be removed from the registry only by City Council action, following

a public hearing, based on evidence that the tree no longer meets the designation criteria or poses an imminent hazard.

§ 12.12.310 Preservation of heritage trees.

A. Any person who owns, controls, has custody or possession of any real property within the city shall use reasonable efforts to maintain and preserve all heritage trees located thereon in a state of good health, pursuant to the provisions of these regulations.

§ 12.12.320 Protection During Construction.

A. Any application for discretionary development approval of real property, exterior construction work, or any other development project shall be accompanied by a Tree Protection Plan.

B. A Tree Protection Plan shall be prepared ~~by an ISA Certified Arborist~~ by requesting party and approved by the City, and include the following:

a. Identification of all trees, including those on neighboring properties, within 30 feet of the proposed construction area.

b. Species and DSH of each tree, and whether the tree is a street tree or Heritage Tree.

~~b.~~c. Location of all trees to be preserved, removed, or planted.

d. Tree protection zone for each street tree and Heritage Tree.

e. Potential impacts to each individual tree (including potential impacts to trees on neighboring sites), including potential impacts, including removal, pruning, trenching within the TPZ, grade changes within the TPZ, or other TPZ encroachment.

f. The tree protection plan shall be consistent with any site surveys included in the associated plans, and represented with an accurate scale.

g. Description of the impact that construction actions may have on affected trees and ways to avoid impact.

h. Tree protection measures for construction that must be implemented throughout the duration of the proposed project, which may include site access and traffic route considerations, excavation limitations, appropriate locations for the piling of soil and debris, and the storage of equipment and vehicles as each of these activities pertain to trees on the project site.

C. Temporary, protective fencing shall be installed at the edge of the TPZ of any existing tree that is to be preserved on a project site, with signage indicating “Tree Protection Zone – No Entry.”

i. Grading, trenching, soil compaction, material storage, chemical disposal, or equipment washing are prohibited within the Tree Protection Zone unless explicitly approved by the director or City Arborist.

~~C. approval by the director and/or the city arborist prior to the issuance of any permit for a development project. -- d~~

D. Prohibition of grading, trenching, soil compaction, or material storage within the Tree Protection Zone unless explicitly approved by the director and City Arborist.

i. Routing of utility and irrigation lines outside the Tree Protection Zone where feasible.

j. Prohibition of chemical disposal, equipment washing, or attachment of foreign objects to any protected tree.

E. The property owner shall sign the Tree Protection Plan and ensure full compliance throughout the project. Any damage to protected trees shall be reported immediately to the Director.

i. The director may require mitigation, including treatment, replacement, or payment into the City Tree Replacement Fund, based on the severity of damage.

~~1. As part of any construction work or activity of a building or structure, the owner or responsible party thereof shall place such guards around all nearby street trees that are required in the opinion of the director to effectively prevent injury to such trees.~~

~~2. Tree stakes or guards may be placed around street trees by the city, the city's contractors, or by the owner of the property on which the street tree is located or which is located in a park strip abutting the owner's property as long as such stakes and guards are merely placed near street trees for the purpose of protecting and/or training such trees.~~

~~3. Each property owner shall ensure that electrical lines and wires providing electricity to his or her property are secured so they do not come into contact with any street tree, and no person shall, without the written authorization of the director, attach to a street tree any electric wire or line, insulator, or device for the holding or securing of any electric wire or line, or electrical or utility poles.~~

~~4. No person shall move any building or other object along any street in such manner as to injure any street tree. Whenever the director determines or reasonably~~

~~believes that any street tree may be injured, the director may require the person moving the building or other object along a street in the city to furnish a bond in an amount sufficient to cover the damage or destruction of street trees.~~

§ 12.12.330 Park strip inspection.

The director may inspect or cause to be inspected all street trees, shrubs, hedges, and other plants located within park strips. Upon discovering that any street tree, shrubs, hedges, or other plants within a park strip are dead, infected or infested with plant, animal, insect, or other condition detrimental to the growth, health, or life of any such street tree, the director may utilize the provisions of and pursue the remedies outlined in Sections 12.12.400 through 12.12.530.

§ 12.12.340 Hazardous conditions—Sight obstructions on private property.

A. No owner or person in possession or control of any property shall maintain any tree, shrub, hedge or other plant located on his or her property, or located in a park strip abutting the owner's property, in a manner that causes or may cause a hazardous condition or imminently hazardous condition on a street.

B. No owner of property shall permit the existence of any tree, shrub, hedge, plant, mound of earth, boulders, or any other object located on his or her property or within a park strip abutting his or her property that obscures and/or impairs the view of passing motorists or pedestrians or which impairs the view of any street sign, traffic sign, or any other control device or sign placed upon the streets for the safety and convenience of the public.

§ 12.12.350 Violations and Penalties.

Any person who violates the provisions of this ordinance, including property owners and persons performing tree removal or pruning activities, shall be subject to the following penalty:

A. Mandatory Dual Penalty for Unauthorized Removals. Any unauthorized removal or damage of a heritage or street tree shall require:
   1. On-Site Replacement. Replacement in accordance with Table 1 in §12.12.280; AND,
   2. Payment of an In-Lieu Fee. Payment of an in-lieu fee for each tree removed, regardless of whether replacement occurs on-site, as follows:
      i. First Violation: One (1) times the in-lieu fee per tree removed.
      ii. Second Violation: Two (2) times the in-lieu fee per tree removed.

iii. Third or Subsequent Violation: Four (4) times the in-lieu fee per tree removed.

3. When Replacement is Not Feasible. If on-site replacement is determined to not be feasible by the director or the City Arborist, payment of two (2) times the amount required above.~~r~~

B. Additional Penalties and Enforcement: The City may impose additional penalties, including:

1. Administrative fines
2. Stop work orders
3. Permit holds or revocations
4. Cost recovery for enforcement and restoration

§ 12.12.400 Notice of violation.

If the director determines that a violation of this chapter has occurred or that the condition of any tree, shrub, hedge, or plant constitutes a violation of any provisions of this chapter, the director may, by written notice, notify the owner of the property in violation to take corrective action. A notice of violation may be provided in the form of an administrative citation or other form of writing that the director deems appropriate.

A. The notice of violation ~~specified in Section 12.12.400~~ may be given by delivering a written notice personally to the property owner, or by mailing the notice, certified with return receipt requested, to the property owner at his or her last known address as the same appears on the last equalized assessment rolls of the county.

B. Any notice of violation issued by the director shall contain the following information:

1. The date of inspection;
2. The address or a description of the property upon which such tree, shrub, hedge, or plant is located, or the address of the property which abuts the parkway ~~strip~~ in which such tree, shrub, hedge, or plant is located;
3. A description of the violation;
4. A description of the corrective action required to address the violation; and
5. A definitive time period or deadline to complete the corrective action.

§ 12.12.430 Notice of violation—Right to appeal.

A. The notice of violation will specify that the property owner may file with the ~~director~~ City Clerk a written request for an appeal hearing. Such written request must be received by the director within 15 calendar days of the date of the notice of violation. The written request for hearing must clearly outline the reasons and bases for the property owner's objection to the notice of violation.

B. The director shall consider each written request for appeal. If the director does not alter his or her decision on an issue as a result of the written request for appeal hearing, the director shall set the matter for a hearing before the city council. The city council will serve as the hearing body for appeals involving notices of violation. A hearing shall be set for a date that is not less than 15 days and not more than 60 days from the date that the request for hearing is filed in accordance with the provisions of this section. The city council will give the property owner an opportunity to be heard and will thereafter render a written decision regarding the notice of violation.

~~**§ 12.12.440 Work performed by city.**~~

~~A. If the corrective action required by a notice of violation is not completed within the time specified in the notice, the city may, but shall not be required to, perform the required work or cause the work to be performed.~~

~~B. In cases of imminently hazardous conditions, the director shall have the authority to perform or cause to be performed corrective work necessary to abate the imminent hazard without first issuing a notice of violation to the property owner.~~

~~**§ 12.12.450 City invoice for work performed.**~~

~~A. The property owner shall be responsible for all costs associated with any corrective action taken by the city, including, without limitation, costs of planting, removal, or pruning and the city's administration time and expenses associated therewith. After completion of the work by the city pursuant to Section 12.12.440, the city shall mail an invoice to the property owner. The property owner shall, except as otherwise provided in this section, remit full payment to the city within 30 calendar days of the date of the city's invoice.~~

~~B. Any invoice not fully paid within the 30 day calendar period referenced in the immediately preceding subsection shall be deemed delinquent and shall accrue interest at the rate of 10% per year or the maximum interest rate allowed by law, whichever is less.~~

Commented [KC29]: These sections are recommended for removal due to the City never invoicing property owners.

Commented [AD30R29]: These sections should remain in place and has been used in the past. The payment method needs to be reviewed and approved by the City's Finance Department.

C. The costs payable to the city pursuant to this section may, at the director's discretion, be made in installments of no less than $15 per month, which shall be included as a charge on the utility bills or property tax bills for the property at which the city provided services. A property owner wishing to pay the amount owed in installments pursuant to this subsection must submit a written request to the director within 15 calendar days of the date of the invoice issued by the city pursuant to this section; if a property owner fails to submit such a request within the 15 calendar-day period, the payment terms identified in subsection B shall apply. Each owner of real property who is allowed to make installment payments pursuant to this subsection shall execute a promissory note and/or other documents approved by the city to reflect: (1) the payment obligation; (2) interest at a rate equal to the local agency investment fund (LAIF) interest rate in effect on the date of execution of the promissory note and/or other documents; and (3) the city's cost to prepare and record the documents evidencing the debt owed to the city and to process such installment payments.

1. If the director determines that installment payments shall be added to a property's utility bills, the property owner shall also execute a lien or deed of trust, in a form approved by the city, that will be recorded against the real property at which the city provided services. In determining whether the amount owed to the city will be paid through installments added to a property's utility bills, the director may require satisfactory proof that the real property will sufficiently secure payment of the amount owed to the city.

2. If the director determines that installment payments shall be paid through an owner's property tax bills, the city will notify the Kings County tax collector of the amounts to be added to the tax roll. The amount added to each tax bill shall be the equivalent of the monthly installment rate approved by the director plus any administrative fees charged by Kings County to collect and process the payments.

§ 12.12.460 Collection of city's costs.

A. To cause the payment of a delinquent amount, the director may pursue any remedy available to the city to enforce this code.

B. The city may add to the owner's unpaid balance any costs incurred by the city to collect a delinquent amount.

§ 12.12.470 Collection of corrective action costs—Special assessment.

A. To cause the payment of a delinquent amount, the director may pursue any remedy available to the city to enforce this code.

B. The city may add to the owner's unpaid balance any costs incurred by the city to collect a delinquent amount.

C. If a property owner fails to pay a city invoice in a timely manner, the city may, but shall not be required to, declare the delinquent amount a special assessment against the owner's property.

D. If the city elects to declare a special assessment in accordance with subsection A, the director will cause a notice of a public hearing before the city council to be provided to the property owner in the manner specified in Section 12.12.430. The notice will specify the day, hour, and place where the city council will hear and pass upon a report of the director (the contents of which are described below), together with written objections, if any, which may be raised by the property owner.

E. Prior to such hearing, the director shall prepare and file with the city council a report specifying the work performed by the city, the cost thereof, a description of the real property upon which the offending tree, shrub, hedge, or plant was located or a description of the real property abutting the park strip in which the offending street tree, shrub, hedge, or plant was located, and the assessment proposed to be levied against the property to pay the costs incurred by the city.

F. On the day and hour fixed for the hearing, the city council will hear and pass upon the report of the director, together with any written or oral objections which may be raised by any property owner liable for the cost of the city's corrective work. The city council may make such modifications in the report as it may deem just, after which, the report, as submitted or as modified, will be confirmed and provided to the property owner. The decision of the city council on all objections shall be final and conclusive.

G. The hearing will serve to provide full opportunity to the person subject to the city's invoice to be heard and object. The failure of any person to appear at the hearing shall constitute a failure to exhaust administrative remedies.

H. The city council, after confirmation of a special assessment amount, may:

1. Order a notice of lien to be delivered to the county for recording against the owner's property; or

2. Order the assessment amount to be submitted to the county tax assessor, who shall enter the amount thereof in the county's assessment records opposite the description of the particular property, and the amount shall be collected together with taxes assessed against the property. Thereafter, the city's assessment shall be collected at the same time and in the same manner as taxes against the property

~~are collected and shall be subject to the same penalties and interest, and to the same foreclosure and sales rights and procedures in the event the owner fails to pay the assessment in a timely manner.~~

~~3. **§ 12.12.480 Private arrangements for tree trimming or removal.**~~

~~4. The director may, if he or she deems it to be in the public's interest, cause street trees to be pruned or removed through a private arrangement between the city and the owner of the property on which such trees are located or the owner of the property that abuts the park strip in which the trees are located. The arrangement will include terms under which the city will be reimbursed for initially paying the costs of such work on the owner's behalf.~~

§ 12.12.500 No interference with enforcement of this chapter.

No person shall interfere with or delay an authorized representative or contractor of the city from executing and enforcing this chapter.

§ 12.12.510 Failure to give or receive notice.

The failure to post, mail, or deliver by personal service any notice required under this chapter or the failure of any person to receive such notice shall not affect the validity of any proceedings or actions taken by the city or its officers, officials, employees, contractors, or volunteers under this chapter.

§ 12.12.530 Remedies.

The provisions of this chapter are non-exclusive and supplement any existing rights and remedies available to the city. The provisions of this chapter may be enforced by any remedies provided for in this municipal code or otherwise available in law or equity. Violations of this chapter may be prosecuted criminally, civilly, or administratively, either undertaken separately or in conjunction with other remedies, at the sole discretion of the city. Nothing in this chapter shall be deemed to prevent the city from commencing any administrative, legal, equitable, or criminal proceeding to enforce this chapter, the city's municipal code, or any law.

(Ord. 15-12 § 1, 2015)

Appendix D
Hanford City Document Review

1 City Document Review

This section reviews and highlights key documents that the city has published in regard to the health and maintenance of their urban forest, and how the UFMP addresses goals and actions within these documents.

1.1 2035 General Plan

The Hanford 2035 General Plan is the main document for the City that guides future development goals and policies and reflects the long-term vision of the community. All other city policies must be consistent with the General Plan. This section focuses on how the General Plan interacts with the urban forest and the ways that recommendations in the Hanford UFMP align with goals and actions in the General Plan.

Table 1.1: General Plan Highlights

Goal/Policy	Section	Relation to UFMP
Goal E7: A vibrant and thriving Downtown that serves as the City's main commercial center and location for community events. **Goal E8:** A distinct Downtown that sets Hanford apart from surrounding communities. **Policy E35**: Downtown Infrastructure Improvements Maintain parking, lighting, landscaping, sidewalk and other public improvements that support business activity and movement in the Downtown.	**Chapter 2**: Economic Development **Section 2.6**: Downtown	The UFMP emphasizes the importance of trees and landscaping in enhancing the visual character of Hanford's built environment, including the downtown area, where trees can both soften the appearance of large buildings and parking areas, as well as provide shade and greenery to improve the pedestrian experience, encouraging foot traffic and supporting local businesses. The UFMP recommends the City continue partnership with Mainstreet Hanford to enhance canopy cover in the downtown area of the City.
Goal L9: Distinctive neighborhoods that preserve and enhance the quality of life for residents. **Policy L28**: Street Trees and Landscaping Encourage all new residential developments to include shade trees along the street and install landscaping and irrigation systems that meet State requirements for low water use.	**Chapter 3**: Land Use & Community Design **Section 3.4**: Residential Land Use	The UFMP highlights the role of urban trees in helping residents adapt to extreme weather by providing shade, cooling, and stormwater management. Requiring shade trees in new developments contributes to this by reducing urban heat island effects and improving comfort in residential areas. The UFMP also provides a recommended tree list with drought-tolerant tree species which will support the City and residents in establishing green infrastructure that is compliant with low water use requirements.

Goal L38: Revitalized Arterial corridors that accommodate a mix of nonresidential and residential uses that generate activity and economic vitality and improve the visual character. **Policy L145**: East Lacey Boulevard Design Policies and Ordinances **Policy L151**: Hanford-Armona Road Public and Industrial Facilities Develop design policies and ordinances for mixed use development that provide for pedestrians and bicyclists including features such as street trees, buildings close to the street, de-emphasis of parking lots and garages, limitation of driveway cuts, traffic-calming features, clearly defined street crossings, adequate lighting, and street furnishings.	**Chapter 3**: Land Use & Community Design **Section 3.13**: Corridor Areas	The inclusion of street trees in mixed-use development directly supports the UFMP's goal of expanding and maintaining a healthy urban canopy. The UFMP recognizes the role of trees in creating inviting, shaded, and aesthetically pleasing environments.
Goal L38: Revitalized Arterial corridors that accommodate a mix of nonresidential and residential uses that generate activity and economic vitality and improve the visual character. **Policy L54**: Design of the Service Commercial Land Use Designation **Policy L58**: Design of the Highway Commercial Land Use Designation **Policy L62**: Design of the Neighborhood Mixed Use Land Use Designation **Policy L67**: Design of the Corridor Mixed Use Land Use Designation **Policy L71**: Design of the Downtown Mixed Use Land Use Designation **Policy L78**: Design of the Office Land Use Designation Require that new development projects and major site reconfigurations in the Highway/Service Commercial/ Neighborhood, Corridor and Downtown Mixed Use/ Office land use designations provide site layouts, landscaping, and screening so that the site appears	**Chapter 3**: Land Use & Community Design **Subsection 3.1.5**: Service Commercial **Subsection 3.5.4**: Highway Commercial **Subsection 3.6.2**: Neighborhood Mixed Use **Subsection 3.6.2**: Corridor Mixed Use **Subsection 3.6.3**: Downtown Mixed Use **Subsection 3.7.1**: Office	The UFMP emphasizes the importance of trees and landscaping in enhancing the visual character of Hanford's built environment. The UFMP encourages tree planting not just in residential areas but also in commercial corridors and downtown zones, where trees can both soften the appearance of large buildings and parking areas, as well as provide shade and greenery to improve the pedestrian experience, encouraging foot traffic and supporting local businesses.

aesthetically pleasing from the public street.		
Goal T3: City streets that meet the needs of bicyclists, pedestrians, children, motorists, persons with disabilities, the elderly, users of public transportation, and commercial goods movers. **Policy T37**: Shade Trees in Planter Strips Where adequate space permits, include street trees planted in planter strips between the curb and sidewalk to shade paved street surfaces.	**Chapter 4**: Transportation & Circulation **Section 4.2**: Streets and Highways **Subsection 4.2.8:** Planned Roadway Improvements	The new public tree inventory data collected as part of this UFMP project allows for the City to analyze the condition of existing trees and identify where tree gaps exist along streets.
Goal T3: City streets that meet the needs of bicyclists, pedestrians, children, motorists, persons with disabilities, the elderly, users of public transportation, and commercial goods movers. **Policy T41**: Streetscape Enhancements Strive to improve the visual character of roadway corridors by improving streetscapes with amenities such as street trees, pedestrian-scaled lighting, underground utilities, water-efficient landscaping, and streetscape furniture.	**Chapter 4**: Transportation & Circulation **Section 4.2**: Streets and Highways **Subsection 4.2.9:** Complete Streets Program	The new public tree inventory data collected as part of this UFMP project allows for the City to analyze the condition of existing trees and identify where tree gaps exist along streets.
Goal O2: Conservation of non-renewable energy resources and maximization of the use of renewable energy resources. **Policy O16**: Vegetation to Conserve Energy Encourage the use of native and drought tolerant shade trees and vines on southern and western exposure building walls as an energy conservation technique	**Chapter 5**: Open Space, Conservation & Recreation **Section 5.3**: Mineral and Energy Resources **Subsection 5.3.3:** Energy Conservation	The UFMP contains an appendix with arboricultural best practices for tree spacing next to structures and discusses the benefits of tree shade and energy conservation.
Goal O4: Protection of natural habitat and other biological resources. **Policy O36**: Nonnative Invasive Species	**Chapter 5**: Open Space, Conservation & Recreation **Section 5.5:** Biological Resources	The UFMP contains an updated recommended tree species list for staff and residents which includes climate-appropriate and drought resistant trees. The tree species list will also include a section on

Manage or eliminate nonnative invasive species from City-owned property and open space. **Policy O38**: Native Tree Species and Drought Tolerant Vegetation Encourage the planting of native tree species and drought-tolerant vegetation.	**Subsection 5.5.1:** Natural Habitat	invasive trees species that should not be planted in Hanford.
Goal O4: Protection of natural habitat and other biological resources. **Policy O37**: Mature Trees Promote the preservation of existing mature trees and encourage the planting of appropriate shade trees in new developments.	**Chapter 5**: Open Space, Conservation & Recreation **Section 5.5:** Biological Resources **Subsection 5.5.1:** Natural Habitat	As part of the UFMP process, the City's Trees and Shrubs ordinance was reviewed and recommendations were provided for updating the ordinance to better preserve existing trees and clarify responsibilities for property owners and developers.
Goal O8: The equitable distribution of parks throughout the community that are well designed, accessible, and integrated with the surrounding neighborhood. **Policy O51:** Provision of Parkland Acquire and develop new parks consistent with the Parks, Recreation, and Open Space Master Plan.	**Chapter 5**: Open Space, Conservation & Recreation **Section 5.7:** Parks and Recreation **Subsection 5.7.1**: Park Classifications	As part of the UFMP project, a planting plan was developed for 600 new trees to be planted over the next two years along streets and in parks, including the future Heroes Park.
Goal O8: The equitable distribution of parks throughout the community that are well designed, accessible, and integrated with the surrounding neighborhood. **Policy O66** Park and Landscaped Area Maintenance Provide adequate staff to maintain parks and other public landscaped areas.	**Chapter 5**: Open Space, Conservation & Recreation **Section 5.7:** Parks and Recreation **Subsection 5.7.6**: Park Design and Maintenance	The UFMP provides an analysis and recommendations for appropriate numbers of staff to maintain trees in parks and other city-maintained spaces. It also provides an inventory and canopy cover analysis for each of the City's parks which will allow the City to prioritize limited resources for improving park canopy.
Goal H3: Reduced risk to public health and safety and disruption of social, economic, and environmental welfare resulting from natural hazards. **Policy H18:** Extreme Heat Emergency Plan Support the maintenance and implementation of the Kings County Extreme Heat Emergency Plan to support vulnerable populations during times of extreme heat.	**Chapter 7**: Health, Safety, and Noise **Section 7.3:** Natural Hazards **Subsection 7.3.3**: Extreme Heat	The City's urban forest will be crucial for mitigating future climate impacts like providing shade and cooler temperatures on extreme heat days. The UFMP provides resources on climate-appropriate tree species, and tree establishment and maintenance. The UFMP also provides recommended actions and projected costs for increasing the City's tree canopy in priority areas and identifies ways were the City can

		improve its management of the urban forest.
Goal H9: Improved health, safety, and mental well-being **Policy H61:** Public Amenities Consider environmental justice issues as they are related to the equitable provision of desirable public amenities such as parks, recreational facilities, and other beneficial uses that improve the quality of life. **Policy H62:** Public Participation Assure that all community residents have opportunities to participate in decisions that affect their environment and health and make accommodations for them to be involved in the decision-making processes.	**Chapter 7**: Health, Safety, and Noise **Section 7.6:** Public Health and Fitness **Subsection 7.6.2**: Environmental Justice	The tree canopy goals within the UFMP are based on analysis of where current canopy is lacking within the City, and prioritizes tree planting efforts to increase canopy in those areas. Community engagement and public participation was a key component of the UFMP process and involved multiple opportunities for the public to voice their opinions, concerns, and desires including an online public survey, City UFMP webpage with email contact information, a Working Group with participation form the public, and a public review period for the draft UFMP.
Goal H9: Improved health, safety, and mental well-being **Policy H65:** Comfortable Walking and Biking Environments Provide comfortable environments and destinations for walking and bicycling to integrate physical activity into daily routines.	**Chapter 7**: Health, Safety, and Noise **Section 7.6:** Public Health and Fitness **Subsection 7.6.3**: Relationship of Health to Land Use Patterns and Parks Access.	Trees play a crucial role in reducing high temperatures along sidewalks and pathways during the summer months, encouraging the community to use more non-vehicle forms of transportation. The UFMP includes recommended actions for identifying new opportunities to establish trees along planned future pathway improvements associated with the California high-speed rail station.

1.2 Parks and Recreation Master Plan 2020

The purpose of the City of Hanford's Parks and Recreation Master Plan is "to provide a roadmap for future development of recreational facilities and opportunities for the City over the next 10 years, consistent with the General Plan 2035 requirements." The plan is based on recognized park planning principles and standards, and reflects input from residents and stakeholders in Hanford, City staff, the Parks and Recreation Commission and City Council. Parks and open spaces within a City often contribute greatly to a city's overall canopy cover. In addition, they provide areas for green space, recreation, and wildlife habitat, and improve mental and physical health benefits for the community. It is important that City's parks, and trees within them, are well managed so that their benefits can be maximized for the public.

Table 1.2: Parks and Recreation Master Plan Highlights

Goal/Policy	Section	Relation to UFMP

Investing in the Existing parks System: Continue to focus on reinvesting in, and maintaining existing parks. Resolution of the future of the 18 acres of vacant land adjacent to Hidden Valley Park.	**Sec 1.4.2** Community Input Key Findings	The UFMP provides an analysis of what improvements can be made to the City's urban forestry program including establishment and maintenance of trees in City parks. It also includes an updated tree species list with drought tolerant, climate appropriate trees that should require less maintenance than some current City trees.
Trails and Connectivity: Desire for a connected, accessible recreational trail system that also supports active transportation initiatives.	**Sec 1.4.2** Community Input Key Findings	The UFMP contains recommended actions for enhancing potential future pedestrian and bike trails with tree canopy as part of the California high-speed rail station and related projects.
Funding the Parks and Recreation System Creative and multiple funding strategies are required to meet the needs of the community.	**Sec 1.4.2** Community Input Key Findings	The UFMP includes an appendix with potential funding sources for projects that increase tree canopy in Parks and other public spaces.
Current System Inventory and Level of Service (LOS): If the City achieves the 2035 General Plan's stated goal (of 3.5 parkland acres per 1,000 residents), the overall LOS for the City of Hanford's park system will be 4.57 acres per 1,000 population, which would be slightly below the current LOS of 5.06 acres per 1,000 population.	**Sec 1.4.4** Level of Service and Facility Analysis	While the City is currently achieving there parkland acreage per 1000 residents' goal, the UFMP includes an appendix with a tree planting plan for the new Heroes Park, and other parks and public spaces in the City which will include 600 tree plantings over late 2025 and late 2026.
Key Unmet Facility Needs: Walking and biking trails to improve connectivity. Reservable covered picnic areas. Shaded playgrounds. Neighborhood/School parks. Community parks	**Sec 1.4.4** Level of Service and Facility Analysis	The UFMP contains recommended actions for enhancing future pedestrian trails and bike paths with additional tree canopy using climate appropriate tree species. The UFMP also identifies tree planting opportunities adjacent to schools and recommends partnering with school administrators on grant funding for tree planting on school properties.

2 References

City of Hanford. Hanford 2035 General Plan. 2017. Accessed June 14, 2025. https://www.cityofhanfordca.com/DocumentCenter/View/383/2035-General-Plan-Policy-Document-PDF

City of Hanford. Parks and Recreation Master Plan 2020. Accessed June 14, 2025. https://www.cityofhanfordca.com/DocumentCenter/View/745/2020-Hanford-Parks-Master-Plan-PDF

Appendix E

Community Engagement Results

Community Engagement

Community outreach was a key step in the development process of the UFMP to understand and amplify the voices of Hanford's community. Kicking off in spring 2025, residents and businesses were engaged in outreach efforts that included the following activities and educational materials:

- An online, tree-related community survey (69 responses total)
- Tabling at community events including one Easter egg hunt event and two Thursday Night markets in Civic Park with educational posters describing tree benefits, desired future tree planting locations, tree ordinance information, and a QR code linking to the tree survey.
- Hanford's UFMP webpage (https://www.cityofhanfordca.com/1594/Urban-Forest-Management-Plan), detailing project updates, public meeting and UFMP review notifications, and other community resources.
- Social media outreach through the City of Hanford channels (Instagram, Facebook, and NextDoor).
- An Urban Forest Informational Open House hosted in November 2025 to inform attendees on the status of Urban Forest Management Plan, tree inventory and canopy cover analysis results, and to gather general feedback on the recommended updates to the Trees and Shrubs Ordinance and Hanford's UFMP Strategic Plan (XX attendees).
- A Working Group made up of various local organizations and community members who helped craft the vision statement, and guiding principles for the Strategic Plan (3 meetings, 12 members)

Summary of Stakeholder Input

Online Surveys

An online survey was created to identify the public's perception and understanding of the City's trees, and to offer a space for public feedback on the City's Trees and Shrubs Ordinance (Ch 12.12). The 22-question survey was open between April 1, 2025 and July 31, 2025, and was distributed through various City social media outlets, local newspapers, and Thursday Night markets. The survey had a total of 69 respondents, which is a fairly low level of participation. Of the combined 69 respondents, XX% live in Hanford, XX% work in Hanford, and 8% go to school in Hanford (**Table C-1**). **Table C-2** highlights other relevant survey respondent demographics, and how they compare to City data from the US Census Bureau. The survey responses only reflect the opinions of small porion of Hanford's residents. During the implementation phase of the UFMP, it will be important to continue to outreach to City residents to ensure that diverse prospectives are heard and valued. **The full survey response results can be found at the end of this Appendix.**

Table C-1. Percentage of Survey Respondents Who Live, Work, or go to School in Hanford

Response	Percent of Respondents
Live in Hanford	84%
Work in Hanford	36%
Go to school in Hanford	7%

Source: Hanford UFMP Community Survey 2025

Table C-2. Demographics of Survey Respondents Compared to Demographics of the City of Hanford

Category	Demographics of Survey Respondents		U.S. Census Demographics of City of Hanford 2023	
Age	65 or older	19%	65 or older	13%
Age	Between 18 and 65	77%	Between 18 and 65	58%
Age	Under 18	3%	Under 18	29%
Housing Status	Homeowner	70%	Homeowner	62%
Education	Bachelor's degree or higher	52%	Bachelor's degree or higher	24%

Source: U.S Census Bureau 2023

Survey Results Limitations and Need for Ongoing Community Engagement

The community survey conducted as part of this UFMP process offers a glimpse into how residents perceive and engage with Hanford's urban forest and related ordinances. It's important to acknowledge that the number of respondents (69) was a small fraction of the City's total population of 60,000 people. This means the survey doesn't reflect a statistically representative cross-section of the community. Instead, it likely reflects the views of individuals who are already interested or invested in urban forestry issues. Their feedback, while not comprehensive, is still valuable as it highlights the concerns and priorities of engaged residents who took the time to share their thoughts.

Rather than drawing broad conclusions, the survey results can be used to identify recurring themes and areas of interest. These included concerns about tree maintenance responsibilities, desires for more trees and shade in public spaces, and interest in educational resources for tree care. Such patterns can help guide future outreach and planning efforts, especially when paired with other data sources like canopy coverage maps or neighborhood demographics.

Ultimately, the survey serves as a starting point. It underscores the need for ongoing and deeper engagement using more inclusive outreach strategies to ensure that future efforts reflect the diversity of Hanford's residents and their viewpoints. At the same time, it provides a foundation of community input that can inform early steps in urban forest planning and help shape conversations moving forward.

Urban Forest In-Person Public Engagement

Dudek tabled at three separate in-person events including an Easter Egg Hunt in Civic Park on April 18, 2025, and two Thursday Night Markets in Civic Park on May 1, 2025 and June 12, 2025. The Project Team had a table with information on poster boards that introduced residents and other attendees to the UFMP and the City's Trees and Shrubs Ordinance, encouraged participation in the online community survey, asked which areas around the City could use more trees, asked what people's favorite benefit was from trees, and created a venue for residents to voice their opinions and perceptions about the City's urban forest. The combined attendance from the three in-person outreach is estimated to be over 100 individuals who stopped by the tables and/or participated in one of the poster board activities. The poster board responses were digitized and are detailed in **Table C-3** and **Figures C-1a-c.**

Table C-3. Urban Forest Engagement Responses to Poster 1 – What Do You Love Most About Trees?

Poster 1: What Do You Love Most About Trees?	04/18/25 Easter Egg Event	05-01-2025 Thursday Night Market	06-12-2025 Thursday Night Market	Total Votes	% of all Votes
Cleaner Air	8	4	14	**26**	32%
Shade	11	1	9	**21**	26%
Energy Savings	3	0	4	**7**	9%
Beauty	2	1	6	**9**	11%
Wildlife Habitat	2	0	2	**4**	5%
Food	1	0	2	**3**	4%
Healthier Communities	1	2	4	**7**	9%
Stormwater Mitigation	0	1	3	**4**	5%
Connecting with Neighbors	0	0	1	**1**	1%
			Total Votes	**82**	

Table C-4. Urban Forest Engagement Responses to Poster 2 – Where do We Need More Trees?

Poster 2: Where Do We Need More Trees?	04/18/25 Easter Egg Event	05-01-2025 Thursday Night Market	06-12-2025 Thursday Night Market	Total Votes	% of all Votes
Parks	5	1	10	**16**	22%
Schools	12	1	2	**15**	20%
Parking Lots	5	0	5	**10**	14%
Sidewalks	6	0	4	**10**	14%
Front and Back Yards	5	0	3	**8**	11%
Transit Stops	4	0	1	**5**	7%
Apartment Communities	0	0	6	**6**	8%
Retail Areas	3	0	1	**4**	5%
			Total Votes	**74**	

Figures C-1a – c. Poster Boards and Table at the In-Person Community Engagement Events







Urban Forest Open House (To be completed after open house event)

Working Group

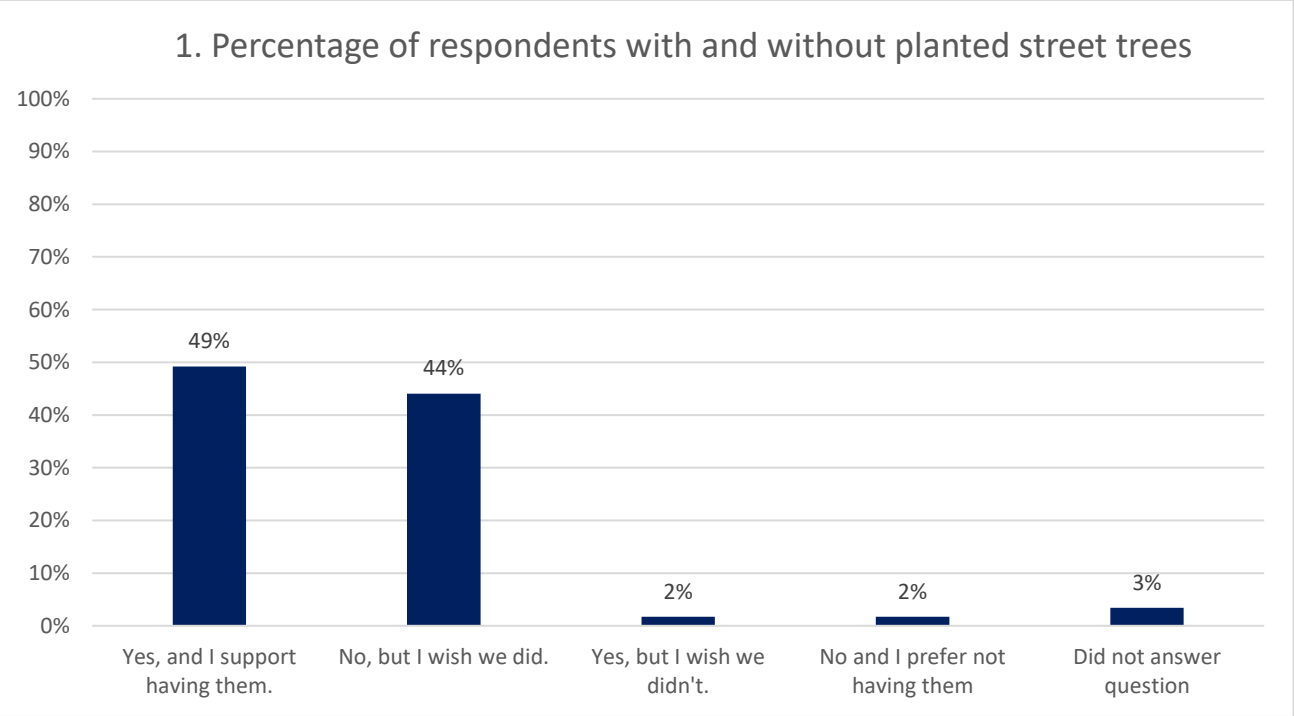
The consultant team formed a working group of various community stakeholders (**Table C-5**) that met three times during the plan development process. The three meetings provided an opportunity for the consultant team to relay key findings to the working group, get feedback on the draft plan, and discuss and prioritize strategies and actions for addressing current issues and achieving Hanford's future urban forestry goals. The result was the creation of the UFMP's vision statement, guiding principles, and the strategic, implementation and monitoring plans.

Table C-5. Hanford's Working Group Participants

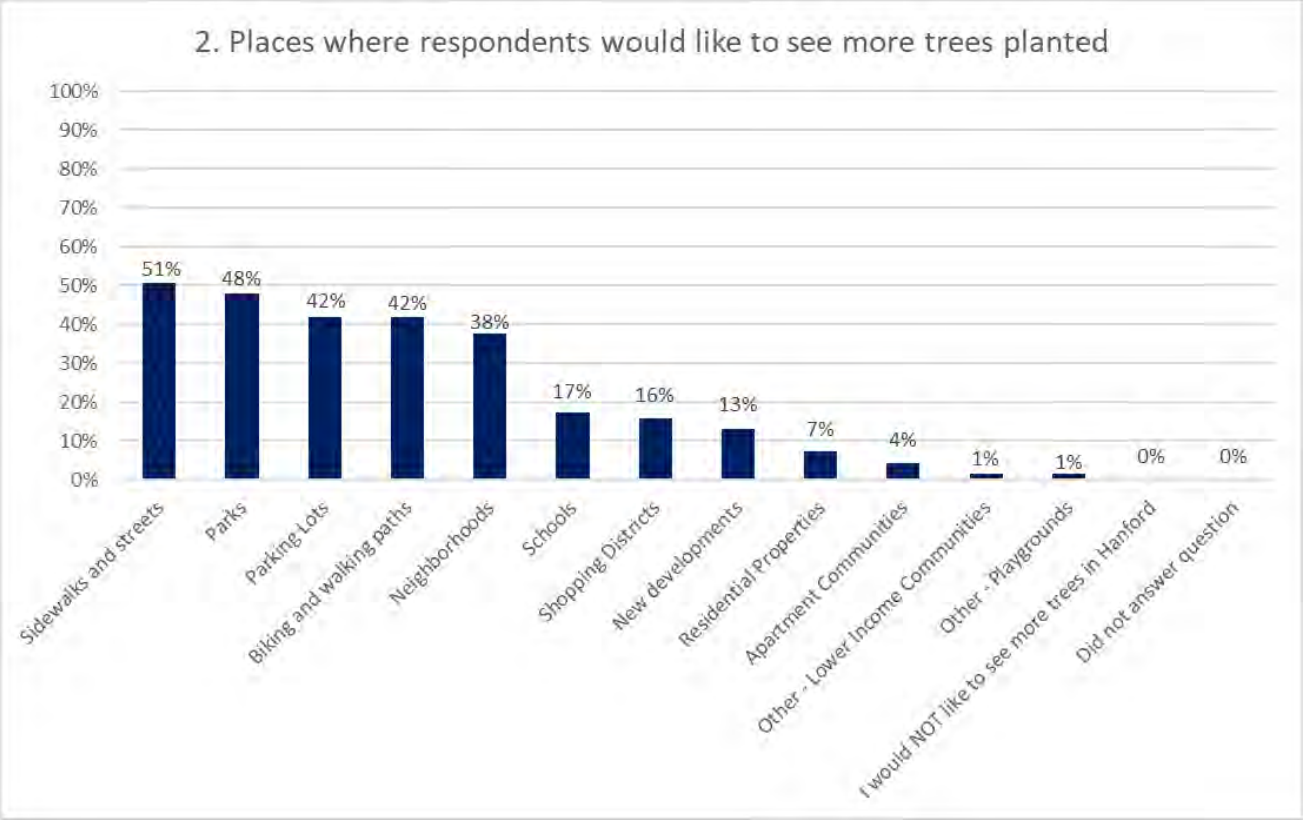
Participant	Organization/Affiliation
Bradley Albert	City of Hanford
Brian Johnson	City of Hanford
Kevin Cullinen	Dudek
Kanami Otani	Dudek
Joe Castaneda	Hanford Parks and Recreation Commission
Victor Rosa	Hanford Joint Union High School District
Daniel Pierotte	Hanford Elementary School District
Todd Barlow	Kings County Office of Education
Jeff Garner	Kings County Action Organization
Marilyn Castaneda	King's Partnership
Carson DeBlieck	Resident
Greg Mendonsa	Urban Tree Foundation

CITY OF HANFORD –UFMP SURVEY RESULTS 08-05-2025 (69 TOTAL RESPONDENTS)

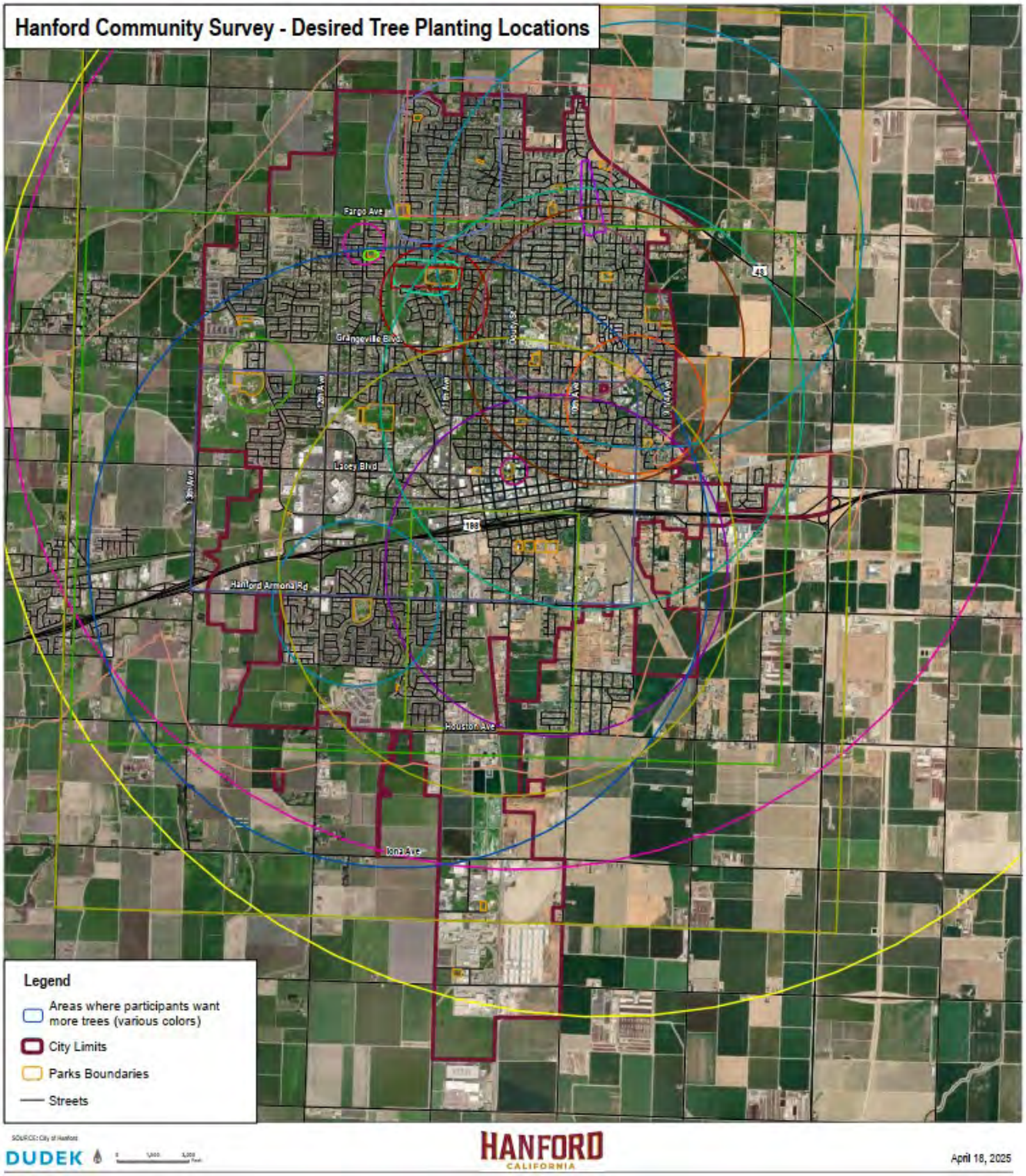
1. Does your neighborhood have planted street trees (street trees- any tree that is planted in the public right-of-way near and along the roadways which shade sidewalks and grow over the road)?		
Feelings on Planted City Trees Category:	**Number of survey respondents who selected this option**	**Percentage of respondents who selected this option out of total participants**
Yes, and I support having them.	32	46%
No, but I wish we did.	33	48%
Yes, but I wish we didn't.	1	1%
No and I prefer not having them	1	1%
Did not answer question	2	3%



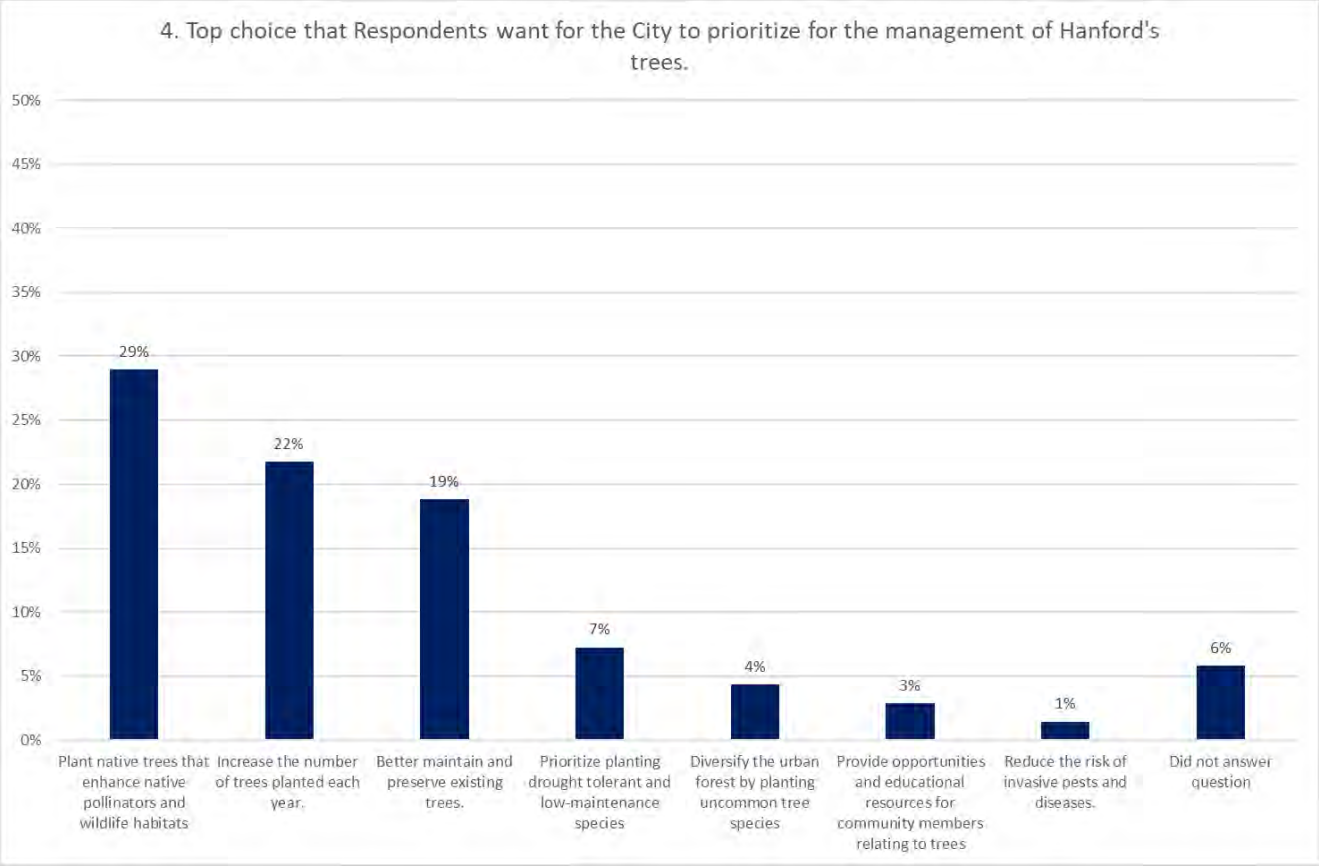
2. Where would you like to see more trees planted in Hanford?		
Where respondents would like trees planted category (full description):	Number of survey respondents who selected this option:	Percentage of respondents who selected this option out of total participants
Sidewalks and streets	35	51%
Parks	33	48%
Parking Lots	29	42%
Biking and walking paths	29	42%
Neighborhoods	26	38%
Schools	12	17%
Shopping Districts	11	16%
New developments	9	13%
Residential Properties	5	7%
Apartment Communities	3	4%
Other - Lower Income Communities	1	1%
Other - Playgrounds	1	1%
I would NOT like to see more trees in Hanford	0	0%
Did not answer question	0	0%



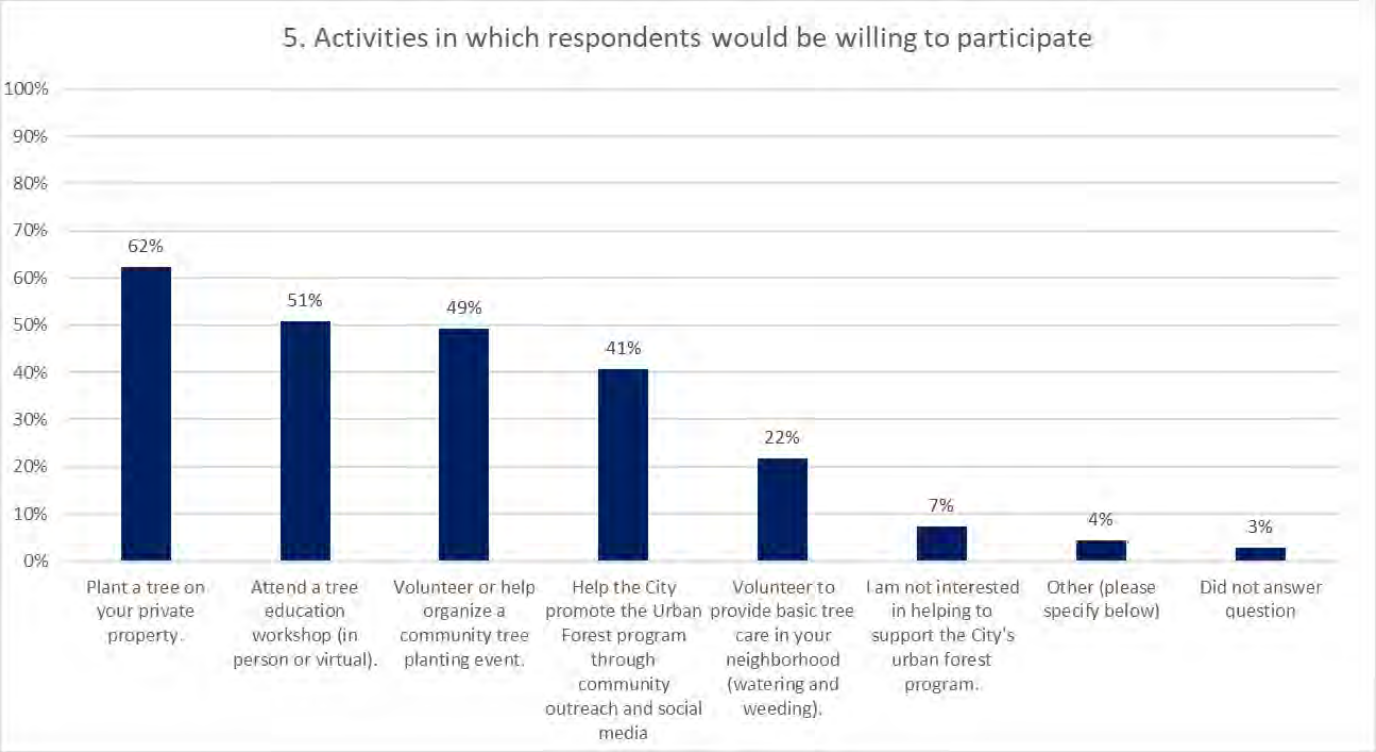
3. Where should the City of Hanford plant more trees?



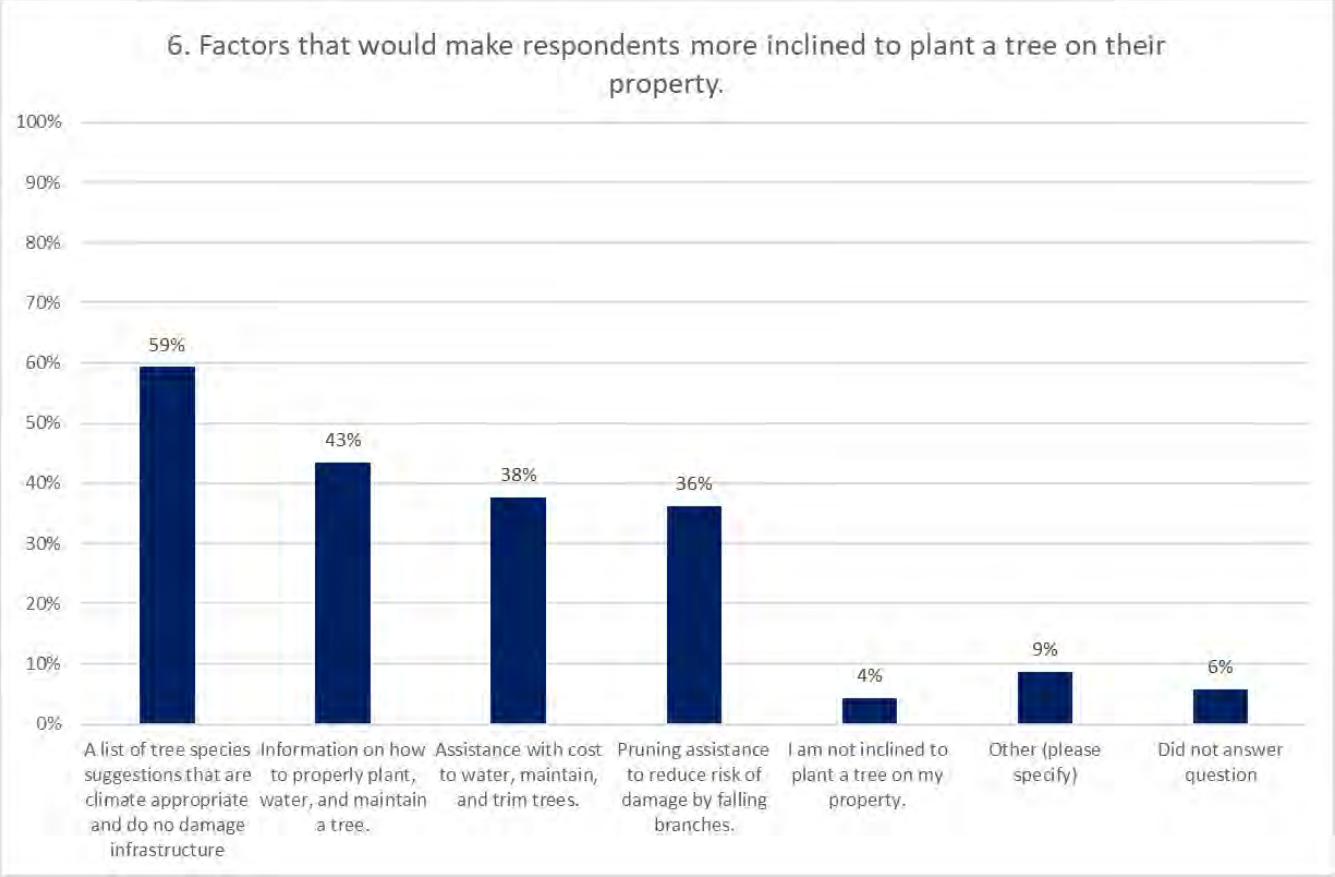
4. Rank the City's management of trees in Hanford from highest priority (number 1) to lowest priority (number 7).		
Preferences for City Priorities in UFMP (full description):	**Number of survey respondents who selected the following UFMP Prioritization category as #1 choice:**	**Percentage of respondents who selected this option out of total participants**
Plant native trees that enhance native pollinators and wildlife habitats	20	29%
Increase the number of trees planted each year.	15	22%
Better maintain and preserve existing trees.	13	19%
Prioritize planting drought tolerant and low-maintenance species	5	7%
Diversify the urban forest by planting uncommon tree species	3	4%
Provide opportunities and educational resources for community members relating to trees	2	3%
Reduce the risk of invasive pests and diseases.	1	1%
Did not answer question	4	6%



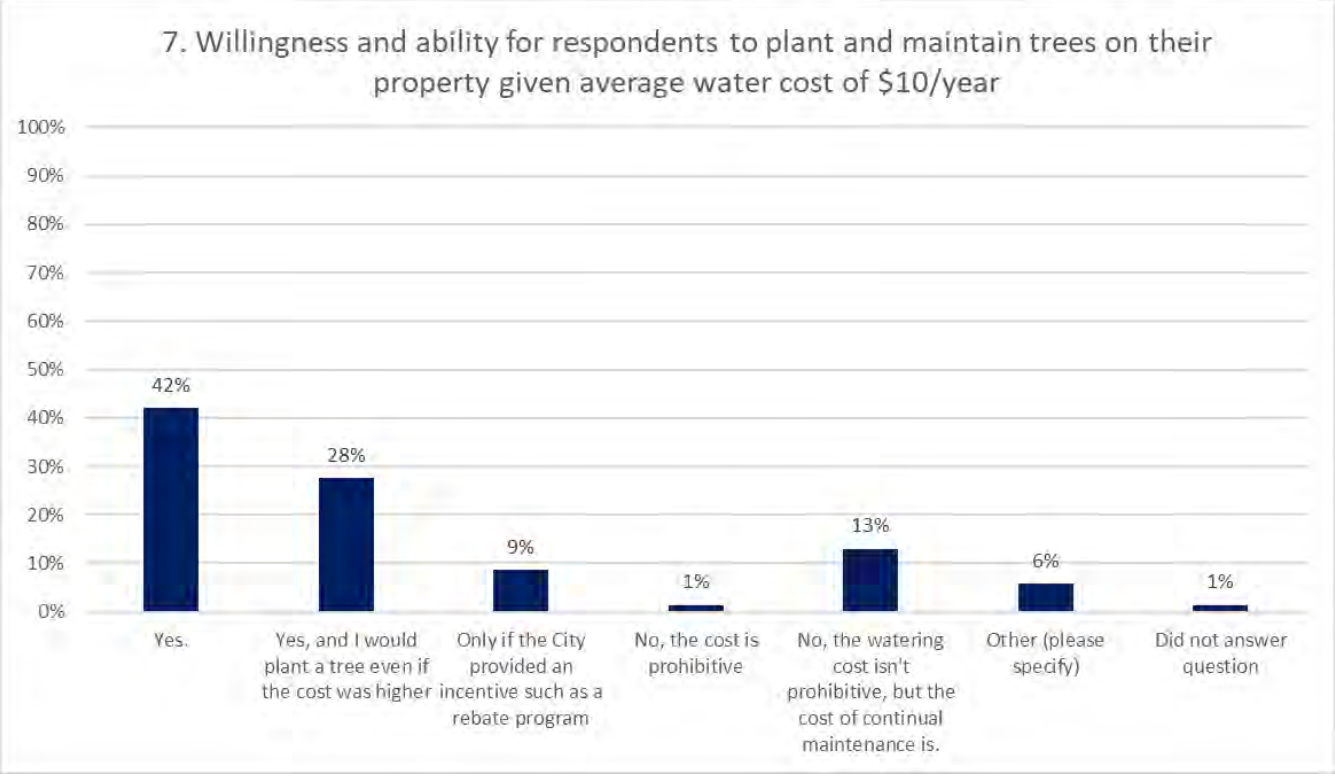
5. Which of the following activities would you be willing to participate in?		
Activities that respondents would do Category (full description):	Number of survey respondents who selected this option:	Percentage of respondents who selected this option out of total participants
Plant a tree on your private property.	43	62%
Attend a tree education workshop (in person or virtual).	35	51%
Volunteer or help organize a community tree planting event.	34	49%
Help the City promote the Urban Forest program through community outreach and social media	28	41%
Volunteer to provide basic tree care in your neighborhood (watering and weeding).	15	22%
I am not interested in helping to support the City's urban forest program.	5	7%
Other (please specify below)	3	4%
Did not answer question	2	3%



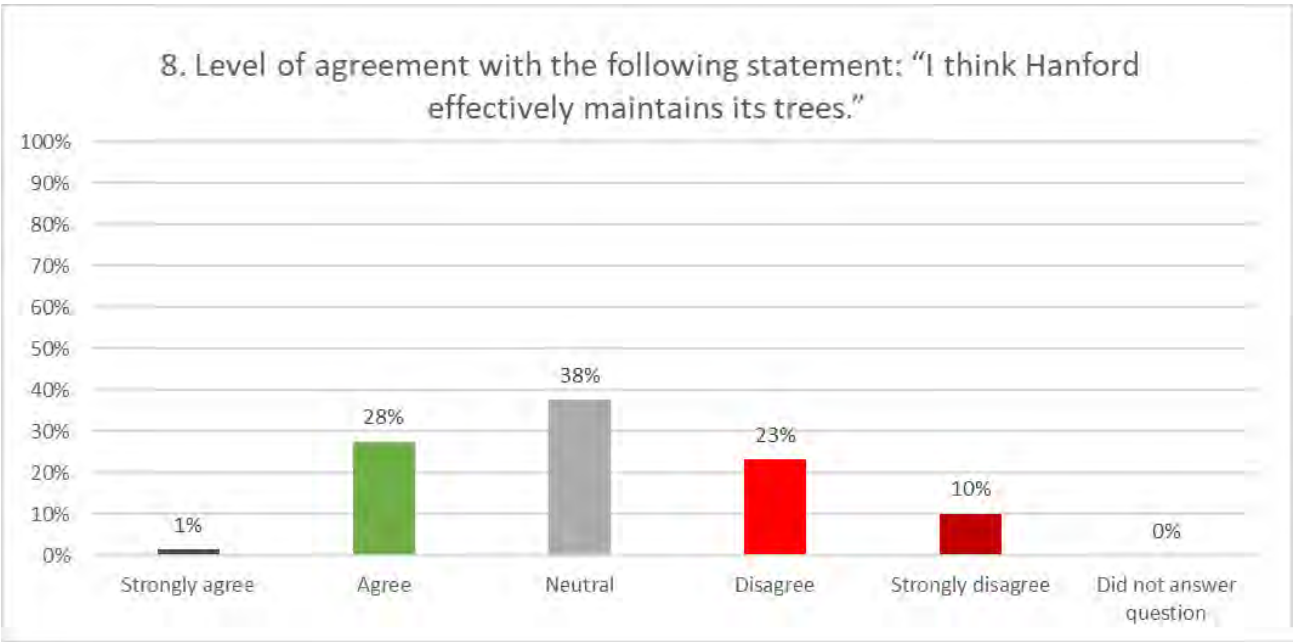
6. What factors would make you more inclined to plant a tree on your property?		
Factors that would make respondents more inclined to plant a tree on their property Category (full description):	Number of survey respondents who selected this option:	Percentage of respondents who selected this option out of total participants
A list of tree species suggestions that are climate appropriate and do no damage infrastructure	41	59%
Information on how to properly plant, water, and maintain a tree.	30	43%
Assistance with cost to water, maintain, and trim trees.	26	38%
Pruning assistance to reduce risk of damage by falling branches.	25	36%
I am not inclined to plant a tree on my property.	3	4%
Other (please specify)	6	9%
Did not answer question	4	6%



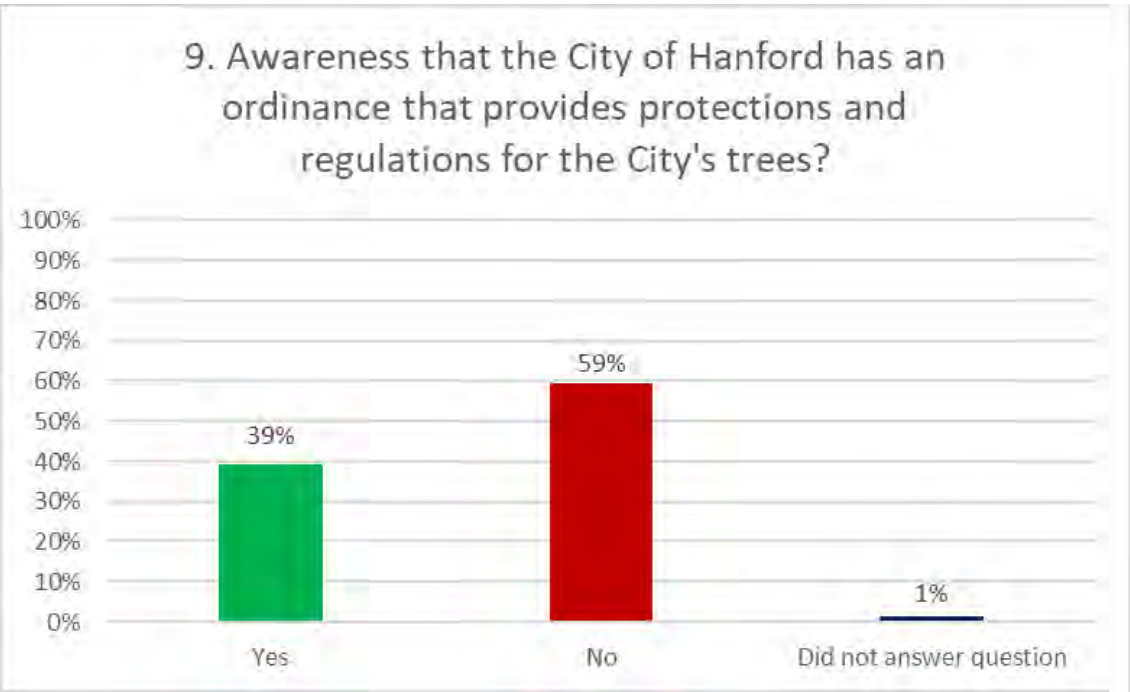
7. It typically costs under $10 a year to water a newly planted tree. Does this information make it more likely that you would plant a tree on your property?		
Feelings on Planted City Trees Category (full description):	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Yes.	29	42%
Yes, and I would plant a tree even if the cost was higher	19	28%
Only if the City provided an incentive such as a rebate program	6	9%
No, the cost is prohibitive	1	1%
No, the watering cost isn't prohibitive, but the cost of continual maintenance is.	9	13%
Other (please specify)	4	6%
Did not answer question	1	1%



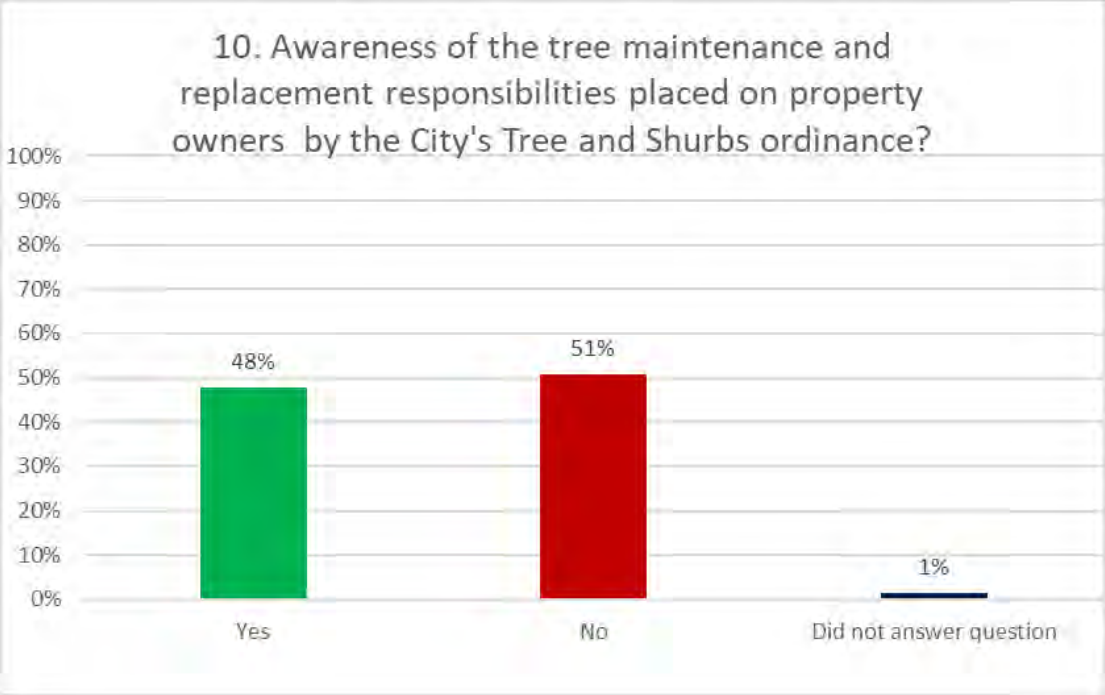
8. Please select your level of agreement with the following statement: “I think Hanford effectively protects its trees.”		
Level of agreement on statement: "Hanford effectively protects its trees" Category:	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Strongly agree	1	1%
Agree	19	28%
Neutral	26	38%
Disagree	16	23%
Strongly disagree	7	10%
Did not answer question	0	0%



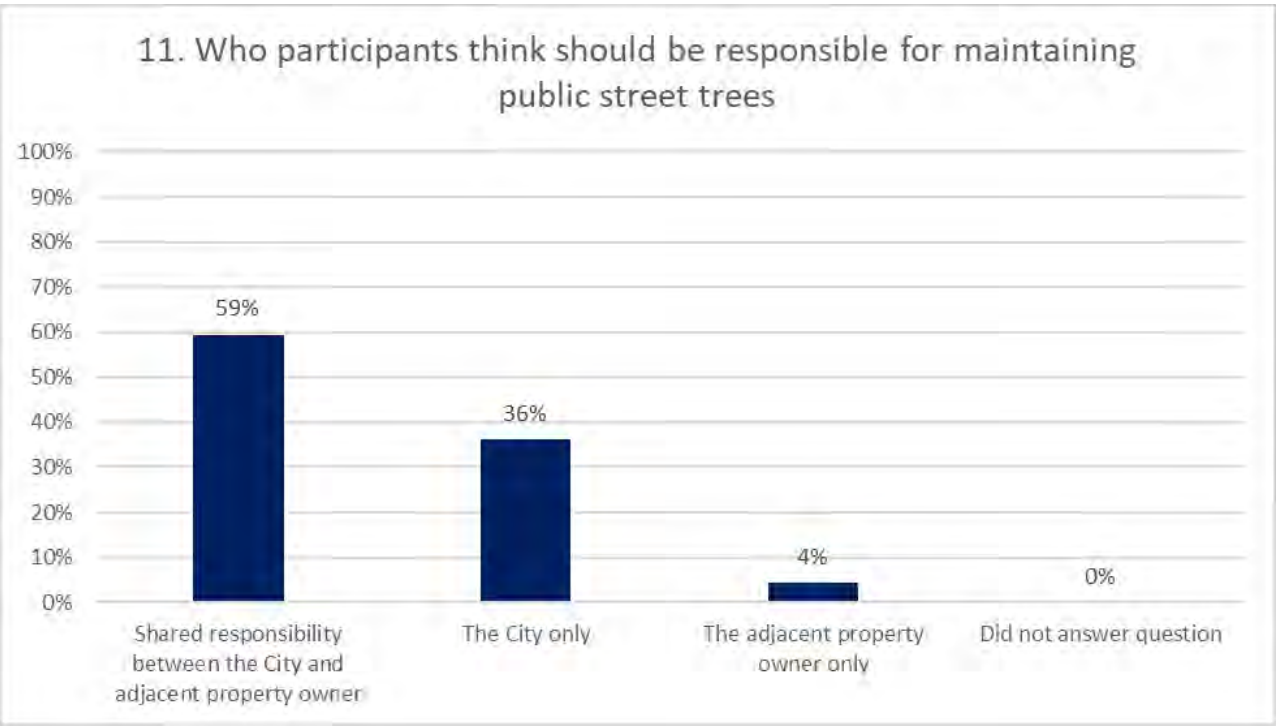
9. Before taking this survey, I was aware that Hanford has an ordinance that provides protections and regulations for the City's street trees.		
Awareness that the City of Hanford has an ordinance that provides protections and regulations for the City's trees?	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Yes	27	39%
No	41	59%
Did not answer question	1	1%



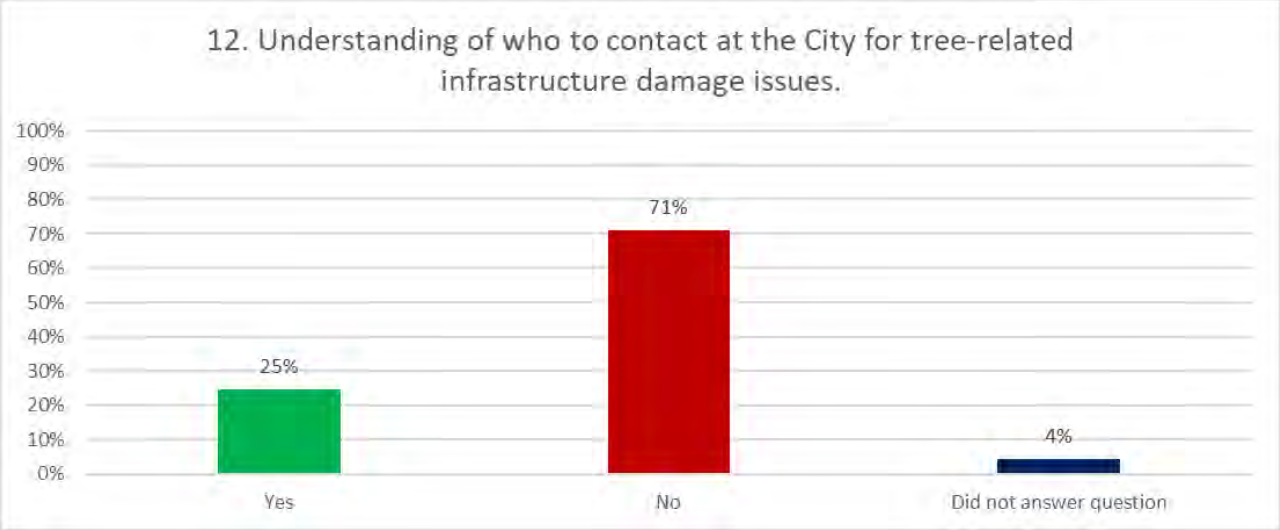
10. Before taking this survey, I was aware that property owners who have a public street tree or shrub in front of their property are responsible for watering, pruning, maintaining, and replacing those public street trees and are liable for all damages and/or injuries caused by their failure to maintain those street trees and shrubs.		
Awareness of the tree maintenance and replacement responsibilities placed on property owners who have a public street tree adjacent to their property by the City's Tree and Shrubs ordinance?	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Yes	33	48%
No	35	51%
Did not answer question	1	1%



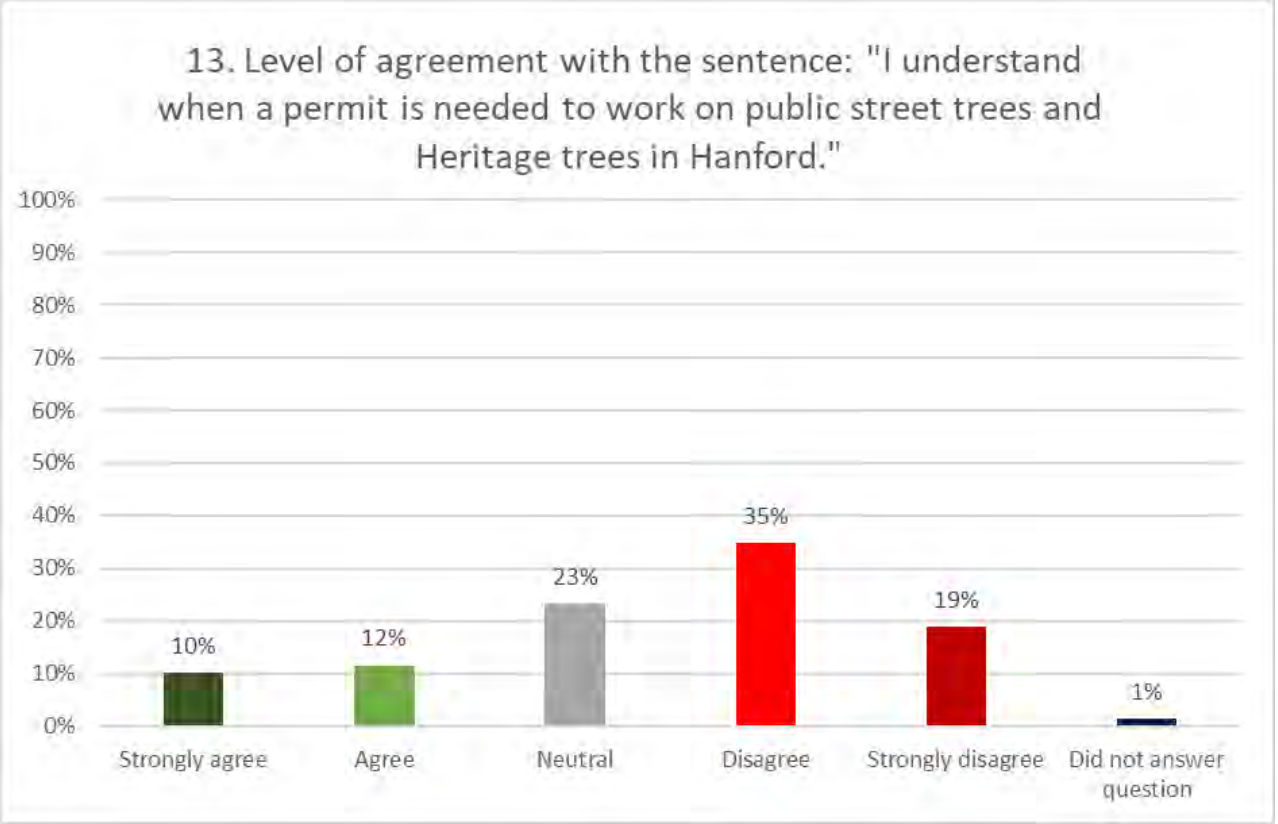
11. Who do you think should be responsible for maintaining public street trees?		
Who participants think should be responsible for maintaining public street trees (full description):	**Number of survey respondents who selected this option**	**Percentage of respondents who selected this option out of total participants**
Shared responsibility between the City and adjacent property owner	41	59%
The City only	25	36%
The adjacent property owner only	3	4%
Did not answer question	0	0%



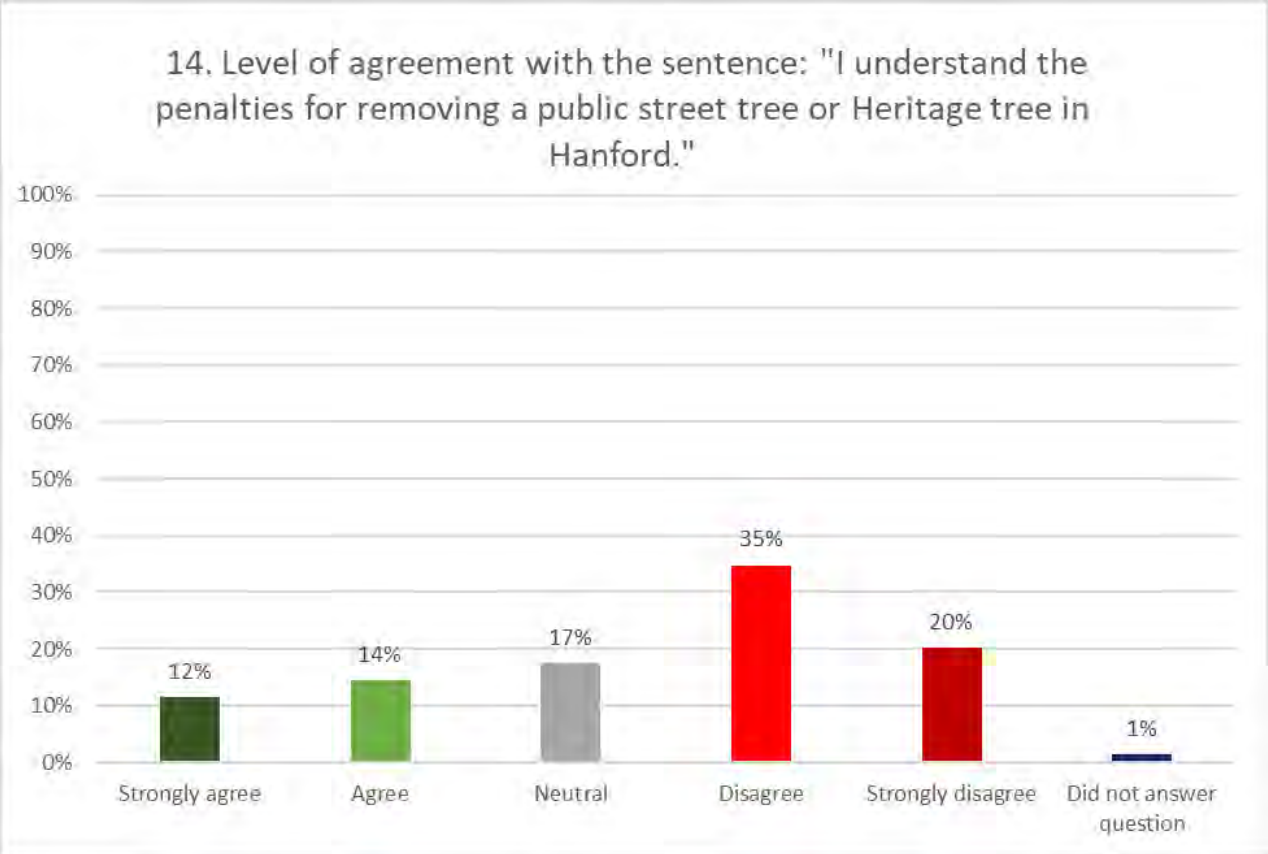
12. I understand who to contact at the City if a street tree adjacent to my property is damaging a sidewalk, driveway, etc.?		
Understanding of who to contact at the City for tree-related infrastructure damage issues.	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Yes	17	25%
No	49	71%
Did not answer question	3	4%



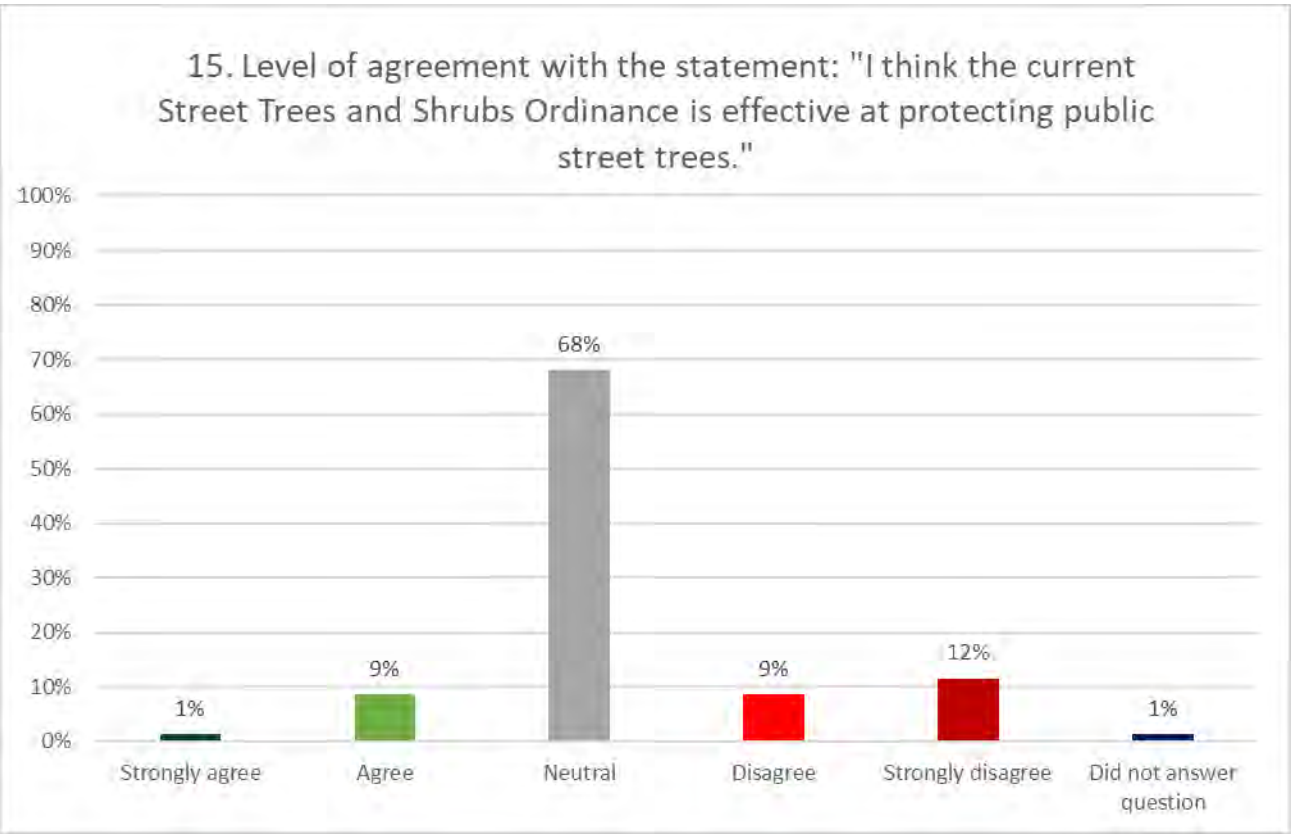
13. I understand when a permit is needed to work on public street trees and Heritage trees.		
Level of agreement with the sentence: "I understand when a permit is needed to work on public street trees and Heritage trees."	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Strongly agree	7	10%
Agree	8	12%
Neutral	16	23%
Disagree	24	35%
Strongly disagree	13	19%
Did not answer question	1	1%



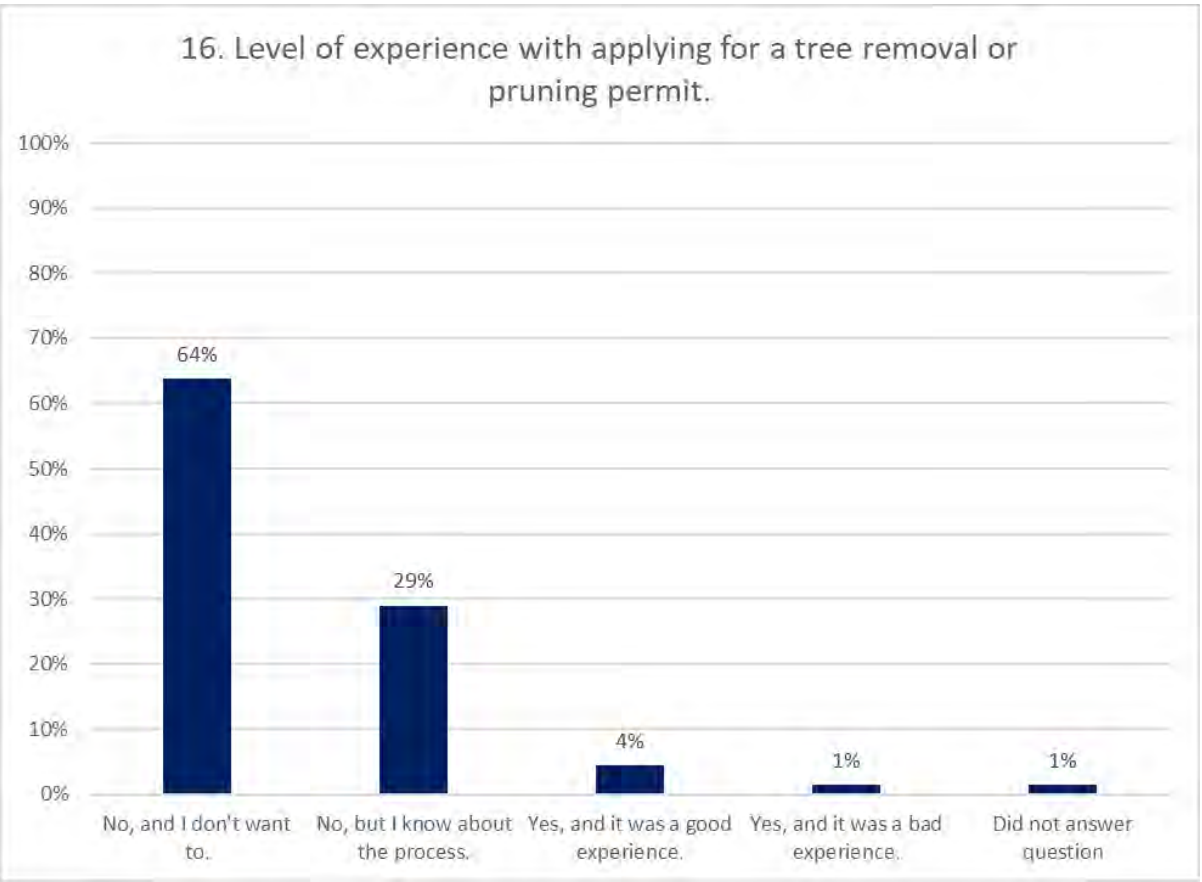
14. I understand the penalties for removing a public street tree or Heritage tree.		
Level of agreement with the sentence: "I understand the penalties for removing a public street tree or Heritage tree in Hanford"	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Strongly agree	8	12%
Agree	10	14%
Neutral	12	17%
Disagree	24	35%
Strongly disagree	14	20%
Did not answer question	1	1%



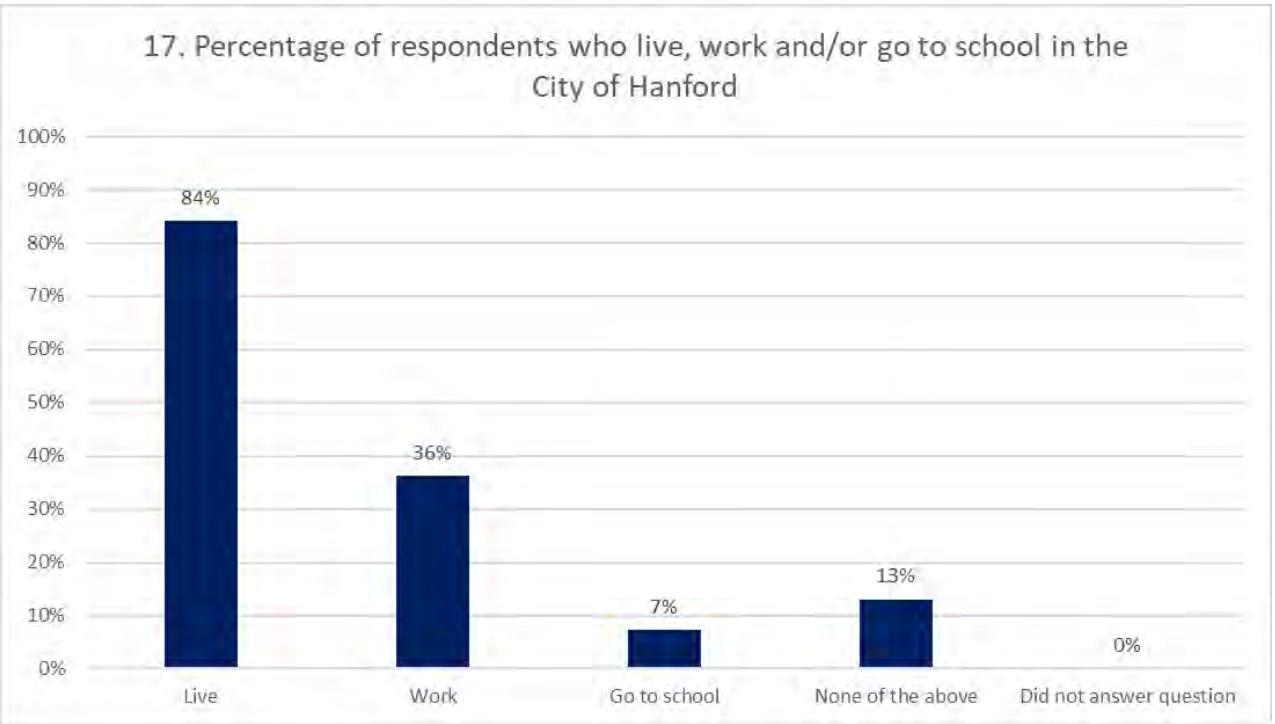
15. I think the current Street Trees and Shrubs Ordinance is effective at protecting public street trees.		
Level of agreement with the statement: "I think the current Street Trees and Shrubs Ordinance is effective at protecting public street trees"	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Strongly agree	1	1%
Agree	6	9%
Neutral	47	68%
Disagree	6	9%
Strongly disagree	8	12%
Did not answer question	1	1%



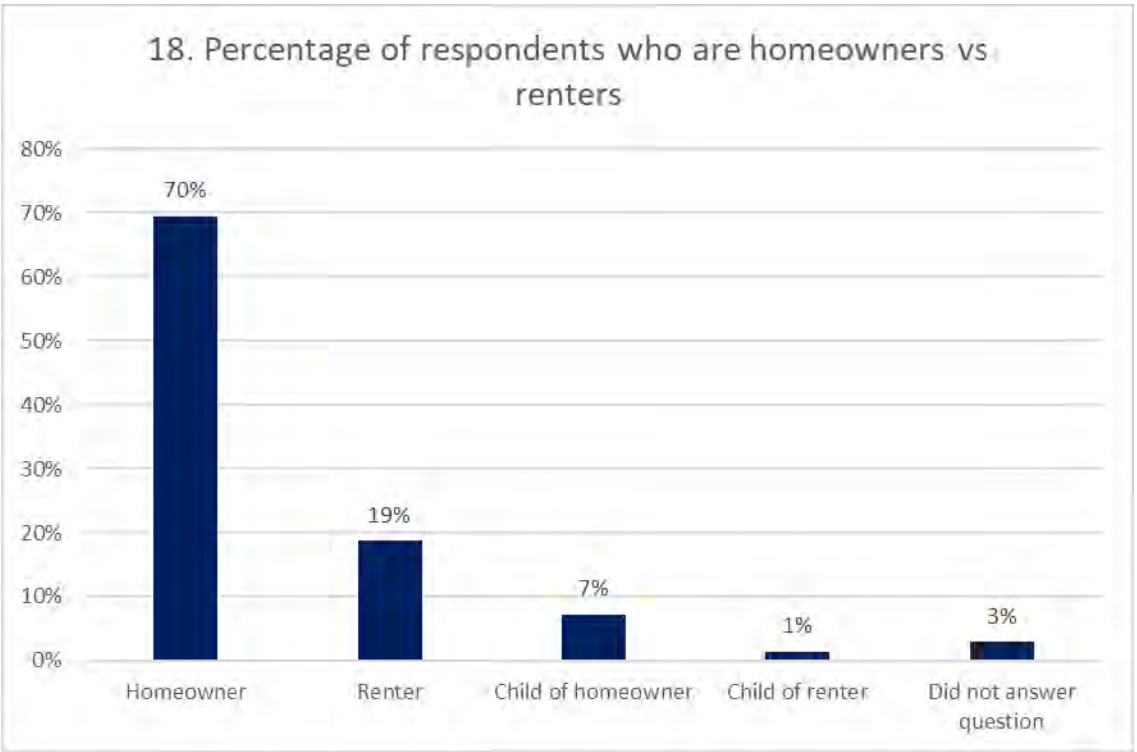
16. Have you had experience applying for a permit to remove or replace a public street tree or Heritage tree?		
Level of experience with applying for a tree removal permit.	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
No, and I don't want to.	44	64%
No, but I know about the process.	20	29%
Yes, and it was a good experience.	3	4%
Yes, and it was a bad experience.	1	1%
Did not answer question	1	1%



17. Do you live or work or go to school in the City of Hanford?		
Do you live, work, and/or go to school in City of Hanford Category:	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Live	58	84%
Work	25	36%
Go to school	5	7%
None of the above	9	13%
Did not answer question	0	0%

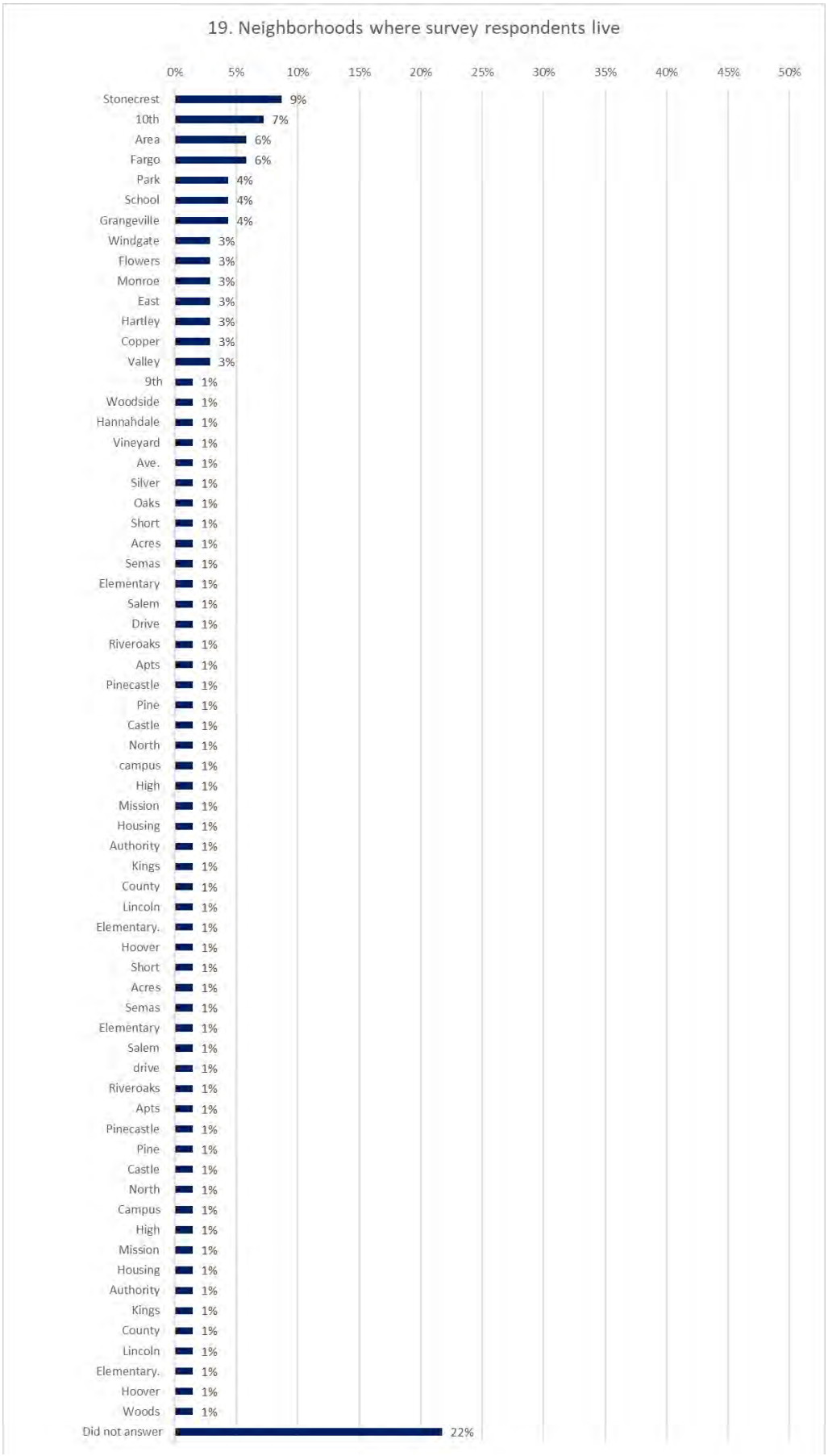


18. Which best describes your current housing situation?		
Current housing situation Category:	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Homeowner	48	70%
Renter	13	19%
Child of homeowner	5	7%
Child of renter	1	1%
Did not answer question	2	3%

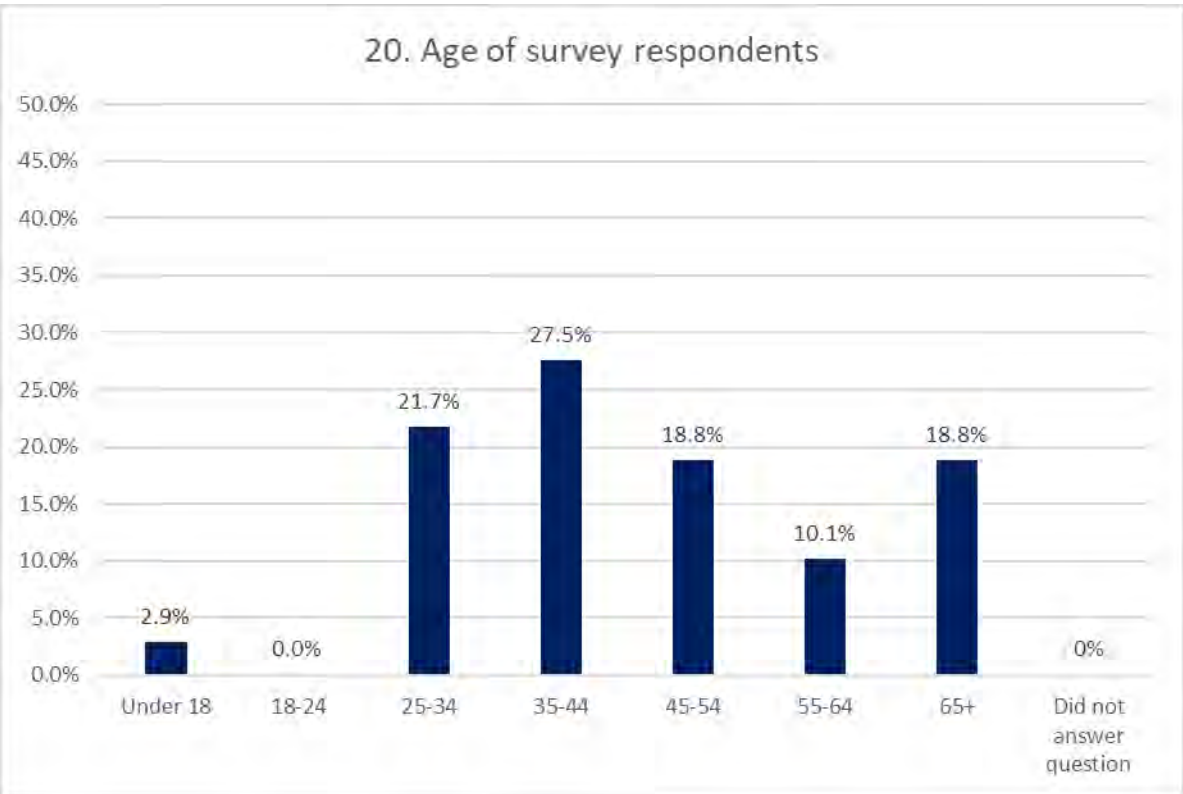


19. What neighborhood do you live in?		
Neighborhood	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Stonecrest	6	9%
10th	5	7%
Area	4	6%
Fargo	4	6%
Park	3	4%
School	3	4%
Grangeville	3	4%
Windgate	2	3%
Flowers	2	3%
Monroe	2	3%
East	2	3%
Hartley	2	3%
Copper	2	3%
Valley	2	3%
9th	1	1%
Woodside	1	1%
Hannahdale	1	1%
Vineyard	1	1%
Ave.	1	1%
Silver	1	1%
Oaks	1	1%
Short	1	1%
Acres	1	1%
Semas	1	1%
Elementary	1	1%
Salem	1	1%
Drive	1	1%
Riveroaks	1	1%
Apts	1	1%
Pinecastle	1	1%
Pine	1	1%
Castle	1	1%
North	1	1%
campus	1	1%
High	1	1%
Mission	1	1%
Housing	1	1%
Authority	1	1%

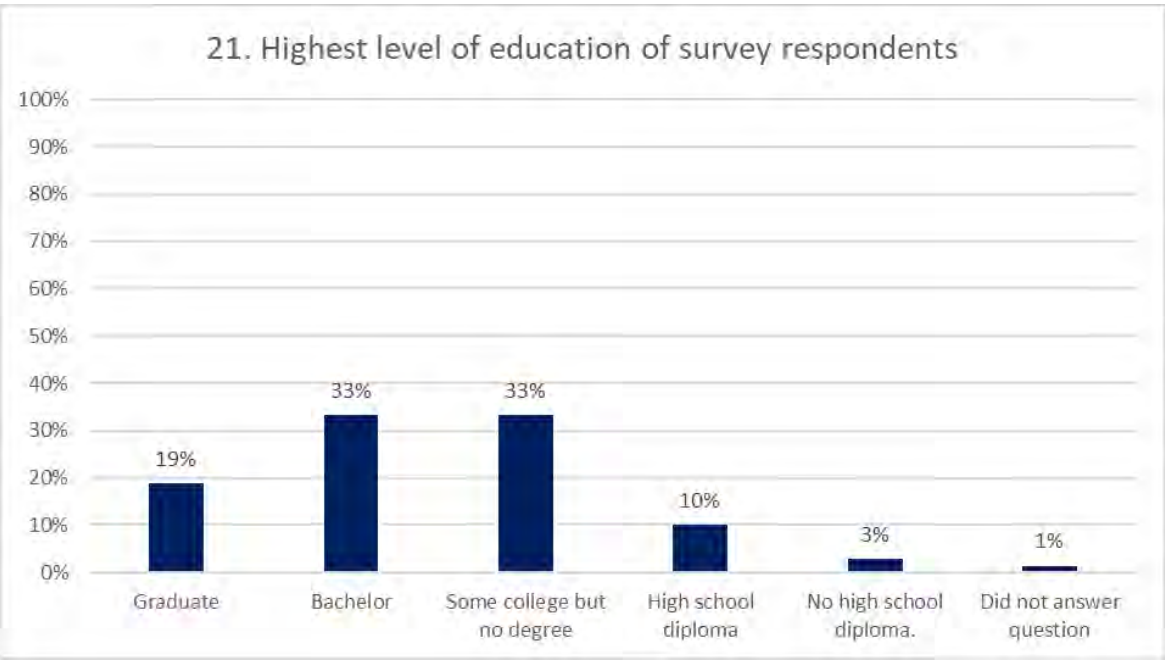
Kings	1	1%
County	1	1%
Lincoln	1	1%
Elementary.	1	1%
Hoover	1	1%
Short	1	1%
Acres	1	1%
Semas	1	1%
Elementary	1	1%
Salem	1	1%
drive	1	1%
Riveroaks	1	1%
Apts	1	1%
Pinecastle	1	1%
Pine	1	1%
Castle	1	1%
North	1	1%
Campus	1	1%
High	1	1%
Mission	1	1%
Housing	1	1%
Authority	1	1%
Kings	1	1%
County	1	1%
Lincoln	1	1%
Elementary.	1	1%
Hoover	1	1%
Woods	1	1%
Did not answer	15	22%


19. Neighborhoods where survey respondents live
0%
5%
10%
15%
20%
25%
30%
35%
40%
45%
50%
Stonecrest 9%
10th 7%
Area 6%
Fargo 6%
Park 4%
School 4%
Grangeville 4%
Windgate 3%
Flowers 3%
Monroe 3%
East 3%
Hartley 3%
Copper 3%
Valley 3%
9th 1%
Woodside 1%
Hannahdale 1%
Vineyard 1%
Ave. 1%
Silver 1%
Oaks 1%
Short 1%
Acres 1%
Semas 1%
Elementary 1%
Salem 1%
Drive 1%
Riveroaks 1%
Apts 1%
Pinecastle 1%
Pine 1%
Castle 1%
North 1%
campus 1%
High 1%
Mission 1%
Housing 1%
Authority 1%
Kings 1%
County 1%
Lincoln 1%
Elementary. 1%
Hoover 1%
Short 1%
Acres 1%
Semas 1%
Elementary 1%
Salem 1%
drive 1%
Riveroaks 1%
Apts 1%
Pinecastle 1%
Pine 1%
Castle 1%
North 1%
Campus 1%
High 1%
Mission 1%
Housing 1%
Authority 1%
Kings 1%
County 1%
Lincoln 1%
Elementary. 1%
Hoover 1%
Woods 1%
Did not answer 22%

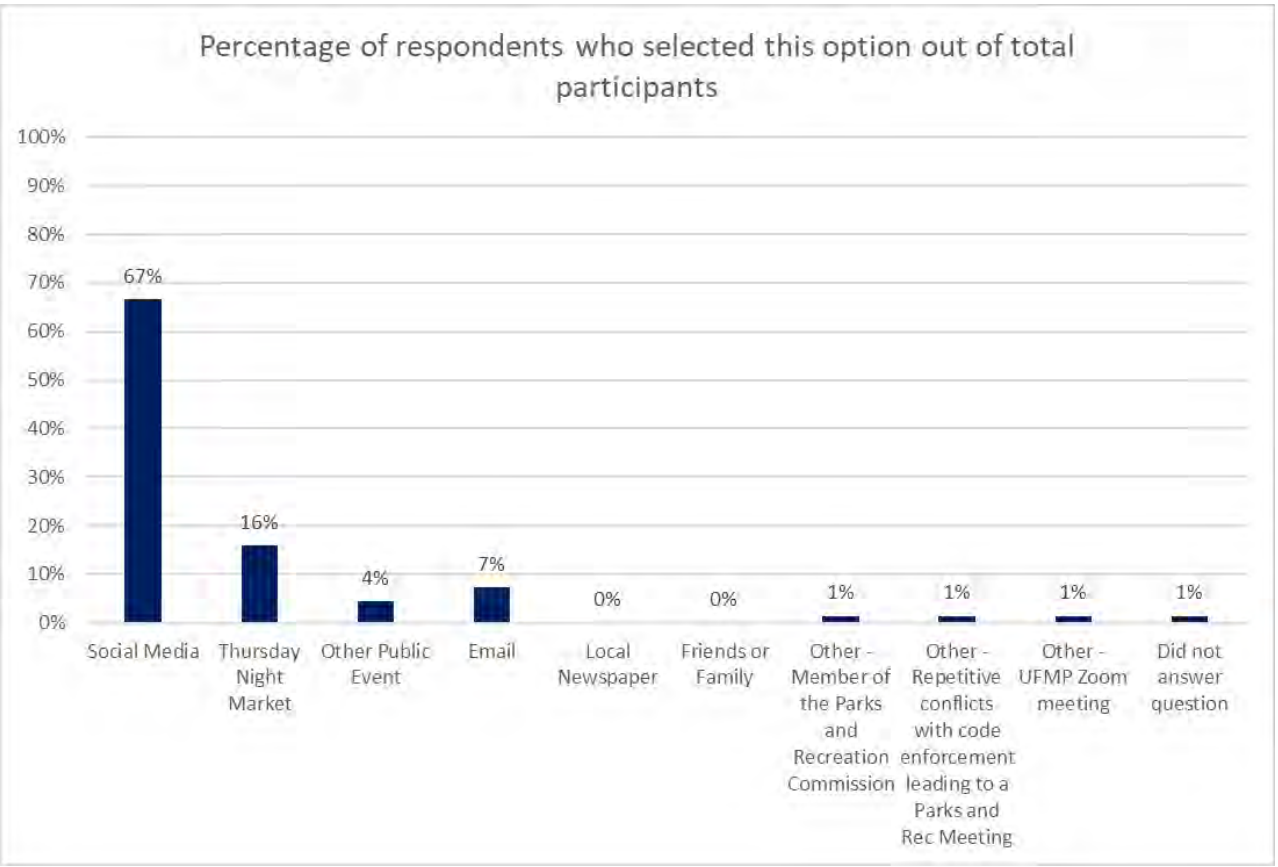
20. Which of the following age groups are you a part of?		
Age Category:	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Under 18	2	2.9%
18-24	0	0.0%
25-34	15	21.7%
35-44	19	27.5%
45-54	13	18.8%
55-64	7	10.1%
65+	13	18.8%
Did not answer question	0	0%



21. What is the highest level of education you have attained?		
Highest level of education Category:	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Graduate	13	19%
Bachelor	23	33%
Associates	23	33%
Some college but no degree	7	10%
High school diploma	2	3%
No high school diploma	1	1%
Did not answer question	13	19%



22. How did you hear about this survey?		
Where did participant hear about survey Category:	Number of survey respondents who selected this option	Percentage of respondents who selected this option out of total participants
Social Media	46	67%
Thursday Night Market	11	16%
Other Public Event	3	4%
Email	5	7%
Local Newspaper	0	0%
Friends or Family	0	0%
Other - Member of the Parks and Recreation Commission	1	1%
Other - Repetitive conflicts with code enforcement leading to a Parks and Rec Meeting	1	1%
Other - UFMP Zoom meeting	1	1%
Did not answer question	1	1%



Appendix F

Hanford Vibrant Cities Lab Self-Assessment Monitoring Plan

Community Assessment and Goal-Setting Tool

The Community Assessment and Goal- Setting Tool was created by the Vibrant Cities Lab to provide a quantifiable method for a city to track it's progress towards a sustainable urban forest. Vibrant Cities Lab is a collaboration of partners which includes the United States Forest Service, American Forests, and the National Association of Regional Councils, and serves as an online hub of urban forest and tree research, best practices, and planning tools (https://old.vibrantcitieslab.com/assessment/). The Assessment and Goal-Setting Tool is based on research of urban forest sustainability and establishes criteria and indicators to measure urban forest sustainability. The tool is used as an assessment to define the City's current state of a specific area of urban forest sustainability. The user decides what the City's current state of the metric is and then sets where the goal metric should be. Each metric is assigned a point value, and the City is assigned a "Total Current Score" and a "Gap Score", or how far off the current state is from the desired goal. A city that has a gap score between 20 to 40 is not far from achieving the goals of its urban forest program. Conversely, gap scores of 40+ indicates that a City is still implementing programs and policies to close the gap and develop a sustainable urban forest.

Hanford's assessment was conducted on August 6 2025, by City staff and the consultant team. **Table M-1** provides the results from the first assessment, which set the baseline for the City's "Total Current Score" at its pre-UFMP metrics. Staff used Vibrant Cities Lab's rating descriptions to determine Hanford's status (prior to the UFMP process) for the various categories and then chose the goals they want to achieve in each category to determine the gap between the two ratings.

Based on this first assessment, the City has a current rating of 19, with a gap score of 72. The City's UFMP monitoring plan should be based around the Vibrant Cities Lab Community Assessment and Goal Setting Tool and be retaken each year to track, measure, and highlight progress. The assessment can also be used to demonstrate successes and justify additional funding asks to City Council.

Table M-1. Tree Canopy Goal Assessment Summary (Mid-UFMP)

Category	Current Rating		Goal Rating		Gap
Canopy cover	The existing canopy is 50%-75% of desired.	1	The existing canopy is >75%-100% of desired – at individual neighborhood level as well as overall municipality.	4	3
Inventory	Complete or sample-based inventory of publicly owned trees.	1	Inventory guides planning, management decisions.	2	1
Assessment Methodology	The existing canopy is 50%-75% of desired+B3:B4.	3	Complete, detailed, and spatially explicit, high-resolution Urban Tree Canopy (UTC) assessment based on enhanced data (such as LIDAR) – accompanied by comprehensive set of goals by land use and other parameters; all utilized effectively to drive urban forest and green infrastructure policy and	4	1

Table M-1. Tree Canopy Goal Assessment Summary (Mid-UFMP)

Category	Current Rating		Goal Rating		Gap
			practice municipality-wide and at neighborhood or smaller management level.		
Publicly owned trees	Complete tree inventory that includes detailed tree condition ratings.	2	Complete GIS tree inventory that includes detailed tree condition and risk ratings.	4	2
Publicly owned natural areas	Identified only in natural area survey.	1	Ecological structure and function of all natural areas assessed and documented.	3	2
Private property trees	Aerial, point-based assessment – capturing extent and location.	1	Bottom-up sample-based assessment, as well as basic aerial view	4	3
Relative performance index by species	Half of the six most common species have higher RPI scores than the average of all species in community. (>1.)	2	All of the six most common species have higher RPI scores than the average of all species in the community	4	2
Use of native vegetation	Voluntary use of native species on publicly and privately owned lands; invasive species are recognized.	1	Native species are widely used on a project-appropriate basis in all areas; invasive species are proactively managed for eradication to the full extent possible.	4	2
Align municipal departments	Municipal departments/agencies take actions impacting urban forest with no cross-departmental coordination or consideration of the urban forest resource.	-1	Municipal policy implemented by formal interdepartmental/ interagency working teams on all municipal projects.	4	5
Engage residents in planning and implementation	Some neighborhood groups engaged across the community but no minimal outreach to assure underserved neighborhoods participate effectively.	1	Proactive outreach and coordination efforts by municipality and NGO partners resulting in widespread citizen involvement and structured engagement among diverse neighborhood groups.	4	3
Environmental equity	Planting and outreach includes attention to low canopy neighborhoods or areas.	1	Equitable planting and outreach at the neighborhood level is guided by strong resident involvement in low canopy/high need areas. Residents participate actively in identifying needs for their neighborhoods, planning, implementation and monitoring	4	3
Trees acknowledged as vital community resource	Trees generally recognized as important and beneficial.	1	Urban forest recognized as vital to the community's	4	3

Table M-1. Tree Canopy Goal Assessment Summary (Mid-UFMP)

Category	Current Rating		Goal Rating		Gap
			environmental, social, and economic well-being.		
Engage large private landowners and institutions	Large private landholders are generally uninformed about urban forest issues and opportunities	-1	Municipality educates landowners, provides technical assistance, sets goals and provides incentives for managing resources in accordance with plan	1	2
All utilities work with municipality, employ best management practices	Utilities take actions impacting urban forest with no municipal coordination	1	Utilities are included in informal municipal teams that communicate regularly and collaborate on a project-specific basis.	3	2
Green industry embraces goals, high standards	Little or no cooperation among segments of green industry or awareness of municipality-wide urban forest goals and objectives.	-1	Specific collaborate arrangements across segments of green industry in support of municipality-wide goals and objectives.	2	3
Develop urban forest management plan	New or recent urban forest and green infrastructure management plan which targets public tree planting sites, protection and maintenance based on assessment of anticipated benefits ranging from stormwater to heat island mitigation, public health, etc.	3	New or recent urban forest and green infrastructure management plan which targets public and private tree planting and protection based on assessment of anticipated benefits - and assures these benefits are distributed equitably among neighborhoods.	4	1
Cooperative planning with other municipalities	Municipalities have no interaction with each other or the broader region. No regional planning or coordination on urban forestry.	-1	Some urban forest planning and cooperation across municipalities and regional agencies.	2	3
Forestry plan integrated into other municipal plans	Urban forestry plan mentions how it could meet other municipal objectives or inform other planning efforts.	-1	Once completed, urban forestry planning team works with other agencies to align current and future objectives.	2	3
Urban forestry program capacity	Lack of staff training and/or access to adequate equipment limits effectiveness.	1	Team has capacity and will in the future work to achieve all goals of the urban forest management plan, to maintain the resource over time, and adapt management as circumstances change.	4	3

Table M-1. Tree Canopy Goal Assessment Summary (Mid-UFMP)

Category	Current Rating		Goal Rating		Gap
Municipality-wide urban forestry funding	Ad hoc funding for emergency; reactive management.	1	Sustained, long-term funding from multiple municipal, regional, and/or state agencies, along with private sources to implement a comprehensive urban forest management plan and provide for maintenance and adaptive management as circumstances change.	4	3
Growing site suitability	Appropriate tree species are considered in site selection	1	All trees planted in sites with adequate soil quality and quantity, and with sufficient growing space and overall site conditions to achieve their genetic potential and thus provide maximum ecosystem services. Where growing conditions are poor, guidance provided on how to improve soil volume, quality, other factors.	4	3
Tree establishment and maintenance	Some tree planting and establishment occurs, but with limited overall municipality-wide planning and post-planting care.	-1	Comprehensive tree establishment plan provides concrete guidance on most of the following criteria: site selection, size, age class, diversity of species, native plant choice, planting protocols, and young tree care.	4	5
Management of publicly owned natural areas	Only reactive management to facilitate public use, e.g. hazard abatement, trail maintenance.	1	Management plan in place for each publicly owned natural area to facilitate appropriate public use.	2	1
Policies that foster good urban forestry on private lands	No tree protection ordinance, or one that's weak and rarely enforced.	-1	Policies regarding stormwater, site and subdivision planning, zoning and other issues that affect private forests are included in management plan.	2	3
Tree protection policy and enforcement	Policies in place to protect public trees and employ industry best management practices, but rare or inconsistent enforcement/	1	Integrated municipality-wide policies and practices to protect public and private trees, consistently enforced and with penalties sufficient to deter violations.	4	3
Monitoring	Monitoring is infrequent and reactive to reported changes in tree health, site condition.	1	Monitoring on a regular basis with rotating schedule for each area. Monitors are professionals or volunteers trained to collect specific data required by municipality. Multi-	2	1

Table M-1. Tree Canopy Goal Assessment Summary (Mid-UFMP)

Category	Current Rating		Goal Rating		Gap
			year data available for trend analyses		
Tree risk management	Citizens and city staff report tree safety issues to the forestry department or manager (e.g., 3-1-1 system, online form, etc.). System tracks the time between damage report and mitigation action.	1	Includes "better" but with TRAQ-qualified contractors on city projects. Educate tree care companies and public about importance of TRAQ qualifications.	4	3
Urban wood and green waste utilization	While most green waste does not go to landfill, uses are limited to chips or mulch.	1	The majority of green waste is reused or recycled - for energy, products, and other purposes beyond chips or mulch.	2	1
	Total Current Score	**19**	**Total Goal Rating**	**91**	
				Total Gap Score	**72**

Appendix G

Potential Resources

Potential Resources

Funding Sources

The City of Hanford (City of Hanford) needs to increase their annually allocated urban forestry budget to meet their urban forestry goals. Currently, the urban forestry budget is funded through a combination of Landscape Assessment Districts (LAD), the General Fund, and grant funding as it is available and awarded. Funding strategies may include incurring fees throughout urban forestry operations, pursuing various grant funding sources, collaborative funding through partnerships with internal departments, and identifying community resources that may be interested in participating in urban forestry efforts.

Fees, Assessments, and Taxes

Voter approved fees, assessment, or tax measures can be one method to generate the additional revenue needed for the care of the urban forest. The level of funding required varies with the selected strategy. Details regarding potential methods are found in **Table G-1.**

Table G-1. Fees, Assessments, Taxes

Mechanism	Description
Parcel Tax*	A parcel tax is a special tax levied for the provision of special benefits. Revenues from special taxes must be used for the specific purpose for which they are intended, so a parcel tax would create a dedicated funding stream for street trees. Similar to a special assessment, a parcel tax cannot be based on the value of property; however, the amount levied on each parcel need not be directly related to the benefits provided (ILG 2008). Cities have the flexibility to levy parcel taxes as they see fit, but they are typically based on lot square footage or levied as a flat tax, with the same amount per parcel (CTD 2012a). Parcel taxes are designed to encompass entire cities and therefore, are good candidates for a citywide street tree program, as opposed to the district-level approach that often occurs under special assessments.
General Obligation Bonds*	Local governments commonly use General Obligation (GO) bonds to fund construction and improvement of projects involving real property (e.g., buildings, infrastructure, and parks). GO bonds typically carry low interest rates, making them attractive for capital projects, which may include tree planting. However, funding is available for discrete projects, often over a limited time rather than an extended period. In addition, ongoing maintenance is ineligible for GO bond funding pursuant to federal tax law. California cities pay debt service from GO bonds through ad valorem property taxes, where assessments are based on property value. As a result, the issuance of GO bonds requires two-thirds voter approval (State Treasurer 2008).
Community Benefit Districts*	Community Benefit Districts (CBDs) are used to finance neighborhood revitalization, commonly in commercial areas. Special benefits typically include public safety, economic development, beautification, and streetscape improvements. Formation of a CBD requires property owners to petition the appropriate local agency and demonstrate an interest in paying for additional services. A non-profit Board of Directors typically comprised of property owners, businesses, and government representatives administers a CBD. While CBDs may include street tree planting and maintenance, this is rarely the focus. The City of Hanford is currently modifying their Landscape Assessment Districts to Community Benefit Districts.

Annexation of Existing Neighborhoods to Community Facilities Districts	Currently State law requires a 2/3 majority support on the ballots returned to form a new maintenance district or to annex property into an existing maintenance district under Mello-Roos law. This approach creates a new special tax to be levied, with revenue collected being limited to the specific neighborhood and for the specific services noted at time of formation or annexation. Funds would be protected specifically for the street trees or park trees within the boundary of the CFD annexation.
Enhanced Infrastructure Financing Districts (EIFD)	A certain geographic boundary of the City would be established as an EIFD, where a portion of the tax increment could be designated for urban forest maintenance along with other services benefitting the district. Recognizing the argument that healthy, well maintained urban forests of streetscapes, parks and greenways increase property values, allocating a portion of tax increment could be one consideration as a funding strategy.

Permit Fees and Violation Penalties

The City of Hanford requires a tree removal permit to be filed for trees on public land, including the utility right-of-way. However, the parameters of the Street Trees and Shrubs Ordinance (Chapter 12.12) is not widely known among community members, resulting in trees being removed on public land without being replaced with new trees. As the Ordinance is updated, associating a cost with tree removal permit administration may help incur costs for the urban forestry program. Updating the Ordinance to include enforceable parameters and penalties for violation may be a strategy to recover funds to repopulate the urban forest when the Ordinance is violated.

In-Lieu Fee Fund

When a tree is removed and there is no viable vacant site on the property of the removal, an in-lieu fee fund can be created. Private property owners that are unable to plant a replacement tree can contribute to an in-lieu fund. Once funds are in the in-lieu fund, fees should be allocated towards the urban forestry program to distribute new tree planting in public areas with low canopy cover. This funding can be used to plant new trees in the 'right tree, right place', on public land, decreasing costs for the City while providing a pathway for residents to contribute to the urban forestry program when their property does not allow for a mitigation tree. The in-lieu fee should be seen as a last resort and on-site verification to confirm that an appropriate planting site is not available is a protective measure the City can use so the in-lieu fee is used as intended.

Grant Opportunities

State and Federal entities such as the US Forest Service, Environmental Protection Agency, California Natural Resources Agency, and CalFire may fund urban forestry efforts as part of their projects. Topics for funding typically include stormwater management, green infrastructure, urban greening, green schools, environmental education, urban and community forestry, wood innovation, workforce development, and youth engagement, among others. Public funding sources often target disadvantaged communities based on state or federal assessment tools. The City of Hanford is identified as such through tools such as CalEnviroScreen 4.0 and the DAC Mapping Tool by the Department of Water Resources, meaning the City is a target for state and federal grant programs and is likely to be competitive for funding.

Exploring partnerships with regional entities and other community-based organizations for grant projects where urban forestry efforts are an eligible expense is one strategy to increase competitiveness and may reduce the administrative burden placed on the City should a grant be awarded.

As of 2025, the availability of future federal and state grant programs is uncertain, and grant funding should not be seen as a replacement to allocated funding for an urban forestry program. Table G-2 details various grant programs which have historically been funded and align with urban forestry efforts. Some of the opportunities listed in Table G-2 are not available at the time of UFMP development but were included due to uncertainty of these funds being reinstated.

Table G-2. Federal or State Grant Funding

Funding Program	Agency	Description
Proposition 4	Governor's Office of California	In November 2024, voters approved Proposition 4, a $10 billion bond measure focused on increasing the state's resilience to the impacts of climate change. The Governor has proposed a multiyear spending plan to implement the bond, including appropriations totaling $2.7 billion in 2025-26. Funding will likely be allocated through other State agencies like CAL FIRE and will go to programs that address wildfire and forest resilience, extreme heat mitigation, and biodiversity and nature-based solutions, among others.
Urban and Community Forestry Grants	CAL FIRE	Funding available for tree planting, tree inventories, urban wood and biomass utilization, blighted urban lands improvements, urban forest planning, and green schoolyards to advance the goals and objectives of supporting healthy urban forests and reducing greenhouse gas emissions. The City's existing grant funding for the UFMP comes from this grant program.
Green Schoolyards Grant	CAL FIRE	One of the grants under the CAL FIRE Urban and Community Forestry Grant program that is specifically targeted towards improving tree canopy on school facilities.
Active Transportation	California Department of Transportation	This program provides funding to encourage increased use of active modes of transportation, such as biking and walking. Trees and other vegetation are significant components of several eligible projects under the Active Transportation Program, including parks, trails, and safe routes to schools. Disadvantaged Communities are guaranteed a minimum of 25% of the entire program's funding.
Sustainable Transportation Planning Grants	Caltrans	This program has $34.8 million annually in grant funds and is meant to help communities implement Regional Transportation Plans (RTP). It encourages sustainable communities strategies to achieve California's GHG reduction targets of 40% by 2030 and 80% by 2050 (compared to 1990). Projects must have a transportation nexus and align with state goals for sustainability and climate resilience.
Community Wildfire Defense Grants	US Forest Service	The Bipartisan Infrastructure Law authorizes the $1 billion, five-year CWDG Program funding. This program funds the development or revision of Community Wildfire Protection Plans (CWPP) and to implement projects described in a Community Wildfire Protection Plan that are less than ten years old. The program prioritizes at-risk communities: - In an area identified as having high or very high wildfire hazard potential, - Are low income, - Have been impacted by a severe disaster that affects the risk of wildfire.

		Due to a lack of wildfire urban interface/intermix areas identified in Hanford, the City may not be competitive for a CWDG grant. However, CWPPs may create a pathway for future funding and should be explored with the Fire Department.
Wood Innovations, Community Wood, and Wood Products Infrastructure Assistance	US Forest Service	Grant funding will support proposals that increase demand and create new and innovative uses for sustainably sourced wood. Funded proposals include converting heating systems in schools to sustainable biomass boilers, installing cutting-edge equipment in sawmills and processing facilities to increase efficiency, supporting innovative housing using mass timber, and more.
Urban Wood Reuse	CAL FIRE	CAL FIRE has a grant assistance program that awards funding for Cities and non-profit organizations to develop an urban wood reuse program. Example projects include providing lumber and other wood products to local makers and artisans, generating funding to support operations and contributing to local economic development.
Environmental Enhancement and Mitigation	California Natural Resources Agency	This program was created by California Streets and Highways Code Section 164.56 (Article XIX, Section 1, of the State Constitution), which authorizes the legislature to allocate up to $7 million each fiscal year from the Highway Users Tax Account (Motor Vehicle Revenues, Section 2100) for environmental enhancement and mitigation projects that are directly or indirectly related to the environmental impact of modifying existing transportation facilities or for the design, construction, or expansion of new transportation facilities. The applicant entity is not required to be a transportation- or highway-related organization, and partnerships are encouraged. Urban forestry projects designed to offset vehicular emissions of carbon dioxide are eligible.
Urban and Community Forest Sustainability Standard	Sustainable Forestry Institute (SFI)	This grant program is being modified new guidelines are planned to be released. The prior grant funding allowed a city to benchmark their urban and community forest against the new SFI urban and community forestry sustainability standard.
Affordable Housing and Sustainable Communities (AHSC)	California Strategic Growth Council	Urban Greening is a threshold requirement for all AHSC funded projects. Eligible urban greening projects include, but are not limited to, rainwater recycling, flow and filtration systems including rain gardens, stormwater planters and filters, vegetated swales, bioretention basins, infiltration trenches and integration with riparian buffers, shade trees, community gardens, parks and open space.
Extreme Heat and Community Resilience Program (EHCRP)	California Governor's Office of Land Use and Climate Innovation	Reduce the impacts of extreme heat. Maintenance and watering for nature-based solutions and any staff training necessary to ensure landscapes are maintained to achieve desired outcomes. is an eligible activity for this grant program. Parking space, asphalt, and/or other impervious and/or low albedo surface removal with trees or shade replacement is an eligible activity.

Partnerships

Municipal Partnerships

Cities are often siloed in their operational practices. However, some cities take the initiative to identify departments addressing similar issues and explore if a partnership can be developed to most effectively use public resources. Collaborating with streets departments to cost share on repairing tree and infrastructure conflicts is one method. Other examples include hosting water-wise events in partnership with water providers, to educate the community on how to properly water trees and conserve water, cross marketing opportunities such as rebate or tree give away programs to reduce water use, and working with Fire Departments on tree maintenance education to reduce risk.

Community Resources

National community-based organizations such as American Forests, the Arbor Day Foundation, the National Wildlife Federation, and regional groups such as the California Urban Forests Council and California ReLeaf, at times, invest in programs to assist in urban forestry efforts. These organizations have hosted programs that give residents free trees to plant on their private property. Increasing canopy cover on private property is a continued challenge for many public entities, and public funding sources do not fund private property enhancements. These partnerships help to fill that gap and provide free urban forestry resources, education, and trees for private property.

Volunteer tree planting events are a popular activity among communities. Groups like Kiwanis, Rotary Clubs, beautification groups, and school and religious groups have historically supported volunteer efforts including tree planting and providing urban forestry education, canvassing for adopt-a-tree programs, and may be interested in collaboration as the City explores the community's appetite for urban forestry advocacy.

When trees and infrastructure conflict, a public tree or a private tree may be causing damage to potentially both public and private infrastructure. Although cities continuously address and mitigate these issues, the time from the initial inquiry to repair may be lengthy and cumbersome. Some residents may be interested in prioritizing the repair of the infrastructure in front of their home, with a desire to provide funding for prioritization. In these cases, some cities have obliged to this request and share the repair cost with residents. Although this will increase the administrative burden on staff, cost-sharing may be an appealing method for the City, as the cost is supplemented, and resident satisfaction increases.

Table G-2. Potential Partnerships to Enhance Urban Forestry

Community Partner	Examples	Potential Collaboration
Volunteer Groups	Hanford Rotary Club, Boy and Girl Scouts of America, high school Key clubs, educational institutions, religious groups	Rotary clubs and other service-based organizations are known to donate volunteer time for urban forestry efforts such as volunteer tree planting. Some organizations identify an annual priority and these groups have historical prioritization of urban forestry efforts.
Health care providers and facilities	Tree Campus Healthcare | Arbor Day Foundation	National recognition program through the Arbor Day Foundation to celebrate healthcare facilities using trees as a tool for community wellness.

Fee for Service Groups	The Corps Network, Kings County Parks Youth Conservation Corps	Workforce development or youth job training organizations may offer a lower fee-for-service for tree planting, watering, or concrete removal efforts. Partnering with these groups in a grant application also supports workforce and economic development goals and may increase competitiveness of proposals.
Adventist Health Central Valley Community Partnership	Adventist Health Group	Sponsorships ranging from $100 to $1,000 based on availability of funds and alignment with Adventist Health mission and values.
Corporate Sponsorships	Costco Wholesale, Target, Inc., Del Monte Foods Inc., Keller Ford, Walmart Supercenter, etc.	For-profit businesses may be interested in sponsoring tree planting or Arbor Day events in a variety of ways including providing employees as volunteers, donating refreshments for volunteers, or providing tree planting or watering costs in exchange for a marketing opportunity. Reaching out to these corporations with local locations or offices through either city outreach or through a non-profit partnership (and a donation letter) may encourage sponsorship.
Identify/join potential partnership with community foundations to seek funding	Central Valley Community Foundation	The Central Valley Community Foundation is the only nationally accredited community foundation serving Merced, Mariposa, Madera, Fresno, Tulare and Kings counties. The organization offers donors innovative and flexible charitable tools and help maximize the impact of their giving.
	Central Valley Joint Venture Conserving Bird Habitat	Focus on conserving bird habitat. Access to funding to support restoration activities on private land. Staff is available to help identify appropriate conservation projects and associated funding sources.

Appendix H

Arboriculture Best Management Practices

- H1 - Nursery Stock Standards
- H2 - Tree Spacing Guidelines for Residential Yards and City Streets
- H3 - Tree Planting Guidelines
- H4 - Tree Staking Guidelines
- H5 – Tree Watering Guidelines
- H6 - Young Tree Pruning Guidelines
- H7 - Mature Tree Pruning Guidelines
- H8 - Tree Risk Assessment Qualification (TRAQ)
- H9 - Trees and High Wind
- H10 - Mature Tree Protection During Construction Guidelines
- H11 - Tree Care for Wildlife and Migratory Bird Treaty Act
- H12 - Tree Replacement to Expand Canopy Cover

Appendix H1

Nursery Stock Standards

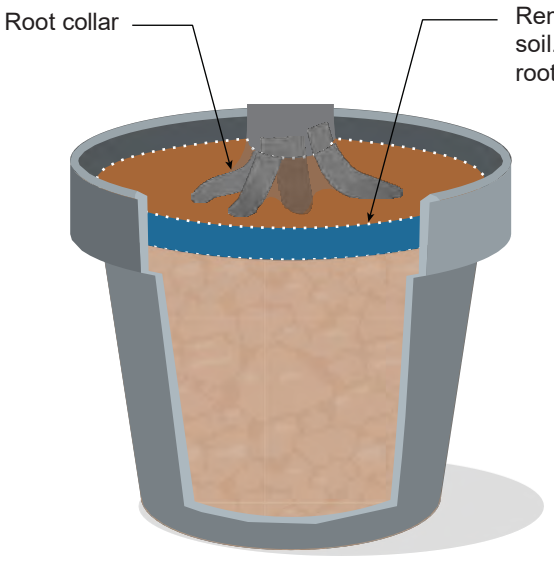
Introduction

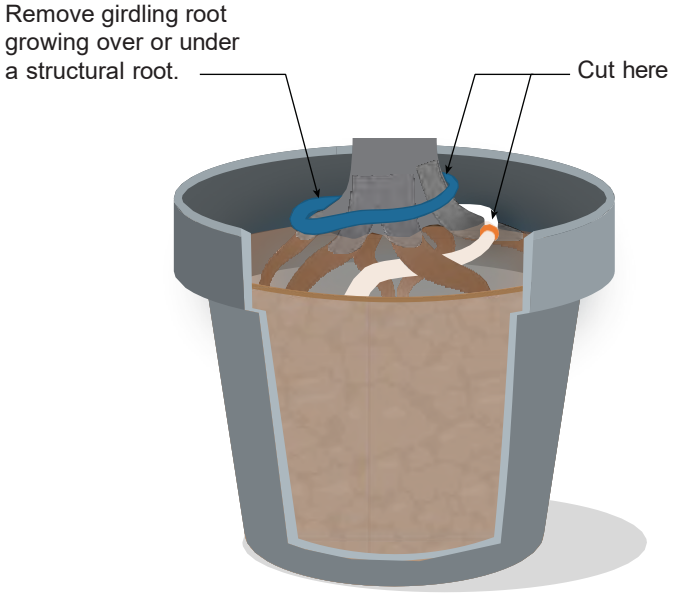
The quality of nursery stock has lasting effects on tree longevity, highlighting the importance of nursery stock inspection and selection. This appendix visually displays the nursery selection ISA BMPs and provides explanations on why this practice is important for tree longevity.

Table H-1. Nursery Stock Characteristics

Characteristic	Reasoning	Relation to Longevity
Root ball	Inspect root ball to ensure roots are white in color.	Healthy roots are necessary for tree roots to efficiently absorb water and nutrients and provide the entire tree with resources for tree growth and health.
	Reject stock that have roots with a sour smell.	
	Remove girdling roots at the time of planting or reject stock.	Girdling roots restrict the tree's water and nutrient flow from roots to the rest of the tree reducing growth and health.
	Ensure structural roots are horizontal and reach the root ball periphery.	Trees with horizontal roots and balanced root structure enable the roots to access larger soil areas which may contain more nutrients and water to provide to the tree.
Branching structure	Look for specimens with a strong, central leader, branch aspect ratio less than 1/3rd of the trunk for each primary branch, with even branch distribution both radially and vertically.	Trees with optimal structure will have less defects to correct as the tree establishes into landscape. When trees are pruned or corrected for defects at the time of planting, trees need resources to compartmentalize the wound and heal. By avoiding these defects, trees will be able to establish without a need for greater resources including water.
Quality of stock	Trees should be healthy and vigorous with no signs of drought stress, die-back, pest or disease, and no signs of mechanical injury.	Healthy trees with no signs of stress establish into the landscape more readily.

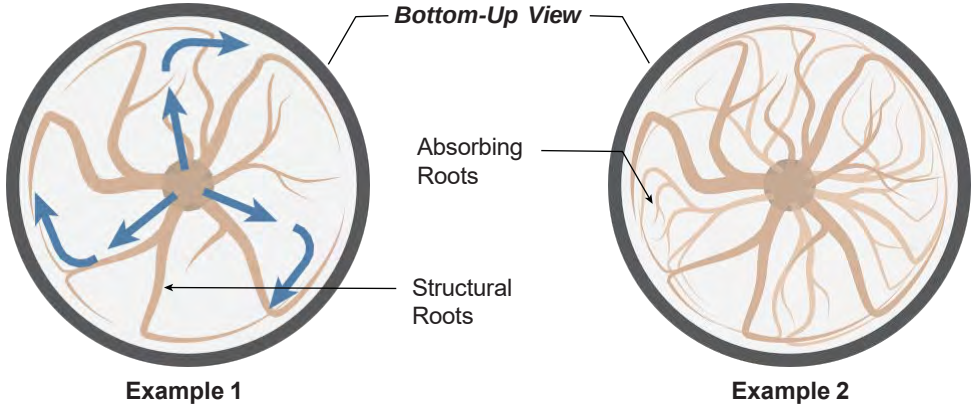
Root Correction for Container Grown Trees



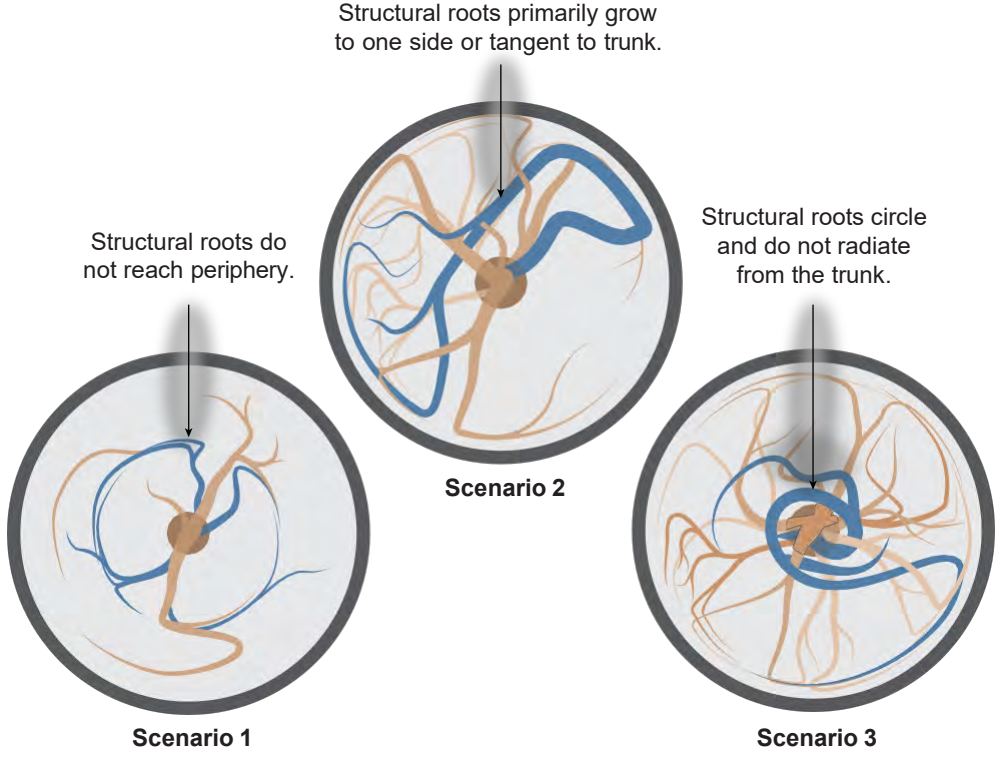


Accept

Roots radiate from trunk and reach each side of root ball without deflecting down or around.



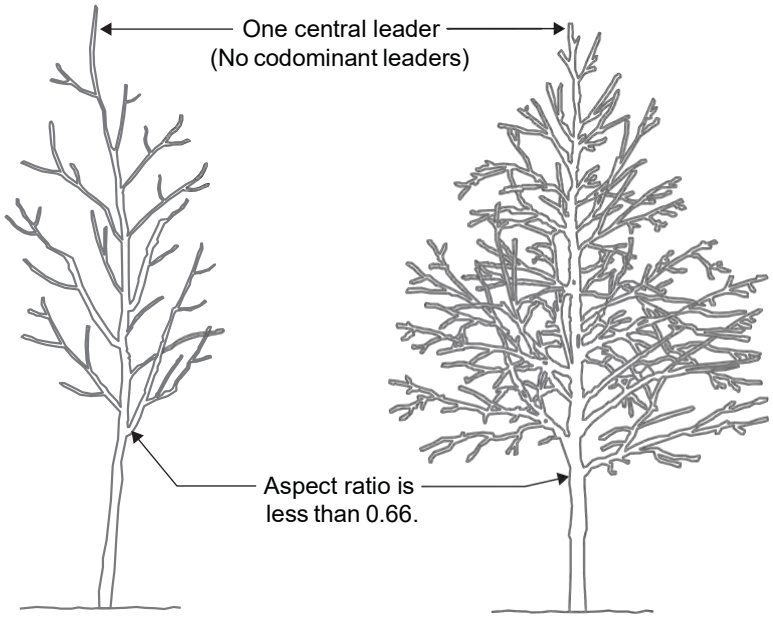
Reject



URBAN TREE FOUNDATION ADAPTED BY DUDEK

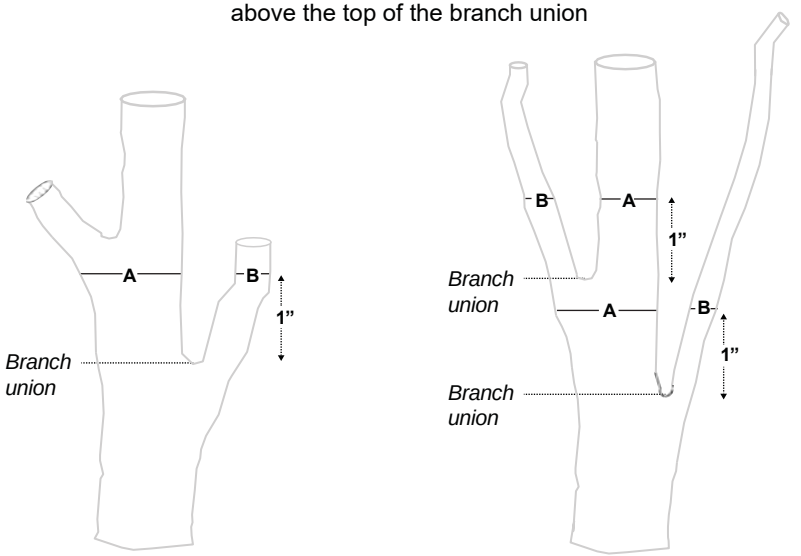
Nursery Stock Selection

Accept

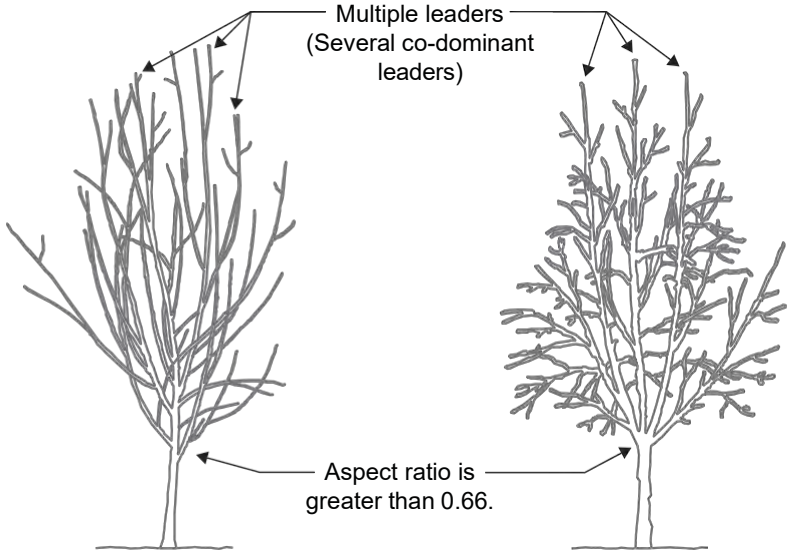


Accept

Aspect ratio of B:A less than 0.66 as measured 1"
above the top of the branch union

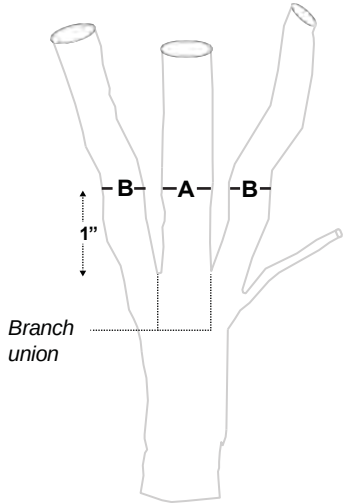


Reject



Reject

Aspect ratio of B:A greater than or equal to 0.66 as measured 1"
above the top of the branch union.



NOTE: 1. *Nursery stock with significant mechanical injury, serious root defects, and trees that show signs of dehydration are to be rejected.* ***2.*** *Aspect ratio shall be less than 0.66 on all branch unions. Aspect ratio is the diameter of branch (B) divided by the diameter of the trunk (A) as measured 1" above the top of the branch union.* ***3.*** *Any tree not meeting the crown observations detail may be rejected.*

Appendix H2

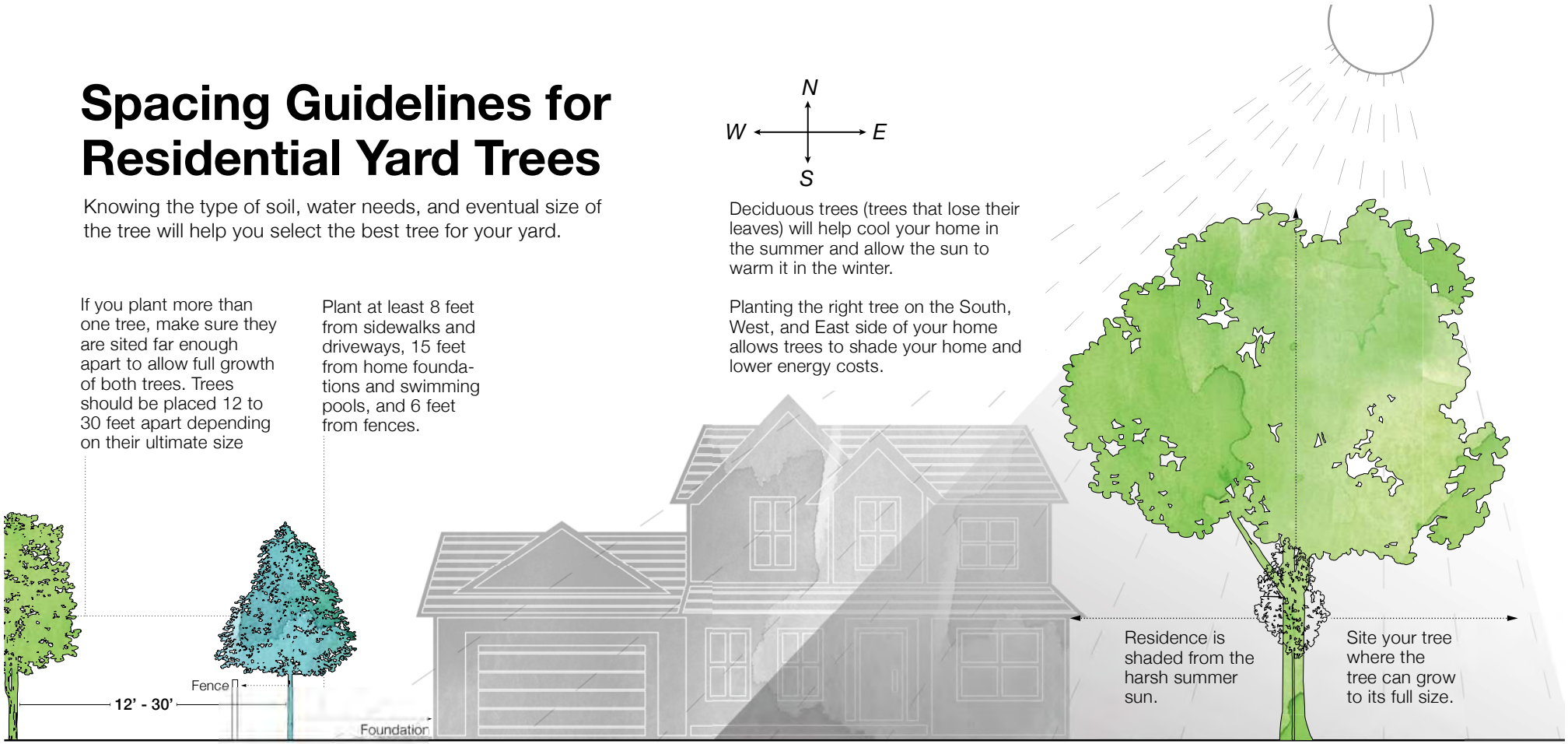
Tree Spacing Guidelines for Residential Yards and City Streets

Spacing Guidelines for Residential Yard Trees

Knowing the type of soil, water needs, and eventual size of the tree will help you select the best tree for your yard.

If you plant more than one tree, make sure they are sited far enough apart to allow full growth of both trees. Trees should be placed 12 to 30 feet apart depending on their ultimate size

Plant at least 8 feet from sidewalks and driveways, 15 feet from home foundations and swimming pools, and 6 feet from fences.



Deciduous trees (trees that lose their leaves) will help cool your home in the summer and allow the sun to warm it in the winter.

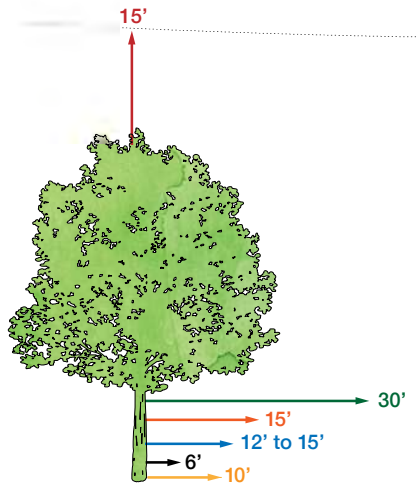
Planting the right tree on the South, West, and East side of your home allows trees to shade your home and lower energy costs.

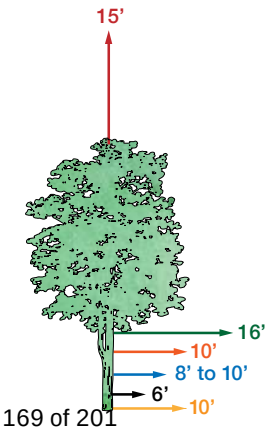
Residence is shaded from the harsh summer sun.

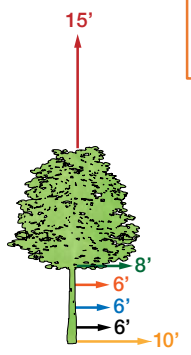
Site your tree where the tree can grow to its full size.

Spacing requirements by tree size

- Spacing from other trees
- Spacing from building foundations
- Spacing from sidewalks. curbs and driveways
- Spacing from limbs to overhead wires
- Spacing from trunk at maturity to in-ground electrical lines
- Spacing from trunk at maturity to in-ground gas lines







BEFORE YOU DIG CALL 811

Source: Sacramento Tree Foundation

Spacing Guidelines for Street Trees

Spacing from other trees

Spacing from building foundations

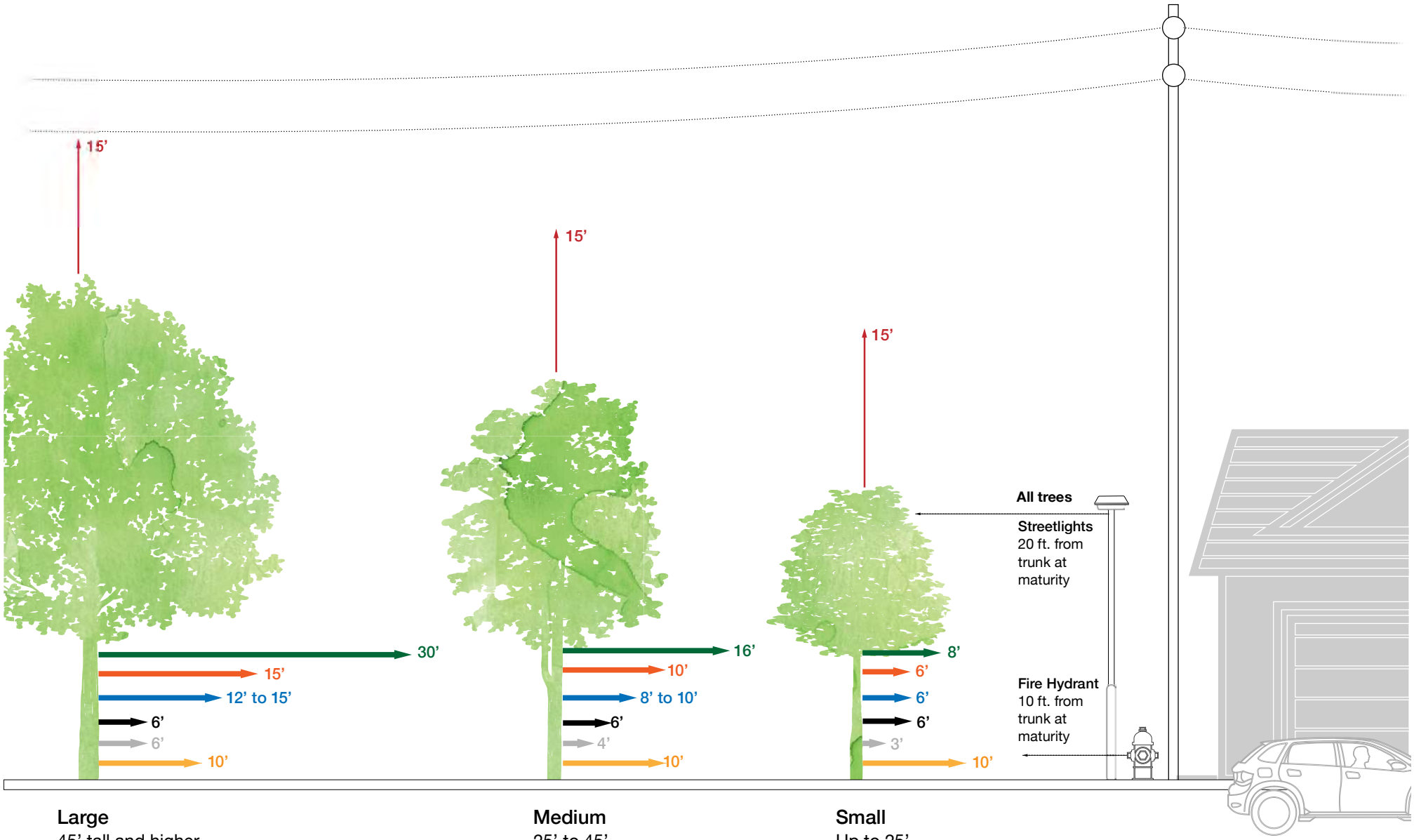
Spacing from sidewalks, curbs and driveways

Spacing from sides of median

Spacing from limbs to overhead wires

Spacing from trunk at maturity to in-ground electrical lines

Spacing from trunk at maturity to in-ground gas lines



Large
45’ tall and higher

Medium
25’ to 45’

Small
Up to 25’

Appendix H3

Tree Planting Guidelines

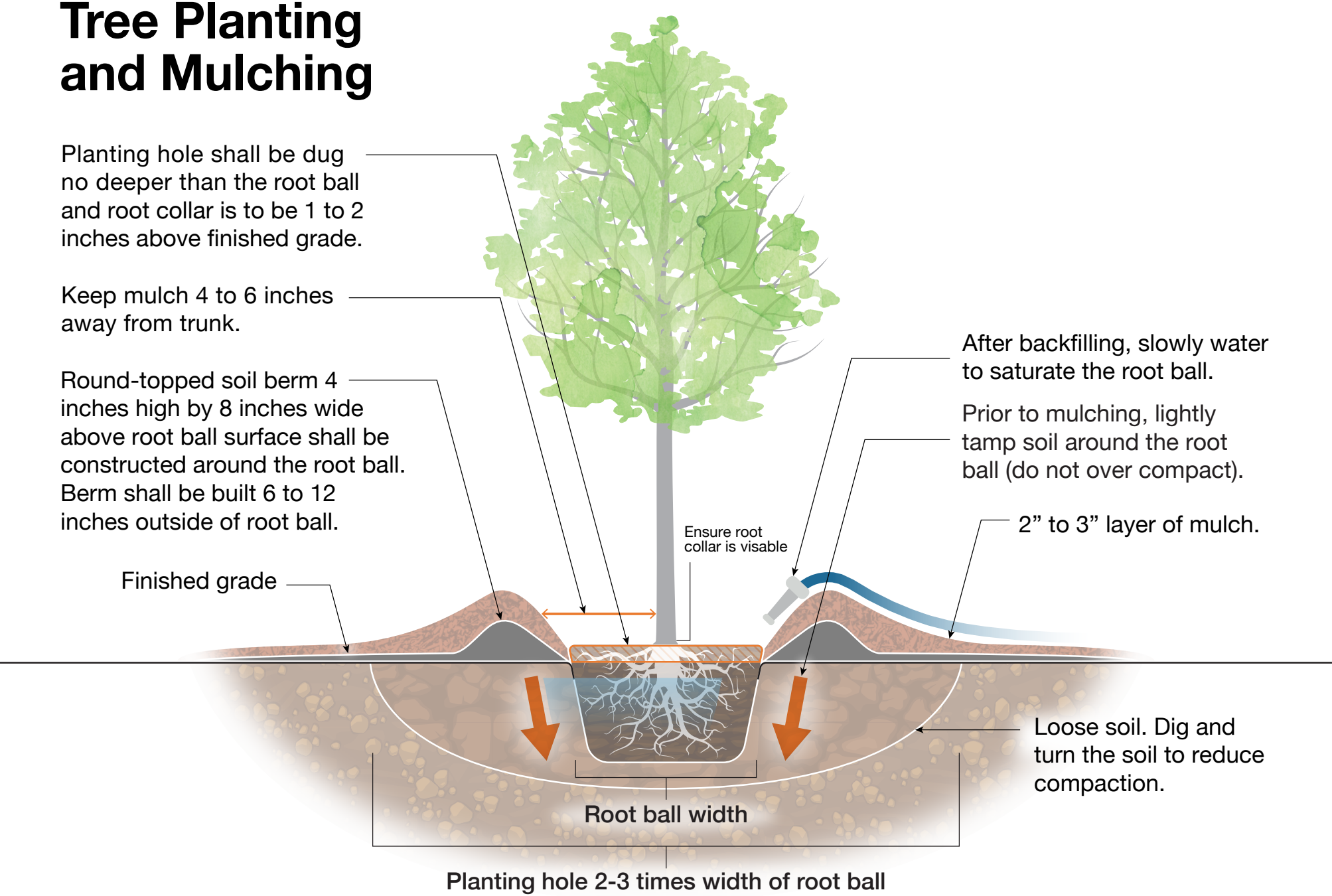
Introduction

Tree establishment and long-term survival can be impacted greatly by the actions taken during planting, such as the width and depth of the planting hole, placing the tree at the right depth, and proper staking. Refer to this appendix covers tree planting details and use the appendix for tree spacing guidelines to minimize future infrastructure conflicts. The table below provide explanations on why these practices are important for tree longevity.

Table H-2. Tree Planting Characteristics

Characteristic	Reasoning	Relation to Longevity
Planting depth	Planting a tree too deep or too shallow will inhibit the tree's establishment and growth.	If planted too shallow, tree roots will not have soil to establish in, decreasing the water and nutrients available to the tree overall. Planting a tree too deeply, may cause roots to suffocate and cause root rot.
Water at planting	Ensure newly planted trees receives 15 gallons of water, applied slowly upon planting.	Watering a tree after planting reduces transplant shock experienced by the tree and its roots, helping establishment.
Staking at planting	Trees that lean at the time of planting should be staked with one, two, or three stakes and supported by flexible ties. Each stake and tie shall allow movement of the tree trunk to develop trunk taper.	Leaning trees can be corrected to grow vertically with the support of stakes and ties. Trees that grow with a lean into maturity can potentially cause conflicts with pedestrian or vehicle paths of travel. Tying stakes to a tree too tightly will prevent movement of the tree, slowing the growth of the trunk and inhibiting establishment of a strong root system that can support the tree during high wind events.
Plant early in the planting season	Plant trees in winter months while rain events are likely and high heat events are less frequent.	Planting new trees in winter months will allow the tree to take advantage of rain events and limited heat stress. Providing water to newly planted trees through the planting season when not naturally occurring, assist the tree in the early phases of establishment.

Tree Planting and Mulching

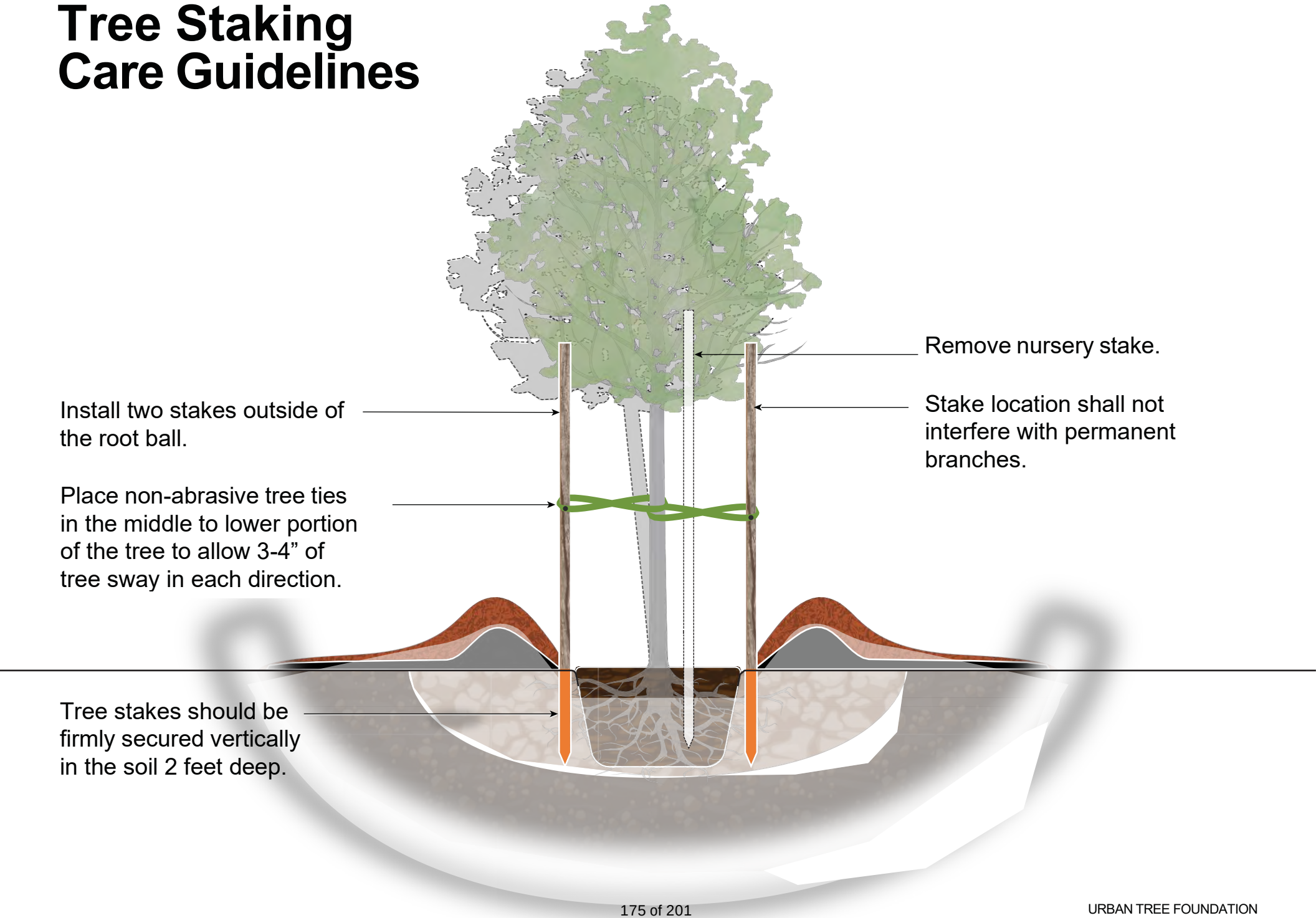


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Appendix H4

Tree Staking Guidelines

Tree Staking Care Guidelines

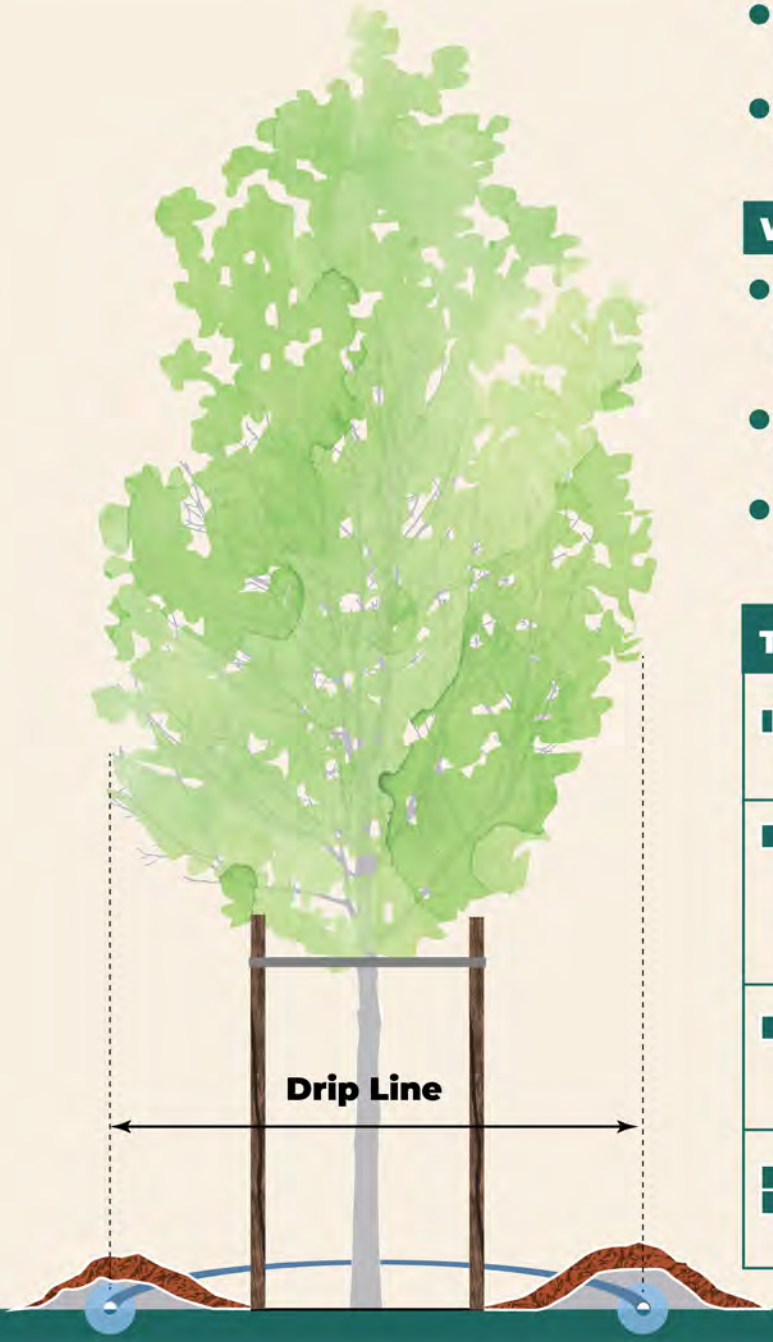


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Appendix H5

Tree Watering Guidelines

Watering Guidelines



Watering for Wet Seasons

- Prolonged saturated soil can lead to tree mortality
- Turn off irrigation during rain events
- To avoid over watering a newly planted tree, monitor soil moisture after rain events
- If soil is saturated, stop watering. Resume watering when soil is dry

Watering Guidelines for Hot and Dry Seasons

- Prolonged and unexpected extreme heat waves can threaten a newly planted trees survivability by depleting the available water inside the tree and in the soil
- During these periods trees may need additional watering once or twice a week to be sustained
- It is critical to provide additional water as soon as possible during extreme heat events to maintain tree health and vigor

Tree Age	Frequency	Quantity
First 3 months after planting	Deep water by filling basin twice a week	10-15 gallons per watering
4-12 months following planting	Fill the water basin every week or every other week	10-15 gallons
Year 2-3	Every 2 - 4 weeks May through October	15-20 gallons
Year 4-7	Once a month May through October	Deep watering

Appendix H6

Young Tree Pruning Guidelines

Pruning to Improve Young Tree Structure

1. Remove broken branches.
2. Select central leader and remove competing leaders.
3. Select lowest permanent branch.
4. Select scaffold branches.
5. Select low temporary branches. Cut back and leave as temporary.

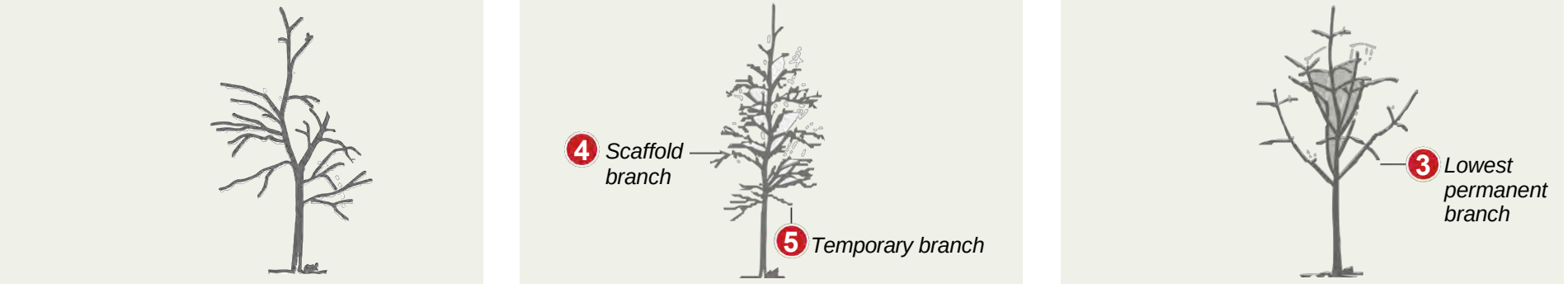
BEFORE PRUNING



WHAT TO PRUNE



AFTER PRUNING



NOTE: 1. At the time of planting, limit pruning to removal of broken, dead, or diseased branches only.
2. Young Tree Structural Pruning is to occur only after trees establish and resume normal growth rates following planting.

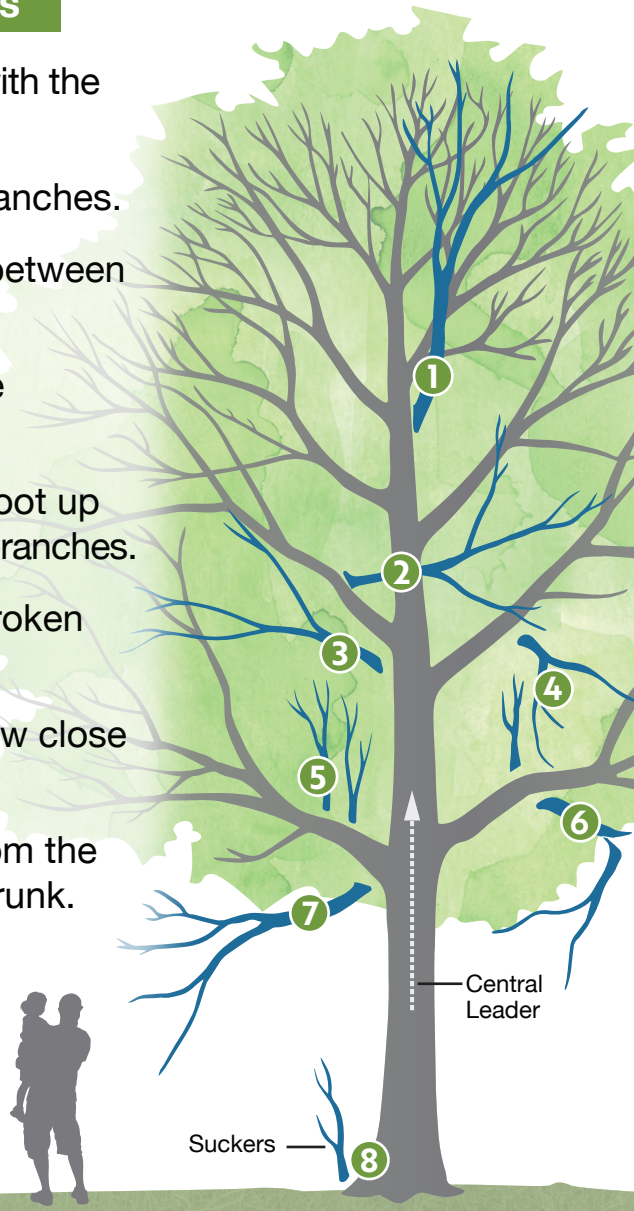
Appendix H7

Mature Tree Pruning Guidelines

Tree Pruning

Healthy Pruning Cuts

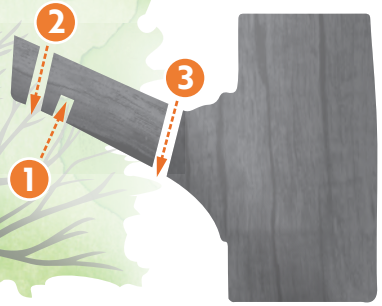
1. Limbs that compete with the tree's central leader.
2. Rubbing, crossing branches.
3. Inadequate spacing between branches.
4. Awkward unattractive branches.
5. Watersprouts that shoot up from main "scaffold" branches.
6. Dead, diseased, or broken limbs.
7. Limbs that sag or grow close to the ground.
8. Suckers that grow from the roots or base of the trunk.



How to Make a Pruning Cut

To prune a tree limb larger than 2 inches in diameter cleanly and safely, as shown in the image above, use a pruning saw and make these three sequential cuts:

1. On the bottom of the limb between 6 and 12 inches from the trunk; cut about one-quarter of the way through.



2. Through the limb from the top, starting about 1 inch beyond the first cut. The weight of the branch may cause it to snap off before the cut is complete.
3. Cut completely through the short remaining stub from top to bottom just beyond the swollen branch collar. Support the stub while sawing to make a clean cut.

Appendix H8

Tree Risk Management

Introduction

The International Society of Arboriculture (ISA) developed a specialized Tree Risk Assessment Qualification (TRAQ), training arborists to effectively assess tree risk using a systematic and documented process. TRAQ arborists are equipped to systematically assess tree health, structural integrity, likelihood of tree failure, time frame in which failure may occur, likelihood of impact to target (e.g., people, home, car), and severity of impact should it occur. TRAQ arborists are trained to consider solutions to mitigate tree risk prior to considering removal as a recommendation.

Tree risk management begins with the tree owner establishing an acceptable level of risk (ISA 2017) and identifying the appropriate level of assessment to determine the risk of individual trees. Three levels of risk assessment exist in the ISA TRAQ program which vary in detail and equipment used to complete the assessment: level 1 limited visual assessment, level 2 basic assessment, and level 3 advanced assessment (shown in the table below). Municipalities often utilize all levels of assessment throughout the City to balance risk assessment programs with responsible use of public funds. A level 1 assessment is often used to first identify trees that are high risk. Once high-risk trees or areas of concern are identified, a level 2 assessment occurs for individual trees and mitigation follows, A level 3 assessment is typically reserved for trees of significance, protected trees, or large mature trees that provide value to the community with costly replacement. Effective risk management depends on tree risk assessments being conducted on a regular basis, occurring every 3-5 years as tree risk conditions may develop as trees continue to mature. By utilizing these three assessment levels, the City can manage tree risk prior to failure and retain trees where risk can be mitigated.

Table N-1. ISA Tree Risk Assessment Levels

Risk Assessment Level	Description
Level 1	'Windshield' survey to identify high risk trees while driving or walking. Only major defects or concerns are observed and recorded.
Level 2	360-degree observation of the crown, limbs, and trunk. Determination of targets (homes, people, cars) that may be impacted by tree or limb failure. Level of damage to the target should impact occur.
Level 3	Advanced assessments of the roots, stem, or crown. Analyze internal aspects of trees using sophisticated tools and technology.

Appendix H9

Trees and High Wind

Introduction

Minimizing wind related damage from trees is a priority for the City. The table below exhibits tree characteristics and management practices that influence tree risk in high wind areas. Findings are based on arboricultural best management practices and wind and tree management research studies. However, it should be noted that in extreme weather events, many tree failures are unexpected and happen to healthy trees.

Table O-1. Findings For Tree Care in High Wind Areas

Findings	Considerations
Damage to roots from construction can impact a tree's structural stability for decades following.	Susceptibility to windstorms may warrant more stringent protection criteria such as larger Tree Protection Zones (TPZs) than other municipalities.
Certain pruning methods of branches and roots can have detrimental effects on a tree's structural integrity.	Pruning methods such as topping and lion tailing should be prohibited. Pruning trees to establish structurally sound trees with proper trunk and branch taper decrease risk of failure in high wind areas. Exercise caution and consider long term impacts when root pruning on the windward side of a tree.
Most trees fall in the same direction as the prevailing winds during the storm.	Use data from past storms to analyze potential targets at risk based on historic wind direction.
Each species of tree has specific traits such as root vigor, wood composition, and branch structure.	Use the species list, observations from past storms, and online resources to discern which species are suitable to plant in areas vulnerable to high winds.

Source: Gilman, Ed (2015). Storm Damage Prevention: Lessons Learned. Web. Accessed March 2024. International Society of Arboriculture (2017). Tree Risk Assessment, Second Edition.

Appendix H10

Mature Tree Protection During Construction Guidelines

Introduction

Construction for development, maintenance, and renovation can pose threats to tree survivability in numerous ways. Threats include injury to roots, trunks, and branches; soil compaction; soil contamination; and improper pruning. Including an arborist in the planning stages of construction helps avoid damage when trees intersect with the built environment. Arborists identify which trees will be retained or removed, create site-specific tree protection protocols, and establish areas where replacement trees will be planted. Pleasanton's Municipal Code (§17.16.070) provides guidelines for the mandatory tree protections during construction. Further detail for tree protection requirements may have significant benefits on the urban forest, as described below:

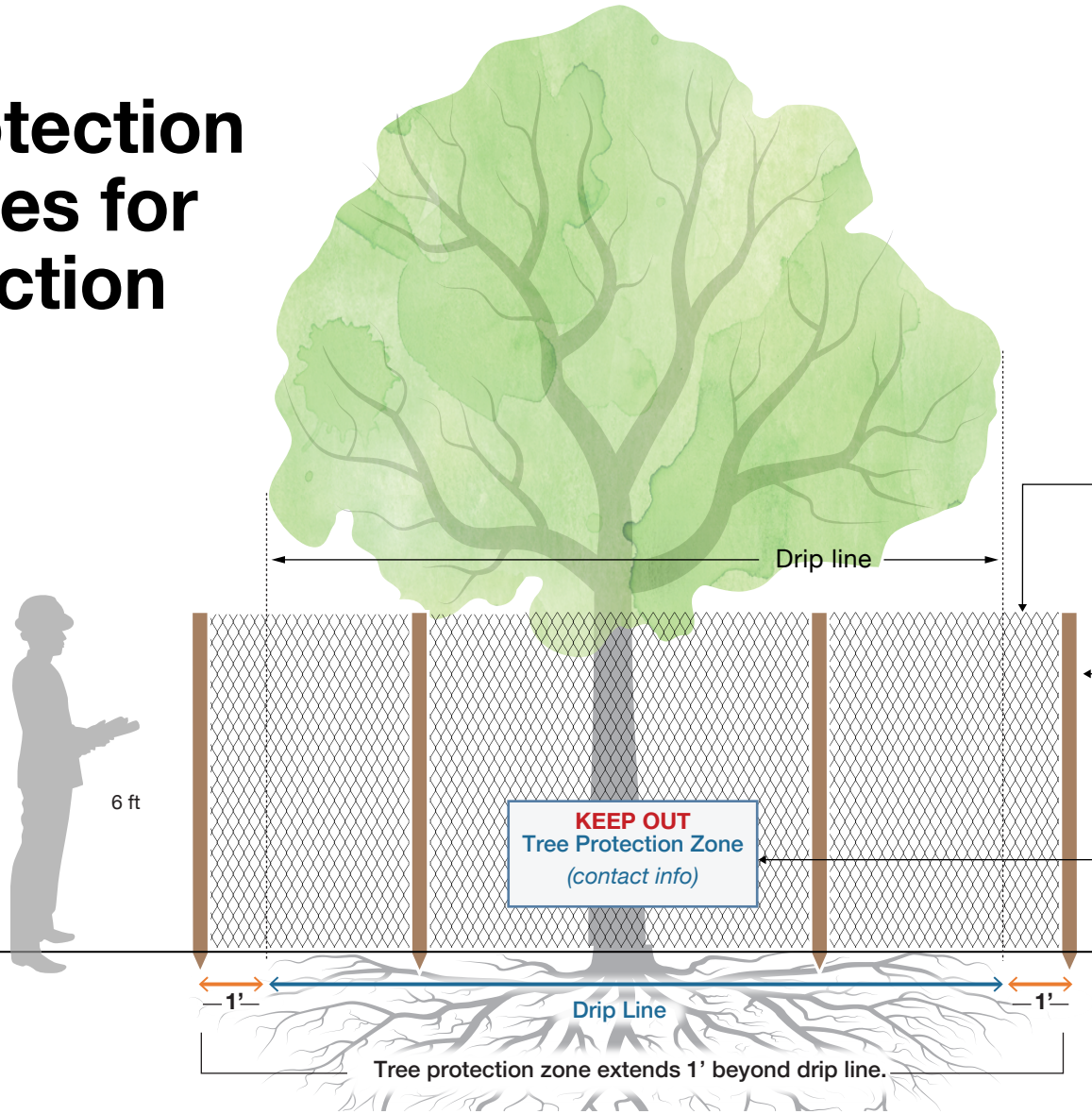
1. **Tree Protection Zones:** A Tree Protection Zone (TPZ) is an area surrounding a tree and its critical root zone where no grading, excavation, construction activity, equipment storing, or vehicle parking is to occur. The purpose of the TPZ is to protect all parts of the tree, both above and below ground. The size of TPZ ranges between tree owners; however, research suggests that a TPZ should be at least 1.5 feet (18 inches) wide per every inch of diameter at standard height (DSH), and 18:1 ratio. (Day et al. 2010). A successful TPZ is surrounded by signed fencing that reads "Keep Out: Tree Protection Zone."
2. **Reducing Compaction:** When soil is compacted, water and oxygen available to tree roots is limited, leading to detrimental issues for a tree. In construction areas, compaction occurs purposefully through mechanical compaction or incidentally through the passage of vehicles and construction equipment over soil containing a tree's roots.
3. **Minimizing Effects of Grade Changes:** The optimal zone for root growth is within the first 12 inches of soil depth. Any change in grade within a tree's rooting zone will likely cause negative impacts for tree health. The degree to which these impacts affect the tree depends on the age of the tree, species, prior stressors, and environmental factors.
4. **Inspection:** Trees impacted during construction, maintenance, or renovations, should be monitored for decline annually by an ISA Certified Arborist for the first 5 years after construction. Monitoring should include photographs, annual reports, and mitigation techniques if necessary.

References:

Day, Susan, Wiseman, Phillip & Dickinson, Sarah & Harris, J. (2010). Contemporary Concepts of Root System Architecture of Urban Trees. Arboriculture and Urban Forestry. 36. 10.48044/jauf.2010.020. https://www.researchgate.net/publication/265246704_Contemporary_Concepts_of_Root_System_Architecture_of_Urban_Trees

Tree Protection Guidelines for Construction

Tree protections shall be in place prior to any construction equipment or materials being on site. Fencing shall remain in place until construction equipment, materials, and debris have been removed from the site and approval from the City Landscape Architect has been given for removal.



A substantial construction fence, such as a non-movable chain link fence, must be placed around the Tree Protection Zone of each Protected Tree.

No vehicles, construction equipment, material, debris, paint or paint products, pallets, chemicals, contaminated water or other foreign material shall be allowed to be placed, poured, piled, pushed, or stored within the Tree Protection Zone of any tree.

Laminated sign with contact info.

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Appendix H11

Tree Care for Wildlife and the Migratory Bird Treaty Act

Introduction

Tree care professionals need to be aware of their impact on wildlife because their activities can directly or indirectly harm animals. Direct harm includes injuring or killing wildlife or removing nests with eggs or young. Indirect harm involves actions like removing vegetation that protects nests from weather or predators. Understanding these impacts helps arborists balance their work with wildlife care, ensuring they minimize harm while maintaining and creating habitats. This awareness is crucial for preserving urban biodiversity and supporting species that depend on specific tree structures, like dead branches.

Migratory Bird Treaty Act

The Migratory Bird Treaty Act of 1918 (MBTA) (16 U.S.C. 703-712) plays a significant role in tree care by protecting migratory birds from harm during tree care activities. Here are some key points:

Protection of Birds: The MBTA makes it illegal to harm, kill, or disturb migratory birds, their nests, or their eggs without a permit. This includes both direct harm (e.g., cutting down a tree with an active nest) and indirect harm (e.g., removing vegetation that protects a nest).

Industry Standards: Tree care professionals must follow best practices to comply with the MBTA. This includes conducting pre-work inspections to identify and avoid disturbing active nests.

Minimizing Impact: The MBTA encourages arborists to adopt methods that minimize the impact on bird habitats. This can involve timing tree care activities to avoid nesting seasons (birds in California generally nest between February and August) and using techniques that reduce the risk of disturbing birds.

Legal Implications: Violating the MBTA can result in significant fines and penalties. Therefore, municipalities and tree care companies must be diligent in their practices to avoid unintentional harm to migratory birds.

By adhering to the MBTA, tree care professionals can help protect bird populations and contribute to the conservation of biodiversity in urban environments.

Minimizing Impacts to Wildlife During Tree Care:

Tree care work varies in its risk to wildlife, and proper preparation and on-site actions can reduce these impacts. Best management practices for minimizing impacts for wildlife are organized into the following categories:

Training:

Ensuring tree care workers are aware of wildlife and can involve trained professionals when needed. Training levels range from basic awareness to Wildlife Trained Arborists to Wildlife Biologist with specialized knowledge in wildlife protection and habitat assessment.

Project Preparation:

Assessing the breeding season and habitat value of a site to categorize the work and minimize impacts. This involves desktop reviews and site visits to understand potential wildlife presence. In California, nesting season for birds is generally from February through August. For standalone projects involving trees, work

should be done outside of these nesting season months if possible. For municipalities that need to prune thousands of trees each year, it is usually not possible to conduct pruning and removal activities only during the non-nesting season months, so measures should be implemented to minimize impacts to birds and other wildlife.

Tree care work can be roughly divided into three categories, based on the level of expertise and caution required to mitigate impacts to wildlife:

	Low Habitat Value	High Habitat Value	Sensitive Habitat
Non-breeding Season	Category 1	Category 2	Category 3
Breeding Season	Category 2	Category 3	Category 3

Summary of Categories for Minimizing Impacts to Wildlife:

- **Category 1**: Low value habitat during the non-breeding season. Nesting wildlife are least likely to be encountered. A pre-work inspection by a tree care worker with awareness training is recommended.
- **Category 2**:
    - Low value habitat during the breeding season, where nesting wildlife are more likely to be encountered.
    - High value habitat during the non-breeding season, where valuable habitats are more likely to be encountered.
    - A pre-work inspection by a Wildlife Trained Arborist is recommended.
- **Category 3**:
    - High value habitat during the breeding season or sensitive habitat at any time of the year, where nesting wildlife and valuable habitats are more likely to be encountered.
    - Best practice is to contact a Wildlife Biologist for direction. Companies with a programmatic approach may use a well-trained arborist to minimize impacts.
    - The Wildlife Biologist will provide recommendations on how the project can proceed, which may include timing or methodological changes. Permits from regulatory agencies may be required for work in sensitive areas.

Note: Wildlife can nest year-round in any habitat, so the assessed category may change during fieldwork. Signs of wildlife encountered during fieldwork may require further expertise.

Fieldwork:

Practices should be implemented based on the project's category to protect wildlife during tree care activities. Staff with the appropriate training should conduct the pre-work inspection as mentioned above. If active nests are found that may be impacted by the tree work, the Wildlife Biologist should delay the work

until the young no longer depend on the nest and work can safely proceed. In some cases the Wildlife Biologist may be able to suggest alternative methods to use near the nest, which are discussed below.

Considerations for Work Performed Near Active Bird Nests:

Special guidelines for working near nests to avoid disturbing breeding wildlife include:

- The duration of the work to be completed
- The tools being used
- The species involved
- The distance of the work to the active nest
- The status of the nest (e.g. eggs present, parent incubating, young unable to fly, mature nestlings close to fledging),
- The location specifics (e.g. urban vs. rural)
- The environmental conditions (temperature and wind)

Many nests require sufficient cover to provide protection from the elements and disguise from predators so vegetation removal should be minimized around nests. Additionally, a no-activity buffer, or an area in which no work should occur, should be established around the nest where possible.

Emergencies:

Wildlife emergencies during tree work involve situations where wildlife are injured, orphaned, or in danger, or where nests are abandoned or disturbed. The priority is to avoid these emergencies, but appropriate responses are crucial when they occur:

- **Contacting Wildlife Rehabilitators**: If wildlife are injured or abandoned, contact a local wildlife rehabilitator. Provide detailed information about the situation and species involved. The rehabilitator will guide the next steps, which may include doing nothing to allow parents to return or safely transporting the wildlife.

- **Continuing Work**: After a wildlife emergency, consult a Wildlife Biologist before resuming work. If no emergencies occur and no nesting wildlife are observed, continue working while remaining vigilant. Contact a Wildlife Trained Arborist or Wildlife Biologist if unsure how to proceed.

- **Human Health and Safety Emergencies**: These involve immediate risks to human health or safety. A Wildlife Biologist can help coordinate permission to remove active nests with the US Fish and Wildlife Service and other agencies. In extreme situations, action may be taken before permission is received, but this should be a last resort.

These guidelines help ensure that tree care activities are conducted responsibly, minimizing harm to wildlife while addressing emergencies effectively.

Municipalities and contractors can adopt a programmatic approach to consistently apply these practices across multiple sites. The goal is to balance tree care with wildlife protection, ensuring minimal harm while maintaining habitat value.

References:

U.S. Fish And Wildlife Service. “Migratory Bird Treaty Act of 1918.” Accessed October 9, 2024. https://www.fws.gov/law/migratory-bird-treaty-act-1918

Basset, Corey; Donohue, Kara; Gilpin, Ryan. 2022. Tree Care for Wildlife Best Management Practices with Western Chapter ISA Appendices. https://treecareforbirds.com/wp-content/uploads/2022/04/Tree-Care-for-Wildlife-BMPs-4.13.22-2.pdf

Appendix H12

Tree Replacement to Expand Canopy Cover

TREE REMOVAL AND REPLACEMENT TO

EXPAND CANOPY COVER



IF YOU REMOVE...

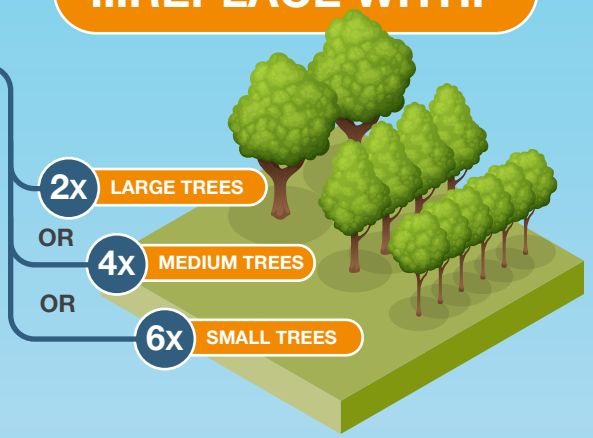
1x Large Tree

Height: 55'+

Example Species:
- Coast Live Oak (*Quercus agrifolia*)
- Aleppo Pine (*Pinus halpensis*)
- Engelmann Oak (*Quercus engelmanii*)

Benefits:
Large trees should be planted wherever space allows. A large tree provides six times more shade, stores seven times as much carbon, and captures five times more water than a small tree.

...REPLACE WITH:



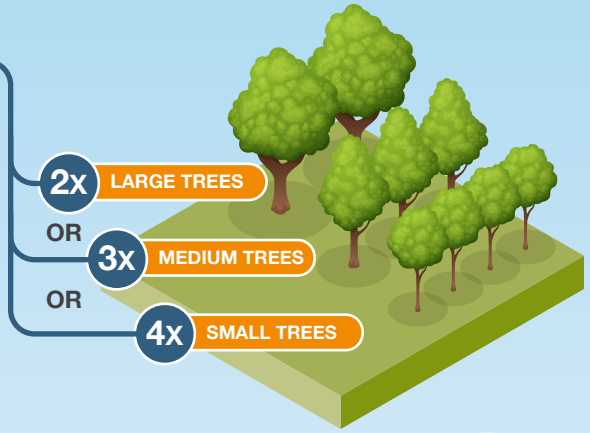


1x Medium Tree

Height: 35' to 55'

Example Species:
- Box Elder (*Acer negundo*)
- Jacaranda (*Jacaranda mimosifolia*)
- Australian Willow (*Geijera parviflora*)

Benefits:
Medium trees strike a balance between the benefits of larger trees and the spatial requirements of small trees. Medium trees are beneficial to have along parkways and in commercial space that may not allow large trees.



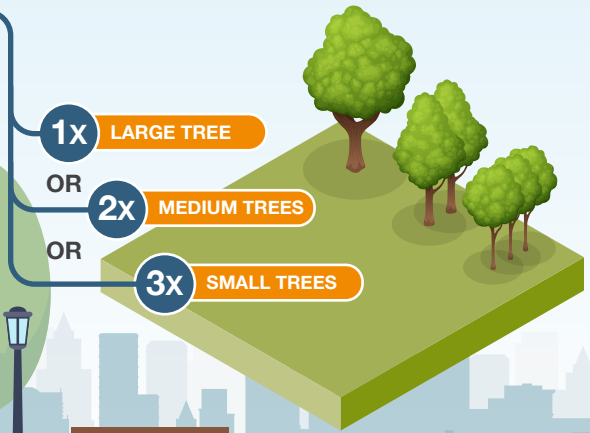


1x Small Tree

Height: Under 35'

Example Species:
- Toyon (*Heteromeles arbutifuloia*)
- Desert Willow (*Chilopsis linearis*)
- Western Redbud (*Cercis occidentalis*)

Benefits:
Small trees are best used when a larger tree may conflict with surrounding infrastructure such as powerlines or nearby buildings. Small trees are also used to fill in gaps in the landscape and create visual interest.



Appendix I

Hanford Recommended Tree Species List

City of Hanford Tree Species Selection Guide

This Appendix provides more detail one each tree species from the approved tree species list inked above. The matrix contains 8 attributes for each tree species. The Tree Species Selection Guide table below contains explanations for some attributes found in this appendix.

Table I-1. Tree Species Selection Guide

Attribute		Explanation
Tree size	Height at maturity	These attributes should be the primary factors considered when finding the right species for a planting location. Before planting a tree, one should consider how large it will grow in the coming decades and choose a species that fits the available space at maturity.
	Canopy spread at maturity	
	Trunk Diameter	
	Planting Area requirement	
Water Use Rating		As California and the City of Hanford continue to cycle through extended periods of drought and extreme heat, tree species that require low amounts of water are likely to be suitable for the City's environmental conditions.
Hardscape Damage Potential		The hardscape damage potential is a metric for a species' known ability to cause damage to sidewalks, streets, curbs, and gutters.
Pest and Disease Vulnerability		There are an array of arboreal pests and diseases that affect tree health. Certain pests and diseases can have detrimental affects on certain species trees. Notes about pest and disease susceptibility are included for each species in the tree list.

Species Recommendations

Selecting the appropriate tree species for their designated planting locations can drastically simplify the task of maintaining a sustainable urban forest. Proper attention should be given to making the right species choice because decisions made at this stage have lasting impacts on the health and resiliency of a city's urban forest. Hanford aims to follow the principles of "right tree, right place" when choosing which type of tree to plant and where to plant it.

The Recommended Tree Species List below has been developed to assist with the tree selection process and should be referenced whenever trees are being planted in the City of Hanford. All species included in this list have been filtered through the following considerations:

- **Tree canopy. The City of Hanford aims to maintain and grow the Urban Forest. Therefore, trees that provide large, lush canopies must be included in the tree list and planted wherever feasible**. However, some sites don't have the available space for a large tree to grow. Trees with small- and medium-sized canopies have also been included.
- **Species diversity** helps provide resiliency to pest and pathogen infestations. The tree list has been designed to maximize species options for all of the various site scenarios that exist in Hanford. The

City of Hanford intends to maintain species diversity of its inventory such that no one species represents more than 5%, and no one genus comprises more than 10% of the total City inventory population *(See species diversity sustainability goals in Section 1.4.2)*. Because Chinese pistache (*Pistacia chinensis*) currently makes up over one-third (34%) of the entire City inventory, City staff and residents should prioritize planting alternative species to increase the diversity of the City's trees.

- **Physical constraints such as the size of the planting soil area, canopy spread**, and nearby powerlines or underground utilities, must be considered when choosing the appropriate species for a given planting site.
- **Projected suitability and low maintenance costs.** Individual trees should not require extraneous maintenance requirements to maximize the urban forest benefits throughout the city. Trees that are well-suited for their site will require less maintenance than trees in unsuitable locations.
- **Wildlife Habitat.** Trees that maximize wildlife habitat should be prioritized. In many cases, such as parks and large planting sites, this includes native trees. It must be noted, however, that native trees that thrive in wildland habitats may not thrive in some adjacent urban sites where a tree's access to groundwater may be limited and the soil is generally more acidic, saline, compact, and devoid of symbiotic microorganisms that the tree may benefit from. In such cases, a non-native tree able to provide long-term urban forest benefits may be prioritized.
- **Aesthetic criteria of the planting**. Involve the consideration of species-specific features including fruits, litter, thorns, and seasonal color when selecting tree species.

Table I-2. City of Hanford Recommended Tree Species List

Small Trees: For 2-to-4-foot planter wells

Common Name	Botanical Name	Tree Stature	Max. Mature Height (ft)	Max. Canopy Diameter (ft)	Hardscape Damage Potential	Water Use	CA Native	Utility Friendly
2-4 ft Planter Well								
lemon bottlebrush	Callistemon citrinus	Small	25	15-25	Low	Medium		✓
weeping bottlebrush	Callistemon viminalis	Small	25	15-25	Low	Medium		✓
Ray Hartman ceanothus	*Ceanothus 'Ray Hartman'*	Small	20	15-20	Low	Low	✓	✓
Mexican redbud	*Cercis canadensis subsp. mexicana*	Small	40	15	Low	Medium		✓
western redbud	*Cercis occidentalis*	Small	25	10-20	Low	Medium	✓	✓
desert willow	*Chilopsis linearis*	Small	30	10-20	Low	Medium	✓	✓
smoke tree	*Cotinus coggygria*	Small	15	10-20	Low	Low		✓
purple hopseed	*Dodonaea viscose*	Small	15	10-15	Low	Medium		✓
pineapple guava	*Feijoa sellowiana*	Small	20	15-20	Low	Medium		✓
crape myrtle	*Lagerstroemia indica*	Small	25	25	Low	Medium		✓
desert museum palo verde	*Parkinsonia × 'Desert Museum'*	Small	20	20-25	Low	Medium	✓	✓
chaste tree	*Vitex agnus castus*	Small	25	20-25	Low	Medium		✓

Medium Trees: For 4-to-7-foot planter wells or parkways

Common Name	Botanical Name	Tree Stature	Max. Mature Height (ft)	Max. Canopy Diameter (ft)	Hardscape Damage Potential	Water Use	CA Native	Utility Friendly
4-7 ft Planter Well or Parkway								
strawberry tree	Arbutus unedo	Medium	35	8-35	Low	Low		
Kurrajong bottle tree	*Brachychiton populneus*	Medium	50	30	Moderate	Low		
bottle tree	*Brachychiton rupestris*	Medium	40	20-30	Moderate	Medium		
eastern redbud	*Cercis canadensis*	Small	30	25-36	Low	Medium		✓
chitalpa	*Chitalpa tashkentensis*	Medium	35	30	Low	Medium		✓
Chinese fringe tree	*Chionanthus retusus*	Small	25	15-20	Low	Medium		✓
Australian willow	*Geijera parviflora*	Large	60	20	Low	Medium		
Maidenhair tree (grafted male)	*Ginkgo biloba*	Large	50	20-30	Low	Medium		
Tecate cypress	*Hesperocyparis forbesii*	Small	25	20	Moderate	Low	✓	✓
toyon	*Heteromeles arbutifolia*	Small	25	8-15	Low	Medium	✓	
Chinese flame tree	*Koelreuteria bipinnata*	Medium	40	20-40	Low	Medium		
golden rain tree	*Koelreuteria paniculata*	Medium	35	25-40	Low	Medium		
flowering crab apple	*Malus floribunda*	Small	25	46381	Low	Medium		
fruitless olive	*Olea europaea 'Wilsonii'*	Small	25	25	Moderate	Low		✓
Chinese pistashe grafted male 'Keith Davey'	*Pistacia chinensis*	Medium	40	25-35	Low	Low		
coast live oak	*Quercus agrifolia*	Large	70	30-70	High	Very Low	✓	
Engelmann oak	*Quercus engelmanii*	Large	70	75-80	Moderate	Low	✓	
interior live oak	*Quercus wislizenii*	Large	70	40-75	Moderate	Medium	✓	

Large Trees: For greater than 7-foot planter space, yards, or parks

Common Name	Botanical Name	Tree Stature	Max. Mature Height (ft)	Max. Canopy Diameter (ft)	Hardscape Damage Potential	Water Use	CA Native	Utility Friendly
> 7ft Planter Space, Yard, or Park								
Illawarra flame tree	*Brachychiton acerifolius*	Large	60	30-40	Moderate	Low		
pink flame tree	*Brachychiton discolor*	Large	70	30	Moderate	Medium		
floss silk	*Cebia speciosa*	Large	60	40-50	Moderate	Low		
camphor tree	*Cinnamomum camphora*	Medium	45	30-45	Moderate	Low		
Canary Island pine	*Pinus canariensis*	Large	60	40	Moderate	Medium		
jelecote pine	*Pinus patula*	Large	70	20-30	Moderate	Medium		
London plane	*Platanus x hispanica*	Large	80	50	High	Medium		
scarlet oak	*Quercus coccinea*	Large	60	30-50	Moderate	Medium		
blue oak	*Quercus douglasii*	Large	70	40-50	Low	Very Low	✓	
Hungarian oak	*Quercus frainetto*	Large	60	70	Moderate	Medium		
California black oak	*Quercus kelloggii*	Large	70	30-50	Moderate	Low	✓	
valley oak	*Quercus lobata*	Large	70	50	Moderate	Low	✓	
bur oak	*Quercus macrocarpa*	Large	80	30	Moderate	Medium		
Chinquapin oak	*Quercus muhlenbergia*	Large	60	50-70	Low	Medium		
Mexican blue oak	*Quercus oblongifolia*	Large	60	20-30	Moderate	Low		
pin oak	*Quercus palustris*	Large	60	30-40	Moderate	Medium		
netleaf oak	*Quercus rugosa*	Large	60	20-40	Moderate	Low		
cork oak	*Quercus suber*	Large	70	70	Moderate	Low		
island oak	*Quercus tomentella*	Medium	50	25-40		Low		
southern live oak	*Quercus virginiana*	Large	80	60-75	High	Medium		
Chinese elm	*Ulmus parvifolia*	Large	60	50-70	Moderate	Low		

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Authorize the City Manager to execute a five-year agreement with RingCentral in the amount of $25,760.40 annually for City telecommunication services, and approve one-time implementation and support services with Global CTI in the amount of $21,600

RECOMMENDATION:

Recommendation: Staff recommends that City Council, by motion authorize the City Manager to execute a five-year agreement with RingCentral in the amount of $25,760.40 annually for City telecommunication services, and approve one-time implementation and support services with Global CTI in the amount of $21,600

Recommended Motion: I move to authorize the City Manager to execute a five-year agreement with RingCentral in the amount of $25,760.40 annually for City telecommunication services, and approve one-time implementation and support services with Global CTI in the amount of $21,600

BACKGROUND:

The City's current phone system has been in place since 2010 and has served the City reliably. However, the manufacturer (ShorTel/Mitel) is discontinuing product development and support for the platform. As a result, staff worked with the City's contracted technology integrations vendor, Global CTI, to evaluate replacement options based on features and usability rather than solely on cost. Business communication platform services evaluated include Mitel, 8x8 and dialpad. The criteria evaluated included reliability, integration options and security and compliance.

Following this evaluation, and due to the features and support offered, RingCentral is recommended as the City's new telecommunications service provider. The City currently utilizes TPx for telephone carrier services; transitioning to RingCentral will replace both the existing ShoreTel/Mitel phone infrastructure and TPx carrier services with a single, unified communications platform. The cloud-based system will improve reliability, support mobile and remote work capabilities, and enhance the City's ability to maintain communications during service disruptions or emergencies.

Staff recommends entering into a five-year agreement with RingCentral for the City's phone system services. The service will replace the City's current telephone carrier and phone system with a single cloud-based communications platform. Pricing for the service is based on the NASPO ValuePoint cooperative purchasing contract (AR2505).

As part of the agreement, RingCentral will provide a service credit equivalent to one month of service

for each year of the contract. Under the proposed five-year agreement, the City will receive five months of service with the credit. This credit will offset the cost of continuing service with TPx during the transition from the ShortTel/Mitel/TPx system to RingCentral.

Staff is also recommending utilizing Global CTI to provide implementation services for the new phone system. Global CTI currently supports the City's existing phone system and was selected due to its familiarity with the City's infrastructure and its established level of support. The company has also invested in specialized training for RingCentral systems.

To reduce implementation costs, the City will continue utilizing existing compatible phone hardware, and all current City phone numbers will remain unchanged. Because the current phones are compatible with the new cloud-based service, no additional hardware purchases are required for this implementation.

Staff believes the proposed transition to RingCentral, along with implementation and support services provided by Global CTI, will provide a modern, reliable communications platform while reducing long-term operating costs for the City.

FISCAL IMPACT:

Transitioning to RingCentral is projected to result in an estimated cost savings of approximately $32,000 over the term of the agreement. Funding will be provided by the Information Technology Fund, an internal service fund. Existing budget is available to support the cost. Utimately, costs will be allocated to all funds based on the number of phones assigned to each department.

ATTACHMENTS:

1. Ring Central Agreement
2. Global CTI SOW

RingCentral

INITIAL ORDER FORM

This Initial Order Form is a binding agreement between RingCentral, Inc. (**"RingCentral"**) and **City of Hanford** (**"Customer"** or **"You"**) (together the **"Parties"**), for the purchase of the Services, licenses, and products listed herein. This Initial Order Form is subject to and incorporates the terms and conditions of: (i) the separate written agreement, executed by the Parties governing the purchase of the Services described in this Order Form, or (ii) the RingCentral Online Terms of Service available at https://www.ringcentral.com/legal/eulatos.html, if there is no written agreement in place (hereinafter (i) and (ii) referred to as the **"Agreement"**). Capitalized terms not defined herein shall have the same meanings as set forth in the applicable Agreement between the Parties. Unless agreed by both Parties in writing, any terms or conditions set forth in a Customer-issued purchase order or ordering document shall not apply.

Please note that RingCentral MVP is now RingEX. All references to "RingCentral MVP", whether in terms of service, advertising or product descriptions, mean "RingEX".

Customer
City of Hanford

319 N. Douty St.
Hanford, CA 93230
United States

Eric Forcey
(559) 585-4746
eforcey@cityofhanfordca.com

Service Provider
RingCentral, Inc.

20 Davis Drive
Belmont, CA 94002
United States

Service Commitment Period

Start Date: March 20, 2026

Initial Term: 60 Months

Renewal Term: 60 Months

Payment Schedule: Monthly

RingEX Services

Recurring Services			
Summary of Service	**Qty**	**Rate**	**Subtotal**
DigitalLine Unlimited Advanced	**179**	**$11.99**	**$2,146.21**
DigitalLine Unlimited Advanced		$7.49	
Compliance and Administrative Cost Recovery Fee		$3.50	
e911 Service Fee		$1.00	
Additional Local Number	**1**	**$0.49**	**$0.49**
		Monthly Recurring Services*	**$2,146.70**

Total Initial Amount	**$2,146.70**

*Amounts are exclusive of applicable Taxes, Fees, and Shipping Charges.

Cost Center Billing

For customers with cost center billing, it is the Customer's responsibility to provide cost center allocation information to RingCentral at least 10 days prior to the issuance of the invoice. After the information is received, itwill be reflected on future invoices, but will not be adjusted retroactively on past invoices. If purchasing additional services through the administrative portal, it is the Customer's

responsibility to assign cost centers at the time of purchase; otherwise, those services will not be allocated by cost center on the next invoice. Please note that cost center allocation is not available for certain items, such as minute bundles and credit memos. For additional questions, please contact the RingCentral invoice billing team at billingsupport@ringcentral.com.

Free Services Amount

You will receive 11,950.70 US Dollars (the "**Free Service Amount**"), which will be applied against charges for the recurring Services set forth in this Order Form and any applicable taxes and fees associated with those Services invoiced by RingCentral. The Free Service Amount is non-transferable and non-refundable and will expire upon termination of this Order Form. You will be responsible for paying for any additional services and products ordered, and any applicable associated taxes and fees.

Customer Reference. Customer may promote their use of RingCentral services and agrees that RingCentral may identify customer as a user of the services. All press releases or quotes regarding Customer's use of service will be pre-approved by Customer, which consent will not be unreasonably withheld.

Add-on Services. Customer is responsible for reviewing additional terms and conditions that may apply to RingCentral add-on services (where available) and certain Advanced Support Services listed on this order form, and which are available at https://www.ringcentral.com/legal/add-on-services.html.

IN WITNESS WHEREOF, the Parties have executed this Initial Order Form above through their duly authorized representatives.

Customer	RingCentral
City of Hanford	**RingCentral, Inc.**
By: _____	By: _____
Name: _____	Name: Michael Fiocca
Title: _____	Title: Regional Vice President, Public Sector
Date: _____	Date: _____

MASTER SERVICES AGREEMENT

This Master Services Agreement is effective as of the date of last signature (**"Effective Date"**) and made between:

City of Hanford ("Customer")	**RingCentral, Inc. ("RingCentral')**
Address:	**Address:**
319 N. Douty St. Hanford, CA 93230	20 Davis Drive Belmont, CA 94002
By: _____	By: _____
Name: _____	Name: Michael Fiocca
Title: _____	Title: Regional Vice President, Public Sector
Date: _____	Date: _____

RingCentral and Customer are together referred to as the "Parties" and each individually as a "Party."

1. The Master Services Agreement (**"Agreement"**) consists of the terms and conditions contained herein, and any Service Attachments applicable to Customer's Services, and any other Attachments agreed by the Parties, are incorporated into and form a part of this Agreement.

Exhibit A – Definitions

Attachment A – RingEX Services

Attachment B – Security Addendum

THE PARTIES AGREE AS FOLLOWS:

2. Ordering and Term

A. Ordering Services. Customer may order the Services set forth in the relevant Attachments, attached hereto, by executing an Order Form in the format provided by RingCentral. Customer must submit the Order Form to RingCentral either in writing or electronically via the Administrative Portal. The Order Form will identify the Services requested by Customer together with: (i) the price for each Service; (ii) scheduled Start Date; (iii) and products rented, licensed, or sold to Customer, if any. An Order Form will become binding when it is executed by the Customer and accepted by RingCentral. RingCentral may accept an Order Form by commencing performance of the requested Services. The Services and invoicing for those Services will begin on the Start Date, as identified in the applicable Order Form or on the day Services are ordered via the Administrative Portal. Customer may purchase additional Services, software, and equipment via the Administrative Portal or by executing additional Order Forms.

B. Equipment. Subject to availability based on brand and Customer location, Customer may purchase or rent equipment from RingCentral for use with the Services. The terms and conditions that govern any such transaction can be found at:

i. Purchase: http://www.ringcentral.com/legal/ringcentral-hardware-terms-conditions.html:

ii. Rental: http://www.ringcentral.com/legal/lease-rental.html, and

iii. Device as a Services: https://www.ringcentral.com/legal/daas-agreement.html.

C. Term of this Agreement. The Term of this Agreement will commence on the Effective Date and continue until the last Order Form is terminated or expires, unless terminated earlier in accordance with its terms.

D. Services Term. The Services Term will begin on the Start Date of the initial Order Form and continue for the initial term set forth in the initial Order Form (**"Initial Term"**). Upon expiration of the Initial Term, unless otherwise set forth in the Order Form, the term recurring Services will automatically renew for successive periods as set forth in the initial Order Form (each a **"Renewal Term"**) unless either Party gives notice of non-renewal at least thirty (30) days before the expiration of the Initial Term or the then-current Renewal Term. The Term of any recurring Services added to your Account after the initial Order Form is executed

will start on the Start Date in the applicable Order Form, will run coterminously with the then-current Term of any preexisting Services unless otherwise extended in the applicable Order Form, and will be invoiced on the same billing cycles as the preexisting Services.

3. Invoicing and Payment

A. Prices and Charges. All prices are identified in US dollars on the Administrative Portal or in the applicable Order Form unless otherwise agreed by the Parties. Additional charges may result if Customer activates additional features, exceeds usage thresholds, or purchases additional Services or equipment. Customer will be liable for all charges resulting from use of the Services on its Account. Unless otherwise agreed between the Parties, recurring charges (such as charges for Digital Lines, product licenses, minute bundles, and equipment rental fees) for the Services begin on the Start Date identified in the Administrative Portal or in the applicable Order Form and will remain in effect for the Initial Term (as described in an Order Form) or, if applicable, the then-current Renewal Term. RingCentral will provide notice of any proposed increase in such charges no later than sixty (60) days before the end of the Initial Term or then-current Renewal Term, and any such increase will be effective on the first day of the next Renewal Term. Administrative Fees that RingCentral is entitled to pass on to its customers as a surcharge pursuant to applicable Law may be increased on thirty (30) days' written notice. Outbound calling rates will be applied based on the rate in effect at the time of use. Customer may locate the currently effective rates in the Administrative Portal.

B. Invoicing and Payment. Invoices will be issued in accordance with the payment terms set forth in the Order Form. If Customer chooses to pay by credit or debit card, by providing a valid credit or debit card, Customer is expressly authorizing all Services and equipment charges and fees to be charged to such payment card, including recurring payments billed on a monthly or annual basis. In addition, Customer's provided credit card shall be used for any in-month purchases of additional services and products, or where Customer has exceeded usage or threshold limits, any overage charges. Unless otherwise stated in the applicable Order Form, recurring charges are invoiced in advance in the frequency set forth in the Order Form, and usage-based and onetime charges are billed monthly in arrears. Customer shall make payment in full, without deduction or set-off, within thirty (30) days of the invoice date. Any payment not made when due may be subject to a late payment fee equivalent to the lesser of (i) one and a half percent (1.5%) per month or (ii) if applicable, the highest rate allowed by Law. In no event may payment be subject to delays due to Customer internal purchase order process.

C. Taxes. All rates, fees, and charges are exclusive of applicable Taxes, for which Customer is solely responsible. Taxes may vary based on jurisdiction and the Services provided. If any withholding tax is levied on the payments, then Customer must increase the sums paid to RingCentral so that the amount received by RingCentral after the withholding tax is deducted is the full amount RingCentral would have received if no withholding or deduction had been made. If Customer is a tax-exempt entity, tax exemption will take effect upon provision to and validation by RingCentral of certificate of tax exemption.

D. Billing Disputes. If a Customer reasonably and in good faith disputes any portion of RingCentral's invoice, it must provide written notice to RingCentral within thirty (30) days of the invoice date, identifying the reason for the dispute and the amount being disputed. Customer's dispute as to any portion of the invoice will not excuse Customer's obligation to timely pay the undisputed portion of the invoice. Upon resolution, Customer must pay any validly invoiced unpaid amounts within thirty (30) days. Any amounts that are found to be in error resulting in an overpayment by the Customer will be applied as a billing credit against future invoices. Customer will be reimbursed any outstanding billing credits at the expiration or termination of this Agreement.

4. Provision of the Service

A. General Terms. RingCentral will provide the Services as described in the relevant Service Attachment. RingCentral may enhance, replace, and/or change the features of the Services, but it will not materially reduce the core features, functions, or security of the Services during the Term without Customer's consent.

B. Customer Care

i. Customer must provide Helpdesk Support to Customer's End Users. RingCentral may require Customer's Helpdesk Support personnel to complete a designated series of training courses on RingCentral's Services. Such training will be provided to Customer online in English at no cost.

ii. RingCentral will make remote support available to Customer's Helpdesk Support personnel and/or Account Administrators via the Customer Care call center, which will be available 24/7, to attempt to resolve technical issues with, and answer questions regarding the use of the Services. Unless otherwise agreed by the parties, Customer Care support will be provided in English, and onsite and implementation services are not included in the Customer Care support.

iii. Customer may open a case with Customer Care following the process in place at the time. Any individual contacting Customer Care on behalf of Customer must be authorized to do so on behalf of the Account and will be required to follow applicable authentication protocols.

C. Professional Services. RingCentral offers a broad portfolio of professional services that includes onsite and remote implementation services; extended enterprise services including premium technical support; and consulting. Any such services are governed by this Agreement, the Professional Services terms, and any applicable Statement of Work (SOW), which may be attached hereto.

D. Managed Services. Customer may purchase Managed Services from RingCentral for use with the Services. The terms and conditions that govern the Managed Services can be found at: https://www.ringcentral.com/legal/managed-services-attachment.html.

E. Subcontracting. RingCentral may provide any of the Services hereunder through any of its Affiliates or subcontractors, provided that RingCentral will bear the same degree of responsibility for acts and omissions for those subcontractors acting on RingCentral's behalf in the performance of its obligations under this Agreement as it would bear if such acts and omissions were performed by RingCentral directly.

5. Use of the Service

A. Service Requirements. The Services are dependent upon Customer's maintenance of sufficient Internet access, networks, and power as set forth in RingCentral's Technical Sufficiency Criteria, available at https://www.ringcentral.com/legal/policies/technical-sufficiency-criteria.html. RingCentral will not be responsible for any deficiencies in the provision of the Services if Customer's network does not meet RingCentral's Technical Sufficiency Criteria.

B. Use Policies. Customer and its End Users may use the Services only in compliance with this Agreement, applicable Law, and the Use Policies referenced below, which are incorporated into and form part of this Agreement. Customer must ensure that its End Users comply with the Use Policies. Any breach of this Section (Use Policies) will be deemed a material breach of this Agreement. RingCentral may update the Use Policies from time to time and will provide notice of material updates to Customer at the email address on file with the Account. All updates will become effective thirty (30) days after such notice to Customer or upon posting for non-material changes. Customer may object to a modification that negatively impacts its use of the Service by sending written notice ("Objection Notice") to RingCentral within thirty (30) days from the date of the notice of modification. If the Parties cannot reach agreement, then either Party may terminate the affected Services without penalty with thirty (30) days written notice to the other Party.

i. Acceptable Use Policy. The Services must be used in accordance with RingCentral's Acceptable Use Policy, available at https://www.ringcentral.com/legal/acceptable-use-policy.html. Notwithstanding anything to the contrary in this Agreement, RingCentral may act immediately and without notice to suspend or limit the Services if RingCentral reasonably suspects fraudulent or illegal activity in the Customer's Account, material breach of the Acceptable Use Policy, or use of the Services that could interfere with the functioning of the RingCentral Network provided such suspension or limitation may only be to the extent reasonably necessary to protect against the applicable condition, activity, or use. RingCentral will promptly remove the suspension or limitation as soon as the condition, activity or use is resolved and mitigated in full. If Customer anticipates legitimate but unusual activity on its Account, Customer should contact Customer Care in advance to avoid any Service disruption.

ii. Emergency Services. RingCentral's policy governing the provision of emergency services accessed via the Services is available at https://www.ringcentral.com/legal/emergency-services.html.

iii. Numbering Policy. The provision, use, and publication of numbers used in conjunction with the Services are governed by RingCentral's Numbering Policies, available at https://www.ringcentral.com/legal/policies/numbering-policy.html.

6. Termination

A. Termination for Cause. Either Party may terminate this Agreement and any Services purchased hereunder in whole or part by giving written notice to the other Party: i) if the other Party breaches any material term of this Agreement and fails to cure such breach within thirty (30) days after receipt of such notice; ii) at the written recommendation of a government or regulatory agency following a change in either applicable Law or the Services; or iii) upon the commencement by or against the other Party of insolvency, receivership or bankruptcy proceedings or any other proceedings or an assignment for the benefit of creditors.

B. Effect of Termination. If Customer terminates the Services, a portion of the Services, or this Agreement in its entirety due to RingCentral's material breach under Section 6(A) (Termination for Cause), Customer will not be liable for any fees or charges for terminated Services for any period subsequent to the effective date of such termination (except those arising from continued usage before the Services are disconnected), and RingCentral will provide Customer a pro-rata refund of any prepaid and unused fees or charges paid by Customer for terminated Services. If this Agreement or any Services are terminated for any reason other than as a result of a material breach by RingCentral or as otherwise permitted pursuant to Section 6(A) or as set forth in Section 14(I) (Regulatory and Legal Changes) the Customer must, to the extent permitted by applicable Law and without limiting any other right or remedy of RingCentral, pay within thirty (30) days of such termination all amounts that have accrued prior to such termination, as well as all sums remaining unpaid for the Services for the remainder of the then-current Term plus related Taxes and fees.

7. Intellectual Property

A. Limited License

i. Subject to, and conditional upon Customer's compliance with, the terms of this Agreement, RingCentral grants to Customer and its End User, a limited, personal, revocable, non-exclusive, non-transferable (other than as permitted under this Agreement), non-sublicensable license to use any software provided or made available by RingCentral to the Customer as part of the Services (**"Software"**) to the extent reasonably required to use the Services as permitted by this Agreement, only for the duration that Customer is entitled to use the Services and subject to the Customer being current on its payment obligations.

ii. Customer will not, and will not allow its End Users, to: (a) sublicense, resell, distribute or assign its right under the license granted under this Agreement to any other person or entity; (b) modify, adapt or create derivative works of the Software or any associated documentation; (c) reverse engineer, decompile, decrypt, disassemble or otherwise attempt to derive the source code for the Software; (d) use the Software for infringement analysis, benchmarking, or for any purpose other than as necessary to use the Services Customer is authorized to use; (e) create any competing Software or Services; or (f) remove any copyright or other proprietary or confidential notices on any Software or Services.

B. IP Rights

i. **RingCentral's Rights.** Except as expressly provided in this Agreement, the limited license granted to Customer under Section 7(A) (Limited License) does not convey any ownership or other rights or licenses, express or implied, in the Services (including the Software), any related materials, or in any Intellectual Property and no IP Rights or other rights or licenses are granted, transferred, or assigned to Customer, any End User, or any other party by implication, estoppel, or otherwise. All rights not expressly granted herein are reserved and retained by RingCentral and its licensors. The Software and Services may comprise or incorporate services, software, technology, or products developed or provided by third parties, including open-source software or code. Customer acknowledges that misuse of RingCentral Services may violate third-party IP rights.

ii. **Customer Rights.** As between RingCentral and Customer, Customer retains title to all IP Rights that are owned by the Customer or its suppliers. To the extent reasonably required or desirable for the provision of the Services, Customer grants to RingCentral a limited, personal, non-exclusive, royalty-free, license to use Customer's IP Rights in the same. Customer must provide (and is solely responsible for providing) all required notices and obtaining all licenses, consents, authorizations, or other approvals related to the use, reproduction, transmission, or receipt of any Customer Content that includes personal or Confidential Information or incorporates any third-party IP rights.

C. Use of Marks. Neither Party may use or display the other Party's trademarks, service mark or logos in any manner without such Party's prior written consent.

8. Confidentiality

A. Restrictions on Use or Disclosures by Either Party. During the Term of this Agreement and for at least one (1) year thereafter, the Receiving Party shall hold the Disclosing Party's Confidential Information in confidence, shall use such Confidential Information only for the purpose of fulfilling its obligations under this Agreement, and shall use at least as great a standard of care in protecting the Confidential Information as it uses to protect its own Confidential Information.

Each Party may disclose Confidential Information only to those of its employees, agents or subcontractors who have a need to it in order to perform or exercise such Party's rights or obligations under this Agreement and who are required to protect it against unauthorized disclosure in a manner no less protective than required under this Agreement. Each Party may disclose the other Party's Confidential Information in any legal proceeding or to a governmental entity as required by Law.

These restrictions on the use or disclosure of Confidential Information do not apply to any information which is independently developed by the Receiving Party or lawfully received free of restriction from another source having the right to so furnish such information; after it has become generally available to the public without breach of this Agreement by the Receiving Party; which at the time of disclosure was already known to the Receiving Party, without restriction as evidenced by documentation in such Party's possession; or which the Disclosing Party confirms in writing is free of such restrictions.

Upon termination of this Agreement, the Receiving Party will promptly delete, destroy or, at the Disclosing Party's request, return to the Disclosing Party, all Disclosing Party's Confidential Information in its possession, including deleting or rendering unusable all electronic files and data that contain Confidential Information, and upon request will provide the Disclosing Party with certification of compliance with this subsection.

9. Data Protection

A. Data Privacy. RingCentral respects Customer's privacy and will only use the information provided by Customer to RingCentral or collected in the provision of the Services in accordance with RingCentral's Data Processing Addendum, available at https://www.ringcentral.com/legal/dpa.html, incorporated by reference. RingCentral may update the Data Processing Addendum from time to time and will provide notice of any material updates to the Customer as required by applicable Laws at the email address on file with the Account. Such updates will be effective thirty (30) days after such notice to Customer.

B. Data Security. RingCentral will take commercially reasonable precautions, including, without limitation, technical (*e.g.,* firewalls and data encryption), organizational, administrative, and physical measures, to help safeguard Customer's Account, Account Data, and Customer Content against unauthorized use, disclosure, or modification. Customer must protect all End Points using commercially reasonable security measures. Customer is solely responsible to keep all user identifications and passwords secure. Customer must monitor use of the Services for possible unlawful or fraudulent use. Customer must notify RingCentral immediately if Customer becomes aware or has reason to believe that the Services are being used fraudulently or without authorization by any End User or third party. Failure to notify RingCentral may result in the suspension or termination of the Services and additional charges to Customer resulting from such use. RingCentral will not be liable for any charges resulting from unauthorized use of Customer's Account.

C. Software Changes. RingCentral may from time-to-time push software updates and patches directly to Customer's device(s) for installation and Customer will not prevent RingCentral from doing so. Customer must implement promptly all fixes, updates, upgrades and replacements of software and third-party software that may be provided by RingCentral. RingCentral will not be

liable for inoperability of the Services or any other Services failures due to failure of Customer to timely implement the required changes.

10. Limitations of Liability

A. Excluded Damages

IN NO EVENT WILL EITHER PARTY OR ITS AFFILIATES OR ITS OR THEIR SUPPLIERS BE LIABLE FOR (1) INDIRECT, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES; (2) LOSS OF USE OR LOSS OF DATA; (3) LOSS OF BUSINESS OPPORTUNITIES, REVENUES OR PROFITS; OR (4) COSTS OF PROCURING REPLACEMENT PRODUCTS OR SERVICES, IN ALL CASES WHETHER ARISING UNDER CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY), OR ANY OTHER THEORY OF LIABILITY, AND EVEN IF SUCH PARTY HAS BEEN INFORMED IN ADVANCE OF SUCH DAMAGES OR SUCH DAMAGES COULD HAVE BEEN REASONABLY FORESEEN.

B. Liability Caps

EXCEPT AS SET FORTH HEREIN, THE TOTAL CUMULATIVE LIABILITY OF THE PARTIES UNDER THIS AGREEMENT WILL NOT EXCEED THE AMOUNTS PAID OR PAYABLE UNDER THIS AGREEMENT DURING THE PREVIOUS SIX (6) MONTHS. LIMITATIONS UNDER THIS SECTION (LIABILITY CAPS) WILL NOT APPLY TO:

i. FEES OWED BY CUSTOMER

ii. EITHER PARTY'S LIABILITY FOR INFRINGEMENT OF THE OTHER PARTY'S IP RIGHTS

iii. EITHER PARTY'S LIABILITY RESULTING FROM GROSS NEGLIGENCE, FRAUD, OR WILLFUL OR CRIMINAL MISCONDUCT

iv. CUSTOMER'S LIABILITY RESULTING FROM USE OF THE SERVICES IN BREACH OF THE ACCEPTABLE USE POLICY OR EMERGENCY SERVICES POLICY

v. EITHER PARTY'S LIABILITY ARISING FROM DEATH OR PERSONAL INJURY CAUSED BY NEGLIGENCE, OR FOR ANY OTHER LIABILITY WHICH MAY NOT BE RESTRICTED, LIMITED, OR EXCLUDED PURSUANT TO APPLICABLE LAW.

11. Indemnification

A. Indemnification by RingCentral

i. RingCentral shall indemnify and hold harmless the Customer and its Affiliates for Indemnifiable Amounts, and shall defend any third-party claims or causes of action (a **"Third Party Claim"**) to the extent such Third Party Claim arises out of or alleges that:

a. The Services, as provided by RingCentral, infringe or misappropriate the patent, copyright, trademark, or trade secret rights of a third party.

ii. RingCentral will have no obligations under subsection (i) above to the extent the Third Party Claim arises from: (a) use of the Services in combination with data, software, hardware, equipment, or technology not provided or authorized by RingCentral in writing unless any of the foregoing are necessary for the proper operation of the Services; (b) modifications to the Services not made by RingCentral; (c) Customer Content; (d) failure to promptly install any updates of any software or firmware or accept or use any modified or replacement items provided free of charge by or on behalf of RingCentral; (e) breach of the Agreement; or (f) a Third Party Claim brought by Customer's Affiliate, successor, or assignee.

iii. If such a Third-Party Claim is made or appears possible, Customer agrees to permit RingCentral, at RingCentral's sole discretion and expense, to (a) modify or replace the Services, or component or part thereof, to make it non-infringing or (b) obtain the right for Customer to continue to use the Services. If RingCentral determines that neither alternative is commercially reasonable, RingCentral may terminate this Agreement in its entirety or with respect to the affected Service, component or part (a **"Discontinued Component"**), effective immediately on written notice to Customer, in which case Customer will not owe any fees or charges relating to the Discontinued Component for any period subsequent to the date of such termination, and will be entitled to receive a refund of any prepaid but unused fees relating to the Discontinued Component. In the event the removal of the Discontinued Component does not substantially affect Customer's use of the Services, the refund or fee abatement pursuant to the foregoing shall be a reasonable portion of the total fees owed by Customer for the Services as a whole based on the significance of the Discontinued Component to the total value of the Services as a whole. RingCentral's obligations under this Sub-Section will be RingCentral's sole and exclusive liability and Customer's sole and exclusive remedies with respect to any actual or alleged intellectual property violations.

B. Indemnification by Customer. To the extent permitted by the laws and the constitution of the jurisdiction of Customer, Customer shall indemnify, and hold harmless RingCentral and its Affiliates for Indemnifiable Amounts, and shall defend any Third Party Claims arising out of or in connection with: (i) material violation of applicable Law by the Customer, its Affiliates, or their respective End Users in connection with their use of the Services; (ii) use of the Services in breach of the Use Policies; (iii) failure to promptly install any updates of any software or firmware or accept or use modified or replacement items provided free of charge by or on behalf of RingCentral; or (iv) Customer Content.

C. Defense and Indemnification Procedures. Any Party seeking indemnification under this Section 11 (the **"Indemnified Party"**) shall provide the Party from which it seeks such indemnification (the **"Indemnifying Party"**) with the following: (a) prompt written

notice of the Third-Party Claim, (b) sole control over the defense and settlement of the Third-Party Claim, and (c) reasonable information, cooperation, and assistance (at the Indemnifying Party's sole expense except for the value of the time of the Indemnified Party's personnel) in connection with the defense and settlement of the Third-Party Claim. The Indemnified Party's failure to comply with the foregoing obligations will not relieve the Indemnifying Party of its defense or indemnification obligations under this Section 11 (Indemnification) except to the extent that the Indemnifying Party is materially prejudiced by such failure. The Indemnified Party will have the right to participate (but not control), at its own expense, in the defense of such Third-Party Claim, including any related settlement negotiations. No such claim may be settled by the Indemnifying Party without the Indemnified Party's express written consent (not to be unreasonably withheld, conditioned, or delayed) unless such settlement includes a full and complete release of all claims and actions against the Indemnified Party by each party bringing such Third-Party Claim, requires no admission of fault, liability, or guilt by the Indemnified Party, and requires no act by the Indemnified Party other than the payment of a sum of money fully indemnified by the Indemnifying Party.

12. Warranties

A. RingCentral Warranty. RingCentral will provide the Services using a commercially reasonable level of skill and care, in material compliance with all applicable Laws and otherwise subject to the terms of this Agreement. To the extent permitted by Law, RingCentral shall pass through to Customer any and all warranties RingCentral receives in connection with equipment provided to Customer by or on behalf of RingCentral.

B. Customer Warranty. Customer's and its End Users' use of the Services must always comply with all applicable Laws and this Agreement. Further, when Customer's subscription for Services exceeds one (1) fiscal year, Customer warrants that it shall exercise due diligence and best efforts to secure an adequate appropriation of funds on time from its legislative or similar government body to pay for the contracted Services in the follow-on fiscal year(s).

C. Disclaimer of Warranties. EXCEPT AS SPECIFICALLY SET FORTH IN THIS AGREEMENT AND TO THE FULLEST EXTENT PERMITTED BY LAW, THE SERVICES ARE PROVIDED "AS IS" AND "AS AVAILABLE," AND RINGCENTRAL MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, QUIET ENJOYMENT, AND FITNESS FOR A PARTICULAR PURPOSE AND ANY WARRANTIES ARISING FROM A COURSE OF DEALING OR USAGE IN TRADE, TOGETHER WITH SIMILAR WARRANTIES, WHETHER ARISING UNDER ANY LAW OR OTHERWISE. TO THE EXTENT THAT RINGCENTRAL CANNOT DISCLAIM ANY SUCH WARRANTY AS A MATTER OF APPLICABLE LAW, THE SCOPE AND DURATION OF SUCH WILL BE LIMITED TO THE FULLEST EXTENT PERMITTED BY LAW.

13. Dispute Resolution

A. Governing Law. Any dispute arising out of or relating to this Agreement shall be governed and construed in accordance with the laws of CA, without regard to its choice of law rules, and the parties agree to submit to the jurisdiction of, and venue in, the courts in that state. The United Nations Convention on Contracts for the International Sale of Goods does not apply to this Agreement or Customer's use of the products or Services.

B. Good Faith Attempt to Settle Disputes. In the event of a dispute, each Party shall appoint a duly authorized representative who shall use all reasonable endeavors to resolve in good faith any dispute within reasonable timescales.

C. Equitable Relief. Any breach of either Party's IP Rights may cause that Party irreparable harm for which monetary damages will be inadequate and such Party may, in addition to other remedies available at Law or in equity, obtain injunctive relief without the necessity of posting a bond or other security, proof of damages, or similar requirement, in additional to any other relief to which such Party may be entitled under applicable Law.

D. Limitations. Except for actions for non-payment or liability arising from Section 11 (Indemnification), no claim, suit, action or proceeding relating to this Agreement may be brought by either Party more than two (2) years after the cause of action has accrued. Any actions, lawsuits, or proceedings must be conducted solely on an individual basis and the Parties expressly waive any right to bring any action, lawsuit or proceeding as a class or collective action, private attorney general action or in any other capacity acting in a representative capacity.

14. Miscellaneous

A. Relationship of the Parties. RingCentral and Customer are independent contractors, and this Agreement will not establish any relationship of partnership, joint venture, employment, franchise or agency between RingCentral and Customer.

B. Assignment. Neither Party may assign its rights or obligations under this Agreement or any Order Form without the prior written consent of the other Party, not to be unreasonably withheld or delayed. However, RingCentral may assign the Agreement or any portion thereof and any or all of its rights and obligations thereunder without consent (a) to an Affiliate; (b) as part of, or otherwise in connection with, the transfer or disposition of equity securities representing more than fifty percent (50%) of its voting control; (c) to the successor or surviving entity in connection with a merger, acquisition, or consolidation; or (d) as part of, or otherwise in connection with, the sale or other transfer of one or more of the service(s) under the Agreement or greater than 50% of the principal assets used in connection with the provision such service(s). This Agreement will bind and inure to the benefit of the Parties, and their permitted assigns and successors.

C. Notices. Except where otherwise expressly stated in the Agreement, all notices or other communications must be in English and are deemed to have been fully given when made in writing and delivered in person, upon delivered email, confirmed facsimile, or five days after deposit with an reputable overnight courier service, and addressed as follows: To RingCentral at

RingCentral, Inc., Legal Dept., 20 Davis Drive, Belmont, CA 94002 USA, with a copy to legal@ringcentral.com, and to Customer at either the physical address or email address associated with the Customer Account.

Customer acknowledges and agrees that all electronic notices have the full force and effect of paper notices. The addresses to which notices may be given by either Party may be changed (a) by RingCentral upon written notice given to Customer pursuant to this Section or (b) by Customer in the Administrative Portal.

D. Force Majeure. Excluding either Party's payment obligations under the Agreement, neither Party will be responsible or liable for any failure to perform or delay in performing to the extent resulting from any event or circumstance that is beyond that Party's reasonable control, including without limitation any act of God; national emergency; third-party telecommunications networks; riot; war; terrorism; governmental act or direction; change in Laws; fiber, cable, or wire cut; power outage or reduction; rebellion; revolution; insurrection; earthquake; storm; hurricane; flood, fire, or other natural disaster; strike or labor disturbance; or other cause, whether similar or dissimilar to the foregoing, not resulting from the actions or inactions of such Party.

E. Third-Party Beneficiaries. RingCentral and Customer agree that there will be no third-party beneficiaries to this Agreement.

F. Headings, Interpretation. The headings, section titles, and captions used in the Agreement are for convenience of reference only and will have no legal effect. All defined terms include related grammatical forms, and, whenever the context may require, the singular form of nouns and pronouns include the plural, and vice versa. The Parties agree that this Agreement will be deemed to have been jointly and equally drafted by them, and that the provisions of this Agreement therefore should not be construed against a Party or Parties on the grounds that the Party or Parties drafted or was more responsible for drafting the provision(s).

G. Anti-Bribery. Each Party represents that in the execution of this Agreement and in the performance of its obligations under this Agreement it has complied and will comply with all applicable anti-bribery Laws and regulations, including, without limitation, the U.S. Foreign Corrupt Practices Act, the UK Bribery Act, and similar applicable Laws.

H. Export Control. Any services, products, software, and technical information (including, but not limited to, services and training) provided pursuant to the Agreement may be subject to U.S. export Laws and regulations. Customer will not use distribute, transfer, or transmit the services, products, software, or technical information (even if incorporated into other products) except in compliance with U.S. and other applicable export regulations.

I. Regulatory and Legal Changes. In the event of any change in Law, regulation or industry change that would prohibit or otherwise materially interfere with RingCentral's ability to provide Services under this Agreement, RingCentral may terminate the affected Services or this Agreement or otherwise modify the terms thereof.

J. Use of Beta, Preview, or Early Access Software. If you use any beta, preview, or early access services, features, products, or software offered or made available by RingCentral, then you acknowledge that your use of the services, products, or software are governed by the Beta Evaluation License Agreement and not by this Agreement.

K. Entire Agreement. The Agreement, together with any exhibits, Order Forms, Use Policies, and Attachments, each of which is expressly incorporated into this Agreement with this reference, constitutes the entire agreement between the Parties and supersedes and replaces any and all prior or contemporaneous understandings, proposals, representations, marketing materials, statements, or agreements, whether oral, written, or otherwise, regarding such subject. RingCentral expressly rejects in their entirety any additional or conflicting terms or conditions contained in Customer purchase order, or similar Customer document, which the Parties agree are solely for the Customer's convenience.

L. Order of Precedence. In the event of any conflict between the documents comprising this Agreement, precedence will be given to the documents in the following descending order: (i) the applicable Order Form (including any hyperlinks); (ii) the applicable Attachment; (iii) the main body of this Agreement; (iv) Use Policies and Data Processing Addendum incorporated by reference in this Agreement; and (v) and any other document expressly referred to in this Agreement which governs the Services. With respect to data processing, the Data Processing Addendum shall take precedence over any inconsistent terms in any of the documents listed in the previous sentence.

M. Amendments. Except as otherwise provided, this Agreement may only be modified by a written amendment executed by authorized representatives of both Parties. In no event will handwritten changes to any terms or conditions, including in the applicable Order Form, be effective.

N. Severability and Waiver. In the event any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, such provision(s) will be stricken and the remainder of this Agreement will remain legal, valid, and binding. The failure by either Party to exercise or enforce any right conferred by this Agreement will not be deemed to be a waiver of any such right or to operate so as to bar the exercise or enforcement of any such or other right on any later occasion. Except as otherwise expressly stated in this Agreement, all rights and remedies stated in the Agreement are cumulative and in addition to any other rights and remedies available under the Agreement, at Law, or in equity.

O. Execution. Each Party represents and warrants that: (a) it possesses the legal right and capacity to enter into the Agreement and to perform all of its obligations thereunder; (b) the individual signing the Agreement and (each executable part thereof) on that Party's behalf has full power and authority to execute and deliver the same; and (c) the Agreement will be a binding obligation of that Party. Each Party agrees that an Electronic Signature, whether digital or encrypted, is intended to authenticate this Agreement and to have the same force and effect as manual signatures.

P. Counterparts. This Agreement may be executed electronically and in separate counterparts each of which when taken together will constitute one in the same original.

Q. Survival. The rights and obligations of either Party that by their nature would continue beyond the expiration or termination of this Agreement or an Order Form will survive expiration or termination of this Agreement or the Order Form, including without limitation payment obligations, warranty disclaimers, indemnities, limitations of liability, definitions and miscellaneous.

R. Family Education Rights and Privacy Act (FERPA). Customer Content when in-transit on the RingCentral Network and when at-rest within RingCentral Data Centers may contain communications and/or educational records pertaining to students in connection with the performance of the Services pursuant to the Agreement. RingCentral shall only use or disclose such Customer Content as is reasonably necessary to provide the Services or for RingCentral to otherwise perform its obligations under the Agreement.

EXHIBIT A
DEFINITIONS

Definitions. Capitalized terms used in this Agreement but otherwise not defined have the following meaning:

1. **"Account"** means the numbered account established with RingCentral and associated with Customer and the Services provided to Customer under this Agreement. For billing and convenience purposes, multiple services, Digital Lines, or End Users may be included in a single billing account, and/or a single Customer may have multiple billing accounts encompassing different geographic locations, business units, or other designations as requested by Customer and accepted by RingCentral.
2. **"Account Administrator"** means the person(s) who have been granted authority by Customer to set up, amend, or otherwise control settings and/or make additional purchases for the Account via the Administrative Portal. Account Administrators may have varying levels of Account rights, skills, or permissions.
3. **"Account Data"** means: any business contact information provided with the Account; RingCentral-generated logs of calling or other metadata developed or collected in the provision of the Services; configuration data; and records of Digital Lines and any Services purchased under this Agreement.
4. **"Administrative Fees"** means any administrative recovery fees, 911 cost recovery fees and the like separately charged by RingCentral to Customer.
5. **"Administrative Portal"** means the online administrative portal through which Account Administrators control settings and/or make additional purchases for the Account.
6. **"Affiliate(s)"** means a person or entity that is controlled by a Party hereto, controls a Party hereto, or is under common control with a Party hereto, and "control" means beneficial ownership of greater than fifty percent (50%) of an entity's then-outstanding voting securities or ownership interests.
7. **"Attachment(s)"** means documents appended to the contract containing additional terms for products and Services. Attachments and the terms and conditions contained therein are part of this Agreement.
8. **"Confidential Information"** means any information disclosed by or on behalf of the Disclosing Party) to the Receiving Party that should reasonably be considered as confidential given the nature of the information and the circumstances surrounding its disclosure.
9. **"Customer Care"** means Customer support operations delivered by RingCentral and/or its subcontractors.
10. **"Customer Content"** means the content of calls, facsimiles, SMS messages, voicemails, voice recordings, shared files, conferences, or other communications transmitted or stored through the Services.
11. **"Digital Line"** means a phone number assigned to an End User or a specifically designated location (e.g., conference room) and the associated voice service for inbound and outbound calling that permits an End User generally to make and receive calls to and from the public switched telephone network as well as to and from other extensions within the same Account.
12. **"Disclosing Party"** means the Party disclosing Confidential Information or on whose behalf Confidential Information is disclosed by such Party's agents, including but not limited to, its Affiliates, officers, directors, employees, and attorneys.
13. **"Electronic Signatures"** means an electronic sound, symbol, or process, including clicking a digital button to accept, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.
14. **"End Point"** means an application or device through which any End-User might access and/or use any of the Services, including without limitation IP Desk Phones, Desktop Clients, Web Clients, Mobile Applications, and Software Integrations.
15. **"End User"** means an individual user to whom Customer makes the Services available, and may be a natural person, and may include but is not limited to Customer's employees, consultants, clients, external users, invitees, contractors, and agents.
16. **"Helpdesk Support"** shall mean the performance of the following tasks:
    - Standard feature/functionality ("how to") support for End Users (i.e. call forwarding, voice mail set-up, etc.).
    - Standard management of the Admin Interface within the product.
    - Support all moves, adds, changes, and deletes of employees.
17. **"Indemnifiable Amounts"** means all (X) damages and other amounts awarded against the Indemnified Party by a court of competent jurisdiction pursuant to a final judgment in connection with such Third-Party Claim; (Y) any amounts payable by the Indemnified Party or its Affiliates pursuant to a binding, written agreement settling the Third Party Claim, provided such agreement is approved in advance in writing by the Indemnifying Party; and (Z) all reasonable costs and expenses paid to third parties by the Indemnified Party or its Affiliates in connection with the Indemnified Party's or its Affiliates' attorneys' fees and related expenses.
18. **"Indemnifying Party"** and **"Indemnified Party"** have the meanings set forth in Section 11(C) (Defense and Indemnification Procedures).
19. **"Initial Term"** has the meaning set forth in Section 2(D) (Services Term).

20. **"Intellectual Property Rights"** or **"IP Rights"** means all common law and statutory rights (whether registered or unregistered, or recorded or unrecorded, regardless of method) arising out of or associated with: (a) patents and patent applications, inventions, industrial designs, discoveries, business methods, and processes; (b) copyrights and copyright registrations, and "moral" rights; (c) the protection of trade and industrial secrets and Confidential Information; (d) other proprietary rights relating to intangible property; (e) trademarks, trade names and service marks; (f) a person's name, likeness, voice, photograph or signature, including without limitation rights of personality, privacy, and publicity; (g) analogous rights to those set forth above; and (h) divisions, continuations, continuations-in-part, renewals, reissuances and extensions of the foregoing (as applicable).

21. **"Law"** means any law, statute, regulation, rule, ordinance, administrative guidance, treaty or convention, or court or administrative order or ruling of any governing Federal, State, local or non-U.S. governmental body with jurisdiction over the Services.

22. **"Order Form(s)"** means a request for Service describing the type and quantity of Services required by Customer and submitted and accepted by the Parties in accordance with Section 2(A) (Ordering Services). The Order Form may be presented and executed via the Administrative Portal.

23. **"Receiving Party"** means the Party or its agents, including, but not limited to its Affiliates, officers, directors, employees, and attorneys receiving Confidential Information.

24. **"Renewal Term"** has the meaning set forth in Section 2(D) (Services Term).

25. **"RingCentral Network"** means the network and supporting facilities between and among the RingCentral points of presence (**"PoP(s)"**), up to and including the interconnection point between the RingCentral's network and facilities, and the public Internet, and the Public Switched Telephone Network (PSTN). The RingCentral Network does not include the public Internet, a Customer's own private network, or the PSTN.

26. **"Service(s)"** means all services provided under this Agreement and set forth in one or more Order Form(s).

27. **"Start Date"** means the date so identified in the relevant Order Form or the date on which Customer orders Services via the Administrative Portal.

28. **"Taxes"** means any and all federal, state, local, municipal, foreign, and other taxes and fees charged or collected from Customers, including but not limited to any Universal Service Fund, TRS and 911 taxes and fees.

29. **"Term"** means the Initial Term plus any Renewal Terms.

30. **"Third Party Claim"** has the meaning set forth in Section 11(A) (Indemnification by RingCentral).

31. **"Use Policy"** refers to any of the policies identified in Section 5(B) (Use Policies).

ATTACHMENT A
SERVICE ATTACHMENT - RINGEX SERVICES

This Service Attachment is a part of the Master Services Agreement (the **"Agreement"**) that includes the terms and conditions agreed by the Parties under which RingCentral will provide to the Customer the RingEX Services as described under the applicable Order Form (the **"Services"**).

1. Service Overview

The Services are a cloud-based unified communications service that includes enterprise-class voice, fax, call handling, mobile apps, and bring-your-own-device (BYOD) capability that integrates with a growing list of applications.

The Services include:

- Voice Services, including extension-to-extension calling and the ability to make and receive calls to and from the public switched telephone network (PSTN)
- Video and audio-conferencing service, including screen sharing
- Collaboration Tools, including One-to-One and Team Chat, File Sharing, task management, SMS/Texting (where available), and other innovative tools

The Services may be accessed from a variety of user End Points, including IP Desk Phones, Desktop Clients, Web Clients, Mobile Applications, and Software Integrations.

2. RingEX Purchase Plans

A. Tiers of Service. The Services are made available in several pricing tiers, which are described more fully at https://www.ringcentral.com/office/plansandpricing.html. While RingCentral offers unlimited monthly plans for some of its products and services, RingCentral Services are intended for regular business use. "Unlimited" use does not permit any use otherwise prohibited by the Acceptable Use Policy, available at https://www.ringcentral.com/legal/acceptable-use-policy.html, including trunking, access stimulation, reselling of the Services, etc. Use of the RingCentral AI Assistant capabilities is subject to the applicable terms contained in the AI Assistant Add-On Service Description available at https://www.ringcentral.com/legal/add-on-services.html#qlnks-12.

B. Minute and Calling Credit Bundles. Each plan includes a number of Toll-Free minutes, per month, which are pooled to create a single allotment of Toll-Free minutes available for the entire account. Core/Advanced/Ultra tier plans include a monthly allotment of 100/1000/10000 toll free minutes per account, respectively. Overage charges of 3.9¢ per minute apply to calls made in excess of allotment.

International Calling Credit Bundles can be purchased in addition to any base amount included with the purchased tier. International External Calls are charged against Calling Credits on the Account per destination rates, or as overage once Calling Credits are exceeded. Currently effective rates are available at https://www.ringcentral.com/support/international-rates.html.

Extension-to-Extension Calls within the Customer account never incur any usage fee and are unlimited, except to the extent that such calls are forwarded to another number that is not on the Customer account.

Additional Calling Credits may be purchased through the Auto-Purchase feature, which can be selected for automatic purchase in various increments on the Administrative Portal. Auto-Purchase is triggered when the combined usage of all End Users on an Account exceeds the total Calling Credits or when End Users make calls with additional fees (e.g., 411).

Minute Bundles and Calling Credit Bundles expire at the end of month and cannot roll over to the following month. Auto-Purchased Calling Credits expire twelve (12) months from date of purchase. Bundles may not be sold, transferred, assigned, or applied to any other customer.

C. Enhanced Business SMS Allotment and Pricing. Each plan includes a number of SMS per each user, per month, which are pooled to create a single allotment of SMS available to the entire account. Core/Advanced/Ultra tier plans include a monthly allotment of 25/100/200 SMS, per user respectively. Each SMS sent or received will be deducted from the pool of available SMS on the account. Overage charges apply to SMS sent or receive in excess of allotment and will be charged at the then-applicable rates, available at https://www.ringcentral.com/support/new-sms-rates.html. Additional SMS bundles are available for purchase at discounted prices. Customer must successfully register phone numbers with the SMS registar prior to using SMS. RingCentral may attempt to deliver SMS sent from unregistered phone numbers at its discretion, however unregistered SMS are excluded from the monthly allotment and any purchased SMS bundles, and will be charged at then-applicable unregistered SMS rates, available at https://www.ringcentral.com/support/new-sms-rates.html.

3. Operator Assisted Calling, 311, 511 and other N11 Calling

RingCentral does not support 0+ or operator assisted calling (including, without limitation, collect calls, third party billing calls, 900, or other premium line numbers or calling card calls). The Services may not support 211, 311, 411, 511 and/or N11 calling. To the extent they are supported, additional charges may apply for these calls.

4. Directory Listing Service

RingCentral offers directory listing (the **"Directory Listing Service"**). If Customer subscribes to the Directory Listing Service, RingCentral will share certain Customer Contact Data with third parties as reasonably necessary to include in the phone directory (**"Listing Information"**). This information may include, but is not limited to, Customer's company name, address, and phone numbers. Customer authorizes RingCentral to use and disclose the Listing Information for the purpose of publishing in, and making publicly available through, third-party directory listing services, to be selected by RingCentral or third-party service providers in their sole discretion. Customer acknowledges and agrees that by subscribing to the Directory Listing Service, Customer's Listing Information may enter the public domain and that RingCentral cannot control third parties' use of such information obtained through the Directory Listing Service.

A. Opt Out. Customer may opt out of the Directory Listing Service at any time; however, RingCentral is not obligated to have Customer's Listing Information removed from third-party directory assistance listing services that have already received Customer's information.

B. No Liability. RingCentral will have no responsibility or liability for any cost, damages, liabilities, or inconvenience caused by calls made to Customer's telephone number; materials sent to Customer, inaccuracies, errors or omissions with Listing Information; or any other use of such information. RingCentral will not be liable to Customer for any use by third parties of Customer's Listing Information obtained through the Directory Listing Service, including without limitation the use of such information after Customer has opted out of the Directory Listing Service.

5. Global RingEX or RingCentral Global Office. Global RingEX (which is also known as RingCentral Global Office and references in the Service Description to Global RingEX shall also refer to Global Office) provides a single communications system to companies that have offices around the world, offering localized service in countries for which Global RingEX is available. Additional information related to Global RingEX Services is available at http://www.ringcentral.com/legal/policies/global-office-countries.html. This section sets forth additional terms and conditions concerning RingCentral's Global RingEX for customers that subscribe to it.

A. Emergency Service Limitations for Global RingEX. RingCentral provides access to Emergency Calling Services in many, but not all, countries in which RingCentral Global RingEX is available, allowing End Users in most countries to access Emergency Services. Emergency Services may only be accessed within the country in which the Digital Line is assigned, e.g., an End User with a Digital Line assigned in Ireland may dial Emergency Services only within Ireland. Access to Emergency Calling Services in RingCentral Global RingEX countries, where available, is subject to the Emergency Services Policy, available at https://www.ringcentral.com/legal/emergency-services.html. Customer must make available and will maintain at all times traditional landline and/or mobile network telephone services that will enable End Users to call the applicable Emergency Services number. Customer may not use the RingCentral Services in environments requiring fail-safe performance or in which the failure of the RingCentral Services could lead directly to death, personal injury, or severe physical or environmental damage.

B. Global RingEX Provided Only in Connection with Home Country Service. RingCentral provides Global RingEX Service only in connection with Services purchased in the Home Country. RingCentral may immediately suspend or terminate Customer's Global RingEX Services if Customer terminates its Digital Lines in the Home Country. All invoicing for the Global RingEX Services will be done in the Home Country on the Customer's Account, together with other Services purchased under this Agreement, using the Home Country's currency. Customer must at all times provide a billing address located in the Home Country. RingCentral will provide all documentation, licenses, and services in connection with the Global RingEX Service in English; additional language support may be provided at RingCentral's sole discretion.

C. Primary Place of Use of Global RingEX Service. Customer represents and warrants that the primary place of use of the Global RingEX Services will be the country in which the Digital Line is assigned, e.g., an End User with a Digital Line assigned in Ireland will primarily use that Digital Line in Ireland.

D. Relationships with Local Providers. In connection with the provision of Global RingEX Services, RingCentral relies on local providers to supply certain regulated communication services; for example (i) for the provision of local telephone numbers within local jurisdictions; (ii) to enable you to place local calls within local jurisdictions; and (iii) to enable you to receive calls from non-RingCentral numbers on Customer's Global RingEX telephone number(s), by connecting with the local public switched telephone network. Customer hereby appoints RingCentral as Customer's agent with power of attorney (and such appointment is coupled with an interest and is irrevocable during the Term) to conclude and enter into agreements with such local providers on Customer's behalf to secure such services. RingCentral's locally licensed affiliates provide all telecommunications services offered to Customer within the countries in which such affiliates are licensed; in some cases, RingCentral may obtain services from locally licensed providers on Customer's behalf. RingCentral is responsible for all contracting, billing, and customer care related to those services. Customer is responsible for providing RingCentral with all information necessary for RingCentral to obtain numbers in Global RingEX countries.

6. **Additional Services.** RingCentral offers add-on services for the Services (where available), which are described at https://www.ringcentral.com/legal/microsoft-teams-services-attachment.html. Additional terms or charges may apply, depending on the selected features.

7. **Bring Your Own Carrier (BYOC) Services.** RingCentral offers a software-as-a-service in which customers provide and maintain their own local telecommunications services, which may be connected to RingCentral's cloud PBX, videoconferencing, and team messaging services. BYOC and additional terms are described and available at https://www.ringcentral.com/legal/BYOC-service-description.html.

8. **Definitions.** Terms used herein but not otherwise defined have the meanings ascribed to them in the Agreement. For purposes of this Service Attachment, the following terms have the meanings set forth below:

   A. **"Digital Line"** means a phone number assigned to an End User or a specifically designated location (e.g., conference room) and the associated voice service for inbound and outbound calling that permits the End User generally to make and receive calls to and from the public switched telephone network as well as to and from other extensions within the same Account.

   B. **"End Point"** means an application or device through which any End-User might access and/or use any of the Services, including without limitation IP Desk Phones, Desktop Clients, Web Clients, Mobile Applications, and Software Integrations.

   C. **"Extension-to-Extension Calls"** means calls made and received between End Points on the Customer Account with RingCentral, regardless of whether the calls are domestic or international.

   D. **"External Calls"** means calls made to or received from external numbers on the PSTN that are not on the Customer Account with RingCentral.

   E. **"Home Country"** means the United States or the country that is otherwise designated as Customer's primary or home country in the Order Form.

ATTACHMENT B
RINGCENTRAL SECURITY ADDENDUM

1. Scope

This document describes the Information Security Measures (**"Measures"**) that RingCentral has in place when processing Protected Data through RingCentral Services.

2. Definitions

For purposes of this Security Addendum only, capitalized terms, not otherwise defined herein, have the meaning set forth in the Agreement.

A. **"Ring Central Services"**, or **"Services"**, means services offered by RingCentral and acquired by the Customer.

B. **"Customer"** means the entity that entered into the Agreement with RingCentral.

C. **"Protected Data"** means Customer and partner data processed by RingCentral Services, as defined in the applicable RingCentral DPA or Agreement, including "personal data" and "personal information" as defined by applicable privacy laws, confidential data as defined in the Agreement, account data, configuration data, communication content including messages, voicemail, and video recording.

D. **"Agreement"** means the agreement in place between RingCentral and the Customer for the provision of the Services.

E. **"Personnel"** means RingCentral employees, contractors or subcontracted Professional Services staff.

3. Information Security Management

A. Security Program

RingCentral maintains a written information security program that:

i. Includes documented policies or standards appropriate to govern the handling of Protected Data in compliance with the Agreement and with applicable law.

ii. Is managed by a senior employee responsible for overseeing and implementing the program.

iii. Includes administrative, technical, and physical safeguards reasonably designed to protect the confidentiality, integrity, and availability of Protected Data.

iv. Is appropriate to the nature, size, and complexity of RingCentral's business operations.

B. Security Policy Management

RingCentral's security policies, standards, and procedures:

i. Align with information security established industry standards.

ii. Are subject to ongoing review.

iii. May be revised to reflect changes in industry best practices.

C. Risk Management

RingCentral:

i. Performs cybersecurity risk assessments to identify threats to their business or operations at least annually.

ii. Updates RingCentral policies, procedures and standards as needed to address threats to RingCentral's business or operations.

4. Independent security assessments

A. External Audit

RingCentral:

i. Uses qualified independent third-party auditors to perform security audits covering systems, environments, and networks where Protected Data is processed, including

a. SOC2 Type II

b. IES/ISO 27001.

ii. maintains additional audits and compliance certifications as appropriate for RingCentral's business and as identified at www.ringcentral.com/trust-center.html.

B. Distribution of Reports

Copies of relevant audit reports and certifications:

i. Will be provided to Customer on request.

ii. Are subject to Non-Disclosure Agreement.

C. Annual Risk Assessment Questionnaire

Customer may, on one (1) occasion within any twelve (12) month period, request that RingCentral complete a third-party risk assessment questionnaire within a reasonable time frame.

In case of conflict between this section and the equivalent section in the RingCentral DPA, the DPA takes precedence.

5. Human Resource Security

A. Background Checks

RingCentral requires pre-employment screenings of all employees. RingCentral ensures criminal background searches on its employees to the extent permitted by law. Each background check in the US includes:

i. An identity verification (SSN trace).

ii. Criminal history checks for up to seven (7) years for felony and misdemeanors at the local, state, and federal level, where appropriate.

iii. Terrorist (OFAC) list search, as authorized by law.

Internationally, criminal history checks are conducted as authorized by local law.

Background checks are conducted by a member of the National Association of Professional Background Screeners or a competent industry-recognized company in the local jurisdiction.

B. Training

RingCentral will ensure that all employees including contractors:

i. Complete annual training to demonstrate familiarity with RingCentral's security policies.

ii. Complete annual training for security and privacy requirements, including CyberSecurity awareness, GDPR, and CCPA.

iii. Have the reasonable skill and experience suitable for employment and placement in a position of trust within RingCentral.

C. Workstation Security

RingCentral ensures that:

i. RingCentral employees either use RingCentral owned and managed devices in the performance of their duties or Bring Your Own Device (BYOD) device.

ii. All devices, whether RingCentral owned and managed or Bring Your Own Device (BYOD) device, are enrolled in the full RingCentral managed device program.

D. Data Loss Prevention

RingCentral employs a comprehensive system to prevent the inadvertent or intentional compromise of RingCentral data and Protected Data.

E. Due Diligence Over Sub-Contractors

RingCentral will:

i. maintain a security process to conduct appropriate due diligence prior to engaging sub-contractors.

ii. assess the security capabilities of any such sub-contractors on a periodic basis to ensure subcontractors' ability to comply with the Measures described in this document.

iii. apply written information security requirements that oblige sub-contractors to adhere to RingCentral's key information security policies and standards consistent with and no less protective than these Measures.

F. Non-Disclosure

RingCentral ensures that employees and contractors/sub-contractors who process Protected Data are bound in writing by obligations of confidentiality.

6. Physical Security

A. General

RingCentral:

i. Restricts access to, controls, and monitors all physical areas where RingCentral Services process Protected Data (**"Secure Areas"**).

ii. Maintains appropriate physical security controls on a 24-hours-per-day, 7-days-per-week basis (**"24/7"**).

iii. Revokes any physical access to Secure Areas promptly after the cessation of the need to access buildings and system(s).

iv. Performs review of access rights on at least an annual basis.

B. Access and Authorization Processes

RingCentral maintains a documented access authorization and logging process. The authorization and logging process will include at minimum:

i. Reports detailing all access to Secure Areas, including the identities and dates and times of access.

ii. Reports to be maintained for at least one year as allowed by law.

iii. Video surveillance equipment to monitor and record activity at all Secure Areas entry and exit points on a 24/7 basis to the extent permitted by applicable laws and regulations.

iv. Video recording to be maintained for at least 30 days or per physical location provider's policies.

C. Data Centers

To the extent that RingCentral is operating or using a data center, RingCentral ensures that physical security controls are in alignment with industry standards such as ISO 27001 and SSAE 16 or ISAE 3402 or similar standard including:

i. Perimeter security including fencing/barriers and video surveillance.

ii. Secure access including security guard/reception.

iii. Interior access controlled through RFID cards, 2FA, anti-tailgating controls.

iv. Redundant utility feeds and support for continuous delivery through backup systems.

v. Redundant network connection from multiple providers.

7. Logical Security

A. User Identification and Authentication

RingCentral:

i. Maintains a documented user management lifecycle management process that includes manual and/or automated processes for approved account creation, account removal and account modification for all Information Resources and across all environments.

ii. Ensures that RingCentral users have an individual accounts for unique traceability.

iii. Ensures that RingCentral users do not use shared accounts; where shared accounts are technically required controls are in place to ensure traceability.

iv. RingCentral user passwords are configured aligned with current NIST guidance.

For the customer facing applications, Customers may choose to integrate with SSO (Single Sign on) so that Customer retains control over their required password settings including Customer's existing MFA/2FA solutions.

B. User Authorization and Access Control

RingCentral:

i. Configures remote access to all networks storing or transmitting Protected Data to require multi-factor authentication for such access.

ii. Revokes access to systems and applications that contain or process Protected Data promptly after the cessation of the need to access the system(s) or application(s).

iii. Has the capability of detecting, logging, and reporting access to the system and network or attempts to breach security of the system or network.

RingCentral employs access control mechanisms that are intended to:

i. Limit access to Protected Data to only those Personnel who have a reasonable need to access said data to enable RingCentral to perform its obligations under the Agreement.

ii. Prevent unauthorized access to Protected Data.

iii. Limit access to users who have a business need to know.

iv. Follow the principle of least privilege, allowing access to only the information and resources that are necessary.

v. Perform review access controls on a minimum annual basis for all RingCentral's systems that transmit, process, or store Protected Data.

8. Telecommunication and Network Security

A. Network Management

RingCentral:

i. Maintains network security program that includes industry standard firewall protection and two-factor authentication for access to RingCentral's networks.

ii. Deploys an Intrusion Detection Systems (IDS) and/or Intrusion Prevention Systems (IPS) to generate, monitor, and respond to alerts which could indicate potential compromise of the network and/or host.

iii. Monitors web traffic from the Internet and from internal sources to detect cyber-attacks including Distributed Denial of Service (DDoS) attacks against web sites / services and to block malicious traffic.

B. Network Segmentation

RingCentral:

i. Implements network segmentation between the corporate enterprise network and hosting facilities for Services.

ii. Ensures separation between environments dedicated to development, staging, and production.

iii. Restricts access between environments to authorized devices.

iv. Controls configuration and management of network segregation and firewall rules through a formal request and approval process.

C. Network Vulnerability Scanning

RingCentral:

i. Runs internal and external network vulnerability scans against information processing systems at least quarterly.

ii. Evaluates findings based on (where applicable) CVSS score and assessment of impact, likelihood, and severity.

iii. Remediates findings following industry standard timelines.

9. Operations Security

A. Asset Management

RingCentral:

i. Maintains an accurate and current asset register covering hardware and software assets used for the delivery of services.

ii. Maintains accountability of assets throughout their lifecycle.

iii. Maintains processes to wipe or physically destroy physical assets prior to their disposal.

B. Configuration Management

RingCentral:

i. Maintains baseline configurations of information systems and applications based on industry best practices including:

a. Removal of all vendor-provided passwords.

b. Remove/disable unused services and settings.

c. Anti-malware/endpoint protection as technically feasible.

ii. Enforces security configuration settings for systems used in the provision of the Services.

iii. Ensures that clocks of all information processing systems are synchronized to one of more reference time sources.

C. Malicious Code Protection

i. To the extent practicable, RingCentral has endpoint protection in place, in the form of Endpoint Detection and Response (EDR) and/or antivirus software, installed and running on servers and workstations.

ii. EDR alerts are monitored, and immediate action is taken to investigate and remediate any abnormal behavior.

iii. Where used, antivirus software will be current and running to scan for and promptly remove or quarantine viruses and other malware on Windows servers and workstations.

D. Vulnerability, Security Patching

RingCentral:

i. Monitors for publicly disclosed vulnerabilities and exposures for impact to Supplier's information systems and products.

ii. Ensures quality assurance testing of patches prior to deployment.

iii. Ensures that all findings resulting from network vulnerability scanning and relevant publicly disclosed vulnerabilities and exposures are remediated according to industry best practices, including CVSS score and assessment of impact, likelihood and severity and are remediated following industry standard timelines.

E. Logging and Monitoring

RingCentral shall ensure that:

i. All systems, devices or applications associated with the access, processing, storage, communication and/or transmission of Protected Data, generate audit logs.

ii. Access to Protected Data is logged.

iii. Logs include sufficient detail that they can be used to detect significant unauthorized activity.

iv. Logs are protected against unauthorized access, modification, and deletion.

v. Logs are sent to a centralized location for aggregation and monitoring.

10. Software Development and Maintenance

A. Secure Development Lifecycle

RingCentral:

i. Applies secure development lifecycle practices, including, during design, development, and test cycles.

ii. Ensures that products are subject to security design review including threat considerations and data handling practices.

iii. Ensures that Services are subject to a secure release review prior to promotion to production.

B. Security Testing

As part of the secure development lifecycle, RingCentral:

i. Performs rigorous security testing, including, as technically feasible:

a. static code analysis.

b. source code peer reviews.

c. dynamic and interactive security testing.

d. security logic, or security “QA” testing.

ii. Ensures that Internet-facing applications are subject to application security assessment reviews and testing to identify common security vulnerabilities as identified by industry-recognized organizations (e.g., OWASP Top 10 Vulnerabilities, CWE/SANS Top 25 vulnerabilities).

iii. For all mobile applications (i.e. running on Android, Blackberry, iOS, Windows Phone) that collect, transmit or display Protected Data, conducts an application security assessment review to identify and remediate industry-recognized vulnerabilities specific to mobile applications.

iv. Does NOT use Protected Data for testing.

v. Makes all reasonable effort to identify and remediate software vulnerabilities prior to release.

C. Annual Penetration Testing

RingCentral:

i. Engages qualified, independent third-party penetration testers to perform annual penetration test against its Products and environments where Protected Data is hosted.

ii. Requires sub-processors to perform similar penetration testing against their systems, environments, and networks.

iii. Ensures remediation of all findings in a commercially reasonable period of time.

D. Product Vulnerability Management

RingCentral:

i. Uses commercially reasonable efforts to regularly identify software security vulnerabilities in RingCentral Services.

ii. Provides relevant updates, upgrades, and bug fixes for known software security vulnerabilities, for any software provided or in which any Protected Data is processed.

iii. Ensures that all findings resulting from internal and external testing are evaluated according to industry best practices, including CVSS score and assessment of impact, likelihood and severity and are remediated following industry standard timelines.

E. Open Source and Third-Party Software

RingCentral:

i. Maintains an asset registry of all third-party software (TPS) and open-source software (OSS) incorporated into the Services.

ii. Uses commercially reasonable efforts to ensure the secure development and security of open-source software and third-party software used by RingCentral.

iii. Uses commercially reasonable efforts to evaluate, track and remediate vulnerabilities of open-source software (OSS) and other third-party libraries that are incorporated into the Services.

11. Data Handling

A. Data Classification

RingCentral maintains data classification standards including:

i. Public data, data that is generally available or expected to be known to the public.

ii. Confidential data, data that is not available to the general public.

Protected Data is classified as RingCentral Confidential Data.

B. Data Segregation

RingCentral:

i. Ensures physical or logical segregation of Protected Data from other customers' data.

ii. Ensures physical separation and access control to segregate Protected Data from RingCentral data.

C. Encryption of Data

RingCentral:

i. Shall ensure encryption of Protected Data in electronic form in transit over all public wired networks (e.g., Internet) and all wireless networks (excluding communication over Public Switch Telephone Networks).

ii. Excepting the Engage Communities feature of Engage Digital, shall ensure encryption of Protected Data in electronic form when stored at rest.

iii. Uses industry standard encryption algorithms and key strengths to encrypt Protected Data in transit over all public wired networks (e.g., Internet) and all wireless networks.

D. Destruction of Data

RingCentral shall:

i. Ensure the secure deletion of data when it is no longer required.

ii. Ensure that electronic media that has been used in the delivery of Services to the Customer will be sanitized before disposal or repurposing, using a process that assures data deletion and prevents data from being reconstructed or read.

iii. Destroy any equipment containing Protected Data that is damaged or non-functional.

12. Incident Response

RingCentral's incident response capability is designed to comply with statutory and regulatory obligations governing incident response. As such, RingCentral:

A. Maintains an incident response capability to respond to events potentially impacting the confidentiality, integrity and/or availability of Services and/or data including Protected Data.

B. Has a documented incident response plan based on industry best practices.

C. Has a process for evidence handling that safeguards the integrity of evidence collected to including allowing detection of unauthorized access to.

D. Will take appropriate steps and measures to comply with statutory and regulatory obligations governing incident response.

When RingCentral learns of or discovers a security event which impacts Protected Data, RingCentral will notify Customer without undue delay and will take commercially reasonable steps to isolate, mitigate, and/or remediate such event.

13. Business Continuity and Disaster Recovery

A. Business Continuity

RingCentral:

i. Ensures that responsibilities for service continuity are clearly defined and documented and have been allocated to an individual with sufficient authority.

ii. Has a business continuity plan (BCP) in place designed to provide ongoing provision of the Services to Customer.

iii. Develops, implements, and maintains a business continuity management program to address the needs of the business and Services provided to the Customer. To that end, RingCentral completes a minimum level of business impact analysis, crisis management, business continuity, and disaster recovery planning.

iv. Ensures that the scope of the BCP encompasses all relevant locations, personnel and information systems used to provide the Services.

v. Ensure that its BCP includes, but is not limited to, elements such location workarounds, application workarounds, vendor workarounds, and staffing workarounds, exercised at minimum annually.

vi. Reviews, updates, and tests the BCP at least annually.

B. Disaster Recovery

RingCentral:

i. Maintains a disaster recovery plan, which includes, but is not limited to, infrastructure, technology, and system(s) details, recovery activities, and identifies the people/teams required for such recovery, exercised at least annually.

ii. Ensures that the disaster recovery plan addresses actions that RingCentral will take in the event of an extended outage of service.

iii. Ensures that its plans address the actions and resources required to provide for (i) the continuous operation of RingCentral, and (ii) in the event of an interruption, the recovery of the functions required to enable RingCentral to provide the Services, including required systems, hardware, software, resources, personnel, and data supporting these functions.

GLOBAL CTI
GLOBAL SOLUTIONS. WORLD CLASS SERVICE.

Quote

Date Mar 10, 2026

Sold To	Ship To
City of Hanford	**City of Hanford**
Eric Forcey	Eric Forcey
319 N. Douty Street Hanford, CA 93230 United States	315 N Douty St Hanford, CA 93230-3951 United States
Phone (559) 585-4746	**Phone** (559) 585-4746
Fax	**Fax**

Salesperson	Contract Term	Recurrance	Order Valid Until	Quote Number
gtripoli	Net 30	Monthly	4/9/2026	AAAQ7452

Line	Qty	Description	Unit Price	Ext. Price
1		Optional: Monthly Ongoing Support from Global CTI Help Desk for MACD's		
2	170	GCTI Support Services - Admin Users	$3.00	$510.00
3	9	GCTI Support Services - Common Use Users	$3.00	$27.00
4		Total for Optional Ongoing Monthly Support SubTotal		$537.00
5	1	Professional Services - Fixed Fee - Complete install minus Mitel 48x series IP phone reprovisioning	$18,000.00	$18,000.00
6	1	Professional Services - Fixed Fee - Reprovision Mitel IP 48x series IP phones	$3,600.00	$3,600.00
7		Total for One-Time Installation Support		$21,600.00

Any applicable sales taxes for Monthly Recurring Charges and One-Time Charges will be calculated and charged at the time of invoice.

One-Time Charges	Monthly Recurring Charges
$21,600.00	$537.00

NOTES

Professional Services Notes and Scope of Work - City of Hanford - RingCentral CDP Full Service Installation

* Global CTI will assign a Project Manager responsible for coordination, communication, scheduling, and task management.

* Collect all user and call flow information with assistance from the client from the existing Mitel MiVoice Connect system and will use this information to complete the RingCentral BRD.

ACTIVATE One Touch Emergency Notification System
RADIANT UNCOMPROMISING PROTECTION. UNMATCHED SERVICE
Harmony Cloud voice powered by GCTI
Mitel GOLD PARTNER

* Build, configure, and test the new RingCentral EX system from information gathered and documented in the RingCentral BRD, this includes users, call queues, Auto Attendants, etc.

* Work with the client to gather carrier CSR's, Bills and Create LOA's as part of the porting process of phone number to the RingCentral platform at cutover.

* Create Port Requests with RingCentral of all phone numbers that are porting to RingCentral from the current carrier.

* This quote assume the system will not provide connectivity or access to any analog devices nor PA Systems, and there are no paging groups configured to phones on the current systm.

* Deliver up to (8) 2 hour onsite User Training Classes during (2) consecutive days on using the RingCentral Desktop APP and the new Poly Edge Phones

* Participate in cutover and testing activites at the time of port to ensure all numbers are routing as expected.

* Reprovision up to (170) existing Mitel 48x series IP phones at (7) City of Hanford sites to include City Hall, Civic Center, Corp Yard, Fire Stations 1-3 and the Police Department. - See separate line item cost for this task.

* Provide onsite First Day of Business support with (2) Global CTI representatives for (2) days

This includes optional Remote Monthly Ongoing Support - Remote services will include: technical assistance, moves-adds-changes, end user training as needed, replacement of defective phones.

Authorized Signature

Date

Terms and Conditions - Prices are guaranteed 30 days from date of quote. - Standard shipping estimate for in stock items is 10 business days from date of approval - Additional shipping fees will apply for expedite orders - Minimum 15% restocking fee with original packaging.

NET 30-WIP = Equipment invoiced on order. Labor invoiced as work in progress.

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Purchase of four (4) 2026 Chevrolet Silverado EV trucks from Keller Chevrolet of Hanford, CA in the amount of $248,240.72 funded by fleet reserve funds and related enterprise funds, and approval of an appropriation of $14,780 from Fleet Reserves (0448) to fully fund the purchase.

RECOMMENDATION:

Recommendation:
That the City Council, by motion, approve the purchase of four (4) 2026 Chevrolet Silverado EV trucks from Keller Chevrolet of Hanford, CA in the amount of $248,240.72 funded by fleet reserve funds and related enterprise funds, and approve an appropriation of $14,780 from Fleet Reserves (0448) to fully fund the purchase.

Recommended Motion:
I move to authorize the purchase of four (4) 2026 Chevrolet Silverado EV trucks from Keller Chevrolet of Hanford, CA in the amount of $248,240.72 funded by fleet reserve funds and related enterprise funds, and approve an appropriation of $14,780 from Fleet Reserves (0448) to fully fund the purchase.

BACKGROUND:

Four (4) vehicles assigned to the Wastewater Treatment Facility (WWTF), Water and Airport Divisions are scheduled for replacement and are included in the City's adopted Capital Improvement Program for FY26. Replacing these vehicles will assist the City of Hanford in meeting State mandates and maintain compliance with California Airboard (CARB) regulations.

City staff solicited quotes from Keller Chevrolet, Giant Chevrolet and National Auto Fleet Group. Keller Chevrolet returned the lowest responsible quote at a cost of $62,060.18 per unit.

The vehicles scheduled for replacement and the divisions they support are listed below:

Truck #334- A 2006 Chevrolet Colorado assigned to the Wastewater Treatment Facility and currently has 112,332 miles and a lifetime repair cost of $7,403.

Truck #75- A 2008 Chevrolet Colorado assigned to the Water Division and currently has 111,274 miles and a lifetime repair cost of $13,858.

Truck #69- A 2003 Chevrolet S10 assigned to the Water Division and currently has 137,977 miles and a lifetime repair cost of $18,979.

Truck #63- A 2007 Chevrolet Colorado assigned to the Municipal Airport and currently has 101,614 miles and a lifetime repair cost of $19,927.

FISCAL IMPACT:

Each vehicle has an allocated budget of $58,366 in the adopted Capital Improvement Program, for a total budget of $233,464. An additional $14,780 from the Fleet Reserves Fund (0448) is required to fully fund the purchase. Sufficient funding is available within the Fleet Reserves Fund (0448) to support this additional cost.

ATTACHMENTS:

1. Keller EV Quote
2. Giant Auto Quote
3. NAFG Quote

700 W. Cadillac Lane
Hanford, CA 93230

KELLER
CHEVROLET BUICK GMC Cadillac

(559) 582-1000
www.kellerdeal.com

2-20-26

SELLING PRICE..... $57,290.00 EA.
SALES TAX..... 4,726.43
TIRE FEE..... 8.75
DMV FEES 35.00

TOTAL..... $62,060.18 ** EA.

** 2026 MODEL BID QUOTE GOOD FOR 30 DAYS FROM BID DATE ABOVE. **

*** BUYER ***

CITY OF HANFORD
315 N. DOUTY ST
HANFORD, CA.93230
(559) 585-2554

*** PURCHASE ***

STOCK# TBD
VIN# TBD
YEAR: 2026
MAKE: CHEVROLET
MODEL: EV SILVERADO CREW 4WD 5WT PKG.
COLOR: WHITE
TRIM: BLACK EVO TEX
ODOMETER: TBD

CHRIS HILL
FLEET MANAGER

GIANT
CHEVROLET - CADILLAC

Date: 2/20/2026
Salesperson: ZACH ROBERTSON
Manager: ZACH ROBERTSON

FOR INTERNAL USE ONLY

BUSINESS NAME CITY OF HANFORD — Home Phone : (559) 585-2500
CONTACT

Address : 900 SOUTH 10TH AVE
HANFORD, CA 93230
KINGS — Work Phone :

E-Mail : — Cell Phone :

VEHICLE

Stock # : 26XXX — New / Used : New — VIN : XXX — Mileage: 120
Vehicle : 2026 Chevrolet Silverado EV — Color :
Type : LT w/3LT All-Wheel Drive Crew Cab 5 — CT35843
Body Size : — Style : — Weight : 8510 — Unit Class :

*Registration and Documentation fees are estimated

Market Value Selling Price	68,840.00
Discount	9,160.00
Adjusted Price	59,680.00
Doc Fee	85.00
Tax	4,930.61
Non Tax Fees	49.00
Cash Deposit	.00
Balance	64,744.61 EA.

National Auto Fleet Group
A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

2/20/2026

Quote ID: **34004 R2**

Order Cut Off Date: **TBA**

Mr Glen Weaver
City of Hanford

315 N. Douty

Hanford, California, 93230

Dear Glen Weaver,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
Two (2) New/Unused 2026 Chevrolet Silverado EV (CT35843) e4WD Crew Cab Extended Range Work Truck, delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Extended Unit's (2)	Total Savings
Contract Price	$69,295.00	$67,363.88	2.787 %	$134,727.76	$3,862.24
Tax (8.2500 %)		$5,557.52		$11,115.04	
Tire fee		$8.75		$17.50	
Transportation		$575.00		$1,150.00	
Total		$73,505.15		$147,010.30	

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 081325-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Yesenia Covarrubias
Account Manager
yesenia@watsonvillefleetgroup.com
(626) 457-5590

Vehicle Configuration Options

EMISSIONS	
Code	**Description**
YF5	Emissions, California state requirements
ENGINE	
Code	**Description**
EN0	Engine, none, (STD)
TRANSMISSION	
Code	**Description**
MF1	Transmission, none, (STD)
PREFERRED EQUIPMENT GROUP	
Code	**Description**
5WT	Work Truck Preferred Equipment Group, includes standard equipment
WHEELS	
Code	**Description**
RIP	Wheels, 18" X 8.5" (45.7 cm x 21.6 cm), (STD)
TIRES	
Code	**Description**
QWJ	Tires, LT265/70R18, all-season blackwall
PAINT	
Code	**Description**
GAZ	Summit White
SEAT TYPE	
Code	**Description**
AR9	Seats, front bucket, (STD)
SEAT TRIM	
Code	**Description**
H9F	Black, Evotex seat trim
CHARGING CORD	
Code	**Description**

PSC	Dual Level Charge Cord, dual-mode, portable, 120-volt (1.4 kW) and 240-volt (7.7 kW) capability, swappable NEMA 5-15 and NEMA 14-50 plugs with SAE J1772 vehicle connection

2026 Fleet/Non-Retail Chevrolet Silverado EV e4WD Crew Cab Extended Range Work Truck

WINDOW STICKER

2026 Chevrolet Silverado EV e4WD Crew Cab Extended Range Work Truck

CODE	MODEL	MSRP
CT35843	2026 Chevrolet Silverado EV e4WD Crew Cab Extended Range Work Truck	$66,200.00
	OPTIONS	
YF5	Emissions, California state requirements	$500.00
EN0	Engine, none, (STD)	$0.00
MF1	Transmission, none, (STD)	$0.00
5WT	Work Truck Preferred Equipment Group, includes standard equipment	$0.00
RIP	Wheels, 18" X 8.5" (45.7 cm x 21.6 cm), (STD)	$0.00
QWJ	Tires, LT265/70R18, all-season blackwall	$0.00
GAZ	Summit White	$0.00
AR9	Seats, front bucket, (STD)	$0.00
H9F	Black, Evotex seat trim	$0.00
PSC	Dual Level Charge Cord, dual-mode, portable, 120-volt (1.4 kW) and 240-volt (7.7 kW) capability, swappable NEMA 5-15 and NEMA 14-50 plugs with SAE J1772 vehicle connection	$0.00

Please note selected options override standard equipment

SUBTOTAL	**$66,700.00**
Advert/ Adjustments	$0.00
Manufacturer Destination Charge	$2,595.00
TOTAL PRICE	**$69,295.00**

Est City: N/A MPG
Est Highway: N/A MPG
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine, none (STD)
Dual Level Charge Cord, dual-mode portable, 120-volt (1.4 kW) and 240-volt (7.7 kW) capability, swappable NEMA 5-15 and NEMA 14-50 plugs with SAE J1772 vehicle connection
Transmission, none (STD)

EXTERIOR

Wheels, 18" X 8.5" (45.7 cm x 21.6 cm) high gloss Black painted aluminum (STD)
Tires, LT265/70R18, all-season blackwall

INTERIOR

Seats, front bucket (STD)

GVWR

GVWR, 9990 lbs. (4531 kg)

ADDITIONAL EQUIPMENT

Trailering Integration Package (Work Truck), includes (JL1) Trailer brake controller and (PZ8) Hitch View
Assisted Driving Package includes (UGN) Enhanced Automatic Emergency Braking, (UVZ) Reverse Automatic Braking, (UFB) Rear Cross Traffic Braking, (CTB) Intersection Automatic Emergency Braking, (UKK) Rear Pedestrian Alert, (HS1) Safety Alert Seat, (UOW) Side Bicyclist Alert, (UVX) Traffic Sign Recognition, (UV2) HD Surround Vision and (KSG) Adaptive Cruise Control (Includes (UKI) Blind Zone Steering Assist and (UKM) Lane Keep Assist with Lane Departure Warning.)
WT Plus Package includes (RIP) 18" high gloss Black painted aluminum wheels, (QK2) Multi-Flex Tailgate, (QT5) Tailgate, gate function manual with EZ Lift, (BVE) Assist steps, (KV7) Offboarding Power, (ZL6) Trailer Integration Package, (K2O) 19.2 kW high-voltage Charging Module
Pickup bed, 5 ft 11 inches
Electronic Precision Shift electronic transmission range selector with Low selection for throttle off regenerative braking and one-pedal driving capability
Emission system zero emission vehicle (ZEV)
Chassis, Dual Motor 4WD
Dual Motor 4WD Performance Torque Vectoring Dual Motor 4WD (Electronic), 2 motors (1 front & 1 rear electric drive unit)
Front Drive Unit 1-motor, Integrated Inverter, Park System
Rear Drive Unit 1-motor, Integrated Inverter

Battery Pack, Extended Range (Up to 510 hp and 580 lb-ft of torque in Tow/Haul Mode.)
DC fast charging (20MOD is 670V, up to 300kW)
Charging module, 19.2 kW high-voltage
Vehicle-to-home all V2H-capable GM EV's can provide power to your properly equipped home in a blackout to all equipment groups (The GM Energy PowerShift Charger and GM Energy V2H Enablement Kit requires an adequately charged and properly equipped GM EV having bidirectional charging capabilities, a properly equipped home, and proper grid interconnection. Some eligible 24MY EVs will require a dealership or over-the-air update to enable bidirectional charging. Weather conditions, life of the battery, vehicle variation and usage, and other external factors may impact the duration of power supply. Power supply may be interrupted. It is not recommended that the following devices be powered with the GM Energy PowerShift Charger and V2H Enablement Kit: Medical Devices.)
Suspension, 4-wheel independent suspension with premium ride and handling
Brakes, front and rear sliding caliper disc with DURALIFE rotors, with Variable Regen on Demand capability
Brake rotor, FNC
Trailer brake controller, integrated
Tow/Haul Mode
Jack, mechanical, with tools located in the eTrunk
Wheel, spare, 18" X 8.0" (45.7 cm x 20.3 cm), steel
Tire, spare LT225/65R18, all-season blackwall
Assist steps, Black, wheel to wheel
Shutters, front upper and lower grille, active
IntelliBeam, automatic high beam on/off
Headlamps, LED with LED Daytime Running Lamps
Tail lamps, LED
LED Cargo Area Lighting located in cargo bed activated with switch on instrument panel
Mirrors, outside heated power-adjustable
Mirror caps, painted Black
Window, front side, solar absorbing
Window, rear side, solar absorbing, privacy tinting
Glass, deep-tinted, rear door and rear cab
Tailgate, Muti-Flex, with six functional load/access features NOTE: Auto release can be disabled if ball hitch is installed. See Owner's manual for details
Tailgate, gate function manual with EZ Lift, includes power lock and release
Tailgate, locking
Door handles, body-color
SiriusXM Trial Subscription (IMPORTANT: the SiriusXM trial subscription is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. Trial subscription is subject to the SiriusXM Customer Agreement and privacy policy, visit www.siriusxm.com which includes full terms and how to cancel. All fees, content, features, and availability are subject to change.)
Audio System, 17.7" diagonal advanced color LCD display with Google built-in compatibility (select service plan required, terms and limitations apply), including navigation capability, connected apps, personalized profiles for each driver's settings, Natural Voice Recognition

Audio system feature, 6-speaker system
Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)
5G vehicle connectivity
Evotex seat trim
Seat adjuster, driver 6-way manual
Seat adjuster, front passenger 4-way manual
Seat, rear 60/40 folding bench
Center console, floor-mounted 4 cup holders, USB port, Auxiliary and 120V Power Outlets
Floor Covering, all-weather vinyl flooring
Steering Wheel, urethane
Steering column, manual tilt and telescoping
Steering wheel audio controls
Driver Information Center 11" diagonal display with fully digital color
Windows, remote Express-Down, front and rear door windows
Door locks, power
Remote vehicle starter system pre-conditioning
Keyless Open and Start includes remote keyless entry
Adaptive Cruise Control (Included with (AS2) Assisted Driving Package.)
Theft-deterrent system, unauthorized entry
Alarm, remote panic
USB Ports, 2, Type-C Charge/Data ports located on floor console
USB Ports, rear, dual, Type-C charge-only
Power outlet, front console, 12-volt
Power outlet, 120-volt, on back of floor console
Power outlet, 110-volt, located in the eTrunk
Power outlets, bed mounted, 4 120-volt
Power outlet, bed mounted, 240-volt
Offboarding Power, 7.2 kW, split phase, AC power (10.2 kW with accessory Power Bar, when equipped with (K2O) 19.2 kW high-voltage Charging Module.)
Air conditioning, dual-zone automatic climate control
Air vents, rear, heating/cooling
Air filter, pollutant
Air conditioning, refrigerant, low GWP
Defogger, rear-window electric
Sensor, cabin humidity and windshield temperature
Map pocket, front passenger seatback
Mirror, inside rearview manual tilt, day/night
eTrunk, lockable weather-proof and lit compartment with 120 volt outlet, cargo tie-downs and drain holes
Enhanced Automatic Emergency Braking (Included with (AS2) Assisted Driving Package.)
Reverse Automatic Braking (Included with (AS2) Assisted Driving Package.)

Rear Cross Traffic Braking (Included with (AS2) Assisted Driving Package.)
Front Pedestrian and Bicyclist Braking
Intersection Automatic Emergency Braking intersection alert, braking (Included with (AS2) Assisted Driving Package.)
StabiliTrak, Stability Control System with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist
Airbags, Frontal airbags for driver and front passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)
Side Bicyclist Alert (Included with (AS2) Assisted Driving Package.)
LED Reflective Windshield Collision Alert
Traffic Sign Recognition (Included with (AS2) Assisted Driving Package.)
HD Surround Vision with Trailer View Camera Provision (Included with (AS2) Assisted Driving Package.)
Blind Zone Steering Assist (Included with (AS2) Assisted Driving Package.)
Lane Keep Assist with Lane Departure Warning, enhanced (Included with (AS2) Assisted Driving Package.)
Front and Rear Parking Assist
Hitch View
Hitch Guidance
Following Distance Indicator
Forward Collision alert
Rear Pedestrian Alert (Included with (AS2) Assisted Driving Package.)
Rear Seat Reminder
Seat Belt adjustable Guide Loops, front row
Seat Belt, front passenger presence detector
Seat belt, rear passenger presence detector
Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu
LATCH system (Lower Anchors and Tethers for CHildren) for child restraints seats
Safety Alert Seat (Included with (AS2) Assisted Driving Package.)
Door locks, rear child security lock manual child lock system (rear door latch)
Teen Driver configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
Tire Pressure Monitoring System auto learn, includes Tire Fill Alert
OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need (Requires (UE1) OnStar. OnStar Basics includes remote commands,

Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)
Trailering Information Label

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Approval of a Purchase Order with Interwest Consulting Group for Civil Engineering Plan Check Review Services for Copper Ridge Tract 945 Improvement Plans (SDIP25-0011), not to exceed $55,400.00.

RECOMMENDATION:

Recommendation: That the City Council, by Motion, approve a Purchase Order with Interwest Consulting Group of Roseville, CA for civil engineering plan check review services associated with the Copper Ridge Tract 945 Improvement Plans (SDIP25-0011) in an amount not to exceed $55,400.00.

Recommended Motion: I move to authorize the City Manager to approve a Purchase Order with Interwest Consulting Group of Roseville, CA for civil engineering plan check review services associated with the Copper Ridge Tract 945 Improvement Plans (SDIP25-0011) in an amount not to exceed $55,400.00.

BACKGROUND:

On December 3, 2024, the City Council approved the establishment of a pre-qualified list of Architecture and Engineering (A&E) Services Consultants to perform on-call professional services as needed. Interwest Consulting Group was selected under the General A&E Services category. The approval authorized the City Manager to award contracts (including Purchase Orders) to these firms for fees not to exceed the City Manager's purchasing authority of $50,000. Any amount exceeding $50,000 requires City Council approval.

The Copper Ridge Tract 945 is a private development project (City EnerGov No. SDIP25-0011) with civil improvement plans prepared by the project engineer, QK, Inc. To complete the required City plan review, staff obtained a Plan Check Review Budget Estimate from Interwest Consulting Group dated February 12, 2026. The estimate assumes approximately 80 sheets of improvement plans and provides for up to three reviews of the civil engineering documents (including cover/notes, topo/demolition, storm drain/sewer/water master plans, grading, street plans/profiles, drainage study, engineer's cost estimate, etc.). Review time is estimated at 277 hours at the approved hourly rate of $200 per hour, for a total Plan Check Estimate of $55,400.00.

In accordance with the City's Master Fee Schedule, the project applicant has paid an Engineering Service Deposit in the amount of $138,940.43 (Invoice INV-00034155 dated 02/05/2026, paid in full per Receipt REC-028951-2026 dated 02/18/2026). This deposit is based on 1% of the estimated cost

of improvements plus 10% administration fee and will fund the City's engineering plan review and related engineering project management services. Any unused funds will be refunded prior to the Notice of Completion as documented in the Reimbursement Agreement.

Because the estimated cost exceeds the City Manager's $50,000 purchasing authority, City Council approval of this Purchase Order is required pursuant to the December 3, 2024 authorization and City purchasing policy.

FISCAL IMPACT:

There is no net fiscal impact to the General Fund, Capital Improvement Program budgets, or any other City fund. All costs for the plan check services will be fully covered by the Engineering Service Deposit already received from the project applicant. Per City policy, private development plan check and engineering services are charged to the applicant, with any unused portion of the deposit refunded upon project completion. Private utility costs are excluded from the City's engineering plan review fee calculation.

ATTACHMENTS:

1. Civil PC Estimate
2. Invoice #00034155
3. Receipt #028951-2026
4. Interwest A&E Contract for Local Project

February 12, 2026

City of Hanford

Re: Copper Ridge TR 945- Improvement Plans

City no.: SDIP25-0011

Engineer: QK Inc.

Plan Check Review Budget Estimate

Civil Engineering Documents Up to 3 reviews

The scope of the plans and documents will include the following:

• Improvement Plans – Assume 80 sheets	
○ Cover, Notes and Legend - 2 sheets	2 hours
○ Topo and Demolition Plan – 4 sheets	6 hours
○ Storm Drain / Sewer / Water Master Plans – 3 sheet	12 hours
○ Street Light Plan – 1 sheet	2 hours
○ Grading Plan – 4 sheet	16 hours
○ Basin Plan – 1 sheet	3 hours
○ Grading Sections – 1 sheet	2 hours
○ Street Cross Sections – 1 sheet	2 hours
○ Street Plan and Profile – 23 sheets	92 hours
○ Sewer and Water Plan and Profile – 23 sheets	69 hours
○ Wall Plan and Profile - 11 sheets	22 hours
○ Signing and Striping Plan – 3 sheets	6 hours
○ Details - 3 sheets	3 hours
• Drainage Study	24 hours
• Engineer's Cost Estimate	4 hours
• Conditions of Approval Compliance	6 hours
• Geotechnical Report for reference only	2 hours
• Reference Plans and Documents	4 hours

Review Time Estimate: ***277 hrs***

Plan Check Hourly Rate: ***$200/hr***

Plan Check Estimate: ***$55,400.00***

1 Jenner Street, Suite 160
Irvine, CA 92618

714-899-9039

INTERWESTGRP.COM

INVOICE (INV-00034155)
FOR CITY OF HANFORD

BILLING CONTACT
Carmen Daulton
QK, Inc.
901 East Main Street
Visalia, CA 93292

INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00034155	02/05/2026	03/07/2026	Paid In Full	ADMINISTRATION FEE IS REQUIRED, BASED ON 1% OF THE ESTIMATED COST OF IMPROVEMENTS + 10% ADMIN FEE (INCLUDING ALL WORK BEFORE AND AFTER POSTING OF SECURITY). WHEN THE DEPOSIT BALANCE REACHES 25% OF THE ORIGINAL AMOUNT, THE APPLICANT MUST REPLENISH IT TO THE FULL ORIGINAL AMOUNT; THIS CYCLE WILL CONTINUE UNTIL PROJECT COMPLETION. ANY UNUSED FUNDS WILL BE REFUNDED PRIOR TO THE NOTICE OF COMPLETION AS DOCUMENTED IN THE REIMBURSEMENT AGREEMENT. PRIVATE UTILITY COSTS ARE EXCLUDED FROM THE CITY'S ENGINEERING PLAN REVIEW FEE CALCULATION.

REFERENCE NUMBER	FEE NAME	TOTAL
SDIP25-0011	Engineering Service Deposits	$138,940.43
Copper Ridge Tract 945	**SUB TOTAL**	$138,940.43

REMITTANCE INFORMATION

CITY OF HANFORD
315 N Douty St.
Hanford, CA 93230

For questions regarding your invoice, please contact:

Business License: (559) 585-2512 or businesslicense@hanfordca.gov

Permits: (559) 585-2580 or permithelp@hanfordca.gov

Fire: (559) 585-2545 or fireprevention@hanfordca.gov

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TOTAL **$138,940.43**

RECEIPT (REC-028951-2026)
FOR CITY OF HANFORD

BILLING CONTACT
Carmen Daulton
QK, Inc.
901 East Main Street
Visalia, Ca 93292

Payment Date: 02/18/2026

Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
SDIP25-0011	Engineering Service Deposits	Fee Payment	Check #2625955	$138,940.43
Copper Ridge Tract 945			**SUB TOTAL**	**$138,940.43**
			TOTAL	**$138,940.43**

Interwest Consulting Group

CITY OF HANFORD

ARCHITECTURAL AND ENGINEERING SERVICES CONSULTANT AGREEMENT FOR LOCAL PROJECTS

MARCH 2025

City of Hanford
900 S. 10th Avenue
Hanford, CA 93230

City of Hanford On Call Engineering Consultant

AGREEMENT FOR SERVICES

This Agreement for Services ("Agreement") is made and entered into this 20th day of March, 2025, by and between the City of Hanford, a municipal corporation ("City"), and Interwest Consulting Group ("Consultant").

RECITALS

A. Consultant represents to City that they are specially trained, experienced, licensed, and competent to perform the services which will be required by this Agreement; and

B. Consultant represents to City that it possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

C. City desires to retain Consultant to render Architecture and Engineering services as set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants set forth herein for such other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

1) **Retention of Consultant**. Subject to the terms and conditions set forth herein, City retains Consultant to perform the services identified in this Agreement, as an independent contractor and Consultant hereby accepts this independent contractor appointment.

2) **Scope of Services and City Responsibilities**.

   a) Consultant shall perform the services ("Services") and City shall have the responsibilities described on the attached Exhibit "A," which is incorporated herein by reference. To the maximum extent possible, the terms of the body of this Agreement and Exhibit "A" shall be interpreted so they are consistent; however, if there is a direct and irreconcilable conflict between the text of this Agreement and Exhibit "A," the former shall control.

   b) Consultant shall correct any and all errors and/or omissions, which arise out of Consultant's negligence or intentional misconduct, in the performance of the Services and any documents resulting therefrom even though City has accepted said Services or documents. Consultant shall make such corrections upon City's request and at no cost or expense to City.

3) **Time of Performance**. Services shall be completed by the dates identified in the attached Exhibit "A."

4) **Compensation**. Compensation to be paid to Consultant shall be in accordance with the attached Exhibit "A." Payment by City under this Agreement shall not be deemed a waiver of errors, even if such errors were known to City at the time of payment.

5) **Method of Payment**. Consultant shall submit monthly billings to City describing the work performed during the preceding month. Consultants' bills shall include a brief description of the Services performed and the date the Services were performed the number of hours spent and by whom, and a description of any reimbursable expenditures. City shall pay Consultant no later than sixty (60) calendar days after the date of submittal of an invoice for completed tasks and approval of the invoice by Citystaff.

6) **Extra Work.** At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by the City to be necessary for the proper completion of the Services, but which is not included in Exhibit "A." Extra work will be performed on terms agreed upon by the parties. Consultant shall not perform, nor be compensated for Extra Work without written authorization from the City.

7) **Termination**. This Agreement may be terminated by City immediately and without notice for cause or by City without cause upon ten (10) days' written notice of termination to Consultant. Upon termination, Consultant shall be entitled to compensation for Services performed up to the effective date of termination, unless this Agreement is terminated for cause, in which case, City may withhold compensation due Consultant in order to reimburse City for any losses, damages or expenses caused by Consultant's default under this Agreement.

8) **Ownership of Documents**. All plans, studies, documents and other writings and electronic disks containing drawings prepared by and for Consultant, its officers, employees, agents and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of City, and City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request.

However, the City's use of completed documents for other projects and/or the use of uncompleted documents without the written authorization of Consultant will be at the City's sole risk. City shall, to the fullest extent permitted by law, indemnify and hold harmless the Consultant from all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from any unauthorized reuse of, or changes to the Project Documents not performed by the Consultant.

9) **Licensing of Intellectual Property**. This Agreement creates a non-exclusive and perpetual license for City to use, modify, reuse or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data, electronic or otherwise, recorded on computer diskettes which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subcontractors to agree in writing that City is granted non-exclusive and perpetual license for any Documents & Data the subcontractor prepared under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. The City shallnot

be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purpose intended by this Agreement shall be at the City's sole risk. City shall, to the fullest extent permitted by law, indemnify and hold harmless the Consultant from all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from any unauthorized reuse of or changes to the Project Documents not performed by the Consultant. For the avoidance of doubt, nothing in this Agreement shall be understood to grant City rights to pre-existing intellectual property of Consultant, including Consultant software and licensed software, or to any improvements thereto.

10) **Confidentiality**. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services under this Agreement, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services under this Agreement. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name, insignia, photographs, or the project for which Consultant's Services are rendered, or any publicity pertaining to the Consultant's Services under this Agreement in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent by City. Notwithstanding the foregoing, City acknowledges that the Consultant may want/need to include projects performed under this Agreement on proposals for similar work in the future. City hereby grants permission to list any projects performed under this agreement for marketing purposes; provided however, Consultant will not make any representations regarding City's satisfaction with Consultant's work product unless Consultant receives a written statement or evaluation from City.

11) **Equal Opportunity Employment**. Consultant represents that it is an equal opportunity employer, and it shall not discriminate against any employee or applicant for employment because of age, race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, gender, gender identity or expression, sexual orientation, or military and veteran status. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of City's programs or guidelines currently in effect as identified and provided to Consultant by City.

12) **Insurance Requirements**.

a) Consultant, at Consultant's own cost and expense, shall procure and maintain, for the duration of this Agreement, the following insurance policies.

i) Workers Compensation Coverage. As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than ONE MILLION AND NO/100 DOLLARS ($1,000,000) per accident for bodily injury or disease.

ii) Commercial General Liability (CGL) Coverage. Insurance Services Office (ISO) Form CG 0001, including products and completed operations, with a limit of no less than TWO MILLION AND NO/100 DOLLARS ($2,000,000) per occurrence for bodily injury, personal injury, and property damage, and a general aggregate limit of no less than FOUR MILLION AND NO/100 DOLLARS ($4,000,000).

iii) Automobile Liability Coverage. ISO Form Number CA 0001 covering any auto (Code 1), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned),with a limit no less than ONE MILLION AND NO/100 DOLLARS ($1,000,000) per accident for bodily injury and property damage.

iv) Professional Liability Coverage. Consultant will maintain Professional Liability Insurance coverage in an amount not less than TWO Million Dollars ($2,000,000) per occurrence or claim and a general aggregate limit of no less than Two Million ($2,000,000).

If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant.

Consultant's insurance policies shall be "occurrence" policies and not "claims made."

Consultant may maintain an Umbrella policy in conjunction with the insurance policies referenced above. In such case, Consultant shall be deemed to have satisfied the insurance requirements of this contract as long as: (i) the coverage limits of the Umbrella policy and of the underlying liability policy(ies), when combined, satisfy each of the per occurrence and aggregate requirements identified in this section; and (ii) coverage under the Umbrella policy is as broad as and includes all incidents and events covered by the underlying insurance that it supplements.

b) Any deductibles or self-insured retentions must be declared to and approved by City. The city may require Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. Alternatively, City may require Consultant to provide a financial guarantee satisfactory to City guaranteeing payment of losses and related investigations, claim administration, and defense expenses within the retention.

c) The policies are to contain, or be endorsed to contain, the following provisions:

i) City and its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL and automobile liability policies with respect to liability arising out of work or operations performed by or on behalf of Consultant including materials, parts, or equipment furnished in connection with such work or operations; products used by Consultant; or automobiles owned, leased, hired or borrowed by Consultant. General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33 or CG 20 38 ***and*** CG 20 37 if a later edition is used. The coverage shallcontain

no special limitations on the scope of protection afforded to the City and its officers, officials, employees or volunteers.

ii) Except with respect to Workers' Compensation coverage, for any claims related to this contract, Consultant's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as to City and its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City and/or its officers, officials, employees, or volunteers shall be in excess of Consultant's insurance and shall be non-contributory.

iii) Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII

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

d) Consultant hereby grants to City and its officers, officials, employees, and volunteers a waiver of any right to subrogation which any insurer of Consultant may acquire against City and/or its officers, officials, employees, and volunteers by virtue of the payment of any loss under such insurance. Consultant agrees to obtain endorsements necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not City has received a waiver of subrogation endorsement from the insurer.

13) **Indemnification**. To the fullest extent allowable by law, Consultant agrees to indemnify, defend and hold harmless City and its officials, officers, employees, agents and volunteers from and against all claims, demands, actions, injuries, liabilities, losses, costs or damages, direct or indirect, and any and all attorneys' fees and other expenses which City or its officials, officers, employees, agents or volunteers may sustain or incur as a consequence of or are in any way related to Consultant's or its owners, directors, officers, managers, employees, agents and subcontractor's willful misconduct or negligent acts or omissions in the performance of the services and Consultants responsibilities and obligations to be performed under this agreement or its failure to perform or comply with any of its obligations or responsibilities contained in this agreement; excluding, however, such liability, claims, losses, damages or expenses arising from City's sole or active negligence or willful misconduct. This duty to indemnify, defend, and hold harmless shall survive the termination of this agreement.

14) **Independent Contractor Status**. It is understood and agreed that the Consultant, in the performance of the Services to be performed pursuant to this Agreement, shall act as and be an independent contractor and shall not act as an agent or employee of City. Consultant shall obtain no retirement benefits or other benefits which accrue to City's employees and Consultant hereby expressly waives any claim it may have to any such rights. Nothing in

this Agreement shall create or be construed as creating a partnership, joint venture or any other relationship between City and Consultant.

15) **Consultant's Books and Records**.

a) Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement.

b) The consultant shall maintain all documents and records that demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

c) Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City. Copies of such documents should be provided to the City for inspection at City offices.

d) Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, City may, by written request, require that custody of the records be given to City and that the records and documents be maintained in City offices. Access to such records and documents shall be granted to any party authorized by the Consultant, Consultant's representatives, or Consultant's successor-in-interest.

16) **Interest of Consultant**. Consultant and its owners, members, or shareholders, as applicable, covenant and represent that they do not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's Services hereunder. Consultant further covenants and represents that in the performance of the Services hereunder, to the best of its knowledge no person having any such interest shall perform any Services under this Agreement.

Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

a) will conduct research and arrive at conclusions with respect to rendition of information, advice, recommendation, or counsel independent of the control and direction of City or of any City official, other than normal agreement monitoring; and

b) possesses no authority with respect to any City decision beyond rendition of information, advice, recommendation, or counsel. FPPC Reg. Sec. 18700, et seq.

17) **Professional Ability of Consultant**. City has relied upon Consultant's representations regarding its training and professional ability to perform the Services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled personnel to perform all Services under this Agreement. The primary provider of the Services called for by this Agreement shall be_____who shall not be replaced without the written consent of City. All work performed by Consultant under this Agreement shall be in accordance with the applicable professional standard care and shall meet the local professional standard of quality ordinarily to be expected of competent persons in Consultant's field of expertise working in Kings County.

18) **Compliance with Laws**. The consultant shall use the proper standard of care in performing the Services and shall comply with all applicable federal, state and local laws, codes, ordinances and regulations in effect at the time the agreement is executed. In addition, if the request for proposal to provide services which are the subject of this Agreement cited any federal or state financial assistance involved in the project for which the Services are provided, the Consultant shall perform all services in accordance with all applicable federal and state laws, rates and regulations in effect at the time the agreement is executed.

19) **Licenses**. Consultant represents and warrants to City that it has all licenses, permits, qualifications, and insurance which are legally required of Consultant to lawfully and competently perform the Services. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, and insurance which are legally required of Consultant to lawfully and competently perform the Services. Consultant shall maintain a City of Hanford business license.

20) **Assignment and Subcontracting**. The parties recognize that a substantial inducement to City for entering into this Agreement is the reputation, experience, and competence of Consultant. Assignments of any or all rights, duties or obligations of the Consultant under this Agreement will be permitted only with the express written consent of City, which will not be unreasonably withheld. Consultant shall not subcontract any portion of the Services to be performed under this Agreement without the express written consent of City, which will not be unreasonably withheld. If the City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall: (i) create any contractual relationship between City and subcontractor; (ii) create any obligation on the part of City to pay or to see to the payment of any monies due to any such subcontractor; (iii) or relieve Consultant of any of its obligations and responsibilities under this Agreement.

21) **Attorneys' Fees**. If an action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs, and necessary disbursements in addition to any other reasonable relief to which he may be entitled. With respect to any suit, action or proceeding arising out of or related to this Agreement, or the documentation related hereto, the parties hereby submit to the jurisdiction and venue of the Superior Court for the County of Kings, State of California for any proceeding arising hereunder.

22) **Sole and Only Agreement**. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the matters set forth herein and contains all of the covenants and agreements between the parties regarding said matters. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or in writing, have been made by any party or anyone acting on behalf of any party which are not embodied in this Agreement and no other agreement, statement or promise shall be valid or binding.

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

24) **Amendment**. No change, amendment or modification of this Agreement shall be valid unless the same be in writing and signed by the parties hereto.

25) **Governing Law**. This Agreement shall be construed and governed pursuant to the laws of the State of California.

26) **Waiver**. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.

27) **Mediation**. The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. If the parties are unable to agree upon a mediator, the dispute shall be submitted to JAMS/ENDISPUTE ("JAMS") or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have the option to strike two of the five mediators selected by JAMS and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.

28) **Prohibited Interests**. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further Consultant warrants that it has not paid, nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or result from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29) **Executive Order N-6-22 – Russia Sanctions.** On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding economic sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. Government in response to Russia's actions in Ukraine, as well as any

sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from, entering any new contracts with individuals or entities that are determined to be a target of economic sanctions. Accordingly, should the State determine Contractor is a target of economic sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least thirty (30) calendar days to provide a written response. Termination shall be at the sole discretion of the State.

30) **Authority to Enter Agreement**. Consultant has all requisite power and authority to conduct its business and to execute, deliver and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

31) **Notice**. Except as otherwise expressly provided herein, any notice, consent, authorization or other communication to be given hereunder shall be in writing and shall be deemed duly given and received when delivered personally, when transmitted by facsimile or e-mail if receipt is acknowledged by the addressee, one business day after being deposited for next-day delivery with a nationally recognized overnight delivery service, or three business days after being mailed by first class mail, charges and postage prepaid, property addressed to the party to receive such notice at the last address furnished for such purpose by the party to whom notice is directed and addressed as follows:

CITY OF HANFORD

Mario A. Cifuentez II
City of Hanford
319 N. Douty
Hanford, CA 93230

CONSULTANT

Scott Harrison
Interwest Consulting Group, Inc.
1171 West Shaw Ave., Suite 102
Fresno, CA 93711

IN WITNESS WHEREOF, the parties have executed this Agreement effective on the day and in the year first set forth above.

CITY

CITY OF HANFORD,
a Municipal Corporation

By: _____
MARIO A. CIFUENTEZ II
City Manager

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

_____
City Engineer

CONSULTANT

Interwest Consulting Group, Inc.
[company name]

By: _____
Paul Meschino [name]
President [title]

Name of Project: On Call A&E Date: 4/15/25

Consultant: Kuster West

Insurance	General Liability		Automobile Liability		Workers' Compensation		Professional Liability	
A. Name of Company	Everest Indemnity Insurance Company		Everest Premier Insurance Company		Berkshire Hathaway Homestate		Great American E&S	
	Licensed in California		Licensed in California		Licensed in California ins. Co.		Licensed in California insurance Co.	
B. Name of Company	LASLI		CA# 6135-8		CA # 3753-1		LASLI	
	Licensed in California	X	Licensed in California	X	Licensed in California	X	Licensed in California	X
Scope of Insurance	Commercial General Liability		Business Auto Liability		Workers' Compensation		Professional Liability	
	Occurrence Basis		Code 1 (Any Auto)		"Per Statute" Comp.		Occurrence Basis	
					Employer's Liability Insurance			
Project Required Limits of Liability	General Liability $2,000,000 per occurrence General Aggregate Limit $4,000,000		Auto Liability $1,000 000 per accident		$1,000,000 per accident		$2,000,000 per accident	
Contractors Provided Insurance Limits	General Liability $ 1,000,000		Auto Liability $ 1,000,000		Workers Comp. $ 1,000,000		Professional Liability $ 10,000,000	
	General Aggregate Limit $ 2,000,000							
	Umbrella Coverage amount $ 10,000,000		Umbrella Coverage amount $ 10,000,000					
Deductible or SIR	Amount:		Amount:		Amount:		Amount:	
Other Provisions	City, Officers, Officials as Additional Insured	X	City, Officers, Officials as Additional Insured	X	Waiver of Subrogation	X	Waiver of Subrogation	X
	Insurance is Primary	X	Insurance is Primary	X	30 Day Cancellation Notification	X	30 Day Cancellation Notification	X
	Reporting Provisions Waiver of Subrogation	X	Reporting Provisions Waiver of Subrogation	X				
	30 Day Cancellation Notification	X	30 Day Cancellation Notification	X				
Insurer Acceptability	Best's Rating (A:VII) A+		Best's Rating (A:VII) A+		Best's Rating (A:VII) A++		Best's Rating (A:VII) A+	
Proof of Coverage	Certificate Endorsements		Certificate Endorsements		Certificate Endorsements		Certificate Endorsements	
	Subs covered under Prime Contractors Ins.		Subs covered under Prime Contractors Ins.		Subs covered under Prime Contractors Ins.		Subs covered under Prime Contractors Ins.	
	Subs covered or have separate coverage		Subs covered or have separate coverage		Subs covered or have separate coverage		Subs covered or have separate coverage	

Additional Information:

Project Manager's Signature: _____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
McGriff Insurance Services LLC
2200 N. Commerce Parkway
Suite 200
Weston FL 33326

CONTACT NAME: Lauren Mayer
PHONE (A/C, No, Ext): 954-385-6022 **FAX (A/C, No):** 866-802-8684
E-MAIL ADDRESS: lauren.mayer@mcgriff.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Berkshire Hathaway Homestate Ins Co	20044
INSURER B : Everest Indemnity Insurance Company	10851
INSURER C : Everest Premier Insurance Company	16045
INSURER D : Bridgeway Insurance Company	12489
INSURER E : Great American E&S Insurance Company	37532
INSURER F : Great American E&S Insurance Company	37532

INSURED 132SAFEBLLC
Interwest Consulting Group, Inc.
444 N Cleveland Ave;
Loveland CO 80538

COVERAGES **CERTIFICATE NUMBER:** 907179911 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR X 10,000 GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [X] PRO-JECT [ ] LOC OTHER:	Y	Y	CF3GL00415241	10/3/2024	10/3/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
C	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY	Y	Y	CF3CA00337241	10/3/2024	10/3/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
D E	UMBRELLA LIAB [X] OCCUR X EXCESS LIAB CLAIMS-MADE DED [X] RETENTION $ 0	Y	Y	8EA7XL000207903 011170903	10/3/2024 10/3/2024	10/3/2025 10/3/2025	Excess per occ / agg EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 10,000,000 $ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	SAWC561586	5/12/2024	5/12/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
F	Professional Liability			TER5325879	10/3/2024	10/3/2025	Each Claim/Aggregate	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Excess policy # 140002058 effective 10/03/2024-10/03/2025 - QBE Ins Corp NAIC #39217 - Limits- $5,000,000 part of $10,000,000 Excess of $5,000,000. Crime coverage – Federal Insurance Company, NAIC 20281- Policy #J06767825 effective 10/3/24-10/3/25; Limit $1,000,000 DED $10,000. Technology Errors & Omissions and Cyber Coverage - Coalition Insurance Company NAIC # 29530 - Policy #C4LRS025767CYBER effective 10/3/24 - 10/3/25. Each Claim/AGG $3,000,000 DED $100,000.

RE: RFQ No. 2025-02 ON-CALL Architectural & Engineering Services.
The City and its officers, officials, employees and volunteers are additional insured on a primary and non-contributory basis as respects to the General Liability & Auto Liability when required by written contract. Waiver of Subrogation applies to the Auto & General Liability policies when required by written contract.

CERTIFICATE HOLDER
City of Hanford
900 South 10th Avenue
Hanford CA 93230

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Felice Vinarub

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
ELECTRONIC DATA LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

SCHEDULE

Name Of Person(s) Or Organization(s):
ALL PERSONS OR ORGANIZATIONS AS REQUIRED BY WRITTEN CONTRACT WITH THE NAMED INSURED. THE WRITTEN CONTRACT MUST BE SIGNED PRIOR TO THE DATE OF THE "BODILY INJURY", "PROPERTY DAMAGE", OR "PERSONAL AND ADVERTISING INJURY".
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions:**

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

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B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
ANY PERSON OR ORGANIZATION THAT ENTERED INTO A WRITTEN CONTRACT WITH THE NAMED INSURED REQUIRING SUCH PERSON(S) OR ORGANIZATION(S) TO BE INCLUDED AS AN ADDITIONAL INSURED WITH RESPECT TO THE NAMED INSURED'S PERFORMANCE OF OPERATIONS OR IN CONNECTION WITH ANY PREMISE OWNED OR RENTED BY THE NAMED INSURED.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
ANY PERSON OR ORGANIZATION THAT ENTERED INTO A WRITTEN CONTRACT WITH THE NAMED INSURED REQUIRING SUCH PERSON(S) OR ORGANIZATION(S) TO BE INCLUDED AS AN ADDITIONAL INSURED.	ANY LOCATION FOR WHICH THE NAMED INSURED'S WORK WAS PERFORMED FOR SUCH PERSON(S) OR ORGANIZATION(S) FOR ANY COMPLETED OPERATIONS.
DR HORTON INC, ITS AFFILIATES AND SUBSIDIARIES C/O INSURANCE COMPLIANCE PO BOX 100085-DR DULUTH, GA 30096	ALL LOCATIONS
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
ANY PERSON OR ORGANIZATION THAT ENTERED INTO A WRITTEN CONTRACT WITH THE NAMED INSURED REQUIRING SUCH PERSON(S) OR ORGANIZATION(S) TO BE NAMED AS AN ADDITIONAL INSURED WITH RESPECT TO THE NAMED INSURED'S PERFORMANCE OF OPERATIONS AT ANY LOCATION ON BEHALF OF SUCH PERSON(S) OR ORGANIZATION(S).	ALL LOCATIONS

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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POLICY NUMBER: CF3CA00337241

COMMERCIAL AUTO
CA 04 22 11 20

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EARLIER NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

Named Insured: SAFEBUILT, LLC
Endorsement Effective Date: 10/03/2024

SCHEDULE

Number Of Days' Notice:
30
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

For any statutorily permitted reason other than nonpayment of premium, the number of days required for notice of cancellation, as provided in Paragraph **2.** of either the Cancellation Common Policy Condition or as amended by an applicable state cancellation endorsement, is increased to the number of days shown in the Schedule above.

© Insurance Services Office, Inc., 2019

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION – BLANKET

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE PART

Paragraph **c.** of the **Other Insurance General Condition** is replaced by the following:

c. Regardless of the provisions of Paragraph **a.** above, this Coverage Form's Liability Coverage is primary and we will not seek contribution from any other insurance for any liability assumed under an "insured contract" that requires liability to be assumed on a primary noncontributory basis.

Additionally, only the coverage and limit of insurance requirements of the "insured contract" shall apply, and in no event shall those requirements exceed the coverage and limits of insurance provided under this policy.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured:
Endorsement Effective Date:

SCHEDULE

Name Of Person(s) Or Organization(s):
ALL PERSONS OR ORGANIZATIONS AS REQUIRED BY WRITTEN CONTRACT WITH THE NAMED INSURED. THE WRITTEN CONTRACT MUST BE SIGNED PRIOR TO THE DATE OF THE "ACCIDENT".
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

© Insurance Services Office, Inc., 2011

POLICY NUMBER: CF3CA00337241

COMMERCIAL AUTO
ECA 24 503 02 14

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

SCHEDULE

Name of Person or Organization:
ALL PERSONS OR ORGANIZATIONS AS REQUIRED BY WRITTEN CONTRACT WITH THE NAMED INSURED. THE WRITTEN CONTRACT MUST BE SIGNED PRIOR TO THE DATE OF THE "ACCIDENT".

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The **TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US** Condition is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for an "accident" or "loss", provided that you are required under a written agreement to waive your rights of recovery. The written agreement must be made prior to the date of the "accident" or "loss". This waiver applies only to the person or organization shown in the Schedule above.

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WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA BLANKET BASIS

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

The additional premium for this endorsement shall be calculated by applying a factor of 2% to the total manual premium, with a minimum initial charge of $350, then applying all other pricing factors for the policy to this calculated charge to derive the final cost of this endorsement.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Blanket Waiver

Person/Organization	Blanket Waiver – Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

Job Description	**Waiver Premium (prior to adjustments)**
All CA Operations	3697.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 05/12/2024 Policy No.: SAWC561586 Endorsement No.:

Insured: Premium $

Insurance Company: Berkshire Hathaway Homestate Ins Co

Countersigned by _____

WC 99 04 10 C
(Ed. 01-19)

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Interwest Consulting Group, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

444 N. Cleveland Ave, Suite 444

Requester's name and address (optional)

6 City, state, and ZIP code

Loveland, CO 80537

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

7	3	–	1	6	3	0	9	0	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** [signature] **Date** 11.17.2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Great American E & S Insurance Company

BestLink **AMB #: 003837 NAIC #: 37532 FEIN #: 310954439**

Mailing Address
301 E. Fourth Street
Cincinnati, Ohio 45202
United States

Web: www.greatamericaninsurancegroup.com
Phone: 513-369-5000
Fax: 513-369-5830
View Additional Address Information

AM Best Rating Unit: AMB #: 005990 - Great American Insurance Companies
Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.



View additional news, reports and products for this company.

Based on AM Best's analysis, 058317 - American Financial Group, Inc. is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of operating insurance entities in this structure.

Best's Credit Ratings

Financial Strength View Definition

Rating (Rating Category):	A+ (Superior)
Affiliation Code:	r (Reinsured)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	December 11, 2024
Initial Rating Date:	June 30, 1980

Long-Term Issuer Credit View Definition

Rating (Rating Category):	aa- (Superior)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	December 11, 2024
Initial Rating Date:	June 17, 2005

Financial Size Category View Definition

Financial Size Category:	XV (Greater than or Equal to USD 2.00 Billion)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Associate Director : Raymond Thomson, CPCU, ARe, ARM

Director: Doniella Pliss

Note: *See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.*

Disclosure Information

Disclosure Information Form
View AM Best's Rating Disclosure Form

Press Release
AM Best Affirms Credit Ratings of American Financial Group, Inc. and Its Key Operating Subsidiaries
December 11, 2024

Great American E & S Insurance Company

BestLink **AMB #: 003837 NAIC #: 37532 FEIN #: 310954439**

Mailing Address
301 E. Fourth Street
Cincinnati, Ohio 45202
United States

Web: www.greatamericaninsurancegroup.com
Phone: 513-369-5000
Fax: 513-369-5830
View Additional Address Information

AM Best Rating Unit: AMB #: 005990 - Great American Insurance Companies
Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.

View additional news, reports and products for this company.

Based on AM Best's analysis, 058317 - American Financial Group, Inc. is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of operating insurance entities in this structure.

Best's Credit Ratings

Financial Strength View Definition

Rating (Rating Category):	A+ (Superior)
Affiliation Code:	r (Reinsured)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	December 11, 2024
Initial Rating Date:	June 30, 1980

Long-Term Issuer Credit View Definition

Rating (Rating Category):	aa- (Superior)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	December 11, 2024
Initial Rating Date:	June 17, 2005

Financial Size Category View Definition

Financial Size Category:	XV (Greater than or Equal to USD 2.00 Billion)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Associate Director : Raymond Thomson, CPCU, ARe, ARM

Director: Doniella Pliss

Note: *See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.*

Disclosure Information

Disclosure Information Form
View AM Best's Rating Disclosure Form

Press Release
AM Best Affirms Credit Ratings of American Financial Group, Inc. and Its Key Operating Subsidiaries
December 11, 2024

Bridgeway Insurance Company

BestLink **AMB #: 020791 NAIC #: 12489 FEIN #: 203901790**

Mailing Address
555 College Road East - P.O. Box 5241
Princeton, New Jersey 08543
United States

Web: www.munichreamerica.com
Phone: 609-243-4200
Fax: 609-243-4257
View Additional Address Information

AM Best Rating Unit: AMB #: 086577 - Munich Reinsurance Company
Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.

View additional news, reports and products for this company.

Based on AM Best's analysis, 085011 - Munich Reinsurance Company is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of operating insurance entities in this structure.

Best's Credit Ratings

Financial Strength View Definition

Rating (Rating Category):	A+ (Superior)
Affiliation Code:	g (Group)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	July 18, 2024
Initial Rating Date:	April 16, 2020

Long-Term Issuer Credit View Definition

Rating (Rating Category):	aa (Superior)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	July 18, 2024
Initial Rating Date:	April 16, 2020

Financial Size Category View Definition

Financial Size Category:	XV (Greater than or Equal to USD 2.00 Billion)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Director: Gregory Dickerson

Director: Steven M. Chirico, CPA

Note: *See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.*

Disclosure Information

Disclosure Information Form
View AM Best's Rating Disclosure Form

Press Release
AM Best Affirms Credit Ratings of Munich Reinsurance Company and Its Subsidiaries
July 18, 2024

View AM Best's Rating Review Form

Everest Premier Insurance Company

BestLink **AMB #: 023090 NAIC #: 16045 FEIN #: 812926232**

Mailing Address
100 Everest Way, Warren Corporate Center
Warren, New Jersey 07059
United States

Web: www.everestglobal.com
Phone: 908-604-3000
View Additional Address Information

AM Best Rating Unit: AMB #: 058455 - Everest Group, Ltd.
Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.



View additional news, reports and products for this company.

Based on AM Best's analysis, 058455 - Everest Group, Ltd. is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of operating insurance entities in this structure.

Best's Credit Ratings

Financial Strength View Definition

Rating (Rating Category):	A+ (Superior)
Affiliation Code:	g (Group)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	July 19, 2024
Initial Rating Date:	May 03, 2017

Long-Term Issuer Credit View Definition

Rating (Rating Category):	aa- (Superior)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	July 19, 2024
Initial Rating Date:	May 03, 2017

Financial Size Category View Definition

Financial Size Category:	XV (Greater than or Equal to USD 2.00 Billion)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Associate Director-Analytics: Dan Hofmeister, CFA, FRM, CAIA, CPCU, ARe, AIS, AIAF

Director: Gregory Dickerson

Note: *See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.*

Disclosure Information

Disclosure Information Form
View AM Best's Rating Disclosure Form

Press Release
AM Best Affirms Credit Ratings of Everest Group, Ltd. and Its Subsidiaries
July 19, 2024

Everest Indemnity Insurance Company

BestLink **AMB #: 012096 NAIC #: 10851 FEIN #: 223520347**

Mailing Address
100 Everest Way, Warren Corporate Center
Warren, New Jersey 07059
United States

Web: www.everestglobal.com
Phone: 908-604-3000
Fax: 908-604-3450
View Additional Address Information

AM Best Rating Unit: AMB #: 058455 - Everest Group, Ltd.
Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.



View additional news, reports and products for this company.

Based on AM Best's analysis, 058455 - Everest Group, Ltd. is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of operating insurance entities in this structure.

Best's Credit Ratings

Financial Strength View Definition

Rating (Rating Category):	A+ (Superior)
Affiliation Code:	g (Group)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	July 19, 2024
Initial Rating Date:	January 26, 1998

Long-Term Issuer Credit View Definition

Rating (Rating Category):	aa- (Superior)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	July 19, 2024
Initial Rating Date:	June 17, 2005

Financial Size Category View Definition

Financial Size Category:	XV (Greater than or Equal to USD 2.00 Billion)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Associate Director-Analytics: Dan Hofmeister, CFA, FRM, CAIA, CPCU, ARe, AIS, AIAF

Director: Gregory Dickerson

Note: *See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.*

Note: Credit Ratings on this company are European Union Endorsed and United Kingdom Endorsed

Disclosure Information

Disclosure Information Form
View AM Best's Rating Disclosure Form

Press Release
AM Best Affirms Credit Ratings of Everest Group, Ltd. and Its Subsidiaries
July 19, 2024

Berkshire Hathaway Homestate Insurance Company

BestLink **AMB #: 004207 NAIC #: 20044 FEIN #: 470529945**

Mailing Address
1314 Douglas Street, Suite 1300
Omaha, Nebraska 68102-1944
United States

Web: www.bhhc.com
Phone: 402-393-7255
Fax: 415-675-5524
View Additional Address Information

AM Best Rating Unit: AMB #: 018343 - Berkshire Hathaway Homestate Companies
Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.



View additional news, reports and products for this company.

Based on AM Best's analysis, 058334 - Berkshire Hathaway Inc. is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of operating insurance entities in this structure.

Best's Credit Ratings

Financial Strength View Definition

Rating (Rating Category):	A++ (Superior)
Affiliation Code:	g (Group)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	March 13, 2025
Initial Rating Date:	June 30, 1970

Long-Term Issuer Credit View Definition

Rating (Rating Category):	aa+ (Superior)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	March 13, 2025
Initial Rating Date:	April 13, 2006

Financial Size Category View Definition

Financial Size Category:	XV (Greater than or Equal to USD 2.00 Billion)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Director: Gregory Dickerson

Director: Steven M. Chirico, CPA

Note: *See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.*

Disclosure Information

Disclosure Information Form
View AM Best's Rating Disclosure Form

Press Release
AM Best Affirms Credit Ratings of Berkshire Hathaway Homestate Insurance Company and Its Affiliates
March 13, 2025

EXHIBIT "A"

Scope, Timeframe, and Compensation for Services

PROPOSAL ATTACHED

INTERWEST

A SAFEbuilt COMPANY



CITY OF HANFORD

Statement of Qualifications - On-Call Architectural and Engineering Consultant Services

September 12, 2024 | 2:00 PM

MAIN PROPOSAL CONTACT:
Elizabeth Alsky
Account Manager
949.731.4000
ealsky@interwestgrp.com

www.interwestgrp.com



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Appendix A - Required Forms per the RFQ.

Introductory Letter

A.



INTERWEST

A SAFEbuilt COMPANY

A. | Introductory Letter

September 12, 2024

Attn: Lisa Dock, City Engineer
City of Hanford
Utilities and Engineering Department
900 S. 10th Avenue
Hanford, CA 93230

INTERWEST
A SAFEbuilt COMPANY
1171 West Shaw Ave., Suite 102
Fresno, CA 93711
559.448.9839

RE: Request For Qualifications (RFQ) for No. 2025-02, On-Call Architectural and Engineering Consultant Services

Dear Selection Committee:

Interwest Consulting Group (Interwest) understands that the City of Hanford (City) is seeking services for On-Call Architectural and Engineering Consultant Services. Our team is responding to the service lines of Civil Engineering, Transportation Design, Plan Check, Landscape Design, Construction Management and Inspection, and Utility Design specific to water and sewer. **Our team has had the pleasure of working with the City for various services and we look forward to expanding our relationship with your community.** With this in mind, we have an excellent working knowledge of similar city's projects and processes and are prepared to move ahead in meeting the needs of your community with the expectations and goals that are unique to your City. For this effort, we will provide a highly qualified and appropriately-licensed staff to deliver these services.

Our staff at Interwest build relationships with our clients that extend far beyond the provision of day-to-day services. Our team has the proven ability to work collaboratively and communicate effectively with client staff to work towards common goals. We will coordinate with the City staff to ensure that deadlines and expectations are clearly defined and stringently met. We strive to work collaboratively with the Department of Public Works and other City personnel, applicants, and designers to resolve issues as efficiently as possible to expedite processes with our focus being the successful delivery of services. We are committed and flexible to provide the City with services that meet their individual needs.

Steve Kooyman, PE, will serve as the **Project Manager** to the City. Steve will oversee the day-to-day operations of these services. **Elizabeth Alsky** will serve as the **Account Manager and Primary Contact** to the City. Elizabeth will be responsible for ensuring increasing levels of client satisfaction throughout the life of the contract by performing periodic Client Health Checks, a service uniquely provided by Interwest. Elizabeth may be contacted at 949.731.4000 or ealsky@interwestgrp.com.

We hope the qualifications demonstrated in this package will encourage the City to continue to work with Interwest's exceptionally talented and experienced consultant staff.

As President of Interwest, I am authorized to bind the firm contractually, sign any agreements that may result from this proposal, and will provide contract support to the proposed Interwest team. Should any questions arise, please contact me at 619.372.9962 or via email at bids@interwestgrp.com. **We received and acknowledge the City's Addendum No. 1, No. 2, and No. 3.**

Sincerely,

Paul Meschino, President

Executive Summary

B.



INTERWEST
A SAFEbuilt COMPANY

B. | Executive Summary

Interwest has had the pleasure of successfully serving the City of Hanford for a variety of municipal services since 2021. **Our management team will include: Steve Kooyman, PE - Project Manager; Scott Harrison, CPRP - Assistant Project Manager; Tyrone Chesapeake, PE - Construction Manager; and Rylan Spraldin, CCM, CBC - Construction Manager and Inspector.**

Interwest partners with communities to provide a high-level of service for homeowners, building owners, contractors, and local, state and federal government agencies. We primarily serve public agency clients, typically in staff augmentation and program management roles. We believe our commitment to public agency clients is important since it allows us to avoid any real or perceived issues regarding conflicts of interest.

We work to exceed goals and standards of service through:

- Our expert knowledge of engineering services and construction industries;
- Our helpful and professional approach; and
- Our commitment to timely service and communication.

The seamless integration of municipal service professionals in support of public agencies has been our purpose since Interwest formed in 2002. Interwest was founded by individuals with a passion for serving municipalities. We currently employ more than 400 employees spanning a multitude of disciplines within public works, city engineering, traffic engineering, and building safety departments throughout California.

We thoroughly understand the challenges and requirements of municipal governments since many of our staff have held senior and executive management positions with numerous California cities. Our staff includes former Public Works Directors, City Engineers, Capital Projects Managers, Traffic Engineers, and Chief Building Officials.

This background and experience is important because serving as a local agency representative requires a high-level of sensitivity towards community and special interest group issues. Accordingly, our professional staff truly understands and values the importance of maintaining a focus on representing the interests of our public agency clients in a manner which reflects positively on the cities, counties, and districts we serve.

Interwest's Core Values

Our core values embody our approach to our working relationships, as well as our philosophy in providing services. Our team stands apart from others by remaining dedicated to a client-centered method based on our core values - **Service, Integrity, Improvement, Teamwork, and Respect.** It is our goal to help support the foundation for how to best achieve our client's goals and priorities. We become a seamless extension of your team, utilizing our mission, vision and core values to guide our efforts throughout the process. Together we can meet your objectives to invigorate your culture through scalable, sustainable, and affordable business practices.



Keys to Interwest's Success

- Providing all services in a coordinated, cost-effective, and transparent manner;
- Providing our clients with experienced and well-qualified individuals to meet and exceed goals set for any assigned project(s);
- Providing a high-level of customer service for internal and external customers;
- Taking a partnering versus regulatory approach; and
- Balancing the need to ensure conformance to standards and regulations with the need for predictability, uniformity, and efficiency.

Relying on our deep experience with current practices and regulations, we are dedicated to reaching successful outcomes for our public agency clients. Our professional staff truly understands and values the importance of maintaining a focus on representing the interests of our public agency clients in a manner which reflects positively on the cities, counties, and districts we serve. This experience provides our team with creative solutions or alternative approaches to design depending on the needs of the client.

Advantages of Choosing Interwest

Our solid reputation as an industry leader demonstrates our knowledge, flexibility, and cost efficiencies, giving us the reliability your municipality needs in a team. Our people love what they do and eagerly contribute solutions and recommendations that are proven, time-tested, and specific to your needs, providing the following fundamental elements:

Focus on Service. Because we serve many municipalities and agencies, we are constantly improving and adapting to provide our clients with superior services. Our varied experience with other communities helps to keep the services we provide the most efficient possible while maintaining our commitment to service excellence.

Tailored, Responsive Services. Our team is skilled at assessing time commitments, developing an accurate work plan, and applying dedicated, professional personnel. We quickly fine-tune staffing levels to match changes in activity – always maintaining the highest level of customer service. We hand-pick staff, uniquely qualified and experienced, to deliver the exact services requested. We create customized workflows to provide our clients with services that ensure all critical steps are followed through the permit issuance process.

Effective Coordination with other Agencies and Departments. Our people are trained in promoting collaboration and cooperation with other departments and agencies.

A Wealth of Industry Experience. We maintain staff fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's cutting edge, many serve as educational instructors and lecturers, as well as sit on leading boards and committees for organizations developing and implementing important code regulations.

We are excited to expand our partnership with the City so that we can continue to work together to create a better future for your community!

Consultant Information, Qualifications, & Experience

C.



INTERWEST
A SAFEbuilt COMPANY



INTERWEST PROFILE

YEAR FOUNDED & BUSINESS STRUCTURE:
2002, Corporation

FIRM CAPACITY:
400+ Employees

PROJECT OFFICE:
1171 West Shaw Ave., Ste. 102, Fresno, CA 93711

SERVICES INTERWEST PROVIDES:
Building Department Services
Municipal Engineering
City Planning
Construction Management
Traffic Engineering
Real Estate Property
Grant Writing & Administration

C. | Consultant Information, Qualifications, and Experience

Interwest has extensive experience and a proven track record of successfully providing turn-key services for construction management and inspection services to public agencies for 22 years. We currently serve more than 330 public agencies, providing municipal engineering and a variety of community development services.

Interwest was founded by individuals with a passion for serving municipalities. Our company of 400+ employees spans a multitude of disciplines, roles, and job placements to municipalities within building safety department services and public works departments throughout California.

Providing engineering services is at the core of our business. We have highly qualified staff and extensive resources throughout the state. Interwest is comprised of licensed Civil and Structural Engineers, Electrical Engineers, Fire Protection Engineers, and Mechanical Engineers registered in the State of California, ICC-certified and highly qualified Plans Examiners and Inspectors, Certified Access Specialists (CASp), licensed Architects, and other professionals specializing in providing complete building safety services to local government agencies.

Our staff has held senior and executive management positions within numerous California cities and public agencies, including the titles of Building Official, City Engineer, Public Works Director, Construction Manager, City Planner, and other management personnel. This depth of experience brings a high-level of knowledge and sensitivity towards community and special interest group issues. We value the importance of a focus that represents the interests of our public agency clients and reflects positively on the citizens they serve.

We furnish both technical excellence and a thorough understanding of the regulatory process to assist our clients through the sometimes-daunting complexities associated with the delivery of projects, implementation of important public programs, and adoption of significant public policy.

Similar Project Experience



Client
City of Hanford
317 N. Douty Street
Hanford, CA 93230

City Project Manager
Jason Waters
Deputy City Manager
559.585.2500 x4
jwaters@hanford.city

Project Dates
2023—Present

Services Provided
Traffic Engineering
CEQA Compliance
Civil Engineering
Construction Administration
Electrical Engineering
Feasibility Analysis
Irrigation Design
Landscape Architecture
Public Outreach
Streetscape Planning - Analysis & Design

Construction Cost
$4.4 million

Project Team
Scott Harrison, Project Manager
Herby Lissade, Traffic Engineer
Alex Camacho, Traffic Engineer
Glen Lewis, Civil Engineer
Sara Parsley, Senior Engineer
Dominick Mack, Landscape Architect
Sophia Neves, Landscape Designer
Gianno Feoli, Director of Landscape, & Urbanism
Subconsultant: UNICO Engineering

DOWNTOWN TRAFFIC AND PEDESTRIAN IMPROVEMENTS
Hanford, CA

The City of Hanford is embarking on a visionary project to revitalize its downtown core, fostering a more vibrant and inclusive space for both motorists and pedestrians. This initiative project prioritizes safety and accessibility while enhancing the overall aesthetic. In June 2022, the Hanford City Council allocated $4.4 million in American Rescue Plan Act (ARPA) funding towards a comprehensive downtown improvement project. This investment underscores the City's commitment to creating a dynamic and sustainable urban environment. A thorough engineering report completed in December 2022 explored various scenarios and their impact on traffic flow, parking availability, future development plans, and budgetary considerations. Key recommendations aimed at improving pedestrian experience include the following:

Traffic Signal Optimization: Replacing the traffic signal at the intersection of Seventh and Douty Streets with a roundabout or another suitable traffic calming measure. Removing the traffic signal at Seventh and Irwin Streets and replacing it with all-way stop controls.

Road Diet Implementation: Reducing the number of travel lanes and their width on Douty Street, allowing for the conversion of the outer lanes to angled parking between Sixth and Eighth Streets.

Streetscape Design Integration: Implementing streetscape improvements along the project, which encompasses the strategic use of landscaping, street furniture, and potentially wider sidewalks to create a more inviting and pedestrian-friendly atmosphere, fostering a stronger connection between pedestrians and the surrounding businesses. Interwest is currently in the design phase of this project.

Roundabout Design: Interwest is currently assisting the City in the design of a roundabout. The Interwest Traffic Engineering team designed the roundabout and is currently coordinating the Civil Site design with the Interwest Civil Engineering design team, as well as coordinating the design with the City Engineering team.

UNICO provided land surveying services, including topographic surveying, right-of-way surveying and base mapping, as well as prepared plats and legal descriptions.







Client
City of Perris
101 N. D Street
Perris, CA 92570

City Project Manager
Sabrina Chavez
Director of Community Services
951.943.6603
SChavez@cityofperris.org

Project Date
2019 - 2022

Services Provided
Park Master Planning

Firm Fee's
$ 488,565.00

Construction Cost
$ 10.5 Million (Estimated)

Project Team
Bill Evans, Project Manager

ENCHANTED HILLS PARK

Perris, CA

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The proposed project consisted of an active sports park. While many natural features of the site is retained, park development includes the introduction of hardscape and impermeable surfaces as well as turfed and landscaped areas. The park plan includes a multi-use field, child play area, toddler play area, restrooms, picnic shelters, hardscape, parking lots, bridges, trails, a basketball court, BMX course improvements, art rocks, a splash pad, a skating area, and a zip line. Additionally, the project retains and incorporates some of the existing site features, such as Owl Rock, and formalize the unofficial BMX course that exists on the site. There are three proposed entrances to the site; one at the intersection of Weston Road and Diana Street, and two entrances that form a horse-shoe drive adjacent to and accessible from Metz Road. The project includes on-site signing and road striping, improvement of the Weston Road and Metz Road to their full local street alignment along the project boundary, and appropriate sight distance measures in accordance with Caltrans standards. The project also includes the under-grounding of the electrical transmission line that traverses the southern portion of the site, the alignment will avoid the riparian area that is to be preserved in its natural state.



ENGINEERING PLAN CHECK & INSPECTION SERVICES
Moreno Valley, CA

Interwest began serving the City of Moreno Valley in 2016. We currently provide engineering plan check services and on-call inspection services to the Land Development Department. Since 2019, we have provided plan check services for all improvement plans related to private development (excluding building and related plans), including of a variety of street improvement plans (widening, rehabilitation, and new); grading plans (mass grading, rough grading, and precise grading); parcel/final maps; dedications, easements, vacations, quitclaims and parcel mergers; lot line adjustments; storm drainage plans; hydrology and hydraulic calculations and reports; engineer's reports; as well as a variety of other types of construction improvement plans, erosion and sediment control plans, sewer improvement plans, and on-site improvement (grading and paving) plans. In addition to individual plan check review, Interwest provides site plans, tentative maps, and preliminary technical studies review during entitlement process including writing project conditions of approval.

Client
City of Moreno Valley
14177 Frederick St.
Moreno Valley, CA 92553

City Project Manager
Clement Jimenez, PE
Principal Engineer
951.413.3121
clementj@moval.org

Project Dates
2016—Present

Services Provided
Civil Engineering
Engineering Plan Check
Inspection Services

Contract Value
$1 million

Project Team
Stuart McKibbin, Project Manager
Matt Simonetti, Senior Engineer
Liban Preciado, Associate Engineer



CLIENT
City of Fountain Valley
10200 Slater Avenue
Fountain Valley, CA 92708

CITY'S PROJECT MANGER
Temo Galvez, PE
City Engineer
949.294.4508
temo.galvez@fountainvalley.org

PROJECT DATES
2022—Present

CONTRACT VALUE
$1 million+

PROJECT TEAM
Matt Simonetti, Project Manger
Pavel Horn, Civil Engineer

PUBLIC WORKS ENGINEERING PLAN CHECK AND PROJECT MANAGEMENT

Fountain Valley, CA

Interwest has provided engineering services for the City of Fountain Valley since 2017 and engineering plan check services since 2022. Engineering plan check services provided to the City include grading and drainage plan review for private developments, including commercial, industrial, multifamily, and single-family dwellings for the compliance of the Building and Grading Codes, Low Impact Development, Fire Department and Department of Regional Planning Ordinances. Interwest provides the City with plan check services for street improvement, signing and striping, and traffic signal plans; utility plans; tract and parcel maps; and compliance to all applicable City, state, and federal codes and standards.



Client
City of Pomona
505 South Garey Avenue
Pomona, CA 91766

City Project Manager
Anita Gutierrez, AICP
Development Services Director
909.620.2421
anita_gutierrez@ci.pomona.ca.usa

Project Dates
2009—Present

Services Provided
Construction Management
Construction Oversight
Staff Augmentation
Engineering Plan Review
Inspection Services

Firm's Fee
Various

Construction Cost
Various

Project Team
Matt Simonetti, Project Manager
Liban Preciado, Associate Engineer
Joe Indrawan, Civil Engineer

ENGINEERING PLAN REVIEW / CIP PROJECT ADMINISTRATION
Pomona, CA

Engineering Plan Review for Water Resources Department (WRD): Interwest is providing project management and engineering plan review services in support of the City of Pomona's WRD. This contract role includes providing plan checking services for various development items consisting of improvement plans (including, but not limited to, rough grading, street, sewer, water, stormwater, on-site grading/ paving, and building plans); public infrastructure improvement plans (water, sewer, and stormwater); and professional studies (including but not limited to hydrology/ hydraulic water, sewer, and stormwater plans).

Building Department Staffing: In addition to fully staffing the building department, our team also provides on-site and remote engineering plan review services. Engineering plan check services include land development review, water quality and storm water management, map checking and processing, grading, public improvements, easement and right-of-way dedication review and processing, preparation of conditions of approval, and meetings with developers and engineers.

Construction Oversight: Our on-site grading inspection team performs these construction oversight function in a staff augmentation role as projects arise as part of the City's Development Services Department, project examples include:

- **Waterline Replacement Projects:** Interwest has provided construction management and inspection services for numerous water line replacement projects including DIP replacement with curb and gutter and rubberized asphalt.
- **Target Shopping Center:** Interwest provided inspection services related to storm drain and sewer line site work for the Rio Rancho Road Target Shopping Center Complex and coordinated all underground utilities.
- **Pomona Valley Hospital:** Interwest provided inspection services related to storm drain, sewer line, private streets and site work.



Client
City of Fairfield
1000 Webster St, Second Floor
Fairfield, CA 94533

City Project Manager
Jeff Thomas
Chief Building Official
707.428.7442
jthomas@fairfield.ca.gov

Completion Date
FS No. 39 - 2023
FS No. 36 - Ongoing

Services Provided
Plan Review

Construction Cost
FS No. 39 - $11.3 million
FS No. 36 - $8.6 million

Project Manager
Matt Simonetti, Project Manager

FIRE STATION NO. 39 & 36
Fairfield, CA

Fire Station No.39: New single-story 7,260-SF wood framed fire station. Interwest conducted plan reviews for Building, Accessibility, Mechanical, Plumbing, Electrical, Structural, Civil, and Landscape. Completed PC2 plan review.

Valuation: $11,310,450 | Completion Date: 2023

Fire Station No. 36: New single-story 6,093-SF wood framed fire station. Interwest conducted plan reviews for Building, Accessibility, Mechanical, Plumbing, Electrical, Structural, Civil, and Landscape. Completed PC1 plan review.







Client
City of Vallejo

City Project Manager
Melissa Tigbao, Public Works Director
melissa.tigbao@cityofvallejo.net
707.648.4316

Project Date
May 2023 - December 2024

Services Provided
Clean California Local Grant Reporting, Design, Project Management, Construction Management and Inspection

Construction Bidget
$5 million

Project Team
Scott Harrison, Project Manager
Glen Lewis, Civil Engineer
Richard Smeaton, Planning Director
Sarah Parsley, Senior Engineer
Alex Camacho, Traffic Engineer
Dominick Mack, Landscape Architect
Giano Feoli, Landscape, Urbanism & Design Director
Sophia Neves, Landscape Designer
Subconsultant: UNICO Engineering

LAKE DALWIGK PARK

Vallejo, CA

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Interwest provided Project Management Services to handle the full delivery of the Lake Dalwigk Project, which was recently approved for a Clean CA Local Grant Program by Caltrans. The City's Public Works Department managed this project in partnership with the Vallejo Flood and Wastewater District and Greater Vallejo Recreation District. These three agencies partnered to submit an application for Clean CA Local Grant Program funding. Each agency has various ownership and oversight of Lake Dalwigk Park and plays a role in the implementation of the Project.

This project provided the improvement and beautification of Lake Dalwigk Park and enhanced community connections from the surrounding neighborhoods into the park. Specific elements included 3.8 acres of drought tolerant landscaping, replacement of broken concrete pedestrian path including grading for ADA access; adding prefabricated restrooms and connecting to existing utilities and extensive pathway, and park lighting utilizing solar and/or low voltage LED lights. A paved bike/pedestrian path will provide ADA access across the park to the Curtola Park and Ride facility. A degraded and vandalized culvert with a non-ADA-compliant bridge will be restored to provide an attractive and accessible connection. The degraded sidewalk along Lemon Street was replaced with decorative concrete, plus traffic calming measures, including 11 decorative stamped crosswalks. Two new monument signs, picnic tables, trash cans, dog waste stations, shade structures, and drinking fountains will also be installed.



HIGHWAY SAFETY IMPROVEMENT PROJECT
Canyon Lake, CA

Client
City of Canyon Lake

City Project Manager
Mike Borjas, Administrative Services Director
mborja@canyonlakeca.gov
951.246.2024

Project Date
June 2024-February 2025

Services Provided
Full Engineering Services

Construction Bidget
$2M

Project Team
Scott Harrison, Project Manager
Stuart McKibbin, Principal Engineer
Glen Lewis, Senior Civil Engineer
Oscar Olmedo, Senior Project Designer

Interwest is providing project management, design services, and construction management and inspection services for a Highway Safety Improvement Project along Railroad Canyon Road. Railroad Canyon Road is a regional connector that provides access to Interstate 15 and Interstate 215. Approximately 75 percent of the traffic on Railroad Canyon Road is passthrough traffic, or traffic that does not originate or is destined to the City of Canyon Lake. Within the City of Canyon Lake, Railroad Canyon Road is a 1.75-mile windy roadway on rolling terrain with five signalized intersections and two unsignalized intersections.

The project consists of installing roadway lighting, retro-reflective signal plates, and roadway enhancements such as median barriers with irrigation and planting improvements, chevron signs, and warning devices. This project will improve pedestrian crossing along the roadway by installing a protected left-turn and a new crosswalk.



Client
City of San Jacinto

City Project Manager
Robert Johnson, City Manager
rjohnson@sanjacintoca.us
951.487.7330

Project Date
1996-Present - CIP Projects Ongoing

Services Provided
Full Engineering Services

Construction Bidget
Varies Per Project

Project Team
Stuart McKibbin, Project Manager
Scott Harrison, Project/ Construction Manager
Glen Lewis, Senior Civil Engineer
Oscar Olmeado - Senior Project Designer
Sarah Parsley - Senior Engineer
Ferdinand De La Cruz - Electrical Engineer

SAN JACINTO PROJECTS

San Jacinto, CA

Interwest has been providing full service engineering plan check services, construction management and inspection services, capital improvement project (CIP) management, design services, and is the City Engineer to the City of San Jacinto since 1996. For the past five years, our team has provided the engineering, design, and management of all of their street projects.

We have listed the following relevant projects below:

- **STATE STREET IMPROVEMENTS FROM 9TH STREET TO IDYLLWILD DRIVE STREET IMPROVEMENT PROJECT CIP#24-001/ARPA (SJ-534) & SHAVER STREET/SAN JACINTO AVE. PAVEMENT REHABILITATION (SJ-427):** The project consists of rehabilitating the 1.60-mile segment of State Street from 9th Street to Idyllwild Drive consisting of roughly 467,000 square feet of grind and overlay operations of 0.20-feet deep and 0.50-feet deep asphalt grind, as well as approximately 111,000 square feet of complete asphalt and base removal and replacement, and traffic signal equipment upgrade at 7th and State Street.

- **MOUNTAIN AVE/RAMONA EXPY/VERNON AVE PAVEMENT REHAB:** This project consisted of the rehabilitation of deteriorated pavement on Ramona Expressway from Seventh Street to Esplanade Avenue, widening of Vernon Ave from 1st St to Artesia St, and the rehabilitation of about a 2,000-foot segment of Ramona Expressway east of Warren Road. The rehabilitation of a 3,000-foot segment of Cottonwood Ave was added by change order. The project was completed in September 2023.

- **SAN JACINTO PAVEMENT AND SIDEWALK IMPROVEMENT PROJECT:** This project consisted of the application of slurry seal; grind and asphalt overlay of distressed pavement; installation of ADA access ramps, curb, gutter, & sidewalks; and construction of widened pavement section along Artesia Avenue.

Organization & Approach

D.



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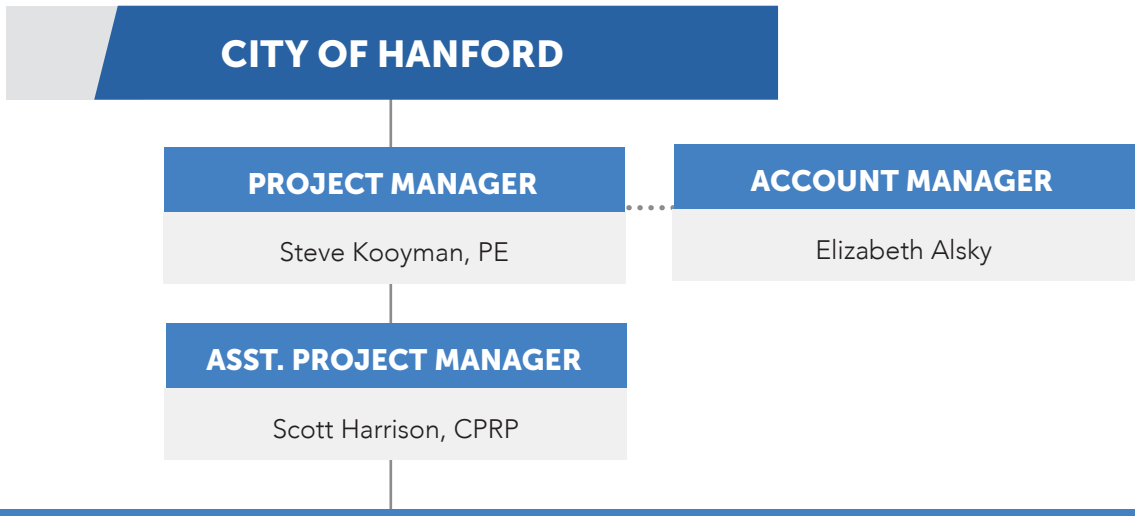
D. | Organization & Approach

Organizational Chart

We have significant experience working as municipal employees and as contract staff members in jurisdictions throughout California. Individually, the professionals selected to serve the City excel in each of their backgrounds. As a team, they possess the professional capability to innovatively create and implement effective solutions to serve the interests of your community. The organizational chart provided below highlights our project team, company roles, areas of expertise, and the organization of our project team. Our proposed team's level of commitment is tailored to fit the needs of the City.

Facilities Available: Interwest will work out of our local Fresno office for this opportunity, and we maintain eight other support offices in California.

We have provided résumés of our key staff directly following our introduction to our subconsultant, followed by short biographies of all other proposed staff. References of key staff may be found on their résumé.



INTERWEST ENGINEERING TEAM

Civil Design
Stuart Mckgibbin, PE, Principal Engineer
Glen Lewis, PE, Senior Civil Engineer
Sara Parsley, EIT, Senior Engineer
Oscar Olmeado, Senior Project Designer
Ferdinand de la Cruz, PE, Electrical Engineer

Plan Check
Matt Simonetti, PE, Senior Engineer
Mauricio Diaz, PE, Senior Engineer
Tony Hui, PE, Senior Engineer
Pavel Horn, PE, Senior Engineer
Demeke Muarega, PE, Associate Engineer
Liban Preciado, EIT, Associate Engineer
James Park, PE, QSD/P
Henry Ngo, PE
Jack Istik, PE
Sam Gonzalez, PE
Gary Neal, EIT

Architectural Review
Alisha Olson, Architect

Transportation Design
Herby Lissade, PE, Traffic Engineering Manager
Gary Hansen, PE, TE, Traffic/Civil Engineer
Christopher Heylin, PE, Traffic Engineer
Alex Camacho, EIT, Traffic Project Designer

Landscape Design
Gianno Feoli, PLA, ASLA, Landscape, Urbanism, & Design
Dominick Mack, PLA,ASLA, Landscape Designer
Sophia Neves, ASLA, Landscape Designer

Construction Management & Inspection
Tyrone Chesapeake, PE, Construction Manager
Ryan Spradlin, CCM, CBC, Construction Manager & Inspector
Roman Gibbons, Senior Engineer

Land Survey Services:
Subconsultant - UNICO Engineering
Rob Markes, Survey Manager
Ryan Ming, PLS, Senior Land Surveyor

Introduction to our Subconsultant

UNICO Engineering - Land Survey Services

Established in 2013, UNICO Engineering is a certified DBE firm that is fully committed to providing high quality construction management, engineering, and land surveying services to public and private clients. UNICO serves clients throughout California with a current staff of over 100 from their corporate office located in Folsom, with branch offices in Concord, Oakland, San Diego, and Goleta, and field offices in Sacramento, Woodland, Paradise, and Angels Camp. Their success is measured by the success of their clients, their responsiveness, and the quality and value of their work. Top on their priority list is to understand their clients' objectives and expectations. They provide value to their clients by sharing the goal of effectively managing the costs of the projects which they are assigned. Their survey team has the technology and experience to address any of your surveying needs, including topographic mapping, bathymetric (hydrographic) surveys, ALTAs, boundary surveys, construction staking, easements, aerial surveys, right of ways, terrestrial LiDAR scanning and drone surveying. Using the latest in GPS and robotic total station technology, they work efficiently and deliver accurate results. They are experienced in delivering projects that meet local, state, and federal requirements.

Relevant Survey Project Experience:

City of Hanford | Downtown Traffic and Pedestrian Improvements

Tulare County | Avenue 152 Bridge Replacement over Tule River

Tulare County | M109 Bridge Replacement over White River

Subconsultant Availability:

Rob Markes | Survey Manager | 40% Availability

Ryan Ming, PLS | Senior Land Surveyor | 40% Availability

Office Location:

80 Blue Ravine Road, Suite 250 | Folsom, CA 95630 | 916.900.6623



Steve Kooyman, PE

CONSTRUCTION MANAGEMENT AND INSPECTION DIVISION MANAGER/ PROJECT MANAGER

Steve is a registered Civil Engineer with 30 years of civil engineering experience and has spent a vast amount of his career serving numerous jurisdictions throughout Northern and Southern California regions. Steve provides Project Management Construction Management, and Inspection Services to our clients throughout Southern California. He has assisted several Cities deliver various public works Capital Improvement Program projects from design (PS&E review), bid and award, and into construction (Project Management/Construction Management) for Watermain replacement, Sewer replacement, Storm Drain replacement, Street rehabilitation, ADA and sidewalk replacement, Facilities improvements, Masterplan development, and Assists the Cities with coordination and project delivery for Caltrans/City Cooperative Agreement projects. His background has provided him with knowledge of city engineering policies and procedures, which is a proven asset when providing technical assistance to engineers, architects, contractors, city personnel, and the public.

PROJECT SPECIFIC EXPERIENCE

Reference Contact - Brea Projects: Michael Ho, P.E., Public Works Director/ City Engineer, 714.990.7698 | michaelh@cityofbrea.net

South Brea Water and Sewer Replacement Project, CIP 7454, 7466, and 7626 Brea, CA.

Project Manager for the replacement of 14,850 LF 8" C-900 water mains and appurtenances, 300 1"-2" copper water services, 32 FH's, 1,794 LF of 6-8" VCP sewer mains, 28 ADA ramps and misc. curb and gutter work, 2,800 SF of AC R&R, 174,00 SF AC grinding, 1,850 TN's ARHM overlay, 384,000 SF Type II slurry, traffic control, and erosion control measures within various streets in the South Brea subdivision area. Value: $5.4 M; Completion Date: Anticipated April 2023. \

SR 57/Lambert Road Interchange Improvements, CIP 7251| Brea, CA.

Project Manager/Construction Manager for the City on the Caltrans/City Cooperative Agreement Project to improve the SR57/Lambert Interchange with the construction of new loop on ramp and bridge, extension of existing UC bridge, widening Lambert Road, re-alignment of on and off ramps, and various retaining and sound walls. Value: $55 M; Completion Date: Anticipated August 2023.

Country Hills Subdivision Pavement and Water Improvements, CIP 7322| Brea, CA.

Project Manager/Construction Manager for the replacement of 19,300 LF C-900 8" water mains and appurtenances, 500 1"-2" copper water services, 40 FH's, 57 ADA ramps and misc. curb and gutter work, 40,000 SF of AC R&R, 690,000 SF AC grinding, 9,800 TN's HMA overlay, traffic control, and erosion control measures within various streets in the Country Hills subdivision area. Value: $5.2 M; Completion Date: October 2022.

Napoli Tract Pavement and Water Improvements, CIP 7458 | Brea, CA

Project Manager/Construction Manager for the replacement of 4,000 LF 8" C-900 water mains and appurtenances, 98 1" copper water services, 5 FH's, 22 ADA ramps and misc. curb and gutter work, 500,000 SF AC grinding, 42,500 SF full depth AC removal and replacement, 7,000 TN's ARHM overlay, traffic control, and erosion control measures within various streets in the North Hills East and West subdivision area. Value: $5.2 M; Completion Date: July 2021.

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YEARS OF EXPERIENCE: 30

YEARS WITH INTERWEST: 4

EDUCATION:

- BS, Civil Engineering, California State University, Chico

REGISTRATIONS/ CERTIFICATIONS

- CA Registered Civil Engineer, 55757
- NV Registered Civil Engineer, 13015
- QSD/QSP Training

PROFESSIONAL AFFILIATIONS

- National and Orange County ASCE Member

AREAS OF EXPERTISE

- Civil Engineering
- Public Works
- Program Management
- Construction Management
- Master Scheduling

North Hills Subdivision East and West Water and Pavement Improvements, CIP 7459-7460| Brea, CA |

Project Manager for the replacement of 15,600 LF 8"-10" C-900 water mains and appurtenances, 265 1" copper water services, 32 FH's, 3 pressure regulating stations, 530 LF of 8" sewer main, 22 ADA ramps and misc. curb and gutter work, 159,480 SF AC grinding, 1,550 TN's ARHM overlay, traffic control, and erosion control measures within various streets in the Napoli Tract subdivision area. Value: $1.4 M; Completion Date: August 2021.

Eagle Hills Tract Water and Pavement Improvements, CIP 7467| Brea, CA. Project Manager for the replacement of 9,960 LF 8"-10" C-900 water mains and appurtenances, 189 1"-2" copper water services, 20 FH's, 1 pressure regulating station, 34 ADA ramps and misc. curb and gutter work, 400,000 SF AC grinding, 4,800 TN's AC HMA overlay, traffic control, and erosion control measures within various streets in the Eagle Hills Tract subdivision area. Value: $3.0 M; Completion Date: December 2020;

Puente Street, Gemini, and Titan Way Water and Pavement Improvements, CIP 7311, 7464, & 7453 | Brea, CA

Project Manager for the replacement of 6,900 LF 12" C-900 water mains and appurtenances, 46 1"-3" copper water services, 24 FH's, 10 ADA ramps and misc. curb and gutter work, replacement of stamped concrete medians, 124,000 SF AC grinding, 4,100 TN's ARHM and 9,200 TN's AC Base Course overlay, traffic control, and erosion control measures on Puente Ave, Gemini, and Titan Way. Value: $4.7 M; Completion Date: December 2020.

PROFESSIONAL EXPERIENCE

Construction Management and Inspection Division Manager/ Project Manager / Interwest Consulting Group, CA / 2019 - Present

Steve provides Project Management and Construction Management to our clients throughout Southern California. He has assisted several Cities deliver various public works Capital Improvement Program projects from design (PS&E review), bid and award, and into construction (Project Management/Construction Management) for Watermain replacement, Sewer replacement, Storm Drain replacement, Street rehabilitation, ADA and sidewalk replacement, Facilities improvements, Masterplan development, and Assists the Cities with coordination and project delivery for Caltrans/City Cooperative Agreement projects.

Public Works Director | City Engineer / City of Rancho Santa Margarita, CA / 2018 - 2019

Steve supervised and managed City staff and various consultants within the Public Works Engineering Division, administrating a $5-$6 million annual Capital Improvement Program, and was responsible for all work within public rights-of-way; working directly with City Manager on all PW Engineering, Maintenance, and CIP projects as part of Executive Team; coordinating with the various master and individual HOAs within the City; preparing/presenting staff reports to the City Council for CIP projects; administering and implementing various City Council and City Manager policies, procedures, goals, and priorities for the City; and, managing and monitoring all work within the Department.

City Engineer / City of Brea, CA / 2015 - 2018

As City Engineer, Steve managed staff and administered a $30-$40 million annual CIP. He was responsible for, updating and developing the City's Circulation Plan within the General Plan, Traffic, Water, Fire and Dispatch Impact Fee Programs, Sewer, Water, and Drainage Master plans; developing expense and funding projections in coordination with the development of the CIP and annual Engineering operational budgets; all work within the public rights-of-way; preparing and presenting various staff reports to the Planning Commission and City Council for CIP and development projects; supervising, reviewing, and stamping all final parcel/tract maps, and lot line adjustments related to subdivisions within the City; and, managing and coordinating all CEQA/NEPA documents with the City Planner within the Planning Division for PW projects.

Assistant Public Works Director, Public Works and Utilities Department / City of San Juan Capistrano, CA / 2013 – 2015

Steve supervised and managed up to twelve employees and various consultants within the PW Division for a $10-$15 million annual CIP. In this position, he was responsible for: updating and developing of the City's Circulation Funding Plan with development projections in coordination with the development of the CIP and annual fiscal year operational budgets; managing the pavement management and NPDES storm water program for the City; managing and supervising the maintenance of the City's parks and facilities in coordination with the Maintenance Superintendent; attending and managing various advisory committees within the City for the bike/equestrian trails, and parks; managing and coordinating all CEQA/NEPA documents with the Planning Department for PW projects; and managing and developing the Engineering Division annual work and staffing plans.

Deputy Director, Engineering, Transportation Planning and Land Development | Supervising Civil Engineer | Senior Engineer/ County of El Dorado, CA / 2001 – 2013

Steve served the County of El Dorado for more than a decade in various high level management positions, at his peak supervising a staff of more than twenty employees and several consultants within the Transportation Planning and Land Development Unit. He managed projects a part of the County's $30-$45 million annual CIP with the following responsibilities, working directly with County Board Members on various high-profile projects in coordination with the Presidential Tahoe Summit and State Forums; serving as the County Engineer for all development within the County; managing the pavement management program, traffic impact program, and NPDES storm water program for the County; working directly with the County Counsel on all subdivision map agreements and PW/transportation contracts; working directly with the Planning Director and County Counsel during the development of the General Plan Update; attending and facilitating various public meetings regarding the General Plan Update and CIP; supervising and managing the Tahoe Storm Water Management Program with Total Maximum Daily Load and NPDES requirements; supervising the County's Transportation efforts in Tahoe; Managed and developed the Tahoe Engineering Units annual and 5-year budgets; working directly with the Tahoe Maintenance Division on all roadway, bridge, and drainage improvements; and, facilitating and managing various public outreach meetings with respect to the CIP projects in Tahoe.

Associate Civil Engineer / City of South Lake Tahoe, CA / 1997 – 2001

Steve performed civil engineering design; completed hydraulic/hydrology reports, construction specifications, and contract documents; and performed construction management and inspection for numerous civil engineering projects within the City. He worked directly with the Planning Department on all development projects within the City including the Redevelopment Agency; and administered, reviewed, and issued the various PW permits within the City.

Civil Engineer / Ernie Jones Associates, Ltd / 1993–1997

Steve performed civil engineering design and performed construction management and inspection for numerous civil engineering projects, including many residential home designs in South Lake Tahoe. He designed and prepared plans for several apartment complexes, subdivision maps, improvement plans, and various water, sewer, erosion control projects.

Tyrone J. Chesanek, PE

CONSTRUCTION MANAGER

Tyrone is an experienced Deputy Public Works Director managing Street and Utility CIP, Facility and Parks CIP, Facility Maintenance, Facilities Management, Stores, Fleet Services, Environmental Programs, and Streetlights. Tyrone has assisted in planning, directing, supervising, and coordinating departmental operations; assigned work activities, projects and programs; monitored workflow; and reviewed and evaluated work products, methods and procedures. He has prepared and presented staff reports to City Councils, Council Committees, boards, commissions and numerous civic organizations. He has assisted with the preparation of operating and capital improvement budgets, including long-term maintenance management and supervised and assisted subordinate supervisors in the operations and maintenance of City infrastructure, and established long-range plans and goals. He has recommended the appointment of personnel, provided staff training, worked with employees to correct deficiencies, and implemented discipline procedures and terminations. He has coordinated activities with other departments, outside agencies, and private organizations and provided staff assistance to the Public Works Director as well as prepared and presented staff reports.

PROFESSIONAL HISTORY

Reference Contact: Temo Galvez, Deputy Director of Public Works 949.294.4508| temo.galvez@fountainvalley.org

Project/Construction Manager / Interwest Consulting Group / 2021 - Present

Tyrone provided project and construction management services for the following cities:

City of Laguna Niguel

- Aliso Creek - La Paz to Moulton Rehab - $500 thousand
- Rancho Niguel - La Paz to Greenfield Rehab - $300 thousand

City of Fountain Valley

- PD Facility Remodel - $2.5 million project
- Universal Playground & Recreation Area Project - $2 million project
- City Hall Finance Office Remodel - $40 thousand project
- City Hall Entry Security Project - $50 thousand project
- Fire Station 1 Project - $10 million project
- IT UPS/AC/Generator Project - $700 thousand project

City of Brea

- South Brea Water Sewer Project - $5.4 million project

City of Costa Mesa

- Fire Station 3 Renovation - $250 thousand project
- Fairview Road – Fair to Newport Boulevard Rehabilitation - $2 million project
- Adams Ave. - Royal Palm to River Rehabilitation - $1.5 million project

City of Oceanside

- Navigation Center - $5.5 million project
- El Camino Bridge Abutment Repair - $60 thousand project
- Butler Street Storm drain Relining Project - $200 thousand project
- Code Enforcement Relocation Project - $500 thousand project

Deputy Public Works Director / City of Santa Ana / 2019 – 2021

- Southwest Senior Remodel Project - $250 thousand project
- Santa Ana Senior Center Remodel Project - $250 thousand project
- Walnut Pump Station Project - $5 million project
- City Manager Office Remodel Project - $150 thousand project
- HR Office Remodel Project - $100 thousand project

INTERWEST
A SAFEbuilt COMPANY

YEARS OF EXPERIENCE: 33

YEARS WITH INTERWEST: 3

EDUCATION

- B.S. Civil Engineering, University of Texas – El Paso

LICENSES / CERTIFICATION

- Professional Civil Engineer, CA 59426

AREAS OF EXPERTISE

- Facility CIP
- Facility Maintenance (City Hall, City Yard, SARTC, Police Administration, Jail, Stores)
- Facility Management (City Yard, Santa Ana Regional Transportation Center)
- Construction Engineering
- Fleet
- Environmental Program
- Stores
- Streetlights

SPECIALIZED SKILLS & TRAINING

- Primavera Project Planner
- Uniform Building Code
- Standard Specifications for Public Construction
- Title 24, American Disabilities Act
- Caltrans Specification and Plans

Principal Civil Engineer / City of Santa Ana / 2011 - 2019

- Southwest Senior Remodel Project - $250 thousand project
- Santa Ana Senior Center Remodel Project - $250 thousand project
- Council Chamber Remodel Project - $200 thousand project
- Council Meeting Room Remodel Project - $50 thousand project
- Ross Annex Chiller Replacement Project - $700 thousand project
- PD Evidence Freezer and Refrigerator Storage Replacement Project - $90 thousand project
- Corporate Yard Roof Replacement Project - $250 thousand project
- Water Department Office Remodel Project - $50 thousand project
- OC Fire Station 72 Sink Hole Mitigation Project - $60 thousand project
- OC Fire Station 70 Roof Replacement Project - $80 thousand project

Construction Engineering and Facility CIP Responsibilities: Tyrone supervised and trained engineers, construction managers, and inspectors for an annual CIP of $20-$25 million, which included facility design and construction, street widening and rehabilitation, stormdrain, water, sewer, traffic signal, and streetlight infrastructure design and construction. He supervised Senior Civil Engineers and consultants on project progress. He worked collaboratively with several City departments to plan, gather input and exchange ideas during the project. He coordinated related interdepartmental projects and conducted special studies, analyses on public works CIP, prepared reports, and recommendations. He performed divisional budgets and Capital Improvement Project budgets. He determined availability of funding for various projects or services. He monitored the progress of ongoing capital improvement projects. He supervised and evaluated performance of subordinates and trained and mentored staff. Tyrone made personnel recommendations for the division. He supervised the preparation of plans, specifications, cost estimates, and other contract documents for all capital outlay and maintenance projects within the City. Tyrone prepared requests for proposals and review bids submitted by outside consultants. He used current computer software applications to prepare reports, estimates, agreements, written requests to City Council with recommendations, technical analyses, Requests for Proposals, and other documents. He responded to public requests and filled in for the Public Works Director during his absence. He supervised and reviewed all construction contracting performed by the City, directed the inspection and survey of all capital contracts. He monitored and periodically prepared reports on all phases of capital construction contracts administered by the division.

Environmental Program Responsibilities: Tyrone supervised and trained the NPDES Manager. He supervised the management of the City's Urban Stormwater/NPDES Program in accordance with federal, state, and local laws and regulations and supervise management of the City's Illegal Discharges/Illicit Connections Program, Water Quality Management Program (WQMP), Total Maximum Daily Load (TMDL) compliance program, municipal inspection program including but not limited to construction and commercial/industrial facilities, stormdrain facility inspection/cleaning program, and other related programs. He performed an annual Program Effectiveness Assessment (PEA) of the City's stormwater program for submittal to the Santa Ana Regional Water Quality Control Board. He participated in the development, implementation, and administration of goals, objectives, policies, procedures, and priorities for stormwater compliance programs. Tyrone participated in the development and administration of the assigned program budget; forecasts additional funds needed; directs the monitoring of and approval of expenditures; and recommends budget adjustments, as necessary. He supervised staff, prioritized and reviewed work, evaluated employee performance, and provided technical guidance and training. He assisted in the recruitment and hiring of staff. He managed consultant contracts and monitored the work performed, reviewed and approved invoices. He prepared requests for qualifications and requests for proposals; reviewed proposals to ensure conformity with state law, local ordinances, and departmental policies. He performed research, compiles, and analyzes data, and prepared technical reports relating to water quality compliance projects, permits, and programs. He acted as the City's representative for the stormwater quality program, prepared a variety of reports/presentations for meetings with regulatory agencies, County, local jurisdictions, and other organizations. He attended and participated in professional group meetings and committees. He kept apprised of new trends and innovations in the field of stormwater management. He maintained storm drain facility asset inventory and oversaw the construction of the Santa Ana Delhi Diversion, which diverts nonstormwater to the sewer and removes trash from the bay.

Streetlight Responsibilities: Tyrone developed goals, objectives, policies, and priorities for Streetlight Maintenance and Smart City opportunities. He over saw the purchase of SCE streetlights. He provided training for a safe working environment and building security. Tyrone oversaw and evaluated the efficiency and effectiveness of service delivery methods. He planned, directed, coordinated and monitored the work of staff and outside contractors in the purchase, maintenance and repair of Streetlights. He developed Capital Improvement Projects (CIP) to establish appropriate replacement cycles and costs. Tyrone ensured financial sustainability and balanced budgets and researched and identified federal, state and local grants to leverage local dollars. He managed maintenance agreements and provided for the oversight and management of streetlight maintenance contracts. He analyzed energy usage of City Streetlights and devised and implemented energy conservation measures. Tyrone ensured safe and legal work practices and prepared Requests for City Council Actions and other documents and reports and made presentations as needed.

Ryan Spradlin, CCM, CBC

CONSTRUCTION MANAGER AND INSPECTOR

Ryan Spradlin has a host of licenses and certifications that speak to his skill set. He has worked for Interwest Consulting Group as a Construction Manager and Inspector for one year, as well as a CIP Manager for one year, however, he was employed with Giordano & Associates – a family company of Interwest under SAFEbuilt, LLC – for five years prior to this position.

PROFESSIONAL EXPERIENCE

Reference Contact: City of Elk Grove: Christina Castro, PE, Capital Program Division | 916.627.3339 | ccastro@elkgrovecity.org

Construction Manager and Inspector / Interwest Consulting Group / 2023 – Present

- Perform contract administration duties on public works capital projects to ensure conformance with plans, contract documents and special provisions.
- Track contractor's work progress, process progress payments, change orders and review submittals for compliance.
- Coordinate construction meetings, confer with engineers, consultants, contractors and developers in relation to public works projects.

CIP Manager / Interwest Consulting Group / 2022 – 2023

- Responsible for management of public works staff including client liaison, agency coordination, scheduling, and budget.
- Functioned as a liaison between City staff and other technical groups within or outside the company and managed project teams consisting of multi-disciplined staff members.
- Responsible for the preparation of engineering project proposals and task orders including the determination of scope, schedule, and fees.
- Recommended, developed, and implemented project, programs, procedures, and policies.

Assistant Public Works Director / City of Parkland / 2018 - 2022

- Assisted in the direction, planning, organizing, implementation and overall supervision of the Public Works Department operations.
- Worked with subordinate supervisory staff to develop detailed work schedules and standards, as well as performance monitoring of construction and maintenance functions.
- Ensured departmental compliance with all applicable codes, laws, rules, regulations, standards policies, and procedures, and initiated action to correct deviations or violations.
- Assisted in the development and implementation of long and short-term goals, plans, objectives and programs.
- Conducted site visits to observe work assignments and projects to review the work in progress and ensure completion.
- Managed the City's Comprehensive Emergency Management and Capital Improvements Projects Plans.

Public Work Manager / City of Parkland / 2016 - 2018

- Directed the work of subordinates involved in street, storm water, facilities, fleet and parks maintenance operations.
- Coordinated maintenance activities to achieve the most effective utilization of staff, time, materials and equipment.
- Reviewed plans and specifications for proposed construction projects prepared by consultants to determine feasibility.
- Developed and prepared bids for Public Works projects to include bidding, meetings, openings and presentations

INTERWEST
A SAFEbuilt COMPANY

YEARS OF EXPERIENCE: 15

YEARS WITH INTERWEST: 7

EDUCATION

- BS, Business Administration, Old Dominion University
- AS, General Studies, Tidewater Community College

LICENSES/CERTIFICATIONS

- Certified Building Contractor #1264416
- Certified Construction Manager CMCI #30732
- OSHA 3015: Excavation, Trenching, and Soil Mechanics
- Stormwater Erosion and Sedimentation Control Inspector
- Stormwater System Construction Inspection and Maintenance
- IS-100.b, IS-200.b, G-200, IS-230.d, G-300, G-400, IS-700.a, IS-800.b

Superintendent / Ric-Man International / 2016
- Planned, coordinated and supervised construction activities; monitored status of work in progress and inspected completed work to ensure compliance with plans and specifications.
- Assisted with developing purchase orders and establishing the budget for projects.
- Prepared subcontractors / vendors quote analysis sheets.

Construction Inspector II / Calvin, Giordano & Associates / 2013 -2016
- Completed inspections of construction work, methods and materials to compare actual work with approved plans, specifications and applicable codes.
- Conducted field measurements to verify conformity to plans, specifications, standards and as-built drawings.
- Maintained daily reports of construction activities and inspections along with photographs documenting the construction progress.

Estimator / Lanzo Construction / 2013
- Reviewed, interpreted and accurately estimated scope of work as described in the project documents.
- Verified that subcontractors / vendors scope of work are accurate in quantities and items included in their proposals.
- Assisted with change order estimating as required by jobs in progress.

Field Coordinator / Calvin, Giordano & Associates / 2011 - 2013
- Exercised considerable independent judgment in the monitoring of project progress in relation to construction schedule and reporting to the field manager, project administrator and engineer.
- Recorded and reported all unacceptable work and follow up on defective work corrected by the contractor.
- Verified and reviewed pay requisitions from the contractor to include measuring all field quantities for correctness.

Project Coordinator / Estimator / Tenex Enterprises, Inc. / 2009 -2011
- Engaged in on-going civil works, parks and building contracts including drainage, water distribution, sewer system, road construction, and street scape enhancement for various cities.
- Applied knowledge of roadway and underground utility construction standards, specifications, MUTCD, environmental regulations, safety requirements, DBE / EEO guidelines, and related rules and regulations to adhere best management practices.
- Estimated projects to include going to pre-bid meetings, doing the takeoff of quantities, and putting together proposals and bid packages for various municipalities and counties.

Biographies of other Personnel

Below, please find short biographies displaying the expertise of the remainder of our team.

SCOTT HARRISON, CPRP // ASSISTANT PROJECT MANAGER

Scott Harrison has 11 years of diversified experience on a municipal level with construction projects. He has a multitude of certifications and is well-versed in Parks and Recreation, managing yearly Capital Improvement Projects through general and grant funding. Scott is currently managing projects throughout California as the Project Manager/Construction Manager and leads a design team of civil, traffic and landscape architects.

RAMON GIBBONS // ASSOCIATE ENGINEER

Ramon has over 40 years of experience as an engineering technician, traffic technician, and engineering associate serving public sectors throughout California. Ramon has extensive experience in performing stop sign and traffic signal warrant analysis, speed surveys, review of traffic impact studies, parking operations, traffic calming, traffic count programs, stop sign warrant studies, collision records, and responding to customer traffic-related matters. Ramon has developed an expansive knowledge of traffic engineering and operations.

STUART MCKIBBIN, PE // PRINCIPAL ENGINEER

Stuart has 39 years of experience working for the Riverside County Flood Control and Water Conservation District. He has been part of the District's management team for the last 15 years and Chief of three of the engineering divisions. His diverse expertise includes planning, watershed protection, floodplain management and plan review.

GLEN LEWIS, PE // SENIOR CIVIL ENGINEER

Glen Lewis has 39 years of experience working in the engineering field. His experience includes design of capital projects such as street widening, pavement, maintenance, sewer and storm drain improvements, park development, traffic signal installation, and utility relocations and services. Glen provides engineering support throughout the construction phase.

SARA PARSLEY, EIT // SENIOR ENGINEER

Sarah has 20 years of working in the engineering industry with eight years of experience working as a civil engineer. Her experience includes working in the jurisdictional and land development sectors with exceptional attention to detail, writing and organizational skills. Sarah is very familiar with local jurisdictional requirements for California land development projects and a great asset to our clients' projects. She specializes in street plans and profiles, utility plans and profiles, erosion control plans, and precise grading plans.

OSCAR OLMEADO // SENIOR PROJECT DESIGNER

For more than 17 years, Oscar has created civil and site designs to account for grade, water, sewer, roads, erosion, and other factors. He is proficient in AutoCAD, and he creates construction drawings and presentation exhibits for the construction planning phase. Oscar attends meetings with city staff, and he leads and collaborates with team members to produce quality designs and assist during construction. As a bilingual speaker, Oscar is able to communicate effectively in oral and written form in both English and Spanish.

FERDINAND DE LA CRUZ, PE // ELECTRICAL ENGINEER

Ferdinand has 16 years of experience as an Electrical Engineer and is skilled in ACAD and MicroStation drawing packages, MS Office, lighting projects - lighting studies and design, signal design, plan reviews, and communications – wireless and fiber optic network (broadband).

MATT SIMONETTI, PE // SENIOR ENGINEER

Matt has more than 23 years of civil engineering experience. He currently provides engineering plan review services to our clients throughout Southern California. Matt has managed entitlements and final plan and map reviews for various land development projects for several cities, including most recently the City of Moreno Valley. Matt possesses excellent communication skills, always providing a high level of customer service in a professional manner. He has experience with both municipal and private clients. Matt is a strategic thinker and an innovative problem-solver, making him a strong asset to all projects.

MAURICIO DIAZ, PE // SENIOR ENGINEER

Mauricio has 35 years of municipal engineering experience, management experience, and has supervised five direct reports at different times. He has recently worked on a task order amendment and will likely be working on a cooperation agreement for Rialto Fontana for the Baseline/Palmetto signal.

TONY HUI, PE // SENIOR ENGINEER

Tony is a licensed Civil Engineer with over 30 years of experience. Tony provides services in design, construction, and maintenance. He has worked in various municipalities, starting from Assistant to Associate and Senior Civil Engineer. Tony's dedication to his work has provided him with an exceptional amount of expertise in various levels of Local, State, and Federal engineering BMPs.

PAVEL HORN, PE // SENIOR ENGINEER

Pavel is a registered Civil Engineer with over 40 years of civil engineering experience and has spent a vast amount of his career serving numerous jurisdictions throughout the Southern California region. His background has provided him with the knowledge of city engineering policies and procedures, which is a proven asset when providing technical assistance to engineers, architects, contractors, city personnel, and the public. Pavel has a strong work ethic, is detailed oriented, and enjoys both project teamwork and working independently. He is extremely skilled in all disciplines of civil engineering required for the successful completion of projects.

JAMES YOUNG PARK, PE, QSD/P // CIVIL ENGINEER

James has over 35 years of diverse civil engineering and project management experience with public works and private land development projects for various Southern California cities.

HENRY NGO, PE // CIVIL ENGINEER

Henry is a Project Manager with more than 29 years of experience in Public Works projects, highway design, civil and utility design.

DEMEKE MUAREGA, PE // ASSOCIATE ENGINEER

Demeke has worked for the Riverside County Flood Control District for 25 years. During these years, he designed various flood control facilities, reviewed numerous development proposals, and revised master drainage plans.

LIBAN PRECIADO, EIT // ASSOCIATE ENGINEER

Liban has three years experience as an Associate Engineer with a multitude of software experience. He has engineering training and an academic background in the field.

JACK ISTIK, PE // ENGINEERING PLANS EXAMINER

Jack has 50 years of experience in engineering design, contract administration, supervision of professional, inspection and administrative staff and client relations for preparation of street, storm drain, grading, street resurfacing, sewer, roadway landscape and park plans. His experience includes contract administration, supervision of inspection services, preparation of specifications and bid documents, engineer's estimates and contract management of municipal projects, as well as coordination with the DoD, USPS, Caltrans, SoCal Counties, Regional Water Quality Control Boards and staff reports and presentations to City Councils, Planning and Traffic Commissions.

SAM GONZALEZ, PE // PUBLIC WORKS INSPECTOR

Sam is an accomplished inspector with over 35 years of diverse technical experience in land development planning, grading plan review, permitting and inspection processes. He will effectively utilize his experience to review grading plans and related documents for the client to meet or exceed client expectations and requirements. Sam has extremely strong collaboration and communication skills, advanced knowledge of the permitting process and a strong understanding of civil engineering & grading plans. He has experience efficiently and effectively overseeing team members and prioritizing and finding solutions to problems.

GARY NEAL, PLS // LAND SURVEYOR

Gary brings 40 years of land surveying experience in the engineering field in both the public and private sectors. He has supervised, managed and directed the field and office survey department operations while providing field survey and map plan-checking services for a variety of clients. His extensive background and knowledge combined with his strong leadership, organization style, and effective communication skills results in thorough and complete map reviews.

HERBY LISSADE // TRAFFIC ENGINEERING MANAGER

Herby bring 25 years of traffic engineering experience to the team. He communicates effectively, both orally and in writing. He has exceptional negotiating, collaborative, interpersonal, and supervisory, leadership and management skills. Herby has demonstrated experience participating and presenting in public forums, representing Caltrans in advanced transportation system matters, and serving in a consulting and coordinating capacity with other departmental functional areas statewide.

GARY HANSEN, PE, TE // TRAFFIC/CIVIL ENGINEER

Gary has more than 40 years of experience working in transportation engineering and planning. He has been employed by cities and consulting firms in the fields of transportation project and system management, traffic engineering design, traffic operations analysis and transportation planning which includes the preparation of Transportation Management Plans (TMP). He has assessed the impacts of traffic from more than 200 proposed developments on existing and future transportation facilities.

CHRISTOPHER HEYLIN, PE // TRAFFIC ENGINEER

Christopher is an experienced engineer who has had exposure to a number of engineering disciplines and tasks over the past 11 years. With experience in both the public and private sectors, he is well-equipped to interpret a project's needs and challenges, prescribe and develop an approach, and delegate and implement solutions. He is a practiced presenter and can provide adept presentations of complex engineering solutions for the lay person. Christopher is proficient in engineering programs such as SAP2000, SAFE, SolidWorks, Woodworks, MathCAD and AutoCAD.

ALEX CAMACHO, EIT // TRAFFIC PROJECT DESINGER

Alex Camacho has Bachelor's degree in Civil Engineering and a combined eight years of professional experience in Transportation and Construction Engineering. Alex is an Engineer-In-Training, working towards his professional license.

GIANNO FEOLI, PLA, ASLA // DIRECTOR OF LANDSCAPE URBANISM AND DESIGN

Gianno leads the Landscape Department in creative design strategies for urban environments with specialties in urban design, contextual analysis, and branding. He has experience coordinating design implementation within built-out urban environments, public outreach, and report preparation, where he will lead the effort in the creation of a graphically-rich, easily legible report. Gianno's experience has encompassed a wide array of project-types, and his strengths lie in client responsiveness, project organization, public outreach, connectivity plans, streetscapes and urban interventions, park design, and form-based urban designs and planning strategies.

DOMINIC MACK, III, PLA, ASLA // LANDSCAPE ARCHITECT

Dominic is a Landscape Design professional, with over five years of experience in landscape and urban design, including park design and planting design for both publicly-funded and private projects. Mr. Mack has experience as an architectural fabricator and three-dimensional modeler for landscape architectural and furniture design. He contributes his experience in the creation of communication graphics, 3-dimensional renderings, providing schematic designs, fabrication strategies paired with parametric design, and the development of construction technical drawings. Mr. Mack is proficient in Rhino 3D, Sketchup, AutoCAD, the Adobe Creative Suite (i.e. Photoshop, Illustrator, InDesign, etc.), and other integral pieces to programs such as Grasshopper, Lumion, Rhino CAM, and Podium.

SOPHIA NEVES, ASLA // LANDSCAPE DESIGNER

Sophia is a Landscape Designer, with combined 2 years of experience in landscape and architecture, including park design and K-12 education in publicly-funded projects. Ms. Neves has experience as an architectural designer and three-dimensional modeler for landscape architectural design. She contributes her experience in the creation of communication graphics, 3-dimensional renderings, providing schematic designs, and the development of construction technical drawings. Ms. Neves is proficient in AutoCAD, Rhino 3D, Sketchup, Lumion, the Adobe Creative Suite (i.e. Photoshop, Illustrator, InDesign, etc.).

ALISHA OLSON // ARCHITECT

Alisha is a licensed architect with over two decades of experience practicing architecture in the construction industry, in both the private and public sectors. She has vast experience working with building codes and new construction projects in Arizona and California.

Subconsultant Key Résumés

Rob Markes
Survey Manager

UNICO ENGINEERING

Years of Experience:
Total: 36
With UNICO: 10

Expertise:
Boundary Determination
Caltrans Requirements
Construction Staking
FEMA Flood Surveys
Field Supervision
Legal Description
Mapping
Right of Way Engineering
Topographic Surveys

References:
Regina Cave | General Services Director | City of Citrus Heights P: 916.725.2448 | E: rcave@citrusheights.net

Derek Minnema | Executive Director | Capital SouthEast Connector JPA P: 916.876.9744 | E: minnemad@connectorjpa.net

Mr. Markes has worked in the survey industry for 36 years. As crew chief, Rob oversees field procedures and is responsible for all office and field personnel. He is an experienced Survey Crew Chief excelling in topographic mapping, construction staking, and boundary surveys. His land surveying expertise includes supervising and performing Global Positioning System surveys, topographic surveys, aerial control surveys, horizontal and vertical control networks, title surveys, boundary surveys, cadastral surveys, geodetic surveys, engineering surveys and construction surveys, plus construction control and staking for a wide range of projects.

Experience:

Downtown Traffic and Pedestrian Improvements, Hanford, CA
Survey Manager. This project constructs a roundabout at the intersection of Douty Street and Seventh Street, including ADA compliant sidewalk, curb and gutter, alley approaches, ADA ramps, storm drainage improvements, street section reconstruction, and diagonal parking modifications on Douty Street from Sixth Street to Eighth Street. The project also reconfigures Douty Street from four to two lanes from Sixth Street to Eighth Street and replaces existing parallel parking with angled parking. Traffic signals at Seventh and Irwin and Seventh and Douty will be removed and replaced with all way stops, bulb outs, and a roundabout at Seventh Street and Douty. UNICO provided land surveying services, including mapping research, topographic survey and base mapping, as well as right of way surveys. Responsible for contract management and quality control/quality assurance.

Avenue 152 Bridge Replacement over Tule River, Tulare County, CA
Survey Manager. This project replaces the existing 414-ft long by 30-ft wide 10-span cast-in-place reinforced concrete bridge. The new structure will include a four-lane bridge to address the previous structural deficiencies and will feature new roadway approaches. The project enhances regional mobility by improving traffic flow and reducing congestion. UNICO is providing land surveying services, including mapping research, topographic survey and base mapping, as well as right of way surveys. Responsible for contract management, mapping, and QA/QC.

M109 White River Bridge Replacement, Tulare County, CA
Survey Manager. This project replaces the Mountain Road 109 (M109) Bridge over the White River. Located southwest of Fountain Springs, the existing structure built in 1939 consists of a continuous 2-span steel girder bridge with timber deck.

Rob Markes

Survey Manager

The new two-lane concrete slab bridge will conform to the existing roadway width to provide an improved road alignment for safety. The bridge will be approximately 100 feet long. UNICO provided mapping research, right of way and boundary drawings, topographic survey, as well as hydrographic survey and utility mapping. Responsible for contract management, mapping, and QA/QC.

Ryan Ming, PLS
Senior Land Surveyor

UNICO ENGINEERING

Years of Experience:
Total: 24
With UNICO: 6

Registration:
Professional Land Surveyor – CA #8409

Expertise:
Boundary Determination
Topographic Surveys
Legal Descriptions
Mapping
Field Supervision
ALTA Surveys
Construction Staking

References:
Regina Cave | General Services Director | City of Citrus Heights
P: 916.725.2448 | E: rcave@citrusheights.net

Derek Minnema | Executive Director | Capital SouthEast Connector JPA
P: 916.876.9744 | E: minnemad@connectorjpa.net

Mr. Ming is a professional land surveyor with over 20 years of experience in managing land surveying activities and staffing; responsible for ensuring that sound land surveying principles are followed and that quality assurance goals are obtained; as well as participating in the development of best practices related to land surveying. Mr. Ming has thorough knowledge of principles, practices and procedures of boundary surveys, ALTA surveys, topographical surveys, construction surveys and control surveys. He also has thorough knowledge of parcel map, boundary line adjustments, legal description and easement preparation and submittals.

Experience:
Downtown Traffic and Pedestrian Improvements, Hanford, CA
Senior Land Surveyor. This project constructs a roundabout at the intersection of Douty Street and Seventh Street, including ADA compliant sidewalk, curb and gutter, alley approaches, ADA ramps, storm drainage improvements, street section reconstruction, and diagonal parking modifications on Douty Street from Sixth Street to Eighth Street. The project also reconfigures Douty Street from four to two lanes from Sixth Street to Eighth Street and replaces existing parallel parking with angled parking. Traffic signals at Seventh and Irwin and Seventh and Douty will be removed and replaced with all way stops, bulb outs, and a roundabout at Seventh Street and Douty. UNICO provided land surveying services, including mapping research, topographic survey and base mapping, as well as right of way surveys. Responsible for topographic mapping and right-way-engineering.

M109 White River Bridge Replacement, Tulare County, CA
Senior Land Surveyor. This project replaces the Mountain Road 109 (M109) Bridge over the White River. Located southwest of Fountain Springs, the existing structure built in 1939 consists of a continuous 2-span steel girder bridge with timber deck. The new two-lane concrete slab bridge will conform to the existing roadway width to provide an improved road alignment for safety. The bridge will be approximately 100 feet long. UNICO provided mapping research, right of way and boundary drawings, topographic survey, as well as hydrographic survey and utility mapping. Responsible for field survey, topographic mapping, and right-way-engineering.

Sexton Road Bridge Rehabilitation, San Joaquin County, CA
Senior Land Surveyor. The project was rehabilitation of the Sexton Road at the Irrigation Canal crossing at Greenleaf Road in San Joaquin County.

Ryan Ming, PLS
Senior Land Surveyor

UNICO ENGINEERING

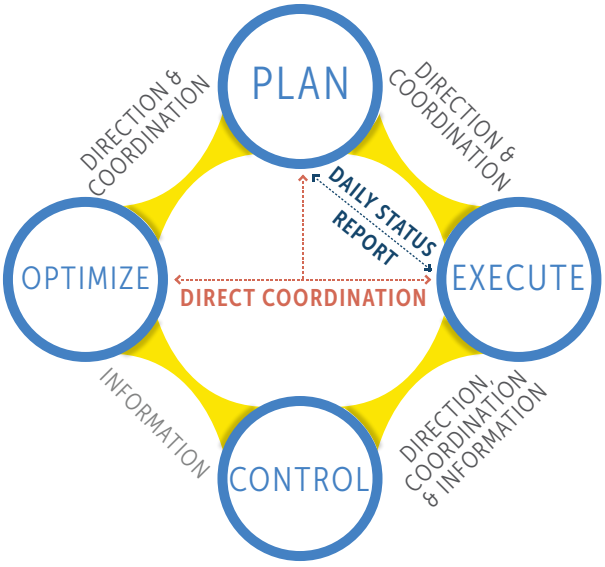
UNICO provided Land Surveying services to establish right of way and design level topographic mapping. Services rendered included record mapping research, establishing of horizontal and vertical project survey controls, right-of-way and boundary survey, and a detailed design level topographic survey at existing bridge crossings of the irrigation canal and roadway. Field crews located improvements, trees, bridges, and all visible utilities inside the road right of way. A detailed 3D surface with contours at 1-foot intervals with spot elevations was provided. Caltrans coding and line work was utilized. As Senior Land Surveyor, Ryan was responsible for field survey, topographic mapping, and right-way-engineering.

PROJECT & CONSTRUCTION MANAGEMENT APPROACH

Our project/construction management approach begins with applying our Plan, Execute, Control, Optimize (PECO) philosophy. The PECO framework, illustrated to the right, is based on our team's experience and industry best practices endorsed by the Project Management Institute. We identify, prioritize, allocate, manage, and control the work requirements through this singular, integrated method.

Using PECO, the Interwest team delivers a project management approach that combines the right people, processes, and tools to perform the Scope of Work requirements. Our support for the City requires a methodology to operate and maintain all areas of service efficiently. The Interwest team's process is structured to streamline our resources and provide responsive services. Successful execution of building support services starts with a responsive team structure that can anticipate and address resource needs.

Our team works on multiple tasks simultaneously, and our organizational structure supports the staff in overseeing this process and the project schedule effectively. Our **Project Manager, Steve Kooyman, PE,** will ensure overall project performance and completion.



The PECO framework delivers a contract management approach that combines the right people, processes, and tools to perform contract work.

APPROACH TO COMMUNICATION & COORDINATION

One of the keys to the efficient and successful flow of information is clear, effective communication. Everyone involved with a contract of this size and scope must be aware of changes, progress, and challenges. We commit to working with you to determine the best ways to communicate the right information to the right people at the right time. Our priority is to ensure the best possible experience working with our team—with minimum impact on the City and its citizens. Meetings are an integral part of the plan, especially at contract start-up, and involve all applicable staff from the City and Interwest. Everyone involved must be aware of the progress and changes they can expect going forward. We will prepare communications that can be shared with all City staff, detailing what to expect during the contract transition and moving forward. We work with you to develop a schedule and format to meet your needs for aggregate reporting. Report formats may include monthly, quarterly, and annual reports summarizing activity levels, adherence to performance metrics, and other items of special interest to the City. We ensure our work effort is communicated to the City throughout the contract's life, adjusting as necessary. The following is a summary of our communication plan:

QUALITATIVE

Information requested by key decision makers and stakeholders

QUANTITATIVE

Identification and selection of metrics and information to be provided

FREQUENCY

Determination of how often information and data is to be provided

METHOD

Selection of preferred mechanism to share information (charts, reports, emails, etc.)

Scope of Work

E.



INTERWEST
A SAFEbuilt COMPANY

E. | Scope of Work

The Interwest team has thoroughly read the City's Request for Qualifications (RFQ) and we will provide the service lines as follows: **Civil Design, Transportation Design, Plan Check, Landscape Design, Construction Management and Inspection, and Utility Design specific to water and sewer.** On the following pages, please find our detailed approach to the scope of work for each service line/phase of our work.

Project Management Services

We believe that how the Interwest team will serve the City of Hanford is significantly different from our competitors. How we provide services will be driven by the core values and beliefs which define our corporate philosophy and approach to providing services and creating desired outcomes for the clients we serve.

In addition to the key aspects and requested services detailed in the City's RFQ, our project and program management capabilities include the following:

FUNDS MANAGEMENT & PROGRAM MANAGEMENT PHASE

- Preparation of all necessary funding documents for the obligation and authorization of the use of federal and local funds, and coordination with required agencies to obtain such approvals/authorizations.
- Preparation of necessary documentation and submittals to obtain necessary approvals, including environmental documentation, right of way certifications, Authorization to Advertise, Authorization to Award, Authorization to Proceed with Construction, Project Closeout, various Certifications and Final Report as required on Federally Funded Projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).
- Preparation of reimbursement invoices, expenditure reports, and quarterly progress updates as required to Caltrans and/or the Los Angeles County Transportation Department.
- Enforcement of federal fund requirements in accordance with the LAPM.

PS&E PHASE

Every effort must be made to stay within the scope of the approved project and adhere to the environmental document constraints. Any changes to the scope must be approved by the City; changes to the scope during the PS&E phase will likely increase construction costs, may require additional environmental studies, and possibly delay the schedule. As the PS&E package develops, a bigger emphasis is placed on public outreach, constructability, traffic handling, and staging. All can significantly impact construction costs. We can provide the following services:

- Oversight and management of design engineering team and all other specialty consultants.
- Monitoring of the development of the design plans and technical specifications to be provided by the design engineer.
- Technical review of the design plans, including acting as an extension of City engineering plan check and approval for compliance with the applicable codes and standard drawings.
- Quality control plan check, value engineering, and reviewing cost estimates.
- Budget and funding control to make sure the project is completed within available budget during all phases of work.
- Preparation of all necessary paperwork, including environmental clearances, for the approval of bid packages by all involved regulatory agencies.
- Preparation of Administrative Section of the specifications.
- Conducting a "Constructability Review" of the plans and specifications. We will review and approve the construction plans, shop drawings, and contract documents prior to bidding and report to the City any areas where there may be an opportunity to save money or find areas that can be corrected prior to the bid, resulting in complete bid packages and more competitive bids and fewer construction change orders.
- During the PS&E phase, our team will hold monthly progress meetings with the City staff, and prepare and make at least 2 presentations to the City Council on the project. Interwest will prepare Council staff reports and present to the City Council the completed PS&E Bid package and request to advertise for construction bids.

BIDDING AND ADVERTISEMENT PHASE

- Post and update items on the City's website for the project to provide project information, and also post the bid package (plans and specifications) on the site for access by potential bidder for downloading.
- Maintaining a log of plan holder's information.
- Conducting pre-bid meeting. We will outline specific project requirements, organize, and attend the pre-construction meetings prior to the Notice to Proceed being issued. List of invitees & attendees will be distributed.
- Provide a background check of lowest 3 bidders, and establishing lowest responsive qualified bidder.
- Preparing Council staff report and presenting to the City Council to award the contract to the lowest responsible qualified bidder for the construction.
- Coordinating the award and execution of the contract, including review of insurance, bonding, and other required documents.

During the bidding process, the Interwest team will be available to answer bidders' questions, prepare drafts of addenda and assist in reviewing bids and recommending a contract award. We will also advertise bid notices on various trade publications, and conduct bid evaluation and bid analysis. During construction, we will also provide supplemental support to the City and construction management section for construction inquiries. This supplemental construction support includes:

- Reviewing and preparing responses to RFIs, providing bid packages to potential bidders and advertising bid notices on various trade publications.
- Reviewing submittals and shop drawings for compatibility with design along with the design engineer.
- Reviewing and providing recommendations of change order proposals.
- Performing final review/evaluation & assisting with the preparation of punch list for work deficiencies.
- Preparing of the record drawings of the completed projects based upon the redlined set of as-built plans.

CONSTRUCTION PHASE

Should Interwest also be selected to perform the Construction Management and Administration on a project, we will perform all of the tasks outlined in this section. Should the City select another firm, Interwest will ensure all of these tasks are met by the third party, and will provide the support and oversight necessary to successfully complete the project. The Construction Inspectors will document the condition of the project as well as the adjacent areas prior to the contractor mobilizing, thus minimizing any dispute that may arise regarding existing vs. construction damage. In addition, our team has the capabilities to provide the following:

- Attend and chair weekly, bi-weekly, or monthly project meetings with the contractors and stakeholders. We will prepare the agenda and discuss schedule, cost estimating and budgeting, changes, contractor and sub-contractor evaluation and selection, safety issues, etc. This has proven to be an important step to getting the project on schedule early.
- Coordinate with City staff, contractor when applicable, agencies, and project stakeholders. We will coordinate any work with other agencies to maximize contractor efficiency and keep the project on schedule.
- Prepare weekly status reports and statements of working days and any other statements that are required by the City.
- Participate in field meetings and document issues, findings, direction, changes, etc., and develop solutions.
- Provide direct supervision, scheduling and problem resolution for the contractor.
- Maintain Engineer's and Inspector's Daily Reports, and recording work in progress, which may include the hours worked by men and equipment.
- Contract Time Monitoring which will include reviewing working days, contract time requirements, and documentation of time extensions.
- Provide inspection and enforcement of NPDES, and SWPPP.
- Retain "Specialty Inspection and Testing", "Construction Soils Engineer," "Specialty Inspection and Testing", and "Construction Soils Engineer." Our project manager will be responsible to obtain proposals from qualified firms for these specialty services, and select the most qualified firm for each service based on a specific scope. The City will then review the proposals and will have the final decision on the selection of these specialty service sub-consultants. Our project manager will be responsible for managing these specialty service sub-consultants.

CHANGE ORDER REVIEW/DISPUTE RESOLUTION

Our team will provide contract administration services and review any requests for contract change orders to verify the work is necessary and outside of the contract, and we will negotiate the most suitable payment method from the City perspective to pay for the work, whether that is time and materials, unit prices, or a negotiated amount. We will advise the City as to their effect on the contract time and cost. We can perform independent estimates of proposed change order work when necessary or when directed by the City. Our Construction Managers will then make a recommendation for approval, which will ultimately need approval by the Public Works Director.

DOCUMENT CONTROL

We use the proven method of controlling documents and project files through the system developed and used by Caltrans. We will apply consistent procedures to track all documentation, regardless of project size and location. Doing so will result in a standard documentation and filing system across the board for capital projects. As a result, records retrieval will be quick and efficient.

Work activities include:

- Maintain all project documents, drawings, contract change orders, contractor submittals, shop drawing and correspondence in electronic form and hard copy.
- Maintain at the project site an up-to-date copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction. We track documents, including all correspondence.
- Ensure an office engineer is available for projects with significant document control needs, and all files will be set up by our office engineer, regardless of size. Maintain a digital photographic library and significant activities.
- Maintain RFI, submittal and change order logs. Ensure consultants and engineers respond within contract time frames. We track the number of days submittals are outstanding and with a particular party on a weekly basis and report this information to the appropriate staff.
- Monitor contractor and the sub-contractors regarding compliance with prevailing wage rates and affirmative action requirements applicable to the project including a Labor Compliance Program in accordance with AB 1506 and the Davis-Bacon Act. Our inspectors and office engineers are trained on the appropriate forms and techniques necessary to conduct these compliance activities. Our team will also collect and review, for compliance with all State and Federal regulations, certified payroll records requirements.

PROJECT CLOSE-OUT

The Project Manager will have a role in overseeing the project closeout. The master project schedule will include the key activities for project closeout:

- Coordinate a final walkthrough with the City, Contractor, Design Engineer, and all other involved project personnel and develop a punch list of incomplete or deficient work.
- Make recommendations to the City regarding final project approval and acceptance and submit a signed Notice of Completion.
- Mark recommendations regarding the final progress payment request and assist the City during the project warranty period, if needed.
- Prepare all required documentation for project closeout and deliver said documentation to the City.

GUARANTEED DELIVERABLES

There are several important areas of work requiring special attention to ensure successful completion of a project:

Standardization & Maintenance of Project Documentation: In order to effectively combat claims, it is vitally important that the construction managers and inspector follow a uniform standard to ensure that potentially volatile issues are dealt with in a timely, accurate and consistent manner. Interwest has instituted such a system and has a proven track record of helping its clients to avoid costly claims.

Monitoring Quality & Objectiveness of Field Personnel: Our construction supervisors routinely check the files and performance of our construction inspectors. Regular training meetings are conducted at which changes in rules and regulations are discussed. Of critical importance are the storm water compliance rules and the requirements of the general construction permit on City projects.

Public Relations: Public relations consist of public works projects that impact residents and businesses and present unique, non-technical challenges which must be addressed throughout the life of a project. Interwest staff will work closely with these stakeholders to make them aware of the project, its status and any changes that are made. Our assigned staff possesses the non-technical skill set needed to navigate the public relations arena.

Compliance: Ensure compliance with the MS4 Permit, and update and/or maintain MS4 Web Database (or other City NPDES Program Database identified) and Caltrans encroachment permit requirements.

Construction Management and Inspection

Our team is experienced in providing comprehensive construction management and inspection services on projects such as those listed in the RFP. We also have a history of providing comprehensive services for both locally and federally funded projects. On federally funded projects, our services provided are in accordance with Caltrans Local Assistance Procedures Manuals, the Caltrans Construction Manual, and other Federal Highway Administration requirements. We can take projects through the requirements in the Local Assistance Procedures Manual (LAPM) including project authorization and agreements, environmental and right-of-way clearance, final plans, utility relocation and construction, project close out, and final audit. We have never had a federally funded or Caltrans project come back with any disallowed charges.

CONSTRUCTION MANAGEMENT

PRE-CONSTRUCTION / BIDDING / AWARD PHASE

Constructability | Contract Document Review | Bid Support: We review construction plans and contract documents prior to bidding and report to the City any areas where there may be an opportunity to save money or find areas that can be corrected prior to the bid, resulting in more competitive bids and fewer construction change orders.

Pre-Project Photographs | Video: The construction inspector will document the condition of the project and the adjacent areas prior to the contractor mobilizing, minimizing any dispute that may arise regarding existing versus construction damage.

Pre-Construction Meeting: We will organize or attend the pre-construction meetings prior to the Notice to Proceed being issued. Meeting notes and a list of invitees and attendees will be distributed prior to the meeting.

Plans, Specification & Estimate (PS&E): The PS&E package is essentially the contract document from which the contractor will bid and build the project. The project engineer, in consultation with the construction manager, takes the approved project and begins the formal design process. Every effort must be made to stay within the scope of the approved project and adhere to the environmental document constraints. Any changes to the scope must be approved by the City; changes to the scope during the PS&E phase will likely increase construction costs, may require additional environmental studies, and possibly delay the schedule. As the PS&E package develops, a larger emphasis is made on constructability, traffic handling, and staging as all of these can significantly impact construction costs.

Bidding and Construction Support: During the bidding process, Interwest can answer bidders' questions, prepare drafts of addenda/clarifications to the PS&E, and assist in reviewing bids and recommending a contract award. During construction, we will provide supplemental support to the City and construction management section for construction inquiries. This supplemental construction support includes reviewing and preparing responses to RFIs; reviewing contractor submissions and shop drawings for compatibility with design; reviewing and providing recommendations of change order proposals; performing final review/evaluation and assisting with the preparation of punch list for work deficiencies; and preparing record drawings of the completed projects based upon the redlined set of as-built plans.

CONSTRUCTION PHASE

Project Schedule | Submittal Review: A realistic schedule that meets the requirements of the contract documents is critical to the success of the project. Our team will constantly monitor the schedule, noting and making the City aware of any critical path slips, as well as any opportunities to compress the schedule that may arise. Further, timely and thorough submittal review is critical to a project. Examples of Interwest activities include the following:

- Coordinating, reviewing, and approving the contractor's proposed Capital Path Method schedule for project completion; and
- Reviewing contractor's schedule and updating submissions for conformance to master schedule and contract documents.

Document Control: We use the Caltrans document control system. We apply consistent procedures to track all documentation, regardless of project size and location which results in a standard documentation and filing system across the board for capital projects. As a result, records retrieval is quick and efficient. Work activities include the following:

- Maintain all project documents, drawings, contract change orders, contractor submissions, shop drawing and correspondence in electronic form and hard copy.
- Maintain at the project site an "as current" record copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction. Document tracking includes all correspondence.
- Ensure an office engineer is available for projects with significant document control needs. All files will be set up by our office engineer, regardless of size.
- Maintain a digital photographic library and other significant activities.
- Maintain RFI, submission, and change order logs. Ensure consultants and engineers respond within contract time frames. We track the number of days submissions are outstanding and with a particular party on a weekly basis and report this information to the appropriate staff.
- Monitor contractor and all sub-contractors regarding compliance with prevailing wage rates and affirmative action requirements applicable to the project including a Labor Compliance Program in accordance with AB 1506 and the Davis-Bacon Act. Our inspectors and office engineers are trained on appropriate forms and techniques necessary to conduct these compliance activities.
- Collect/review, for compliance with all local/state/federal regulations and certified payroll records requirements.

Weekly | Monthly Construction Meetings: To get the project on schedule early, we can attend/chair weekly or monthly project meetings with the contractors and stakeholders, prepare the agenda, and discuss schedule, budget, changes, safety issues, etc.

Change Order Review/Dispute Resolution: Our team reviews requests for contract change orders to verify the work is necessary and outside of the contract. We will negotiate the best way from the City's perspective to pay for the work, such as time and materials, unit prices, or a negotiated amount. We will advise City as to the effect of change orders on the contract time and cost. We can perform independent estimates of proposed change order work when necessary or when directed by the City. The construction manager will then make a recommendation for approval by the public works director.

Materials Testing Management: We will coordinate and schedule the materials testing services to acquire the necessary services, and reports, in the most efficient manner.

Compaction Control: We will coordinate compaction testing with the soil engineering firm to verify all compaction conducted meets all requirements and specifications.

Progress Payment Processing: We will review progress payments and verify quantities/unit prices, amount due, certified payroll, appropriate rates, etc. If the review shows the progress payment is accurate, we will recommend payment and circulate it to project manager for additional review, signature, and approval.

Agency Coordination: We will coordinate any work with other agencies to maximize contractor efficiency and keep the project on schedule.

Client Satisfaction: Interwest strives for continuous, open communication between our team and City staff. For all projects, we will create and apply tailored management systems that work and will carefully monitor program effectiveness, closely tracking work quality, quantity, and cost. Delivering projects under aggressive schedules requires careful management, administration, and oversight of project development teams from inception to completion with committed, complete ownership of all aspects. Despite this approach, some projects may fall behind schedule. If this occurs, Interwest will quickly review the reasons for the delay, identify options for getting the project back on track, and implement the selected option after consulting with the City. Scope, schedule, and budget impacts of the delay will be scrutinized to ensure critical elements are not jeopardized by the corrective action.

Capability of Developing Innovative Techniques: As a company with a small firm focus and large firm resources, Interwest has teams in various Southern California regions, but our reach spans throughout the state and the nation through our parent and affiliated companies. Having local teams allows Interwest to tailor our services to the uniqueness of each region and our collaborative culture ensures we stay up to date with the latest innovative and advanced techniques used for construction management services. Our large network of construction managers and inspectors ensures our clients benefit from a broad pool of knowledge and experience yet have the confidence that our local team will be attentive to their specific needs.

In order to keep up with industry best practices, our construction managers and inspectors are equipped with modern mobile devices, laptops, and tablets with access to a wide array of software such as Microsoft Office, Microsoft Project, Microsoft Teams, Zoom, Bluebeam, OneDrive, SharePoint, and Dropbox, to name a few. These applications enable our team to be constantly connected and ready to collaborate no matter the location. This also allows for electronic plan reviews and enables all inspection reports, project documents, photos, etc., to be easily uploaded and securely stored on our cloud servers so the entire project team as well as the City team can monitor the project in real-time.

Additionally, we employ the use of a documented QA/QC program, provide various training opportunities through our SafeBuilt Training Academy, and have developed our own CommunityCore software to track, integrate, and process workflows efficiently throughout the company. Our Talent Acquisition Team proactively finds new ways to attract and retain top talent in the industry to ensure we can provide highly qualified professionals to serve our clients.

Familiarity with State and Federal Procedures: We have extensive experience with federally funded projects and all of the requirements in the Caltrans Local Agency Procedures Manual (LAPM). Interwest is fully capable of taking projects through all aspects of the requirements in the LAPM including project authorization and agreements, environmental and right-of-way clearance, final plans, utility relocation and construction, project close out, and final audit. We have never had a federally funded or Caltrans project come back with any disallowed charges.

Financial Responsibility: Interwest has an excellent credit rating and solid banking relationships. We are part of a select national group of consulting firms who belong to the Design Professionals Risk Control Group (DPRCG), an insurance group exclusively for organizations with excellent risk management history. We carry very low debt and have no professional liability claims against the company.

Technical Ability: We use the latest technology to assist in the documentation and management of projects. As evidenced by our team member resumes and the project descriptions provided, our proposed staff has a wealth of practical experience. Many team members have decades of expertise providing the requested services to local municipalities and possess unique certifications for specialized areas of work.

In addition to technical excellence, our staff also has the personal and political skills necessary to serve municipal clients. We understand the importance of sensitivity when addressing community and special interest group. We strive for professionalism in our relationships with the public and contractors to always represent the City's best interests.

PROJECT CLOSE-OUT PHASE

Punch List Completion: Our inspector will notify the contractor of deficiencies as they occur in the field. We will encourage the contractor to repair or replace work that does not meet specifications. Interwest will oversee the complete performance of all punch list items and final clean-up before the contractor moves off-site. Each punch list item will be signed off by a member of our team. All items must be signed off before the construction manager signs the list as complete.

Record Drawings and Other Documents: Our construction manager will review the record drawings with the inspector for accuracy and completeness prior to accepting the project. This will be monitored weekly. At the end of the project, we will obtain from the contractor all record (as-built) drawings including O & M materials, attic stock, contract required documents, lien releases, and written warranties.

Geotechnical Report: The construction manager will obtain a complete geotechnical report with all test results, logs, and correspondence prior to the release of final payment.

Final Report: Our team will prepare a final report for the project summarizing the costs, schedule, successes, and lessons learned to the City and the project manager for use in preparing the City Council Notice of Acceptance Staff Report. An inventory of the "wrap up" tasks for construction management activities include the following:

- Administer post-construction training of custodial, maintenance, operations, and grounds staff for all new equipment, systems, and finish materials. We will invite the appropriate City maintenance personnel to the final walk-through of the project so that they may ask questions and review the work. We understand that the project is built for the end-user, which is usually the maintenance department on behalf of the citizens.
- Coordinate final testing, documentation and regulatory inspections. We will require all materials testing and special inspection documentation to be in a final report in chronological order.
- Advise on substantial and final completion and liquidated damages.
- Evaluate any contractor claim, negotiate, and resolve claim issues. We will recommend approval or denial by the City.
- Establish a warranty process and schedule six (6) months and eleven (11) months warranty walks.
- Oversee the complete performance of all warranty repair items.

Document Archive: Once the project is complete, we will submit all project documents in archive form to the City.

CONSTRUCTION INSPECTION

Our inspectors will ensure that all work conforms to the project construction documents, City Codes and Ordinances, including the City Grading Code and Manual, APWA "Greenbook" Standard Specifications for Public Works Construction, AWWA Standards, County Public Works Standards, State and Federal Building Codes related to site accessibility as well as Title 24 and ADA requirements, Caltrans' Local Programs Manual, the City's Quality Assurance Plan for Federal and State Funded Projects and all applicable prevailing wage laws including the Davis-Bacon and Related Acts. All inspections will be conducted using City established policies and procedures with the highest quality staff in a timely and professional manner. We will always act as an advisor and advocate for the City providing services with the City's best interest in mind.

Engineering Plan Check

All plans examination services will be performed by a licensed Civil Engineer. For more complex projects and when needed to meet peak workload demands, additional support will be provided from our regional offices. Our plans examiners understand and are intimately familiar with applicable state and federal requirements, industry standards, and plan review procedures and will readily assist with solutions to complicated plan review issues.

Our staff will work with project applicants in a collaborative and professional manner to quickly identify and resolve violations of codes, standards or local ordinances. They will provide thorough plan reviews in an effort to ensure complete and accurate actions.

The discussion above describes Interwest's philosophy and approach of "how" we do our work. A typical scenario for "what" we do related to the review and processing of improvement plans; grading and erosion control plans; final and parcel maps; water, sewer and recycled water improvement plans; storm water standards questionnaire and storm water quality management plans is outlined on the following pages.



Interwest staff provide plan reviews for:

Completeness of application and submittals - Review development applications for adequacy and compliance with the City Municipal Code, City Engineering Standards, City Landscape Manual, the latest Storm Water Quality Regulations and Best Management Practices, Local Municipal Water District Standards, and other applicable codes and standards used by the City.

Engineering quantity estimates and costs - Review engineering quantities for accuracy and cost estimates for reasonableness of unit costs based on current industry trends.

Rough and precise grading improvement plans - Review/check plans for compliance with the projects Conditions of Approval, as well as City codes and regulations including onsite drainage and all offsite improvements and Geotechnical Report review for grading permits and special projects.

Drainage, Storm Drain and Flood Control - Review/check improvements, utility and grading plans with subdivision submittals for compliance with the City Hydrology Manual and related LID development measures.

Hydrology and Hydraulics - Review/check reports for compliance with projects Conditions of Approval as well as the City Drainage Design Standards, Hydrology Manuals, Local Drainage Manual. Utilize appropriate hydrology and hydraulics software programs.

NPDES and AQMD guidelines - Review federally and state mandated reports required under the NPDES and AQMD guidelines.

Street Improvement Plans, signing and striping plans, traffic signal plans and traffic studies/reports - Review/check plans for compliance with the projects Conditions of Approval, as well as with the following: City Standards and Design Manual, Caltrans Highway Design Manual, Caltrans Traffic Manual, Caltrans Standard Plans and Specifications, County Hydrology Manuals, Local Drainage Manuals, the Americans with Disabilities Act, and California Title 24 requirements.

Utility plans - Review utility plans including domestic and reclaimed water and sanitary sewer improvements.

Tract and parcel maps - Review tract and parcel maps for the procedure of survey review, mathematical closure, and compliance with Subdivision Map Act, the Land Surveyor's Act, the approved tentative map, the approved conditions of approval and a current title report.

Lot Line Adjustment - Review lot line adjustment documents as needed.

Legal Descriptions - Oversee the preparation of legal descriptions and plats for the City for easements or rights-of-way.

Surveying and Maps - Oversee land surveying and map/easement or legal description preparation.

Plan Check Guidelines - Assist with development of engineering design standards and guidelines to help with the plan checking process.

Planned Developments - Review plans for consistency with other planned developments.

Reviews include evaluation of required reports, studies, grading and improvement plans, and design professional's recommendations. Each plan review is assigned to a design plan reviewer with oversight of the project manager. The assigned design plan reviewer will be committed to the project and will furnish all subsequent submittal reviews for the project. This maintains a consistent review and avoids "late hit" comments.

Map checking will be overseen by professional engineer's licensed to practice land surveying or by licensed Land Surveyors.

Soils reports will be evaluated, and confirmation of recommendations will be included on the plans. Boundary conditions will be evaluated to maintain continuity with surrounding properties and maintain existing drainage patterns.

Construction erosion control and post construction water quality control will be reviewed for compliance with the storm water quality management permit in effect.

Each plan review will be accompanied with a letter summarizing the red-line comments. This letter will be addressed directly to the applicant's engineer or landscape architect, with a copy to City staff and the applicant. A complete, red-lined set of drawings and any reports will be returned to the design professional for use in their corrections.

The Project Manager will meet with the Design Professional and City staff to review comments or to delineate the standards, which are not being met to assist in the timely completion of the review and meeting the maximum goal of two plan reviews. If necessary, the third review will confirm that all previous comments have been addressed. This meeting can take place via a virtual platform or in the Design Engineer's office, if desired so that minor comments/discrepancies can be immediately addressed, and the improvement plans and reports can be deemed technically correct and submitted for signature approvals. We will meet with other client staff and outside agencies, as needed, to review their progress and/or their comments.

Review Checklist

Interwest uses our extensive experience with local government and expansive network of relationships with local agencies, public utilities, and regional Councils of Government (COGs) to develop numerous checklists and plan-check process documents for client agencies to assist both our plan check engineers and developer's consultants in the plan submission and review process.

Examples include:

- Grading Certification & Compaction Report Review Checklist
- Grading Plan Preparation Checklist
- Grading Plans (Mass/Rough Grading) Checklist
- Improvement Plan Submittals Checklist
- Utility Plan Checklist
- Legal Documents Submittals Checklist
- Hydrology Report Checklist
- WQMP Review Checklist
- NPDES Construction Inspection Form
- Tentative and Final Map Checklists

Interwest also uses internal review checklists for plan review of:

- Maps
- Storm Drains
- Mass Grading
- Water Quality Basins
- Rough Grading
- Street improvements
- Precise Grading
- Sewer and Water
- Draining and Hydrology
- Signing and Striping

Proposed Turnaround Times for Public Works Plan Check

Plan checking shall follow a set schedule of turnaround time frames as established by the City. It is strongly expected that plan checks should not exceed three (3) total plan check cycles. Turnaround times are not to exceed the following time frames.

For larger more complex projects, we propose an additional five (5) working days to the turnaround time frames listed above. Periodic meetings shall be scheduled to discuss plan check issues with the City's project engineers. Unless otherwise directed by City staff, no plan check shall be returned to the developer, or the developer's representative, until the City's project engineers have been updated on the status of the plan checks being returned.

PLAN CHECK TURNAROUND TIMES: For any reason, if a plan check is expected to exceed three (3) cycles, Interwest shall inform the City's engineering staff, and a meeting will be coordinated by Interwest staff and developer to resolve outstanding issues. To the extent feasible, Interwest shall perform a thorough review with the first submittal of plans to avoid new comments on any subsequent submissions.

First Submission	10 Working Days
Second Submission	5 Working Days
Third Submission	3 Working Days
Mylar Review	2 Working Days
Major change during design stage	7 Working Days
Major change in the field	3 Working Days
Final: Complete and Returned to the City	5 Working Days
Construction Revisions to grading or improvement plans	3 Working Days

Civil Engineering Design Services

Interwest has extensive experience in project design and management of the design capital improvement and development projects. Our project design and management approach begins with the basic services of initiating, planning, executing, monitoring, controlling, and closing a project. Our team's project design management experience and industry best practices endorsed by the Project Management Institute. We identify, prioritize, allocate, manage, and control the work requirements through this singular, integrated method. Interwest team delivers a project management approach that combines the right people, processes, and tools to perform the Scope of Services and design requirements. Our support for the City requires a methodology to operate and maintain all areas of design efficiently and understanding the criteria and goals of the design. The Interwest team's process is structured to streamline our resources, design criteria and provide most cost effective design that is responsive intent and goals of the City. Successful execution of design services starts with a responsive team structure that can anticipate and address resource needs that work is match those needs to with the correct design skills and experience to complete the design effectively and accurately. Our team works on multiple tasks simultaneously, and our organizational structure supports the staff to oversee this process effectively.

Interwest will provide design services of water, sewer, recycle water, and storm drain lines, streets, parks and traffic signals for projects as determined by the Public Works Director including but not limited to the following:

- Prepare conceptual design
- Prepare preliminary budget estimates and project schedules
- Preparation of engineers cost estimates
- Preparation of design plans and specifications for public improvement projects including streets, sidewalks, utilities, stormwater, bicycle and pedestrian pathways and parks
- Preparation of grant applications and administration of grant projects
- Preparation of environmental engineering, planning and consulting services, including the preparation of various studies and assessments
- Review and approval of design documents submitted to the City by developers and other third parties

- Civil engineering & surveying consultations
- Prepare designs in accordance with City standards and policies
- Coordinate design with and obtain required approvals and permits of utility companies, Caltrans, and other regulatory agencies
- Assist City in communicating with the public regarding project design
- Draft reports for City information and action
- Provide engineering calculations and analysis as required by the project
- Prepare or review pavement treatment mix designs
- Assist the City to complete its CEQA and NEPA environmental review of the Projects, by drafting an Environmental Checklist Form, Notice of Exemption, or Statutory Worksheet
- Prepare design surveys, geo-technical investigations, construction plans, specifications, and construction cost estimates
- Respond to bidder's questions during bidding
- Tabulate and review bid documents received
- Attend pre-construction meeting
- Preparation of bidding and construction administration services
- Provide information and assistance during construction
- Provide project management of CIP and Development Projects

DESIGN TURNAROUND TIMES:

Topographic Studies and Environment	6-12 Weeks
Preliminary 35% Design	4 Weeks
Intermediate 65% Design	4 Weeks
Prefinal 95% Design	4 Weeks
Final 100% Design	4 Weeks

GRANT RESEARCH WRITING

Interwest has successfully secured funding through competitive grants from federal, state, and regional agencies for our clients, allowing them to leverage funding to construct and deliver vital improvements and programs to their community. We recognize that grants that are available to municipalities can have many facets so we are available to assist in all areas. Our expertise in public works grants provides a strong basis to support the City in multiple areas. Our extensive experience in transportation grants spans several areas such as parks and recreation, public safety, environmental sustainability, and economic and community development. Recent initiatives to incorporate arts, affordable housing, and social services/ homelessness into transportation grants allows us to leverage our expertise to assist public agencies in these areas.

Stormwater Quality Compliance

We cooperate with local agency partners to create and implement stormwater quality compliance guidelines as mandated by the Regional Water Quality Control Board National Pollution Discharge Elimination System (NPDES) permit requirements – specifically, the Regional Boards' latest MS4 permit for the client.

Our staff provides technical guidance to the Plan Check and entitlement groups and development community by providing interpretation of Regional Water Quality Control Board permit requirements and associated water quality compliance guidelines. We will also conduct public outreach campaigns as required by NPDES permit to make public aware of critical water quality issues. Interwest will assist in providing technical and material support to upper management and in-house staff regarding complex hydraulic and hydrological related issues. We will also review development plans to ensure that plans submitted by private developers are in compliance with drainage and floodplain management policies by conforming to local agency standards, drainage ordinances, and floodplain development policies.

Interwest can also support the client in implementing the requirements of the client's MS4 Permit. Services include:

- Reviewing improvements, utility and grading plans with subdivision submittals for compliance with the City Hydrology Manual and related LID development measures.
- Reviewing reports for compliance with projects Conditions of Approval as well as the City Drainage Design Standards, Hydrology Manuals, Local Drainage Manual. Utilize appropriate hydrology and hydraulics software programs.
- Reviewing federally and state mandated reports required under the NPDES and AQMD guidelines.
- Performing field inspections to ensure compliance with the MS4 permit.
- Permitting Best Management Practice (BMP) compliance for private stormwater quality filtration devices.
- Compiling and filing all relevant documentation related to all permits, including required annual reports to the State for the development of Storm Water Quality Implementation Plan.

Land Surveying And Mapping Review

Interwest has the collective, diverse team of people and experience to perform a full range of plan check services, including landscape and map review. More importantly, we possess the knowledge and skills necessary to effectively integrate the necessary engineering services with the client's staff to create a plan check process that is coordinated, consistent, and predictable.

All plan reviews will be evaluated by the Project Manager for quality control of the plan review, the level and quality of comments from the review, consistency with similar reviews, the avoidance of late hits or "gotcha" comments, the evaluation of the design professional's submittal and whether they are addressing prior comments or have justifiable reasoning in their designs that may allow deviations from standards, with City approval. The Project Manager will meet with the design professional and their client if prior comments are not being addressed. We have found this will get the process back on track or provide the project owner/client with a more realistic schedule based on their design professionals' actions.

The discussion above describes Interwest's philosophy and approach of "how" we do our work. A typical scenario for "what" we do related to the review and processing of landscape architecture plans and maps is as follows:

- Visit the site to determine field conditions are consistent with the plans submitted.
- Each plan review will be accompanied with a letter summarizing the red-line comments, addressed directly to the applicant's designer or landscape architect, with a copy to City staff and the applicant.

Provide plan reviews for:

- **Completeness of Application and Submittals** - Review development applications for adequacy and compliance with the City Municipal Code, City Engineering Standards, City Landscape Manual, the latest Storm Water Quality Regulations and Best Management Practices, Local Municipal Water District Standards, and other applicable codes and standards used by the City.

- **Tract and Parcel Maps** - Review tract and parcel maps for the procedure of survey review, mathematical closure, and compliance with Subdivision Map Act, the Land Surveyor's Act, the approved tentative map, the approved conditions of approval and a current title report.
- **Lot Line Adjustment** - Review lot line adjustment documents as needed.
- **Legal Descriptions** - Oversee the preparation of legal descriptions and plats for the City for easements or rights-of-way.
- **Surveying and Maps, Title Review** - Oversee land surveying and map/easement or legal description preparation. We have partnered with Orange Coast Title to provide Title Services as a subconsultant. We will perform research and gather other title-related documents and instruments as necessary and requested.
- **Plan Check Guidelines** - Assist with development of engineering design standards and guidelines to help with the plan checking process.
- **Planned Developments** - Review plans for consistency with other planned developments.

Landscape Design Review

A typical scenario for the review and processing of landscape architecture planting and irrigation plans is as follows:

- Provide plan reviews including evaluation of required reports and design professional's recommendations.
- Review plan alterations to the existing development (redevelopment).
- Visit the site to determine field conditions are consistent with the plans submitted. Each plan review will be accompanied with a letter summarizing the red-line comments, addressed directly to the applicant's designer or landscape architect, with a copy to City staff and the applicant.
- Review the plan specifications to ensure compliance with underlying Planning Permits and Conditions of Approval, applicable zoning and landscape standards including codes and regulations of City, state, and federal agencies and the City's Water Efficient Landscape Ordinance (WELO).
- The Project Manager and/or Landscape Design Reviewer can be available to meet with the Design Professional and City Planning staff to review comments or to delineate the standards which are not being met to assist in the timely completion of the review and meeting the maximum goal of two plan reviews.
- Our team will also coordinate with, and implement/incorporate the Stormwater program requirements into the landscape design as necessary.
- Provide project management of CIP and Development Projects



Transportation Design and Analysis including Traffic Studies



Our team possesses years of experience providing traffic engineering, transportation planning, traffic studies, and traffic and development plan review to numerous California cities. Our staff includes Registered Traffic and Civil Engineers, a Professional Transportation Planner (PTP), and a Professional Traffic Operations Engineer (PTOE). Each is familiar with representing cities at council meetings and preparing and leading community engagement meetings to promote stakeholder involvement and satisfaction. Furthermore, our team has expertise serving cities with similar needs and concerns, including those with regionally significant bikeways, high population densities, and projects under Caltrans' jurisdiction.

Below is a task breakdown for transportation/traffic services:

- Traffic Plans, traffic signal plans and traffic studies/reports - Our team will review/check plans for compliance with the projects Conditions of Approval, as well as with the following: City Standards and Design Manual, Caltrans Highway Design Manual, Caltrans Traffic Manual, Caltrans Standard Plans and Specifications, County Hydrology Manuals, Local Drainage Manuals, the Americans with Disabilities Act, and California Title 24 requirements.
- Each plan review will be accompanied with a letter summarizing the red-line comments. This letter will be addressed directly to the applicant's engineer or landscape architect, with a copy to City staff and the applicant. A complete, red-lined set of drawings and any reports will be returned to the design professional for use in their corrections.
- The Project Manager will meet with the Design Professional and City staff to review comments or to delineate the standards which are not being met to assist in the timely completion of the review and meeting the maximum goal of two plan reviews. If necessary, the third review will ensure that all previous comments have been addressed. This meeting can take place via a virtual platform or in the Design Engineer's office, if desired so that minor comments/discrepancies can be immediately addressed, and the improvement plans and reports can be deemed technically correct and submitted for signature approvals.
- We will meet with other client staff and outside agencies, as needed, to review their progress and/or their comments.

OUR TRANSPORTATION/TRAFFIC PLAN CHECK ADHERES TO THE FOLLOWING TURNAROUND TIMES:

First Submittal	10 Working Days
Second Submittal	5 Working Days
Third Submittal	3 Working Days
Mylar Review	2 Working Days
Major change during design stage	7 Working Days
Major change in the field	3 Working Days
Final: Complete and Returned to the City	5 Working Days
Construction Revisions to grading or improvement plans	3 Working Days

ADDITIONAL CAPABILITIES

Examples of traffic engineering services our team commonly provides include:

Public involvement and community outreach for traffic and transportation projects that impact the public. Civic engagement is a key component to planning and implementing traffic solutions. Tasks may include public meetings, workshops and one-on-meetings with residents. Other tasks may include attendance and participation in public meetings, creation of various education and outreach materials such as flyer's, PowerPoint presentations, etc.

Preparation of engineering studies in response to citizen requests for traffic control device installations and modifications, such as stop signs, traffic signals, crosswalks, traffic channelization and speed zones. These studies will typically include the review of traffic collision, traffic count and/or speed survey data, field review of existing traffic control devices and motorist/pedestrian/bicyclist behavior, corner sight distance analysis, minimum stopping sight distance analysis, warrant studies based on the California Manual on Uniform Traffic Control Devices (CA MUTCD) and City standards/guidelines, discussions with City staff regarding the findings and recommendations, preparation of concept/final plans, as needed, and a report summarizing the findings and recommendations. If requested, the study will also be presented at community meetings or City Council meetings.

Address school-related traffic concerns, including meeting with school staff, parents and residents, field observation of behavior, data collection as-needed, analysis of the need for speed feedback signs, crossing guards, crosswalks, stop signs, flashing beacons, etc., recommendations and a summary of findings and recommendations.

Preparation of traffic impact analysis reports, including discussions with City staff regarding study intersections, project opening year, approved projects and any project concerns, a review of the site plan regarding internal circulation and external access, a field review of existing intersection geometrics and any unusual conditions, traffic count data collection, project trip generation and assignment, level of service analysis based on City guidelines/standards, identification of significant project impacts, proposed mitigation measures, and a report summarizing the analysis, findings, and recommendations.

Review of traffic impact studies prepared by others for private development, including the review of on-site circulation and project access, study intersections, project trip generation and assignment, level of service methodology and assumptions, accuracy of analysis and conclusions, appropriateness and feasibility of proposed mitigation measures, assist City staff prepare the conditions of approval, and preparation of comment memo. If requested, Interwest staff will attend Planning Commission and City Council meetings to make presentations and answer questions.

Preparation of signing and striping plans, traffic signal plans, traffic control plans, and traffic calming plans. These tasks will generally include the collection of existing plans for the street segment or intersection, field review to compare the plans to existing conditions, traffic data collection, as-needed meetings with City staff to ensure complete understanding of the desired design and to discuss/clarify any options, timely revisions in response to plan review comments, and signed and stamped final plans, specifications and cost estimate. The plans and specifications will be prepared in accordance with City standards, the CA MUTCD and other applicable standards.

Private and public development plan review for traffic-related plans, ensuring that the plans are in compliance with City and other applicable standards. The reviews will include recommendations for approval (conditions of approval).

Review of traffic signal timing plans and collision data for intersections, with recommended adjustments. We will provide technical advice to City's staff in connection with the maintenance and the operation of the City's traffic signal facilities.

Cost/Budget Control

Our Project Manager will produce a schedule and budget, then generate a report measuring our progress against that schedule. They provide information to measure the percentage of budget expenditure, as well as where the budget is being spent. These reports are supplied monthly. Comparing the work accomplished with scheduled activities and an outlined budget ensures our team is on track and moving forward with the workload provided to our team.

Crucial cost control involves generating timely invoices tailored to the City's needs. We closely track all operations at each location, monitoring project time sheets, invoices, as well as project (plans) tracking via a customized database with routine oversight by the assigned manager. This critical information keeps us within budget, provides knowledge of when to staff up or down, and ensures all projects are reviewed and returned promptly.

Quality Control/Quality Assurance

Interwest utilizes sophisticated project management tools to maintain up-to-date schedules, coordinate staff time, and track the project budget. We hold weekly internal planning staff meetings to determine project priorities, deliverables, and staffing needs to ensure that our projects are completed on time and within budget. Interwest performs internal reviews of all work before submitting it to the City to ensure high-quality work products. Our highly iterative process and coordination ensure product deliverables meet and exceed expectations. To achieve these goals, we employ the following practices:

Identify Issues Early. There may be key issues associated with a project or assignment that, left unresolved, have the potential to cause delays or require work to be redone. Identifying key project issues early can result in overall time and cost savings.

Consider Options. Often, the right approach to a challenge is influenced by the specific agency and its past decisions and priorities. We approach our work with open minds and consider a range of approaches to help our clients identify the solution that best suits their needs.

Get Concurrence on Initial Work Products. City staff review preliminary work products to ensure they meet City expectations. We will provide draft work products at key intervals, and the City's timely review and direction will help to ensure successful outcomes.

Periodic Team Meetings. We have found that regular team meetings, sometimes as often as every week based on the level of activity, can help ensure services meet the client agency's expectations. In a world of priorities, it is advantageous to ensure that all team members are on track and informed.

Cost Tracking. Whether working on City/County/State-funded projects or developer/cost recovery assignments, we are committed to working within assigned budgets. Our accounting systems are flexible and able to present information in a form that best serves our client's needs, and we can provide real-time project costs as needed.



Conflict of Interest Statement

F.



INTERWEST

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F. | Conflict of Interest Statement

Our Firm Statement: Interwest and the proposed subconsultant's do NOT have any conflict of interest in providing the services requested to the City of Hanford. We agree and confirm to ensuring there is no conflict of interest before providing services to any construction or design contractor on any of the Department's projects listed in the Scope of Work.

Subconsultant Statement: UNICO Engineering, Inc. (UNICO) has not provided Design Engineering Services and/or Construction Engineering Services under a contractual relationship with a construction contractor(s) on any City project listed in this Scope of Work. UNICO does not have any financial or business relationship with the construction contractor(s) who are working on the projects that are assigned for material Quality Assurance services through work orders on the contract.

Litigation

G.



INTERWEST
A SAFEbuilt COMPANY

G. | Litigation

Below, please see any prior contract litigation Interwest has been involved in.

SafeBuilt Entity	Type	Case/Matter Name	Docket/Case No.	Matter Details
Interwest	Litigation	Chan v. City of Atherton	19-CIV-07567 CA Superior Ct, for county of San Mateo	Plaintiff alleges that a road project initiated by Atherton caused severe injury to his business. Plaintiff alleges that IW personnel were told about the potential impact and did nothing to mitigate it. **Mike Kashiwagi was dismissed, Mary Grace Houhlihan is still involved. IW is not a party.**
Interwest	Demand Letter	Frontier v. Elk Grove	NA	Frontier alleges damage to fiber optic cable due to work performed on a City civil engineering project for which IW provides management services. City tendered the claim to IW. Lawsuit has been filed, but we were not named.

Contract Agreement

H.



INTERWEST

A SAFEbuilt COMPANY

H. | Contract Agreement

The Interwest Contract and Legal team has carefully reviewed the contract terms presented in the Sample Agreement for Professional Services within the RFQ. We respectfully request the following modifications to the agreement terms: Text we would like added will be represented in **blue ink.** Text to be deleted will be represented in ~~red-strike through~~.

C. AWARD OF CONTRACT: 4. Proposer shall indemnify and hold harmless the City, its officers, officials, employees, and agents from and against all **third party** claims, damages, losses, and expenses caused ~~in whole or in part~~ by any negligent act or omission of the proposer, its consultants, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where **to the extent that they** caused by the active ~~negligence, or~~ sole negligence, or willful misconduct by the City.

E. INDEMNIFICATION AND INSURANACE.

As respects acts, **intentionally wrongful or negligent,** errors, or omissions in the performance of services, contractor agrees to indemnify **defend** and hold harmless City, its elected and appointed officers, employees, and City designated volunteers from and against any and all **third party** claims, demands, losses, defense costs, liability or ~~consequential~~ **direct** damages **to the extent** arising directly out of contractor's negligent acts, errors or omissions in the performance of their services under the terms of this Agreement; except to the extent those that arise out of the negligence of City. City agrees to indemnify and hold harmless contractor, its officers, employees, and designated volunteers from and against any and all losses, defense costs, liability or consequential damages to the extent arising out of City's negligent acts, errors, or omissions in the performance of this Agreement. **Notwithstanding any provision of law to the contrary, Contractor shall have the right to control the defense and settlement of any action for which indemnification is sought, provided that it shall not enter into any settlement that requires an admission of wrongdoing by any indemnitee without that indemnitee's approval. Contractor's obligations under this Agreement are contingent upon timely receipt of notice of the claim for which indemnification is sought, such that defense of the claim is not prejudiced, and the reasonable assistance of the indemnitee in connection with the defense of the claim.**

As respects all **intentionally wrongful or negligent** acts or omissions which do not arise directly out of the performance of services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, contractor agrees to indemnify, defend (at City's option), **after which selected from Contractor's insurance carrier's panel counsel,** and hold harmless City, its elected and appointed officers, agents, employees, representatives, and volunteers from and against any and all **third party** claims, demands, defense costs, liability, or ~~consequential~~ **direct** damages of any kind or nature **to the extent** arising out of or in connection with contractor's (or contractor's subcontractors, if any) **negligent** performance or failure to perform, under the terms of this Agreement; except to the extent those which arise out of the negligence of City.

9) Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to use, modify, reuse or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data, electronic or otherwise, recorded on computer diskettes which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). **For the avoidance of doubt, nothing in this Agreement shall be understood to grant City rights to pre-existing intellectual property of Consultant, including Consultant software and licensed software, or to any improvements thereto.** Consultant shall require all subcontractors to agree in writing that City is granted non-exclusive and perpetual license for any Documents & Data the subcontractor prepared under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data.

12) Insurance Requirements. Except with respect to Workers' Compensation coverage, If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant.

ii) **Except with respect to Workers' Compensation coverage,** For any claims related to this contract, Consultant's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as to City and its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City and/or its officers, officials, employees, or volunteers shall be in excess of Consultant's insurance and shall be non-contributory.

13) Indemnification. To the fullest extent allowable by law, Consultant agrees to indemnify, defend and hold harmless City and its officials, officers, employees, agents and volunteers from and against all **third party** claims, demands, actions, injuries, liabilities, losses, costs or damages, ~~direct or indirect,~~ and any and all attorneys' fees and other expenses which City or its officials, officers, employees, agents or volunteers may sustain or incur ~~as a consequence of or are in any way~~ **to the extent that they are** related to Consultant's or its owners, directors, officers, managers, employees, agents and subcontractor's willful misconduct or negligent acts or omissions in the performance of the services and Consultants responsibilities and obligations to be performed under this agreement or its failure to perform or comply with any of its obligations or responsibilities contained in this agreement; excluding, however, such liability, claims, losses, damages or expenses arising from City's sole or active negligence or willful misconduct. This duty to indemnify, defend, and hold harmless shall survive the termination of this agreement. **Notwithstanding any provision of law to the contrary, Consultant shall have the right to control the defense and settlement of any action for which indemnification is sought, provided that it shall not enter into any settlement that requires an admission of wrongdoing by any indemnitee without that indemnitee's approval. Consultant's obligations under this Agreement are contingent upon timely receipt of notice of the claim for which indemnification is sought, such that defense of the claim is not prejudiced, and the reasonable assistance of the indemnitee in connection with the defense of the claim.**

Required Forms

Appendix A



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Appendix A. | Required Forms

PROPOSERS CHECKLIST

SUBMIT THIS PROPOSER'S CHECKLIST WITH YOUR PROPOSAL DOCUMENTS.
Proposers shall complete and submit all documents marked with an "X" in the "REQUIRED" column for bids to be considered responsive.

REQUIRED

- ☒ Certificate of Bidders Experience and Qualifications
- ☒ Exhibit 10-Q: Disclosure of Lobbying Activities
- ☒ Exhibit 10-A: A&E Consultant Financial Document Review Request
- ☒ Exhibit 10-A Checklist – Caltrans A&I Financial Document Review Requirements for A&E
- ☒ Exhibit 10H: Cost Proposal. Key personnel must be named and entered on form with hourly rates. Rates are based on the Consultants Exhibit 10-K Indirect Costs Rate or the approved Safe Harbor Rate (110%).
- ☒ Exhibit 10-K: Consultant Annual Certification of Indirect Costs and Financial Management System. Indirect Costs Rate (ICR) OR Approved Safe Harbor Rate
- ☒ Exhibit 10-O2: Consultant Contract DBE Commitment
- ☒ AASHTO Internal Control Questionnaire (completed by Primary Consultant only, not required for subconsultants doing less than $150,000 of work). If the Consultant is seeking an ICR different from the Safe Harbor Rate, the AASHTO ICQ must be submitted with the Proposal.
- ☒ Provide a written Prevailing Wage Policy for your company that is used when working on prevailing wage jobs.
- ☒ Exhibit 10-U: Consultant in Management Position Conflict of Interest Statement.
- ☒ Statement of disclosure of eligibility to perform Private Development Plan review on behalf of the City of Hanford
- ☒ Fee Schedule
- ☒ All issued Addenda
- ☒ Ownership Disclosure Form
- ☒ California Levine Act Statement
- ☒ Non-Collusion Affidavit (included in Federal/State requirements clauses)
- ☒ Workers' Compensation Insurance Certificate (included in Federal/State requirements clauses)
- ☒ Equal Employment Opportunity Compliance Certificate (included in Federal/State requirements clauses)
- ☒ Americans with Disabilities Act Compliance Certificate (included in Federal/State requirements clauses)
- ☒ Drug Free Workplace Certificate (included in Federal/State requirements clauses)
- ☒ Iran Contracting Act Certificate (included in Federal/State requirements clauses)
- ☒ Federal and State Requirements Acknowledgement

Attachments: **Interwest acknowledges that Exhibit 10-A A&E Consultant Financial Document Review Request, Exhibit 10-A Checklist Caltrans A&I Financial Document Review Requirements for A&E, and AASHTO Internal Control Questionnaire will be completed at the time of selection per Q&A confirmation.**

A. LAPM Exhibit Forms
B. 10R: A&E Boilerplate Agreement Language (For Local Assistance Federal-Aid Projects)
C. Upcoming Projects
D. Exhibit 17-F1 Sample (to be completed by the winning proposers- does not need to be submitted with proposal)

SUBMITTED BY:

Name of Company Interwest Consulting Group
Contact Name Paul Meschino
Address 9300 W. Stockton Blvd., Suite 105
City Elk Grove State CA Zip 95758
Phone No. 619.372.9962 Fax No. N/A
Consultants D.I.R. Number 1000013298

City of Hanford, CA

900 South 10th Ave, Hanford, CA 93230

Purchasing Department

ADDENDUM NO. 01

Issued:	**Thursday, August 22, 2024**
Project:	**On-Call A&E Consultant Services**
RFP No.:	**2025-02**
Proposals Due:	**Thursday, September 12, 2024 @ 2:00 p.m.**

Addendum No. 01 is being issued to provide answers to submitted questions. This addendum becomes part of the Contract Documents for the project mentioned above and must be signed and submitted with the Proposal.

QUESTIONS/RESPONSES

Q.1 Will the City Consider extending the submission deadline by two weeks?

Response: The City will maintain the September 12th submission deadline. The current on-call contracts are approaching their expiration date, and due to upcoming holidays, many of the council meetings where contracts could be awarded will not occur. As a result, the City is on a very tight timeline and cannot extend the submission deadline.

PROPOSER ACKNOWLEDGMENT OF ADDENDUM NO. 1
Purchasing Division

Proposer to sign and submit with proposal.

Firm: Interwest Consulting Group Date: 8/26/2024

By: Paul Mischnick
Signature

City of Hanford, CA

900 South 10th Ave, Hanford, CA 93230

Purchasing Department

ADDENDUM NO. 02

Issued:	**Thursday, August 27, 2024**
Project:	**On-Call A&E Consultant Services**
RFP No.:	**2025-02**
Proposals Due:	**Thursday, September 12, 2024 @ 2:00 p.m.**

Addendum No. 02 is being issued to provide answers to questions from the Proposer Conference. This addendum becomes part of the Contract Documents for the project mentioned above and must be signed and submitted with the Proposal.

QUESTIONS & RESPONSES:

1) **Do consultants have to work on federal projects, or can they be selected to work only on local projects?**
    a. This is not a scoring criterion. Consultants may be selected to work solely on local projects depending on their areas of expertise. For example, the City may hire a consultant specifically for local airport projects. The City does need consultants who can work on Federal projects as well.
2) **Is the ASHTO process required, or is the Safe Harbor sufficient?**
    a. This is up to the consultant and can be completed after the selection process. It does not need to be included as part of the proposal.
3) **Should smaller companies team up with larger companies to provide more of the listed services?**
    a. This is not the intent of the RFQ. Smaller companies with specialized services may submit an SOQ for their specific services. The City will select consultants based on their qualifications and the services they can provide, not on the number of services they may be able to offer.
4) **Is the City interested in staff augmentation?**
    a. Yes, this is a service we would be interested in, particularly a PM or CM who could assist with federal projects. We are currently short-staffed, and these services would be valuable.
5) **Is there a desired radius for consultants to be within?**
    a. There is no local preference for this project. The City will not score or place emphasis on companies based on location.
6) **What is the purpose of the single engineer/architect?**
    a. This individual would serve as the main point of contact for the City. While other individuals may work on projects, this person would be the primary contact for services needed and project updates.
7) **How do we submit the fees separately from the proposal on Bid-Net?**
    a. Submit two envelopes: one for the proposal and one for the fee. Bid-Net should allow separate submissions.
8) **Can we password protect the fee proposal?**
    a. Yes, if Bid-Net allows it.

9) **Do we foresee needing building envelope (design of moisture protection) consultants?**
    a. There are no current projects lined up, but the City may have maintenance needs on future projects. This can certainly be included in the RFQ. The City would like to know about unique services or areas of expertise that can be provided.
10) **Surveying services – how do you anticipate handling prevailing wage throughout the project?**
    a. If Prevailing wages change throughout the contract, the City will pay at least the minimum prevailing wage.
        i. If the consultant's fee is less than the updated minimum wage, the fee rates may be adjusted to meet the minimum wage rates outside of the yearly fee increase (consultant fees may not be increased if they already exceed the updated wage rate).
        ii. A fee increase can be submitted each year for overall fees from the consultant.

PROPOSER ACKNOWLEDGMENT OF ADDENDUM NO. 02
Purchasing Division

Proposer to sign and submit with proposal.

Firm: Interwest Consulting Group Date: 8/28/2024

By: _____
Signature

CERTIFICATION OF BIDDER'S EXPERIENCE AND QUALIFICATIONS

The undersigned bidder certifies that they are, at the time of award, and shall be, throughout the period of the contract, licensed by the State of California to do the type of work required under terms of the contract documents. Bidder further certifies that he is skilled and regularly engaged in the general class and type of work called for in the contract documents.

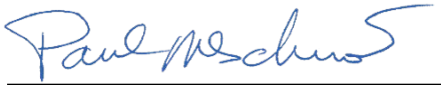
The bidder represents that he is competent, knowledgeable and has special skills in the nature, extent, and inherent conditions of the work to be performed. Bidder expressly acknowledges that they are aware of and have the skill and experience to foresee and to adopt protective measures to perform the work adequately and safely.

The bidder and its employee or agent signing this Certification declares under penalty of perjury that the foregoing statements and representations are true and correct and will remain true and correct throughout the period of the contract.

Signed this 26 day of August 2024 .

Interwest Consulting Group
Name of Bidder

73-1630909
License No. & State


Signature of Bidder

President
Title of Signatory

EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action:

- ☐ a. contract
- ☐ b. grant
- ☐ c. cooperative agreement
- ☐ d. loan
- ☐ e. loan guarantee
- ☐ f. loan insurance

2. Status of Federal Action:

- ☐ a. bid/offer/application
- ☐ b. initial award
- ☐ c. post-award

3. Report Type:

- ☐ a. initial
- ☐ b. material change

For Material Change Only:
year ____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity

☑ Prime ☐ Subawardee
Tier _____, if known

Congressional District, if known

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, if applicable _____

8. Federal Action Number, if known:

9. Award Amount, if known:

10. Name and Address of Lobby Entity
(If individual, last name, first name, MI)

11. Individuals Performing Services
(including address if different from No. 10)
(last name, first name, MI)

(attach Continuation Sheet(s) if necessary)

12. Amount of Payment (check all that apply)

$ _____ ☐ actual ☐ planned

13. Form of Payment (check all that apply):

- ☐ a. cash
- ☐ b. in-kind; specify: nature _____
  Value _____

14. Type of Payment (check all that apply)

- ☐ a. retainer
- ☐ b. one-time fee
- ☐ c. commission
- ☐ d. contingent fee
- ☐ e deferred
- ☐ f. other, specify _____

15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12:

(attach Continuation Sheet(s) if necessary)

16. Continuation Sheet(s) attached: **Yes** ☐ **No** ☑

17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: Paul Meschino

Print Name: Paul Meschino

Title: President

Telephone No.: 619 372-9962 Date: 8/26/24

Authorized for Local Reproduction

Standard Form - LLL

Federal Use Only:

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EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action:

- ☐ a. contract
- ☐ b. grant
- ☐ c. cooperative agreement
- ☐ d. loan
- ☐ e. loan guarantee
- ☐ f. loan insurance

2. Status of Federal Action:

- ☐ a. bid/offer/application
- ☐ b. initial award
- ☐ c. post-award

3. Report Type:

- ☐ a. initial
- ☐ b. material change

For Material Change Only:
year ____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity

☐ Prime ☐ Subawardee
Tier _____, if known

Congressional District, if known

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, if applicable _____

8. Federal Action Number, if known:

9. Award Amount, if known:

10. Name and Address of Lobby Entity
(If individual, last name, first name, MI)

11. Individuals Performing Services
(including address if different from No. 10)
(last name, first name, MI)

(attach Continuation Sheet(s) if necessary)

12. Amount of Payment (check all that apply)

$ _____ ☐ actual ☐ planned

13. Form of Payment (check all that apply):

- ☐ a. cash
- ☐ b. in-kind; specify: nature _____
  Value _____

14. Type of Payment (check all that apply)

- ☐ a. retainer
- ☐ b. one-time fee
- ☐ c. commission
- ☐ d. contingent fee
- ☐ e deferred
- ☐ f. other, specify _____

15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12:

(attach Continuation Sheet(s) if necessary)

16. Continuation Sheet(s) attached: **Yes** ☐ **No** ☐ **No Lobbying Activities**

17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: 

Print Name: Cesar Montes de Oca, PE

Title: President

Telephone No.: 916.900.6623 Date: 6/25/24

Authorized for Local Reproduction

Standard Form - LLL

Federal Use Only:

Standard Form LLL Rev. 04-28-06

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Exhibit 10-A, Exhibit 10-A Checklist, & AASHTO Internal Control Questionnaire

Interwest and our subconsultant, UNICO, acknowledge that Exhibit 10-A A&E Consultant Financial Document Review Request, Exhibit 10-A Checklist Caltrans A&I Financial Document Review Requirements for A&E, and AASHTO Internal Control Questionnaire will be completed at the time of selection per Addendum Q&A confirmation.

EXHIBIT 10-K CONSULTANT ANNUAL CERTIFICATION OF INDIRECT COSTS AND FINANCIAL MANAGEMENT SYSTEM

(Note: If a Safe Harbor Indirect Cost Rate is approved, this form is not required.)

Consultant's Full Legal Name: Interwest Consulting Group

Important: Consultant means the individual or consultant providing engineering and design related services as a party of a contract with a recipient or sub-recipient of Federal assistance. Therefore, the Indirect Cost Rate(s) shall not be combined with its parent company or subsidiaries.

Indirect Cost Rate:

Combined Rate 93.90 % **OR**

Home Office Rate N/A _____% and Field Office Rate (if applicable)_____%

Facilities Capital Cost of Money _____% (if applicable)

Fiscal period * 2024

* Fiscal period is annual one year applicable accounting period that the Indirect Cost Rate was developed (not the contract period). The Indirect Cost Rate is based on the consultant's one-year applicable accounting period for which financial statements are regularly prepared by the consultant.

I have reviewed the proposal to establish an Indirect Cost Rate(s) for the **fiscal period** as specified above and have determined to the best of my knowledge and belief that:

- All costs included in the cost proposal to establish the indirect cost rate(s) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) 48, Code of Federal Regulations (CFR), Chapter 1, Part 31 (48 CFR Part 31);
- The cost proposal does not include any costs which are expressly unallowable under the cost principles of 48 CFR Part 31;
- The accounting treatment and billing of prevailing wage delta costs are consistent with our prevailing wage policy as either direct labor, indirect costs, or other direct costs on all federally-funded A&E Consultant Contracts.
- All known material transactions or events that have occurred subsequent to year-end affecting the consultant's ownership, organization, and indirect cost rates have been disclosed as of the date of this certification.

I am providing the required and applicable documents as instructed on Exhibit 10-A.

Financial Management System:

Our labor charging, job costing, and accounting systems meet the standards for financial reporting, accounting records, and internal control adequate to demonstrate that costs claimed have been incurred, appropriately accounted for, are allocable to the contract, and comply with the federal requirements as set forth in Title 23 United States Code (U.S.C.) Section 112(b)(2); 48 CFR Part 31.201-2(d); 23 CFR, Chapter 1, Part 172.11(a)(2); and all applicable state and federal rules and regulations.

Our financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts;
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into separate cost

accounts;

- Ability to accumulate and segregate allowable direct costs by project, contract and type of cost;
- Internal controls to maintain integrity of financial management system;
- Ability to account and record costs consistently and to ensure costs billed are in compliance with FAR;
- Ability to ensure and demonstrate costs billed reconcile to general ledgers and job costing system; and
- Ability to ensure costs are in compliance with contract terms and federal and state requirement

Cost Reimbursements on Contracts:

I also understand that failure to comply with 48 CFR Part 16.301-3 or knowingly charge unallowable costs to Federal-Aid Highway Program (FAHP) contracts may result in possible penalties and sanctions as provided by the following:

- Sanctions and Penalties - 23 CFR Part 172.11(c)(4)
- False Claims Act - Title 31 U.S.C. Sections 3729-3733
- Statements or entries generally - Title 18 U.S.C. Section 1001
- Major Fraud Act - Title 18 U.S.C. Section 1031

All A&E Contract Information:

- Total participation amount $_____ on all State and FAHP contracts for Architectural & Engineering services that the consultant received in the last three fiscal periods.
- The number of states in which the consultant does business is_____.
- Years of consultant's experience with 48 CFR Part 31 is_____.
- Audit history of the consultant's current and prior years (if applicable)
  - ☐ Cognizant ICR Audit
  - ☐ Local Gov't ICR Audit
  - ☐ Caltrans ICR Audit
  - ☐ CPA ICR Audit
  - ☐ Federal Gov't ICR Audit

I, the undersigned, certify all of the above to the best of my knowledge and belief and that I have reviewed the Indirect Cost Rate Schedule to determine that any costs which are expressly unallowable under the Federal cost principles have been removed and comply with Title 23 U.S.C. Section 112(b)(2), 48 CFR Part 31, 23 CFR Part 172, and all applicable state and federal rules and regulations. I also certify that I understand that all documentation of compliance must be retained by the consultant. I hereby acknowledge that costs that are noncompliant with the federal and state requirements are not eligible for reimbursement and must be returned to Caltrans.

Name**: Mike Marr
Title**: Accounting Manager
Signature: Michael Marr Digitally signed by Michael Marr Date: 2024.08.26 14:38:54 -06'00'
Date of Certification (mm/dd/yyyy): 08/26/2024
Email**: MMARR@INTERWESTGRP.COM
Phone Number**: 970-829-0049

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President, a Chief Financial Officer, or equivalent, who has authority to represent the financial information used to establish the indirect cost rate.

Note: ***Both prime and subconsultants as parties of a contract must complete their own Exhibit 10-K*** *forms. Caltrans will not process local agency's invoices until a complete Exhibit 10-K form is accepted and approved by Caltrans Audits and Investigations.*

Distribution: 1) Original - Local Agency Project File
2) Copy - Consultant
3) Copy - Caltrans Audits and Investigations

EXHIBIT 10-K CONSULTANT ANNUAL CERTIFICATION OF INDIRECT COSTS AND FINANCIAL MANAGEMENT SYSTEM

(Note: If a Safe Harbor Indirect Cost Rate is approved, this form is not required.)

Consultant's Full Legal Name: UNICO Engineering, Inc.

Important: Consultant means the individual or consultant providing engineering and design related services as a party of a contract with a recipient or sub-recipient of Federal assistance. Therefore, the Indirect Cost Rate(s) shall not be combined with its parent company or subsidiaries.

Indirect Cost Rate:

Combined Rate _____ % **OR**

Home Office Rate 143.42 % and Field Office Rate (if applicable) _____ %

Facilities Capital Cost of Money _____ % (if applicable)

Fiscal period * 01/01/2022 to 12/31/2022

* Fiscal period is annual one year applicable accounting period that the Indirect Cost Rate was developed (not the contract period). The Indirect Cost Rate is based on the consultant's one-year applicable accounting period for which financial statements are regularly prepared by the consultant.

I have reviewed the proposal to establish an Indirect Cost Rate(s) for the **fiscal period** as specified above and have determined to the best of my knowledge and belief that:

- All costs included in the cost proposal to establish the indirect cost rate(s) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) 48, Code of Federal Regulations (CFR), Chapter 1, Part 31 (48 CFR Part 31);
- The cost proposal does not include any costs which are expressly unallowable under the cost principles of 48 CFR Part 31;
- The accounting treatment and billing of prevailing wage delta costs are consistent with our prevailing wage policy as either direct labor, indirect costs, or other direct costs on all federally-funded A&E Consultant Contracts.
- All known material transactions or events that have occurred subsequent to year-end affecting the consultant's ownership, organization, and indirect cost rates have been disclosed as of the date of this certification.

I am providing the required and applicable documents as instructed on Exhibit 10-A.

Financial Management System:

Our labor charging, job costing, and accounting systems meet the standards for financial reporting, accounting records, and internal control adequate to demonstrate that costs claimed have been incurred, appropriately accounted for, are allocable to the contract, and comply with the federal requirements as set forth in Title 23 United States Code (U.S.C.) Section 112(b)(2); 48 CFR Part 31.201-2(d); 23 CFR, Chapter 1, Part 172.11(a)(2); and all applicable state and federal rules and regulations.

Our financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts;
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into separate cost

accounts;

- Ability to accumulate and segregate allowable direct costs by project, contract and type of cost;
- Internal controls to maintain integrity of financial management system;
- Ability to account and record costs consistently and to ensure costs billed are in compliance with FAR;
- Ability to ensure and demonstrate costs billed reconcile to general ledgers and job costing system; and
- Ability to ensure costs are in compliance with contract terms and federal and state requirement

Cost Reimbursements on Contracts:

I also understand that failure to comply with 48 CFR Part 16.301-3 or knowingly charge unallowable costs to Federal-Aid Highway Program (FAHP) contracts may result in possible penalties and sanctions as provided by the following:

- Sanctions and Penalties - 23 CFR Part 172.11(c)(4)
- False Claims Act - Title 31 U.S.C. Sections 3729-3733
- Statements or entries generally - Title 18 U.S.C. Section 1001
- Major Fraud Act - Title 18 U.S.C. Section 1031

All A&E Contract Information:

- Total participation amount $ 15,000,000 on all State and FAHP contracts for Architectural & Engineering services that the consultant received in the last three fiscal periods.
- The number of states in which the consultant does business is 1.
- Years of consultant's experience with 48 CFR Part 31 is 9.
- Audit history of the consultant's current and prior years (if applicable)

☐ Cognizant ICR Audit ☐ Local Gov't ICR Audit ☐ Caltrans ICR Audit
☑ CPA ICR Audit ☐ Federal Gov't ICR Audit

I, the undersigned, certify all of the above to the best of my knowledge and belief and that I have reviewed the Indirect Cost Rate Schedule to determine that any costs which are expressly unallowable under the Federal cost principles have been removed and comply with Title 23 U.S.C. Section 112(b)(2), 48 CFR Part 31, 23 CFR Part 172, and all applicable state and federal rules and regulations. I also certify that I understand that all documentation of compliance must be retained by the consultant. I hereby acknowledge that costs that are noncompliant with the federal and state requirements are not eligible for reimbursement and must be returned to Caltrans.

Name**: Cesar Montes de Oca, PE Title**: President

Signature: Date of Certification (mm/dd/yyyy): 08/21/2023

Email**: cesar@unicoengineering.com Phone Number**: 916.900.6623

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President, a Chief Financial Officer, or equivalent, who has authority to represent the financial information used to establish the indirect cost rate.

Note: ***Both prime and subconsultants as parties of a contract must complete their own Exhibit 10-K*** *forms. Caltrans will not process local agency's invoices until a complete Exhibit 10-K form is accepted and approved by Caltrans Audits and Investigations.*

Distribution: 1) Original - Local Agency Project File
2) Copy - Consultant
3) Copy - Caltrans Audits and Investigations

EXHIBIT 10-O2 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: City of Hanford 2. Contract DBE Goal: _____
3. Project Description: On-Call ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES
4. Project Location: Hanford, CA
5. Consultant's Name: Interwest Consulting Group 6. Prime Certified DBE: ☑ 7. Total Contract Award Amount: _____
8. Total Dollar Amount for **ALL** Subconsultants: _____ 9. Total Number of **ALL** Subconsultants: _____

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
Land Surveying	41342	UNICO Engineering 80 Blue Ravine Road #250	

Local Agency to Complete this Section

20. Local Agency Contract Number: _____
21. Federal-Aid Project Number: _____
22. Contract Execution Date: _____

Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.

23. Local Agency Representative's Signature _____ 24. Date _____
25. Local Agency Representative's Name _____ 26. Phone _____
27. Local Agency Representative's Title _____

14. TOTAL CLAIMED DBE PARTICIPATION

$ _____

% _____

IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.

15. Preparer's Signature: Paul Meschino 16. Date: 8/26/24
17. Preparer's Name: Paul Meschino 18. Phone: 619-372-9962
19. Preparer's Title: President

DISTRIBUTION: 1. Original – Local Agency
2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Certified Directory

California Unified Certification Program Certified Directory

UNICO Engineering, Inc.

Owner	Email	Phone	Fax	Website
Cesar Montes de Oca	**cesar@unicoengineering.com**	**916-900-6623**	**916-560-5609**	**http://www.unicoengineering.com**

Physical Address	Mailing Address	Ethnicity	Gender	Certifying Agency	Cert Type
110 BLUE RAVINE RD SUITE 101 FOLSOM, CA 95630	**110 BLUE RAVINE RD SUITE 101 FOLSOM, CA 95630**	**Hispanic American**	**Male**	**Caltrans**	**DBE**

Capability

DESIGN; FEASIBILITY STUDIES; ENGINEERING; CONSULTANT, ENVIRONMENTAL; CONSULTANT, ENGINEERING; CIVIL ENGINEERING; Construction Engineering & Inspection Services; SURVEYING - AERIAL GEOPHYSICAL; DRAFTING; CONSTRUCTION MANAGEMENT; CONSTRUCTION MANAGEMENT – HIGHWAY, STREET, AND BRIDGE CONSTRUCTION; CONSTRUCTION MANAGEMENT – LAND SUBDIVISION; CONSTRUCTION MANAGEMENT – OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION; CONSTRUCTION MANAGEMENT – WATER AND SEWER LINE AND RELATED STRUCTURE CONSTRUCTION; ENGINEERING- HYDROLOGY; ENGINEERING – VALUE; SWPPP PLANNING; Engineering services; Drafting services; Geophysical Surveying and Mapping Services; Surveying and Mapping (except Geophysical) Services; Environmental consulting services; All Other Professional, Scientific, and Technical Services

Commodity Codes

541330 - Engineering services; 541340 - Drafting services; 541360 - Geophysical Surveying and Mapping Services; 541370 - Surveying and Mapping (except Geophysical) Services; 541620 - Environmental consulting services; 541990 - All Other Professional, Scientific, and Technical Services; C8705 - DESIGN; C8707 - FEASIBILITY STUDIES; C8710 - ENGINEERING; C8713 - CONSULTANT, ENVIRONMENTAL; C8715 - CONSULTANT, ENGINEERING; C8720 - CIVIL ENGINEERING; C8733 - Construction Engineering & Inspection Services; C8759 - SURVEYING - AERIAL GEOPHYSICAL; C8765 - DRAFTING; C8770 - CONSTRUCTION MANAGEMENT; C8773 - CONSTRUCTION MANAGEMENT – HIGHWAY, STREET, AND BRIDGE CONSTRUCTION; C8774 - CONSTRUCTION MANAGEMENT – LAND SUBDIVISION; C8776 - CONSTRUCTION MANAGEMENT – OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION; C8778 - CONSTRUCTION MANAGEMENT – WATER AND SEWER LINE AND RELATED STRUCTURE CONSTRUCTION; C8781 - ENGINEERING- HYDROLOGY; C8784 - ENGINEERING – VALUE; C8852 - SWPPP PLANNING

County	CUCP Public Directory Certification Number
Sacramento	**41342**

Prevailing Wage Policy Statement

Our public works inspection staff is typically covered under the CA Labor Code for all public works inspection services for Capital Improvement Projects. Interwest tracks the hours and pays the inspection staff under a specific project DIR number (PWC-100) as obtained by the awarding body at time of work and submits Certified Payroll Records in accordance with said Code. The appropriate prevailing wage rate is as set by the Department of Industrial Relations (DIR) at time of service and updated in accordance with the rate changes as applicable that are posted on the DIR website.

Additionally, we require this same CA Labor Compliance with all of our sub-consultants that employ staff that are considered covered under the CA Labor Code for Prevailing Wages (i.e. surveying and material testing).

UNICO ENGINEERING

PREVAILING WAGE POLICY

All workers employed on public works projects will be paid the prevailing wage determined by the Director of the Department of Industrial Relations, according to the type of work and location of the project. The prevailing wage rates are usually based on rates specified in collective bargaining agreements.

Compensation for all hours worked in excess of eight hours per day and 40 hours during any one week should be not less than one-and-one-half times the basic rate of pay. For specific overtime requirements, please refer to the prevailing wage determinations.

Payments of prevailing wages including the delta costs are paid directly to the employees on their bi-weekly paychecks according to time and labor code entered on time sheets. The labor code entered by employee on time sheet indicates which hours were spent on prevailing wage work. All time sheets are approved by supervisors/ managers prior to being submitted for payroll.

The accounting method UNICO Engineering uses for prevailing wage delta base costs and prevailing wage delta fringe costs is Indirect/Overhead Labor Costs method. This accounting policy has an effect on UNICO Engineering's most recent Indirect Cost Rate.

Signed under the penalty of perjury



Cesar Montes de Oca, President 10/30/2023

EXHIBIT 10-U CONSULTANT IN MANAGEMENT SUPPORT ROLE CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT[1]

RFP/RFQ PROCUREMENT NUMBERS (if applicable): No. 2025-02: ON-CALL ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES

PROJECT NAME (and FPN, if applicable)[2]: N/A

APPLICABILITY: To be filled out by local agency consultants in management support role.

☐ I am an employee of a consultant under contract to the local agency that is responsible for the procuring and administering of one or more consultant contracts containing either Federal or State funds.

☒ I am in a management position with the local agency, my title is listed below and I have attached my duty statement and scope of work.

☒ I hereby certify as follows:

1. I recuse myself from all potential conflicts of interest.
2. I will not directly or indirectly participate in, manage, or oversee any consultant selection procurement process in which the consulting firm of which I am employed is competing as a consultant or subconsultant.
3. I will not directly or indirectly influence any employee, staff member, or other individual participating in any consultant selection procurement process in which the consulting firm of which I am employed is as a consultant or subconsultant.
4. I will not directly or indirectly participate in, manage, or oversee any local agency contract that is with the consulting firm of which I am employed, regardless of whether the involvement of my employer in the contract is as a consultant or subconsultant. Among other things, this includes my not being involved in approving changes in the schedule, scope, deliverables or invoices.
5. I understand that if I am involved in any local agency contract that is with the consulting firm of which I am employed, in violation of 1. or 2. above, that local agency contract will no longer be eligible for Federal or State reimbursement because of my involvement.

☒ I certify that I have read and understand my responsibilities per **23 CFR 172.7(b)(5)**

☒ I fully understand that it is unlawful for a person to utilize any organization name (i.e. local agency) or auxiliary organization information, which is not a matter of public record, for personal gain.

[1] Each consultant staff working in a management support role shall complete a separate form.
[2] For on-call contracts or contracts for multiple projects, indicate accordingly.

☒ I have read and fully understand all of the above.

Date: 8/26/2024 Signed: Paul Meschino

Name: Paul Meschino

Title: President

Consultant Firm/Sole Proprietor: Interwest Consulting Group

REVIEWED BY PUBLIC WORKS DIRECTOR OR AUTHORIZED LOCAL AGENCY REPRESENTATIVE

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and will ensure:

☐ That the foregoing named local agency consultant who is under contract and in a management support role with our local agency, abides by the foregoing terms and conditions;

☐ That should the foregoing named local agency consultant, who is under contract and in a management support role with our local agency, violate any of the foregoing terms and conditions, the Caltrans DLAE will be notified and such violation will be considered a breach of ethics and could be a basis for ineligibility of State or Federal project funds.

☐ The procedures followed to procure and execute the contract, between the consulting firm and the local agency of which I am employed, comply with all federal and state requirements. Also this contract has a specific date from _____ to _____.

Date: _____ Signed: _____

Name: _____

Title: _____

Department/Local Agency: _____

EXHIBIT 10-U CONSULTANT IN MANAGEMENT SUPPORT ROLE CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT[1]

RFP/RFQ PROCUREMENT NUMBERS (if applicable): No. 2025-02

PROJECT NAME (and FPN, if applicable)[2]: On-Call Architectural and Engineering Consultant Services

APPLICABILITY: To be filled out by local agency consultants in management support role.

☒ I am an employee of a consultant under contract to the local agency that is responsible for the procuring and administering of one or more consultant contracts containing either Federal or State funds.

☐ I am in a management position with the local agency, my title is listed below and I have attached my duty statement and scope of work.

☒ I hereby certify as follows:

1. I recuse myself from all potential conflicts of interest.
2. I will not directly or indirectly participate in, manage, or oversee any consultant selection procurement process in which the consulting firm of which I am employed is competing as a consultant or subconsultant.
3. I will not directly or indirectly influence any employee, staff member, or other individual participating in any consultant selection procurement process in which the consulting firm of which I am employed is as a consultant or subconsultant.
4. I will not directly or indirectly participate in, manage, or oversee any local agency contract that is with the consulting firm of which I am employed, regardless of whether the involvement of my employer in the contract is as a consultant or subconsultant. Among other things, this includes my not being involved in approving changes in the schedule, scope, deliverables or invoices.
5. I understand that if I am involved in any local agency contract that is with the consulting firm of which I am employed, in violation of 1. or 2. above, that local agency contract will no longer be eligible for Federal or State reimbursement because of my involvement.

☒ I certify that I have read and understand my responsibilities per **23 CFR 172.7(b)(5)**

☒ I fully understand that it is unlawful for a person to utilize any organization name (i.e. local agency) or auxiliary organization information, which is not a matter of public record, for personal gain.

[1] Each consultant staff working in a management support role shall complete a separate form.
[2] For on-call contracts or contracts for multiple projects, indicate accordingly.

☒ I have read and fully understand all of the above.

Date: 09.05.2024 Signed: _____

Name: Cesar Montes de Oca, PE

Title: President

Consultant Firm/Sole Proprietor: UNICO Engineering, Inc.

REVIEWED BY PUBLIC WORKS DIRECTOR OR AUTHORIZED LOCAL AGENCY REPRESENTATIVE

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and will ensure:

☐ That the foregoing named local agency consultant who is under contract and in a management support role with our local agency, abides by the foregoing terms and conditions;

☐ That should the foregoing named local agency consultant, who is under contract and in a management support role with our local agency, violate any of the foregoing terms and conditions, the Caltrans DLAE will be notified and such violation will be considered a breach of ethics and could be a basis for ineligibility of State or Federal project funds.

☐ The procedures followed to procure and execute the contract, between the consulting firm and the local agency of which I am employed, comply with all federal and state requirements. Also this contract has a specific date from _____ to _____.

Date: _____ Signed: _____

Name: _____

Title: _____

Department/Local Agency: _____

Statement of disclosure of eligibility to perform Private Development plan review on behalf of the City of Hanford

Interwest and our subconsultant, UNICO Engineering, will not review its own plans if they submit plans to the City, and the review of plans will be unbiased.

CITY OF HANFORD, CA
OWNERSHIP DISCLOSURE FOR CONTRACTORS AND CONSULTANTS

(Submit with Proposal)

NAMES OF PRINCIPALS, PARTNERS, AND/OR TRUSTEES:

Firm Name: Interwest Consulting Group

Firm Address: 9300 W. Stockton Blvd., Suite 105, Elk Grove, California, 95758

List the names of all principals, partners, and/or trustees. For corporations provide names of officers, directors and all stockholders owning more than 10% equity interest in corporation:

Christopher Gioradno, CEO

Paul Meschino, President

Elizabeth Burke, Vice President & Secretary

Daniel Haynes, Vise President & Treasurer

Loren Schlachet, Director & Vice President

Michelle Aiken, Assistant Secretary

Will Brown, CFO

David Kniff, Assistant Secretary

Interwest Consulting Group is a wholly owned subsidiaries of the privately held company of, SAFEbuilt, LLC, and no individual principal, officer, partners or trustees owns more than 10% equity interest in the corporation.

Submitted by:

Name Paul Meschino

Date 8/26/2024

CALIFORNIA LEVINE ACT STATEMENT

(Submit With Proposal)

California Government Code Section 84308, also known as the "Levine Act," can prohibit members of the Hanford City Council from participating in any action related to a "license, permit, or entitlement for use" if he or she receives any political contributions, which total more than $250 during the twelve (12) months prior to and for twelve (12) months following the date of a final decision on such "license, permit, or entitlement for use," from the person or company submitting a proposal or application to the City or any person who is not directly a party to the proposal or application but who actively supports or opposes a particular decision involving a "license, permit, or other entitlement" and who has a financial interest in the decision ("Participant").

Government Code Section 84308 defines "license, permit, or entitlement for use" as "all business, professional and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises."

The following website contains a list of current Hanford City Council Members, https://cityofhanfordca.com/1269/City-Council. You are responsible for reviewing the names of Hanford City Council Members prior to making the following disclosure:

1. Have you, your company, any agent on behalf of you or your company, or, to the best of your actual knowledge, a Participant made any political contributions of more than $250 to a Hanford City Council Member or a candidate running for Hanford City Council during the twelve (12) months preceding the date of the submission of your proposal or application or the anticipated date of any City Council action related to this proposal or application?

   YES:_____ NO:__X__

If YES, please identify the City Council Member(s) and/or candidates for Hanford City Council and date(s) of contribution in the space below:

Council Member(s) or Candidate(s) Name	Date of Contribution(s):
_____	_____
_____	_____

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

Answering YES to the question above does not preclude the City of Hanford from approving a "license, permit, or entitlement for use" for you or your firm or from taking any subsequent action. It does, however, preclude the identified Hanford City Council Member(s) from participating in any actions related to the approval process.

No party, or agent to a party, to a pending proceeding involving a "license, permit, or other entitlement for use" or Participant, or agent to a Participant, shall make a contribution of more than $250 to any City Council Member(s) or City Council candidate during the proceeding and for twelve (12) months following the date of a final decision is rendered by the City in the proceeding.

NOTICE: The disclosure duty under state law continues for twelve (12) months after the final decision on a "license, permit, or other entitlement for use." If the above information regarding contributions changes during such twelve (12) month period, then the undersigned is required to update this disclosure form.

Signature of Authorized Individual

8/26/2024
Date

Paul Meschino
Printed or Typed Name of Authorized Individual

President
Print or Type Name of Company

Signature for Non-Collusion Affidavit, Workers' Compensation Insurance Certificate, Equal Employment Opportunity Compliance Certificate, Americans with Disabilities Act Compliance Certificate, Drug Free Workplace Certificate, Iran Contracting Act Certificate, and Federal and State Requirements

ACKNOWLEDGMENT

The official named below acknowledges that they are duly authorized legally to bind the Bidder/Contractor to the certifications previously listed. They acknowledge that they are fully aware that this certification, executed on the date below, is made under penalty of perjury under State of California and Federal laws.

Interwest Consulting Group, Inc.
BIDDER/CONTRACTOR FIRM NAME

BIDDER/CONTRACTOR FIRM MAILING ADDRESS:

9300 W. Stockton Blvd., Suite 105, Elk Grove, California, 95758

73-1630909
FEDERAL ID NUMBER:

619.372.9962 | pmeschino@interwestgrp.com
TELEPHONE NUMBER & EMAIL ADDRESS

BY:

Paul Meschino, President
PRINTED NAME & TITLE

8/26/2024
DATE EXECUTED

Signature for Non-Collusion Affidavit, Workers' Compensation Insurance Certificate, Equal Employment Opportunity Compliance Certificate, Americans with Disabilities Act Compliance Certificate, Drug Free Workplace Certificate, Iran Contracting Act Certificate, and Federal and State Requirements

ACKNOWLEDGMENT

The official named below acknowledges that they are duly authorized legally to bind the Bidder/Contractor to the certifications previously listed. They acknowledge that they are fully aware that this certification, executed on the date below, is made under penalty of perjury under State of California and Federal laws.

UNICO Engineering, Inc.
BIDDER/CONTRACTOR FIRM NAME

BIDDER/CONTRACTOR FIRM MAILING ADDRESS:

80 Blue Ravine Road, Suite 250, Folsom, CA 95630

#464570867
FEDERAL ID NUMBER:

P: 916.900.6623 | E: cesar@unicoengineering.com
TELEPHONE NUMBER & EMAIL ADDRESS

BY:

Cesar Montes de Oca, PE | President
PRINTED NAME & TITLE

09.05.2024
DATE EXECUTED

Interwest 10-H2 Cost Proposal

LAPM 10-H2 Rate Sheet

CITY OF HANFORD - RFQ NO. 2025-02
ON-CALL ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES

Note: Mark-ups are Not Allowed

Consultant or Subconsultant Interwest Consulting Group, Inc. ☑ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Subconsultant

Project No. _____ Contract No. RFQ No. 2025-02 Participation Amount $ _____ Date: 9/6/2024

For Combined Rate							
Fringe Benefit %	40.078%	Overhead %	53.822%	General Administration %	0.000%	= Combined ICR %	93.900%
For Home Office Rate							
Fringe Benefit %		Overhead %	0.000%	General Administration %	0.000%	= Home Office ICR %	0.000%
For Field Office Rate							
Fringe Benefit %		Overhead %	0.000%	General Administration %	0.000%	= Field Office ICR %	0.000%

FEE % = 10.00%

BILLING INFORMATION **CALCULATION INFORMATION**

Name/Job Title/Classification[1]	Hourly Billing Rates[2]			Effective date of hourly rate		Actual **or** Avg. hourly rate[3]	% or $ increase	Hourly range - for classifications only
	Straight	OT(1.5x)	OT(2x)	From	To			
Steve Kooyman, PE	$88.35	N/A	N/A	7/1/2024	6/30/2026	$88.35	5.00%	
Project Manager	$92.77	N/A	N/A	7/1/2026	6/30/2028	$92.77	5.00%	
	$97.41	N/A	N/A	7/1/2028	6/30/2030	$97.41	5.00%	
	$102.28	N/A	N/A	7/1/2030	6/30/2032	$102.28	5.00%	
	$107.39	N/A	N/A	7/1/2032	6/30/2034	$107.39		
Glen Lewis, PE	$69.33	N/A	N/A	7/1/2024	6/30/2026	$69.33	5.00%	
Supervising Engineer	$72.80	N/A	N/A	7/1/2026	6/30/2028	$72.80	5.00%	
	$76.44	N/A	N/A	7/1/2028	6/30/2030	$76.44	5.00%	
	$80.26	N/A	N/A	7/1/2030	6/30/2032	$80.26	5.00%	
	$84.27	N/A	N/A	7/1/2032	6/30/2034	$84.27		
Sara Parsley, EIT	$48.25	N/A	N/A	7/1/2024	6/30/2026	$48.25	5.00%	
Senior Engineer	$50.66	N/A	N/A	7/1/2026	6/30/2028	$50.66	5.00%	
	$53.20	N/A	N/A	7/1/2028	6/30/2030	$53.20	5.00%	
	$55.86	N/A	N/A	7/1/2030	6/30/2032	$55.86	5.00%	

LAPM 10-H2 Rate Sheet

CITY OF HANFORD - RFQ NO. 2025-02
ON-CALL ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES

Herby Lissade, PE	$98.56	N/A	N/A	7/1/2024	6/30/2026	$98.56	5.00%	
Senior Traffic Engineer	$103.49	N/A	N/A	7/1/2026	6/30/2028	$103.49	5.00%	
	$108.66	N/A	N/A	7/1/2028	6/30/2030	$108.66	5.00%	
	$114.10	N/A	N/A	7/1/2030	6/30/2032	$114.10	5.00%	
	$119.80	N/A	N/A	7/1/2032	6/30/2034	$119.80		
Alex Camacho, EIT	$60.29	N/A	N/A	7/1/2024	6/30/2026	$60.29	5.00%	
Engineering Associate III	$63.30	N/A	N/A	7/1/2026	6/30/2028	$63.30	5.00%	
	$66.47	N/A	N/A	7/1/2028	6/30/2030	$66.47	5.00%	
	$69.79	N/A	N/A	7/1/2030	6/30/2032	$69.79	5.00%	
	$73.28	N/A	N/A	7/1/2032	6/30/2034	$73.28		
Christopher Heylin, PE	$67.31	N/A	N/A	7/1/2024	6/30/2026	$67.31	5.00%	
Traffic Engineer	$70.68	N/A	N/A	7/1/2026	6/30/2028	$70.68	5.00%	
	$74.21	N/A	N/A	7/1/2028	6/30/2030	$74.21	5.00%	
	$77.92	N/A	N/A	7/1/2030	6/30/2032	$77.92	5.00%	
	$81.82	N/A	N/A	7/1/2032	6/30/2034	$81.82		
Tyrone Chesapeake, PE	$79.81	N/A	N/A	7/1/2024	6/30/2026	$79.81	5.00%	
Construction Manager	$83.80	N/A	N/A	7/1/2026	6/30/2028	$83.80	5.00%	
	$87.99	N/A	N/A	7/1/2028	6/30/2030	$87.99	5.00%	
	$92.39	N/A	N/A	7/1/2030	6/30/2032	$92.39	5.00%	
	$97.01	N/A	N/A	7/1/2032	6/30/2034	$97.01		
Ramon Gibbons	$52.98	N/A	N/A	7/1/2024	6/30/2026	$52.98	5.00%	
Senior Public Works Observer	$55.63	N/A	N/A	7/1/2026	6/30/2028	$55.63	5.00%	
	$58.41	N/A	N/A	7/1/2028	6/30/2030	$58.41	5.00%	
	$61.33	N/A	N/A	7/1/2030	6/30/2032	$61.33	5.00%	
	$64.40	N/A	N/A	7/1/2032	6/30/2034	$64.40		
Ryan Spradlin, CCM, CBC	$81.73	N/A	N/A	7/1/2024	6/30/2026	$81.73	5.00%	
Senior Public Works Observer	$85.82	N/A	N/A	7/1/2026	6/30/2028	$85.82	5.00%	
	$90.11	N/A	N/A	7/1/2028	6/30/2030	$90.11	5.00%	
	$94.61	N/A	N/A	7/1/2030	6/30/2032	$94.61	5.00%	
	$99.34	N/A	N/A	7/1/2032	6/30/2034	$99.34		
Matt Simonetti, PE	$75.00	N/A	N/A	7/1/2024	6/30/2026	$75.00	5.00%	
Planning Manager	$78.75	N/A	N/A	7/1/2026	6/30/2028	$78.75	5.00%	
	$82.69	N/A	N/A	7/1/2028	6/30/2030	$82.69	5.00%	
	$86.82	N/A	N/A	7/1/2030	6/30/2032	$86.82	5.00%	
	$91.16	N/A	N/A	7/1/2032	6/30/2034	$91.16		

LAPM 10-H2 Rate Sheet

CITY OF HANFORD - RFQ NO. 2025-02
ON-CALL ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES

Pavel Horn, PE	$75.00	N/A	N/A	7/1/2024	6/30/2026	$75.00	5.00%	
Senior Planner	$78.75	N/A	N/A	7/1/2026	6/30/2028	$78.75	5.00%	
	$82.69	N/A	N/A	7/1/2028	6/30/2030	$82.69	5.00%	
	$86.82	N/A	N/A	7/1/2030	6/30/2032	$86.82	5.00%	
	$91.16	N/A	N/A	7/1/2032	6/30/2034	$91.16		
Tony Hui, PE	$65.00	N/A	N/A	7/1/2024	6/30/2026	$65.00	5.00%	
Senior Planner	$68.25	N/A	N/A	7/1/2026	6/30/2028	$68.25	5.00%	
	$71.66	N/A	N/A	7/1/2028	6/30/2030	$71.66	5.00%	
	$75.25	N/A	N/A	7/1/2030	6/30/2032	$75.25	5.00%	
	$79.01	N/A	N/A	7/1/2032	6/30/2034	$79.01		
Gianno Feoli, PLA ASLA	$68.63	N/A	N/A	7/1/2024	6/30/2026	$68.63	5.00%	
Landscape, Urbanism & Design Director	$72.06	N/A	N/A	7/1/2026	6/30/2028	$72.06	5.00%	
	$75.66	N/A	N/A	7/1/2028	6/30/2030	$75.66	5.00%	
	$79.45	N/A	N/A	7/1/2030	6/30/2032	$79.45	5.00%	
	$83.42	N/A	N/A	7/1/2032	6/30/2034	$83.42		
Dominic Mack, PLA, ASLA	$45.67	N/A	N/A	7/1/2024	6/30/2026	$45.67	5.00%	
Landscape Architect	$47.95	N/A	N/A	7/1/2026	6/30/2028	$47.95	5.00%	
	$50.35	N/A	N/A	7/1/2028	6/30/2030	$50.35	5.00%	
	$52.87	N/A	N/A	7/1/2030	6/30/2032	$52.87	5.00%	
	$55.51	N/A	N/A	7/1/2032	6/30/2034	$55.51		
Oscar Olmedo	$47.00	N/A	N/A	7/1/2024	6/30/2026	$47.00	5.00%	
Engineering Associate III/CAD Drafting	$49.35	N/A	N/A	7/1/2026	6/30/2028	$49.35	5.00%	
	$51.82	N/A	N/A	7/1/2028	6/30/2030	$51.82	5.00%	
	$54.41	N/A	N/A	7/1/2030	6/30/2032	$54.41	5.00%	
	$57.13	N/A	N/A	7/1/2032	6/30/2034	$57.13		
Alisha R Olson, LEED AP	$72.12	N/A	N/A	7/1/2024	6/30/2026	$72.12	5.00%	
Project Manager	$75.73	N/A	N/A	7/1/2026	6/30/2028	$75.73	5.00%	
	$79.51	N/A	N/A	7/1/2028	6/30/2030	$79.51	5.00%	
	$83.49	N/A	N/A	7/1/2030	6/30/2032	$83.49	5.00%	
	$87.66	N/A	N/A	7/1/2032	6/30/2034	$87.66		
Scott Harrison, CPRP	$61.00	N/A	N/A	7/1/2024	6/30/2026	$61.00	5.00%	
Project Manager	$64.05	N/A	N/A	7/1/2026	6/30/2028	$64.05	5.00%	
	$67.25	N/A	N/A	7/1/2028	6/30/2030	$67.25	5.00%	
	$70.62	N/A	N/A	7/1/2030	6/30/2032	$70.62	5.00%	
	$74.15	N/A	N/A	7/1/2032	6/30/2034	$74.15		

NOTES:

1. Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**).All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended
3. Billing rate = actual hourly rate * (1+ ICR) * (1+ Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement
4. For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

EXHIBIT 10-H2 COST PROPOSAL

Consultant or Subconsultant ☑ Prime Consultant ☐ Subconsultant ☐ Second-tier Subconsultant ☐

Project No: RFQ No. 2025-02 Contract No. _____ Date: _____

SCHEDULE OF OTHER DIRECT COST ITEMS (Add additional pages as necessary)

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs	TBD	Mile	IRS RATE	$TBD
Equipment Rental and Supplies	TBD	EA	Actual	$TBD
Permit Fees	TBD	TBD	Actual	$TBD
Plan Sheets	TBD	TBD	Actual	$TBD
Test	TBD	TBD	Actual	$TBD
Vihicle	TBD	TBD	Actual	$TBD
	TBD	TBD	Actual	$TBD

NOTES:

1. List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation
2. Proposed ODC items should be consistently billed regardless of client and contract type.
3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
4. Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost
6. Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.
7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
9. The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
10. Add additional pages if necessary.
11. . Subconsultants must provide their own cost proposals.

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Proceedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management and Administration of Engineering and Design Related Service
6. 48 Ccode of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.
Local governments are responsible for applying only cognizant agency or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name:
Paul Meschino

Title *:
President

Signature:



Date of Certification:
9/6/2024

Email:
pmeschino@interwestgrp.com

Phone number:
619-372-9962

Address:
9320 Chesapeake Dr. Ste 208, San Diego, CA, 92123

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Civil Engineering, Transportation Design, Plan Check, Landscape Design, Construction Management and Inspection, and Utility Design specific to water and sewer.

Interwest Fee Schedule

Billing Rates

Beginning on the 1st anniversary of the Effective Date of the Agreement and annually thereafter, the hourly rates listed below shall be automatically increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally Adjusted, All Urban Consumers, referred to herein as the "CPI"), unless a mutually agreed upon rate increase is established. Such an increase shall not exceed 5% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.

CLASSIFICATION	HOURLY BILLING RATE
Engineering	
Principal in Charge	$255
Principal Engineer	230
City Surveyor	220
City Engineer	225
Project Manager	210
Senior Traffic Engineer	200
Traffic Engineer III	190
Traffic Engineer II	180
Traffic Engineer I	170
Traffic Engineering Associate II	160
Traffic Engineering Associate I	150
Transportation Engineer	210
Supervising Engineer	205
Senior Engineer	200
Licensed Land Surveyor	190
Engineering Associate III	160
Engineering Associate II	150
Engineering Associate I	140
Survey Technician	130
Senior Engineering Technician	130
Engineering Technician III	130
Engineering Technician II	115
Engineering Technician I	105

Student Trainee 50

Grading Plans Examiner 165

Construction Management

Construction Manager 180

Assistant Construction Manager 160

Supervising Public Works Observer 175

Senior Public Works Observer 170

Public Works Observer III 160

Public Works Observer II 145

Public Works Observer I 130

*Where prevailing wage is required, there is a supplemental charge per hour

Landscape Design Review Services

Project Manager 185

Senior Landscape Design Reviewer 165

Landscape Design Reviewer 150

Landscape Maintenance Inspector 130

Landscape Field Supervisor 130

Subconsultant: UNICO Engineering 10-H2 Cost Proposal

COST PROPOSAL 2

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)

(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Consultant: UNICO Engineering ☐ Prime Consultant ☑ Subconsultant ☐ 2nd Tier Subconsultant

Project No. _____ Contract No. _____ Participation Amount $ TBD Date 09/10/24

For Combined Rate	0.00%	+	0.00%	=	0.00%
	Fringe Benefit %		General &Administrative %		Combined ICR%
OR					
For Home Office Rate	53.41%	+	96.54%	=	149.95%
	Fringe Benefit %		General &Administrative %		Home Office ICR%
For Field Office Rate	0.00%	+	0.00%	=	0.00%
	Fringe Benefit %		General &Administrative %		Field Office ICR%
				Fee =	10.00%

BILLING INFORMATION / CALCULATION INFORMATION

Name/Job Title/Classification[1]	Hourly Billing Rates[2] Straight[3]	OT(1.5x)	OT(2x)	Effective Date of Hourly Rate From	To	Actual **or** Avg. Hourly Rate[4]	% or $ Increase	Hourly Range - for Classifications Only
Rob Markes – Suvey Engineer *	$241.95			7/1/2025	6/30/2026	$88.00		Not Applicable
	$254.05			7/1/2026	6/30/2027	$92.40	5.00%	
	$266.75			7/1/2027	6/30/2028	$97.02	5.00%	
	$280.09			7/1/2028	6/30/2029	$101.87	5.00%	
	$294.09			7/1/2029	6/30/2030	$106.96	5.00%	
Ryan Ming – Senior Land	$193.42	$228.60	$263.77	Contract Start	6/30/2025	$70.35		Not Applicable
	$203.09	$240.03	$276.96	7/1/2025	6/30/2026	$73.87	5.00%	
	$213.25	$252.03	$290.81	7/1/2026	6/30/2027	$77.56	5.00%	
	$223.91	$264.63	$305.35	7/1/2027	6/30/2028	$81.44	5.00%	
	$235.11	$277.86	$320.62	7/1/2028	6/30/2029	$85.51	5.00%	
Senior Land Surveyor	$192.46	$227.46	$262.46	Contract Start	6/30/2025	$70.00		$60-$80
	$202.08	$238.83	$275.58	7/1/2025	6/30/2026	$73.50	5.00%	$63.50-$83.50
	$212.19	$250.78	$289.36	7/1/2026	6/30/2027	$77.18	5.00%	$67.18-$87.18
	$222.80	$263.32	$303.83	7/1/2027	6/30/2028	$81.03	5.00%	$70.54-$81.54
	$233.94	$276.48	$319.02	7/1/2028	6/30/2029	$85.09	5.00%	$74.07-$96.12
Land Surveyor	$138.85	$164.10	$189.35	Contract Start	6/30/2025	$50.50		$40.50-$60.50
	$145.79	$172.30	$198.81	7/1/2025	6/30/2026	$53.03	5.00%	$42.53-$63.53
	$153.08	$180.92	$208.76	7/1/2026	6/30/2027	$55.68	5.00%	$44.65-66.70
	$160.73	$189.96	$219.19	7/1/2027	6/30/2028	$58.46	5.00%	$46.88-$70.04
	$168.77	$199.46	$230.15	7/1/2028	6/30/2029	$61.38	5.00%	$49.23-$73.54
Party Chief **	$219.96	$259.96	$299.96	Contract Start	6/30/2025	$80.00		$70-$90
	$230.95	$272.95	$314.95	7/1/2025	6/30/2026	$84.00	5.00%	$73.50-$94.50
	$242.50	$286.60	$330.70	7/1/2026	6/30/2027	$88.20	5.00%	$77.18-$99.23
	$254.63	$300.93	$347.24	7/1/2027	6/30/2028	$92.61	5.00%	$81.03-$104.19
	$267.36	$315.98	$364.60	7/1/2028	6/30/2029	$97.24	5.00%	$85.09-$109.40
Rodman **	$200.71	$237.21	$273.71	Contract Start	6/30/2025	$73.00		$63-$83
	$210.75	$249.07	$287.40	7/1/2025	6/30/2026	$76.65	5.00%	$66.15-$87.15
	$221.28	$261.52	$301.77	7/1/2026	6/30/2027	$80.48	5.00%	$69.46-$91.51
	$232.35	$274.60	$316.85	7/1/2027	6/30/2028	$84.51	5.00%	$72.93-$96.08
	$243.96	$288.33	$332.70	7/1/2028	6/30/2029	$88.73	5.00%	$76.58-$100.89
Survey Technician/Drafter	$115.48	$136.48	$157.48	Contract Start	6/30/2025	$42.00		$32-$52
	$121.25	$143.30	$165.35	7/1/2025	6/30/2026	$44.10	5.00%	$33.60-$54.60
	$127.31	$150.47	$173.62	7/1/2026	6/30/2027	$46.31	5.00%	$35.28-$57.33
	$133.68	$157.99	$182.30	7/1/2027	6/30/2028	$48.62	5.00%	$37.04-$60.20
	$140.36	$165.89	$191.41	7/1/2028	6/30/2029	$51.05	5.00%	$38.90-$63.21

COST PROPOSAL 2

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)

(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant UNICO Engineering ☐ Prime Consultant ☑ Subconsultant

Project No. _____ Contract No. RFQ No. 2025-02 Date 09/10/24

SCHEDULE OF OTHER DIRECT COST ITEMS (Add additional pages as necessary)				
Description of Item	**Quantity**	**Unit**	**Unit Cost**	**Total**
Mileage Costs			$0.00	$ -
Equipment Rental and Supplies			$0.00	$ -
Permit Fees			$0.00	$ -
Plan Sheets			$0.00	$ -
Test			$0.00	$ -
Vehicle			$0.00	$ -
Subconsultant 1: Potholing				TBD
Subconsultant 2: Aerial				TBD
Subconsultant 3:				$
Subconsultant 4:				$
Subconsultant 5:				$

NOTES:

1.List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
2.Proposed ODC items should be consistently billed regardless of client and contract type.
3.Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
4.Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
5.Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost
6.Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.
7.If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
8.If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
9. The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
10.Add additional pages if necessary.
11.Subconsultants must provide their own cost proposals.

COST PROPOSAL 2

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

7. Generally Accepted Accounting Principles (GAAP)
8. Terms and conditions of the contract
9. Title 23 United States Code Section 112 - Letting of Contracts
10. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
11. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design
12. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Prime Consultant or Subconsultant Certifying:

Name: Cesar Montes de Oca Title *: President

Signature  Date of Certification (mm/dd/yyyy): 09/10/24

Email: cesar@unicoengineering.com Phone Number: 916.900.6623

Address: 80 Blue Ravine Road, Suite 250, Folsom, CA 95630

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Land Surveying Services

UNICO Engineering Fee Schedule

80 Blue Ravine Rd – Suite 250
Folsom, CA 95630
916-900-6623
www.unicoengineering.com

RATE SCHEDULE

UNICO Engineering, Inc.
2024-2029

CLASSIFICATION	HOURLY RATE RANGE 2024		HOURLY RATE RANGE 2025		HOURLY RATE RANGE 2026		HOURLY RATE RANGE 2027		HOURLY RATE RANGE 2028		HOURLY RATE RANGE 2029	
Principal Land Surveyor	$ 247.45	$ 302.44	$ 259.82	$ 317.56	$ 272.81	$ 333.44	$ 286.45	$ 350.11	$ 300.78	$ 367.62	$ 315.82	$ 386.00
Survey Manager	$ 219.96	$ 274.95	$ 230.95	$ 288.69	$ 242.50	$ 303.13	$ 254.63	$ 318.28	$ 267.36	$ 334.20	$ 280.73	$ 350.91
Senior Land Surveyor	$ 164.97	$ 219.96	$ 173.22	$ 230.95	$ 181.88	$ 242.50	$ 190.97	$ 254.63	$ 200.52	$ 267.36	$ 210.54	$ 280.73
Staff Land Surveyor	$ 109.98	$ 192.46	$ 115.48	$ 202.08	$ 121.25	$ 212.19	$ 127.31	$ 222.80	$ 133.68	$ 233.94	$ 140.36	$ 245.64
Party Chief (Prevailing Wage)	$ 211.71	$ 266.70	$ 222.29	$ 280.03	$ 233.41	$ 294.03	$ 245.08	$ 308.73	$ 257.33	$ 324.17	$ 270.20	$ 340.38
Party Chief (Non-Prevailing Wage)	$ 109.98	$ 164.97	$ 115.48	$ 173.22	$ 121.25	$ 181.88	$ 127.31	$ 190.97	$ 133.68	$ 200.52	$ 140.36	$ 210.54
Chainman/Rodman (Prevailing Wage)	$ 192.46	$ 247.45	$ 202.08	$ 259.82	$ 212.19	$ 272.81	$ 222.80	$ 286.45	$ 233.94	$ 300.78	$ 245.64	$ 315.82
Chainman/Rodman (Non-Prevailing Wage)	$ 77.00	$ 154.00	$ 80.85	$ 161.70	$ 84.89	$ 169.79	$ 89.14	$ 178.27	$ 93.59	$ 187.19	$ 98.27	$ 196.55
Draftsman/Survey Technician	$ 82.48	$ 137.47	$ 86.61	$ 144.35	$ 90.94	$ 151.56	$ 95.48	$ 159.14	$ 100.26	$ 167.10	$ 105.27	$ 175.45
Drone Pilot/Technician	$ 151.22	$ 178.71	$ 158.78	$ 187.65	$ 166.72	$ 197.03	$ 175.06	$ 206.88	$ 183.81	$ 217.23	$ 193.00	$ 228.09

- Reimbursement for per diem and mileage expenses shall be per the current federal reimbursement rate.
- Cost of normal survey stakes and other field supplies are included in the above rates. Special monuments, iron stakes, etc. will be charged at cost.
- Outside reproductions, services, and consultants will be charged at cost plus 10%.
- Per prevailing wage, a shift differential of 12.5% applies for any covered work shift beginning after 2PM.
- Yearly prevailing wage anticipates a 5% escalation, however increases in DIR rate determinations will be charged accordingly.
- Overtime rate will be billed at 1.5 times the hourly rate for non-exempt employees

Internal Control Questionnaire (ICQ) for Consulting Engineers

Name of Engineering Consultant ("the Company"): _____

TIN (Taxpayer Identification Number): _____

Headquarters Address: _____

Company Website: _____

Fiscal Year End: _____

This ICQ was prepared for (DOT/agency name): _____

Time Period Covered: _____

Location of Accounting Records: _____

- Please include the following items as **attachments** to this ICQ:

- FAR Part 31 Overhead Audit Report for most recent fiscal year, including audited Statement of Direct Labor, Fringe Benefits, and General Overhead (hereinafter "Indirect Cost Rate Schedule") and related reconciliation to the financial statements.
- Cognizant audit report or cognizant letter of concurrence from the cognizant Government agency. *Check here if not applicable*: ☐
- Post-closing trial balance and financial statements (balance sheet, income statement, and statement of cash flows) for the most recent fiscal year. (Note: If the indirect cost rate schedule does not directly tie to the trial balance, then please provide a supplemental reconciliation schedule.)
- Current chart of accounts that ties to financial statements and indirect cost rate schedule.
- Independent Auditor's Report on financial statements and accompanying management letter. *Check here if not applicable*: ☐
- Sample timesheet.
- The Company's policies for vacation and sick leave.
- The Company's bonus policy.
- Other written policies, as requested throughout this ICQ.

Note: Throughout this ICQ, all references to "AASHTO Guide" pertain to the 2015 Edition of the *AASHTO Uniform Audit & Accounting Guide*.

- Please identify the Company's primary contact for accounting questions:

Name: _____

Title: _____

Phone Number: _____

E-mail Address: _____

Mailing address (if different than headquarters address listed above): _____

A. Background Information

A.1. Year Established. When was the Company formed? _____

A.2. Business Form. What form of business entity is the Company?

☐ Sole Proprietorship ☐ Partnership ☐ C Corporation ☐ S Corporation

☐ Other _____

A.3. Parent/Subsidiary. Is the Company a subsidiary of any other company?

☐ Yes If "yes," please explain: _____

☐ No

A.4. Common Ownership. Does the Company own or control any other company or legal entity (e.g., trust or foundation) through common ownership? (See AASHTO Guide Section 8.23.B for details.)

☐ Yes If "yes," please explain: _____

☐ No

A.5. Ownership. Please list the stockholders, partners, or other owners with greater than five percent ownership of the Company and their respective percentages of ownership.

Table 1: Company Ownership

Name	Title	Ownership Percentage
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%

A.6. Services Provided. What types of services does the Company provide? (e.g., consultant–Architectural and Engineering Design)

a. _____

b. _____

c. _____

d. _____

A.7. Locations. How many offices does the Company operate, and where are these offices located?

a. Number: _____

b. Locations: _____

A.8. Number of Employees. How many employees (including managers and principals) does the Company currently employ?

a. Full time: _____ b. Part time: _____

- Has this number changed in the past one-year period?

☐ No ☐ Yes. If "yes," please explain: _____

A.9. Revenue Sources.

1. For most recent fiscal year, what percentage of the Company's revenue was generated from each of the following?

a. State government: _____% c. Local government: _____%

b. Federal government: _____% d. Commercial/private: _____%

2. Please specify all revenues earned as either a prime consultant or subconsultant:

a. Revenues from Government Projects: $_____

b. Revenues Other Customers: $_____

Total Company Gross Revenue: $_____

A.10. Contract Mix. What percentage of the Company's revenue was generated from each of the following contract types?

a. Lump sum: _____% c. Cost plus (time and materials): _____%

b. Cost plus fixed fee: _____% d. Other: _____% Please explain "Other." _____

B. Accounting: General Background

B.1. Fiscal Period. Has the Company used the same fiscal reporting period for the past two years?

☐Yes ☐ No

B.2. Accounting Method/Basis. What basis of accounting does the Company use to prepare general purpose financial statements?

☐ Cash ☐ Accrual ☐ Hybrid. Please explain "Hybrid." _____

- Was the same basis of accounting also used to prepare the firm's indirect cost rate schedule?

☐ Yes ☐ No. Please explain: _____

B.3. Accounting Policies. Does the Company have written accounting policies that address the following topics?

(If "yes," please provide a copy.)	Yes	No
a. Accounting system	☐	☐
b. Billing	☐	☐
c. Cost estimating/allowability	☐	☐
d. Recording time worked/timesheet preparation	☐	☐
e. Fringe benefits/leave time	☐	☐
f. Recording overtime	☐	☐
g. Compliance with FAR Part 31(†) and applicable CAS	☐	☐
h. Recording direct and indirect costs	☐	☐
i. Overhead/indirect cost rate development	☐	☐
j. Billing rate development	☐	☐

(†) FAR Part 31 is codified at 48 CFR Part 31, which is available at **https://www.acquisition.gov/far/html/FARTOCP31.html**.

B.4. Preparing the Indirect Cost Schedule. How frequently does the Company prepare an indirect cost rate schedule to determine costs eligible for reimbursement per FAR Part 31?

☐ Annually ☐ Other (please specify): _____

- Was the most recent schedule prepared by the Company or by another entity instead (e.g., CPA firm)?

Prepared by: ☐ Internal staff ☐ External party (specify): _____

- Period covered by most recent indirect cost schedule:

☐ One-year period ended December 31, 20_____

☐ Other (please specify): _____

B.5. Fraud, Abuse, and Contract Violations. Is the Company's management aware of any material instances of fraud, illegal acts, abuse, or violations of contracts provisions or grant agreements?

☐ No ☐ Yes. If "yes," please explain: _____

B.6. Knowledge of FAR Part 31. Are appropriate personnel within the Company familiar with FAR Part 31?

☐ Yes ☐ No. If "no," please explain: _____

B.7. Audits/Examinations. Within the past three years, has a CPA or governmental agency performed an independent audit, review, attestation, or compilation of the Company's financial data or any phase of the Company's operations?

☐ No ☐ Yes. If "yes," please complete the following (if applicable):

a. **Financial Statements**: ☐ Audit ☐ Review ☐ Compilation ☐ Other (please specify): _____

Name of CPA or Agency: _____

Contact: _____

Period Covered: _____

b. **Overhead Rate**: ☐ Audit ☐ Review ☐ Compilation ☐ Other (please specify): _____

- Was the overhead rate calculated in accordance with FAR Part 31? ☐ Yes ☐ No

Name of CPA or Agency: _____

Contact: _____

Period Covered: _____

c. **Project Audits**: ☐ Audit ☐ Review ☐ Compilation ☐ Other (please specify): _____

Name of CPA or Agency: _____

Contact: _____

Period Covered: _____

C. Accounting System(s)

C.1. Accounting Software. What type of accounting software does the Company use?

☐ Internally-developed system. ☐ Commercial system. Name of vendor: _____

☐ Hybrid system. Please explain: _____

- Please describe any significant manual procedures used outside of the automated accounting system to record transactions:

_____

C.2. Job Costing. Does the Company have a job-cost accounting system? ☐ Yes ☐ No

If "no," please explain what type of system is used to determine project costs: _____

C.3. Integration. Does the accounting general ledger interface with the job-cost ledger?

☐ Yes ☐ No ☐ N/A (no job-cost ledger used)

a. Are billings prepared from, or reconciled to, reports generated from the Company's job-cost system?

☐ Yes ☐ No. Please explain: _____

b. Describe any manual procedures that occur outside of the automated accounting system to prepare billing packages. _____

C.4. Accounting Records. Which of the following types of records does the Company maintain to support financial transactions?

	Yes	No
a. General ledger	☐	☐
b. Cash disbursements journal	☐	☐
c. Cash receipts journal	☐	☐
d. Job/Project-cost ledger	☐	☐
e. Labor distribution reports	☐	☐
f. Employee expense reports	☐	☐
g. Payroll registers	☐	☐

C.5. Direct and Indirect Expenses. Does the general ledger contain separate direct and indirect accounts for the following?

a. Labor costs ☐ Yes ☐ No
b. Non-labor expenses ☐ Yes ☐ No

If "no," please explain: _____

C.6. Exclusion of Unallowable Costs. Does the Company have a system in place to identify and remove from the indirect cost pools all unallowable costs, in accordance with per FAR Part 31 and applicable Cost Accounting Standards? (See AASHTO Guide, Sections 2.2, 4.4, 5.2, 5.5, and 6.3.)

☐ No. Please explain: _____

☐ Yes. If "yes," please answer a through c, below.

a. Please provide details about the system. _____

b. How are appropriate personnel trained to distinguish between allowable and unallowable costs?

_____

c. When does the primary review for allowability occur—at time the transaction is recorded, or later?

_____

C.7. Divisions/Cost Centers. Does the Company have more than one division/cost center?

☐ No ☐ Yes

- If "yes," are separate ledgers maintained for each? ☐ Yes ☐ No

Comment: _____

C.8. Reconciliations.

a. Does the Company reconcile the financial accounting system to the job-cost system?

☐ N/A (no job-cost ledger used).

☐ No. Please explain: _____
Check here if systems are integrated: ☐

☐ Yes. If "yes," how often? (Check all that apply.) ☐ Monthly ☐ Quarterly ☐ Semi-annually ☐ Annually

Comment: _____

b. How frequently are bank statements reconciled? Who performs this process?

_____

C.9. Budgeting. Does the Company use a budgeting system for project planning and oversight?

☐ Yes ☐ No

Comment: _____

- If "yes," does the Company prepare variance reports to compare budgeted amounts to actual amounts on projects, and are the reports distributed to appropriate management personnel?

☐ Yes ☐ No. If "no," please explain: _____

C.10. Cost Allocation. Does the Company use cost allocation methods consistently for all contracts, including commercial contracts as well as for State and Federal government contracts?
(See AASHTO Guide, Sections 5.3 and 10.5.)

☐ Yes ☐ No. If "no," please explain: _____

C.11. Allocation Base(s). When computing indirect cost rates, the Company uses—

☐ a single base for cost allocation. Description of base: _____

☐ multiple bases for cost allocation. Description of bases: _____

(See AASHTO Guide Section 4.7 for a discussion of common allocation bases for indirect costs.)

C.12. Field Offices. Does the Company have field offices? (See AASHTO Guide Section 5.6.)

☐ No

☐ Yes. If "yes,"

a. Are separate indirect cost rates used for the home office and field offices?

☐ Yes ☐ No

Please explain: _____

b. If home office and field office indirect cost rates are computed, are they presented consistently to all State DOTs?

☐ Yes ☐ No. If "no," please explain: _____

Please check here if not applicable: ☐

C.13. Project-Specific Indirect Cost Rate(s). Does the Company have any special, project-specific indirect cost rates negotiated with a State DOT?

☐ No ☐ Yes. If "yes," please explain, and list the States that use these rates: _____

D. Information Technology (IT) Systems

D.1. IT Policies. Does the firm have written IT system policies concerning the following topics? (If "yes," please provide a copy.)

		Yes	No
a.	Hardware/Software		
	• Purchasing	☐	☐
	• Inventory	☐	☐
	• Maintenance	☐	☐
	• Access	☐	☐
	• Use of In-house and off-site	☐	☐
	• Addition and removal/retirement/disposition of	☐	☐
b.	Business Continuation Plan	☐	☐
c.	Security Protocol	☐	☐
d.	Activation and deactivation of employees upon hiring or termination.	☐	☐

D.2. IT Risk Assessment. Has the Company's management conducted an IT system risk assessment within the past three years?

☐ Yes ☐ No

D.3. IT Security Review. Are system security and application access logs enabled and reviewed periodically?

☐ Yes ☐ No

Comment: _____

D.4. IT Electronic Data Safeguards. If documents are retained in electronic format, are they stored in a format that cannot easily be modified, removed, or replaced, and does a mechanism/audit trail exist to track all such events?

☐ Yes ☐ No

Comment: _____

E. Accounting – Payroll and Timekeeping

E.1. Payroll Service. Does the Company use an external payroll service?

☐ No ☐ Yes. If "yes," please specify: _____

E.2. Pay Cycle. What is the Company's standard pay cycle?

☐ Bi-weekly ☐ Monthly ☐ 1st & 15th ☐ Other (please specify): _____

If the Company uses more than one pay cycle, please explain: _____

E.3. Payroll Register. Does the payroll register include the following data?

		Yes	No
a.	Employee Name	☐	☐
b.	Employee ID number	☐	☐
c.	Gross pay	☐	☐
d.	Payroll deductions	☐	☐
e.	Net pay	☐	☐
f.	Check amount	☐	☐
g.	Hourly rate	☐	☐
h.	Pay period	☐	☐
i.	Normal hours for pay period	☐	☐
j.	Overtime hours for pay period	☐	☐

Comments: _____

E.4. Timekeeping System.

a. Does the Company use an electronic timekeeping system?

☐ Yes ☐ No

- If "yes," please provide an explanation of its operation, or provide system documentation:

_____

b. Are all employees, including managers and owners/principals, responsible for signing their own timesheets?

☐ Yes ☐ No

If "no," please explain: _____

c. Are all employee timesheets approved by supervisors?

☐ Yes ☐ No

If "no," please explain: _____

d. Is there a certification and approval process required for all time worked by owners and principals?

☐ Yes ☐ No

If "no," then how is time accounted for and billed to projects? _____

e. How are timesheet coding errors detected and corrected?

_____

f. How do timesheets identify work performed outside an agreement's original scope of services?

_____

F. Labor Cost Accumulation

F.1. Direct & Indirect Labor. Do the Company's timesheets include reporting codes for both direct and indirect hours? (See AASHTO Guide, Chapter 6.)

☐ Yes ☐ No

- If "yes," do all employees, including managers and principals, record direct and indirect time on their timesheets?

_____

- If "no," then please explain the method used to segregate direct and indirect labor hours. _____

F.2. Work Week. Please list the Company's normal hours of business operation (normal work week):

_____

F.3. Uncompensated Overtime (see AASHTO Guide, Section 5.4). Does the Company record all hours worked by all employees, including managers and principals, regardless of whether the employees are exempt from overtime pay or whether all direct labor hours are billed to specific contracts?

☐ No. If "no," please explain: _____

☐ Yes. If "yes," which of the following methods does the Company use to account for *uncompensated overtime*—the hours worked without additional compensation in excess of an average of 40 hours per week by direct-charge employees who are exempt from the Fair Labor Standards Act?

☐ Effective Rate Method. Please explain: _____

☐ Salary Variance Method. Please explain. (E.g., What was the total dollar amount of the salary/payroll variance for the year?): $_____

☐ Other. Please explain: _____

F.4. Contract Modifications/Time Tracking. How does the Company segregate work performed under a basic agreement/contract from work performed for contract changes/modifications? _____

G. Labor Billings and Project Costing

G.1. Billing Rates. Please describe how billing rates are determined, or attach the Company's billing-rate policy.

☐ Description: _____

☐ Billing-rate policy attached.

G.2. Premium Overtime. Does the Company pay overtime at a premium to any employees? ☐ Yes ☐ No

- If "yes,"

a. What premium rate is paid, and what categories of employees are eligible for this rate?

☐ Time-and-a-half for all non-exempt employees.

☐ Other. Please explain: _____

b. How is the overtime premium accounted for and billed?

☐ As part of direct labor, and overhead is applied.

☐ As an Other Direct Cost (no overhead applied).

☐ As an indirect labor cost (included in the indirect cost rate).

☐ Other. Please explain: _____

G.3. Allocation of Overtime Costs. Are overtime costs allocated to contracts consistently, regardless of the type of contract (lump sum versus actual cost) or customer (government versus commercial)?

☐ Yes ☐ No. If "no," please explain: _____

G.4. Cost Allocation versus Billing. If the Company pays a principal or an employee at a rate in excess of a contract's maximum hourly labor rate, where will the excess cost be allocated/charged? _____

G.5. Contract/Purchased Labor. Does the Company invoice/bill contract labor directly to any customers?

☐ Yes ☐ No ☐ N/A

- If "yes," please complete the following: Contract labor is billed—

☐ As part of direct labor, and overhead is applied.

☐ As an Other Direct Cost (no overhead applied).

☐ Other. Please explain: _____

H. Expense Accumulation and Billing

H.1. Nonsalary Direct Costs (Other Direct Costs). Besides labor, what type of costs does the Company normally bill/invoice as direct expenses?

_____

H.2. Credits Associated with Direct Costs. Is the indirect cost pool relieved/reduced for credits/reimbursements received for direct costs?

☐ Yes ☐ No. If "no," please explain: _____

H.3. Design/Build Stipends. Has the Company received a stipend from any State DOT in connection with design/build efforts?

☐ Yes ☐ No

- If "yes," please explain how the Company accounted for the stipend in the accounting system: _____

H.4. Classification of Cost Items. How are the following cost items accounted for and billed? (Check both "D" and "I," if applicable.)

(D = Direct; I = Indirect; N/A = not applicable)	D	I	N/A
a. Vehicles	☐	☐	☐
b. Computer Assisted Design and Drafting (CADD)	☐	☐	☐
c. Computer (non-CADD)	☐	☐	☐
d. Telephone	☐	☐	☐
e. Printing / Reproduction	☐	☐	☐
f. Postage	☐	☐	☐
g. Lab	☐	☐	☐
h. Drilling	☐	☐	☐
i. Travel and Subsistence	☐	☐	☐
j. GPS and/or Nuclear Density Meters	☐	☐	☐
k. Other (list if significant)	☐	☐	☐

H.5. Nonbillable Costs. Describe the accounting treatment for direct costs not billable to clients. (Where/how are these costs recorded?) _____

H.6. Authorization. How does the Company ensure that costs are not billed to Government projects prior to proper authorization?

_____

H.7. Vehicle Expenses. Does the Company provide vehicles to employees for business purposes?

☐ Yes ☐ No

a. If "yes," are the vehicles leased or owned?
☐ Leased ☐ Owned

b. Identify the total number of vehicles owned or leased by the company.
_____ Leased _____ Owned

c. Are mileage logs maintained for all vehicles? If "no," please explain below.
☐ Yes ☐ No
Explanation: _____

d. Is mileage separated by direct and indirect classifications, and is mileage incurred in connection with unallowable activities tracked? ☐ Yes ☐ No

Explanation: _____

e. What recovery/billing rate is used for Company vehicle mileage reimbursement?

$_____ per mile.

Explanation: _____

f. How was the rate developed? _____

H.8. Computer Expenses. Are the Company's computer expenses incurred as a result of (select one):

a. ☐ Outside Services? ☐ Company ownership? ☐ Both?

b. Does the Company compute a charge rate for computers? ☐ Yes ☐ No

- If "yes," what is the rate? _____
- How was the rate developed? _____

c. Is computer usage segregated by direct and indirect classifications? ☐ Yes ☐ No

d. Are computer usage logs maintained and coded by job/project? ☐ Yes ☐ No

H.9. Printing and Reproduction Costs. How are printing and reproduction expenses treated?

- In House: ☐ Direct cost ☐ Indirect cost ☐ Combination of direct and indirect
- Outside vendor: ☐ Direct cost ☐ Indirect cost ☐ Combination of direct and indirect

If you marked "combination of both," please explain: _____

a. For in-house services, are usage logs maintained and coded by job/project?

☐ Yes ☐ No

b. Is usage segregated by direct and indirect classifications?

☐ Yes ☐ No

c. If these costs are incurred through the use of an outside vendor, are the invoices coded by job/project when received?

☐ Yes ☐ No

H.10. Telephone Costs. How is the expense for telephone service recorded and billed?

☐ Direct cost ☐ Indirect cost ☐ Combination of direct and indirect

If you marked "combination of direct and indirect," please explain below:

_____

- Does the Company maintain a telephone log to record toll calls? ☐ Yes ☐ No
- Are the calls job-coded by direct and indirect classifications? ☐ Yes ☐ No

H.11. Activities Ineligible for Cost Reimbursement. Did any of the Company's employees engage in activities for lobbying, advertising, public relations, charity, and/or entertainment?

- If "yes," please list the employees who engaged in these activities, and describe how the associated costs were tracked and accounted for in relation to the submitted indirect cost rate.

Table 2: Unallowable Activities

Employee Name or ID & Title/Classification:	Activities:	Accounting Treatment:

I. Compensation for Owners and Employees

I.1. Bonuses.

a. Did the Company pay, or accrue for, bonuses earned by owners or employees during the period covered by the latest indirect cost rate schedule?

☐ Yes ☐ No

- If "yes," were the bonuses included in the submitted overhead rate? ☐ Yes ☐ No ☐ N/A
- Was any portion of these bonuses excluded from the submitted overhead rate? ☐ Yes ☐ No ☐ N/A

Comment: _____

b. Does the Company have a written bonus plan?

☐ Yes. Please provide a copy of the plan.

☐ No. Please describe how bonuses are determined and how this is communicated to employees. _____

c. Are all employees eligible for the bonuses? ☐ Yes ☐ No. If "no," please explain: _____

I.2. Executive Compensation. Has the Company, an independent CPA, or compensation consultant performed an evaluation of executive compensation for *reasonableness* in accordance with FAR 31.205-6? (See AASHTO Guide Section 7.5.)

☐ Yes ☐ No

- If "yes," describe the methodology used and how this process has been documented: _____

J. Related-Party Transactions

J.1. Related Employees. Please provide the following information for all **employees** who are related to the parties listed in the Ownership Table (Table 1) shown in A.5:

Table 3: Employees Related to Company Owners

	Name or ID:	Title/Position:	Wages/Salary:	Bonus:	Other Compensation:	Total Compensation:
1			$	$	$	$
	Total Hours Worked During Year:	Job Duties: Related to: How Related (e.g., spouse, parent, child, sibling, in law):				
2			$	$	$	$
	Total Hours Worked During Year:	Job Duties: Related to: How Related:				
3			$	$	$	$
	Total Hours Worked During Year:	Job Duties: Related to: How Related:				
4			$	$	$	$
	Total Hours Worked During Year:	Job Duties: Related to: How Related:				
5			$	$	$	$
	Total Hours Worked During Year:	Job Duties: Related to: How Related:				
6			$	$	$	$
	Total Hours Worked During Year:	Job Duties: Related to: How Related:				
7			$	$	$	$
	Total Hours Worked During Year:	Job Duties: Related to: How Related:				
8			$	$	$	$
	Total Hours Worked During Year:	Job Duties: Related to: How Related:				

	Name or ID:		Title/Position:	Wages/Salary:	Bonus:	Other Compensation:	Total Compensation:
9				$	$	$	$
	Total Hours Worked During Year:	Job Duties: Related to: How Related:					
10				$	$	$	$
	Total Hours Worked During Year:	Job Duties: Related to: How Related:					

J.2. Related Vendors. Please provide the following information for all **vendors** related to the parties listed in the Ownership Table (Table 1) shown in A.5:

Table 4: Vendors Related to Company Owners

Name:	Contact Information:	How Related:	Products/Services Provided:	Total Payments During Year:
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

J.3. Property or Facilities Leased from Related Parties. Does the Company rent or lease property and/or facilities from another entity (organization or individual)?

☐ Yes ☐ No

- If "yes,"

a. Are any of the Company's owners/stockholders, or members of their immediate family, also owners/stockholders of the other entity?

☐ Yes ☐ No

- If "yes," please explain: _____

b. Have the rental/lease costs been adjusted to the property owner's actual costs?

☐ Yes ☐ No

- If "yes," what basis was used to determine actual cost? (E.g., the property owner's tax return less interest expense, plus cost of money).
Description: _____

J.4. Other Related-Party Transactions. Did the Company engage in any transactions with related parties other than those listed and described in J.1 through J.3?

☐ No ☐ Yes. If "yes," please complete Table 5:

Table 5: Other Related-Party Transactions

Name:	Contact Information:	How Related:	Products/Services Provided:	Total Payments During Year:
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

K. Other Questions

K.1. Life Insurance. Does the Company pay life insurance for officers/principals?

☐ Yes ☐ No

- If "yes,"

(a) Have any costs associated with this life insurance been included on the indirect cost rate schedule?

☐ Yes – total amount: _____ ☐ No

(b) Please identify the beneficiary of the life insurance:

☐ Company/surviving partners ☐ Officer/principal's family

☐ Other (specify) _____

(c) Please identify the type(s) of the life insurance:

☐ Term ☐ Whole life ☐ Universal life ☐ Endowments (annuities)

☐ Accidental death ☐ Other (please specify): _____

K.2. Suspension or Debarment. Has the Company, its parent, subsidiary, or any owner, stockholder, officer, partner, or employee of the Company been suspended or debarred from doing business by any State or the Federal government?

☐ Yes ☐ No

- If "yes," please provide complete details: _____

K.3. Updates for Changes to FAR Part 31. Does the Company have an existing process designed to provide timely updates to company policies and procedures to accommodate changes in the FAR Subpart 31.2 cost principles?

☐ Yes ☐ No

- If "yes," please describe the process: _____

K.4. Risk Assessment. Does the Company have a process for assessing risks that may result from changes in cost accounting systems or processes?

☐ Yes ☐ No

- If "yes," please describe the process. How are risks identified and addressed? _____

K.5. Communications of FHWA/DOT Requirements. How does information flow from the FHWA/State DOT to appropriate management personnel? (E.g., How are relevant updates to State DOT procedures or Federal Regulations disseminated to project managers and accounting personnel?)

_____

AASHTO Internal Control Questionnaire for Consulting Engineers

I certify that to the best of my knowledge and belief this ICQ is a complete and accurate representation of the above-named Company's cost accounting and billing practices.

_____
Typed or Printed Name

_____ _____ _____
Signature **Title** **Date Completed**

Note: The representations on this ICQ were made by, and are the responsibility of, the Company's management.

Keyword Index

Keyword or Phrase	Section	Page
Accounting method/basis (cash, accrual, or hybrid)	B.2	B-4
Accounting policies (by category)	B.3	B-4
Accounting records (types of)	C.4	B-6
Accounting system (integration of)	C.3	B-6
Allocation base(s) used to compute indirect cost rate(s)	C.11	B-7
Allocation of cost versus billing	G.4	B-11
Attachments (list of required documents)	--	B-2
Audits/examinations (within the past three years)	B.7	B-5
Authorization (ensuring that costs are not billed prior to proper authorization)	H.6	B-12
Billing rates	G.1	B-11
Bonuses (bonuses paid or accrued, bonus plan, and eligibility)	I.1	B-14
Budgeting system (project planning and oversight)	C.9	B-7
Business form (sole proprietorship, partnership, corporation, etc.)	A.2	B-2
Classification of cost items (accounting and billing considerations)	H.4	B-12
Common ownership	A.4	B-3
Communication of FHWA/DOT requirements	K.5	B-18
Computer expenses (outsourced versus in-house, CADD charge rate, usage logs, etc.)	H.8	B-13
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Contract modifications (time tracking associated with work done on modifications)	F.4	B-10
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Information technology policies	D.1	B-8
Information technology risk assessment	D.2	B-8
Information technology security review	D.3	B-8
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Overtime (premium portion)	G.2	B-11
Overtime (uncompensated)	F.3	B-10
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Related-party transactions (other)	J.4 (Table 5)	B-17
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Keyword Index

Keyword or Phrase	Section	Page
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AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:

Recordation of final parcel map for Tentative Parcel Map No. 0011-24, subdividing an existing 6.82-acre parcel at the southwest corner of 9 1/4 Avenue and East Myrtle Street into two parcels.

RECOMMENDATION:

Recommendation: Staff recommends that the City Council authorize the recordation of the final parcel map for Tentative Parcel Map No. 0011-24, subdividing 6.82-acres of High Density Residential designation into two parcels located on the southwest corner of 9 ¼ Avenue and East Myrtle Street, as approved by Resolution No. 2025-18 on March 25, 2025.

Recommended Motion: I move to authorize the recordation of the final parcel map for Tentative Parcel Map No. 0011-24.

BACKGROUND:

Tentative Parcel Map No. 0011-24 is a request to subdivide 6.82-acres of R-H (High Density Residential) zoned property into two parcels.

On March 25, 2025, the Planning Commission passed and adopted Resolution 2025-18 approving Tentative Parcel Map 0011-24.

The project site is partially developed with one building and site improvements existing on the proposed Parcel B. The site is bounded by 9 ¼ Avenue to the West and by county farmland to the East, North and South. Parcel A & B will front 9 ¼ Avenue, and Parcels A will be 2.14-acres while Parcel B will be 4.68-acres.

A 9-foot Irrevocable Offer of Dedication (IOD) in fee for right-of-way along the East side of Parcel A is being dedicated to the City as part of the parcel map. This 9-foot IOD will accommodate future street widening of 9 ¼ Avenue.

FISCAL IMPACT:

There are no fiscal impacts associated with this work. Impact fees will be assessed at time of development of each parcel.

ATTACHMENTS:

1. Aerial Map
2. Parcel Map



Legend

City Limits

336 0 336

SCALE IN FEET

Notes:
1. Aerial basemap is provided through Langan's Esri ArcGIS software licensing and ArcGIS online Copyright: © National Geographic Society, i-cubed.

HANFORD CALIFORNIA

900 South 10th Avenue
Hanford, CA 93230

T: 559-585-2500 www.cityofhanfordca.com

Project
ADDRESS
9837 9 1/4 AVE, HANFORD, CA 93230
KINGS COUNTY CALIFORNIA

Figure Title
TENTATIVE PARCEL MAP N0. 0011-24

Project No.	Figure
FPM25-0001	1
Date: 2/24/2026	
Scale: 1" = 336'	
Drawn By: KR	

© 2026 City of Hanford

Path: C:\Users\krowley\City of Hanford\City of Hanford Survey Services - General\Parcel Maps\FPM25-0001\Council Item\Aerial Map\Aerial Map.aprx

PARCEL MAP No. 2025-0001

TPM 0011-24

BEING A DIVISION OF A PORTION ON THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 30, TOWNSHIP 18 SOUTH, RANGE 22 EAST, MOUNT DIABLO BASE AND MERIDIAN, IN THE CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA

PREPARED BY:

CALIFORNIA LAND SURVEYING
PO BOX 1175
THREE RIVERS, CA 93271
www.californialandsurveying.com

PREPARED FOR:

NEW BEGINNINGS ASSEMBLY OF GOD CHURCH
LEE REYNOLDS
HANFORD, CA 93232

PREPARED ON:

2/20/26

OWNER'S STATEMENT

THE UNDERSIGNED HEREBY CERTIFY THAT THEY ARE THE ONLY PERSONS HAVING ANY RECORD TITLE INTEREST IN THE REAL PROPERTY INCLUDED WITHIN THE BOUNDARIES OF THE SUBDIVISION SHOWN UPON THIS MAP, AND DO HEREBY CONSENT TO THE PREPARATION AND RECORDING OF SAID MAP AND THAT THE CONSENT OF NO OTHER PERSON IS NECESSARY. WE HEREBY OFFER FOR DEDICATION AND DO HEREBY DEDICATE THE FOLLOWING, AS SHOWN WITHIN THE BOUNDARIES OF THE MAP HEREON, FOR THE SPECIFIED PURPOSES:

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED IN FEE FOR PUBLIC PURPOSES:

AN IRREVOCABLE OFFER OF DEDICATION IN FEE TO THE CITY OF HANFORD AS SHOWN HEREON AND DESIGNATED AS "IRREVOCABLE OFFER OF DEDICATION IN FEE FOR RIGHT-OF-WAY".

_____

RON S. GRAVELL DATE

NEW BEGINNINGS ASSEMBLY OF GOD CHURCH, A NONPROFIT CORPORATION
SECRETARY/TREASURER

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA/COUNTY OF ORANGE

ON_____, BEFORE ME,_____
A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED

_____

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND.

_____ _____
SIGNATURE PRINT NAME

MY COMMISION EXPIRES _____

MY COMMISION No. _____

PRINCIPAL PLACE OF BUSINESS _____ COUNTY

(NO NOTARY SEAL REQUIRED PURSUANT TO GOVERNMENT CODE, SECTION 66436(C).)

PLANNING COMMISSION STATEMENT

APPROVED BY THE CITY OF HANFORD PLANNING COMMISSION IN ACCORDANCE WITH THE REQUIREMENTS OF LAW IN DULY AUTHORIZED MEETING HELD ON MARCH 25, 2025.

_____

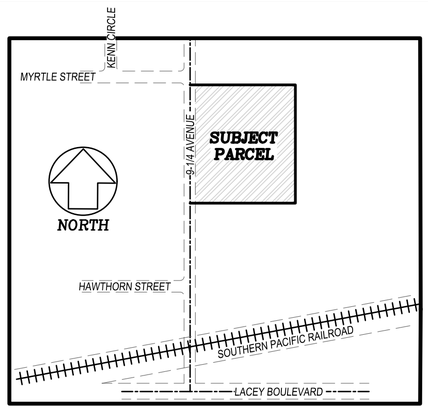
JASON WATERS, COMMUNITY DEVELOPMENT DIRECTOR DATE

CITY CLERK'S STATEMENT

THIS IS TO STATE THAT AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF HANFORD HELD ON THE _____ DAY OF _____, 20____, AN ORDER WAS DULY AND REGULARLY MADE AND ENTERED APPROVING THIS MAP AND SUBDIVISION AND, ON BEHALF OF THE PUBLIC, FOREGOING THE ACCEPTANCE OF THE IRREVOCABLE OFFER OF DEDICATION IN FEE TO THE CITY OF HANFORD AS SHOWN HEREON AND DESIGNATED AS "IRREVOCABLE OFFER OF DEDICATION IN FEE FOR RIGHT-OF-WAY" AT PRESENT TIME; PROVIDED HOWEVER, THE IRREVOCABLE OFFER OF DEDICATION IN FEE SHALL REMAIN IN FULL FORCE AND EFFECT UNTIL ACCEPTED OR FORMALLY REJECTED BY SEPARATE RESOLUTION OF THE CITY COUNCIL ALL INCLUDED WITHIN THE BOUNDARIES OF THE SUBDIVISION AND AS SHOWN AND/OR STATED UPON THE MAP.

_____

NATALIE CORRAL, CITY CLERK DATE



VICINITY MAP
SCALE: 1"=500'

FLOOD HAZARD INFORMATIONAL NOTE

AS DELINEATED ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY, NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP, FOR COMMUNITY NUMBER 060088, CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA AND COMMUNITY NUMBER 060086, KINGS COUNTY UNINCORPORATED AREAS, COUNTY OF KINGS, STATE OF CALIFORNIA, DATED JUNE 16, 2009, PANEL No. 06031C0205C THE PROPERTY ON THIS MAP LIES WITHIN ZONE X (UNSHADED), OUTSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOOD HAZARD, WHICH FLOOD ZONE DOES NOT REQUIRE FLOOD MITIGATION MEASURES.

LEGAL DESCRIPTION

ALL THAT PORTION OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 30, TOWNSHIP 18 SOUTH, RANGE 22 EAST, MOUNT DIABLO BASE AND MERIDIAN, IN THE COUNTY OF KINGS, STATE OF CALIFORNIA, LYING NORTH OF THE NORTH RIGHT-OF-WAY LINE OF THE SOUTHERN PACIFIC RAILROAD DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE AFORESAID EAST HALF;
THENCE SOUTH 0°03'02" WEST, A DISTANCE OF 1,099.02 FEET TO THE TRUE POINT OF BEGINNING;
THENCE SOUTH 89°52'58" EAST, A DISTANCE OF 525.00 FEET;
THENCE SOUTH 0°03'02" WEST, A DISTANCE OF 601.69 FEET;
THENCE NORTH 89°52'58" WEST, A DISTANCE OF 525.00 FEET TO A POINT ON THE WEST LINE OF THE AFORESAID EAST HALF;
THENCE NORTH 0°03'02" EAST, ALONG SAID WEST LINE A DISTANCE OF 601.69 FEET TO THE POINT OF BEGINNING, AND ALSO EXCEPTING THAT PORTION DESCRIBED AS:

EXCEPTING THEREFROM SUCH INTEREST IN THE WEST 25.00 FEET OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SAID SECTION AS CONVEYED IN THE DEED FROM L.A. VUCOVICH TO THE COUNTY OF KINGS, DATED AUGUST 5, 1911 RECORDED IN BOOK 1 AT PAGE 486 OF RIGHTS-OF-WAY.

SAID LAND IS PURSUANT TO THE DOCUMENT ENTITLED "PARCEL MAP WAIVER FOR LOT LINE ADJUSTMENT NO. 2009-02". RECORDED ON JUNE 8, 2010 AS INSTRUMENT NO. 1009253, OFFICIAL RECORDS OF SAID COUNTY.

EXCEPTING THEREFROM THAT PORTION OF SAID LAND THAT WAS DEDICATED AND ACCEPTED IN THE DOCUMENT ENTITLED "IRREVOCABLE OFFER OF DEDICATION OF REAL PROPERTY FOR PUBLIC PURPOSES 9 1/4 AVENUE", RECORDED ON 06/19/1997, AS INSTRUMENT NO. 1997-11847 OF OFFICIAL RECORDS.

CITY ENGINEER'S STATEMENT

I, LISA A. DOCK, HEREBY STATE THAT I HAVE EXAMINED THE ANNEXED MAP, THAT THE SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATION THEREOF AND THAT ALL PROVISIONS OF SECTIONS 66425 THROUGH 66450, INCLUSIVE, OF THE GOVERNMENT CODE AND ANY LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH.

DATED THIS _____ DAY OF_____, 20_____

_____

LISA A. DOCK, R.C.E. 68225
CITY ENGINEER

PROFESSIONAL LAND SURVEYOR
MICHAEL L. FOULK
NO. 7803
STATE OF CALIFORNIA

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF LEE REYNOLDS, ON SEPTEMBER 14, 2024 AND SAID FIELD SURVEY IS TRUE AND COMPLETE AS SHOWN. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY. ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED ON AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

_____

MICHAEL L. FOULK, PLS 7803 DATE

RECORDER'S STATEMENT

DOCUMENT NO.:_____ FEE PAID:_____

FILED THIS_____ DAY OF_____ , 20_____ AT_____ ___ M.

IN BOOK_____ OF PARCEL MAPS, AT PAGES ____ , KINGS COUNTY RECORDS,

AT THE REQUEST OF MICHAEL L. FOULK

KRISTINE LEE, COUNTY RECORDER

BY: _____
DEPUTY

PROFESSIONAL LAND SURVEYOR
MICHAEL E. LONG
No. 6815
STATE OF CALIFORNIA

ACTING CITY SURVEYOR'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP, AND I AM SATISFIED THAT IT IS TECHNICALLY CORRECT.

DATED THIS _____ DAY OF_____, 20_____

_____

MICHAEL E. LONG, P.L.S. 6815
ACTING FOR THE CITY OF HANFORD

TAX COLLECTOR'S STATEMENT

THIS IS TO CERTIFY THAT THE PROVISIONS OF ARTICLE 8 OF CHAPTER 4 OF THE GOVERNMENT CODE HAVE BEEN COMPLIED WITH REGARDING DEPOSITS.

ERIK URENA, DIRECTOR OF FINANCE

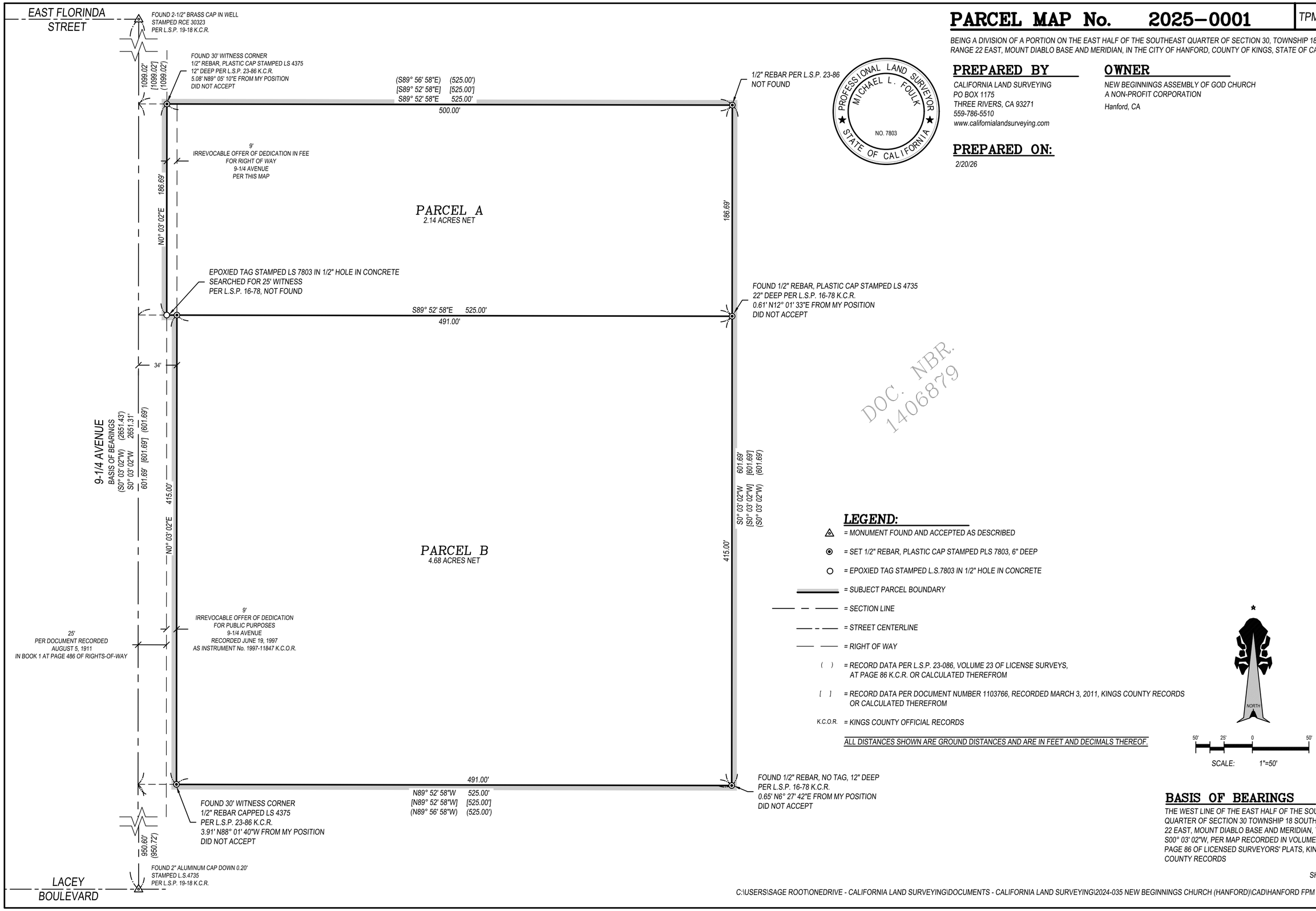
BY: _____
DEPUTY DATE

C:\USERS\SAGE ROOT\ONEDRIVE - CALIFORNIA LAND SURVEYING\DOCUMENTS - CALIFORNIA LAND SURVEYING\2024-035 NEW BEGINNINGS CHURCH (HANFORD)\CAD\HANFORD FPM 1-28-26.DWG

PARCEL MAP No. 2025-0001

TPM 0011-24

BEING A DIVISION OF A PORTION ON THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 30, TOWNSHIP 18 SOUTH, RANGE 22 EAST, MOUNT DIABLO BASE AND MERIDIAN, IN THE CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA



PROFESSIONAL LAND SURVEYOR
MICHAEL L. FOULK
NO. 7803
STATE OF CALIFORNIA

DOC. NBR. 1406879

PREPARED BY

CALIFORNIA LAND SURVEYING
PO BOX 1175
THREE RIVERS, CA 93271
559-786-5510
www.californialandsurveying.com

OWNER

NEW BEGINNINGS ASSEMBLY OF GOD CHURCH
A NON-PROFIT CORPORATION
Hanford, CA

PREPARED ON:

2/20/26

LEGEND:

- ▲ = MONUMENT FOUND AND ACCEPTED AS DESCRIBED
- ◉ = SET 1/2" REBAR, PLASTIC CAP STAMPED PLS 7803, 6" DEEP
- ○ = EPOXIED TAG STAMPED L.S.7803 IN 1/2" HOLE IN CONCRETE
- ▬ = SUBJECT PARCEL BOUNDARY
- — — — = SECTION LINE
- — - — = STREET CENTERLINE
- —— —— = RIGHT OF WAY
- ( ) = RECORD DATA PER L.S.P. 23-086, VOLUME 23 OF LICENSE SURVEYS, AT PAGE 86 K.C.R. OR CALCULATED THEREFROM
- [ ] = RECORD DATA PER DOCUMENT NUMBER 1103766, RECORDED MARCH 3, 2011, KINGS COUNTY RECORDS OR CALCULATED THEREFROM
- K.C.O.R. = KINGS COUNTY OFFICIAL RECORDS

ALL DISTANCES SHOWN ARE GROUND DISTANCES AND ARE IN FEET AND DECIMALS THEREOF.

SCALE: 1"=50'

BASIS OF BEARINGS

THE WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 30 TOWNSHIP 18 SOUTH, RANGE 22 EAST, MOUNT DIABLO BASE AND MERIDIAN, TAKEN AS S00° 03' 02"W, PER MAP RECORDED IN VOLUME 23 AT PAGE 86 OF LICENSED SURVEYORS' PLATS, KINGS COUNTY RECORDS

C:\USERS\SAGE ROOT\ONEDRIVE - CALIFORNIA LAND SURVEYING\DOCUMENTS - CALIFORNIA LAND SURVEYING\2024-035 NEW BEGINNINGS CHURCH (HANFORD)\CAD\HANFORD FPM 1-28-26.DWG

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Waiver of the second reading and adoption of Ordinance 26-02 for the formation of Community Facilities District No. 2026-3 (Public Maintenance Services)

RECOMMENDATION:

Recommendation: Staff recommends that City Council, by motion, waive the second reading and adopt Ordinance 26-02 to levy special taxes for CFD 2026-3.

Recommended Motion: I move to waive the second reading and adopt Ordinance 26-02 to levy special taxes for CFD 2026-3.

BACKGROUND:

The project Lunaria Subdivision Development (the “Project”) is a planned residential development within the City of Hanford (the “City”) that includes 457 single-family residential lots, internal roads, a drainage retention basin, and a 5.82-acre park. The areas proposed for inclusion in CFD 2026-3 currently are Phase 1A and Phase 1B of the Project shown in the attached Exhibit A, owned by D.R. Horton, and is generally located east of 10½ Avenue between Hanford-Armona Road and Houston Avenue.

Phase 1A and Phase 1B include the development of 107 single-family residential parcels. The boundary of the CFD includes the area within the assessor’s parcel numbers as depicted on Exhibit A . Phase 2 through Phase 6 will be annexed to the CFD as the phases are developed.

On January 20, 2026, the City Council adopted a Resolution of Intention to form a Mello-Roos community facilities district, CFD 2026-3 (Public Maintenance Services), to finance the impact by new development on landscaping and lighting maintenance, park maintenance, drainage maintenance and street maintenance.

The City Council, on March 3, 2026, held a public hearing to receive public testimony and property owner protests, if any, with regard to the formation of the CFD and the levy of a special tax. At this meeting the City Council introduced and waived the reading of Ordinance 26-02, authorizing the levy of a special tax within the boundaries of CFD 2026-3 and adopted:

(1) Resolution of Formation (Resolution 2026-10-R) forming and establishing CFD 2026-3,
(2) Resolution calling a special tax election (Resolution 2026-11-R),
(3) Resolution declaring the results of a special landowner election (Resolution 2026-12-R),

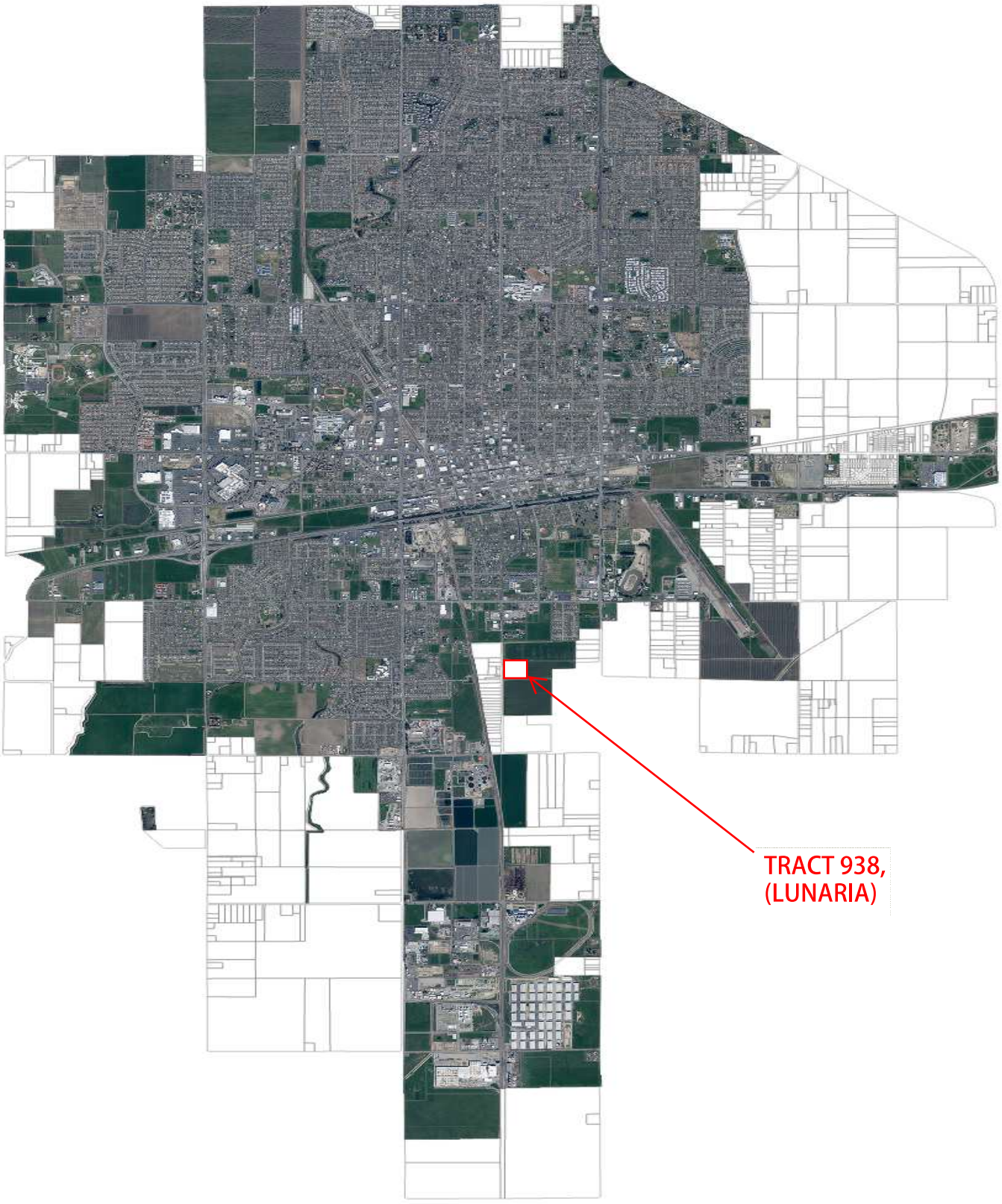
A CFD Report prepared by Willdan Financial Services is included as required by the Mello-Roos Community Facilities Act of 1982. This report provides a brief description of the public maintenance services which will be required to adequately meet the needs of the CFD and estimates of costs of providing those public maintenance services. In addition, the report includes a map showing the boundaries of the proposed CFD.

FISCAL IMPACT:

The estimated annual revenue received by the City for CFD 2026-3 will be $409,472 which is based on the maximum special tax rates for Fiscal Year 2026/27 for an estimated 457 single family residential parcels. The annual revenue amount is expected to increase as development of additional property occurs within CFD 2026-3 due to annexations. The special tax for CFD 2026-3 includes an annual CPI adjustment. The process for the formation is funded by the developer, and no General Fund monies are used for this effort.

ATTACHMENTS:

1. Exhibit A - Track 938 1A and 1B - Aerial Maps
2. Ordinance NO. 26-02
3. Hanford CFD Report 2026-3 (Public Maintenance Services)

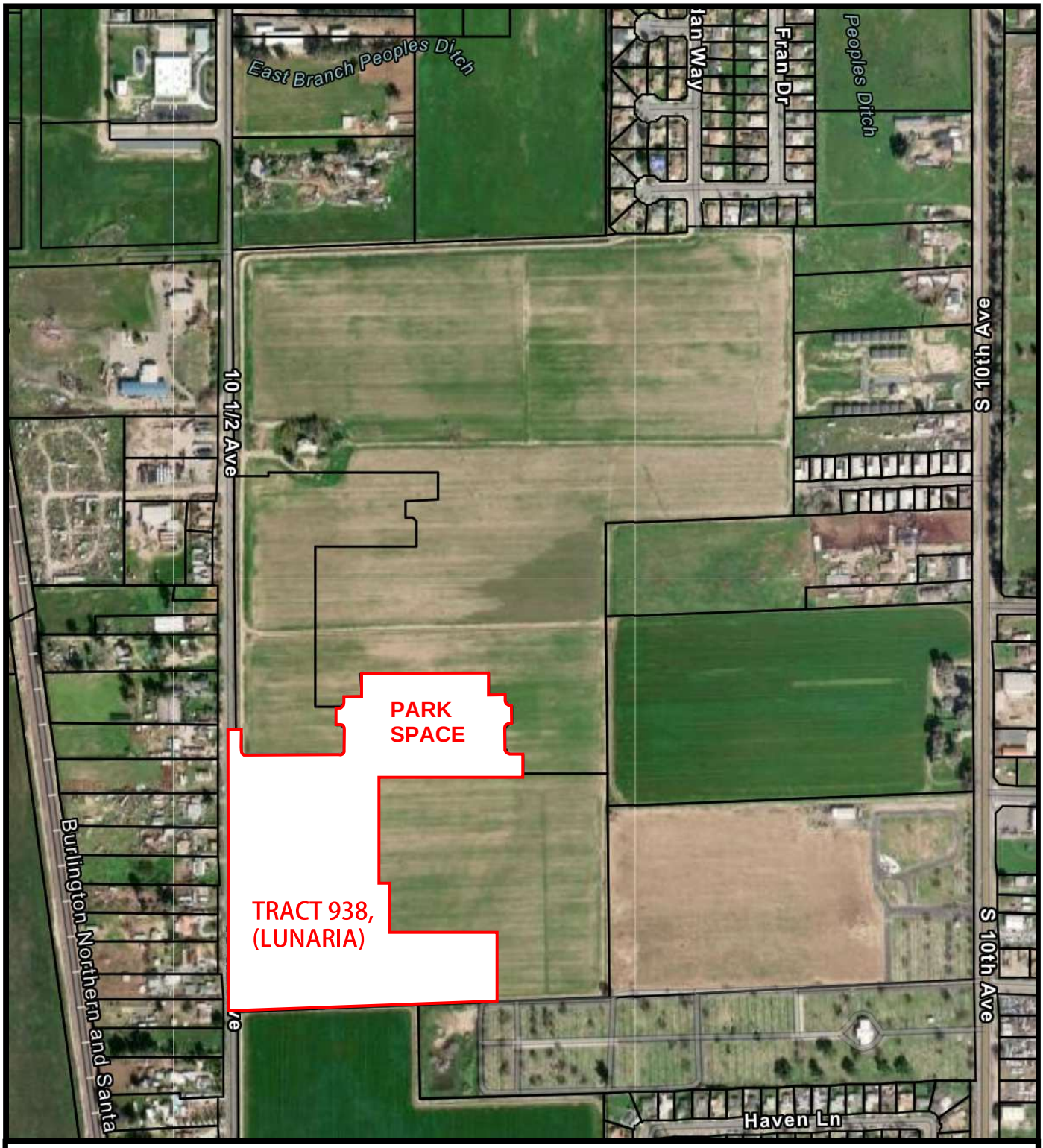


AERIAL MAP

TRACT 938, LUNARIA

(NOT TO SCALE)

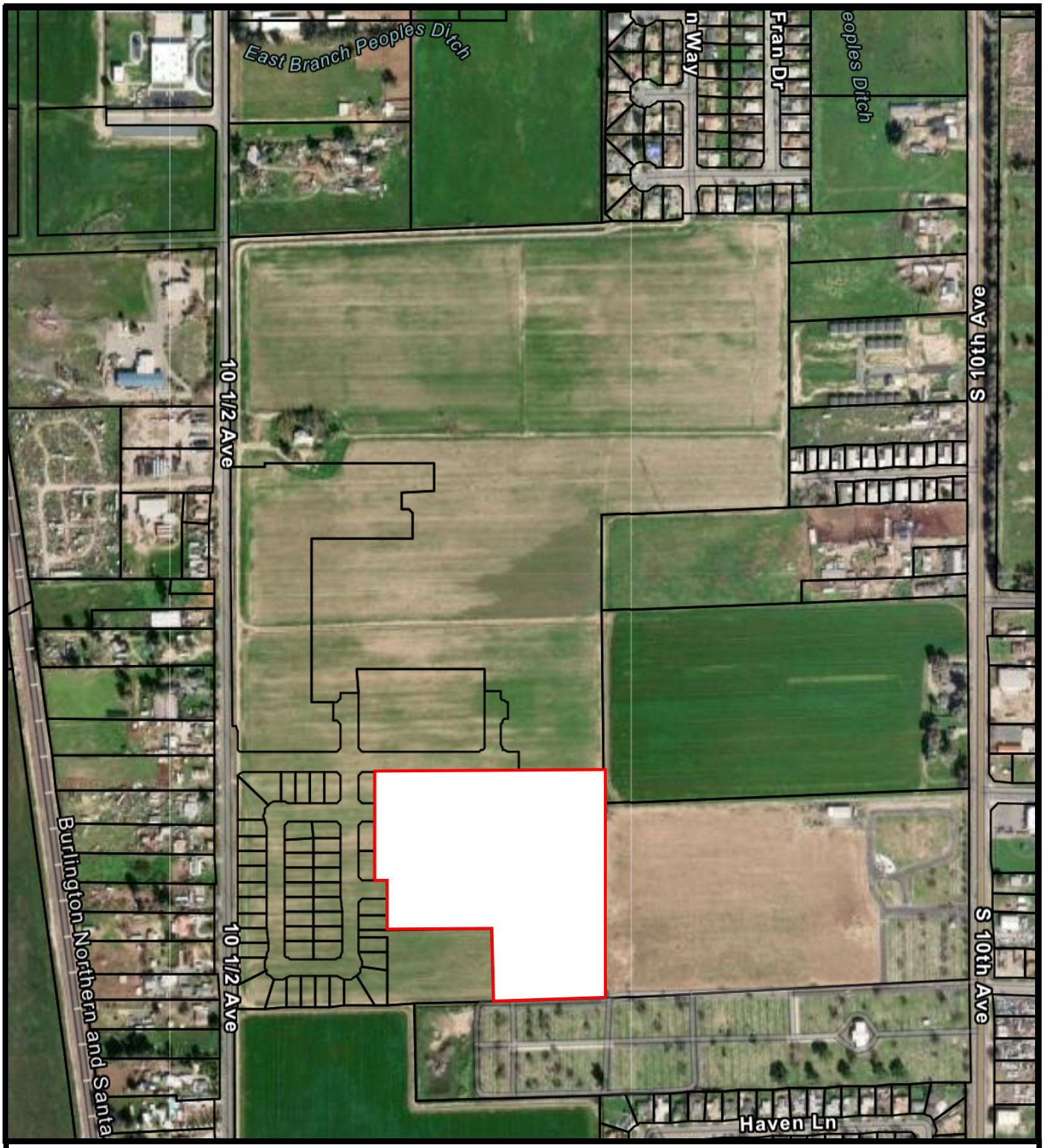
N



AERIAL MAP

TRACT 938-1A, LUNARIA

(NOT TO SCALE)



AERIAL MAP

TRACT 938-1B, LUNARIA

(NOT TO SCALE)

N

COUNTY TRACT NO. 938 - PHASE 1
LUNARIA - PHASE 1A

CITY OF HANFORD, COUNTY OF KINGS
STATE OF CALIFORNIA

BEING A DIVISION OF A PORTION OF THE EAST HALF OF SECTION 1, T.19S., R.21E., M.D.M., CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA. CONSISTING OF SIX (6) SHEETS & 29.43 ACRES

FOR: **DR HORTON - CENTRAL VALLEY DIVISION**
419 W MURRAY AVENUE
VISALIA, CA 93291

FEBRUARY 2025

BY:

WWW.QKINC.COM
1-800-955-7599
BAKERSFIELD, CLOVIS, HANFORD, MERCED, PORTERVILLE, VISALIA



VICINITY MAP

NOT TO SCALE

OWNER'S STATEMENT

WE, THE UNDERSIGNED, DO HEREBY STATE THAT WE ARE THE OWNERS OF OR HAVE SOME RIGHT, TITLE, OR INTEREST IN AND TO THE REAL PROPERTY INCLUDED WITHIN THE SUBDIVISION SHOWN UPON THIS MAP AND THAT WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS A CLEAR TITLE TO SAID PROPERTY AND THAT WE CONSENT TO THE MAKING OF SAID MAP AND SUBDIVISION AS SHOWN ON THIS MAP AND DO HEREBY DEDICATE IN FEE TO PUBLIC USE ALL OF THE STREETS. WE ALSO DEDICATE THOSE EASEMENTS SHOWN HEREON FOR PUBLIC UTILITIES, STORM DRAIN, BLOCK WALL AND LANDSCAPE. WE FURTHER DEDICATE LOT A FOR STORM BASIN PURPOSES AND LOT B FOR PARK PURPOSES AND THOSE CERTAIN STRIPS OF LAND DESIGNATED AS "FUTURE STREETS", RESERVING TO OURSELVES FOR THE USE OF OURSELVES AND THE SUCCESSIVE OWNERS, ALL ORDINARY USES OF SAID LAND UNTIL SUCH TIME AS THE PROPER LEGISLATIVE BODY SHALL ACCEPT DEDICATION OF, OR ACQUIRE ADDITIONAL RIGHT OF WAY, TO CONSTITUTE THE PERMANENT WIDTH AND/OR EXTENSIONS OF THOSE STREETS HAVING PARTIAL WIDTH AND/OR DEAD-ENDING, AS SHOWN HEREON.

DR HORTON CA3, INC., A DELAWARE CORPORATION

BY : _____ *DATE:* _____
DAVID HATCH, VICE PRESIDENT

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA }

COUNTY OF _____ }

ON _____ BEFORE ME, _____,

NOTARY PUBLIC, PERSONALLY APPEARED _____, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL

SIGNATURE _____

(PRINT NAME) _____

MY COMMISSION NO. _____ *MY COMMISSION EXPIRES* _____

PRINCIPAL OFFICE IN THE COUNTY OF _____

LEGAL DESCRIPTION

REAL PROPERTY IN THE CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

ADJUSTED PARCEL 1 OF THE LOT LINE ADJUSTMENT NO. 2023-0024, AS EVIDENCED BY THAT CERTAIN CERTIFICATE OF COMPLIANCE RECORDED _____, 202__ AS DOCUMENT NO._____-_____, O.R.K.C.; ALSO BEING A PORTION OF THE EAST HALF OF SECTION 1, T.19S., R.21E., M.D.M., CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA.

TAX COLLECTOR'S STATEMENT

THIS IS TO CERTIFY THAT THE PROVISIONS OF ARTICLE 8 OF CHAPTER 4 OF THE GOVERNMENT CODE HAVE BEEN COMPLIED WITH REGARDING DEPOSITS.

DATE: _____

JAMES P. ERB, CPA; DIRECTOR OF FINANCE

BY: _____

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF DR HORTON CA3, INC. IN THE MONTH OF DECEMBER 2021 AND SAID FIELD SURVEY IS TRUE AND COMPLETE AS SHOWN.
I HEREBY STATE THAT THIS MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP. ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY, OR WILL OCCUPY, THE POSITIONS INDICATED WITHIN ONE YEAR OF THE RECORDING OF THIS MAP AND ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

DATED THIS _____ DAY OF _____ 20_____.

PROFESSIONAL LAND SURVEYOR
ANTONIO S. WESTERLUND
No. 9399
STATE OF CALIFORNIA

DRAFT
SUBJECT TO ACTIVE REVIEW

3-17-2025
ANTONIO S. WESTERLUND, P.L.S. 9399

ACTING CITY SURVEYOR'S STATEMENT

I, MICHAEL RAY SUTHERLAND, HEREBY STATE THAT I HAVE CAREFULLY EXAMINED THE MAP, AND AM SATISFIED THAT SAID MAP IS TECHNICALLY CORRECT, AND IN ACCORDANCE WITH SECTIONS 66425 THROUGH 66450, INCLUSIVE, OF THE GOVERNMENT CODE.

DATED THIS _____ DAY OF _____ 20_____.

LICENSED LAND SURVEYOR
MICHAEL RAY SUTHERLAND
No. 5815
STATE OF CALIFORNIA

MICHAEL RAY SUTHERLAND, P.L.S. 5815
ACTING FOR THE CITY OF HANFORD

CITY ENGINEER'S STATEMENT

I, LISA A DOCK, HEREBY STATE THAT I HAVE CAREFULLY EXAMINED THIS MAP, THAT THE SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, AND ANY APPROVED ALTERATIONS THEREOF, AND THAT ALL PROVISIONS OF CHAPTER 2 OF THE SUBDIVISION MAP ACT AND ANY LOCAL ORDINANCES AND SECTIONS 66425 THROUGH 66450 OF THE GOVERNMENT CODE APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH.

DATED THIS _____ DAY OF _____ 20_____.

LISA A DOCK, CITY ENGINEER R.C.E. 68225

CITY CLERK'S STATEMENT

I HEREBY STATE THAT AT A REGULAR MEETING OF THE HANFORD CITY COUNCIL HELD ON THE ___ DAY OF _____, 20___, AN ORDER WAS DULY AND REGULARLY MADE AND ENTERED APPROVING THIS MAP AND SUBDIVISION AND ACCEPTING, SUBJECT TO IMPROVEMENT, ON BEHALF OF THE GENERAL PUBLIC, THE STREETS, EASEMENTS, LOT A FOR STORM DRAIN BASIN PURPOSES, AND LOT B FOR PARK PURPOSES AS INCLUDED WITHIN THE BOUNDARIES OF THE SUBDIVISION SHOWN UPON THIS MAP.

DATED THIS _____ DAY OF _____ 20_____.

NATALIE CORRAL, CITY CLERK

PLANNING COMMISSION CERTIFICATE

APPROVED BY HANFORD PLANNING COMMISSION IN ACCORDANCE WITH THE REQUIREMENTS OF LAW IN DULY AUTHORIZED MEETING HELD JUNE 13, 2023.

DATED THIS _____ DAY OF _____ 20_____.

JASON WATERS, COMMUNITY DEVELOPMENT DIRECTOR

RECORDER'S STATEMENT

FEE BOOK NO. _____ FEE PAID _____

RECORDED AT THE REQUEST OF QK INC.

ON THIS _____ DAY OF ____, 20___, AT MINUTES PAST _____ O'CLOCK

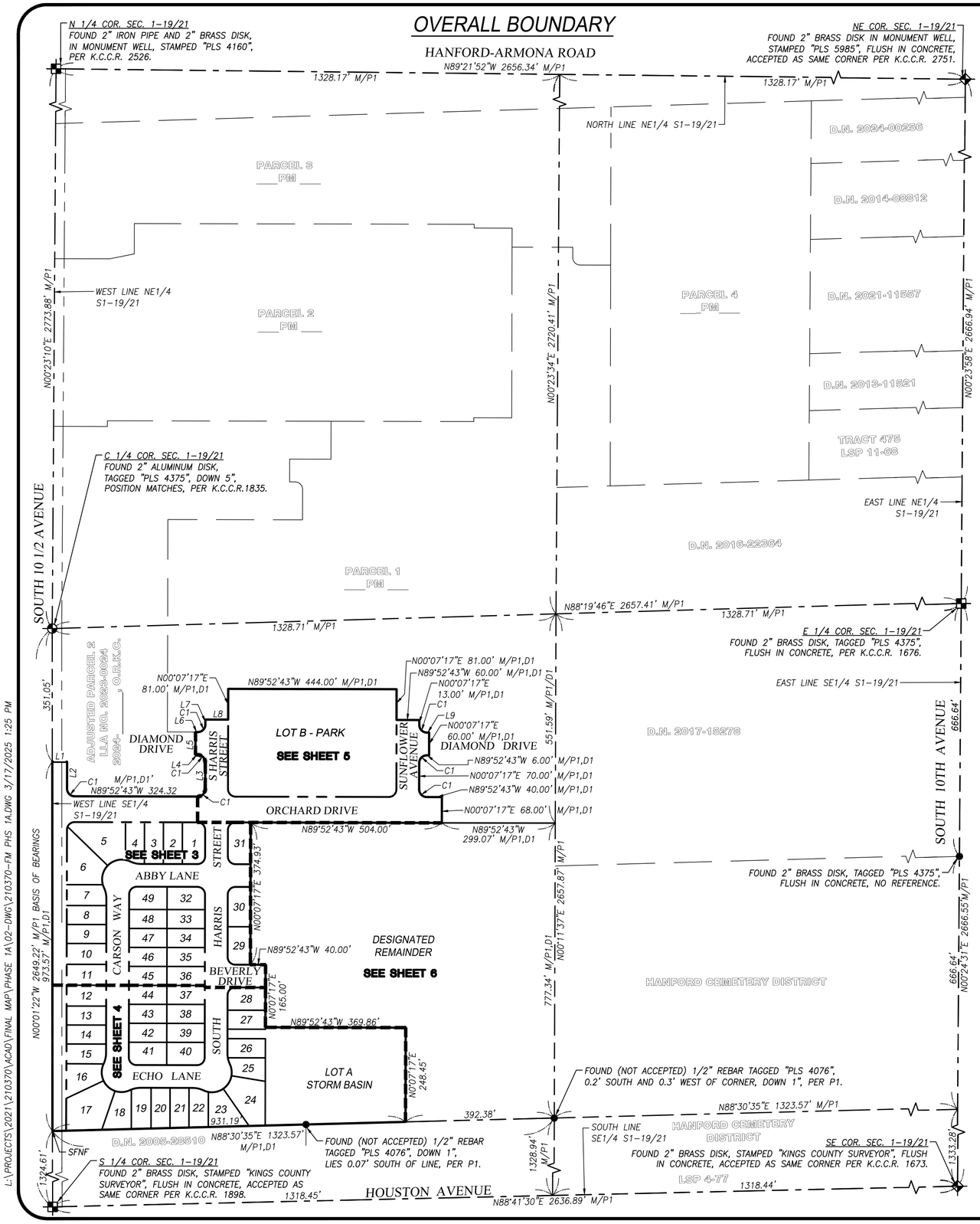
IN VOLUME _____ OF LICENSED SURVEYORS' PLATS, AT PAGE ____,

KINGS COUNTY RECORDS.

KRISTINE LEE, KINGS COUNTY RECORDER

BY: _____
DEPUTY

L:\PROJECTS\2021\210370\ACAD\FINAL MAP\PHASE 1A\02-DWG\210370-FM PHS 1A.DWG 3/17/2025 1:25 PM



COUNTY TRACT NO. 938 - PHASE 1
LUNARIA - PHASE 1A

CITY OF HANFORD, COUNTY OF KINGS
STATE OF CALIFORNIA

BEING A DIVISION OF A PORTION OF THE EAST HALF OF SECTION 1, T.19S., R.21E., M.D.M., CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA.
CONSISTING OF SIX (6) SHEETS & 29.43 ACRES

LEGEND

ALL DISTANCES SHOWN ARE IN U.S. SURVEY FEET AND DECIMALS THEREOF, UNLESS OTHERWISE NOTED.

	FOUND AND ACCEPTED EXISTING SECTION CORNER AS NOTED.
	FOUND AND ACCEPTED EXISTING SECTION QUARTER CORNER AS NOTED.
	FOUND AND ACCEPTED EXISTING CENTER QUARTER CORNER AS NOTED.
	FOUND AND ACCEPTED EXISTING MONUMENT AS NOTED.
	AREA NOW OFFERED FOR DEDICATION TO THE CITY OF HANFORD FOR PUBLIC STREET AND UTILITY PURPOSES
	SET 2"X24" GALV. I.P. WITH BRASS CAP STAMPED PLS 9399 IN MONUMENT WELL, MONUMENT WELL SET FLUSH IN PAVEMENT
	SET STEEL SPIKE WITH BRASS TAG, PLS 9399, FLUSH IN PAVEMENT
S.F.N.F.	SEARCHED FOR, NOT FOUND
K.C.R.	KINGS COUNTY RECORDS
O.R.K.C.	OFFICIAL RECORD KINGS COUNTY
SDE	STORM DRAIN EASEMENT
PUE	PUBLIC UTILITY EASEMENT
LE	LANDSCAPE EASEMENT
BWE	BLOCK WALL EASEMENT
(R)	RADIAL BEARING
M/	MEASURED AND RECORD PER NOTED REFERENCE
	SUBDIVISION BOUNDARY
	SUBDIVIDED LOT LINES
	SECTION LINES
	EXISTING RIGHT OF WAY
	PROPOSED PUBLIC UTILITY EASEMENT LINES
	PROPOSED STORM DRAIN EASEMENT LINE
	PROPOSED LANDSCAPE EASEMENT LINE
	CENTERLINE
	SHEET INDEX LINE
	INDICATES STREET ADDRESS

REFERENCES

P1	PARCEL MAP NO._____	PM__-__
D1	LOT LINE ADJUSTMENT NO. 2023-0024	D.N. 2501781

SURVEYOR'S NOTE

ALL CURVES ARE TANGENT UNLESS OTHERWISE NOTED

BASIS OF BEARINGS

THE BEARING OF NORTH 00°01'22" WEST ALONG THE WEST LINE OF THE SOUTHEAST QUARTER OF SECTION 1, T.19S., R.21E., M.D.M. AS SHOWN ON PARCEL MAP _____-____, RECORDED _____, IN BOOK ____ OF PARCEL MAPS, AT PAGE ____, K.C.R. WAS TAKEN AS THE BASIS OF BEARINGS SHOWN HEREON.

SURVEY NOTES

1. *ALL DISTANCES SHOWN HEREON ARE GRID DATA. TO OBTAIN GROUND DATA, DIVIDE GRID DATA BY THE PROJECT SPECIFIC COMBINATION FACTOR OF 0.999949. GEIOD18 WAS USED TO OBTAINED ELEVATION DATA PERTAINING SCALE FACTORS.*
2. *ALL DISTANCES SHOWN HEREON ARE IN U.S. SURVEY FEET, UNLESS OTHERWISE NOTED.*

LINE TABLE

LINE #	DIRECTION	LENGTH	REFERENCE
L1	N89°52'43"W	39.09'	M/P1,D1
L2	N00°07'17"E	71.00'	M/P1,D1
L3	N00°07'17"E	70.00'	M/P1,D1
L4	N89°52'43"W	6.00'	M/P1,D1
L5	N00°07'17"E	60.00'	M/P1,D1
L6	N89°52'43"E	6.00'	M/P1,D1
L7	N00°07'17"E	13.00'	M/P1,D1
L8	N89°52'43"E	60.00'	M/P1,D1
L9	N89°52'43"E	6.00'	M/P1,D1

CURVE TABLE

CURVE #	RADIUS	LENGTH	TANGENT	DELTA	REFERENCE
C1	20.00'	31.42'	20.00'	90°00'00"	M/P1,D1

N

200' 0' 200'

SCALE: 1"= 200'

COUNTY TRACT NO. 938 - PHASE 2
LUNARIA - PHASE 1B

CITY OF HANFORD, COUNTY OF KINGS
STATE OF CALIFORNIA

BEING A DIVISION OF A PORTION OF THE EAST HALF OF SECTION 1, T.19S., R.21E., M.D.M., CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA. CONSISTING OF FOUR (4) SHEETS & 11.99 ACRES

FOR: **DR HORTON - CENTRAL VALLEY DIVISION**
419 W MURRAY AVENUE
VISALIA, CA 93291

FEBRUARY 2025

BY:

WWW.QKINC.COM
1-800-955-7599
BAKERSFIELD, CLOVIS, HANFORD, MERCED, PORTERVILLE, VISALIA



VICINITY MAP

NOT TO SCALE

OWNER'S STATEMENT

WE, THE UNDERSIGNED, DO HEREBY STATE THAT WE ARE THE OWNERS OF OR HAVE SOME RIGHT, TITLE, OR INTEREST IN AND TO THE REAL PROPERTY INCLUDED WITHIN THE SUBDIVISION SHOWN UPON THIS MAP AND THAT WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS A CLEAR TITLE TO SAID PROPERTY AND THAT WE CONSENT TO THE MAKING OF SAID MAP AND SUBDIVISION AS SHOWN ON THIS MAP AND DO HEREBY DEDICATE IN FEE TO PUBLIC USE ALL OF THE STREETS. WE ALSO DEDICATE THOSE EASEMENTS SHOWN HEREON FOR PUBLIC UTILITIES, STORM DRAIN, BLOCK WALL AND LANDSCAPE. WE FURTHER DEDICATE LOT A FOR STORM BASIN PURPOSES AND THOSE CERTAIN STRIPS OF LAND DESIGNATED AS "FUTURE STREETS", RESERVING TO OURSELVES FOR THE USE OF OURSELVES AND THE SUCCESSIVE OWNERS, ALL ORDINARY USES OF SAID LAND UNTIL SUCH TIME AS THE PROPER LEGISLATIVE BODY SHALL ACCEPT DEDICATION OF, OR ACQUIRE ADDITIONAL RIGHT OF WAY, TO CONSTITUTE THE PERMANENT WIDTH AND/OR EXTENSIONS OF THOSE STREETS HAVING PARTIAL WIDTH AND/OR DEAD-ENDING, AS SHOWN HEREON.

DR HORTON CA3, INC., A DELAWARE CORPORATION

BY : _____ *DATE:* _____
DAVID HATCH, VICE PRESIDENT

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA }

COUNTY OF _____ }

ON _____ BEFORE ME, _____,

NOTARY PUBLIC, PERSONALLY APPEARED _____, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL

SIGNATURE _____

(PRINT NAME) _____

MY COMMISSION NO. _____ *MY COMMISSION EXPIRES* _____

PRINCIPAL OFFICE IN THE COUNTY OF _____

LEGAL DESCRIPTION

REAL PROPERTY IN THE CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

DESIGNATED REMAINDER OF TRACT NO. 938 – PHASE 1 LUNARIA – PHASE 1A RECORDED _____, 202__, VOLUME _____ OF LICENSED SURVEYORS' PLATS, AT PAGE _____, K.C.R.; ALSO BEING A PORTION OF THE EAST HALF OF SECTION 1, T.19S., R.21E., M.D.M., CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA.

TAX COLLECTOR'S STATEMENT

THIS IS TO CERTIFY THAT THE PROVISIONS OF ARTICLE 8 OF CHAPTER 4 OF THE GOVERNMENT CODE HAVE BEEN COMPLIED WITH REGARDING DEPOSITS.

DATE: _____

JAMES P. ERB, CPA; DIRECTOR OF FINANCE

BY: _____

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF DR HORTON CA3, INC. IN THE MONTH OF DECEMBER 2021 AND SAID FIELD SURVEY IS TRUE AND COMPLETE AS SHOWN.
I HEREBY STATE THAT THIS MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP. ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY, OR WILL OCCUPY, THE POSITIONS INDICATED WITHIN ONE YEAR OF THE RECORDING OF THIS MAP AND ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

DATED THIS _____ DAY OF _____ 20_____.

PROFESSIONAL LAND SURVEYOR
ANTONIO S. WESTERLUND
No. 9399
STATE OF CALIFORNIA

_____
ANTONIO S. WESTERLUND, P.L.S. 9399

ACTING CITY SURVEYOR'S STATEMENT

I, MICHAEL RAY SUTHERLAND, HEREBY STATE THAT I HAVE CAREFULLY EXAMINED THE MAP, AND I AM SATISFIED THAT SAID MAP IS TECHNICALLY CORRECT, AND IN ACCORDANCE WITH SECTIONS 66425 THROUGH 66450, INCLUSIVE, OF THE GOVERNMENT CODE.

DATED THIS _____ DAY OF _____ 20_____.

LICENSED LAND SURVEYOR
MICHAEL RAY SUTHERLAND
No. 5815
STATE OF CALIFORNIA

_____
MICHAEL RAY SUTHERLAND, P.L.S. 5815
ACTING CITY SURVEYOR

CITY ENGINEER'S STATEMENT

I, LISA A DOCK, HEREBY STATE THAT I HAVE CAREFULLY EXAMINED THIS MAP, THAT THE SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, AND ANY APPROVED ALTERATIONS THEREOF, AND THAT ALL PROVISIONS OF CHAPTER 2 OF THE SUBDIVISION MAP ACT AND ANY LOCAL ORDINANCES AND SECTIONS 66425 THROUGH 66450 OF THE GOVERNMENT CODE APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH.

DATED THIS _____ DAY OF _____ 20_____.

_____
LISA A. DOCK, CITY ENGINEER R.C.E. 68225

CITY CLERK'S STATEMENT

I HEREBY STATE THAT AT A REGULAR MEETING OF THE HANFORD CITY COUNCIL HELD ON THE ___ DAY OF _____, 20___, AN ORDER WAS DULY AND REGULARLY MADE AND ENTERED APPROVING THIS MAP AND SUBDIVISION AND ACCEPTING, SUBJECT TO IMPROVEMENT, ON BEHALF OF THE GENERAL PUBLIC, THE STREETS, EASEMENTS, AND LOT A FOR STORM DRAIN BASIN PURPOSES AS INCLUDED WITHIN THE BOUNDARIES OF THE SUBDIVISION SHOWN UPON THIS MAP.

DATED THIS _____ DAY OF _____ 20_____.

_____
NATALIE CORRAL, CITY CLERK

PLANNING COMMISSION CERTIFICATE

APPROVED BY HANFORD PLANNING COMMISSION IN ACCORDANCE WITH THE REQUIREMENTS OF LAW IN DULY AUTHORIZED MEETING HELD JUNE 13, 2023.

DATED THIS _____ DAY OF _____ 20_____.

_____
JASON WATERS, COMMUNITY DEVELOPMENT DIRECTOR

RECORDER'S STATEMENT

FEE BOOK NO. _____ FEE PAID _____

RECORDED AT THE REQUEST OF QK INC.

ON THIS _____ DAY OF ____, 20___, AT MINUTES PAST _____ O'CLOCK

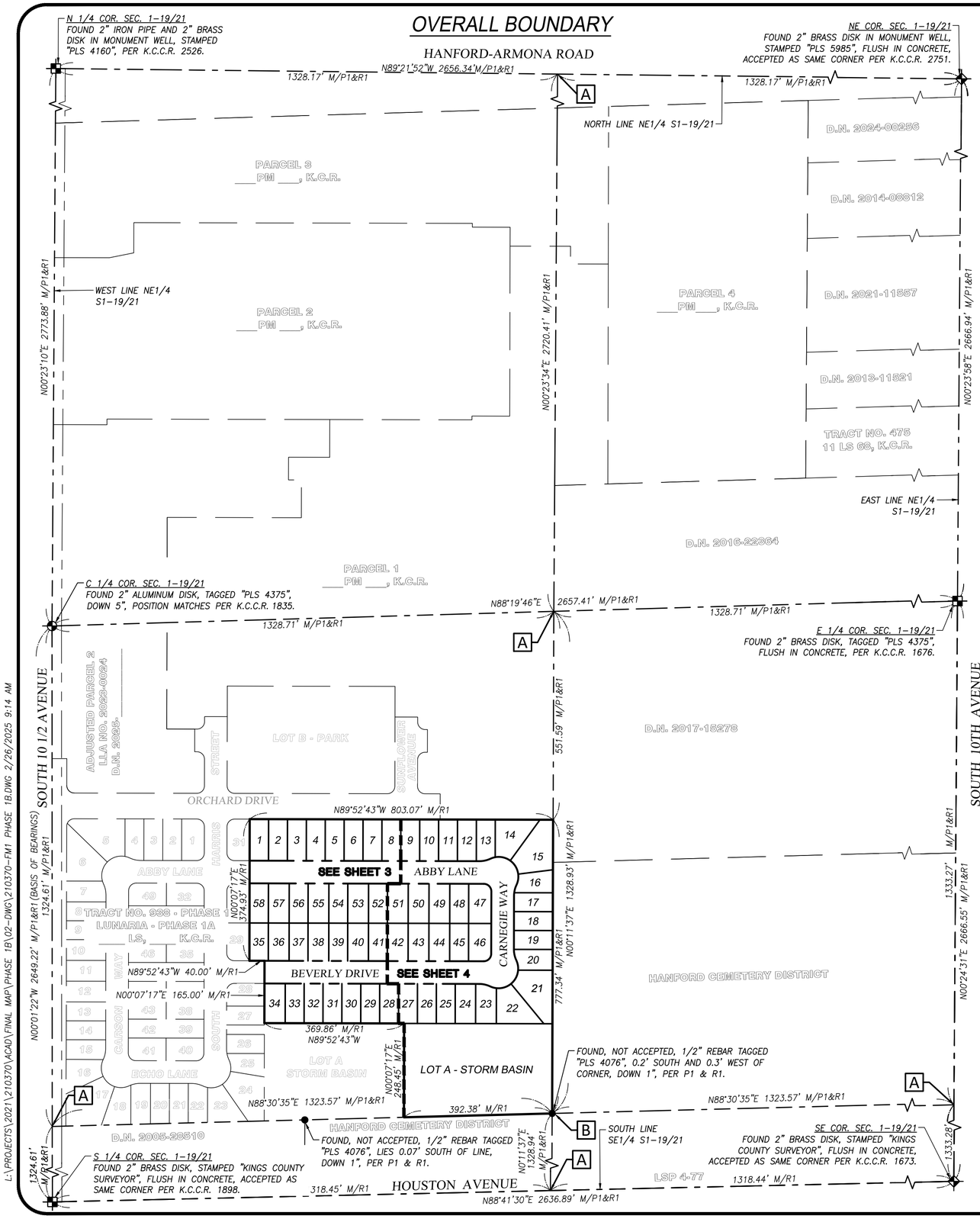
IN VOLUME _____ OF LICENSED SURVEYORS' PLATS, AT PAGE ____,

KINGS COUNTY RECORDS.

KRISTINE LEE, KINGS COUNTY RECORDER

BY: _____
DEPUTY

L:\PROJECTS\2021\210370\ACAD\FINAL MAP\PHASE 1B\02-DWG\210370-FM1 PHASE 1B.DWG 2/26/2025 9:14 AM



COUNTY TRACT NO. 938 - PHASE 2
LUNARIA - PHASE 1B

CITY OF HANFORD, COUNTY OF KINGS
STATE OF CALIFORNIA

BEING A DIVISION OF A PORTION OF THE EAST HALF OF SECTION 1, T.19S., R.21E., M.D.M., CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA. CONSISTING OF FOUR (4) SHEETS & 11.99 ACRES

LEGEND

ALL DISTANCES SHOWN ARE IN U.S. SURVEY FEET AND DECIMALS THEREOF, UNLESS OTHERWISE NOTED.

	FOUND AND ACCEPTED EXISTING SECTION CORNER AS NOTED.
	FOUND AND ACCEPTED EXISTING SECTION QUARTER CORNER AS NOTED.
	FOUND AND ACCEPTED EXISTING CENTER QUARTER CORNER AS NOTED.
●	FOUND MONUMENT AS NOTED.
◬	AREA NOW OFFERED FOR DEDICATION TO THE CITY OF HANFORD FOR PUBLIC STREET AND UTILITY PURPOSES
△	SET 2"X24" GALV. I.P. WITH BRASS CAP STAMPED PLS 9399 IN MONUMENT WELL, MONUMENT WELL SET FLUSH IN PAVEMENT
◎	SET STEEL SPIKE WITH BRASS TAG, PLS 9399, FLUSH IN PAVEMENT
⊙	1/2" REBAR WITH PLASTIC CAP MARKED "PLS 9399" TO BE SET PER R1
S.F.N.F.	SEARCHED FOR, NOT FOUND
K.C.R.	KINGS COUNTY RECORDS
O.R.K.C.	OFFICIAL RECORD KINGS COUNTY
PUE	PUBLIC UTILITY EASEMENT
LE	LANDSCAPE EASEMENT
BWE	BLOCK WALL EASEMENT
(R)	RADIAL BEARING
M/XX	MEASURED AND RECORD PER NOTED REFERENCE
———	SUBDIVISION BOUNDARY
———	SUBDIVIDED LOT LINES
— — — —	SECTION LINES
——— – – ———	EXISTING RIGHT OF WAY
——— ——— ———	EXISTING ADJACENT LOT LINES
– – – – – – – –	PROPOSED PUBLIC UTILITY EASEMENT LINES
– – – – – – – –	PROPOSED LANDSCAPE EASEMENT LINE
——— – ———	CENTERLINE
▬ ▬ ▬ ▬	SHEET INDEX LINE
▭	INDICATES STREET ADDRESS

REFERENCES

P1	PARCEL MAP NO._____	____ PM ____, K.C.R.
R1	TRACT NO. 938 – PHASE 1 – LUNARIA–PHASE 1A	____ LS ____, K.C.R.

SURVEYOR'S NOTE

ALL CURVES ARE TANGENT UNLESS OTHERWISE NOTED

BASIS OF BEARINGS

THE BEARING OF NORTH 00°01'22" WEST ALONG THE WEST LINE OF THE SOUTHEAST QUARTER OF SECTION 1, T.19S., R.21E., M.D.M. AS SHOWN ON PARCEL MAP ____-____, RECORDED _____, IN BOOK ____ OF PARCEL MAPS, AT PAGE ____, K.C.R. WAS TAKEN AS THE BASIS OF BEARINGS SHOWN HEREON.

SURVEY NOTES

1. *ALL DISTANCES SHOWN HEREON ARE GRID DATA. TO OBTAIN GROUND DATA, DIVIDE GRID DATA BY THE PROJECT SPECIFIC COMBINATION FACTOR OF 0.999949. GEIOD18 WAS USED TO OBTAINED ELEVATION DATA PERTAINING SCALE FACTORS.*
2. *ALL DISTANCES SHOWN HEREON ARE IN U.S. SURVEY FEET, UNLESS OTHERWISE NOTED.*

BOUNDARY NOTES

FOUND AND ACCEPTED MONUMENTS OF RECORD REPRESENTING THE NORTH 1/4 CORNER, NE CORNER, CENTER 1/4 CORNER, EAST 1/4 CORNER, SOUTH 1/4 CORNER AND SE CORNER OF SECTION 1.

A — *16TH CORNERS ESTABLISHED AT MIDPOINT*

B — *POSITION ESTABLISHED AT INTERSECTION*

L:\PROJECTS\2021\210370\ACAD\FINAL MAP\PHASE 1B\02-DWG\210370-FM1 PHASE 1B.DWG 2/26/2025 9:14 AM

ORDINANCE NO. 26-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HANFORD, CALIFORNIA, LEVYING SPECIAL TAXES WITHIN THE CITY OF HANFORD COMMUNITY FACILITIES DISTRICT NO. 2026-3 (PUBLIC MAINTENANCE SERVICES)

WHEREAS, on January 20, 2026, the City Council of the City of Hanford (the "City Council") adopted Resolution No. 2026-03-R entitled "A Resolution of the City Council of the City of Hanford Declaring Its Intention to Establish City of Hanford Community Facilities District No. 2026-3 (Public Maintenance Services) and to Authorize the Levy of a Special Tax Therein to Finance Certain Services" (the "Resolution of Intention"), stating its intention to establish the City of Hanford Community Facilities District No. 2026-3 (Public Maintenance Services) (the "District") to fund certain services described therein (the "Services") pursuant to the Mello-Roos Community Facilities Act of 1982, California Government Code section 53311 *et seq.* (the "Act"); and

WHEREAS, notice was published as required by the Act of the public hearing called pursuant to the Resolution of Intention as to the City Council's intention to form the District and to provide for the costs of the Services; and

WHEREAS, the Resolution of Intention called for a public hearing on the District to be held on March 3, 2026, and on this date the City Council held a public hearing, as required by the Act, relative to its decision to proceed with the formation of the District and the levy of special taxes therein; and

WHEREAS, at the public hearing all persons desiring to be heard on all matters pertaining to the formation of the District and the levy of the special taxes were heard, evidence was presented and considered by this City Council and a full and fair hearing was held; and

WHEREAS, subsequent to the close of the public hearing, this City Council adopted resolutions entitled "Resolution of Formation of the City Council of the City of Hanford to establish City of Hanford Community Facilities District No. 2026-3 (Public Maintenance Services), to establish an Appropriations Limit therefor, to authorize the Levy of A Special Tax therein, and to Submit the establishment of an Appropriations Limit and the Levy of Special Taxes to the Qualified Electors thereof" (the "Resolution of Formation"), and "Resolution of the City Council of the City of Hanford calling a Special Election and submitting to the Qualified Electors of City of Hanford Community Facilities District No. 2026-3 (Public Maintenance Services) propositions regarding the establishment of an appropriations Limit and the annual Levy of a Special Tax Within the Community Facilities District", which resolutions established the District, authorized the levy of a special tax within the District, and called an election within the District on the proposition of levying a special tax within, and establishing an appropriations limit for, the District; and

WHEREAS, an election was held within the District in which the landowners approved said propositions by ballots cast in the election.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hanford as follows**:**

Section 1. By the passage of this Ordinance, this City Council hereby authorizes and levies special taxes within the District, pursuant to the Act, at the rate and in accordance with the rate and method of apportionment of special taxes appended as **Exhibit B** to the Resolution of Formation (the "Rate and Method of Apportionment"), which Resolution of Formation is by this reference incorporated herein. The Special Tax is hereby levied to pay for the Services for the District, as contemplated by the Resolution of Formation and the Rate and Method of Apportionment, commencing in fiscal year 2026/27 and in each fiscal year thereafter.

Section 2. The Finance Director of the City or her designee is hereby authorized and directed each fiscal year to determine the specific special tax rate and amount to be levied for each parcel of real property within the District, in the manner and as provided in the Rate and Method of Apportionment.

Section 3. Exemptions from the levy of the Special Tax shall be as provided in the Resolution of Formation and the applicable provisions of the Act. In no event shall special taxes be levied on any parcel within the District in excess of the maximum tax specified in the Rate and Method of Apportionment.

Section 4. All of the collections of the special tax shall be used as provided for in the Act and in the Resolution of Formation, including, but not limited to, the payment of costs of providing the Services, the payment of City costs in administering the District and the costs of collecting and administering the special tax.

Section 5. The special taxes shall be collected from time to time as necessary to meet the financial obligations of the District. The special taxes will be collected in the same manner as ordinary ad valorem property taxes, and the special taxes shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes. In addition, the provisions of California Government Code section 53356.1 shall apply to delinquent special tax payments. The Finance Director or her designee is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of Kings and to take all actions necessary to effect proper billing and collection of the special tax, so that the special tax shall be levied and collected in sufficient amounts and at the times necessary to satisfy the financial obligations of the District in each fiscal year.

Notwithstanding the foregoing, any special taxes that cannot be collected on the County tax roll, or are not so collected, may be collected through direct billing by the City.

Section 6. If for any reason a court with jurisdiction finds any portion of this ordinance to be invalid or finds the special tax to be inapplicable to any particular parcel, then the

balance of this ordinance and the application of the special tax to the remaining parcels shall not be affected.

Section 7. This ordinance shall take effect and be in force immediately as a tax measure; and before the expiration of fifteen (15) days after its passage the same shall be published, with the names of the members voting for and against the same, at least once in a newspaper of general circulation published and circulated in the District.

Passed and adopted by the City Council of the City of Hanford at a regular meeting being held on March 3, 2026 by the following roll call vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

APPROVED

_____
Mark Kairis
MAYOR of the City of Hanford

ATTEST:

_____
Natalie Corral
City Clerk

State of California)
County of Kings) ss
City of Hanford)

I, Natalie Corral, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted at a regular meeting of the City Council of the City of Hanford held on the___day of _____, 2026.

_____.
Natalie Corral
City Clerk
City of Hanford

City of Hanford
Community Facilities District No. 2026-3
(Public Maintenance Services)

CFD Report

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I. INTRODUCTION

WHEREAS, the City Council of the City of Hanford (hereinafter referred to as the "Council"), in the State of California, did, pursuant Section 53321.5 of Chapter 2.5 of Part 1, of Division 2, of Title 5 of the Government Code of the State of California, as amended (the "Act"), expressly order the filing of a written Community Facilities District Report ("Report") with the City of Hanford for a proposed Community Facilities District, which Community Facilities District shall be referred to as Community Facilities District No. 2026-3 (Public Maintenance Services), (hereinafter referred to as the "CFD"); and

WHEREAS, the Report generally contains the following:

A brief description of the Public Maintenance Services (the "Services") which are required to adequately meet the needs of the CFD; and

an estimate of the cost of financing such Services; and

the rate and method of apportionment of the special tax in sufficient detail to allow each property owner within the proposed CFD to calculate the Maximum Special Tax that may be levied against their property.

For particulars, reference is made to the Resolution of Intention, Resolution No. 2026-03-R, as previously approved. All capitalized terms not defined herein are defined in the Rate and Method of Apportionment of Special Tax section of this Report.

NOW THEREFORE, Willdan Financial Services, the appointed responsible firm directed to prepare the Report, pursuant to the provisions of the Act, does hereby submit said Report.

II. DESCRIPTION OF SERVICES

The services (the "Services") described below are proposed to be financed by City of Hanford Community Facilities District No. 2026-3 (Public Maintenance Services) (the "CFD"). The Services are in addition to those provided in the territory of the CFD before establishing the CFD. The Services do not supplant services already available within the territory of the CFD before establishing the CFD.

Landscaping and Lighting Maintenance: includes the labor, material, administration, personnel, equipment and utilities (i.e., water and power) necessary to maintain public landscaping and lighting improvements for, within, or associated with the CFD, including trees, turf, ground cover, shrubs, weed removal, irrigation systems, sidewalk, drainage facilities, lighting, signs, monuments, graffiti removal, walkways, and associated appurtenant facilities located within, or associated with, the CFD.

Park Maintenance: includes the estimated and reasonable costs of providing public park maintenance for, within, or associated with the City or the CFD, including but not limited to (i) the costs of contracting for park maintenance services, including trees, plant material, restrooms, irrigation systems, sidewalks, drainage facilities, weed control, lighting, and parking lot maintenance, (ii) the salaries and benefits of City staff, including maintenance staff, that directly provide park maintenance services, (iii) the expense related to equipment, apparatus, and supplies related to these services and authorized by the Act, (iv) utility costs such as water, sewer, lighting and power and (v) City overhead costs associated with providing such services.

Drainage Maintenance: includes the labor, material, testing, reporting, remediation, permitting, general administration, personnel, equipment and utilities necessary to maintain public drainage improvements for, within, or associated with the CFD, including drain inlets, filters, detention basin, storm drain pipeline, and associated appurtenant facilities located within, or associated with, the CFD.

Street Maintenance: includes the labor, material, administration, personnel, equipment and utilities necessary to maintain public streets, streetlights and associated appurtenant facilities for, within, or associated with the City or the CFD, including City overhead costs associated with providing such services within the CFD.

The cost of the Services shall include incidental expenses, including, but not limited to, the costs associated with forming the CFD, determination of the amount of the Special Taxes, collection of the Special Taxes, payment of the Special Taxes, and costs incurred in order to carry out the authorized purposes of the CFD.

All Services shall be provided by the City of Hanford, with its own forces or by contract with third parties, or any combination thereof, to be determined entirely by the City of Hanford.

Nothing in this description of Services or any Resolution of the City Council shall be construed as committing the City or the CFD to provide all of the authorized Services. The provision of Services shall be subject to the successful formation of the CFD and the availability of sufficient proceeds of special taxes within the CFD.

Substitution of Services

The description of the Services, as set forth herein, is general in its nature. The final nature of the Services will be determined upon the City's approval of services. The approval thereof may show substitutes in lieu of, or modification to, the proposed Services in order to provide the public maintenance services necessitated by development occurring in the CFD, and any such substitution shall not be a change or modification in the proceedings as long as such substitute Services serve a function or provide a service substantially similar to that function served or the service provided by the Services described in this Report.

III. COST ESTIMATE

Cost Estimates for Services

The CFD is being formed to mitigate the financial impact of providing additional Public Maintenance Services created by new development in the City. The initial Maximum Special Tax that may be levied annually for each land use type is shown in Table 1 of the Rate and Method of Apportionment.

For each fiscal year following the Base Year (Fiscal Year 2026/27), the initial Maximum Special Tax rates shall be automatically increased in accordance with the Annual Escalation Factor.

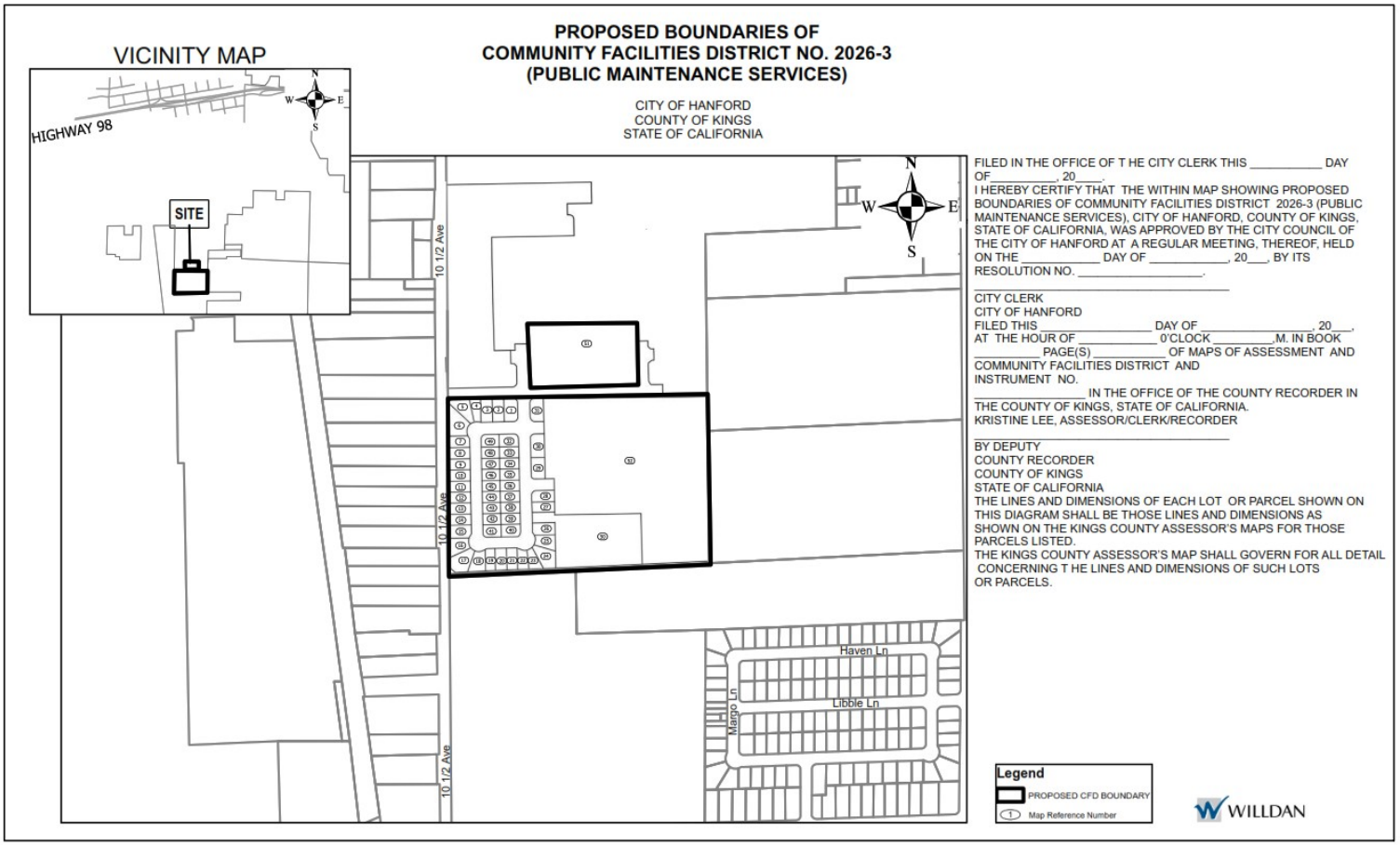
The budget below represents the estimated cost of Services within the CFD. The City's budget was used to calculate the initial CFD Budget for Fiscal Year 2026/27 and Special Tax rates and was the basis for the amount necessary to pay for the CFD's proportionate share of the Services, which are in addition to the Services already provided to the area, if any, before the CFD was created. The budget is expected to increase as annexations to the CFD occur.

Description	CFD 2026-3 Fiscal Year 2026/27 Estimated Budget
City-wide Park Maintenance Impact	$3,500
New Park Maintenance	178,000
Streetlight Maintenance and Utilities	13,400
Landscaping Maintenance and Utilities	38,300
Drainage Maintenance	6,600
Street Maintenance	106,700
Reserve and Future Rehabilitation	55,000
CFD Administration	8,000
Total	**$409,500**

The estimated budget may increase after Fiscal Year 2026/27 due to new development and cost inflation.

IV. DESCRIPTION OF BOUNDARIES

A description of the exterior boundaries of the territory proposed for inclusion in the CFD, including properties and parcels of land proposed to be subject to the levy of a special tax by the CFD, is as shown on the boundary map designated as "PROPOSED BOUNDARIES OF COMMUNITY FACILITIES DISTRICT NO. 2026-3 (PUBLIC MAINTENANCE SERVICES)," which is on file in the office of the City Clerk and is shown as follows for reference.



V. RATE AND METHOD OF APPORTIONMENT

A Special Tax of City of Hanford Community Facilities District No. 2026-3 (Public Maintenance Services) ("CFD") shall be levied on all Assessor's Parcels within the CFD and collected each Fiscal Year commencing in Fiscal Year 2026/27 in an amount determined by the Special Tax Administrator through the application of the rate and method of apportionment of the Special Tax set forth below. All of the real property in the CFD, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Act" means the Mello-Roos Community Facilities Act of 1982, being Chapter 2.5, Part 1, Division 2 of Title 5 of the Government Code of the State of California, as amended.

"Administrative Expenses" means the following actual or reasonably estimated costs incurred by the City as administrator of the CFD, provided that such costs are directly related to administration of the CFD: costs to determine, levy and collect the Special Taxes, including an allocable share of the salaries and benefits of City employees, the fees of consultants, and legal counsel; the costs of collecting installments of the Special Taxes upon the general tax rolls, including any charges levied by County departments; and the preparation of required reports and any other costs required to administer the CFD in accordance with the Act, as determined by the City.

"Annual Escalation Factor" means the greater of (i) four percent (4%) or (ii) the annual percentage increase in the Consumer Price Index for All Urban Consumers for San Francisco-Oakland-San Jose Area as determined by the Bureau of Labor Statistics. If said index is discontinued, then an alternative index may be used as determined by the Special Tax Administrator.

"Assessor's Parcel" means a Lot or parcel of land shown on an Assessor's Parcel Map with a parcel number assigned by the Assessor of the County that corresponds to a number shown on the County Assessor's roll.

"Assessor's Parcel Map" means an official map of the Assessor of the County designating parcels by Assessor's Parcel number.

"Attached Residential" means an Assessor's Parcel of Developed Property, within the CFD for which a Building Permit has been issued for purposes of constructing a residential structure or structures sharing common walls and/or common spaces, qualified as Attached Residential at the City's discretion, consisting of two or more

Dwelling Units, including, but not limited to duplexes, triplexes, and apartment units, as of June 30th preceding the Fiscal Year in which the Special Tax is being levied.

“Base Year” means Fiscal Year 2026/27.

“Building Permit” means a permit issued for new construction of a residential or non-residential structure following the formation of the CFD. For purposes of this definition, “Building Permit” shall not include permits issued solely for grading, utility improvements, or other such improvements that are constructed and installed and are not intended for human occupancy.

“CFD” means City of Hanford Community Facilities District No. 2026-3 (Public Maintenance Services).

“City” means the City of Hanford.

“City Clerk” means the City Clerk for the City or his or her designee.

"Commercial Property" means, in any Fiscal Year, all Developed Property for which a Building Permit was issued on or prior to June 30th preceding the Fiscal Year in which the Special Tax is being levied for a commercial establishment which includes, but is not limited to, retail stores, clothing stores, book stores, drug stores, professional services (i.e., barber shops, dry cleaners), non-warehouse public storage facilities, restaurants, supermarkets, hospitals, movie theaters, appliance and electronic stores, home supply stores, auto parts stores, and other businesses providing such products and services. The City shall make the determination as to whether a Parcel is Commercial Property.

“Council” means the City Council of the City, acting as the legislative body of the CFD.

“County” means the County of Kings, California.

“Detached Residential” means an Assessors’ Parcel of Developed Property within the CFD, for which a Building Permit has been issued for purposes of constructing a residential structure consisting of one single-family detached Dwelling Unit, including Mobile Homes, as of June 30th preceding the Fiscal Year in which the Special Tax is being levied.

“Developed Property” means, for Detached Residential or Attached Residential, an Assessor’s Parcel within the CFD for which a Building Permit was issued on or prior to June 30th preceding the Fiscal Year in which the Special Tax is being levied, based on the number of Dwelling Units or Building Square Footage, as applicable, per City or County records for that Assessor’s Parcel.

“Drainage Maintenance Requirement” means for any Fiscal Year in which the Special Taxes are levied, the amount equal to the budgeted costs for providing the labor, material, testing, reporting, remediation, permitting, general administration, personnel, equipment and utilities necessary to maintain public drainage improvements for, within, or associated with the CFD, including drain inlets, filters, detention basin, storm drain pipeline, and associated appurtenant facilities located within, or associated with, the CFD.

“Dwelling Unit” means each separate residential unit that comprises an independent facility capable of conveyance or rental separate from adjacent residential units, in which a person or persons may live, which comprises an independent facility and is not considered to be for non-residential use only, and as defined in the City of Hanford's Municipal Code.

“Exempt Property” means for each Fiscal Year, an Assessor's Parcel within the CFD not subject to the Special Tax. Exempt Property includes: (i) Public Property, (ii) Property Owner Association Property, (iii) Assessor’s Parcels with public or utility easements making impractical their utilization for other than the purposes set forth in the easement such as railroad parcels, roads and landscape lots, (iv) property reasonably designated by the City or Special Tax Administrator as Exempt Property due to deed restrictions, conservation easement, or similar factors that may make development of such property impractical for human occupancy, and (v) Welfare Exemption Property.

“Final Map” means an Assessor’s Parcel Map, a Final Subdivision Map, parcel map, condominium plan, or any other map functionally considered to be an equivalent development map that has been recorded in the Office of the County Recorder.

“Fiscal Year” means the period starting July 1 and ending on the following June 30.

"Industrial Property" means, in any Fiscal Year, all Developed Property for which a Building Permit was issued on or prior to June 30th preceding the Fiscal Year in which the Special Tax is being levied for construction of an industrial, manufacturing, or warehousing structure. The City shall make the determination as to whether a Parcel is Industrial Property.

"Institutional Property" means, in any Fiscal Year, all Developed Property for which a Building Permit was issued on or prior to June 30th preceding the Fiscal Year in which the Special Tax is being levied for construction of an institutional property, including but not limited to private schools, educational centers, child daycares, convalescent centers, hospice care centers, and property used for religious purposes. The City shall make the determination as to whether a Parcel is Institutional Property.

“Landscaping and Lighting Maintenance Requirement” means for any Fiscal Year in which the Special Taxes are levied, the amount equal to the budgeted costs for

providing landscaping and lighting maintenance within, or associated with the CFD, including the labor, material, administration, personnel, equipment and utilities (i.e., water and power) necessary to maintain public landscaping and lighting improvements for, within, or associated with the CFD, including trees, turf, ground cover, shrubs, weed removal, irrigation systems, sidewalk, drainage facilities, lighting, signs, monuments, graffiti removal, walkways, and associated appurtenant facilities located within, or associated with, the CFD.

"Land Use Class" means any of the classes listed in Table 1 and defined herein.

"Lot" means an individual legal lot created by an Assessor's Parcel Map or Final Map.

"Maximum Special Tax" means the maximum Special Tax, determined in accordance with Section C below, that can be levied by the CFD in any Fiscal Year on any Assessor's Parcel.

"Mobile Home" means a vehicle designed and equipped for human habitation as defined by the California Health & Safety Code § 18008.

"Park" means a public park, open space, trail, dog park dedicated to and/or managed by the City of Hanford.

"Park Maintenance Requirement" means, for any Fiscal Year in which the Special Taxes are levied, the amount equal to the budgeted costs for providing park maintenance services within, or associated with the City or the CFD, including but not limited to (i) the costs of contracting for park maintenance services, including trees, plant material, restrooms, irrigation systems, sidewalks, drainage facilities, weed control, lighting, and parking lot maintenance, (ii) the salaries and benefits of City staff, including maintenance staff, that directly provide park maintenance services, (iii) the expense related to equipment, apparatus, and supplies related to these services and authorized by the Act, (iv) utility costs such as water, sewer, lighting and power and (v) City overhead costs associated with providing such services.

"Property Owner Association Property" means, for each Fiscal Year, any property within the CFD that is owned by, or irrevocably dedicated as indicated in an instrument recorded with the County Recorder, to a property owner association, including any master or sub-association, which consists of property owned in common by owners of surrounding properties and it is intended for use for community purposes.

"Proportionately" means, for Developed Property, that the ratio of the actual Special Tax levied per Assessor's Parcel of Developed Property to the Maximum Special Tax per Assessor's Parcel of Developed Property is equal for all Assessor's Parcels of Developed Property. "Proportionately" means, for Undeveloped Property, that the ratio of the actual Special Tax levied per Assessor's Parcel of Undeveloped Property to the

Maximum Special Tax per Assessor's Parcel of Undeveloped Property is equal for all Assessor's Parcels of Undeveloped Property.

"Public Property" means, in any Fiscal Year: (i) all Parcels within the boundaries of the CFD that are owned by or irrevocably offered for dedication to the federal government, the State of California, the City or any other public agency; provided, however, that Taxable City Property shall not be categorized as Public Property, and any property leased by a public agency to a private entity and subject to taxation under Section 53340.1 of the Act (as such section may be amended or replaced) shall be taxed and classified in accordance with its use; and (ii) all Parcels within the boundaries of the CFD that are encumbered by an unmanned utility easement making impractical its utilization for other than the purpose set forth in the easement.

"Reserve Fund" means a fund that shall be created and maintained for the CFD for each Fiscal Year to provide necessary cash flow to cover maintenance and operational cost overruns, and delinquencies in the payment of Special Taxes.

"Special Tax" means the Special Tax to be levied in each Fiscal Year on each Assessor's Parcel of Taxable Property to fund the Special Tax Requirement, and shall include Special Taxes levied or to be levied under Sections C and D, below.

"Special Tax Administrator" means an official of the City, or designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

"Special Tax Requirement" means the sum of (i) Streetscape and Landscape Maintenance Requirement, (ii) Administrative Expenses of the CFD, and (iii) and any amounts required to establish or replenish a Reserve Fund for that Fiscal Year.

"State" means the State of California.

"Street Maintenance Requirement" means, for any Fiscal Year in which the Special Taxes are levied, the amount equal to the budgeted costs for providing the labor, material, administration, personnel, equipment and utilities necessary to maintain public streets, streetlights and associated appurtenant facilities for, within, or associated with the CFD, including City overhead costs associated with providing such services within the CFD.

"Streetscape and Landscape Maintenance Requirement" means the sum of the Landscaping and Lighting Maintenance Requirement, the Park Maintenance Requirement, the Street Maintenance Requirement, and the Drainage Maintenance Requirement.

"Taxable Property" means all Assessor's Parcels of Developed Property and Undeveloped Property within the CFD that are not Exempt from the Special Tax pursuant to law or as defined herein.

"Undeveloped Property" means, for each Fiscal Year, an Assessor's Parcel within the CFD for which a Building Permit has not been issued on or prior to June 30th preceding the Fiscal Year in which the Special Tax is being levied and is not classified as Exempt Property.

"Welfare Exemption Property" means, in any Fiscal Year, any Parcels that have received a welfare exemption under subdivision (g) of Section 214 of the Revenue and Taxation Code and for which such welfare exemption is still in place.

B. ASSIGNMENT TO LAND USE CATEGORIES

For each Fiscal Year, commencing with Fiscal Year 2026/27, using the definitions above, each Assessor's Parcel within the CFD shall be classified as Taxable Property or Exempt Property. In addition, each Fiscal Year, beginning with Fiscal Year 2026/27, Taxable Property shall be further classified as Attached Residential, Detached Residential, Commercial Property, Industrial Property, Institutional Property, Mixed-use Property or Undeveloped Property.

C. MAXIMUM SPECIAL TAX RATE

1. *Taxable Property*

Table 1
Maximum Special Tax for Taxable Property
Community Facilities District No. 2026-3 (Public Maintenance Services)
Fiscal Year 2026/27

Land Use Class	Description	Maximum Special Tax
1	Detached Residential	$896.00 per Dwelling Unit
2	Attached Residential	$582.40 per Dwelling Unit
3	Commercial Property	$0.810 per square foot of Non-Residential Floor Area
4	Industrial Property	$1.042 per square foot of Non-Residential Floor Area
5	Institutional Property	$0.579 per square foot of Non-Residential Floor Area
6	Mixed-Use Property	Sum of Maximum Special Tax for each applicable Land Use Class
7	Undeveloped Property	$4,655.16 per Lot Acre

For each Fiscal Year following the Base Year, the Maximum Special Tax rates in Table 1 shall be increased by the Annual Escalation Factor. Additional Land Use Classes, and the corresponding Maximum Special Tax of each new Land Use Class, may be added to Table 1 as a result of future annexations or if future annexations involve a new Land Use Class.

2. ***Exempt Property***

No Special Tax shall be levied on Exempt Property as defined in Section A.

For each Fiscal Year, if the use or ownership of an Assessor's Parcel of Exempt Property changes so that such Assessor's Parcel is no longer classified as one of the uses set forth in Section A, therefore making such Assessor's Parcel no longer eligible to be classified as Exempt Property, such Assessor's Parcel shall be deemed to be Taxable Property and shall be taxed pursuant to the provisions of Section C.1. and the definitions herein.

D. METHOD OF APPORTIONMENT OF THE SPECIAL TAX

Commencing Fiscal Year 2026/27, and for each subsequent Fiscal Year, the Special Tax Administrator shall calculate the Special Tax Requirement based on the definitions in Section A and levy the Special Tax as follows until the amount of the Special Tax levied equals the Special Tax Requirement:

Step 1: The Special Tax shall be Proportionately levied each Fiscal Year on each Assessor's Parcel of Developed Property up to 100% of the applicable Maximum Special Tax to meet the Special Tax Requirement. The applicable Maximum Special Tax shall be based on the Developed Property's classification as Detached Residential, Attached Residential, Commercial, Industrial, Institutional or Mixed-Use.

Step 2: If after applying the method of apportionment in Step 1, if additional funds are needed to satisfy the Special Tax Requirement, the Special Tax shall be Proportionately levied each Fiscal Year on each Assessor's Parcel of Undeveloped Property up to 100% of the applicable Maximum Special Tax to meet the remainder of the Special Tax Requirement needed.

E. APPEALS

Any landowner who pays the Special Tax and believes that the amount of the Special Tax levied on their Assessor's Parcel is in error shall first consult with the Special Tax Administrator regarding such error. If following such consultation, the Special Tax Administrator determines that an error has occurred, the Special Tax Administrator may amend the amount of the Special Tax levied on such Assessor's Parcel. If following

such consultation and action, if any, the landowner believes such error still exists, such person may file a written notice with the City Clerk of the City appealing the amount of the Special Tax levied on such Assessor's Parcel. Upon the receipt of any such written notice, the City Clerk shall forward a copy of such notice to the City Finance Director, who shall either (1) refer the matter to the City's existing hearing board for administrative appeals; or (2) establish as part of the proceedings and administration of the CFD, a special three-member Review/Appeal Committee. The Review/Appeal Committee may establish such procedures, as it deems necessary to undertake the review of any such appeal. The hearing board or Review/Appeal Committee shall interpret this Rate and Method of Apportionment and make determinations relative to the annual administration of the Special Tax and any landowner appeals, as herein specified. The decision of the hearing board or Review/Appeal Committee shall be final and binding to all persons.

F. MANNER OF COLLECTION

Special Taxes levied pursuant to Section D above shall be collected in the same manner and at the same time as ordinary ad valorem property taxes, provided however that (i) the CFD may directly bill the Special Tax, and (ii) the CFD may collect Special Taxes at a different time or in a different manner if necessary to meet the financial obligations of the CFD or as otherwise determined appropriate by the City Council.

G. TERM OF SPECIAL TAX

Taxable Property in the CFD shall remain subject to the Special Tax in perpetuity or until the City Council takes appropriate actions to terminate the Special Tax pursuant to the Act.

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Make a determination for Unmet Transit Needs there are no areas within the City of Hanford with unmet public transit needs which could reasonably be met by the expansion of the existing transit system or by the establishment of a new system, Adopt Resolution No.26-09-R regarding the public transit needs within the City of Hanford, Approve the filing of a Notice of Exemption document, and Authorize the City Manager to sign and submit a claim for the TDA/LTF funds and any subsequent amended claims.

RECOMMENDATION:

Recommendation:

1. Make a determination that based on the City's financial participation in and support of the existing KCAPTA transit system, there are no areas within the City of Hanford with unmet public transit needs which could reasonably be met by the expansion of the existing transit system or by the establishment of a new system;
2. Adopt the attached Resolution No. 26-09-R regarding the public transit needs within the City of Hanford and authorizing the filing of a claim for LTF funds;
3. Approve the filing of the attached Notice of Exemption to certify that the approved Capital Improvement Projects to be constructed with the LTF funds are Categorically Exempt from the California Environmental Quality Act;
4. Authorize the City Manager to sign and submit the claim for LTF funds in June and any subsequent amended claims required.

Recommended Motion:

I make a motion to:

1. Make a determination, based on the City's financial participation in and support of the existing KCAPTA system that there are no areas within the City of Hanford with unmet public transit needs which could reasonably be met by the expansion of the transit system or by the establishment of a new system;
2. Adopt the attached Resolution No. 26-09-R regarding the public transit needs within the City of Hanford and authorize the filing of a claim for LTF funds;
3. Approve the filing of the attached Notice of Exemption to certify that the approved Capital Improvement Projects to be constructed with the LTF funds are Categorically Exempt from the California Environmental Quality Act.

4. Authorize the City Manager to sign and submit the claim for LTF funds in June and any subsequent amended claims required.

BACKGROUND:

One of the responsibilities of the Kings County Association of Governments (KCAG) is to administer the Transportation Development Act (TDA) State funds available to Kings County. TDA funds are composed of Local Transportation Funds (LTF) and State Transit Assistance (STA) funds that must be used for street and road repairs, maintenance, or minor alteration of existing street projects. The amounts to be distributed are determined and distributed after KCAPTA holds public hearings to determine if there are any unmet transit needs in the jurisdictions, and they receive a list of the proposed projects to be funded that meet environmental requirements. KCAPA will be holding public hearing meetings in April and May 2026.

Prior to the KCAPTA Public Hearing on unmet transit needs, the City is required to adopt Resolution 26-09-R **(Attachment 1)** stating the City's determination on unmet transit needs. We also must file the required CEQA Environmental document **(Attachment 2)** by April 1st, 2026.

Resolution 26-09-R states that, based on the city's membership and contributions to KCAPTA to provide public transportation for the City of Hanford, the service is currently meeting all transit needs that are reasonable to be met. Additionally, the resolution states that the allocated funding will be used for local streets and roads maintenance that are Categorically Exempt from environmental review through CEQA and permits the City Manager to sign and submit a claim for LTF funding and any subsequent amended claims required.

CEQA Guidelines Title 14, Section 15301(c) of the California Code Regulations, provides a categorical exemption from environmental review for the operation, repair, maintenance, or minor alteration of existing public/private highways, streets, sidewalks, gutters, and bicycle/pedestrian trails. It requires negligible or no expansion of use, covering activities like road grading for safety, adding bike lanes, or installing transit improvements that do not create new vehicle lanes. The attached CEQA Notice of Exemption lists the approved Capital Improvement Projects that will use LTF funds for FY 2026/27.

As shown below and in the attached KCAG Technical Advisory Committee meeting agenda **(Attachment 3)** the estimated FY 26/27 allocations for King County are $6,400,000. Jurisdictional allocations are distributed based on population and are summarized below. The preliminary allocation for the City of Hanford is $2,544,710. The final distribution of LTF funds will be determined based on the KCAPTA Public Hearing findings and if additional funds will be allocated to unmet transit needs prior to distribution.

	Population	Apportionment
City of Avenal	8.6453%	$ 553,299
City of Corcoran	14.0324%	$ 898,074
City of Hanford	**39.7611%**	**$2,544,710**
City of Lemoore	17.9800%	$1,150,720
County of Kings	19.5812%	$1,253,197
	100.0000%	$6,400,000

KCAPTA will distribute the LTF claim form after they hold their Public Hearing. The City Manager will

sign and authorize the LTF claim, and once funding is received, the city will allocate the LTF funds to various Capital Improvement Projects for road rehabilitation that are programmed in the approved CIP project list for FY 2026/2027.

The public is able to make comments at the KCAPTA Public Hearings being held on April 22, 2026 and May 27, 2026 at the Kings County Board of Supervisors Chambers, Administration Building 1, 1400 W. Lacey Blvd. where public comments will be accepted regarding unmet transit needs. If it is determined that there are reasonably accepted improvements to the County transit system, KCAPTA will allocate necessary TDA/LTF funds to improvements, and the cities in Kings County will receive reduced allocations.

FISCAL IMPACT:

The allocation funds of $2,544,710 to the City of Hanford are based on estimates and subject to adjustment. The funds will be deposited into the 0050 TDA Transportation Fund for use on the approved FY 2026/27 street rehabilitation projects Capital Improvement Program. KCAPTA is expected to distribute the LTF funds in July 2026.

ATTACHMENTS:

1. Resolution 26-09-R
2. Notice of Exemption 2026
3. KCAG Technical Advisory Committee Agenda 2/11/2026

RESOLUTION NO. 26-09-R

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD
REGARDING THE PUBLIC TRANSIT NEEDS WITHIN THE CITY OF HANFORD
AND AUTHORIZING THE FILING OF A CLAIM FOR LOCAL TRANSPORTATION FUNDS

At a regular meeting of the City Council of the City of Hanford, duly called and held on March 17th, 2026 it was moved by Council Member _____, and seconded by Council Member _____, and carried that the following resolution be adopted:

WHEREAS, the Transportation Development Act provides for Local Transportation Funds (LTF) for meeting transportation needs that can be reasonably met; and

WHEREAS, once public transportation needs are met, the balance of the LTF may be claimed for local streets and roads; and

WHEREAS, the City of Hanford has participated with the Kings County Area Public Transit Agency to provide public transportation for the City of Hanford; and

WHEREAS, the Kings County Area Public Transportation Authority Board, a joint powers authority, will conduct a Public Hearing on behalf of the City Council to determine if there are unmet transportation needs that are reasonable to meet; and

WHEREAS, the aforementioned service is currently meeting all transit needs that are reasonable to be met.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hanford does hereby find that, based on current evidence, there are no areas within the City of Hanford with unmet public transit needs which could reasonably be met by expansion of existing transportation systems or by establishing new systems.

BE IT FURTHER RESOLVED that the City Council of the City of Hanford claim the unused balance of the Local Transportation Funds, not used for public transportation and transportation planning, for maintenance of local streets and roads, and that per Public Resources Code, Title 14, Section 14104(c), rehabilitation and reconstruction of roadways within existing rights of way is categorically exempt from environmental review, and that the City Manager is authorized to sign and submit the claim for funds and any subsequent amended claims required.

Passed and Adopted at a regular meeting of the City Council of the City of Hanford duly called and held on the 17th day of March, 2026, by the following vote:

AYES: Council Member _____

_____

_____

_____

_____

NOES: Council Member _____

ABSTAIN: Council Member _____

ABSENT: Council Member _____

_____
Mark Kairis, Mayor

ATTEST: _____
City Clerk

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss
CITY OF HANFORD)

I, NATALIE CORRAL, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted by the City Council of the City of Hanford at a regular meeting thereof held on the 17th day of March, 2026.

Dated: March 17, 2026

_____
Natalie Corral, City Clerk

GOV CODE ~~6103~~ 27383

Notice of Exemption

To: ☐ Office of Planning and Research
P.O. Box 3044, Room 212
Sacramento, CA 95812-3044

☒ County Clerk
County of Kings
Kings County Government Center
Hanford, CA 93230

From: City of Hanford – Public Works
900 S. 10th Avenue
Hanford, CA 93230

ORIGINAL FILED

FEB 23 2026

KRISTINE LEE
KINGS COUNTY CLERK

I declare, under penalty of perjury, that on the date below I posted a copy of this notice in the office of the County Clerk that said notice remained posted for 30 days.
Date 02/23/2026
KRISTINE LEE, County Clerk Recorder
By [signature] Deputy

Project Title: Streets and Roads Maintenance and Rehabilitation

Project Locations – Various Pavement Resurfacing Treatments on various city streets within city right of way in the City of Hanford; including but not limited to Grangeville Blvd from Mustang Dr. to Tank 6; Mall Dr. from 12th Ave. to Lacey Blvd.; Centennial Dr. from Lacey Blvd to Marrit St.; Campus Dr. from Lacey Blvd. to Sixth St.

Project Location – City: Hanford **Project Location** – County: Kings County

Description of Nature, Purpose and Beneficiaries of Project:

Street maintenance, rehabilitation, repairs, and minor alterations to various existing streets withing current city right of way, including streets, sidewalks, gutters, bicycle lanes which do not create additional vehicle travel lanes benefitting the residents street users of the City of Hanford.

Name of Public Agency Approving Project: City of Hanford

Name of Person or Agency Carrying Out Project: City of Hanford, Public Works Department

Exempt Status: **(check one)**

- ☐ Ministerial (Sec. 21080 (b) (1); 15268);
- ☐ Declared Emergency (Sec. 21080 (b) (3); 15269(a);
- ☐ Emergency Project (Sec. 21080 (b) (4); 15269(b) (c);
- ☒ Categorical Exemption State type and section number: (Sec. 15301 (c));
- ☐ Statutory Exemption. State code number: 15301 Existing Facilities
- ☐ Other (Sec. 1410 (c) Public Resources Code).

Reasons why project is exempt:

Street maintenance and construction within existing City rights of way is exempt per CEQA 15301 (c) – Existing highways and streets, sidewalks, gutter, bicycle and pedestrian trails and similar facilities.

Lead Agency
Contact Person: Lisa Dock Area Code/Telephone: (559) 585-2555

Signature: Lisa Dock Date: 2/19/26 Title: City Engineer

☐ Signed by Lead Agency Date received for filing at OPR: _____
☒ Signed by Applicant

GOVERNMENT CODE
SECTIONS 6103 and 27383

6103 Neither the state nor any county, city, district, or other political subdivision, nor any public officer or body, acting in his or her official capacity on behalf of the state, or any county, city, district, or other political subdivision, shall pay or deposit any fee for the filing of any document or paper, for the performance of any official service, or for the filing of any stipulation or agreement that may constitute an appearance in any court by any other party to the stipulation or agreement. This section does not apply to civil jury fees or civil jury deposits. This section does not apply to the State Compensation Insurance Fund or where a public officer is acting with reference to private assets or obligations that have come under that officer's jurisdiction by virtue of his or her office, or where it is specifically provided otherwise. No fee shall be charged for the filing of a confession of judgment in favor of any of the public agencies named in this section.

No fee shall be charged any of the public agencies named in this section to defray the costs of reporting services by court reporters. Such fees shall be recoverable as costs as provided in Section 6103.5. *(Amended by Stats. 2008, Ch. 218, Sec. 2. Effective January 1, 2009.)*

27383 No fee shall be charged by the recorder for services rendered to the State, to any municipality, county in the State or other political subdivision thereof, except for making a copy of a paper or record. *(Added by Stats. 1955, Ch. 488.)*

State of California - Department of Fish and Wildlife

2026 ENVIRONMENTAL DOCUMENT FILING FEE CASH RECEIPT

DFW 753.5a (REV. 01/01/26) Previously DFG 753.5a

RECEIPT NUMBER: 26-011

STATE CLEARINGHOUSE NUMBER *(If applicable)*

SEE INSTRUCTIONS ON REVERSE. TYPE OR PRINT CLEARLY.

LEAD AGENCY	LEAD AGENCY EMAIL	DATE
CITY OF HANFORD - PUBLIC WORKS		02/23/2026

COUNTY/STATE AGENCY OF FILING	DOCUMENT NUMBER
KINGS	

PROJECT TITLE

STREET AND ROADS MAINTENANCE AND REHABILITATION

PROJECT APPLICANT NAME	PROJECT APPLICANT EMAIL	PHONE NUMBER
CITY OF HANFORD		(559) 585-2555

PROJECT APPLICANT ADDRESS	CITY	STATE	ZIP CODE
900 S. 10TH AVENUE	HANFORD	CA	93230

PROJECT APPLICANT *(Check appropriate box)*

☒ Local Public Agency ☐ School District ☐ Other Special District ☐ State Agency ☐ Private Entity

CHECK APPLICABLE FEES:

☐ Environmental Impact Report (EIR)	$4,227.50	$
☐ Mitigated/Negative Declaration (MND)(ND)	$3,043.75	$
☐ Certified Regulatory Program (CRP) document - payment due directly to CDFW	$1,437.25	$

☒ Exempt from fee

- ☒ Notice of Exemption (attach)
- ☐ CDFW No Effect Determination (attach)

☐ Fee previously paid (attach previously issued cash receipt copy)

☐ Water Right Application or Petition Fee (State Water Resources Control Board only)	$850.00	$
☐ County documentary handling fee		$
☐ Other		$

PAYMENT METHOD:

☐ Cash ☐ Credit ☐ Check ☒ Other **TOTAL RECEIVED** $ $0.00

SIGNATURE	AGENCY OF FILING PRINTED NAME AND TITLE
x Desiree Cuevas	Desiree Cuevas, Deputy County Clerk/Recorder

Kings County
Association of Governments

210 E. 7th Street, Suite 202
Hanford, CA 93230
Tel. (559) 852-2654
Fax (559) 852-4433
www.kingscog.org

Member Agencies: Cities of Avenal, Corcoran, Hanford and Lemoore, County of Kings

In compliance with the Americans with Disabilities Act, if, you need special assistance to participate in this meeting please contact the KCAG Office at (559) 852-2654 by 4:00 on the Friday prior to this meeting. Agenda backup information and any public records provided to the Board after the posting of the agenda for this meeting will be available for public review at 210 E. 7th Street, Suite 202, Hanford, CA. In addition, most documents will be posted on www.kingscog.org

M E E T I N G

Agenda: **Kings County Association of Governments**
Technical Advisory Committee

Place: **In-Person**
Kings County Association of Governments
210 E. 7th Street, Suite 202
Second Floor KCAG Conference Room
Hanford, CA 93230

Zoom Meeting
Meeting ID: 599 973 9795, Passcode: 93245
https://zoom.us/j/5999739795?pwd=Mk9jUDlUR1VCVUt6RDZGTHROSUpFUT09

Phone only 1-669-900-6833

Time: 1:30 p.m., Wednesday, February 11, 2026

KINGS COUNTY ASSOCIATION OF GOVERNMENTS
PUBLIC MEETING PROTOCOL

KCAG hereby provides notice that effective April 1, 2022 it will return to in-person and public meetings.

Members of the public who wish to participate in this meeting can do so in one of the following three ways: (1) by attending the meeting in person, (2) via Zoom Meeting, or (3) by submitting written comments on any matter within the KCAG Technical Advisory Committee's subject matter jurisdiction, regardless of whether it is on the agenda for KCAG Technical Advisory Committee consideration or action and those written comments will be entered into the administrative record of the meeting. To submit written comments by U.S. Mail or e-mail for inclusion in the meeting record, they must be received by the KCAG Office no later than 11:00 a.m. on the day of the noticed meeting. To submit written comments by e-mail, please forward them to Terri.King@co.kings.ca.us. To submit such comments by U.S. Mail, please forward them to KCAG, at 210 E. 7th Street, Suite 202, Hanford, CA 93230.

ITEM	PAGE	ACTION
I. CALL MEETING TO ORDER:		
A. Unscheduled Appearances		
B. Minutes		
1. Minutes of November 12, 2025	1-4	Action
II. TRANSPORTATION:		
A. Social Services Transportation Advisory Council Appointments	5-8	Action
B. FY 2026-27 Transportation Development Act Fund Estimates	9-10	Information

C. Draft FY 2026-27 Overall Work Program and Budget	11-14	Action
D. FFY 2024-25 Annual Federal Funds Obligation Report	15-24	Information

III. REGIONAL PLANNING:

None

IV. MISCELLANEOUS:

V. ADJOURNMENT: Next meeting scheduled for March 11, 2026.

Kings County
Association of Governments

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Tel. (559) 852-2654
Fax (559) 852-4433
www.kingscog.org

Member Agencies: Cities of Avenal, Corcoran, Hanford and Lemoore, County of Kings

TO: KCAG Technical Advisory Committee
FROM: Teresa Nickell, KCAG Staff
DATE: February 11, 2026

SUBJECT: FY 2026-27 Transportation Development Act Estimates

Introduction

One of the responsibilities of the Kings County Association of Governments (KCAG) is to administer Transportation Development Act (TDA) funds available to Kings County. TDA funds are composed of Local Transportation Funds (LTF) and State Transit Assistance (STA) funds. KCAG monitors the LTF, determines the annual apportionments, notifies the claimants, approves the apportionments, and allocates the funds. This memo is to provide you with a brief overview of the TDA process for FY 2026-27.

TDA Estimates

By January 31st of each year, the State Controller sends KCAG the estimate of STA funds to be allocated to Kings County during the next fiscal year. These funds are allocated to each county on the basis of a population formula and a revenue formula of transit operators. Based on the current State budget, there will be $1,455,715 in STA funds allocated to Kings County in FY 2026-27. This amount includes additional SB 1 funds for public transit.

By February 1st of each year, the Kings County Auditor provides an estimate to KCAG of LTF funds to be available for apportionment and allocation during the next fiscal year. The estimate of the FY 2026-27 LTF for KCAG member agencies is $6,400,000.

Advise Claimants

After KCAG receives the estimates provided by the State Controller and the County Auditor, KCAG must advise expected claimants of the area apportionments within the county by March 1st of each year. The apportionment to each claimant is based on the latest Department of Finance population estimates. The estimated shares of FY 2026-27 LTF for KCAG member agencies, based upon 2025 population figures, are as follows:

	Population	Apportionment
City of Avenal	8.6453%	$ 553,299
City of Corcoran	14.0324%	$ 898,074
City of Hanford	39.7611%	$ 2,544,710
City of Lemoore	17.9800%	$ 1,150,720
County of Kings	19.5812%	$ 1,253,197
	100.0000%	$ 6,400,000

Claimants File Claims

The claims and other required documentation from the claimants must be returned to KCAG by April 1st of each year. Each claimant is required to hold a public hearing and have both an adopted resolution, stating their findings on unmet transit needs before funds can be allocated for road purposes, and required environmental documents within their jurisdiction for streets and roads projects. The Kings County Area Public Transit Agency (KCAPTA) and the City of Corcoran must hold independent public hearings to gather input regarding unmet transit needs of their clients. To satisfy the public hearing requirements, both transit operators, KCAPTA and the City of Corcoran, are holding their own hearings in February and March 2026.

Priority Use of LTF Funds

After funding LTF administration, up to 2% may be claimed for pedestrian and bicycle facilities. The next priority for LTF money is support for public transportation systems. After all public transit needs have been met, the remaining LTF money can be claimed for transportation planning costs for KCAG through member agency contributions and for local streets and roads.

Unmet Transit Needs Public Hearing

Before funds can be allocated for street and road purposes, a public hearing must be conducted by the KCAG Transportation Policy Committee (TPC) to determine if there are unmet transit needs within Kings County that can be reasonably met. The public hearings will be conducted during the April and May KCAG TPC meetings. Approval of the TDA apportionments and allocation instructions, to the County Auditor, will be made by Resolution during the June TPC meeting.

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Authorization to apply for the FY26/27 Alcohol Policing Partnership (APP) Program grant through the California Department of Alcoholic Beverage Control (ABC) in the amount of $32,718.00 to be used for alcohol enforcement operation overtime costs and for the purchase of equipment for alcohol enforcement operations.

RECOMMENDATION:

Recommendation: Staff recommends that the City Council, by motion, authorize the Police Department to apply for the FY26/27 Alcohol Policing Partnership (APP) Program grant through the California Department of Alcoholic Beverage Control (ABC) in the amount of $32,718.00 to be used for alcohol enforcement operation overtime costs and for the purchase of equipment for alcohol enforcement operations.

Recommended Motion: I move to authorize the Police Department to apply for the FY26/27 Alcohol Policing Partnership (APP) Program grant through the California Department of Alcoholic Beverage Control (ABC) in the amount of $32,718.00 to be used for alcohol enforcement operation overtime costs and for the purchase of equipment for alcohol enforcement operations.

BACKGROUND:

The California Department of Alcoholic Beverage Control (ABC) is offering funding to law enforcement agencies through the Alcohol Policing Partnership (APP) Program. The purpose of the APP grant is to address alcohol-related crime in California by addressing problem businesses, keeping alcohol away from minors, and penalizing businesses that violate the law.

The Hanford Police Department (HPD) has previously been awarded the APP grant in FY24/25 and FY25/26. Previous grant funds were used for overtime costs for alcohol enforcement operations, such as Minor Decoy and Shoulder Tap operations. HPD has been successful in addressing alcohol-related crime during the previous grant cycles.

Staff is requesting to apply for the upcoming FY26/27 APP grant to continue to conduct alcohol enforcement operations within the City. The requested award amount is $32,718.00, which will be used for overtime salary costs for alcohol enforcement operations and for specialized equipment to be used during operations. The equipment includes a listening and recording device to document conversations during Minor Decoy operations and a night vision binocular camera system for use in low-light environments. Additionally, ABC requires that awarded agencies participate in the APP Conference and will reimburse travel costs and conference registration fees. The conference and travel costs are included in the requested award amount. The breakdown of the requested budget is

below:

Overtime	$27,208.00
Operating Expenses/Equipment	$3,010.00
Travel	$2,500.00
Total Requested Amount	**$32,718.00**

The application period for the FY26/27 APP grant will close on March 30, 2026. Staff has not submitted the application and will not proceed should City Council choose not to authorize the application.

Should HPD be awarded the grant, staff will bring an additional request to City Council to authorize the acceptance of the grant through a resolution approval and a budget appropriation for the awarded amount.

FISCAL IMPACT:

There is no fiscal impact as this item is for authorization to apply for the APP grant. Staff will request a budget appropriation at a later Council date if the grant is awarded.

ATTACHMENTS:

1. FY 26/27 ABC Grantee Handbook
2. ABC Budget Detail

ALCOHOL POLICING PARTNERSHIP (APP) PROGRAM

GRANTEE HANDBOOK

2026 – 2027

Gavin Newsom, *Governor*
State of California

Paul Tupy, *Director*
Department of Alcoholic Beverage Control

INTRODUCTION

This handbook is for law enforcement agencies that receive grant funds from the California Department of Alcoholic Beverage Control. It outlines the terms and conditions required of the Alcohol Policing Partnership (APP) Program.

Funded projects must administer their grants in accordance with these administrative and fiscal conditions. Failure to comply with these requirements may result in the withholding or disallowance of grant reimbursement payments, the reduction or termination of the grant award, and/or the denial of future grant awards. All agencies must also comply with the terms and conditions of the standard State contract and the Request for Proposals.

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I. FISCAL PROVISIONS

A. Allowable Costs

Local agencies shall be reimbursed for direct costs expended in support of this project as indicated in this chapter.

1. Salary Reimbursement

    a) Straight Time - Authorized personnel assigned to the project will be reimbursed for the actual time worked on the project at the actual salary paid to the employee by the local agency as long as that salary rate is the same as that paid to other employees in the same classification performing comparable duties. Personnel assigned to the project shall include a minimum of one sworn officer. Non-sworn personnel are excluded from reimbursement in this category.

    b) Overtime - Authorized overtime shall be reimbursed using the same criteria as specified above. However, non-sworn personnel can qualify for overtime reimbursement, while performing fiscal duties only.

3. Employee Benefit Reimbursement

    a) Straight Time - Actual costs of employer contributions or expenses for social security, federal and state tax, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Budgeted benefits cannot exceed those already established by the Applicant. However, benefit amount shall not exceed 30% of invoiced monthly salary (base rate) costs.

    b) Overtime – State Disability Insurance (SDI), federal and state tax are allowable budget items. However, any other benefits will need to be at the approved departments policy.

    Employee benefits are optional to include as part of the Budget.

4. Equipment

   Equipment purchases up to a total of **$2,500** shall be reimbursed. Each item of equipment proposed for purchase must be specified, must include an estimated quantity, cost, and purchased within the first six months of the grant and no later than December 31st. *See Resources section, Approved Equipment items on page 12.*

5. Operating Expense

   Operating expenses up to a total of **$2,500** shall be reimbursed. Allowable operating expense shall be limited to Decoy Operations, Shoulder Tap Operations, and Narcotic Investigations. The monies used under this section shall be reimbursed for the actual running of the operation, such as "buy money". Invoicing for a lump sum to be used throughout the grant year is not allowed. See Unallowable Cost.

6. Travel and Registration Fees

   Travel expenses and Registration fees up to a total of **$3,000** will be reimbursed. Travel costs are allowable for expenses relating to registration fees, transportation, lodging, and meals which is limited to expenses resulting from in-person attendance at the required APP Conference.

   Travel expenses and Registration Fees incurred by local agency employees must be in accordance with the State of California travel policies and procedures,

   https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx

   a. Transportation Costs – Transportation costs are paid only for conference-related expenses. Airfare, taxi, rental car, etc. amounts are limited to actual cost as supported by receipt. Private vehicle mileage will be based on the current Federal Standard Mileage Reimbursement Rate.

   b. Meal Costs – Reimbursable amounts for meals must be in accordance with the State of California travel policies and procedures and must include receipt.

   c. Lodging Costs – Shall be reimbursable at the conference rate.

d. Registration Fees – A $325.00 conference registration fee will be charged for each attendee. **Fee to be paid prior to conference date.**

e. Attendees – Two sworn officers assigned to grant. Non-sworn staff may attend if only one sworn officer is attending, and space is permitted.

B. Unallowable Costs

All costs not mentioned above are the responsibility of the local agency and are not reimbursable. This includes administrative overhead/indirect costs, supplies, evidence purchases, etc. Examples of various excluded items but not limited to; weapons, window tinting, gasoline, decoy stipends, office supplies, toll booth fees, Code-3 equipment, and court hours.

C. Budget Detail

c. Local agencies must submit a proposed budget for this project not to exceed $100,000 as indicated in this chapter. (See sample budget detail.)

d. The budget must detail the number of positions by classification, pay rate, and estimated hours to be assigned to the project and total personnel costs for the grant period. Compensatory Time Off (CTO) is not an allowable cost.

e. Employee benefits may be included for the grant period in an amount not to exceed thirty percent (30%) of invoiced monthly salary costs. Overtime benefits should only include federal, state and medicare taxes.

f. Each item of operating expenses and equipment must be specified and must include an estimated cost.

D. Claims for Reimbursement

Local agencies must submit invoices on a **monthly basis due the 15th of each month**, to receive payments from the State. The invoices shall be in the format as specified by the State. Months with zero operations resulting in a zero-dollar reimbursement, must submit an invoice for zero dollars. All invoices must be signed with an original signature (wet or electronic).

E. Records

Applicant agencies shall maintain detailed records to substantiate the amounts claimed for reimbursement. These records (time sheets, payroll records, accounting reports, daily activity reports, receipts/invoices for all other expenses) must be maintained for a period of three years from the date of receipt of the final payment for the grant period and must be made available for review by the State upon request.

Local agencies shall refund to the State any amounts claimed for reimbursement and paid to local agencies disallowed by the State after audit of the records maintained by local agencies.

F. State Budget Act

Actual grant awards shall be contingent upon appropriation of funds for this project in the annual State Budget Act.

G. Procurement

Grantees may use their own procurement procedures for acquiring allowable equipment.

H. Sample Budget Detail

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST (Round budget amounts)
A. Personnel Services (Salaries, Overtime and Benefits)	
A.1 Straight Time:	
Officer I $2,600/mo. 100% $31,200	$31,200
A.2 Overtime:	
Overtime Est. 105 hours @ $25.00 per hour	$2,625
A.3 Benefits:	
Salary Benefits estimated at 30% x $31,200	$9,360
Overtime benefits (1.45% medicare)	$38
TOTAL PERSONNEL SERVICES	**$43,223**
B. Operating Expenses (Maximum of $2,500)	
Decoy Operations, Shoulder Tap Operations, and Narcotic Investigations "buy money."	$2,500
TOTAL OPERATING EXPENSES	**$2,500**
C. Equipment (Maximum of $2,500)	
(Equipment receipts required)	
Computer and monitor	$2,500
TOTAL EQUIPMENT	**$2,500**
D. Travel Expense/Registration Fees (Maximum of $3,000)	
Registration fee for July APP Conference two (2) attendees at $325 each	$650
Travel, per diem, and lodging for the July APP Conference	$2,350
TOTAL TRAVEL EXPENSE	**$3,000**
TOTAL BUDGET DETAIL, ALL CATEGORIES	**$51,223**

Note: This is a sample budget display only. Applicant agency is to specify the position classification titles used in their agency. Check dollar amount for accuracy and round all budget amounts to the nearest dollar, no cents.

II. IMPLEMENTATION AND CONTROL OF APPROVED PROJECTS

A. Notice of Approval

The following are the sequential steps the Department of Alcoholic Beverage Control will take in processing grant awards:

1. Applicant submits Request for Proposal (RFP) to ABC.
2. ABC receives RFP.
3. ABC pre-screens RFP for eligibility.
4. Selection committee reads and scores RFP.
5. Selection committee submits selection recommendations to the ABC Director.
6. ABC Director makes final decision.
7. ABC sends selection notification letter to all applicants, successful and unsuccessful.
8. ABC sends approved Standard Agreement (STD. 213) to grant applicant for signature and return to ABC.
9. ABC reviews and finalizes STD. 213 with signatures for completion.
10. Fully executed STD. 213 is sent to applicant.

B. Effective Date

The contract will show an effective date. Claims for reimbursement may be made only for costs incurred during the grant year. *No reimbursement will be provided for expenses incurred prior to start date or after end date of STD. 213.*

C. Project Director Responsibility

The Project Director is responsible for establishing operating procedures and controls which will ensure the adequate administration of the project in accordance with the terms of the contract. Emphasis should be given to:

1. Monitoring time frames stipulated in the STD. 213
2. Maintaining costs within the approved amounts for each category
3. Maintaining adequate records for validation of project progress and accountability for all funds expended on the project
4. Submission of required Project Reports (See Section III; Project Reports)
5. Conducting project evaluation

D. ABC Responsibility

ABC has the responsibility and authority to review and evaluate each project as deemed necessary. Such review and evaluation will be made to assist the grantee to understand and comply with the required procedures and to gain maximum benefits from the funds expended. Agencies should promptly notify their assigned ABC APP Agent concerning any changes or problems that arise.

E. Liaison with Other Agencies

ABC encourages meetings between agencies having similar projects in operation for the purpose of coordinating related activities. ABC can assist in coordinating such meetings and provide any information required, when requested.

F. Revision of Projects

Any revision requires prior approval of ABC. Documentation pertaining to requested project revisions must be submitted in writing and received by ABC prior to the effective date of the requested changes.

Project revisions include any changes in the project agreement that may be necessary to ensure the satisfactory completion of the project. Revisions may include budget changes, project director, or authorizing official changes, and any changes to objectives, project activities, schedules, etc.

All requests for a project revision must be initiated in writing by the applicant agency sent through the chain of command to the APP Unit Supervising Agent. This request must include a detailed explanation and justification for the change(s).

G. Cancellation of Projects

The ABC Supervising Agent-In-Charge of the APP Unit has the responsibility of recommending to the Director of ABC, the cancellation of any project which is not being implemented in accordance with applicable State laws or terms of the contract.

III. PROJECT REPORTS

A. Purpose

Funded projects are required to participate in data collection and submit progress reports on a timely basis. The purpose of the progress report is to provide the grantee and the Department of Alcoholic Beverage Control with an evaluation of the project's progress in achieving the objectives.

B. Submission

ABC requires all grantees to submit a Monthly Progress Report to the ABC Alcohol Policing Partnership (APP) Unit. The reports are due on the 15th of each month for the grantee's previous month's activities. Monthly Progress Report forms will be provided by ABC. The narrative portion will list the grantee's goals and objectives and state specific progress made for each goal/objective to date.

The narrative portion should be an accurate and thorough statement of project activities and progress during the month. The following items should be discussed in this summary:

1. What work was accomplished? Describe the various tasks that project personnel carried out towards their goals and objectives.

2. How much was accomplished? Press releases, etc.

3. Were there any problems encountered that affected the project progress? If so, what steps were taken to overcome these problems?

4. Is the work ahead of schedule, behind schedule, or on schedule?

5. How will any delay encountered affect the total project cost and time schedule?

Failure to submit Monthly Progress Reports on time can delay payment of claims for reimbursement.

IV. Resources

A. List of APP Grant Operations

1. Minor Decoy Operation
2. Shoulder Tap Operation
3. Annual Statewide Shoulder Tap Operation
4. IMPACT Inspections (# of ABC Licensed Premises)
5. IMPACT Operation (# of Operations)
6. ROSTF Inspection (# of ABC Licensed Premises)
7. ROSTF Operation (# of Operations)
8. Trap Door Operation(s)
9. Cops in Shops Operation(s)
10. LEAD Training (Host/Provide)
11. LEAD Training (Facilitate/Coordinate)
12. LEAD Training (Notify)
13. Press Release
14. Social Media Release
15. Public Service Announcement
16. Disorderly Operation(s)
17. Problematic ABC Premises Operation(s)
18. Undercover Operation(s)
19. Narcotics Operation(s)
20. Drink Solicitation Operation(s)
21. Plainclothes Operation(s)
22. General Enforcement Operation(s)
23. Multi-Agency Task Force Operation(s)
24. Drunk Decoy Operation(s)
25. Special Event Operation (Festival, Sporting Event, Concert, Fair…)
26. Saturation Patrol Operation(s)
27. Party Patrol Operation(s)
28. ABC Warrant Sweep Operation(s)
29. Roll Call ABC Training(s) to Officers/Deputies
30. Patrol Briefing(s) on ABC Laws
31. Alcohol Awareness Presentation (School, Community…)
32. Community Meeting/Outreach
33. ***Other: Provide a brief description (subject to approval)***

B. <u>List of Approved Equipment Items</u>

1. Agency attire to perform grant work (subject to approval)
2. Backpack
3. Binocular(s)
4. Bluetooth headphones
5. Camera
6. Digital scale
7. Dry gas
8. Flashlight
9. ID Checking Guide
10. ID Scanner
11. Laptop/Tablet
12. Listening & recording devices
13. Magnifier
14. PAS device
15. Recording/transmitting services during grant year only
16. Smart watches (Apple watch)
17. Transmitter
18. 2-way radio
19. Concealed carry (holsters, handcuff case, magazine holder)
20. Law enforcement outer carrier

**Items not listed will need pre-approval.*

SAMPLE
RESOLUTION OF THE GOVERNING BOARD

WHEREAS, THE (applicant) desires to undertake a certain project designated as (project title) to be funded in part from funds made available through the Alcohol Policing Partnership Program (APP) administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

NOW, THEREFORE, BE IT RESOLVED that the (designated official by title only) of the (County or City) is authorized to execute on behalf of (Governing Board) the attached contract, including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

IT IS AGREED that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

IT IS ALSO AGREED that this award is not subject to local hiring freezes.

I hereby certify that the foregoing is a true copy of the resolution adopted by the (governing body) of (unit of local government or organization) in a meeting thereof held on (date) by the following:

Vote:
Ayes:
Nays:
Absent:

Signature: _____ Date: _____
Typed Name and Title: _____

ATTEST Signature: _____ Date: _____
Typed Name and Title: _____

BUDGET DETAIL WORKSHEET

A. Personnel Services

Salaries

	Classification/Positions	Computation	Total Cost
1			
2			
3			
		SUBTOTAL	$ 0

Overtime

	Classification/Positions	Computation	Total Cost
1	Sergeant	88 hours x $89/hour	$ 7,832
2	Corporal	48 hours x $77/hour	$ 3,696
3	Officer	224 hours x $70/hour	$ 15,680
4			
5			
6			
		SUBTOTAL	$ 27,208

Benefits

	Classification/Positions	Computation	Total Cost
1			
2			
3			
4			
5			
		SUBTOTAL	$ 0

B. Operating Expenses and Equipment

Operating Expenses*

	Description	Computation	Total Cost
1	Decoy, Shoulder Tap Buy Money	1 x $750	$ 750
2			
	*maximum of $2,500.00	SUBTOTAL	$ 750

Equipment *

	Description	Computation	Total Cost
1	DJI Mic 3 Listening Device	1 @ $360	$ 360
2	ATN Night Vision Binox	1 @ $1900	$ 1,900
3			
	*maximum of $2,500.00	SUBTOTAL	$ 2,260

C. Travel Expenses *

	Description	Computation	Total Cost
1	APP Conference Registration Fee	2 x $325	$ 650
2	Transportation, Meal, Lodging	2 x $925	$ 1,850
3			
4			
	*APP Conference only. All travel cannot exceed current state rates.	SUBTOTAL	$ 2,500

GRAND TOTAL **$ 32,718**

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** CONSENT CALENDAR

SUBJECT:
Authorize acceptance and appropriation for the 2023 Homeland Security Grant Program (HSGP) through the Kings County Office Emergency Services (KCOES) in the amount of $20,000.00 for the purchase of a communications repeater and the City Manager to execute grant documents.

RECOMMENDATION:

Recommendation: Staff recommends that City Council, by motion authorize acceptance and appropriation for the 2023 Homeland Security Grant Program (HSGP) through the Kings County Office Emergency Services (KCOES) in the amount of $20,000.00 for the purchase of a communications repeater and the City Manager to execute grant documents.

Recommended Motion: I move to authorize acceptance and appropriation for the 2023 Homeland Security Grant Program (HSGP) through the Kings County Office Emergency Services (KCOES) in the amount of $20,000.00 for the purchase of a communications repeater and the City Manager to execute grant documents.

BACKGROUND:

In 2023 the Hanford Fire Department received the Homeland Security Grant Program (HSGP) through the Kings County Office of Emergency Services (KCOES) in the amount of $20,000.00 for the purchase of a communications repeater. Since then, the City has allocated $849,000 in funding for a city-wide Communications Project which is funded through Measure H revenue. A communications repeater is a device that receives a signal and then re-transmits it so the signal can travel further. The city needs a communication repeater to strengthen known weak signals and allow for proper communication between safety personnel.

One of the components of the Communications Project is a city-wide analysis on the current communication system which will be conducted through a third party consultant. The findings of this third party analysis are set to be reported to Fire Department staff before the grant performance period end date, May 31st, 2026. Depending on the findings of this analysis, the Hanford Fire Department will determine the best-suited repeater for the City's needs.

FISCAL IMPACT:

There is no fiscal impact. This item is fully funded through the already awarded 2023 Homeland Security Grant Program.

ATTACHMENTS:

1. FY2023 HSGP Award Letter

FY 2023
HOMELAND
SECURITY GRANT

City of Hanford Fire Department

BINDER CONTENTS

A. Sub-Recipient Grant Award Letter

B. Grant Award Workbook Page

C. Quick Tips

D. Reimbursement Request Packet

E. FY 2023 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity

F. California Supplement to the Federal Funding Opportunity Announcement and Application Kit

G. Kings County Award Letters

H. Approval Authority Contact List

I. SAM (Debarment) Requirements

J. DHS Financial Management Guide

K. FY 2023 SHSGP Sub-Recipient Grant Assurances

L. P25 Requirements (*Interoperable Communications projects only*)

M. SAFECOM Guidance (*Interoperable Communications projects only*)

N. Sole Source Request Form

KINGS COUNTY
OFFICE OF EMERGENCY SERVICES
280 Campus Drive • Hanford, California 93230
Phone: 559-852-2883 • Fax: 559-582-8261

January 23, 2025

Daniel Perkins
Fire Chief
Hanford Fire Department
350 W. Grangeville Blvd.
Hanford, CA 93230

Subject: **NOTIFICATION OF SUBRECIPIENT AWARD**
FY 2023 State Homeland Security Grant Program (SHSGP)
Subaward #: 2023-0042, Cal OES ID: 031-00000

Dear Chief Perkins,

Please accept this letter as the official award notice for the Hanford Fire Department from the FY 2023 State Homeland Security Grant Program, which allows for the expenditure of funds. A summary of your award status follows:

- **Project 007** – Hanford Fire Department (HFD) Repeater : $20,000 to procure a repeater.

Please see the attached Grant Award Workbook page for the approved equipment and corresponding AEL number(s). Your agency/department is only allowed to purchase equipment listed on this Grant Award Workbook page.

Sub-recipients must agree to the FY 2023 SHSGP Grant Assurances and provide a copy of its governing body resolution prior to receiving reimbursement by Kings County OES. If the fulfillment of the project involves contracts or contractors, the Grant Assurances must be provided to the contractor as an attachment, and contractors must abide by the restrictions therein.

Any activities requiring additional review (e.g., Environmental Planning and Historic Preservation, Allowability Requests, procurement of Aviation or Controlled Equipment, etc.) shall not incur costs until you receive written approval from Cal OES for those activities.

This subaward is subject to all provisions of 2 CFR Part 200, Subpart F - Audit Requirements. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

All invoices must be dated between September 1, 2023, and May 31, 2026, for your purchases to be eligible for reimbursement by Kings County OES. Kings County OES requests that all required documentation be submitted by May 31, 2026, to ensure sufficient time to process your paperwork.

Requests for reimbursement should be submitted via email: Daisy.Guizar@co.kings.ca.us

Please contact Daisy Guizar with any questions.

Sincerely Yours,

Daisy Guizar

Accounting Technician

Kings County Fire
Office of Emergency Services
280 Campus Drive
Hanford, CA 93230

559-852-2847
Daisy.Guizar@co.kings.ca.us

www.KingsOES.com

2023 HOMELAND SECURITY GRANT AWARD

SUBAWARD #: 2023-0042, CAL OES ID: 031-00000

EQUIPMENT AWARD FOR THE HANFORD FIRE DEPARTMENT

Project	Equipment Description & Quantity	AEL#	AEL Title	Discipline	Propose Vender	Total Cost	Hold Trigger
007	Repeater & Ancillary Equipment	06CP-01-REPT	Repeaters	Fire Service		$20,000	YES
						TOTAL AWARD AMOUNT	$20,000

QUICK TIPS
FOR HOMELAND SECURITY GRANT RECIPIENTS

Do NOT purchase anything until you have received an award letter from Kings County OES

- You must conduct a search on the System for Award Management (SAM) website prior to entering into an agreement with any vendor for HSGP-related expenses. Verification must be provided (i.e. printed search results) upon submission of a reimbursement request to show that the vendor was not debarred or suspended during the time of service for your awarded project(s). If it is discovered that the vendor was debarred or suspended during that time, your project will not be reimbursed.
- If your project involves/requires a contract, you must provide the contractor a copy of the Cal OES Standard Grant Assurances for that grant cycle, and stipulate that they must abide by the terms of those assurances.
- Your project may be placed on conditional hold by the State even though the grant was approved. DO NOT proceed with any part of your award purchase until you receive authorization from Kings County OES that the conditional hold has been released. This can be due to Sole Source or EHP reviews.
- All invoices must be dated after the date printed on the Kings County OES award letter or they will not be reimbursed.
- You may only purchase the equipment listed on the Equipment Workbook page provided with your award letter. Any deviation from the approved equipment and/or AEL number will not be reimbursed.
- A performance period is issued for each project. The ending date of the performance period is the ending date of your award. No purchases are allowed after this date.
- Environmental and Historic Preservation (EHP) reviews must be approved before you initiate the purchasing process. If documentation shows that purchases occurred prior to receiving EHP approval, those purchases will not be reimbursed.
- All public safety communications equipment must be P25-compliant. NO EXCEPTIONS.
- You must obtain a performance bond for any equipment item over $250,000 or any vehicle, aircraft or watercraft, funded with HSGP funds.

- Sole source procurements in excess of $100,000 must receive prior written approval. Interagency agreements between units of government are excluded from this provision.
- Maintenance contracts and warranties for equipment are allowable costs. You may purchase a maintenance contract or warranty at the time of procurement or at a later time to extend the useful life of the equipment. For example, you may purchase a maintenance contract or warranty from one fiscal year to cover equipment purchased with funding from a different fiscal year. Maintenance contracts must be purchased using funds from FEMA's preparedness grant programs. The term of the maintenance contract or warranty can exceed the period of performance of the grant to which the contract is being charged.
- Most equipment (technology or equipment costing over $5,000) must be tagged with an HSGP Inventory sticker issued by Kings County OES before reimbursement. If applicable to your project(s), you will receive a letter, sticker(s), and an inventory form to complete and return to Kings County OES.
- Sub-Recipients are responsible for replacing or repairing property and equipment which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records.
- Your equipment will be inventoried by Kings County OES every two years, and compliance is required. If anything is missing, lost or stolen, your department is responsible to replace it. This does not apply to expendable items, such as gloves, masks or other expendable personal protective equipment.
- Tips will not be reimbursed.
- Meals will not be reimbursed without prior Cal OES approval.
- Lodging will be reimbursed according to the Federal per diem rates set for the County and the season. Lodging will not be reimbursed at all if the rate exceeds the amount allowed by the United Sates General Services Administration, accessible at www.gsa.gov/perdiem.
- All training must be pre-approved and issued a training tracking number before any costs associated with that training can be incurred. Training Certificates must accompany your reimbursement request.

Kings County Office of Emergency Services
SUB-GRANTEE PASSTHROUGH TO LOCAL REIMBURSEMENT REQUEST
FY 2023 Homeland Security Grant Program (HSGP)
Award# 2023-0042, OES ID # 031-00000

*** Reimbursement Request Checklist must be completed and submitted with this form to be eligible for reimbursement**

REIMBURSEMENT REQUEST

SUB-RECIPIENT _____

TOTAL CLAIM $_____. BID THRESHOLD* $_____.
(This billing period)

PROJECT _____ Please submit one Reimbursement Request per Project
(001,002,003...)

Under penalty of perjury, I certify that:

I am duly authorized officer of the claimant herein, that this claim is in all respects true, correct, and in accordance with applicable laws, rules, and regulations, that the services mentioned herein were actually rendered, and that I have not violated any of the provision of government Code Section 1090 to 1096, inclusive.

AUTHORIZED AGENT

_____ **Name**

_____ **E-Mail Address**

_____ **Title**

_____ **Telephone Number**

_____ **Mailing Address**

_____ **Fax Number**

_____ **City, State, Zip Code**

_____ **Signature**

_____ **Date**

E-mail Reimbursement Request to: Daisy.Guizar@co.kings.ca.us -or-
Mail Reimbursement Request to:

Kings County Office of Emergency Services
280 Campus Drive
Hanford, CA 93230
559-852-2874 Office
559-582-8261 Facsimile

Date Received _____

* Sub-Recipients must indicate bid thresholds for governing purchasing policies. If the total project's value exceeds the bid threshold, competitive bids documents or an approving Governing Board Agenda Item waiving the bid process must be submitted with this Reimbursement Request.

Kings County Office of Emergency Services
SUB-GRANTEE PASSTHROUGH TO LOCAL REIMBURSEMENT REQUEST
FY 2023 Homeland Security Grant Program (HSGP)
Award# 2023-0042, OES ID # 031-00000

** Due to budgeting complexities, cutoffs for reimbursements will occur in March through June of each year.

REIMBURSEMENT REQUEST CHECKLIST

SYSTEM FOR AWARDS MANAGEMENT (SAM)

If you are using a vendor, trainer, or contractor, you MUST have verified, and MUST re-verify, that the party is NOT listed for exclusion or debarment on the Government's "System for Awards Management" database. Sub-Recipients can verify the party's eligibility by going to the website http://www.sam.gov and searching for the party's name. **Print the party's result prior to purchase and submit it with the reimbursement request along with the report generated at the time of the Project Proposal**. If the party is listed for exclusion or debarment on the website, you will NOT be eligible for reimbursement.

REIMBURSEMENT ITEMIZATION

ITEMS (Optional)	INVOICE#	CHECK#	AMOUNT
		TOTAL	

1. Remit to OES
   - ☐ Completed Reimbursement Request packet (including this Checklist)
   - ☐ Competitive Bid documents, or Board Agenda Item waiving the bid process
   - ☐ All sole source documentation (if applicable)
     If sole-source please ensure that the following are met.
     - Cost or price analysis. 2 CFR 200.324(a)
     - Profit/discount negotiation. 2 CFR 200.324(b)

Depending on the type of project please follow the corresponding checklist.

EQUIPMENT REIMBURSEMENTS

- ☐ Purchase Order
- ☐ Vendor Quote(s)
- ☐ Vendor contract with Cal OES Standard Assurances attached, if applicable
- ☐ Original Vendor Invoice(s)

- ☐ Vendor Packing Slip(s)
- ☐ Copies of the "System for Awards Management" search results
- ☐ Copy of the canceled check(s) that was issued to pay the vendor(s) (front and back, legible)
- ☐ Serial numbers of equipment (if NOT listed on the invoice)
- ☐ Address(es) where equipment will be used or stored (please itemize):

ITEM	COST	SERIAL#	ADDRESS

OES will use the information submitted to provide an Equipment Inventory Tracking Sheet and Homeland Security Asset Tag:

- ☐ Complete the Equipment Inventory Tracking Sheet
- ☐ Apply the Homeland Security Asset Tag(s), if applicable

- ☐ Initial, sign and date the Equipment Inventory Tracking Sheet
- ☐ Remit the completed Equipment Inventory Tracking Sheet to OES

TRAINING REIMBURSEMENTS

- ☐ Approved Training Request Form submitted to CalOES Training Branch
  - Please provide your Training Feedback Number _____
- ☐ Vendor contract with Cal OES Standard Assurances attached, if applicable
- ☐ Timecards of all persons who attended training including rate of pay
- ☐ Timecards of all person who received overtime*, including rate of pay
- ☐ Timecards of all persons used to backfill*, including rate of pay

  * Overtime and backfill cannot overlap. Overtime and/or backfill are subject to **PRIOR** approval by the Approval Authority and/or Kings County OES; approved on a case-by-case basis.

- ☐ Copy of training CERTIFICATE(S) issued
- ☐ Copy of agenda or syllabus
- ☐ All receipts for travel, meals, lodging*

  * Lodging is allowable up to the Federal Per Diem rate per http://www.gsa.gov. Lodging will NOT be reimbursed at all if the cost per night exceeds the Federal Per Diem rate. Tips are NOT reimbursable. Alcohol is not allowable. Meals for hosted training must be preapproved by Cal OES.

- ☐ Copy of the canceled check(s) that was issued to pay the trainer(s) (front and back, legible)
- ☐ Copies of the "System for Awards Management" search results

CONTRACTS*

- ☐ Original Invoices
- ☐ Vendor contract with Cal OES Standard Assurances attached, if applicable
- ☐ Copy of the canceled check(s) that was issued to pay the contractor(s) (front and back, legible)
- ☐ Copies of the "System for Awards Management" search results

* All Contractors will be reimbursed **no more than eight (8)** hours per day.

PLANNING

- ☐ Original Invoices
- ☐ Vendor contract with Cal OES Standard Assurances attached, if applicable
- ☐ Complete and detailed Time Studies
- ☐ Copy of the canceled check(s) that was issued to pay the planner(s) (front and back, legible)
- ☐ Final document produced

The Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year 2023 Homeland Security Grant Program

Release Date: Feb 27, 2023

Download a PDF version of this webpage.

Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System or DUNS number, to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI. For entities that have an active registration in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary. For all entities filing a new registration in SAM.gov on or after April 4, 2022, the UEI will be assigned to that entity as part of the SAM.gov registration process.

UEI registration information is available on GSA.gov at Unique Entity Identifier Update | GSA.

Visit Grants.gov for registration information. Detailed information regarding UEI and SAM is also provided in Section D of this funding notice.

Additional Information can be found on Grants.gov.

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6. Authorizing Authority for Program
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8. Announcement Type
9. Program Category
10. Program Overview, Objectives and Priorities
11. Performance Measures

B. Federal Award Information

1. Available Funding: $1,120,000,000
2. Projected Number of Awards: 56
3. Period of Performance: 36 months
4. Projected Period of Performance Start Date(s): September 1, 2023
5. Projected Period of Performance End Date(s): August 31, 2026
6. Funding Instrument Type: Grant

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A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

2. Assistance Listings Number

97.067

3. Assistance Listings Title

Homeland Security Grant Program

4. Funding Opportunity Title

Fiscal Year 2023 Homeland Security Grant Program (HSGP)

- State Homeland Security Program (SHSP)
- Urban Area Security Initiative (UASI)
- Operation Stonegarden (OPSG)

5. Funding Opportunity Number

DHS-23-GPD-067-00-01

6. Authorizing Authority for Program

Section 2002 of the Homeland Security Act of 2002 (Pub. L. No. 107-296, as amended) (6 U.S.C. § 603)

7. Appropriation Authority for Program

Consolidated Appropriations Act, 2023 (Pub. L. No. 117-328)

8. Announcement Type

Initial

9. Program Category

Preparedness: Community Security

10. Program Overview, Objectives and Priorities

a. Overview

The Fiscal Year (FY) 2023 Homeland Security Grant Program (HSGP) is one of three grant programs that constitute the DHS/FEMA focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, and respond to terrorist attacks. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS to help strengthen the Nation's communities against potential terrorist attacks. Among the five basic homeland security missions noted in the DHS Strategic Plan for Fiscal Years 2020-2024, the HSGP supports the goal to Strengthen National Preparedness and Resilience.

In FY 2023, there are three components of the HSGP:

1. ***State Homeland Security Program (SHSP):*** SHSP assists state, local, tribal, and territorial (SLTT) efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
2. ***Urban Area Security Initiative (UASI):*** UASI assists high-threat, high-density Urban Area efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
3. ***Operation Stonegarden (OPSG):*** OPSG supports enhanced cooperation and coordination among Customs and Border Protection (CBP), United States Border Patrol (USBP), and federal, state, local, tribal, and territorial law enforcement agencies to improve overall border security. OPSG provides funding to support joint efforts to secure the United States' borders along routes of ingress/egress to and from international borders, to include travel corridors in states bordering Mexico and Canada, as well as states and territories with international water borders. SLTT law enforcement agencies utilize their inherent law enforcement authorities to support the border security mission and do not receive any additional authority by participating in OPSG.

The 2022-2026 FEMA Strategic Plan outlines three goals designed to position FEMA to address the increasing range and complexity of disasters, support the diversity of communities we serve, and complement the nation's growing expectations of the emergency management community. The HSGP supports FEMA's efforts to achieve equitable outcomes for those we serve (Goal 1) and to promote and sustain a prepared nation (Goal 3). We invite our stakeholders and

partners to also adopt these priorities and join us in building a more prepared and resilient nation.

Finally, for FY 2023, DHS is focused on the criticality of information sharing and collaboration to building a national culture of preparedness and protecting against terrorism and other threats to our national security. The threats to our nation have evolved during the past two decades. We now face continuous cyber threats by sophisticated actors, threats to soft targets and crowded places, and threats from domestic violent extremists who currently pose the greatest terrorism threat to the nation[1]. Therefore, for FY 2023, DHS has identified six priority areas (see Section A.10.c) related to the most serious threats to the nation, as well as required minimum funding allocations.

b. Objective

The objective of the FY 2023 HSGP is to fund SLTT efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States.

c. Priorities

SHSP and UASI Funding Priorities

Given the evolving national security threat landscape, DHS/FEMA has evaluated the national risk profile and set priorities that help inform appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2023, six National Priority Areas pose the most concern. Due to the unique threats that the nation faces in 2023, DHS/FEMA has determined that recipients should allocate a total of 30% of their SHSP and UASI award funds across these six priority areas. As indicated below, five of the priorities have minimum spend requirements totaling 15% of SHSP and UASI awards. Recipients will have the flexibility to allocate the remaining 15% across the priorities. The following are the six priority areas for FY 2023, along with the minimum corresponding percentage of SHSP and UASI funds that each recipient will be required to allocate:

1. Enhancing the protection of soft targets/crowded places – 3%
2. Enhancing information and intelligence sharing and analysis – 3%

3. Combating domestic violent extremism – 3%
4. Enhancing cybersecurity – no minimum percent
5. Enhancing community preparedness and resilience – 3%
6. Enhancing election security – 3%

Additional information about these priority areas and how they relate to achieving anti-terrorism capabilities is included in Section D.11.b.III of this NOFO. Failure by a recipient to propose investments and projects that align with the priority areas and spending requirements will result in a recipient having a portion of their SHSP and UASI funds (up to 30%) placed on hold until they provide projects that sufficiently align to the National Priority Areas, and total at least the minimum percentages per National Priority Area (as applicable) and overall 30% of total SHSP and UASI funds.

A state or high-risk urban area must allocate the remaining 70% of their funding to addressing capability gaps (e.g., building/sustaining capability and/or closing capability gaps) identified through their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process.

Likewise, there are several enduring security needs that crosscut the homeland security enterprise to which recipients should consider allocating funding across core capability gaps and national priorities. The following are enduring needs that help recipients implement a comprehensive approach to securing communities:

1. Effective planning[2];
2. Training and awareness campaigns;
3. Equipment and capital projects; and
4. Exercises.

The table below provides a breakdown of the FY 2023 SHSP and UASI priorities (the focus of OPSG remains unique to border security), showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. A detailed description of allowable investments for each project type is included in the Preparedness Grants Manual. DHS/FEMA anticipates that in future years, national priorities will continue to be included and will be updated as the threats evolve and as capability gaps are closed. Applicants are strongly encouraged to begin planning to sustain existing capabilities through funding mechanisms other than DHS preparedness grants. The example project

types in the table below are allowable to prepare for disasters unrelated to acts of terrorism as long as they also help achieve target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

National Priorities

Priorities	Core Capabilities	Example Project Types

Enhancing Cybersecurity	Cybersecurity Intelligence and information sharing Planning Public information and warning Operational coordination Screening, search, and detection Access control and identity verification Supply chain integrity and security Risk management for protection programs and activities Long-term vulnerability reduction Situational assessment Infrastructure systems Operational communications	Cybersecurity risk assessments Migrating online services to the “.gov” internet domain Projects that address vulnerabilities identified in cybersecurity risk assessments Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA), and the National Institute of Standards and Technology Cybersecurity Framework Adoption of cybersecurity performance goals (Cross-Sector Cybersecurity Performance Goals | CISA) Cybersecurity training and planning

Enhancing the Protection of Soft Targets/ Crowded Places	Operational coordination Public information and warning Intelligence and information sharing Interdiction and disruption Screening, search, and detection Access control and identity verification Physical protective measures Risk management for protection programs and activities	Operational overtime. For more information on operational overtime, see Section D.14.f of this NOFO. Physical security enhancements Security cameras (closed-circuit television [CCTV]) Security screening equipment for people and baggage Lighting Access controls Fencing, gates, barriers, etc. Unmanned aircraft system detection technologies

Enhancing information and intelligence sharing and analysis	Intelligence and information sharing Interdiction and disruption Planning Public information and warning Operational coordination Risk management for protection programs and activities	Fusion center operations (Fusion Center project will be required under this investment, no longer as a stand-alone investment) Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation Identification, assessment, and reporting of threats of violence Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS

Combating Domestic Violent Extremism	Interdiction and disruption Intelligence and information sharing Planning Public information and warning Operational coordination Risk management for protection programs and activities	Open-source analysis of disinformation and misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats Sharing and leveraging intelligence and information, including open-source analysis Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation and disinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism

Enhancing Community Preparedness and Resilience	Planning Public Information and Warning Community Resilience Risk Management for Protection Programs and Activities Mass Care Services Intelligence and Information Sharing Risk and Disaster Resilience Assessment Long Term Vulnerability Reduction	Establish, train, and maintain Community Emergency Response Teams (CERT) and Teen CERT, with a focus on historically undeserved communities, including procurement of appropriate tools, equipment and training aides Local delivery of CERT Train-the-Trainer and CERT Program Manager to build local program training and maintenance capacity Provide continuity training, such as FEMA's Organizations Preparing for Emergency Needs training, to faith-based organizations, local businesses, and community-based organizations such as homeless shelters, food pantries, nonprofit medical providers and senior care facilities to bolster their resilience to all hazards Partner with local school districts to deliver the Student Tools for Emergency Planning curriculum or other educational programming to guide students on how to create emergency kits and family communications plans Partner with key stakeholders to assist with completing the Emergency Financial First Aid Kit or a similar tool to bolster the disaster centric financial resilience of individuals and households Execute *You are the Help Until the Help Arrives* workshops in concert with community-based organizations to bolster individual preparedness Target youth preparedness using FEMA programming such as Prepare with Pedro resources and Ready2Help Promote community planning

Enhancing Election Security	Cybersecurity Intelligence and information sharing Planning Long-term vulnerability reduction Situational assessment Infrastructure systems	Physical security planning support Physical/site security measures – e.g., locks, shatter proof glass, alarms, access controls, etc. General election security navigator support Cyber navigator support Cybersecurity risk assessments, training, and planning Projects that address vulnerabilities identified in cybersecurity risk assessments Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection Distributed Denial of Service protection Migrating online services to the ".gov" internet domain Online harassment and targeting prevention services Public awareness/preparedness campaigns discussing election security and integrity measures.

Enduring Needs

Priorities	Core Capabilities	Example Project Types

Planning	Planning Risk management for protection programs and activities Risk and disaster resilience assessment Threats and hazards identification Operational coordination Community resilience	Development of: Security Risk Management Plans Threat Mitigation Plans Continuity of Operations Plans Response Plans Efforts to strengthen governance integration between/among regional partners Joint training and planning with DHS officials and other entities designated by DHS Cybersecurity training and planning Revision of existing plans to strengthen community resilience in underserved communities

Training & Awareness	Long-term vulnerability reduction Public information and warning Operational coordination Situational assessment Community resilience	Active shooter training Intelligence analyst training SAR and terrorism indicators/behaviors training Security training for employees Public awareness/preparedness campaigns Joint training and planning with DHS officials and other entities designated by DHS Cybersecurity training and planning Sharing and leveraging intelligence and information Targeted outreach and preparedness training for underserved communities in conjunction with community-based organizations

Equipment & Capital Projects	Long-term vulnerability reduction Infrastructure systems Operational communications Interdiction and disruption Screening, search and detection Access control and identity verification Physical protective measures	Protection of high-risk, high-consequence areas or systems that have been identified through risk assessments Physical security enhancements Security cameras (CCTV) Security screening equipment for people and baggage Lighting Access Controls Fencing, gates, barriers, etc. Enhancing Weapons of Mass Destruction (WMD) and/or improvised explosive device (IED) prevention, detection, response and recovery capabilities Chemical/Biological/Radiological/ Nuclear/Explosive (CBRNE) detection, prevention, response, and recovery equipment
Exercise	Long-term vulnerability reduction Operational coordination Operational communications Community resilience	Response exercises, including exercise planning with community-based organizations

For FY 2023, each SHSP and UASI recipient is required to submit an Investment Justification (IJ) for the five National Priority Areas with associated minimum spend requirements. Each of these five investments must also account for at least the relevant minimum percentage (totaling 15%) of the applicant's SHSP and UASI allocation. State Administrative Agencies (SAAs) may submit complete project-level information at the time of application, including the National Priority Area IJs, but are not required to do so. **As a reminder, all SHSP- and UASI-funded projects must have a demonstrated nexus to achieving target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism**. However, such projects may simultaneously support enhanced preparedness for disasters unrelated to acts of terrorism.

DHS/FEMA also requires SHSP and UASI recipients (states, territories, and high-risk urban areas) to complete a THIRA/SPR and prioritize grant funding to support building capability and/or closing capability gaps or sustaining capabilities that address national priorities and/or support enduring needs. Additional information on the THIRA/SPR process, including other National Preparedness System tools and resources, can be found at National Preparedness System | FEMA.gov. Detailed information on THIRA/SPR timelines and deadlines can be found in the Preparedness Grants Manual.

OPSG Funding Priorities

The table below provides a breakdown of the FY 2023 OPSG funding priority, which remains focused on and unique to border security.

National Priorities

Priorities	Core Capabilities	Lifelines	Example Project Types

Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS	Intelligence and information sharing	Safety and Security	Participation in the DHS/ICE 287(g) training program Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation Identification, assessment, and reporting of threats of violence Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS

For FY 2023, each OPSG applicant is required to clearly articulate and identify how the Concept of Operations addresses the national priority identified above.

11. Performance Measures

Performance metrics for this program:

SHSP and UASI:

- Percentage of funding allocated by the recipient to core capabilities to build or sustain national priorities identified in the section above

- Percentage of funding and projects allocated by the recipient that align to capability gaps identified through the THIRA/SPR process
- Percentage of projects identified by the recipient that address a capability gap in a core capability that has a target(s) rated as high

FEMA will calculate and analyze the above metrics through a review of state/territory and urban area SPR submissions and required programmatic reports.

OPSG:

- Number of contacts that occurred as a result of OPSG deployments
  - Number of arrests that resulted from OPSG contacts
  - Value of drug seizures that resulted from OPSG contacts

B. Federal Award Information

1. Available Funding

$1,120,000,000

HSGP Programs	FY 2023 Allocation
SHSP	$415,000,000
UASI	$615,000,000
OPSG	$90,000,000
Total	**$1,120,000,000**

SHSP Allocations

For FY 2023, DHS/FEMA will award SHSP funds based on DHS/FEMA's relative risk methodology and statutory minimums pursuant to the *Homeland Security Act of 2002*, as amended. **THIRA/SPR results do not impact grant allocations or**

awards.

Each state and territory will receive a minimum allocation under the SHSP using thresholds established in the *Homeland Security Act of 2002*, as amended. All 50 States, the District of Columbia, and the Commonwealth of Puerto Rico will receive 0.35% of the total funds allocated for grants under Section 2003 and Section 2004 of the *Homeland Security Act of 2002*, as amended. Each of the four territories (American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands) will receive a minimum allocation of 0.08% of the total funds allocated for grants under Section 2003 and 2004 of the *Homeland Security Act of 2002*, as amended.

Each state must include a separate IJ for each of the five National Priority Areas with a minimum spend requirement. **All projects related to the minimum spend for the National Priority Area *must* be included in the IJ.** For the National Priority Areas that have a minimum spend percentage requirement, the funding level in each of those National Priority Area investments **must equal or exceed** the percentage for that respective National Priority Area, calculated as a percentage of the state's SHSP allocation in the table below. The funding levels across all six National Priority Areas **must equal or exceed 30%** of the total SHSP allocation.

FY 2023 SHSP Allocations

State/Territory	FY 2023 Allocation	State/Territory	FY 2023 Allocation
Alabama	$4,847,500	Montana	$4,847,500
Alaska	$4,847,500	Nebraska	$4,847,500
American Samoa	$1,108,000	Nevada	$4,847,500
Arizona	$4,847,500	New Hampshire	$4,847,500
Arkansas	$4,847,500	New Jersey	$7,074,841
California	$57,035,623	New Mexico	$4,847,500

State/Territory	FY 2023 Allocation	State/Territory	FY 2023 Allocation
Colorado	$4,847,500	New York	$68,033,267
Connecticut	$4,847,500	North Carolina	$5,085,387
Delaware	$4,847,500	North Dakota	$4,847,500
District of Columbia	$5,085,387	Northern Mariana Islands	$1,108,000
Florida	$9,343,905	Ohio	$6,190,947
Georgia	$5,288,656	Oklahoma	$4,847,500
Guam	$1,108,000	Oregon	$4,847,500
Hawaii	$4,847,500	Pennsylvania	$8,136,252
Idaho	$4,847,500	Puerto Rico	$4,847,500
Illinois	$13,894,910	Rhode Island	$4,847,500
Indiana	$4,847,500	South Carolina	$4,847,500
Iowa	$4,847,500	South Dakota	$4,847,500
Kansas	$4,847,500	Tennessee	$4,847,500
Kentucky	$4,847,500	Texas	$18,210,451
Louisiana	$4,847,500	U.S. Virgin Islands	$1,108,000
Maine	$4,847,500	Utah	$4,847,500
Maryland	$7,074,841	Vermont	$4,847,500
Massachusetts	$6,190,947	Virginia	$8,136,252
Michigan	$5,085,387	Washington	$6,190,947

State/Territory	FY 2023 Allocation	State/Territory	FY 2023 Allocation
Minnesota	$4,847,500	West Virginia	$4,847,500
Mississippi	$4,847,500	Wisconsin	$4,847,500
Missouri	$4,847,500	Wyoming	$4,847,500
Total			**$415,000,000**

UASI Allocations

Eligible candidates for the FY 2023 UASI program are identified in the table below. Eligibility has been determined through an analysis of relative risk of terrorism faced by the 100 most populous Metropolitan Statistical Areas (MSA) in the United States, in accordance with the *Homeland Security Act of 2002*, as amended. Detailed information on MSAs is publicly available from the United States Census Bureau at Metropolitan and Micropolitan (census.gov). **THIRA/SPR results do not impact grant allocations or awards.**

The Metropolitan Areas Standardization and Protection (MAPS) Act of 2021 (P.L. 117-219) prohibits automatically updating core-based statistical areas, which are used to delineate MSAs, for grantmaking. The MAPS Act requires that FEMA issue notice-and-comment rulemaking to make any changes. Should changes be necessary in FY 2024, FEMA will issue notice-and-comment rulemaking within the statutorily defined guidelines.

The following table identifies the UASI allocations for each high-risk urban area based on DHS/FEMA's relative risk methodology pursuant to the *Homeland Security Act of 2002*, as amended.

In its application, each high-risk urban area, through the state, must include a separate IJ for each of the five National Priority Areas with minimum spend requirements. **All projects related to the minimum spend for the National Priority Area *must* be included in the IJ.** For the National Priority Areas that have a minimum spend percentage requirement, the funding level in each of those National Priority Area investments **must equal or exceed** the percentage for that

respective National Priority Area, calculated as a percentage of the urban area's UASI allocation in the table below. The funding levels across all six National Priority Areas **must equal or exceed 30%** of the total UASI allocation.

FY 2023 UASI Allocations

State/Territory	Urban Area	FY 2023 UASI Allocation
Arizona	Phoenix Area	$5,250,000.00
California	Anaheim/Santa Ana Area	$5,250,000.00
California	Bay Area	$36,493,265.00
California	Los Angeles/Long Beach Area	$66,174,270
California	Riverside Area	$3,900,000.00
California	Sacramento Area	$3,800,000.00
California	San Diego Area	$16,445,560.00
Colorado	Denver Area	$3,900,000.00
District of Columbia	National Capital Region	$50,360,095.00
Florida	Jacksonville Area	$1,500,000.00
Florida	Miami/Fort Lauderdale Area	$14,528,750.00
Florida	Orlando Area	$3,800,000.00
Florida	Tampa Area	$3,800,000.00
Georgia	Atlanta Area	$7,700,000.00

State/Territory	Urban Area	FY 2023 UASI Allocation
Hawaii	Honolulu Area	$1,500,000.00
Illinois	Chicago Area	$66,174,270.00
Indiana	Indianapolis Area	$1,645,333.00
Louisiana	New Orleans Area	$1,645,333.00
Maryland	Baltimore Area	$3,800,000.00
Massachusetts	Boston Area	$16,646,500.00
Michigan	Detroit Area	$5,250,000.00
Minnesota	Twin Cities Area	$5,250,000.00
Missouri	Kansas City Area	$1,645,333.00
Missouri	St. Louis Area	$3,800,000.00
Nevada	Las Vegas Area	$5,250,000.00
New Jersey	Jersey City/Newark Area	$18,631,275.00
New York	New York City Area	$173,950,017.00
North Carolina	Charlotte Area	$3,800,000.00
Ohio	Cincinnati Area	$1,645,333.00
Ohio	Cleveland Area	$1,645,333.00
Oregon	Portland Area	$3,800,000.00
Pennsylvania	Philadelphia Area	$16,646,500.00
Pennsylvania	Pittsburgh Area	$1,645,333.00
Tennessee	Nashville Area	$1,500,000.00

State/Territory	Urban Area	FY 2023 UASI Allocation
Texas	Austin Area	$1,500,000.00
Texas	Dallas/Fort Worth/Arlington Area	$16,646,500.00
Texas	Houston Area	$24,231,000.00
Texas	San Antonio Area	$3,800,000.00
Virginia	Hampton Roads Area	$3,800,000.00
Washington	Seattle Area	$6,250,000.00
Total		**$615,000,000.00**

OPSG Allocations

effectiveness of the proposed use of grant funds upon completion of the application review process. The FY 2023 OPSG risk assessment is designed to identify the risk to border security and to assist with the distribution of funds for the grant program. Funding under OPSG is distributed based on the risk to the security of the border and the effectiveness of the proposed projects. Entities eligible for funding are the state, local, and tribal law enforcement agencies that are located along the border of the United States. DHS/FEMA will make final award determinations based upon a review of the anticipated effectiveness of the state's application as described in Section D, below. **The THIRA/SPR process is not required for OPSG.**

For the purposes of OPSG, the risk is defined as the potential for an adverse outcome assessed as a function of threats, vulnerabilities, and consequences associated with an incident, event, or occurrence.

Based upon ongoing intelligence analysis and extensive security reviews, DHS/CBP continues to focus the bulk of OPSG funds based upon risk analyses. The risk model used to allocate OPSG funds considers the potential risk that certain threats pose to border security and estimates the relative risk faced by a given area. In evaluating risk, DHS/CBP considers intelligence, situational awareness, criminal trends, and statistical data specific to each of the border

sectors, and the potential impacts that these threats pose to the security of the border area. For vulnerability and consequence, DHS/CBP considers the expected impact and consequences of successful border events occurring in specific areas.

Threat and vulnerability are evaluated based on specific operational data from DHS/CBP. Threat components present in each of the sectors are used to determine the overall threat score. These components are terrorism, criminal aliens, drug trafficking organizations, and alien smuggling organizations.

Effectiveness of the proposed investments will be evaluated based on the recipient's investment strategy, budget, collaboration, and past performance.

2. Projected Number of Awards

56

3. Period of Performance

36 months

Extensions to the period of performance are allowed. For additional information on period of performance **extensions, please refer to Section H of this NOFO** and the Preparedness Grants Manual.

FEMA awards under most programs, including this program, only include one budget period, so it will be same as the period of performance. *See* 2 C.F.R. § 200.1 for definitions of "budget period" and "period of performance."

4. Projected Period of Performance Start Date(s)

September 1, 2023

5. Projected Period of Performance End Date(s)

August 31, 2026

6. Funding Instrument Type

C. Eligibility Information

1. Eligible Applicants

The SAA is the only entity eligible to submit HSGP applications to DHS/FEMA, including those applications submitted on behalf of UASI and OPSG applicants. All 56 states and territories, including any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, are eligible to apply for SHSP funds. Tribal governments may not apply directly for HSGP funding; however, funding may be available to tribes through the SAA.

2. Applicant Eligibility Criteria

Eligible high-risk urban areas for the FY 2023 UASI program have been determined through an analysis of relative risk of terrorism faced by the 100 most populous MSAs in the United States. Subawards will be made by the SAAs to the designated high-risk urban areas.

For 2023, each SAA is **strongly encouraged** to re-evaluate its process for collecting and evaluating subaward applications. FEMA encourages each SAA to minimize the type and quantity of information that it collects as part of the subaward application process, in order to decrease the overall financial and time burden associated with applying for subawards under this grant program. Each SAA should review its subaward application, and reduce or eliminate the request for any information that is not needed for legal, financial, or oversight purposes.

In FY 2023, OPSG eligible subrecipients are local units of government at the county level or equivalent level of government and federally recognized tribal governments in states bordering Canada or Mexico and states and territories with international water borders. All applicants must have active ongoing USBP operations coordinated through a CBP sector office to be eligible for OPSG funding.

In FY 2023, OPSG subrecipients eligible to apply for and receive a subaward directly from the SAAs are divided into three Tiers. Tier 1 entities are local units of

government at the county level or equivalent and federally recognized tribal governments that are on a physical border in states bordering Canada, states bordering Mexico, and states and territories with international water borders. Tier 2 eligible subrecipients are those not located on the physical border or international water but are contiguous to a Tier 1 county. Tier 3 eligible subrecipients are those not located on the physical border or international water but are contiguous to a Tier 2 eligible subrecipient. The tier structure is only applicable with regard to eligibility. OPSG funding allocations are based on the assessed border security risks as determined by the USBP.

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a ***current employee, personnel, official, staff, or leadership*** of the non-federal entity; and 2) ***duly authorized to apply*** for an award on behalf of the non-federal entity at the time of application.

Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and ***provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.***

3. Other Eligibility Criteria

a. National Incident Management System (NIMS) Implementation

Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and achievement reporting is on FEMA's website at NIMS Implementation and Training | FEMA.gov.

Please see the Preparedness Grants Manual for more information on NIMS.

B. Emergency Management Assistance Compact (EMAC) Membership

In support of the National Preparedness Goal (the Goal), SHSP recipients must belong to, be in, or act as a temporary member of EMAC, except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time. All assets supported in part or entirely with FY 2023 HSGP funding must be readily deployable and NIMS-typed, when possible, to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities, such as Geographic/Geospatial Information Systems, interoperable communications systems, capabilities as defined under the Mitigation Mission Area of the Goal, and fusion centers.

C. Law Enforcement Terrorism Prevention Activities (LETPA)

Per section 2006 of the Homeland Security Act of 2002, as amended (6 U.S.C. § 607), DHS/FEMA is required to ensure that at least 25% of grant funding appropriated for grants awarded under HSGP's authorizing statute are used for LETPAs. **For FY 2023, DHS/FEMA is requiring that at least 35% of grant funding appropriated under HSGP is used for LETPA**. DHS/FEMA meets this requirement, in part, by requiring all recipients allocate at least 35% of the combined HSGP funds allocated under SHSP and UASI towards LETPAs, as defined in 6 U.S.C. § 607. The LETPA allocation can be from SHSP, UASI, or both. The 35% LETPA allocation may be met by funding projects in any combination of the six National Priority Areas identified above and any other investments. The 35% LETPA allocation requirement is in addition to the 80% pass-through requirement to local units of government and tribes, referenced below. The Preparedness Grants Manual and Information Bulletin (IB) 473 include additional information on project selection considerations and allowable activities for LETPA investments. Also see Section D.14.f "Allowable Costs Matrix."

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, to thwart an initial or follow-on terrorist attack and provides guidance to ensure the Nation is prepared to identify, prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the National Prevention Framework are eligible for use as LETPA-focused funds. Also, where capabilities are shared with the protection mission area, the National Protection Framework

activities are also eligible. All other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

To ensure that DHS/FEMA's policy guidance on the use of LETPA funds reflects the evolving threat environment, is responsive to stakeholder feedback, is clear and easy to understand, and is applied consistently across grant recipients, DHS/FEMA will issue additional guidance through an Information Bulletin for the FY 2023 HSGP. This guidance will provide applicants and recipients further clarification on how to account for LETPA activities. It will also provide clarification on what should be included in the investment justifications, best practices for submitting investment justifications for LETPA claimed activities, as well as information on how to distinguish LETPA activities from others. The Information Bulletin will be issued concurrently or soon after the release of this NOFO.

In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, **operational overtime costs are allowable** for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. For more information about operational overtime costs, see Section D.14.f of this NOFO and the Preparedness Grants Manual.

4. Cost Share or Match

There is no cost share or match requirement for the FY 2023 HSGP.

D. Application and Submission Information

1. Key Dates and Times

a. Application Start Date:

February 27, 2023

b. Application Submission Deadline:

May 18, 2023 at 5 p.m. ET

All applications **must** be received by the established deadline.

The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in Section D of this NOFO.

FEMA will not review applications that are received after the deadline or consider these late applications for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline. Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” means prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, “DHS Awarding Agency Contact Information.” For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or NDGrants@fema.dhs.gov. The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM Eastern Time (ET). For programmatic or grants management questions, please contact your Preparedness Officer or Grants Management Specialist. If applicants do not know who to contact, please contact the FEMA Grants Information Desk by e-mail at fema-grants-news@fema.dhs.gov OR by phone at (800) 368-6498, Monday through Friday, 9 a.m. – 5 p.m. ET.

c. Anticipated Funding Selection Date:

No later than July 21, 2023

D. Anticipated Award Date:

No later than September 30, 2023

E. Other Key Dates

Event	Suggested Deadline for Completion
Initial registration in SAM.gov includes UEI issuance	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or updating SAM registration	Four weeks before actual submission deadline
Registering in Grants.gov	Four weeks before actual submission deadline
Registering in ND Grants	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting application in Grants.gov	Three days before actual submission deadline
Submitting the final application in ND Grants	By the submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

See the Preparedness Grants Manual for requesting and submitting an application.

Initial applications are processed through the Grants.gov portal. Final applications are completed and submitted through FEMA's Non-Disaster Grants (ND Grants) System. Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov.

4. Requirements: Obtain a Unique Entity Identifier (UEI) and Register in the System for Award Management (SAM)

Each applicant, unless they have a valid exception under 2 CFR 25.110, must:

1. Be registered in SAM.gov before application submission;
2. Provide a valid Unique Entity Identifier (UEI) in its application; and
3. Continue to always maintain an active System for Award Management (SAM) registration with current information during the Federal Award process if selected for award.

5. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from

funding.

To apply for an award under this program, all applicants must:

1. Apply for, update, or verify their Unique Entity Identifier (UEI) number from SAM.gov and Employer Identification Number (EIN) from the Internal Revenue Service;
2. In the application, provide an UEI number;
3. Have an account with login.gov;
4. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
5. Create a Grants.gov account;
6. Add a profile to a Grants.gov account;
7. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
8. Register in ND Grants
9. Submit an initial application in Grants.gov;
10. **Submit the final application in ND Grants, including electronically signing applicable forms**; and
11. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify an UEI number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine

that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting fema-grants-news@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain an UEI number, if applicable, and complete SAM registration within 30 days of the federal award date.

6. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

7. How to Register to Apply through Grants.gov

For information on how to register to apply through Grants.gov, please see the Preparedness Grants Manual.

8. How to Submit an Initial Application to FEMA via Grants.gov

Standard Form 424 (SF-424) is the initial application for this NOFO.

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants must submit the following forms:

- SF-424, Application for Federal Assistance; and
- Grants.gov Lobbying Form, Certification Regarding Lobbying.

For further information on how to submit an initial application via Grants.gov, please see the Preparedness Grants Manual.

9. Submitting the Final Application in ND Grants

After submitting the initial application in Grants.gov, eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see Non-Disaster Grants Management System | FEMA.gov.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, “Content and Form of Application Submission.” The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the SF-424 family on Grants.gov. Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO.

10. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the

successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5:00 PM ET** on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

11. Content and Form of Application Submission

a. Standard Required Application Forms and Information

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at SF-424 Family | Grants.gov.

I. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

II. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
  - **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition

to or instead of SF-424A

- · **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
  - **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- · **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

Generally, applicants have to submit either the non-construction forms (i.e., SF-424A and SF-424B) or construction forms (i.e., SF-424C and SF-424D), meaning that applicants that only have construction work and do not have any non-construction work need only submit the construction forms (i.e., SF-424C and SF-424D) and not the non-construction forms (i.e., SF-424A and SF-424B), and vice versa. However, applicants who have both construction and non-construction work under this program need to submit both the construction and non-construction forms.

b. Program-Specific Required Forms and Information

I. IJ Development: SHSP and UASI

As part of the FY 2023 HSGP application process for SHSP and UASI funds, applicants must develop formal IJs that address the proposed investments. Failure to fulfill all of the terms contained in this section will be considered by DHS/FEMA in its evaluation of the effectiveness of the IJs submitted to meet the minimum percent spend requirement for the National Priority Areas. Failure to sufficiently align projects to the National Priority Areas and meet the minimum percent spend

requirement will result in funds being placed on hold until those issues are addressed.

FY 2023 SHSP and UASI applications must include one (1) IJ and at least one (1) respective project for each of the five National Priority Areas with a minimum spend requirement (Soft Targets/Crowded Places, Intelligence and Information Sharing, Countering Domestic Violent Extremism, Election Security, and Community Preparedness and Resilience) identified in this NOFO. Each of these IJs must also meet or exceed the minimum percent spend requirement based on the applicant's SHSP and UASI allocation stated in this NOFO. **All projects associated with the minimum spend of a National Priority Area *must* be submitted in the same IJ.** SAAs may submit complete project-level information at the time of application but are not required to do so at the time of application. However, any SHSP or UASI application that does not include an IJ for each National Priority Area that meets the minimum spend requirement will have that funding placed on hold (up to the National Priority Area minimum percent and up to 30% of the total SHSP or UASI allocations) until those IJs and project-level details that sufficiently address the National Priority Areas are received and approved by DHS/FEMA.

Each IJ must *demonstrate* how proposed investments:

- Support terrorism preparedness; and
- Support building capability and/or closing capability gaps or sustaining capabilities identified in the community's THIRA/SPR process.

Each IJ must *explain* how the proposed investments will support the applicant's efforts to:

- Prevent a threatened or an actual act of terrorism;
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or
- Respond quickly and equitably to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

If not included in the application, SHSP and UASI recipients must submit complete project-level information for each SHSP and UASI IJ as part of the Biannual Strategy Implementation Report (BSIR) due by January 30, 2024. This includes IJs for the National Priority Areas.

DHS/FEMA will evaluate the effectiveness of the projects submitted in support of the National Priority Areas, either at the time of application or as part of the December 2023 BSIR due January 30, 2024. DHS/FEMA will not reduce FY 2023 HSGP awards based on the effectiveness review but will work with recipients to ensure compliance with the National Priority Area requirements based on the results of the effectiveness review. Recipients and subrecipients will not be permitted to expend funding under the National Priority Areas until the effectiveness of the proposed projects has been reviewed and confirmed by FEMA.

II. Development of Investments and Projects: SHSP and UASI

- Applicants must propose at least 5 and may include up to 12 investments.
- Within each investment, applicants must propose at least one project to describe the activities they plan to implement with SHSP and UASI funds. There is no limit to the number of projects that may be submitted.
- Required National Priority Area IJs must include the name of the priority in the investment name for easy identification.
- All requested funding must be associated with specific projects. For each project, several pieces of information must be provided to submit the project for consideration in the application, including:
  - Project name;
  - Project description;
  - Subrecipient name, if applicable;
  - Recipient type (e.g., state or local);
  - Project location (zip code of the primary location of the project);
  - Primary core capability the project supports;
  - Whether the project activities are shareable and deployable; and
  - Which National Priority Area (if any) the project supports.
- Projects should describe how the proposed investment supports building capability and/or closing capability gaps or sustaining capabilities identified in

the THIRA/SPR process.
- FEMA encourages states to use any DHS provided assessments, such as those performed by DHS's Protective Security Advisors and Cybersecurity Advisors, when developing their IJs.

III. National Priority Area Investments: SHSP and UASI

States are encouraged to review the Strategic Framework for Countering Terrorism and Targeted Violence when developing investments.

- **Soft Targets/Crowded Places (3%)**

Soft targets and crowded places are increasingly appealing to terrorists and other violent extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of our society are inherently open to the general public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other violent extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, polling places, and similar facilities.

The malicious use of unmanned aircraft systems poses a threat to the safety and security of the American people, communities, and institutions. Technologies to detect or mitigate unmanned aircraft systems are an allowable use under the HSGP in accordance with the Domestic Counter-Unmanned Aircraft Systems (UAS) National Action Plan. Recipients should ensure that, prior to the testing, acquisition, installation, or use of UAS detection and/or mitigation systems, they seek the advice of counsel experienced with both federal and state criminal, surveillance, and communications laws which may apply to the use of such technologies.

Given the increased risk to soft targets and crowded places, at least one investment must be in support of the state's and high-risk urban area's efforts to protect soft targets/crowded places. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for soft targets/crowded places and will also be subject to DHS/FEMA's evaluation of the effectiveness of

the proposed investments. States are also encouraged to engage DHS' Protective Security Advisors' security assessments of soft targets to ensure that recommendations from those assessments are taken into consideration when allocating grant funding.

Additional resources and information regarding securing soft targets and crowded places are available through the Cybersecurity and Infrastructure Security Agency and the National Institute of Standards and Technology.

- **Information and Intelligence Sharing (3%)**

Effective homeland security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. A critical and statutorily charged mission of DHS is to deliver intelligence and information to federal, state, local, tribal, and territorial governments and private sector partners. Cooperation and information sharing among state, local, tribal, territorial, and federal partners across all areas of the homeland security enterprise, including counterterrorism, while upholding privacy, civil rights, and civil liberties protections, is critical to homeland security operations and the prevention of, preparation for, protection against, and response to acts of terrorism, and other threats to life and criminal acts of targeted violence. Counterterrorism includes both international and domestic terrorism, cybersecurity, border security, transnational organized crime, immigration enforcement, economic security, and other areas.

Given the importance of information sharing and collaboration to effective homeland security solutions, at least one investment must be in support of the state's and high-risk urban area's efforts to enhance information sharing and cooperation with DHS and other federal agencies. As noted above, this requirement must include at least one dedicated fusion center project. Additional instructions on development of the fusion center project can be found below.

Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the investment and a culture of national preparedness. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for information sharing and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Additional resources and information regarding collaboration and information sharing are available through the Department's Office of Intelligence and Analysis.

- **Domestic Violent Extremism (3%)**

As stated in the Homeland Threat Assessment October 2020, domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat to the Homeland. These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States. The COVID-19 pandemic has further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including leveraging lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies.

Given the rise of domestic violent extremism in recent years, at least one investment must be in support of the state's and high-risk urban area's efforts to combat the rise, influence, and spread of domestic violent extremism. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for domestic violent extremism and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Additional resources and information regarding domestic violent extremism are available through Center for Prevention Programs and Partnerships | Homeland Security (dhs.gov).

- **Cybersecurity (no minimum percent)**

Today's world is more interconnected than ever before, but with increased connectivity comes increased risk of our adversaries, including terrorists, exploiting cyber vulnerabilities and weaknesses to disrupt our way of life. While not required, applicants are encouraged to submit an investment related to their ongoing or near-term high priority cybersecurity projects. The investment will be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Recipients and subrecipients of FY 2023 HSGP grant awards will be required to complete the 2023 Nationwide Cybersecurity Review (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent for each recipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. The 2023 NCSR is estimated to be open from October 2023 through February 2024.

The NCSR is an annual requirement for recipients and subrecipients of HSGP funds and is taken once for each fiscal year award. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In such cases, such subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by the pass-through entity. Although not required by SLTTs that did not receive HSGP funds, all SLTT agencies with preparedness responsibilities are highly encouraged to participate and complete the NCSR to evaluate their cybersecurity posture. For detailed information and background on the NCSR, please see IB 439.

Additional resources and information regarding cybersecurity and cybersecurity performance goals are available through the Cybersecurity and Infrastructure Security Agency, Cross-Sector Cybersecurity Performance Goals | CISA, and the National Institute of Standards and Technology.

- **Community Preparedness and Resilience (3%)**

Community organizations are the backbones of American civic life, both during "blue skies" and in the aftermath of terrorist attacks. Community organizations,

such as homeless shelters, food banks, public libraries, faith-based institutions, and nonprofit medical providers must have the capabilities to withstand acts of terrorism and provide essential services, especially to members of underserved communities, in the aftermath of an attack. In addition, individual citizens and volunteer responders, such as Community Emergency Response Teams, are often the first on the scene after a terrorist attack. The ability of these volunteers to provide assistance to their fellow citizens prior to the arrival of professional first responders is paramount to a community's resilience. FEMA's 2022 National Household Survey recorded a 4% decline in the number of Americans that have taken at least three preparedness actions to bolster individual and household resilience. In addition, the COVID-19 pandemic has placed a significant burden on community-based organizations such as homeless shelters, food banks, public libraries, faith-based institutions, and nonprofit medical providers to continue to provide key services during and after disasters, including acts of terrorism. This National Priority Area will bolster community preparedness and resilience by investing in local, community-driven capabilities.

Additionally, equity in emergency management requires proactively prioritizing actions that reinforce cultural competency, accessibility, and inclusion, as well as reflect the historical context of specific groups of people. To that end, states, territories, and high-risk urban areas are strongly encouraged to explore how SHSP- and UASI-funded activities can address the needs of underserved, at-risk communities to help ensure consistent and systematic, fair, just, and impartial treatment of all individuals before, during, and after a disaster.

The focus on equity and investing in strategies that meet the needs of underserved communities will strengthen the whole of community system of emergency management. Substantial and ongoing prioritization of, and investment in, underserved communities is essential for the entire system to be effective and efficient. Engaging the whole community requires all members of the community to be part of the emergency management team, including representatives of underserved communities, diverse community members, social and community service groups and institutions, faith-based and disability advocacy groups, academia, professional associations, the private and nonprofit sectors, and government agencies that may not traditionally have been directly involved in emergency management. The whole community includes children; older adults; individuals with disabilities and others with access and functional needs; those from religious, racial, and ethnically diverse backgrounds; people with limited

English proficiency; and owners of animals including household pets and service animals.

These factors underpin the requirement that at least one investment must be in support of the state's and urban area's efforts to address community preparedness and resilience. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for community preparedness and resilience and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Additional resources and information regarding community preparedness and resilience are available through Individuals and Communities | FEMA.gov.

- **Election Security (3%)**

In January 2017, DHS designated the infrastructure used to administer the Nation's elections as critical infrastructure. This designation recognizes that the United States' election infrastructure is of such vital importance to the American way of life that its incapacitation or destruction would have a devastating effect on the country. Securing election infrastructure, ensuring its continued operation in the face of threats and harassment, advancing the safety of election officials, and ensuring an election free from foreign interference are national security priorities. Threats to election systems are constantly evolving, so defending these systems requires constant vigilance, innovation, and adaptation. As such, at least one investment must be in support of the state's and high-risk urban area's efforts to enhance physical election security and/or cyber election security. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for election security and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

The SAA ***must*** include the State's Chief Election Official for all projects and matters related to the election security National Priority Area. **Any activities proposed that could be used to suppress voter registration or turnout will not be approved.**

Additional resources and information regarding election security are available through the Cybersecurity and Infrastructure Security Agency.

IV. Development of Fusion Center Projects: SHSP and UASI

Each applicant must identify a fusion center project that will:

- Indicate alignment to a designated Fusion Center; and
- Provide both a brief narrative description and funding itemization for the proposed project activities that directly support the designated fusion center.

The descriptive narrative and the financial itemization should align improvement or sustainment requests with fusion center activities as they relate to the Fusion Center Performance Measures found in the Preparedness Grants Manual.

Sample Fusion Center Funding Itemization

A sample project description and funding itemization are below. For the itemized projects, clearly identify the anticipated fusion center performance improvement or sustainment as a result of the proposed funding.

The X Fusion enhancement project will fund:

- *Salaries, benefits, and training for X number of Fusion Center intelligence analysts*
- *Travel costs associated with fusion center analyst training*
- *This project will directly sustain the Center's current capabilities and performance and directly aligns with performance measures 2023.XXX*
- *We anticipate seeing an improvement in the quality and quantity of analytic production and responses to requests for information as a direct result of the funding of this project*

The funding itemization for a fusion center project should include the amount and percent of each relevant solution area. As an example:

Solution Area and Amount of Proposed Funding	Percent of Proposed Funding
Planning: $10,000	2%

Solution Area and Amount of Proposed Funding	Percent of Proposed Funding
Organization: $200,000	48%
Equipment: $200,000	48%
Training: $10,000	2%
Exercises: $0	0%
Total: $420,000	100%

V. Completing IJs in the Grant Reporting Tool (GRT): SHSP and UASI

In the Related Documents section of the Grants.gov posting, applicants can find the IJ template and instructions for collecting the required information for investments and projects. Additionally, applicants should utilize the Project Worksheet located in Grants.gov posting to assemble the information required for each project, which will facilitate the input of that information into the GRT.

Applicants must ensure the appropriate National Priority Area “Investment Type” (*Overview Tab – Investment Information Section)* is selected for the corresponding National Priority Area.

VI. Development of Concept of Operations for OPSG

As part of the FY 2023 OPSG application process, each eligible local unit of government at the county or federally recognized tribal government level must develop a strategic plan called a Concept of Operations (CONOP)/Application, which is a formal proposal of action to address a specific situation and forms the basis for Operations Orders, in coordination with state and federal law enforcement agencies, to include, but not limited to CBP/USBP. CONOPs that are developed at the county level should be inclusive of city, county, tribal, and other local law enforcement agencies that are eligible to participate in OPSG operational activities, and the CONOP/Application should describe participating agencies in

the Executive Summary.

CONOP/Application details should include the names of the agencies, points of contact, and individual funding requests. All CONOPs/Applications must be developed in collaboration with the local USBP sector office, the SAA, and the local unit of government. Requests for funding in CONOPs/Applications must be based on risks and the operational enforcement support requirements of its corresponding USBP Sector, as well as the national priorities identified below. USBP Sector offices will forward the CONOPs to USBP Headquarters for vetting and coordination. Applicants will forward corresponding OPSG Applications to the SAA for submission to FEMA. USBP Headquarters will reconcile all submitted CONOPs with the OPSG Applications. FEMA will review and evaluate all CONOPs and OPSG Applications and funding will be allocated based on the review and selection criteria identified in this NOFO.

OPSG Applicants will be required to clearly articulate and identify how the CONOPs will address the national priority identified below:

- **Information and Intelligence Sharing and Cooperation**

Effective border security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. One critical, statutorily required mission of DHS is to deliver intelligence and information to federal, state, local, and tribal governments and private sector partners. Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including both international and domestic terrorism, cybersecurity, transnational organized crime, economic security, border security, immigration enforcement, and other areas, while upholding privacy, civil rights and civil liberties protections, is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of

targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, the CONOP must support the recipient's efforts to enhance information sharing and cooperation with DHS and other federal agencies. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the OPSG program and a culture of national preparedness.

Additional resources and information regarding collaboration and information sharing are available through the Department's Office of Intelligence and Analysis.

VII. Detailed Budget

Applicants must provide budget summary worksheets for all funds requested at the time of application. The budget summary worksheets must be complete, reasonable, and cost-effective in relation to the proposed project and should provide the basis of computation of all project-related costs (including management and administrative costs) and any appropriate narrative. FEMA must be able to thoroughly evaluate the projects being submitted based on the information provided. FEMA must be able to determine how much funding is being passed through to subrecipients for each sub-program (UASI, SHSP, OPSG). Consequently, applicants must provide an appropriate level of detail within the budget summary worksheets to clarify what will be purchased and spent. Sample budget summary worksheets are available on the grants.gov posting for the HSGP in the Related Documents tab and may be used as a guide to assist applicants in the preparation of budgets and budget narratives.

12. Other Submission Requirements

Fusion Center Investments

Of the proposed SHSP- and UASI-funded investments, one single project must be in support of a designated fusion center. Recipients must coordinate with the fusion center when developing a fusion center project prior to submission. See additional information on how to develop the fusion center projects below and in the Preparedness Grants Manual.

Emergency Communications Investments

All emergency communications investments must describe how such activities align with needs identified in their Statewide Communication Interoperability Plan (SCIP). Recipients must coordinate with their Statewide Interoperability Coordinator (SWIC) and/or Statewide Interoperability Governing Body (SIGB) when developing an emergency communications investment prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems. Effective project alignment will require advance coordination with the SWIC and consultation with governing bodies such as the SIGB or Statewide Interoperability Executive Committee, as they serve as the primary steering group for the statewide interoperability strategy. Additionally, recipients should consult subject matter experts serving on governance bodies, such as broadband experts, chief information officers, representatives from utilities, or legal and financial experts, when developing proposals. The investment name must include the words "emergency communications" to easily identify any emergency communications investments.

13. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372

(See Executive Orders | National Archives and Intergovernmental Review (SPOC List) (whitehouse.gov)).

14. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, the terms and conditions of the award, or the Preparedness Grants Manual. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

Federal funds made available through this award may be used for the purpose set forth in this NOFO, the Preparedness Grants Manual, and the terms and conditions of the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal awards, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. See the Preparedness Grants Manual for more information on funding restrictions and allowable costs.

a. Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Guidance is available at Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services, FEMA Policy #405-143-1, or superseding document.

Additional guidance is available at Contract Provisions Guide: Navigating Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (fema.gov).

Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or

services as a substantial or essential component of any system, or as critical technology of any system; or
- Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

I. REPLACEMENT EQUIPMENT AND SERVICES

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the Preparedness Grants Manual.

II. DEFINITIONS

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
2. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
3. Telecommunications or video surveillance services provided by such entities or using such equipment; or
4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." *See* 2 C.F.R. § 200.471.

b. Pre-Award Costs

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and as included in the award agreement. To request pre-award costs, a written request must be included with the application, signed by the AOR of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval.

c. Management and Administration (M&A) Costs

M&A costs are allowed. Recipients may use a maximum of up to 5% of HSGP funds awarded for their M&A, and any funds retained are to be used solely for M&A purposes associated with the HSGP award. Subrecipients may also use a maximum of up to 5% of the funding passed through by the state solely for M&A purposes associated with the HSGP award. M&A activities are those directly relating to the management and administration of HSGP funds, such as financial management and monitoring. M&A expenses must be based on actual expenses or known contractual costs. M&A requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

M&A costs are not operational costs. They are the necessary costs incurred in direct support of the grant or as a result of the grant and should be allocated across the entire lifecycle of the grant. Examples include preparing and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment expenditures for financial accounting purposes, responding to official informational requests from state and federal oversight authorities, including completing the Civil Rights Evaluation Tool as required by DHS, and grant performance measurement or evaluation activities. Please see the Preparedness Grants Manual for additional information on direct costs.

Recipients or subrecipients may apply or credit M&A funding toward the recipient's requirement to allocate funding toward the National Priority Areas. For example, if a recipient spends $5,000 to manage or administer its funding dedicated toward its soft targets/crowded places investment, the recipient may credit that funding

toward its requirement to allocate at least 3% of its award to the enhancing the protection of soft targets and crowded places National Priority Area.

A state's HSGP funds for M&A calculation purposes includes the total of its SHSP, UASI, and OPSG awards. While the SAA may retain up to 5% of this total for M&A, the state must still ensure that all subrecipient award amounts meet the mandatory minimum pass-through requirements that are applicable to each HSGP program. To meet this requirement, the percentage of SHSP and UASI funds passed through to local or tribal jurisdictions must be based on the state's total HSGP award prior to withholding any M&A.

In retaining these funds, states may retain a maximum of 2.5% of the OPSG allocation, which must be withheld from the pass-through to each subrecipient county or tribe in an equal percentage. The SAA may also retain additional funding from its SHSP award to manage and administer the OPSG award, but that additional amount is also capped at an amount equal to 2.5% of the OPSG award. Examples applying this principle:

SAA 1:

- Total award: $6,000,000
- SHSP: $1,000,000 OPSG: $2,500,000 UASI: $2,500,000
- M&A Maximum: $300,000 (5% of $6,000,000)
- Maximum M&A for SHSP = $50,000
- Maximum M&A for OPSG = $125,000. Of that amount, $62,500 (2.5%) may be retained from the OPSG allocation, and the other $62,500 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the $50,000 available to manage the SHSP allocation.
- Maximum M&A for UASI = $125,000

SAA 2:

- Total award: $4,500,000
- SHSP: $3,500,000 OPSG: $1,000,000

- M&A Maximum: $225,000 (5% of $4,500,000)
- Maximum M&A for SHSP = $175,000
- Maximum M&A for OPSG = $50,000. Of that amount, $25,000 (2.5%) may be retained from the OPSG allocation, and the other $25,000 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the $175,000 available to manage the SHSP allocation.

HSGP recipients are also reminded that any M&A charged to a recipient's or subrecipient's UASI funding must be directly allocable to administration of the UASI grant program and cannot be used to cover M&A costs that are directly allocable to SHSP or OPSG funding. Similarly, any M&A charged to a recipient's or subrecipient's SHSP or OPSG funding cannot be used to cover M&A costs directly allocable to UASI funding.

Please note, IB 365: Management and Administration Costs in the Homeland Security Grant Program and DHS/FEMA Policy 207-087-1 **do not apply to awards made in FY 2023 under this NOFO**. Please also reference IB 416 for additional clarification on OPSG M&A, but to the extent that there is any conflict between IB 416 and this NOFO, the requirements of this NOFO will apply to FY 2023 awards made under this NOFO.

D. Indirect Facilities & Administrative (F&A) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Grants Management Specialist for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA Grants Management Specialist for

further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

E. Funds Transfer Restriction

The recipient is prohibited from transferring funds between programs (includes SHSP, UASI, and OPSG). Recipients can submit an investment/project where funds come from multiple funding sources (e.g., SHSP and UASI), however, recipients are not allowed to divert funding from one program to another due to the risk-based funding allocations, which were made at the discretion of DHS/FEMA.

F. Other Direct Costs

I. Planning

Planning costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

II. Organization

Organization costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

III. Equipment

Equipment costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

- **General Purpose Equipment**

  HSGP allows expenditures on general purpose equipment if it aligns to and supports one or more core capabilities identified in the Goal and has a nexus to terrorism preparedness. General purpose equipment, like all equipment funded under the HSGP, must be sharable through the EMAC[3] and allowable under 6

U.S.C. § 609, and any other applicable provision of the *Homeland Security Act of 2002*, as amended. Examples of such general-purpose equipment may include:

- Law enforcement/general use vehicles (OPSG only);
- Emergency medical services equipment and vehicles;
- Fire service equipment and vehicles, to include hose, pump accessories, and foam concentrate for specialized chemical/biological/radiological/nuclear/explosive (CBRNE) response;
- Interoperability of data systems, such as computer aided dispatch (CAD) and record management systems (RMS); and
- Office equipment for staff[4] engaged in homeland security program activity.

- **Controlled Equipment**

For decades, the federal government has provided equipment to state, local, and tribal law enforcement agencies (LEAs) through federal grants. Some federal grant programs have assisted LEAs as they carry out their critical missions to keep the American people safe. The equipment acquired by LEAs through these programs includes administrative equipment, such as office furniture and computers. Some federal grant programs also may include military and military-styled equipment, firearms, and tactical vehicles provided by the federal government, including property covered under 22 C.F.R. Part 121 and 15 C.F.R. Part 774 (collectively, "controlled equipment").

However, not all equipment that is considered controlled equipment is allowable under the HSGP. As noted in Section B of FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards, certain equipment is prohibited and is not allowable under HSGP. Grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. For example, the purchase of tracked armored vehicles, camouflage uniforms, weapons, and weapons accessories, including ammunition, is generally not allowed with HSGP funds.[5]

For some controlled equipment that is allowable under the HSGP, additional documentation, justifications, reviews, and approvals are required, including but not limited to proof of policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties. Contact your Preparedness Officer if you have questions concerning HSGP requirements for controlled equipment requests.

Grant funds under this program must comply with the aforementioned FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards. As per this FEMA Policy, excepted or controlled equipment must remain in the possession of the original FEMA grant recipient and may not be transferred. The use of controlled equipment under a Memorandum of Understanding or other regional sharing agreement (see Section D.6 of this FEMA Policy) does *not* constitute a transfer of controlled equipment.

DHS/FEMA will continue to collaborate with federal agency partners to ensure that there is a consistent and reasonable approach to the restrictions placed on controlled equipment expenditures while continuing to support these investments when there is a justifiable need. Further, DHS/FEMA will continue to maintain an awareness of the evolving policy developments related to controlled equipment expenditures and keep grant recipients up to date on future developments.

IV. Training

Training costs are allowed under this program. Please see the Preparedness Grants Manual for more information. Recipients are encouraged to consider tuition-free courses offered by FEMA first, before investing in training. For more information and a catalog of courses please refer to the National Preparedness Course Catalog at NTED.

V. Exercises

Exercise costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

VI. Personnel

Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. Under OPSG, overtime costs are allowable only in so far as they meet the intent of the program. All recipients and subrecipients of HSGP funds, including SHSP, UASI, and OPSG allocations, may not use more than 50% of their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50% personnel cap, please see FEMA IB 421b, Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008* (Public Law 110-412) – the PRICE Act. Please see the Preparedness Grants Manual for more information.

VII. Operational Overtime

Operational overtime costs are allowed under this program. Prior to use of funds for operational overtime, recipients must receive approval from DHS/FEMA. Operational overtime costs are also subject to the 50% personnel cap. For more information on the 50% personnel cap, please see FEMA IB 421b. For more information about operational overtime costs for SHSP, UASI, and OPSG, please see the Preparedness Grants Manual.

Operational Overtime Costs for SHSP and UASI

As stated in the Preparedness Grants Manual, in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. SHSP or UASI funds may be used to support select operational expenses associated with increased security measures in the authorized categories in the authorized categories outlined in the Preparedness Grants Manual. FEMA retains the discretion to approve other types of requests that do not fit within one of these categories.

Except for an elevated National Terrorism Advisory (NTAS) alert, SHSP or UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. *Post-event operational overtime requests will only be considered on a case-by-case basis*, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity.

Operational Overtime Costs for OPSG

As stated in the Preparedness Grants Manual, OPSG funds should be used for operational overtime costs associated with law enforcement activities in support of border law enforcement agencies for enhanced border security. Overtime shall be reimbursed consistent with the non-federal entity's overtime policy and the requirements as stated in the Preparedness Grants Manual.

VIII. Travel

Domestic travel costs are allowed under this program, as provided for in this NOFO and in the Preparedness Grants Manual. International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA.

IX. Construction and Renovation

Construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. For construction and renovation costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds. Limits on the total amount of grant funding that may be used for construction or renovation may apply. Additionally, recipients are required to submit SF-424C and SF-424D.

All proposed construction and renovation activities must undergo an Environmental Planning and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Failure of a grant recipient to meet these requirements may jeopardize Federal funding. Please see the Preparedness Grants Manual for more information.

X. Maintenance and Sustainment

Maintenance- and sustainment-related costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees, are allowable. Please see the Preparedness Grants Manual for more information.

XI. Critical Emergency Supplies

Critical emergency supplies are allowed under this program. Please see the Preparedness Grants Manual for more information.

XII. Secure Identification

Secure Identification costs are allowed under this program. Please see the Preparedness Grants Manual for more information

Allowable Cost Matrix

The following matrix provides allowable cost activities that fall under each of the cost categories noted above. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. HSGP funds may be used to cover the costs for evaluating the impact of these grants on the state or urban area's core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate HQ FEMA Preparedness Officer. For additional information on allowable costs, see the Preparedness Grants Manual.

Allowable Program Activities

Allowable Planning Costs	SHSP	UASI	OPSG
Developing hazard/threat-specific annexes	**Y**	**Y**	**N**
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	**Y**	**Y**	**N**
Developing related terrorism and other catastrophic event prevention activities	**Y**	**Y**	**N**
Developing and enhancing plans and protocols	**Y**	**Y**	**N**
Developing or conducting assessments	**Y**	**Y**	**N**

Allowable Planning Costs	SHSP	UASI	OPSG
Hiring of full- or part-time staff or contract/consultants to assist with planning, engagement, and volunteer management activities	**Y**	**Y**	**N**
Materials required to conduct planning, engagement, and volunteer management activities	**Y**	**Y**	**N**
Travel/per diem related to planning, engagement, and volunteer management activities	**Y**	**Y**	**Y**
Overtime and backfill costs (in accordance with operational Cost Guidance)	**Y**	**Y**	**Y**
Issuance of Western Hemisphere Travel Initiative-compliant Tribal identification cards	**Y**	**N**	**N**
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	**Y**	**Y**	**N**
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	**Y**	**Y**	**N**
Coordination and material support to Citizen Corps Councils and local firehouses for the establishment, training and maintenance of CERTs	**Y**	**Y**	**N**
Update governance structures and processes and plans for emergency communications	**Y**	**Y**	**N**
Development, and review and revision of continuity of operations plans	**Y**	**Y**	**N**
Development, and review and revision of the THIRA/SPR and continuity of operations plans	**Y**	**Y**	**N**

Allowable Planning Costs	SHSP	UASI	OPSG
Developing or conducting equity assessments to address planning and preparedness disparities for historically underserved communities	**Y**	**Y**	**N**

Allowable Organizational Activities **Note: Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.**	SHSP	UASI	OPSG
Program management	**Y**	**Y**	**N**
Development of whole community partnerships	**Y**	**Y**	**N**
Structures and mechanisms for information sharing between the public and private sector	**Y**	**Y**	**N**
Implementing models, programs, and workforce enhancement initiatives	**Y**	**Y**	**N**
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	**Y**	**Y**	**N**
Operational support	**Y**	**Y**	**N**
Utilization of standardized resource management concepts	**Y**	**Y**	**N**
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event	**Y**	**Y**	**N**

Allowable Organizational Activities **Note: Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.**	SHSP	UASI	OPSG
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50% of the allocation)	**Y**	**Y**	**Y**
Overtime for information, investigative, and intelligence sharing activities (up to 50% of the allocation)	**Y**	**Y**	**Y**
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50% of the allocation).	**Y**	**Y**	**Y**
Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses.	**Y**	**Y**	**N**
Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT	**Y**	**Y**	**N**
Cost of migrating online services to the ".gov" domain	**Y**	**Y**	**N**

Allowable Equipment Categories	SHSP	UASI	OPSG
Personal Protective Equipment	**Y**	**Y**	**Y**

Allowable Equipment Categories	SHSP	UASI	OPSG
Explosive Device Mitigation and Remediation Equipment	**Y**	**Y**	**N**
CBRNE Operational Search and Rescue Equipment	**Y**	**Y**	**N**
Information Technology	**Y**	**Y**	**Y**
Cybersecurity Enhancement Equipment	**Y**	**Y**	**N**
Interoperable Communications Equipment	**Y**	**Y**	**Y**
Detection	**Y**	**Y**	**Y**
Decontamination	**Y**	**Y**	**N**
Medical countermeasures	**Y**	**Y**	**Y**
Power (e.g., generators, batteries, power cells)	**Y**	**Y**	**Y**
CBRNE Reference Materials	**Y**	**Y**	**N**
CBRNE Incident Response Vehicles	**Y**	**Y**	**N**
Terrorism Incident Prevention Equipment	**Y**	**Y**	**Y**
Physical Security Enhancement Equipment	**Y**	**Y**	**Y**
Inspection and Screening Systems	**Y**	**Y**	**Y**
Animal Care and Foreign Animal Disease	**Y**	**Y**	**N**
CBRNE Prevention and Response Watercraft	**Y**	**Y**	**N**
CBRNE Prevention and Response Unmanned Aircraft	**Y**	**Y**	**N**
CBRNE Aviation Equipment	**Y**	**Y**	**N**
CBRNE Logistical Support Equipment	**Y**	**Y**	**N**

Allowable Equipment Categories	SHSP	UASI	OPSG
Intervention Equipment (e.g., tactical entry, crime scene processing)	**Y**	**Y**	**Y**
Critical emergency supplies	**Y**	**Y**	**N**
General use vehicle acquisition, lease, and rental	**N**	**N**	**Y**
Specialized vehicle acquisition, lease, and rental	**Y**	**Y**	**Y**
Other Authorized Equipment	**Y**	**Y**	**Y**

Allowable Training Costs	SHSP	UASI	OPSG
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	**Y**	**Y**	**N**
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	**Y**	**Y**	**N**
Training workshops and conferences	**Y**	**Y**	**Y**
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	**Y**	**Y**	**N**
Full- or part-time staff or contractors/consultants	**Y**	**Y**	**Y**
Travel	**Y**	**Y**	**Y**
Supplies	**Y**	**Y**	**N**
Instructor certification/re-certification	**Y**	**Y**	**N**

Allowable Training Costs	SHSP	UASI	OPSG
Coordination with Citizen Corps Councils and CERT in conducting training exercises	**Y**	**Y**	**N**
Preparedness training for community preparedness initiatives and programs	**Y**	**Y**	**N**
Interoperable communications training	**Y**	**Y**	**N**
Activities to achieve planning inclusive of people with limited English proficiency	**Y**	**Y**	**N**
Immigration enforcement training	**Y**	**Y**	**Y**

Allowable Exercise Related Costs	SHSP	UASI	OPSG
Design, Develop, Conduct, and Evaluate an Exercise	**Y**	**Y**	**N**
Full- or part-time staff or contractors/consultants	**Y**	**Y**	**N**
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	**Y**	**Y**	**N**
Implementation of HSEEP	**Y**	**Y**	**N**
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	**Y**	**Y**	**N**
Travel	**Y**	**Y**	**N**
Supplies	**Y**	**Y**	**N**
Interoperable communications exercises	**Y**	**Y**	**N**

Allowable Exercise Related Costs	SHSP	UASI	OPSG
Activities to achieve planning inclusive of people with limited English proficiency	**Y**	**Y**	**N**

Allowable M&A Costs	SHSP	UASI	OPSG
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	**Y**	**Y**	**Y**
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	**Y**	**Y**	**Y**
Overtime and backfill costs	**Y**	**Y**	**Y**
Travel	**Y**	**Y**	**Y**
Meeting related expenses	**Y**	**Y**	**Y**
Authorized office equipment	**Y**	**Y**	**Y**
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	**Y**	**Y**	**N**
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	**Y**	**Y**	**N**
Completing the Civil Rights Evaluation Tool	**Y**	**Y**	**Y**
Conducting activities related to evaluating project effectiveness for HSGP-funded projects	**Y**	**Y**	**Y**

LETPA Costs	SHSP	UASI	OPSG
Integration and interoperability of systems and data, such as CAD and RMS, to facilitate the collection,	**Y**	**Y**	**N**
Maturation, enhancement, and sustainment of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions)	**Y**	**Y**	**N**
Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism	**Y**	**Y**	**N**
Coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events	**Y**	**Y**	**N**
Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability development, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology	**Y**	**Y**	**N**
Coordination between fusion centers and other operational analytic, and investigative efforts	**Y**	**Y**	**N**
Implementation, maintenance, and sustainment of the Nationwide Suspicious Activity Reporting Initiative	**Y**	**Y**	**N**
Implementation of the "If You See Something, Say Something®" campaign	**Y**	**Y**	**N**
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical infrastructure locations	**Y**	**Y**	**N**

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

I. Risk Methodology

The risk methodology determines the relative risk of terrorism faced by a given area considering the potential risk of terrorism to people, critical infrastructure, and economic security. The analysis includes, but is not limited to, threats from violent domestic extremists, international terrorist groups, and individuals inspired by terrorists abroad. See the Preparedness Grants Manual for additional information on the risk methodology.

NOTE: The THIRA/SPR process is separate from the risk methodology and its results do not affect grant allocations.

The Risk Methodology is used to inform allocations under HSGP. For more information on the SHSP, UASI, and OPSG allocation processes, please see Section B.1 of this NOFO, “Available Funding for the NOFO.”

II. Application Evaluation Criteria

FEMA will evaluate the FY 2023 HSGP applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. FEMA’s review will include verification that each IJ and project:

- Aligns with at least one core capability identified in the Goal;
- Demonstrates how investments support building capability and/or closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

In addition to the above, FEMA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was

designed; and 2) able to be fully completed within the three-year period of performance. FEMA will use the information provided in the application and after the submission of the first BSIR to determine the feasibility and effectiveness of a grant project. To that end, IJs should include:

- An explanation of how the proposed project(s) will achieve objectives as identified in the SPR, including expected long-term impact where applicable, and which core capability gap(s) it helps to close and how;
- A summary of the status of planning and design efforts accomplished to date (e.g., included in a capital improvement plan); and
- A project schedule with clear milestones.

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices, and participate in the development of case studies demonstrating the effective use of grant funds, as requested.

FEMA will also review any submitted National Priority Area-aligned IJs and projects to ensure they meet the minimum spend requirements. Additional information on how the National Priority Area IJs and projects will be reviewed for effectiveness is included in the Review and Selection Process section below.

b. Financial Integrity Criteria

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as enacted by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

1. Financial stability;
2. Quality of management systems and ability to meet management standards;
3. History of performance in managing federal award;

4. Reports and findings from audits; and/or
5. Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000:

1. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS).
2. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
3. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

2. Review and Selection Process

I. SHSP and UASI

All proposed investments will undergo a federal review by DHS/FEMA to verify compliance with all administrative and eligibility criteria identified in the NOFO. The federal review will be conducted by FEMA HQ Preparedness Officers. FEMA HQ Preparedness Officers will use a checklist to verify compliance with all administrative and eligibility criteria identified in the NOFO. Recipients must be able to demonstrate how investments support building capability and/or closing capability gaps or sustaining capabilities identified in the THIRA/SPR process. IJs will be reviewed at both the investment and project level.

Emergency communications investments will be jointly reviewed by FEMA and CISA's Emergency Communications Division (ECD) to verify compliance with

SAFECOM Guidance on Emergency Communications Grants (SAFECOM Guidance). FEMA and ECD will coordinate directly with the recipient on any compliance concerns and will provide technical assistance as necessary to help ensure full compliance.

Additional Effectiveness Evaluation Criteria for the National Priority Areas

FEMA will evaluate the FY 2023 HSGP IJs and projects submitted in support of the National Priority Areas for anticipated effectiveness. FEMA's review will include verification that each IJ or project meets the National Priority Area required spend percentages.

Cybersecurity investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

Soft Targets/Crowded Places investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

Information Sharing and Cooperation Investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

For additional information on Fusion Center requirements, please see the Preparedness Grants Manual.

Domestic violent extremism investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, DHS Center for Prevention Programs and Partnerships, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

Community preparedness and resilience investments will be reviewed by DHS/FEMA and other DHS components as appropriate, for compliance with

purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

Election security investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

FEMA will determine whether the proposed approach is clear, logical, and reasonable to address the priority areas of interest and contribute to a culture of national preparedness. This includes factors such as the objectives and strategies proposed to address the priority area, how the objectives and strategies overcome legal, political, or practical obstacles to reduce overall risk, the process, and criteria to select additional relevant projects, and the approach to monitor awards to satisfy the funding percentage allocations.

For applicants that elect to submit IJs and project-level details for the National Priority Areas at the time of application, effectiveness will be evaluated prior to award. If the projects are found to not sufficiently align with the National Priority Area(s), applicants may have funds placed on hold (up to 30%) until the projects are revised to satisfactorily address the National Priority Areas.

For applicants that elect to submit IJs and project-level details for the National Priority Areas as part of the December 2023 BSIR, they will have funds placed on hold in the amount of 30%. The hold will be released only after their December 2023 BSIR submission has been reviewed, and projects related to the National Priority Areas deemed in alignment by DHS/FEMA.

SAAs are still required to meet pass-through requirements even if funds are on hold related to the National Priority Areas.

To that end, IJs should include:

- How the proposed investment addresses the National Priority Area;
- An explanation of how the proposed projects were selected and will achieve objectives and strategies to build or sustain the core capability gaps identified in the SPR, including expected long-term impact where applicable; and

- A summary of the collaboration efforts to prevent, prepare for, protect against, and respond to acts of terrorism as well as anticipated outcomes of the project.

For FY 2023 SHSP and UASI investments and projects related to the National Priority Areas, effectiveness will be evaluated based on the following four factors:

- Investment Strategy (40%): Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the state, or the Nation.
- Budget (20%): Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.
- Impact/Outcomes (40%): Proposals will be evaluated on how the investment helps the jurisdiction close capability gaps identified in its SPR and addresses the relevant National Priority Area outlined in this NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.
- Past Performance (additional consideration): Proposals will be evaluated based on the applicants demonstrated capability to execute the proposed investments. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

II. OPSG

Applications will be reviewed by the SAA and USBP Sector Headquarters for completeness and adherence to programmatic guidelines and evaluated for anticipated feasibility, need, and impact of the Operations Orders. For more information on Operations Orders and other requirements of OPSG, see the Preparedness Grants Manual.

DHS/FEMA will verify compliance with all administrative and eligibility criteria identified in the NOFO and required submission of Operations Orders and

Inventory of Operations Orders by the established due dates. DHS/FEMA and USBP will use the results of both the risk analysis and the federal review by DHS/FEMA to make recommendations for funding to the Secretary of Homeland Security.

FY 2023 OPSG funds will be allocated among the eligible jurisdictions based on risk-based prioritization using the OPSG Risk Assessment described above. Final funding allocations are determined by the Secretary of Homeland Security, who may consider information and input from various law enforcement offices or subject-matter experts within the Department. Factors considered include, but are not limited to threat, vulnerability, miles of the border, and other border-specific law enforcement intelligence, as well as the feasibility of FY 2023 Operations Orders to designated localities within border states and territories.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO and the Preparedness Grants Manual as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award or provide a notice of intent to decline through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Grant Recipient User Guide, which is available at Non-Disaster Grants Management System | FEMA.gov along with other ND Grants materials.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the 60-day timeframe may result in a loss of funds.

See the Preparedness Grants Manual for information on Notice of Award.

2. Pass-Through Requirements

Awards made to the SAA for HSGP carry additional **statutorily mandated** pass-through requirements. Pass-through is defined as an obligation on the part of the SAA to make funds available to local units of government, combinations of local units, tribal governments, or other specific groups or organizations. These entities are defined at 6 U.S.C. § 101(13) as:

- A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government.
- An Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation.
- A rural community, unincorporated town or village, or other public entity.

Four criteria must be met to pass-through grant funds:

- The SAA must make a firm written commitment to passing through grant funds to subrecipients;
- The SAA's commitment must be unconditional (i.e., no contingencies for the availability of SAA funds);
- There must be documentary evidence (i.e., award document, terms, and conditions) of the commitment; and
- The award terms must be communicated to the subrecipient.

Timing and Amount

The SAA must pass-through at least 80% of the funds awarded under SHSP and UASI to the above-defined local or tribal units of government within 45 calendar days of receipt of the funds. "Receipt of the funds" occurs either when the SAA accepts the award or 15 calendar days after the SAA receives notice of the award, whichever is earlier.

SAAs are sent notification of HSGP awards via the GPD's ND Grants system. If an SAA accepts its award within 15 calendar days of receiving notice of the award

in the ND Grants system, the 45 calendar days pass-through period will start on the date the SAA accepted the award. Should an SAA not accept the HSGP award within 15 calendar days of receiving notice of the award in the ND Grants system, the 45 calendar days pass-through period will begin 15 calendar days after the award notification is sent to the SAA via the ND Grants system.

It is important to note that the period of performance start date does not directly affect the start of the 45 calendar days pass-through period. For example, an SAA may receive notice of the HSGP award on August 25, 2023, while the period of performance dates for that award September 1, 2023, through August 31, 2026. In this example, the 45-day pass-through period will begin on the date the SAA accepts the HSGP award or September 9, 2023 (15 calendar days after the SAA was notified of the award), whichever date occurs first. The period of performance start date of September 1, 2023 would not affect the timing of meeting the 45-calendar day pass-through requirement.

Other SHSP and UASI Pass-Through Requirements

The signatory authority of the SAA must certify in writing to DHS/FEMA that pass-through requirements have been met. **A letter of intent (or equivalent) to distribute funds is not considered sufficient.** A letter of intent is not a firm commitment and if issued before FEMA makes the award, then a letter of intent is also not unconditional since it is inherently conditioned on receipt of funds.

The pass-through requirement does not apply to SHSP awards made to the District of Columbia, Guam, American Samoa, the U.S. Virgin Islands, or the Commonwealth of the Northern Mariana Islands. **The Commonwealth of Puerto Rico is required to comply with the pass-through requirement**, and its SAA must also obligate at least 80% of the funds to local units of government within 45 calendar days of receipt of the funds.

Under SHSP, the SAA may retain more than 20% of funding for expenditures made by the state on behalf of the local unit(s) of government, such as expenditures by the state in order to pass through goods or services to local unit(s) of government in lieu of cash. This may occur only with the written consent, such as a Memorandum of Understanding, between the SAA and the local unit(s) of government. Separate written consent is necessary for each local unit of government in which more than 20% of funding is retained on their behalf by the

state. The written consent must specify the amount of funds to be retained and the intended use of funds, including whether any goods or services will be passed through in lieu of cash. It must also be signed by authorized representatives of both the state and the local unit of government.

States shall review their written consent agreements yearly and ensure that they are still valid. If a written consent agreement is already in place from previous fiscal years, DHS/FEMA will continue to recognize it for FY 2023, unless the written consent review indicates the local government is no longer in agreement. If modifications to the existing agreement are necessary, the SAA should contact their assigned FEMA HQ Preparedness Officer.

However, even if a written consent agreement is in place from previous fiscal years, **the SAA must still initially carry out the pass-through documentation for its FY 2023 award and comply with the four pass-through criteria described above before the written consent agreement can take effect for purposes of the FY 2023 funding**.

Additional OPSG Requirements

The recipient is prohibited from obligating or expending funds provided through this award until each unique and specific county-level or equivalent Operational Order/Fragmentary Operations Order budget has been reviewed and approved through an official electronic mail notice issued by DHS/FEMA removing this special programmatic condition.

3. Administrative and National Policy Requirements

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

In addition to the information regarding DHS Standard Terms and Conditions and Ensuring the Protection of Civil Rights, see the Preparedness Grants Manual for additional information on administrative and national policy requirements, including:

- EHP Compliance;

- FirstNet;
- NIMS Implementation; and
- SAFECOM Guidance.

a. DHS Standard Terms and Conditions

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: DHS Standard Terms and Conditions.

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. Ensuring the Protection of Civil Rights

As the Nation works towards achieving the National Preparedness Goal, it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving federal financial assistance from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the DHS Standard Terms and Conditions. Additional information on civil rights provisions is available at External Civil Rights Division | FEMA.gov.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

In accordance with civil rights laws and regulations, recipients and subrecipients must ensure the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

c. Environmental Planning and Historic Preservation (EHP) Compliance

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

All non-critical new construction or substantial improvement of structures in a Special Flood Hazard Area must, at a minimum, apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach unless doing so would cause the project to be unable to meet applicable program cost-effectiveness requirements. All other types of projects may choose to apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach. See Executive Order (EO) 14030, Climate-Related Financial Risk and FEMA Policy #-206-21-0003, Partial Implementation of the Federal Flood Risk Management Standard for Hazard Mitigation Assistance Programs (Interim) (fema.gov).

All GPD actions, including grant-funded actions, must comply with National Flood Insurance Program criteria or any more restrictive federal, state, or local floodplain management standards or building code (44 CFR § 9.11(d)(6)). All GPD-funded non-critical actions in 1% annual chance floodplains (also known as 100-year floodplains) that involve new construction or substantial improvement of structures must be elevated, at a minimum, to the lower of:

- Two feet above the 1% annual chance flood elevation (also known as the base flood elevation), in accordance with the Federal Flood Risk Management Standard (FFRMS) "Freeboard Value Approach" (FVA); or
- The 0.2% annual chance flood elevation. Where 0.2% annual chance flood elevations are not available, such actions must be elevated to at least two feet above the 1% annual chance flood elevation.

All GPD-funded critical actions in 0.2% annual chance floodplains (also known as 500-year floodplains) that involve new construction or substantial improvement of structures must be elevated, at a minimum, to the higher of:

- Three feet above the 1% annual chance flood elevation; or
- The 0.2% annual chance flood elevation. Where 0.2% annual chance flood elevations are not available, such actions must be elevated to at least three feet above the 1% annual chance flood elevation.

See EO 11988, Floodplain Management, as amended by EO 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input.

Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not incompliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the FEMA.gov EHP page, the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

The GPD EHP screening form is located at FEMA Form. Additionally, all recipients under this funding opportunity are required to comply with the FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1.

d. National Incident Management System (NIMS) Implementation

In expending funds under this program, recipients that are state, local, tribal, or territorial governments must ensure and maintain adoption and implementation of NIMS. The state, local, tribal, or territorial government must show adoption of NIMS during any point of the period of performance. The list of objectives used for progress and achievement reporting is at /emergency-managers/nims/implementation-training.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Using standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA's website at NIMS Components - Guidance and Tools | FEMA.gov.

FEMA developed the National Incident Management System Guideline for the National Qualification System to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so to leverage the federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information about NIMS in general is available at National Incident Management System | FEMA.gov.

e. *Emergency Communications Investments*

If an entity uses HSGP funding to support emergency communications investments, the following requirements shall apply to all such grant-funded communications investments in support of the emergency communications priorities and recognized best practices:

- The signatory authority for the SAA must certify in writing to DHS/FEMA their compliance with the SAFECOM Guidance. The certification letter should be coordinated with the SWIC for each state and must be uploaded to ND Grants at the time of the first Program Performance Report submission.
- All states and territories must designate a full-time SWIC who has the authority and resources to actively improve interoperability with emergency management and response agencies across all levels of government, to include establishing statewide plans, policies, and procedures, and coordinating decisions on communications investments funded through federal grants. Note that the designated full-time SWIC may also be the state's or territory's cybersecurity point of contact. SWIC status information will be maintained by CISA and will be verified by FEMA GPD through programmatic monitoring activities.
- By the period of performance end date, all states and territories must update the SCIP, with a focus on communications resilience/continuity, to include assessment and mitigation of all potential risks identified in the SCIP: natural disasters, accidental damage (human failures), intentional damage (sabotage, terrorism), cybersecurity, etc. Following the initial update, the SCIP should be updated on an annual basis. SCIP status information will be maintained by CISA and will be verified by FEMA GPD through programmatic monitoring activities.

All states and territories must test their emergency communications capabilities and procedures (as outlined in their operational communications plans) in conjunction with regularly planned exercises (separate/addition emergency communications exercises are not required). Exercises should be used to both demonstrate and validate skills learned in training and to identify gaps in capabilities. Resilience and continuity of communications should be tested during training and exercises to the greatest extent possible. Further, exercises should include participants from multiple jurisdictions, disciplines, and levels of government and include emergency management, emergency medical services, law enforcement, interoperability coordinators, public health officials, hospital officials, officials from colleges and universities, and other disciplines and private sector entities, as appropriate. Findings from exercises should be used to update

programs to address gaps in emergency communications as well as emerging technologies, policies, and partners. Recipients are encouraged to increase awareness and availability of emergency communications exercise opportunities across all levels of government.

States, territories, and other eligible grant recipients are advised that HSGP funding may be used to support communications planning (including the cost of hiring a SWIC, participation in governance bodies and requirements delineated above), training, exercises, and equipment costs. Costs for transitioning to the FirstNet network may also be eligible. More information regarding FirstNet can be found in the Preparedness Grants Manual.

4. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

See the Preparedness Grants Manual for information on reporting requirements.

5. Monitoring and Oversight

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award. Failure to respond in this manner may result in funding holds on current and future awards until the requested information is provided.

See the Preparedness Grants Manual for information on monitoring and oversight.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. Program Office Contact

FEMA has assigned state-specific Preparedness Officers for the HSGP. If you do not know your Preparedness Officer, please contact the FEMA Grants Information Desk by e-mail at fema-grants-news@fema.dhs.gov OR by phone at (800) 368-6498, Monday through Friday, 9 a.m. – 5 p.m. ET.

b. FEMA Grants News

FEMA Grants News is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. **This channel** provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. FEMA Grants Information Desk can be reached by e-mail at fema-grants-news@fema.dhs.gov OR by phone at (800) 368-6498, Monday through Friday, 9 a.m. – 5 p.m. ET.

c. Grant Programs Directorate (GPD) Award Administration Division

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

d. Equal Rights

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA

grants under this NOFO should be sent to FEMA-CivilRightsOffice@fema.dhs.gov .

e. Environmental Planning and Historic Preservation

GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.dhs.gov.

2. Systems Information

a. Grants.gov

For technical assistance with Grants.gov, call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. Non-Disaster (ND) Grants

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at Non-Disaster Grants Management System | FEMA.gov.

c. Payment and Reporting System (PARS)

FEMA uses the Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email ask-GMD@fema.dhs.gov.

H. Additional Information

GPD has developed the Preparedness Grants Manual to guide applicants and recipients of grant funding on how to manage their grants and other resources. Recipients seeking guidance on policies and procedures for managing preparedness grants should reference the Preparedness Grants Manual for further information. Examples of information contained in the Preparedness Grants Manual include:

- Actions to Address Noncompliance
- Audits
- Case Studies and Use of Grant-Funded Resources During Real-World Incident Operations
- Community Lifelines
- Conflicts of Interest in the Administration of Federal Awards and Subawards
- Disability Integration
- National Incident Management System
- Payment Information
- Period of Performance Extensions
- Procurement Integrity
- Record Retention
- Whole Community Preparedness
- Other Post-Award Requirements

1. Termination Provisions

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

a. Noncompliance

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the

noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO or in the Preparedness Grants Manual.

b. With the Consent of the Recipient

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. Notification by the Recipient

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

2. Program Evaluation

Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges federal awarding agencies and federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program

service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act § 101 (codified at 5 U.S.C. § 311). Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation.

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting grant funds, recipients agree to participate in the evaluation, which may include analysis of individuals who benefit from the grant, and provide access to program operating personnel and participants, as specified by the evaluator(s) during the award.

3. Period of Performance Extensions

Extensions to the period of performance for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient’s FEMA Preparedness Officer and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Preparedness Officer as needed when preparing an extension request. Please see the Preparedness Grants Manual for more information

4. Financial Assistance Programs for Infrastructure

A. Build America, Buy America Act

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America’s Workers. See also OMB Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction

materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please see Programs and Definitions: Build America, Buy America Act | FEMA.gov and Build America, Buy America Act Frequently Asked Questions (FAQs) | FEMA.gov. Additional information is found in Buy America Preference in FEMA Financial Assistance Programs for Infrastructure, FEMA Interim Policy #207-22-0001.

B. Waivers

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest.
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality.
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

For FEMA awards, the process for requesting a waiver from the Buy America preference requirements can be found on FEMA’s website at: "Buy America"

C. Definitions

Construction materials: an article, material, or supply — other than an item primarily of iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives — that is or consists primarily of non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), glass (including optic glass), lumber, paint, and drywall.

Domestic content procurement preference: Means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

Federal financial assistance: Generally defined in 2 C.F.R. § 200.1 and includes all expenditures by a federal agency to a non-federal entity for an infrastructure project, except that it does not include expenditures for assistance authorities relating to major disasters or emergencies under sections 402, 403, 404, 406, 408, or 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act relating to a major disaster or emergency declared under section 401 or 501, respectively, or pre and post disaster or emergency response expenditures.

Infrastructure: Infrastructure projects which serve a public function, including at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy.

Produced in the United States means the following for:

- Iron and steel: All manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

- Manufactured products: The product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55% of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- Construction Materials: All manufacturing processes for the construction material occurred in the United States.

Project: is any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States.

Footnotes

1. Strategic Intelligence Assessment and Data on Domestic Terrorism, Federal Bureau of Investigation and Department of Homeland Security, May 2021.
2. Including assessment of critical infrastructure system vulnerabilities and plans to reduce consequences of disruptions, using the Infrastructure Resilience Planning Framework and Regional Resiliency Assessment Methodology produced by the Cybersecurity and Infrastructure Security Agency.
3. Except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time.
4. This applies to all homeland security personnel and is not limited to M&A staff, and costs are to be captured outside the cap on M&A costs.
5. FEMA issued Policy 207-22-0002 in response to Executive Order (EO) 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety, which President Joseph R. Biden issued on May 25, 2022. EO 14074 directs the DHS to prohibit the use of grant funding to purchase certain types of military equipment by state, local, tribal, and territorial law enforcement agencies and to comply with and implement the recommendations stemming from EO 13688, which established prohibited equipment and controlled equipment lists.



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Fiscal Year 2023
Homeland Security Grant Program

California Supplement to the Federal Notice of Funding Opportunity

October 2023

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Federal Program Announcement

In February 2023, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the Fiscal Year (FY) 2023 Homeland Security Grant Program (HSGP), Notice of Funding Opportunity (NOFO) and the *FEMA Preparedness Grants Manual*.

Subrecipients must follow the programmatic requirements in the NOFO, FEMA Preparedness Grants Manual, and the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2, Code of Federal Regulations (C.F.R.), Part 200.

Information Bulletins

DHS issues Information Bulletins (IBs) to provide updates, clarification, and new requirements throughout the life of the grant.

Grant Management Memoranda

Cal OES issues Grant Management Memoranda (GMMs) which provide additional information and requirements regarding HSGP funds.

Purpose of the California Supplement

The FY 2023 HSGP California Supplement to the NOFO (State Supplement) is intended to complement, rather than replace, the NOFO and the FEMA *Preparedness Grants Manual*. Applicants are highly encouraged to thoroughly read the NOFO and the Preparedness Grants Manual before referring to the State Supplement. The State Supplement will emphasize differences between the FY 2022 and FY 2023 HSGP and highlight additional California policies and requirements applicable to FY 2023 HSGP.

Eligible Subrecipients

Eligible Applicants, referred to as Subrecipients, include Counties/Operational Areas (OAs), Urban Areas (UAs), State Agencies (SAs), Departments, Commissions, and Boards who have or can obtain appropriate state Department of Finance budget authority for awarded funds, and federally recognized tribes located in California.

Tribal Allocations

The NOFO strongly encourages Cal OES to provide HSGP funds directly to tribes in California. To implement this requirement, a special Request for Proposal will be issued to California's federally recognized tribes. All Subrecipients are encouraged to coordinate with tribal governments to ensure that tribal needs are considered in their grant applications.

Subrecipient Allocations	FY 2023 HSGP Subrecipient final allocations are provided in Attachment A and reflect reductions to Subrecipients who did not submit minimum thresholds for National Priority Areas, including Subrecipients opting out of the award altogether, and increases to Subrecipients that are helping meet statewide minimum level National Priority Area requirements.
Supplanting	Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subrecipients may be required to provide supporting documentation that certifies a reduction in non-federal resources that occurred for reasons other than the receipt or expected receipt of federal funds. Supplanting will result in the disallowance of the activity associated with this improper use of federal grant funds.
Public/Private Organizations	Subrecipients may contract with other public or private organizations to perform eligible activities on approved HSGP projects.
Debarred/ Suspended Parties	Subrecipients must not make or permit any award (subaward or contract) at any tier, to any party, that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in federal assistance programs. Subrecipients must obtain documentation of eligibility before making any subaward or contract using HSGP funds and must be prepared to present supporting documentation to monitors/auditors. Before entering into a Grant Subaward, the Subrecipient must notify Cal OES if it knows if any of the principals under the subaward fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. The rule also applies to Subrecipients who pass through funding to other local entities.

Debarred/ Suspended Parties Cont.

If at any time after accepting a subaward, Subrecipients learn that any of its principals fall under one or more of the criteria listed at 2 C.F.R. § 180.335, immediate written notice must be provided to Cal OES and all grant activities halted until further instructions are received from Cal OES. The rule also applies to subawards passed through by Subrecipients to local entities.

Key Changes to the FY 2023 HSGP

National Priority Areas: There are six National Priority Areas (NPAs) for FY 2023. SHSP and UASI applicants must include one Investment Justification (IJ) for each NPA that has a minimum spend requirement, where applicable. For the NPAs with no minimum spend requirement, the Department of Homeland Security strongly encourages recipients to make investments in those areas as they are of critical national concern. For those NPAs that have an associated minimum spend, **all projects related to meeting the minimum spend for those NPAs must be included in the same IJ.**

The six NPAs, along with the relevant minimum spend requirement, are:

- Enhancing information and intelligence sharing and cooperation with federal agencies, including the Department of Homeland Security – 3% minimum;
- Enhancing the protection of soft targets/crowded places – 3% minimum;
- Enhancing cybersecurity – no minimum requirement;
- Enhancing community preparedness and resilience – 3% minimum;
- Combating domestic violent extremism – 3% minimum;
- Enhancing election security – **NEW:** 3% minimum.

Key Changes to the FY 2023 HSGP Cont.

Law Enforcement Terrorism Prevention Activities: Increased from 30% to 35% of the subaward.

Build America, Buy America Act (BABAA):

FY 2023 HSGP is subject to BABAA requirements. The BABAA requires all federal agencies, including FEMA, to ensure that no federal financial assistance for "infrastructure" projects is provided unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States. The BABAA requirements only apply to awards or funds obligated on or after January 2, 2023, and do not apply to awards or funds obligated during the waiver period from July 1, 2022, through January 1, 2023.

FY 2023 National Priorities

DHS/FEMA annually publishes the National Preparedness Report (NPR) to report national progress in building, sustaining, and delivering the core capabilities outlined in the goal of a secure and resilient nation. This analysis provides a national perspective on critical preparedness trends for whole community partners to use to inform program priorities, allocate resources, and communicate with stakeholders about issues of concern.

HSGP Subrecipients are required to prioritize grant funding to demonstrate how investments support closing capability gaps or sustaining capabilities identified in the Threat Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process.

DHS/FEMA continually assesses changes to the threat landscape to further the National Preparedness Goal (NPG) of a secure and resilient nation. The following are national priority areas for FY 2023, including the corresponding percentage of funds required in each area:

- Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS – 3%;
- Enhancing the protection of soft targets/crowded places - 3%;
- Enhancing cybersecurity – no minimum;
- Enhancing community preparedness and resilience – 3%
- Combating domestic violent extremism through enhanced intelligence collection & analysis, training, and community resilience – 3%; and
- Enhancing election security – 3% minimum.

The NPA specifically addressing emerging threats has been removed, but activities in this category remain allowable expenses under other investment areas. Further, **applicants must spend a minimum of 30% of their SHSP and UASI awards across the six NPAs but have new flexibility on how that funding is allocated.** Although 15% is required in minimum spending across **five** NPAs, as noted above, the remaining 15% can be allocated across any of the six NPAs. Enhancing Cybersecurity NP does not require a minimum allocation.

FY 2023 National Priorities Cont.

National Priority projects will be reviewed for effectiveness by DHS/FEMA and must be deemed effective prior to the obligation or expenditure of funds.

Projects requiring additional information for DHS/FEMA to determine effectiveness of the project, or projects deemed ineffective, will have a hold placed on their subaward pending submission of requested information and DHS/FEMA approval. Once a project is approved by DHS/FEMA, modifications to the project have special restrictions regarding modifications as indicated below:

Modifications which do not change the project scope and do not decrease the overall project budget can be processed via regular modification request.

Modifications which change the project scope or decrease the overall project budget will require DHS/FEMA approval and must be requested on the National Priority Project Modification Form.

Effectiveness will be evaluated by DHS/FEMA, Cybersecurity and Infrastructure Security Agency, DHS Office of Intelligence and Analysis, DHS Center for Prevention Programs and Partnerships, and/or other DHS components, as appropriate. FEMA will determine whether the proposed approach is clear, logical, and reasonable to address the priority areas of interest and contribute to a culture of national preparedness, based on the following four factors:

- **Investment Strategy (40%):** Projects will be evaluated based on the quality and extent to which the strategy effectively demonstrates supporting the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the state, or the nation.

- **Budget (20%):** Projects will be evaluated based on the extent to which a budget plan for each investment demonstrates how grant expenditures maximize cost effectiveness.

FY 2023 National Priorities Cont.

- **Impact/Outcomes (40%):** Projects will be evaluated on how this investment helps the jurisdiction close capability gaps identified in its Stakeholder Preparedness Review and addresses NPs outlined in the FY 2023 NOFO. Further, projects will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which improvements are measured and/or evaluated.

- **Past Performance (additional consideration):** Projects will be evaluated based on the Subrecipient's demonstrated capability to execute the proposed investments. Under this factor, FEMA will consider the information provided by the Subrecipient and may also consider relevant information from other sources.

A detailed description of allowable investments for each NP is included in the FY 2023 HSGP NOFO (Section A).

National Campaigns and Programs

Whole Community Preparedness – Subrecipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, Subrecipients are encouraged to consider the needs of individuals with access and functional needs and limited English proficiency in the activities and projects funded by the grant.

Subrecipients should utilize established best practices for whole community inclusion and engage with stakeholders to advance individual and jurisdictional preparedness and resilience. Subrecipients are encouraged to consider the necessities of all Californians in the activities and projects funded by the grant, including children, seniors, individuals with disabilities or access and functional needs, individuals with diverse culture and language use, individuals with lower economic capacity, and other underserved populations.

National Campaigns and Programs Cont.

Active Shooter Preparedness – DHS developed a comprehensive Active Shooter Preparedness website, which strives to enhance national preparedness through a whole-community approach by providing the necessary products, tools, and resources to help all stakeholders prepare for and respond to an active shooter incident. Subrecipients are encouraged to review the referenced active shooter resources and evaluate their preparedness needs.

Soft Targets and Crowded Places – States, territories, UAs, and public and private sector partners are encouraged to identify security gaps and build capabilities that address security needs and challenges related to protecting locations or environments that are easily accessible to large numbers of people on a predictable or semi-predictable basis that have limited security or protective measures in place, including town centers, shopping malls, open-air venues, outside hard targets/venue perimeters, and other places of meeting and gathering. For more information, please see DHS's Hometown Security Program.

Community Lifelines – FEMA created Community Lifelines to reframe incident information and impacts using plain language and unity of effort to enable the integration of preparedness efforts, existing plans, and identifies unmet needs to better anticipate response requirements. Additional information may be found at the Community Lifelines Implementation Toolkit website.

Strategic Framework for Countering Terrorism and Targeted Violence – DHS adopted the DHS Strategic Framework for Countering Terrorism and Targeted Violence which explains how the department will use the tools and expertise that have protected and strengthened the country from foreign terrorist organizations to address the evolving challenges of today.

National Campaigns and Programs Cont.	**Countering Violent Extremism (CVE) Training -** Foreign terrorist groups and individual terrorist thought leaders recruit or inspire Westerners to carry out attacks against western and U.S. targets, including individuals living in communities with the U.S. via, but not limited to, print, video, and social media, as well as through personal interaction. But we also know that violent extremism is not a phenomenon restricted solely to one community and that any effort to counter violent extremism must be applicable to all ideologically motivated violence. Efforts to provide information and training regarding CVE should emphasize the strength of local communities' approach.
National Cybersecurity Review	The National Cybersecurity Review (NCSR) is a required assessment for all Subrecipients of State Homeland Security Program (SHSP) and Urban Areas Security Initiative (UASI) funding to be completed between October and February 2024. The NCSR is a no-cost, anonymous, and annual self-assessment designed to measure gaps and capabilities of state, local, tribal, territorial, nonprofit, and private sector agencies' cybersecurity programs. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In these cases, Subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by Cal OES. The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. Additional information may be found in IB 439 and 429a.
NIMS Implementation	Prior to the allocation of any federal preparedness awards, Subrecipients must ensure and maintain the adoption and implementation of the National Incident Management System (NIMS).

Law Enforcement Terrorism Prevention Activities

At least 35% of the grant funding under SHSP and UASI must be dedicated to Law Enforcement Terrorism Prevention Activities (LETPA). This required LETPA allocation can be from SHSP, UASI, or both and may be met by funding projects in any combination of the six NPAs and any other investments.

Allowable expenditures can be found in the authorizing legislation, Preparedness Grants Manual, Information Bulletin (IB) No. 473 Supplemental Guidance for LETPA Expenditures, the National Prevention Framework, and National Protection Framework.

For an activity to be counted towards the LETPA requirement, it must have a law enforcement terrorism prevention nexus. If an activity is listed in the authorizing legislation or can be directly tied to a capability in the National Prevention Framework or shared capability in the National Protection Framework, then it is presumed to have law enforcement nexus and be a LETPA. For all other claimed activities, nexus to law enforcement and terrorism prevention must be clearly explained.

Refer to IB 485 - FY23 LETPA Supplemental Guidance to the NOFO for further direction on how to account for LETPA activities, best practices for submitting LETPA investments, and information on how to distinguish LETPA from other activities .

Management and Administration

The Management and Administration (M&A) allowance for Subrecipients is set at a maximum of 5% for FY 2023 HSGP.

Indirect Costs

Indirect costs are allowable under the FY 2023 HSGP Grant Award.

Subrecipients with an indirect cost rate approved by their cognizant federal agency may claim indirect costs based on the established rate. Indirect costs claimed must be calculated using the base approved in the indirect cost negotiation agreement. A copy of the approved negotiation agreement is required at the time of application.

Indirect Costs Cont.

Indirect costs are *in addition to* the M&A allowance and must be included in the Grant Award application as a "Project" and reflected in the FMFW on the Indirect Cost Tab if being claimed under the award.

Indirect costs must be claimed no more than once annually, and only at the end of the Subrecipient's fiscal year. An exception to this rule applies if there is a mid-year change to the approved indirect cost rate; in this case, costs incurred to date must be claimed. At that time, a Grant Subaward Modification reflecting the rate change must also be submitted to Cal OES, along with a copy of the new Indirect Cost Rate Agreement.

Organization Costs – Overtime

Operational overtime costs are allowable *for increased security measures at critical infrastructure sites* if associated with detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events.

Pursuant to page A-4 of the *Preparedness Grants Manual*, all operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in *Table 2: Authorized Operational Overtime Categories*.

Requests must address the threat environment as it relates to the event or activity requiring operational overtime support and explains how the overtime activity is responsive to the threat.

Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated exigent circumstances prevented submission of a request in advance of the event or activity. Requests for overtime costs must be submitted to Cal OES via Allowability Request Log (ARL) Form at the time of application, if the activity will occur within one year of the final application submission. All subsequent requests must be submitted at least 60 days in advance of the activity.

All operational overtime costs must be formally pre-approved in writing by DHS/FEMA.

Personnel Cap

Pursuant to 6 U.S.C. § 609(b), SHSP and UASI funds may be used for personnel costs, totaling up to 50 percent of each fund source. A Subrecipient may request this requirement be waived by DHS/FEMA, via Cal OES. Requests for personnel cap waivers must be submitted separately for each fund source in writing to the Program Representative on official letterhead, with the following information:

- Documentation explaining why the cap should be waived;
- Conditions under which the request is being submitted; and
- A budget **and** method of calculation of personnel costs both in percentages of the Grant Award **and** in total dollar amount (waivers must be calculated separately for SHSP and UASI, outlining salary, fringe benefits, and any M&A costs).

Subrecipient requests to exceed the personnel cap must be received by Cal OES at the time of application. Subaward modifications impacting the personnel cap will be reviewed on a case-by-case basis and may require the submittal of the above-mentioned information.

Please see IB 421b for more information on the waiver process.

Equipment Typing/ Identification and Use

Allowable HSGP equipment is listed on the FEMA Authorized Equipment List (AEL) website.

Subrecipients that allocate HSGP funds towards equipment are required to type and identify the capability associated with that equipment. The FEMA Resource Typing Library Tool (RTLT) can be used to help determine the type and capability.

Per FEMA policy, the purchase of weapons and weapon accessories are not allowed with HSGP funds. Special rules apply to pharmaceutical purchases, medical countermeasures, and critical emergency supplies; refer to page A-10 of the FEMA Preparedness Grants Manual for additional information.

Equipment Typing/ Identification and Use Cont.	Expenditures for general purpose equipment are allowable if they align to and support one or more core capabilities identified in the NPG, and in addition, are deployable/sharable through the Emergency Management Assistance Compact and allowable under 6 U.S.C. § 609. Refer to the NOFO and Preparedness Grants Manual for examples of allowable general-purpose equipment.
Equipment Maintenance/ Sustainment	Use of HSGP funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA IBs 336 and 379, as well as Grant Programs Directorate (GPD) Policy FP-205-402-125-1.
Emergency Communications Projects	All Subrecipient emergency communications projects must comply with the SAFECOM Guidance on Emergency Communications Grants and describe in their FMFW how such activities align with the goals of the Statewide Communications Interoperability Plan.
Telecom Equipment and Services Prohibitions	Effective August 13, 2020, section 889(f)(2)-(3) of the John S. McCain National Defense Authorization Act for FY 2019 (NDAA) and 2 C.F.R. § 200.216, 200.471, and Appendix II to 2 C.F.R. Part 200 prohibit DHS/FEMA Recipients and Subrecipients (including their contractors and subcontractors) from using any FEMA funds under open or new awards for the following telecommunications equipment or services: 1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities); 2) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); 3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

Telecom Equipment and Services Prohibitions Cont.

4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Additional guidance is available in FEMA Policy #405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services

Prohibited and Controlled Equipment

Effective May 25, 2022, Executive Order (EO) 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety, Section 12(a) of EO 14074 directs the Department of Homeland Security (DHS) to review its grant programs and, consistent with applicable law, prohibits the use of grant funding to purchase certain types of military equipment by state, local, tribal, and territorial law enforcement agencies (LEAs).

For all awards issued on or after January 1, 2023, The policy directly prohibits certain types of equipment outright (prohibited equipment), whereas other types of equipment may be controlled, or LEAs are required to submit certifications prior to purchase.

Even if equipment is listed as controlled equipment and is not outright prohibited, that does not automatically make it allowable under a particular FEMA program. Recipients and Subrecipients should refer to applicable program guidance or contact your Program Representative to determine if a particular type of equipment is allowable under that program.

Additional information regarding Prohibited and Controlled Equipment is available on FEMA Policy 207-22-0002.

Small Unmanned Aircraft Systems

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with FEMA Policy 207-22-0002 and include copies of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment. The Authorized Equipment Listing for 03OE-07-SUAS details questions that must be included in the Aviation Request justification. Reference the Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems for additional information.

FEMA approval is required before a SUAS can be purchased with HSGP grants funds.

Emergency Operations Plans

Subrecipients should update their Emergency Operations Plan (EOP) at least once every two years to remain compliant with the Comprehensive Preparedness Guide 101 version 2.0.

Conflict of Interest

To eliminate and reduce the impact of conflicts of interest in the subaward process, Subrecipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Subrecipients and pass-through entities are also required to follow any applicable federal, state, local, and tribal statutes or regulations governing conflicts of interest in the making of subawards.

Subrecipients must disclose to their Program Representative, in writing, any real or potential conflict of interest as defined by the federal, state, local, or tribal statutes or regulations, which may arise during the administration of the HSGP subaward within five days of learning of the conflict of interest.

Build America, Buy America Act (BABAA)

Under FEMA financial assistance programs, the BABAA requirements apply to:

- New awards made on or after January 2, 2023,
- New funding that FEMA obligates to existing awards or through renewal awards on or after January 2, 2023; and
- Infrastructure projects.

Funds provided under this program may not be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Additionally, the Buy America preference does not apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

When necessary, Subrecipients may apply for a waiver from these requirements. Additional information regarding the BABAA can be found on FEMA's website under Buy America Preference Buy America Preference.

FY 2023 Investments

The State prioritized the following investment strategies for the FY 2023 subawards:

1. Enhance Information and Intelligence Sharing and Cooperation with Federal Agencies, including DHS **(National Priority)**;
2. Enhance the Protection of Soft Targets/Crowded Places **(National Priority)**;
3. Enhance Cybersecurity **(National Priority)**;
4. Enhancing Community Preparedness and Resilience **(National Priority)**;
5. Combating Domestic Violent Extremism **(National Priority)**;
6. Strengthen Emergency Communications Capabilities Through Planning, Governance, Technology, and Equipment;
7. Enhance Medical and Public Health Preparedness;
8. Strengthen Information Sharing and Collaboration (non-Fusion Center);
9. Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards/Whole Community Incident Planning, Response & Recovery Capabilities;
10. Protect Critical Infrastructure and Key Resources (includes Food and Agriculture); and
11. Enhance Election Security **(National Priority).**

California Homeland Security Strategy Goals

The State prioritized the following California Homeland Security Strategy Goals for the FY 2023 subawards:

1. Enhance Information Collection, Analysis, and Sharing, in Support of Public Safety Operations Across California;
2. Protect Critical Infrastructure and Key Resources from All Threats and Hazards;
3. Strengthen Security and Preparedness Across Cyberspace;
4. Strengthen Communications Capabilities through Planning, Governance, Technology, and Equipment;
5. Enhance Community Preparedness;
6. Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Catastrophic Planning, Response, and Recovery Capabilities;
7. Improve Medical and Health Capabilities;
8. Enhance Incident Recovery Capabilities;
9. Strengthen Food and Agriculture Preparedness; and
10. Enhance Homeland Security Exercise, Evaluation, and Training Programs.

State Initiative Funding

For FY 2023, Cal OES shall retain 20% of the SHSP and 18.5% of the UASI funding for state initiatives.

"On Behalf Of"

Cal OES may, in conjunction with local approval authorities, designate funds "on behalf of" local entities who choose to decline or fail to utilize their subaward in a timely manner.

Public Alert and Warning

Cal OES encourages Subrecipients to consider the use of this funding to assist their jurisdiction's alignment with the State of California Alert and Warning Guidelines, developed pursuant to Senate Bill 833 of the 2018 Legislative Session.

Financial Management Forms Workbook

The FY 2023 Cal OES FMFW includes:

Grant Subaward Face Sheet – Use the Grant Subaward Face Sheet to apply for grant programs. The Grant Subaward Face Sheet must be signed and submitted in portrait format. An active UEI# (Formerly DUNS#) is required. UEI registration information is available sam.gov.

Authorized Body of 5 – Provide the contact information of Authorized Agents (AA), delegated via the Governing Body Resolution (GBR) or Signature Authorization Form, including staff related to grant activities. More than one person is recommended for designation as the AA; in the absence of an AA, an alternate AA can sign requests.

Project Ledger – The project ledger is used in the application process to submit funding information and is used for submitting cash requests, Grant Subaward Modifications, and assists with the completion of the Biannual Strategy Implementation Report (BSIR).

Planning Tab – Provides detailed information on grant-funded planning activities with a final product identified.

Organization Tab – Provides detailed information on grant-funded organizational activities.

Equipment Tab – Detailed information must be provided under the equipment description for all grant-funded equipment. AEL numbers must be included for all items of equipment. Always refer to the AEL for a list of allowable equipment and conditions, if any.

Training Tab – Provides detailed information on grant-funded training activities. All training activities must receive Cal OES approval prior to starting the event, including a Training Feedback number. The Training Request Form must be submitted and approved to obtain a Training Feedback number and should be submitted at **least** 30 days in advance.

Exercise TAB – Provides detailed information on grant-funded exercises.

M&A Tab – Provides information on grant-funded M&A activities.

Indirect Costs Tab – Provides information on indirect costs.

Financial Management Forms Workbook Cont.

Consultant-Contractor Tab – Provides detailed information on grant-funded consultants and contractors.

Authorized Agent Page – The AA Page must be submitted with the application, all cash requests, and Grant Subaward Modifications. The AA Page must include a valid signature on file with Cal OES and the date.

Subrecipient Grants Management Assessment

Per 2 C.F.R. § 200.332, Cal OES is required to evaluate the risk of non-compliance with federal statutes, regulations, and grant terms and conditions posed by each Subrecipient of pass-through funding. The Subrecipient Grants Management Assessment Form contains questions related to an organization's experience in the management of federal grant awards. It is used to determine and provide an appropriate level of technical assistance, training, and grant oversight to Subrecipients during the subaward. The questionnaire must be completed and returned with the grant application.

Application Attachments

Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure – Use the FFATA Financial Disclosure Form to provide the information required by the Federal Funding Accountability and Transparency Act of 2006.

Certification Regarding Lobbying – Use the Certification Regarding Lobbying Form to certify lobbying activities, as stipulated by the Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352.

Intelligence Analysts Certificates – Pursuant to the Preparedness Grants Manual, Cal OES must have certificates for completion of training for fusion center analytical personnel. Please provide copies of certificates for each intelligence analyst, if applicable.

UASI Footprint (UASIs Only) – The Urban Area Working Group (UAWG) establishes the 'footprint' of the UA. A map or list defining the footprint must be included with the application.

UAWG Member Roster (UASIs Only) – A list of all current UAWG members with positions or titles.

Indirect Cost Rate Agreement – If claiming indirect costs at a federally-approved rate, please provide a copy of the approved indirect cost rate agreement.

Standard Assurances

The Standard Assurances list the requirements to which the Subrecipients will be held accountable. All Applicants will be required to submit a signed, **original** of the FY 2023 Standard Assurances as part of their FY 2023 HSGP application. The required Standard Assurances can be found only in PDF format on the Cal OES website.

NOTE: Self-created Standard Assurances will not be accepted.

Operational Areas and Urban Areas

Governing Body Resolution – The GBR appoints AAs (identified by the individual's name or by a position title) to act on behalf of the governing body and the Applicant by executing any actions necessary for each application and subaward. All Applicants are required to submit a copy of an approved GBR with their grant application. Resolutions may be valid for up to three grant years given the following:

- The resolution identifies the applicable grant program (e.g., EMPG and/or HSGP);
- The resolution identifies the applicable grant years, (e.g., FY 2023, FY 2024, FY 2025; and
- Adheres to any necessary elements required by local protocols, rules, etc., if applicable.

Resolutions that only identify a single grant program will only be valid for that single program. Resolutions that do not identify applicable grant years will only be valid for the grant year in which the resolution was submitted.

Authorized Agent Information – For each person or position appointed by the governing body, identify the individual in the Authorized Body of 5 ledger of the FMFW.

All changes in AA and contact information must be provided to Cal OES in writing. If the GBR identifies the AA by name, a new Resolution is needed when changes are made. If the GBR identifies the AA by position and/or title, changes may be made by submitting a request on the entity's letterhead, signed by an existing AA. Cal OES will not accept signatures of an AA's designee, unless authorized by the GBR. A change to an AA's designee must be submitted on agency letterhead and signed by the AA, announcing the change to their designee.

Operational Areas Only

Approval Authority Body – OAs must appoint an Anti-Terrorism Approval Body (Approval Authority) to have final approval of the OA's application for HSGP funds. Each member of the Approval Authority must provide written agreement with the OA's application for HSGP funds. The Approval Authority shall consist of the following representatives, and additional voting members may be added by a simple majority vote of the following standing members:

- County Public Health Officer or designee responsible for Emergency Medical Services
- County Fire Chief or Chief of Fire Authority
- Municipal Fire Chief (selected by the OA Fire Chiefs)
- County Sheriff
- Chief of Police (selected by the OA Police Chiefs)

Urban Areas Only

Urban Area Working Groups – Membership in the UAWG must provide either direct or indirect representation for all relevant jurisdictions and response disciplines (including law enforcement, fire service, EMS, hospitals, public health, and emergency management) that comprise the defined UA. It also must be inclusive of local Citizen Corps Council and tribal representatives. The UAWG should also ensure the integration of local emergency management, public health, and health care systems into a coordinated sustained local capability to respond effectively to a mass casualty incident. Additional group composition criteria are found in the FEMA *Preparedness Grants Manual*.

Threat Hazard Identification and Risk Assessment – Subrecipients are required to submit a THIRA for all 32 core capabilities. Beginning in 2019, UAs are required to submit a THIRA every three years. An annual capability assessment will still be required.

Stakeholder Preparedness Review – The SPR is an annual grant requirement for all states, territories, and UAs. It is an annual capability assessment, which helps jurisdictions identify capability gaps and prioritize investment requirements to reach the targets set in their THIRA.

All fusion center investments must align to, and reference, specific performance areas of the assessment that the funding is intended to support.

Fusion Centers Only	Fusion Centers are also required to follow all Reporting and Administrative Metrics for California Fusion Centers, as set forth in the Governor's Homeland Security Advisor/Cal OES Director's letter dated March 16, 2016. These operational and administrative metrics set forth an integrated and coordinated approach for regular and proactive information and intelligence sharing between all fusion centers in the California State Threat Assessment System (STAS).
State Agencies and Tribes Only	State Agencies, and federally recognized tribes may submit the Signature Authorization Form in lieu of a GBR, signed by the most senior ranking official, such as the Secretary, Director, President, Chancellor, or Chairperson.

Application Submission

Subrecipients must submit an electronic copy of their completed FMFW to their Program Representative for review. After the application is approved, a completed copy of the FMFW, along with all other application components must be submitted, with official signatures, by the application due date. During the application process, if it is determined not all allocated funds can be expended by the end of the period of performance, please inform a Program Representative as soon as possible. The completed application should be received by Cal OES no later than the date provided in the FY 2023 HSGP Timeline, referenced as Attachment B.

Late or Incomplete Application

Late or incomplete applications may be denied. If an application is incomplete, the Program Representative may request additional information. Requests for late submission of applications must be made in writing to the Program Representative prior to the application due date. Cal OES has sole discretion to accept or reject a late or incomplete grant application.

HSGP Contact Information

All Subrecipient application materials, questions, comments, and correspondence should be directed to:

California Governor's Office of Emergency Services
ATTN: Grants Management (Building F)
Homeland Security Grants Unit
3650 Schriever Avenue
Mather, CA 95655

Darlene Arambula	(916) 845-8427
Christopher Camacho	(916) 845-8789
Laura Halverstadt	(916) 845-8899
Antoinette Johnson	(916) 845-8260
Jim Lane	(916) 845-8428
Tyrone Freeman	(916) 328-7750
Abigayle Tirapelle	(916) 845-8400

The Program Representative Regional Assignments Map is available at the Cal OES website under "Regional Assignments".

Subaward Approval

Subrecipients will receive a formal notification of award no later than 45 days after Cal OES accepts the federal grant award. The award letter must be signed, dated, and returned to Cal OES within 20 calendar days. Once the completed application, along with the signed award letter, is received and approved, reimbursement of eligible subaward expenditures may be requested using the Cal OES FMFW.

Payment Request Process

To request an advance or cash reimbursement of HSGP funds, Subrecipients must first complete a payment request using the Cal OES HSGP FMFW, returning it to the appropriate Program Representative. Subrecipients who fail to follow the workbook instructions may experience delays in processing the payment request.

Payments can only be made if the Subrecipient has an approved application.

Advances and Interest Earned on Advances

An Advance payment is a payment that is requested before Subrecipients have disbursed the funds for program purposes. Subrecipients may be paid an advance, provided they maintain a willingness and ability to maintain procedures to minimize the time elapsing between the receipt of funds and their disbursement. The timing and amount of advance payments must be as close as administratively feasible to the actual disbursements by the Subrecipient for project costs.

Federal rules require advances to be deposited in interest-bearing accounts. Interest earned amounts up to $500 per year may be retained by Subrecipients for administrative expenses; any additional interest earned on federal advance payments must be returned annually to Cal OES.

Semi-Annual Drawdown Requirements

All Subrecipients must report expenditures and request funds at least semi-annually throughout the period of performance. Semi-annual drawdowns should occur by March and October of each calendar year following final approval of the subaward application, except for the final cash request, which must be submitted within 20 calendar days after the end of the period of performance.

Modifications

Post-award budget and scope modifications must be requested using the Cal OES HSGP FMFW v1.23, signed by the Subrecipient's AA, and submitted to the Program Representative.

The Subrecipient may implement grant modification activities, and incur associated expenses, only after receiving written final approval of the modification from Cal OES.

Modifications Cont.

Subrecipients must provide a written justification with all modification requests. The justification may be included in the body of the e-mail transmitting the request, or in a document attached to the transmittal e-mail. Please reference GMM 2018-17 for additional information regarding modification requests.

Modifications to NP Projects have additional restrictions as indicated below:

Modifications which do not change the project scope and do not decrease the overall project budget can be processed via regular modification request.

Modifications which change the project scope or decrease the overall project budget will require DHS/FEMA approval and must be requested on the National Priority Project Modification Form.

Training Requirements

All grant-funded training activities must receive Cal OES approval prior to starting the training event. Cal OES shall allow Subrecipients to develop a "placeholder" for future training conferences when an agenda has not been established at the time Subrecipient applications are due. Please work with a Program Representative and the Training Branch to identify a possible "placeholder" for these types of training activities.

When seeking approval of non-DHS/FEMA developed courses, course materials must be submitted with the approval requests. Conditional approvals are not offered.

Subrecipients must complete a Training Request Form and submit it electronically to the Cal OES Training Branch to be approved with a Training Feedback Number before beginning any training activities. This includes project components like travel to, materials for, or attendance in training courses. Training Feedback Numbers should be obtained no later than 30 days before the first day of the training or related activities. Requests that are submitted with less than 30 days prior to the start of the training or activity are not guaranteed to be approved in time and run the risk of training being unallowable. Training Feedback numbers must

Training Requirements Cont.

be included on the FMFW Training Ledger to be considered for reimbursement.

For more information on this or other training-related inquiries, contact the Cal OES Training Branch at (916) 845-8745 or Training@CalOES.ca.gov.

Exercises, Improvement Plans, and After-Action Reporting

Subrecipients should engage stakeholders to identify long-term training and exercise priorities. These priorities should address capability targets and gaps identified through the THIRA and SPR process, real-world events, previous exercises, and national areas for improvement identified in the NPR.

Subrecipients must report on all exercises conducted with HSGP grant funds. An After-Action Report (AAR)/Improvement Plan (IP) or Summary Report (for Seminars and Workshops) must be completed and submitted to Cal OES within 90 days after exercise/seminars/workshops are conducted. It is acceptable to submit an *Exercise Summary Report for Seminars and Workshops* in lieu of a full AAR/IP.

Please e-mail AAR/IPs and Summary Reports to:

- hseep@fema.dhs.gov
- exercise@caloes.ca.gov
- christopher.camacho@caloes.ca.gov

For exercise-related issues and/or questions, please email the Cal OES Exercise Team at exercise@caloes.ca.gov.

Exercise costs will not be considered for reimbursement until an AAR/IP is received by Cal OES.

Procurement Standards and Written Procedures

Subrecipients must conduct procurement using documented local government procurement procedures, or the federal procurement standards found in 2 C.F.R. Part 200, whichever are more strict. Subrecipients must also have written conflict of interest policies governing the actions of its employees engaged in the selection, award and administration of contracts, including disciplinary actions for violations of such standards.

Procurement Thresholds

Effective June 20, 2018, the micro-purchase threshold was increased from $3,500 to $10,000 and the simplified acquisition threshold was increased from $150,000 to $250,000. These increases apply to all Subrecipient procurements executed on or after June 20, 2018.

Refer to IB 434 for additional information.

Procurement Documentation

Non-federal entities, other than states and territories, are required to maintain and retain records sufficient to detail the history of procurements, covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. For any cost to be allowable, it must be adequately documented. Examples of the types of documents that would meet this requirement include, but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments;
- Documents demonstrating inclusion of required contract provisions; and
- Other documents required by federal regulations applicable at the time the grant was awarded to the Subrecipient.

Noncompetitive Procurement

All noncompetitive procurements exceeding the simplified acquisition threshold requires Cal OES **prior** written approval to be eligible for reimbursement. This method of procurement must be approved by the local Purchasing Agent prior to submitting a request for Cal OES approval. A copy of the Purchasing Agent's approval must be included with the Cal OES Request for Noncompetitive Procurement Authorization form. Cal OES may request additional documentation that supports the procurement effort.

Noncompetitive Procurement Cont.

Cal OES will not reimburse for any noncompetitive procurement contracts for any HSGP terrorism-related training, regardless of the cost of the training. Exceptions to this policy may be approved in limited circumstances, e.g., related to a procurement effort that has resulted in inadequate competition. Please refer to GMM2017-01A and GMM2021-05 for additional guidance.

Performance Bond

Due to the risks associated with delays in vendor delivery of large equipment procurements, DHS/FEMA allows Subrecipients to obtain a "performance bond" for items that are paid for up front to ensure delivery of the equipment within the grant period of performance.

Cal OES *requires* Subrecipients to obtain a performance bond when procuring any equipment item over $250,000, or for any vehicle, aircraft, or watercraft that requires full or partial payment **prior** to receiving the final product(s).

Performance Bond Waivers may be granted on a case-by-case basis and must be submitted to Cal OES prior to procurement.

Environmental Planning and Historic Preservation (EHP)

DHS/FEMA is required to ensure all activities and programs that are funded by the agency comply with federal Environmental Planning and Historic Preservation (EHP) regulations. Subrecipients proposing projects or activities (including, but not limited to, training, exercises, the installation of equipment, and construction or renovation projects) that have the potential to impact the environment, or a historic structure must participate in the EHP screening process. EHP Screening Memos must include detailed project information, explain the goals and objectives of the proposed project, and include supporting documentation.

DHS/FEMA may also require the Subrecipient to provide a confidential California Historical Resources Information System (CHRIS) report in addition to the EHP Screening Form. Determination on the necessity of a CHRIS report is based upon information disclosed on the form. Program Representatives will provide additional instructions should this report be required.

Environmental Planning and Historic Preservation (EHP) Cont.

EHP Screening Requests should be submitted to Cal OES as early as possible. All projects/activities triggering EHP must receive DHS/FEMA written approval prior to commencement of the funded activity.

Updated information may be referenced in the FEMA GPD EHP Policy Guidance.

Construction and Renovation

When applying for construction activity at the time of application, including communication towers, Subrecipients must submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of federal interest. Additionally, Subrecipients are required to submit an SF-424C Budget and Budget Detail that cites project costs. Communication tower construction requests also require evidence that the Federal Communications Commission's Section 106 review process was completed.

Subrecipients using funds for construction projects must comply with the Davis-Bacon Act. Subrecipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character like the contract work in the civil subdivision of the state in which the work is to be performed.

Project construction using SHSP and UASI funds may not exceed $1,000,000 or 15% of the grant subaward (for the purposes of limitations on funding levels, communications towers are not considered construction).

Written approval* for construction must be provided by DHS/FEMA *prior to* the use of any HSGP funds for construction or renovation. *No construction activities (including site preparation, utility installations, and any groundbreaking activities) or equipment installations on existing structures, may begin until the EHP review process is complete.

Inventory Control and Property Management

Subrecipients must use standardized resource management concepts for resource typing and credentialing, in addition to maintaining an inventory by which to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources.

Subrecipients must have an effective inventory management system, to include:

- Property records that document description, serial/ID number, fund source, title information, acquisition date, cost, federal cost share, location, use, condition, and ultimate disposition;
- A physical inventory conducted at least every two years;
- A control system to prevent loss, damage, and theft of grant purchased equipment and supplies; and
- Adequate maintenance procedures to keep the property in good condition.

Equipment Disposition

When original or replacement equipment acquired under the HSGP is no longer needed for program activities, the Subrecipient must contact the Program Representative to request disposition instructions. See 2 C.F.R. § 200.313(e).

Performance Reporting

Subrecipients must complete a BSIR each Winter and Summer using the DHS/FEMA Grants Reporting Tool (GRT) for the duration of the subaward period of performance or until all grant activities are completed and the subaward is formally closed by Cal OES. Failure to submit a BSIR could result in subaward reduction, suspension, or termination.

Access to the BSIR may be obtained through the GRT. To create a new account, please click the link that reads, "Register for an account" and follow the instructions provided. The Subrecipient will be required to ensure up-to-date project information is entered. The Project Ledger in the FMFW may assist with the BSIR data entry process. For additional assistance with the GRT, please contact your Program Representative.

Extension Requests

Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests to your Program Representative. Upon receipt of the extension request, Cal OES will:

1. Verify compliance with performance reporting requirements by confirming the Subrecipient has submitted all necessary performance reports;
2. Confirm the Subrecipient has provided sufficient justification for the request; and
3. If applicable, confirm the Subrecipient has demonstrated sufficient progress in past situations where an extension was authorized by Cal OES.

Extension requests will be granted only due to compelling legal, policy, or operational challenges, must be project-specific and will only be considered for the following reasons:

1. Contractual commitments with vendors that prevent completion of the project within the period of performance;
2. The project must undergo a complex environmental review which cannot be completed within this timeframe;
3. Projects are long-term by design and therefore, acceleration would compromise core programmatic goals; and
4. Where other special circumstances exist.

To be considered, extension requests must be received no later than 60 days prior to the end of the Subrecipient's period of performance and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following:

1. Grant program, fiscal year, and award number;
2. Reason for delay;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal;

Extension Requests Cont.

7. Budget outlining how remaining federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification the activity/activities will be completed within the extended period of performance without any modification to the original Project Scope.

General questions regarding extension requirements and the extension request form, should be directed to your Program Representative. For additional information, please see IB 379. Extension requests for personnel and salaries do not meet the requirements of IB 379 and will not be granted. Subrecipients are expected to complete all grant-funded personnel activities by the end of the subaward period of performance.

Progress Reports on Grant Extensions

All Subrecipients that receive Cal OES approval to extend their FY 2023 Grant Subaward period of performance may be required to submit progress reports indicating completed and future project milestones on all extended projects. Progress reports must be submitted electronically to the Subrecipient's Program Representative. Deadlines for the submission of progress reports will be established at the time of extension approval.

Monitoring

Cal OES Grants Monitoring actively monitors Subrecipients, through day-to-day communications, programmatic site visits, desk, and on-site compliance assessments. The purpose of the compliance assessment is to ensure Subrecipients are in compliance with applicable state and federal regulations, grant guidelines, and programmatic requirements.

Monitoring activities may include, but are not limited to:

- Verifying entries recorded on the FMFW categories are properly supported with source documentation;
- Eligibility of and support for expenditures, typically covering two to three years of data;
- Comparing actual Subrecipient activities to those approved in the grant application and subsequent

Monitoring Cont.

modifications, including the review of timesheets and invoices as applicable;
- Procurements and contracts;
- Ensuring equipment lists are properly maintained and physical inventories are conducted;
- Ensuring advances have been disbursed in accordance with applicable guidelines; and
- Confirming compliance with Standard Assurances; and
- Information provided on performance reports and payment requests

NOTE: It is the responsibility of all Subrecipients that pass down grant funds to other entities, to maintain and utilize a formal process to monitor the grant activities of their subawards. This requirement includes, but is not limited to, on-site verification of grant activities, as required. It is common for Subrecipients to receive findings in a programmatic site visit or compliance assessment, which require a Corrective Action Plan (CAP) to be submitted by Subrecipients. Those Subrecipients who fail to submit a CAP, as required, shall have a "hold" placed on any future reimbursements until the "finding" is resolved.

Failure to Submit Required Reports

Periodic reporting is required by the grant. Subrecipients who miss a single reporting deadline may receive a letter addressed to their Board of Supervisors informing them of the failure to report. County OAs and tribes who fail to report twice consecutively may have subsequent awards reduced by 10% until timely reporting is reestablished; UASIs may have a "hold" placed on any future reimbursements.

Suspension/ Termination

Cal OES may suspend or terminate grant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failure to submit required reports.
- Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- Failure to comply with the requirements or statutory progress toward the goals or objectives of federal or state law.
- Failure to make satisfactory progress toward the goals or objectives set forth in the Subrecipient application.
- Failure to follow Grant Subaward requirements or Special Conditions.

Suspension/

Termination Cont.

- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- False certification in the application or document.
- Failure to adequately manage, monitor, or direct the grant funding activities of their Subrecipients.

Before taking action, Cal OES will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to informally resolve the problem.

Closeout

Cal OES will close-out Subrecipient awards when it determines all applicable administrative actions and all required work of the federal award have been completed. Subawards will be closed after:

- All funds have been requested and reimbursed, or disencumbered;
- Receiving all applicable Subrecipient reports indicating all approved work has been completed, and all funds have been distributed;
- Completing a review to confirm the accuracy of reported information;
- Reconciling actual costs to subawards, modifications, and payments; and
- Verifying the Subrecipient has submitted a final BSIR showing all grant funds have been expended.

Records Retention

The records retention period is three years from the date of the Cal OES Grant Closeout letter, or until any pending litigation, claim, or audit started before the expiration of the three-year retention period has been resolved and final action is taken.

For indirect cost rate proposals, cost allocation plans, or other rate computation records, the start of the record retention period is dependent on whether the proposal, plan, or other

computation is required to be submitted to the federal government (or to the pass-through entity) for negotiation purposes. See 2 C.F.R. § 200.334(f).

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Records Retention Cont.

The Cal OES Grant Closeout Letter will notify the Subrecipient of the start of the records retention period for all programmatic and financial grant-related records.

If the State Administrative Agency's award remains open after the Subrecipient's submission of the final BSIR, Cal OES will complete any additional BSIR reporting required under the award on behalf of the Subrecipient.

Closed grants may still be monitored and audited. Failure to maintain all grant records for the required retention period could result in a reduction of grant funds, and an invoice to return costs associated with the unsupported activities.

If documents are retained longer than the required retention period, FEMA, the DHS Office of Inspector General, Government Accountability Office, and pass-through entity have the right to access these records as well. See 2 C.F.R. §§ 200.334, 200.336.

*SHSP allocations reflect National Priority Area project adjustments

State Homeland Security Program (SHSP)				
Operational Area	Total Award		Operational Area	Total Award
ALAMEDA	1,650,795		ORANGE	3,091,413
ALPINE	76,145		PLACER	465,161
AMADOR	113,439		PLUMAS	93,069
BUTTE	267,310		RIVERSIDE	2,398,207
CALAVERAS	117,971		SACRAMENTO	1,578,910
COLUSA	94,168		SAN BENITO	137,459
CONTRA COSTA	1,178,218		SAN BERNARDINO	2,161,778
DEL NORTE	100,963		SAN DIEGO	3,210,706
EL DORADO	256,682		SAN FRANCISCO	878,889
FRESNO	1,039,636		SAN JOAQUIN	823,130
GLENN	102,425		SAN LUIS OBISPO	342,774
HUMBOLDT	203,934		SAN MATEO	785,321
IMPERIAL	246,059		SANTA BARBARA	499,634
INYO	93,103		SANTA CLARA	1,882,403
KERN	942,855		SANTA CRUZ	329,271
KINGS	220,012		SHASTA	247,205
LAKE	126,762		SIERRA	78,080
LASSEN	103,878		SISKIYOU	116,809
LOS ANGELES	9,481,457		SOLANO	501,615
MADERA	225,138		SONOMA	535,157
MARIN	320,277		STANISLAUS	599,128
MARIPOSA	102,042		SUTTER	169,572
MENDOCINO	168,349		TEHAMA	132,940
MERCED	346,225		TRINITY	90,284
MODOC	83,289		TULARE	528,108
MONO	87,762		TUOLUMNE	127,741
MONTEREY	488,715		VENTURA	870,207
NAPA	204,898		YOLO	285,965
NEVADA	171,574		YUBA	153,481
			*Total	41,728,498

Fusion Centers	
Region	**Total Award**
SAN FRANCISCO BAY AREA	1,792,050
SACRAMENTO/CENTRAL VALLEY AREA	2,565,000
GREATER LOS ANGELES AREA	2,887,500
SAN DIEGO AREA	2,047,500
ORANGE AREA	835,000
***Total**	**10,127,050**

* SHSP allocations reflect National Priority Area project adjustments

Urban Areas Security Initiative (UASI) *A minimum of 35% of UASI funding must be for Law Enforcement Terrorism Prevention			
Urban Area	**Federal Allocation to State**	**Allocation to UASI**	**State Initiatives**
ANAHEIM/SANTA ANA AREA	5,250,000	4,278,750	971,250
BAY AREA	36,493,265	29,742,011	6,751,254
LOS ANGELES/LONG BEACH AREA	66,174,270	53,932,030	12,242,240
RIVERSIDE AREA	3,900,000	3,178,500	721,500
SACRAMENTO AREA	3,800,000	3,097,000	703,000
SAN DIEGO AREA	16,445,560	13,403,131	3,042,429
Total	**132,063,095**	**107,631,422**	**24,431,673**

DHS/FEMA Announcement of 2023 HSGP NOFO	February 13, 2023
Cal OES Application Due to DHS	May 18, 2023
DHS Award to California	September 25, 2023
Subrecipient period of performance begins	September 1, 2023
2023 HSGP California Supplement release	October 2023
Subrecipient Workshops	October 2023
Subrecipient Awards (45 days from DHS award)	October 2023
Subrecipient Final Applications for FY23 Due to Cal OES	December 29, 2023
Subrecipient period of performance ends	May 31, 2026
Final Cash Requests due to Cal OES	Within twenty (20) calendar days after end of grant
Cal OES's period of performance ends	August 31, 2026

Subrecipient: _____ **FIPS#:** _____

Program Representative: _____

Financial Management Forms Workbook:

- ☐ Grant Award Face Sheet
- ☐ Authorized Body of 5
- ☐ Project Ledger
- ☐ Planning Tab
- ☐ Organization Tab
- ☐ Equipment Tab
- ☐ Training Tab
- ☐ Exercise Tab
- ☐ Consultant/Contractor Tab
- ☐ Management & Administration Tab
- ☐ Indirect Cost Tab
- ☐ Authorized Agent Sheet

Attachments:

- ☐ Original Counter-Signed Award Letter
- ☐ Governing Body Resolution (Certified)
- ☐ Standard Assurances (Signed Originals)
- ☐ FFATA Certification
- ☐ Lobbying Certification
- ☐ Subrecipient Grant Management Assessment Form
- ☐ Indirect Cost Rate Negotiation Agreement
- ☐ Personnel Cap Waiver (If Applicable)
- ☐ Intelligence Analyst(s) Certificates (If Applicable)

UASI Only:

- ☐ UASI Footprint
- ☐ UAWG Roster

State Agencies and Tribes Only:

- ☒ Signature Authority Form (in lieu of Governing Body Resolution)

For Cal OES Use Only

Reviewed by: _____ Date: _____

Management Approval: _____ Date: _____

UEI ☐ LETPA 35% or >☐ M&A 5% or <☐

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

July 24, 2024

William Lynch
County Fire Chief
Kings County
280 North Campus Drive
Hanford, CA 93230

SUBJECT: NOTIFICATION OF SUBRECIPIENT APPLICATION APPROVAL
FY 2023 Homeland Security Grant Program (HSGP)
Subaward #: 2023-0042, Cal OES ID: 031-00000

Dear Chief Lynch:

The California Governor's Office of Emergency Services (Cal OES) has approved your FY 2023 Homeland Security Grant Program (HSGP) application in the amount of $220,012. As of the date of this letter, you may request reimbursement of eligible grant expenditures using the Cal OES Financial Management Forms Workbook (FMFW) available at www.caloes.ca.gov. A copy of your approved subaward is enclosed for your records.

Any activities requiring additional review (e.g., Environmental Planning and Historic Preservation, Allowability Requests, procurement of Aviation or Controlled Equipment, etc.) shall not incur costs until you receive written approval for those activities.

This subaward is subject to all provisions of 2 CFR Part 200, Subpart F - Audit Requirements. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

For additional information, please contact your Cal OES Program Representative.

Homeland Security & Emergency Management Grants Processing

Enclosure

cc: Subrecipient file

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

APR HG

(Cal OES Use Only)

Cal OES #		FIPS #	031-00000	VS#		Subaward #	2023-0042

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. **Subrecipient:** County of Kings — **1a. UEI:** MHSYMZNJMZB1
2. **Implementing Agency:** Kings County Fire Department / Office of Emergency Services — **2a. UEI:** MHSYMZNJMZB1
3. **Implementing Agency Address:** 280 Campus Drive (Street) | Hanford (City) | 93230-5923 (Zip+4)
4. **Location of Project:** Hanford (City) | Kings (County) | 93230-5923 (Zip+4)
5. **Disaster/Program Title:** Homeland Security Grant Program — **6. Performance / Budget Period:** September 1, 2023 (Start Date) to May 31, 2026 (End Date)
7. **Indirect Cost Rate:** N/A — **Federally Approved ICR** (if applicable): _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	SHSP 80 APR		$220,012	$220,012				$220,012
9.									
10.									
11.									
12.									
Total	**Project**	**Cost**		$220,012	$220,012				$220,012

13. **Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, the Assurances/Certifications, and any attached Special Conditions. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 7920 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. **Official Authorized to Sign for Subrecipient:**

Name: William Lynch — Title: County Fire Chief

Payment Mailing Address: 280 Campus Drive — City: Hanford — Zip Code+4: 93230-5923

Signature: _____ — Date: 12/21/23

16. **Federal Employer ID Number:** 94-6000814

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

DocuSigned by: Mary Rucker — 7/19/2024
6A3D0B66E24B485... — (Cal OES Fiscal Officer) (Date)

DocuSigned by: Eric Swanson — 7/19/2024
282416AD40C14E5... — (Cal OES Director or Designee) (Date)

DS JH DS GO

ENY: 2024-25 Chapter: 22 SL: 14733
Item: 0690-101-0890 Pgm: 0385
FAIN#: EMW-2023-SS-00042 09/01/23 to 08/31/26
Fund: Federal Trust AL#: 97.067
Program: Homeland Security Grant Program
Match Req.: None
Project No.: OES23HSGP000012 Amount: $220,012
SC: 2024-14733

Received 12/21/23
ML#781795

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUPPLEMENTAL GRANT SUBAWARD INFORMATION

1. **Cal OES Contact Information Section:**
   Governor's Office of Emergency Services
   Nancy Ward, Director
   3650 Schriever Avenue
   Mather, CA 95655

2. **Federal Awarding Agency Section:**

Federal Program Fund / AL #	Federal Awarding Agency	Federal Award Date	Total Federal Award Amount	Total Local Assistance Amount
Homeland Security Grant Program / 97.067	US Department of Homeland Security	09/01/2023	$202,198,718	$192,088,782

3. **Project Description Section:**

   - Project Acronym:
     Homeland Security Grant Program (HSGP)

   - Project Description:
     Support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States.

4. **Research & Development Section:**
   - Is this Subaward a Research & Development grant? Yes ☐ No ☒

Homeland Security Grant Program
2023 Approval Authority Members

Below is the contact information for the Kings County Approval Authority signatories for the FY 2023 Homeland Security Grant Program.

- **County Public Health Officer**
  Rose Mary Rahn, Director of Public Health
  Kings County Public Health
  330 N. Campus Drive
  Hanford, CA 93230
  Phone: 559.852.2625
  rosemary.rahn@co.kings.ca.us

- **County Fire Chief**
- Luis Nevares, Interim Fire Chief
  Kings County Fire Department
  280 N. Campus Drive
  Hanford, CA 93230
  Phone: 559.852.2880
  bill.lynch@co.kings.ca.us

- **Municipal Fire Chief**
  Daniel Perkins, Fire Chief
  Hanford Fire Department
  350 W. Grangeville Avenue
  Hanford, CA 93230
  Phone: 559.585.2545
  spendergrass@ci.hanford.ca.us

- **County Sheriff**
  David Robinson, Sheriff
  Kings County Sheriff's Department
  1444 W. Lacey Boulevard
  Hanford, CA 93230
  Phone: 559.852.2896
  dave.robinson@co.kings.ca.us

- **Chief of Police**
  Michael Kendall, Police Chief
  Lemoore Police Department
  657 Fox Street
  Lemoore, CA 93245
  Phone: 559.925.6851
  michael.kendall@lemoorepd.com

SYSTEM FOR AWARD MANAGEMENT (SAM) REQUIREMENTS

If your agency is using HSGP grant funds to contract with anyone, you MUST verify that they are **NOT** debarred on the Government's "**System for Award Management**" by checking the website:

http://www.sam.gov

- Checks must be performed at the time of the Project Proposal, if there is a vendor change, and before payment.
- Locate the "SEARCH RECORDS" menu item. You may search by an entity's name, UEI number, or CAGE code.
- Enter the requested information (i.e. individual, firm, or entity's name; UEI Number or CAGE Code). Click on search. The search will display the results.
- If your search returned no results, click on "Printer-Friendly" and print the search results. If the search leads you to any Active Exclusion Records for that person or entity, this means they may be debarred or suspended and may **NOT** be eligible to receive any grant funds.
- Attach the search results to your reimbursement request. The printed search results are very important because the date will be printed on the report and it must be prior to the date you contract with anyone. This report must accompany your reimbursement request to be eligible for reimbursement.
- If the contractor **is** listed on the website as debarred or suspended and you use their services, you will **NOT** be eligible for reimbursement from Tulare County OES.
- Contractors are only allowed a maximum reimbursement of **eight (8)** hours per day.



Financial Management Guide

U.S. Department of Homeland Security

Preparedness Directorate

Office of Grants and Training
Office of Grant Operations

January 2006



Department of Homeland Security

The mission of the Department of Homeland Security (DHS) is to lead the unified national effort to secure America; to prevent and deter terrorist attacks and protect against and respond to threats and hazards to the nation; and to ensure safe and secure borders, welcome lawful immigrants and visitors, and promote the free-flow of commerce. DHS is also dedicated to protecting the rights of American citizens and enhancing public services, such as natural disaster assistance and citizenship services, by dedicating offices to these important missions.

Department of Homeland Security
World Wide Web page:
http://www.DHS.gov

U.S. Department of Homeland Security
Preparedness Directorate
Office of Grants and Training
Office of Grant Operations

800 K Street, NW
Washington, DC 20001

Mailing Address
810 Seventh Street, NW
Washington, DC 20531

Michael Chertoff
Secretary
U.S. Department of Homeland Security

Tracy A. Henke
Executive Director
Office of Grants and Training

Kimberly Orben
Director, Office for Business Administration
Office of Grants and Training

Nancy Anne (Baugher) Foy
Director, Office of Grant Operations
Office of Grants and Training
1-866- 9ASK-OGO (866-927-5646)
ASK-OGO@DHS.GOV

Foreword

Since terrorists attacked our nation on September 11, 2001, the Office of Grants and Training (G&T) and its predecessor agencies have awarded more than $8.6 billion in grant funding to build capabilities at the state and local levels to prevent, prepare for, and respond to terrorist incidents and catastrophic disasters. As stewards of these public funds, G&T and its recipient agencies share responsibility for ensuring–through sound planning and prioritizing–that those funds are well-invested, and–through sound financial processes–that those funds are well-managed.

G&T's Office of Grant Operations (OGO) developed this *Financial Management Guide* to provide step-by-step guidance in fulfilling your fiduciary responsibility as recipients of Federal grant funds and in ensuring that these taxpayer dollars are used for the purposes for which they are awarded. The *Guide* should serve as the primary reference and day-to-day management tool for G&T award recipients and subrecipients in all financial management and grant administration matters.

I hope that you will find this *Financial Management Guide* useful and welcome your comments and suggestions. I also encourage you to contact our Office of Grant Operations whenever you have a question about your financial management operations or any of the areas covered in this *Guide*. OGO's Customer Service staff may be reached at 1-866-9ASK-OGO or via e-mail at ASK-OGO@DHS.GOV.

Thank you for your efforts to strengthen the financial management of your grants, to safeguard public funds, and to ensure our national security by building state and local preparedness. I look forward to continuing to work with you.

Tracy A. Henke
Executive Director

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Chapter 1: Introduction

Highlights from this chapter:

- What is the purpose of this Guide?
- Who is this Guide designed for?

Introduction

What is the purpose of this Guide?

This Guide is intended to be used for the administration of Federal award programs administered by the Office of Grants and Training (G&T) in conjunction with the provisions of the Office of Management and Budget (OMB) circulars and government-wide common rules applicable to grants and cooperative agreements, program guidelines, application kits, special conditions, terms and conditions, G&T information bulletins, and DHS policy, regulations and statutes. Details specific to the OMB Circulars can be found on the OMB website at www.whitehouse.gov/omb/circulars/. Below is a list of the most commonly used circulars with which grant recipients should become familiar.

Administrative Guidelines:

OMB Circular A-102, **Grants and Cooperative Agreements with State and Local Governments.** This Circular establishes consistency and uniformity among Federal agencies in the management of grants and cooperative agreements with ***State, local, and Federally recognized Indian tribal governments.***

OMB Circular A-110, **Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations.** This Circular establishes administrative requirements for Federal grants and agreements awarded to ***commercial organizations, institutions of higher education, hospitals, and other non-profit organizations***.

Cost Guidelines*:*

OMB Circular A-21, **Cost Principles for Educational Institutions**. This Circular establishes principles for determining costs applicable to grants, contracts, and other agreements with ***educational institutions***.

OMB Circular A-87, **Cost Principles for State, Local and Indian Tribal Governments.** This Circular establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with ***State, local and Federally recognized Indian tribal governments***.

OMB Circular A-122, **Cost Principles for Non-Profit Organizations**. This Circular establishes principles for determining costs of grants, contracts and other agreements with ***non-profit organizations***. It does not apply to colleges and universities, which are covered by Office of Management and Budget (OMB) Circular A-21, "Cost Principles for Educational Institutions"; State, local, and Federally recognized Indian tribal governments, which are covered by OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments"; or hospitals.

Code of Federal Regulations,Title 48 Federal Acquisition Regulations Systems, Chapter 1, Part 31, **Contract Cost Principles and Procedures.** This part is to be used by

commercial organizations and contains cost principles and procedures for cost analysis and the determination, negotiation and allowance of costs.

Audit Guidelines:

OMB Circular A-133, **Audits of States, Local Governments, and Non-Profit Organizations.** This Circular provides requirements regarding audits of ***State, local and tribal governments and non-profit organizations*** (the Single Audit Act), in addition to the circulars for cost principles. This Circular requires that non-Federal entities that expend $500,000 (effective January 1, 2004) or more of total Federal funds in their fiscal year shall have a single or program-specific audit conducted for that year. Guidance on determining Federal awards expended is provided in **Section 205** of this Circular.

Unless prohibited by law, the costs of audits made in accordance with the provisions of this requirement are allowable charges to Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars, the Federal Acquisition Regulation (FAR) (48CFR parts 30 and 31), or other applicable cost principles or regulations.

For those organizations not subject to the A-133 requirements, records must still be available and complete for review or audit by appropriate officials or representatives of the Federal agency, pass-through entity, and Government Accountability Office (GAO). These organizations shall have financial and compliance audits conducted by qualified individuals who are organizationally, personally, and externally independent from those who authorize the expenditure of Federal funds to ensure that there is no conflict of interest or appearance of conflict of interest.

The cost of auditing a non-Federal entity that has Federal awards expended of less than $500,000 per year and is thereby exempted under the A-133 requirement may not charge such costs to their Federal award(s).

Who is this Guide designed for?

This document is provided for the use of all recipients and their subrecipients of Federal award programs administered by G&T. This Guide is to serve as the primary reference for financial management and grants administration. Specific organizations and individuals that are to use this Guide include the following:

Direct Recipients:

Formula and discretionary recipients receiving funds directly from G&T.

Subrecipients:

An individual and/or organization that receives Federal financial or property assistance through the direct recipient of Federal funds. This may include entities receiving funds as a result of formula awards. Units of government and other organizations receiving Federal financial assistance from the State shall adhere to applicable State laws and procedures except where inconsistent with Federal statutes and guidelines. The

circulars and government-wide common rules specific to that organization-type also apply.

Individuals from the above organizations who may use this Guide include, but are not limited to: administrators, financial management specialists, grants management specialists, accountants, and auditors. These individuals are to use the Guide as a financial policy reference in executing their duties under agency-funded programs and projects. Additionally, the document is structured to serve as a training manual for new employees.

This Guide is ***not*** for the direct use of ***contractors***. However, direct recipients should ensure that monitoring of organizations under contract to them is performed in a manner that will ensure compliance with their overall financial management requirements.

This Guide is intended to be used for fiscal year 2006 and future G&T awards. Any awards made prior to October 1, 2005 must follow the legacy organization's regulations as outlined in the recipient's award terms and conditions.

Order of Precedence

In determining the relevant standards for the conduct of grant operations, grantees should consider the following, in precedential order:

- Public Laws
- Regulations
- Executive Orders
- OMB Circulars
- Departmental Policy
- Award Terms and Conditions

Chapter 2: The Application Process

Highlights from this chapter:

- Notice of Funding Availability/Announcements
- Application Review
- Technical Review
- Cost Analysis

The Application Process

Notice of Funding Availability/Announcements

A compilation of available assistance programs may be found in the Catalog of Federal Domestic Assistance (CFDA) at www.cfda.gov. G&T grant program announcements can also be found at the DHS/G&T (http://www.ojp.usdoj.gov/odp/welcome.html) and Grants.Gov (www.grants.gov) websites or by contacting the Centralized Scheduling Information Desk (CSID) at 1-800-368-6498 or Askcsid@dhs.gov . The websites will provide you, at minimum, a link to the full application kit and online application system.

The following kinds of information can be found in the program guidance/solicitation packages for each specific program:

- Authorization
- Objectives
- Use and Restrictions
- Eligibility - Eligible applicants will be detailed in each program guidance/solicitation package released for funding. Formula funds are generally awarded to the State Administrative Agency (SAA), which may, in turn, subgrant funding to units of local government and nonprofit organizations, based upon statutory authority. (See appropriate specific program guidelines for eligibility.) Discretionary awards may also be awarded to States, units of local government, Indian tribes and tribal organizations, individuals, educational institutions, hospitals, and private nonprofit and private commercial organizations (if legislation allows) at the discretion of DHS/G&T.
- Match Requirements
- Program Description
- Funding Availability
- Program Specific Requirements
- Application Deadlines
- Application Requirements
- Application Forms
- Reporting Requirements

Application Review

SF 424 Analysis:

G&T examines information contained in the Application for Federal Assistance (SF 424) to ascertain the following information:

- ***Employer Identification Number (EIN)***. This number includes the Social Security Numbers (SSN) for individuals or employer identification numbers (EIN) for business entities, which are used to identify our customers.
- Whether an applicant holds a ***Federal Debt*** obligation. The SF 424 includes a question about whether there is Federal debt. That question applies to the organization requesting the financial assistance, not the person who signs the

application as the authorized representative of the organization. This kind of debt is defined to include delinquent audit disallowances, loans, and taxes.

- ***DUNS number***: All grant applicants must have a Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) number in order to apply for Federal financial assistance. Organizations may receive a DUNS number at no cost by calling the toll-free DUNS Number request line at 1-866-705-5711. *Individuals* who apply for grant awards or cooperative agreements from the Federal government are *exempt* from this requirement.

***Financial Capability and Fiscal Integrity*:**

Nongovernmental (non-profit and commercial) organizations that have not previously received DHS/G&T funds or have not had an active award within 3 years must complete the ***Accounting System and Financial Capability Questionnaire***. This form is to be submitted as part of the application package. This Questionnaire may be obtained at http://www.ojp.usdoj.gov/forms.htm.

A preliminary assessment of the applicant's financial capability, including the applicant's accounting system and operations, will be completed to ensure that if Federal funds are awarded the funds will be expended in a judicious manner. Where a nongovernmental applicant (except public colleges, universities, and hospitals) has never received an award, the organization's accounting system will be reviewed prior to award or within a reasonable time thereafter to assure its adequacy and acceptability. This review may also apply where known financial or management deficiencies appear to exist. The results of the review will determine the action to be taken by the awarding agency with regard to the award, i.e. additional reporting or monitoring requirements. Where an applicant has had prior awards, outstanding audit issues and delinquent audit, financial, or progress reports must be resolved prior to awarding additional discretionary funds.

The awarding agency will obtain credit reports before making awards to new recipients or to those recipients with poor past performance records. Also, the awarding agency may obtain credit reports on any applicant when there is reason to believe that performance is substandard or there is evidence of financial irregularities. If this preliminary assessment indicates that an applicant may be of higher risk, G&T may impose additional monitoring and/or reporting requirements.

G&T will also take the following information into account when considering the application for award: 1) past grant history, 2) audit reports, and 3) financial and performance report submission.

Technical Review

Awards that are made through a competitive review process will undergo a "peer review". Applications that meet the minimum requirements identified in the program guidance will move forward and be reviewed by a panel(s) of subject matter experts. The subject matter experts will then score and may rank the applications or make recommendations for funding to G&T.

Cost Analysis

G&T may conduct a cost analysis of each project application considered for funding. This cost analysis includes obtaining cost breakdowns, verifying cost data, evaluating specific elements of costs, and examining data to determine the necessity, reasonableness, allowability, allocability, and appropriateness of the proposed cost. The form and extent of such an analysis will be determined by G&T based on the level and type of funding. Each program guidance package will specify when/if a cost analysis will be completed and the type of cost information required.

Chapter 3: The Award Process

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Highlights from this chapter:

- The Award Document
- Acceptance of Award and Conditions
- Types of Financial Assistance: Grant or Cooperative Agreement
- Planning and Implementing Award Programs

The Award Process

The Award Document

After completing the internal review process, project applications designated for approval are formally awarded through the issuance of an Award Document.

This document includes:

- Name and address of recipient;
- Date of award;
- Project/performance period;
- Vendor/recipient number;
- Amount of Federal funds;
- Award/agreement number;
- Method of payment; and
- Terms and conditions, as appropriate, that the recipient/subrecipient must meet if the award is accepted.

Notification of the award will be made electronically. Instructions will be provided on how to accept the award. All correspondence concerning the award should refer to the ***designated award/agreement number*** shown on the Award Document.

Acceptance of Award and Conditions

The Award Document constitutes the operative document obligating and reserving Federal funds for use by the recipient in executing the program or project covered by the award. Acceptance of a Federal award of funds means that the grantee agrees to abide by all applicable laws, regulations, program guidance and special conditions. This obligation may be voided without further cause if the recipient fails to accept the award in a timely manner.

All awards will include terms and conditions that include requirements concerning compliance with this Guide and compliance with the audit requirements. A number of other standard or special conditions may be attached to the award. ***Recipients are urged to carefully review and understand all terms and conditions of the award prior to award acceptance. Failure to comply with these terms and conditions may result in disallowance of costs and recovery of funds and/or suspension or termination of funds and/or award.***

Commercial Award recipients receiving grant funding from G&T should be aware of the additional special conditions placed on these awards. Commercial organizations must agree not to make a profit as a result of an award and not to charge a management fee for the performance of an award. Also, commercial organizations must agree to comply with the Federal Acquisition Regulations (FAR) cost principles and the administrative requirements of OMB Circular A-110.

If a recipient materially fails to comply with the terms and conditions of an award, whether stated in a Federal statute, regulation, assurance, application, or notice of award, G&T may take one or more of the following actions, as appropriate in the circumstances. This authority also extends to the recipient agency.

1. Temporarily withhold cash payments pending correction of the deficiency by the recipient.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current award.
4. Withhold further awards for the project or program.
5. Take other remedies that may be legally available.

Types of Financial Assistance: Grant or Cooperative Agreement

Grants are awarded to States, units of local government, or private organizations at the discretion of the awarding agency or on the basis of a formula. Grants are used to support a public purpose.

Cooperative agreements are awarded to States, units of local government, or private organizations at the discretion of the awarding agency. Like grants, cooperative agreements are also used to support a public purpose. Cooperative agreements are utilized when substantial involvement is anticipated between the awarding agency and the recipient during performance of the contemplated activity.

Planning and Implementing Award Programs

Planning Prior to Award

Sound planning practices, both before and after grant awards, are critical to the progress and success of G&T program initiatives. Pre-planning strategies, such as the use of calendars and tickler files and their use through all planning phases, contribute towards program success.

It is imperative that G&T grant applicants not wait until they receive an award to start planning how funds will be spent. Many grant programs require state and local jurisdictions to develop Homeland Security Strategic Plans, as well as descriptions of firefighting and emergency response needs, to which all allocations of grant funds must be tied. (Refer to specific grant program guidelines for requirements.)

All grantees, including subrecipients, should employ pre-planning strategies, to include such activities as threat and vulnerability assessments, needs assessments, and gap analyses prior to making application for a grant award. Based upon the results of these activities, priorities for funding should then be established. Grantees should leverage all relevant funding and resources from multiple sources wherever possible that will support and sustain program efforts. Program budgets should be developed in a manner that maximizes all resources, not restrictive to Federal funding alone, avoids duplication of spending, will help achieve identified priorities, and will account for expenditures.

Chapter 4: Managing Federal Funds

Highlights from this chapter:

- Financial Management System Requirements
- Recipient and Subrecipient Accounting Responsibilities
- Commingling of Funds
- Monitoring Project Performance
- Conflicts of Interest
- Supplanting

Managing Federal Funds

Financial Management System Requirements

All recipients are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. These records shall include both Federal funds and all matching funds of State, local, and private organizations, when applicable. State recipients shall expend and account for grant funds in accordance with State laws and procedures for expending and accounting for their own funds. Subrecipients of States shall follow the financial management requirements imposed on them by States, which must comply with the requirements G&T has imposed on the States.

Funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency. Where a recipient's or subrecipient's accounting system cannot comply with this requirement, the recipient or subrecipient shall establish a system to provide adequate fund accountability for each project it has been awarded.

Where the conduct of a program or one of its components is delegated to a subrecipient, the direct recipient is responsible for all aspects of the program, including proper accounting and financial recordkeeping by the subrecipient. Responsibilities include the accounting of receipts and expenditures, cash management, maintenance of adequate financial records, and refunding expenditures disallowed by audits.

Recipient and Subrecipient Accounting Responsibilities

- ***Reviewing Financial Operations -*** Direct recipients should be familiar with, and periodically monitor, their subrecipients' financial operations, records, systems, and procedures. Particular attention should be directed to the maintenance of current financial data.
- ***Recording Financial Activities -*** The subrecipient's award or contract obligation, as well as cash advances and other financial activities, should be recorded in the books of the recipient in summary form. Subrecipient expenditures should be recorded on the books of the recipient or evidenced by report forms duly filed by the subrecipient. Non-Federal contributions applied to programs or projects by subrecipients should likewise be recorded, as should any program income resulting from program operations. All financial records must validate expenditures related to the respective grant(s).
- ***Budgeting and Budget Review -*** The recipient should ensure that each subrecipient prepares an adequate budget on which its award commitment will be based. The detail of each project budget should be maintained on file by the recipient.
- ***Accounting for Non-Federal Contributions -*** Recipients will ensure that the requirements, limitations, and regulations pertinent to non-Federal contributions are applied.
- ***Audit Requirements -*** Recipients must ensure that subrecipients have met the necessary audit requirements contained in this Guide.

- ***Reporting Irregularities -*** Recipients and their subrecipients shall promptly notify the awarding agency and the Federal cognizant audit agency of any illegal acts or irregularities and of proposed and actual actions, if any. Illegal acts and irregularities include conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets. Should a recipient become aware of any criminal activity related to Federal assistance, these criminal acts should be reported to the appropriate law enforcement agency.
- ***Debarred and Suspended Organizations -*** Recipients and subrecipients must not award or permit any award at any level to any party that is debarred or suspended from participation in Federal assistance programs.
- ***Bonding -*** The awarding agency may require adequate fidelity bond coverage where the recipient lacks sufficient coverage to protect the Federal government interest (see OMB Circular A-110, Subpart C, paragraph 21(c) and OMB Circular A-122). Where the conduct of a program or one of its components is delegated to a subrecipient, the direct recipient is responsible for all aspects of the program, including proper accounting and financial recordkeeping by the subrecipient. Responsibilities include accounting for receipts and expenditures, cash management, maintaining adequate financial records, and refunding expenditures disallowed by audits.

Commingling of Funds

Federal agencies shall not require physical segregation of cash deposits or the establishment of any eligibility requirements for funds that are provided to a recipient. However, the accounting systems of all recipients and subrecipients must ensure that agency funds are not commingled with funds from other awards or Federal agencies. Each award must be accounted for separately. Recipients and subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis without prior written approval of the awarding agency.

Monitoring Project Performance

Recipient Responsibilities:

A recipient has full responsibility for the conduct of the project or activity supported and for the results achieved. The recipient must monitor the performance of the project to assure adherence to performance goals, time schedules or other requirements as appropriate to the project or the terms of the agreement. The recipient is responsible for monitoring the activities of and pass-through requirements to any subrecipients.

Federal (DHS/G&T) Responsibilities:

It is DHS/G&T practice to limit involvement between itself and the recipient in the performance of a project to the minimum necessary to achieve program objectives and to ensure conformance with requirements of the grant. The Federal role is that of a partner, where the Government provides the financial assistance and the recipient carries out the project activities. In the case of a cooperative agreement, substantial involvement is expected between the Federal agency and the State, local government, or other recipient when carrying out the activity contemplated in the agreement.

Monitoring is a process whereby the programmatic progress and financial and business management aspects of a financial assistance award are reviewed by assessing information gathered from program and financial reports, site visits, teleconferences, and other means. DHS/G&T requires financial assistance recipients to have adequate management systems to ensure that project objectives are met and funds are spent and accounted for properly. To the extent possible, financial assistance award monitors rely on the management systems of the financial assistance recipients to meet project objectives, comply with award terms and conditions, and account for funds.

Conflicts of Interest

To avoid conflicts of interest, personnel and other officials connected with agency funded programs shall adhere to the following requirements:

No official or employee of a State or unit of local government or a non-governmental recipient/subrecipient shall participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, award, cooperative agreement, claim, controversy, or other particular matter in which award funds (including program income or other funds generated by Federally funded activities) are used, where to his/her knowledge, he/she or his/her immediate family, partners, organization other than a public agency in which he/she is serving as an officer, director, trustee, partner, or employee, or any person or organization with whom he/she is negotiating or has any arrangement concerning prospective employment, has a financial interest, or has less than an arms-length transaction.

In the use of agency project funds, officials or employees of State or local units of government and non-governmental recipient/subrecipients shall avoid any action that might result in, or create the appearance of:

- Using his or her official position for private gain;
- Giving preferential treatment to any person;
- Losing complete independence or impartiality;
- Making an official decision outside official channels; or
- Affecting adversely the confidence of the public in the integrity of the government or the program. For example, where a recipient of federal funds makes sub-awards under any competitive process and an actual conflict or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest exists should recuse himself or herself not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.

Violations of the conflict of interest standards may result in criminal, civil, or administrative penalties.

Supplanting

Recipients of G&T funds shall not replace funding appropriated from State and local governments with their Federal grant funding. It is the purpose of these grants to increase the overall amount of resources available to any G&T funded organization in order to bolster preparedness and to increase services and opportunities. Current levels

of activities or programs funded by State, local or non-governmental entity resources should only be increased by receipt of Federal funding. Recipients therefore must ensure that they do not reduce the current overall level of funding support to preparedness missions, absent exigent circumstances.

For example, if a State pays the salaries of three intelligence analysts, it cannot begin to pay the salary of one of them with Federal grant funding. It could, however, hire a fourth analyst.

Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

A confirmation during the application process may be requested by the awarding agency or recipient agency stating that Federal funds will not be used to supplant State or local funds.

Chapter 5: Payments

Highlights from this chapter:

- Request for Advance or Reimbursement
- Withholding of Funds
- Cash Management Improvement Act of 1990
- Interest

Payments

The method used to request grant funds may be different depending on the grant program. Information on how to access grant funds is provided to grant recipients in the program guidance and/or post award instructions. For assistance in determining the method to be used for payment requests, please contact the Office of Grant Operations at 1-866-9ASK-OGO or ASK-OGO@DHS.GOV.

Request for Advance/Reimbursement

Recipient organizations generally request funds based upon immediate disbursement requirements. Funds will not be paid in a lump sum, but rather disbursed over time as project costs are incurred or anticipated. Recipients should time their drawdown requests to ensure that Federal cash on hand is the minimum needed for disbursements to be made immediately or within a few days. Beginning with fiscal year 2005 funds, recipients may elect to drawdown funds up to 120 days prior to expenditure/disbursement. G&T strongly encourages recipients to draw down funds as close to expenditure as possible to avoid accruing interest.

Fund requests from subrecipients create a continuing cash demand on award balances of the State. The State should keep in mind that idle funds in the hands of subrecipients will impair the goals of sound cash management. All recipients must develop procedures for the disbursement of funds to ensure that Federal cash on hand is kept at a minimal balance.

Withholding of Funds

G&T may withhold payments to a recipient organization after proper notification or opportunity to remedy, by demonstrating any of the following:

1. Unwillingness or inability to attain program or project goals or to establish procedures that will minimize the time elapsing between cash drawdowns and expenditures;
2. Inability to adhere to guideline requirements or special conditions;
3. Improper award and administration of subawards or contracts; and
4. Inability to submit reliable and/or timely reports.

Cash Management Improvement Act of 1990

The Cash Management Improvement Act (CMIA) provides the general rules and procedures for the efficient transfer of Federal financial assistance between the Federal government and the States. Under this Act, States are no longer exempt from payment of interest to the Federal government resulting from drawing down funds prior to the need to pay off obligations incurred. States must pay interest in the event that the States draw down funds before the funds are needed to pay for program expenses.

Please note: Although recipients may draw down funds up to 120 days in advance of expenditure, **State grantees are still subject to the interest requirements** of the

CMIA and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time Federal funds are credited to a State account until the time the State pays out the funds to a subgrantee or otherwise expends for program purposes. Recipients should request funds based on an immediate cash needs basis.

Interest

Recipients and subrecipients shall minimize the time elapsing between the transfer and disbursement of funds.

1. A State, its subrecipient and any agency or instrumentality of a State, including State institutions of higher education and State hospitals, but not political subdivisions of a State (cities, towns, counties, and special districts created by State law) SHALL NOT be held accountable for interest earned on grant money pending its disbursement for program purposes. This refers to formula grant programs where subawards are made to local jurisdictions. Subrecipients under formula grant programs are held accountable for interest earned on advances.
2. Tribal organizations SHALL NOT be held accountable for interest earned pending their disbursement by such organizations.
3. All local units of government (political subdivisions of a State, including cities, towns, counties and special districts created by State law) shall account for interest earned on Federal funds. Local units of government may keep interest earned on Federal grant funds up to $100 PER FEDERAL FISCAL YEAR. This maximum limit is not per award; it is inclusive of all interest earned as a result of all Federal grant program funds received per year.
4. Nonprofit and commercial organizations shall account for interest earned on Federal funds. Nonprofit organizations may keep interest earned on Federal grant funds up to $250 PER FEDERAL FISCAL YEAR. This maximum limit is not per award; it is inclusive of all interest earned as a result of all Federal grant program funds received per year.

For G&T grants, interest earned, in excess of the amounts stated above, must be remitted to the United States Department of Health and Human Services, Division of Payment Management Services, P.O. Box 6021, Rockville, MD 20852.

For Assistance to Firefighters Grants (AFG) grants, interest should be remitted to the FEMA-Accounting Services Division, Disbursements and Receivables Branch, 500 C Street, S.W., Room 723, Washington, D.C. 20472.

Chapter 6: Obligation and Expenditures

Highlights from this chapter:

- Obligation of Funds
- Period of Availability
- Expenditure of Funds
- Suspension and Termination

Obligation and Expenditures

Obligation of Funds

Obligations are a legal liability to pay, under a grant, subgrant, and/or contract, determinable sums for services or goods incurred during the grant period. This includes, but is not limited to, amounts of orders placed, contracts and grants awarded, services received and similar transactions that require payment by the recipient during the same or a future period.

Period of Availability

The award period is the period of time when Federal funding is available for obligation by the recipient. The recipient may charge to the grant only allowable costs resulting from obligations incurred during the funding period and any pre-award costs authorized by G&T. An obligation occurs when funds are encumbered, such as in a valid purchase order or requisition to cover the cost of purchasing an authorized item on or after the begin date and up to the last day of the grant period in the award. Any funds not properly obligated by the recipient within the grant award period will lapse and revert to G&T. The obligation deadline is the last day of the grant award period unless otherwise stipulated. The obligation period is the same as the award period listed on the award document. No additional obligations can be incurred after the end of the grant.

Example: If the award period is 10/1/04 to 9/30/05, the obligation deadline is 9/30/05.

Expenditure of Funds

Recipients who have properly obligated funds by the end of the award period will have 90 days in which to liquidate (expend) these funds. Any funds not liquidated at the end of the 90-day period will lapse and may revert to G&T, unless an adjustment extending the liquidation period has been approved. Refer to Chapter 8 for more information regarding extensions.

Example: If the award period is 10/1/2004 to 9/30/2005, then all funds obligated by 9/30/2005 must be liquidated/expended by 12/29/2005.

Suspension and Termination

G&T may terminate any project, in whole or in part, for the convenience of the Government or when a recipient materially fails to comply with the terms and conditions of an award. This includes unauthorized use of payment access codes by someone other than the grantee of record, or when the recipient and G&T agree to do so. In the event that the decision has been made to terminate a project, G&T will:

1. Notify the recipient in writing of its decision;
2. Specify the reason; and
3. Afford the recipient/subrecipient a reasonable time to offer a remedy or to terminate project operations.

A project that is terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project that runs for the duration of the project period. Upon notification, no new obligations may be made against the award.

Chapter 7: Grant Reporting

Highlights from this chapter:

- Financial Reporting
- Programmatic Reporting

Grant Reporting

G&T requires award recipients to submit both financial and program reports. These reports describe the status of the funds, the status of the project, a comparison of actual accomplishments to the objectives, the reason(s) goals have not been met, and/or other pertinent information. The specific requirements, reporting periods and submission deadlines are detailed in the program guidance and/or terms and conditions of the award. ***Future awards, fund drawdowns, and modification approvals may be withheld if financial and program reports are delinquent.***

Financial Reporting

Generally, G&T requires grant recipients to submit a quarterly Financial Status Report (SF 269a) for each active grant award. These reports are due 30 days after the end of the calendar quarter. Financial reporting requirements may vary for G&T grant programs; therefore, for specific reporting instructions on a given grant program, please refer to the program guidance for information regarding the report to be submitted, the frequency of reporting and the deadline for submission of the report.

For those recipients required to submit the SF269a quarterly Financial Status Report, this report must be submitted on-line using the Grants Management System. The link to submit this report is https://grants.ojp.usdoj.gov/. For assistance using this system, recipients may contact the OJP GMS Help Desk at 888-549-9901 or at gms.helpdesk@usdoj.gov. ***As of January 1, 2006 paper copies of these forms will no longer be accepted.***

Programmatic Reporting

All G&T grant programs require that the recipient report on the performance and progress of grant activities. Reporting requirements may vary in format and in time frame, so please refer to the specific guidance for each program for full details on the required program report(s).

For those recipients required to submit the semi-annual Categorical Assistance Progress Report (CAPR), this report must be submitted on-line using the Grants Management System. The link to submit this report is https://grants.ojp.usdoj.gov/. For assistance using this system, recipients may contact the OJP GMS Help Desk at 888-549-9901 or at gms.helpdesk@usdoj.gov. ***As of January 1, 2006 paper copies of these reports will no longer be accepted.***

Chapter 8: Adjustments to Awards

Highlights from this chapter:

- Modifications and Revisions (including Grant Adjustment Notices)
- Notification of Changes
- Types of Adjustments

Adjustments to Awards

Modifications and Revisions (including Grant Adjustment Notices)

All requests for programmatic and/or administrative changes must be submitted in a timely manner by the recipient/subrecipient. All requests for changes to the approved award shall be carefully reviewed by the applicable authority for both consistency with this Guide and their contribution to the project goals and objectives.

Notification of Changes

All recipients must give notification in writing to G&T of events or proposed changes that may require an adjustment/notification. In requesting an adjustment, the recipient must set forth the reasons and basis for the proposed change and any other data deemed helpful for G&T review. Recipient requests will be reviewed by G&T and approval of these changes, if granted, will be provided in writing. ***Requests for adjustments will be considered only if the reporting requirements are current and terms and conditions have been met at the time the request for the adjustment is made.***

Types of Adjustments:

- Change of Address - Recipients are required to notify G&T of changes to their mailing address.
- Changes in Award Period - Recipients may request an extension of the award/obligation and expenditure period. Written requests should be at least 90 calendar days before the end date of the award. A narrative justification must be submitted with the project or program extension request on agency letterhead. Complete details must be provided, including the justification and the extraordinary circumstances that require the proposed extension, and a certification that there are adequate funds remaining to support the extension. Explain the effect of a denial of the request on the project or program.
- Changes in Scope - Change in the scope of the programmatic activities or purpose of the project.
- Change in project site.
- Changes that increase or decrease the total cost of the project.
- Change in approved budget categories in excess of 10 percent of the total award amount - Movement of dollars between approved budget categories is allowed up to 10 percent of the total budget cost (total award amount) as last approved by G&T, provided there is no change in project scope. When the cumulative changes exceed 10 percent of the total award amount (includes the initial award plus the supplements) or change the scope of the project, prior approval from G&T is required. This 10 percent rule applies to awards over $100,000; however, if the total award is equal to or less than $100,000, and the scope of the project doesn't change, prior approval is not required unless otherwise required in the program guidance or award documents.
- Change in or temporary absence of the project manager/director.
- Transfer of project.
- Successor in interest and name change agreements.
- Addition of an item to the project budget requiring prior approval.

- Retirement of special conditions, if required.
- Changes in key personnel, if any are specified by the special conditions.
- Change of State Administrative Agency (SAA) - Should the Governor of a state elect to change the SAA during the grant period, the current SAA must close-out the grant(s) that are transferring to the new SAA prior to any funds being transferred to the newly designated SAA. The close-out information must include, at minimum, a final Financial Status Report (SF-269a) and a final program report. It is G&T policy that these funds will not be awarded to the newly designated SAA prior to close-out of the original award. States are responsible for working with their vendors and/or subrecipients to obtain final expenditure reports, invoices, payment requests, etc. in a timely manner in order to assist in the transfer of funds to the new SAA. Once the close-out information has been submitted to G&T, the newly designated SAA will be permitted to apply for the remaining funds through the Grants Management System.

Chapter 9: Other Program Funds

Highlights from this chapter:

- Program Income
- Requirements for Match or Cost Sharing

Other Program Funds

Program Income

Program income is gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the program. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federally funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. For example, if the purpose of the grant is to conduct conferences, any training fees that are generated would be considered program income. Interest earned on advances of Federal funds is **not** program income.

Accounting for and Reporting Program Income

Program income earned during the project period shall be retained by the recipient and, in accordance with OMB regulations or the terms and conditions of the award, shall be used and accounted for in one or more of the following ways.

1. Added to funds committed to the project by the Federal awarding agency and recipient and used to further eligible project or program objectives.
2. Used to finance the non-Federal share of the project or program, if applicable.
3. Deducted from the total project or program allowable cost in determining the net allowable costs on which the Federal share of costs is based.

Program income may be used to supplement project costs or reduce project costs, or may be refunded to the Federal government. Program income may only be used for allowable program costs and must be expended prior to additional drawdowns.

Use and Disposition of Program Income

Unless specified by G&T, program income should be used as earned and expended as soon as possible. If the cost is allowable under the Federal grant program, then the cost would be allowable using program income. If program income earned on a discretionary grant during the grant period remains at the end of the grant period, the recipient should request a no-cost extension of the grant period to provide the recipient with ample time to expend the program income for allowable project purposes. If there is no special condition on the award concerning the accounting for program income earned after the funding period, then such program income can be used at the discretion of the recipient. The Federal portion of program income must be accounted for up to the same ratio of Federal participation as funded in the project or program. For example:

1. A discretionary project funded with 100 percent Federal funds must account for and report on 100 percent of the total program income earned. If the total program income earned was $20,000, the recipient must account for and report the $20,000 as program income on the Financial Status Report.
2. If a recipient was funded by formula funds at 75 percent Federal funds and 25 percent non-Federal funds and the total program income earned by the grant

was $100,000, $75,000 must be accounted for and reported, by the recipient, as program income on the Financial Status Report.

Direct recipients of formula grants will be responsible for requiring subrecipients to comply with program income guidelines.

For additional information on Program Income please refer to the appropriate OMB Circular (A-102 or A-110)

Requirements for Matching or Cost Sharing

Funds provided for a match must be used to support a Federally funded project and must be in addition to, and therefore supplement, funds that would otherwise be made available for the stated program purpose. Match is restricted to the same use of funds as allowed for the Federal funds.

Matching contributions need not be applied at the exact time or in proportion to the obligation of the Federal funds unless stipulated by legislation. However, the full matching share must be obligated by the end of the period for which the Federal funds have been made available for obligation under an approved program or project.

Sources of the match can either be a ***cash*** match ***or*** an ***in-kind*** match unless specified in the program guidance, regulation or statute.

Cash Match includes cash spent for project-related costs. Allowable cash match must include those costs that are allowable with Federal funds with the exception of the acquisition of land, when applicable. Cash match may be applied from the following sources:

1. Funds from states and local units of government that have a binding commitment of matching funds for programs or projects, or

2. Funds from the following:

- Housing and Community Development Act of 1974, 42 USC §5301, et seq. (subject to the applicable policies and restrictions of the Department of Housing and Urban Development).
- Appalachian Regional Development Act of 1965, 40 USC §214.
- Equitable Sharing Program, 21 USC §881(e) (current guidelines developed by the DOJ Asset Forfeiture Office apply). Forfeited assets used as match from the Equitable Sharing Program would be adjudicated by a Federal court.
- Funds contributed from private sources.

3. Program income and the related interest earned on that program income generated from projects, provided they are identified and approved prior to making an award, or

4. Funds earned from seized assets and forfeitures (adjudicated by a State court, as State law permits), or

5. Funds appropriated by Congress for the activities of any agency of a Tribal government or the Bureau of Indian Affairs performing law enforcement functions on Tribal lands, or

6. Sources otherwise authorized by law.

Except as noted above, Federal funds may not be used for match purposes.

In-kind Match includes, but is not limited to, the valuation of in-kind services. “In-kind” is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match is permitted by law, then the value of donated services could be used to comply with the match requirement.

Recordkeeping: Recipients and their subrecipients must maintain records that clearly support the source, the amount, and the timing of all matching contributions. In addition, if a program or project has included within its approved budget contributions that exceed the required matching portion, the recipient must maintain records of them in the same manner as it does the awarding agency funds and required matching shares. The direct recipient has primary responsibility for subrecipient compliance with requirements.

Waiver of Match Requirement: In accordance with 48 USC §1469a, congressional declaration of a policy regarding insular areas, the awarding agency, in its discretion, shall waive any requirement for matching funds otherwise required by law to be provided by the certain insular areas. This waiver applies to ALL awards made to American Samoa, Guam, the Virgin Islands, and Northern Mariana Islands.

Chapter 10: Costs and Expenditures

Highlights from this chapter:

- Allowable Costs
- Unallowable Costs
- Costs Requiring Prior Approval

Costs and Expenditures

Allowable Costs

Allowable costs are those costs identified in the circulars, as noted below, and in the grant program's authorizing legislation. In addition, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements. Recipients should refer to the program guidelines to determine what program costs are allowable for that specific program. It is important to note that costs that are allowable under one G&T program may be specifically prohibited under another. Additionally, allowable items may change from one fiscal year to another, so it is important to verify allowable costs with Program Guidance specific to the fiscal year funding.

Please note, grantees generally are not required to comport with the restrictions of the Buy American Act (41 U.S.C. 10a). However, grants authorized under the Stafford Act, including the *Emergency Management Performance Grant,* must follow these standards. The Buy American Act requires that all materials purchased be produced in the United States, unless such materials are not available, or such a purchase would not be in the public interest.

Applicable Cost Principles:

OMB Circular A-21 "Cost Principles for Educational Institutions"

OMB Circular A-87 "Cost Principles for State, Local, and Indian Tribal Governments"

OMB Circular A-122 "Cost Principles for Nonprofit Organizations"

Code of Federal Regulations, Title 48 Federal Acquisition Regulations Systems, Part 31 "Contract Cost Principles and Procedures"

Equipment

For G&T programs that include the purchase of equipment, recipients are encouraged to review the Interagency Board's (IAB) Standardized Equipment List (SEL) and the Authorized Equipment List (AEL). These lists maybe be found on the Responder Knowledge Base (RKB) website at http://www.rkb.mipt.org. If State agencies and/or local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their Program Manager or Preparedness Officer for clarification.

Disposition or Recovery of Federally Owned Assets

A State will dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. All other grantees and subgrantees shall dispose of equipment as follows:

1. Items of equipment with a current per unit fair market value of less than $5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

2. Items of equipment with a current per unit fair market value greater than $5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

To remit payments, award recipients should contact the Office of Grant Operations (ASK-OGO@DHS.GOV or 1-866-9ASK-OGO) for further instructions.

Consultant Rates

Compensation for individual consultant services is to be reasonable and consistent with the amount paid for similar services in the market place. Consideration can be given to compensation, including fringe benefits, for those individuals whose employers do not provide the same. Time and effort reports are required for consultants. Competitive bidding for consultant services is encouraged.

State and Local Sales Taxes

State and local sales taxes are generally allowable costs, unless the tax is levied solely on Federal programs or Federal funding.

Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

In order to be reimbursed for indirect costs, a recipient must first obtain an approved indirect cost rate. To do this, the recipient must prepare an indirect cost rate proposal and submit it to the cognizant Federal agency. The cognizant Federal agency is assigned by OMB or is determined based on the preponderance of Federal dollars received by the recipient, or which agency has awarded the most funds. If an indirect cost proposal for recovery of actual indirect costs is not submitted to the cognizant Federal agency within three months of the start of the award period, indirect costs will be irrevocably lost for all months prior to the month that the indirect cost proposal is received. This requirement is effective for all awards.

If a recipient has a Federally approved indirect cost rate agreement, G&T will accept any current indirect cost rate or allocation plan previously approved for a recipient by any Federal awarding agency on the basis of allocation methods substantially in accord with those set forth in the applicable cost circulars. Approving rates for subrecipients is the responsibility of the direct recipient. Per the OMB guidelines, G&T does not approve indirect cost rates beyond the direct recipient level. For information on how to obtain an approved indirect cost rate, direct recipients should contact the Office of Grant Operations at 1-866-9ASK-OGO or ASK-OGO@DHS.GOV.

Indirect Costs versus Management and Administrative (M&A) Costs

Indirect costs are defined as costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular award/project, but contribute to the ability of the recipient to support projects and programs and sustain the daily operations of the organization. Indirect costs are not incurred specifically from the actual performance of the activities under a particular award. Indirect costs are charged based on an approved rate and applicable base, which encompasses total organizational activity.

Indirect costs may include:

- Depreciation
- Rent
- Telephone
- Postage
- Printing
- Other expenses that benefit all programs and functions of an organization.

Management and Administrative costs are direct costs that are incurred to administer a particular program/award. M&A costs are identifiable and unique to each program/award and are charged based on the activity performed for that particular project.

M&A costs may include:

- Salaries of full-time or part-time staff or contractors/consultants to assist with the management of the program
- Hiring of full-time or part-time staff or contractors/consultants to assist with the implementation and administration of the program
- Travel expenses
- Meeting-related expenses

Food and Beverages

Food and/or beverage expenses provided by recipients are allowable costs if: (1) the food and/or beverages are provided to participants at training sessions, meetings, or conferences that are allowable activities under the particular G&T program guidelines; and (2) Expenses incurred for food and/or beverages and provided at training sessions, meetings, or conferences satisfy the following tests: (a) the cost of the food and/or beverages provided is considered to be reasonable; (b) the food and/or beverages provided are subject of a work-related event; (c) participation by all participants is mandatory; and (d) the food and/or beverages provided are not related directly to amusement and/or social events. (Any event where alcohol is being served is considered a social event; therefore, costs associated with that event are not allowable). In the event food/meal(s) are being provided, the amount charged for per diem must be reduced accordingly.

Software development

Software development costs are allowable and may be expended in the period incurred with no dollar limitation.

Maintenance contracts

The cost of an equipment maintenance agreement is allowable for the period of time that covers the grant project period. Any portion of the contract that extends beyond the grant period may not be charged to the grant award using Federal or matching funds. For example, if the grant project period is one year and the maintenance agreement is for three years, only the cost associated with the first year of the agreement would be allowable. The grantee would have to prorate the cost of the agreement to cover only the grant project period.

Warranty costs

Warranty costs (extensions) on equipment providing extended coverage for parts, labor and repair, above and beyond the term of the original manufacturer's warranty, are allowable if the cost of the warranty is included as part of the acquisition cost. Acquisition cost means the cost of the asset including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.

Unallowable Costs

In addition to the applicable OMB cost principles, recipients should refer to the program guidelines to determine what program costs are not allowed for that specific program. Costs that are unallowable under one G&T program may be allowed under another. Costs generally unallowable under Federal grants are as follows:

Land Acquisition

Land acquisition costs are unallowable unless otherwise noted in grant guidance.

Compensation of Federal Employees

Salary payments, consulting fees, or other compensation of full-time Federal employees are unallowable costs.

Travel of Federal Employees

Costs of transportation, lodging, subsistence, and related travel expenses of G&T employees are unallowable charges. Travel expenses of other Federal employees for advisory committees or other program or project duties or assistance are allowable if they have been:

1. Approved by the Federal employee’s Department or Agency; and

2. Included as an identifiable item in the funds budgeted for the project or subsequently submitted for approval.

Bonuses or Commissions

The recipient or subrecipient is prohibited from paying any bonus or commission to any individual or organization for the purpose of obtaining approval of an application for award assistance. Bonuses to officers or board members of profit or non-profit organizations are determined to be a profit or fee and are unallowable.

Lobbying

All recipients and subrecipients must comply with the provisions of the government-wide Common Rule on Restrictions on Lobbying, as appropriate.

Fund Raising

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, may not be charged either as direct or indirect costs against the award. Neither the salary of persons engaged in such activities nor indirect costs associated with those salaries may be charged to the award, except insofar as such persons perform other program related activities.

An organization may accept donations (i.e., goods, space, services) as long as the value of the donations is not charged as a direct or indirect cost to the award. The donation must be supported with source documentation.

A recipient may also expend funds, in accordance with approved award terms, to seek future funding sources to expand the project, but not for the purpose of raising funds to finance related or complementary project activities.

Nothing in this section should be read to prohibit a recipient from engaging in fund raising activities as long as such activities are not financed by the Federal or non-Federal portion of award funds.

Conferences and Workshops

Unallowable costs include:

- Entertainment;
- Sporting events;
- Visa fees;
- Passport charges;
- Tips;
- Bar charges/Alcoholic beverages;
- Laundry charges; and
- Lodging costs in excess of Federal per diem.

Costs Requiring Prior Approval

Written approval is required for those costs specified in OMB Circulars A-21, A-87, and A-122 as "Costs Allowable With Approval of Awarding Agency" or costs that contain special limitations.

Where prior approval is required, G&T will be the approval authority for all discretionary recipients and for the State when it is the direct recipient. Where prior approval authority for subrecipients is required, it will be vested in the State unless specified as being "RETAINED BY THE FEDERAL AWARDING AGENCY," as identified below. Subrecipient requests for G&T approval should be submitted through the State for a formula award.

The intention of G&T is not to require approval of all changes within the listed cost categories, but only for those aspects or elements that specifically require prior approval.

Types of Costs Requiring Prior Approval

The following is a list of costs that require prior approval:

- **Construction -** The use of G&T funds for construction is generally prohibited, except as outlined in the specific program guidelines (see program specific guidelines for details). Written approval must be provided by G&T prior to the use of any G&T funds for construction or renovation.
- **Preagreement Costs -** Costs incurred prior to the start date of the award may be charged to the project only if the recipient receives prior approval from G&T. Prior approval is required for costs incurred before the date of the subaward period and costs may be charged to the project only if the award or subaward application specifically requests support for preagreement costs. States may approve preagreement costs for subrecipients if incurred subsequent to the beginning of the Federal fiscal year of award.
- **Proposal Costs -** Unless specifically outlined in program guidance as allowable without prior approval, costs to projects for preparing proposals for potential Federal awards require PRIOR APPROVAL for: (1) the obligation or expenditure of funds; or (2) the performance or modification of an activity under an award/subaward project, where such approval is required.
- **Audit Costs -** Audit costs for audits not required or performed in accordance with OMB Circular A-133 are unallowable. If the grantee did not expend $500,000 or more in Federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit, these costs may not be charged to the grant.
    - Unless prohibited by law, the cost of audits made in accordance with the provisions of this requirement are allowable charges to Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost

principles circulars, the Federal Acquisition Regulation (FAR) (48CFR parts 30 and 31), or other applicable cost principles or regulations.
    - The cost of auditing a non-Federal entity which has Federal awards expended of less than $500,000 per year and is thereby exempted under the A-133 requirement may not charge such costs to their Federal award(s).
- **Interest Expense -** Interest on debt incurred for: (a) acquisition of equipment and buildings; (b) building construction; (c) fabrication; (d) reconstruction; and (e) remodeling is an allowable cost with prior approval. This interest applies only to buildings completed on or after 10/1/80 for State and local units of government and 9/29/95 for non-profit organizations.
- **Foreign Travel -** Direct charges for foreign travel costs are allowable only when the travel has prior approval of G&T. Foreign travel is defined as any travel outside of Canada and the United States and its territories and possessions. However, for organizations located in foreign countries, the term "foreign travel" means travel outside that country.

  Note: Indirect charges for foreign travel are allowable without prior approval of G&T when: (a) included as part of a Federally approved indirect cost rate; and (b) such costs have a beneficial relationship to the project. Each separate foreign trip must be approved.

  Recipients must comply with the provisions of the Fly America Act (49 USC § 40118). The Fly America Act requires travelers performing U.S. Government-financed foreign air travel to use U.S. flag air carriers to the extent that such service is available. Foreign air carriers may be used only in specific instances, such as when a U.S. flag air carrier is unavailable, or use of U.S. flag air carrier service will not accomplish the mission. If a foreign air carrier is used for any part of foreign travel, the recipient must maintain supporting documentation in the grant files available and specifically identified for review during an audit.

Requests must be in writing and justified with an explanation to permit review of the allowability. They may be submitted:

1. Through inclusion in the budget or other components of an award or subaward application; or
2. As a separate written request to the appropriate authority as described above.

Chapter 11: Procurement

Highlights from this chapter:

- Procurement Standards
- Sole Source Procurement (Non-Competitive)

Procurement

There are times when it may be necessary to procure goods and/or services in order to accomplish the goals of a program. For example, it may be necessary to purchase equipment or subcontract for services that the recipient does not have the required in-house expertise to perform.

Procurement Standards

- **General -** A State shall follow the same policies and procedures it uses for procurement from its non-Federal funds. The State shall ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations. Subrecipients of States shall follow the procurement requirements imposed upon them by the States. Other recipients and subrecipients will follow the appropriate OMB Circular (OMB Circular A-110 or OMB Circular A-102).

- **Standards -** Recipients and subrecipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable Federal law and standards.

- **Adequate Competition -** All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. All sole-source procurements in excess of $100,000 must receive prior written approval of the awarding agency. Interagency agreements between units of government are excluded from this provision.

- **Non-competitive Practices -** The recipient/subrecipient shall be alert to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Contractors that develop or draft specifications, requirements, statements of work, and/or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Any request for exemption must be submitted in writing to the awarding agency.

Sole Source Procurement (Non-Competitive)

All non-state procurement transactions shall be conducted in such a manner that provides, to the maximum extent practical, open and free competition. However, should a recipient elect to award a contract without competition, sole source justification may be necessary. Justification must be provided for non-competitive procurement and should include a description of the program and what is being contracted for, an explanation of why it is necessary to contract noncompetitively, time constraints and any other pertinent information. G&T will approve sole-source procurements for direct recipients only. Subrecipients must obtain approval from the primary recipient. If the primary recipient's

regulations require approval at a lower dollar threshold than identified above, the subrecipient should abide by the primary recipient's requirements.

Chapter 12: Audits

Highlights from this chapter:

- Audit Requirements for States, Local Governments, and Non-Profit Organizations
- Audits of Commercial/For-Profit Organizations
- Audits of Subrecipients
- Distribution of Reports
- Technical Assistance

Audits

Audit Requirements for States, Local Governments, and Non-Profit Organizations

Grantees and subrecipients are responsible for obtaining audits in accordance with OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”. States, local governments or private, non-profit organizations that expend $500,000 or more in Federal awards in a fiscal year are required to have an audit performed.

- The audits shall be completed by an independent auditor in accordance with generally accepted government auditing standards covering financial audits.
- Audits are due no later than nine (9) months after the close of each fiscal year during the term of the award.
- Grantee audit reports will be distributed by the Federal Audit Clearinghouse to the organization’s Federal Cognizant Agency for review and resolution of any findings.
- Grantees are responsible for follow-up and corrective action on all audit findings.

Awards are subject to conditions of fiscal, program, and general administration to which the recipient expressly agrees. Accordingly, the audit objective is to review the recipient’s administration of funds and required non-Federal contributions for the purpose of determining whether the recipient has:

1. Established an accounting system integrated with adequate internal fiscal and management controls to provide full accountability for revenues, expenditures, assets, and liabilities. This system should provide reasonable assurance that the organization is managing Federal financial assistance programs in compliance with applicable laws and regulations.
2. Prepared financial statements that are presented fairly, in accordance with generally accepted accounting principles.
3. Submitted financial reports (which may include Financial Status Reports, Cash Reports, and Claims for Advances and Reimbursements), that contain accurate and reliable financial data, and are presented in accordance with the terms of applicable agreements.
4. Expended Federal funds in accordance with the terms of applicable agreements and those provisions of Federal law or regulations that could have a material effect on the financial statements or on the awards tested.

Independent auditors should follow the requirements prescribed in OMB Circular A-133. If the auditor becomes aware of illegal acts or other irregularities, prompt notice shall be given to recipient management officials above the level of involvement. The recipient, in turn, shall promptly notify the cognizant Federal agency of the illegal acts or irregularities and of proposed and actual actions, if any.

Audits of Commercial/For-Profit Organizations

These organizations shall have financial and compliance audits conducted by qualified individuals who are organizationally, personally, and externally independent from those who authorize the expenditure of Federal funds. This audit must be performed in accordance with Government Auditing Standards, 1994 Revision. The purpose of this audit is to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the award. Usually, these audits shall be conducted annually, but not less frequently than every two years. The dollar threshold for audit reports established in OMB Circular A-133, as amended, applies.

Audits of Subrecipients

When subawards are made to another organization or organizations, the recipient shall require that subrecipients comply with the audit requirements set forth in OMB Circular A-133.

Recipients are responsible for ensuring that subrecipient audit reports are received and for resolving any audit findings. Known or suspected violations of any law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities, must be communicated to the recipient and to DHS. Criminal violations must also be reported to the appropriate law enforcement agencies.

For subrecipients who are not required to have an audit as stipulated in OMB Circular A-133, the recipient is still responsible for monitoring the subrecipients' activities to provide reasonable assurance that the subrecipient administered Federal awards in compliance with Federal requirements.

Distribution of Reports

The submission of audit reports for all grantees shall be as follows:

1. **State and Local Governments, Institutions of Higher Education, and Non-Profit Institutions -** All completed audit reports for State and local governments, institutions of higher education, and non-profit institutions should be mailed to the Federal Audit Clearinghouse, Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47132.
2. **Commercial Organizations and Individuals -** One copy of all audit reports for commercial organizations and individuals should be mailed to the Department of Homeland Security, Office of Grants and Training, Office of Grant Operations, 810 7th Street NW, Washington, DC 20531.

Technical Assistance

The DHS Office of the Inspector General is available to provide technical assistance to recipients in implementing the audit requirements when DHS is the assigned cognizant

agency or has oversight responsibilities because it provided the preponderance of direct Federal funding to the recipient. This assistance is available for areas such as:

1. Review of the audit arrangements and/or negotiations;
2. Review of the audit program or guide to be used for the conduct of the audit; and
3. On-site assistance in the performance of the audit, when deemed necessary, as a result of universal or complex problems that arise.

Chapter 13: Close Out

Highlights from this chapter:

- Close Out Process
- Retention and Maintenance of Records
- Access to Records

Close Out

Close Out Process

Within **90 days after the end date of the award** or any approved extension thereof (revised end date), the recipient must submit the required close-out documents to G&T. Prior to submission of these documents, the recipient should do the following:

1. **Cash Reconciliation -** The recipient should request reimbursement for any funds due to cover expenditures and obligations (incurred prior to the grant expiration date and liquidated within 90 days after the grant expiration date) at award closeout. The recipient expenditures (outlays) must be equal to or greater than the cash disbursements from G&T.
2. **Drawdown of Funds –** The recipient should request final payment for reimbursement of expenditures made within the approved period in conjunction with the final financial status report.

In order to close-out an award, the recipient must submit the following documents to G&T:

1. **Final Financial Status Report -** This final report of expenditures must have no unliquidated obligations and must indicate the exact balance of unobligated funds. Any unobligated/unexpended funds will be deobligated from the award amount by G&T.
2. **Final Progress Report -** This report should be prepared in accordance with instructions provided by G&T.
3. **Invention or Patent Report -** All inventions that were conceived or first actually reduced to practice during the course of work under the award project must be listed on this report before closeout. (if applicable)
4. **Disposition or recovery of Federally owned assets.**
5. **Federally owned property report.**
6. Any other documents as required by the program guidance or award terms and conditions.

If funds must be returned at award closeout, award recipients should remit their check with a cover letter indicating the grant award number, the unobligated balance, and the itemization of returned monies, e.g., excess payments, interest income, program income, questioned costs, payments to vendors, etc. Award recipients should contact the Office of Grant Operations (ASK-OGO@DHS.GOV or 1-866-9ASK-OGO) for further iinstructions.

Retention and Maintenance of Records

In accordance with the requirements set forth in the OMB administrative requirements circulars, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years from the date of submission of the final expenditure report. In cases where litigation, a claim, or an audit is initiated prior to expiration of the three year period,

records must be retained until completion of the action and resolution of issues or the end of the three year period, whichever is later. Retention is required for purposes of Federal examination and audit. Records may be retained in an automated format. State or local governments may impose record retention and maintenance requirements in addition to those prescribed.

1. **Coverage -** The retention requirement extends to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records. Source documents include copies of all awards, applications, and required recipient financial and narrative reports. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the award, whether they are employed fulltime or part-time. Time and effort reports are also required for consultants, as well as justification of consultant rates in accordance with market value.
2. **Retention Period -** The three year retention period starts from the date of submission of the final expenditure report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three year period, the records must be retained until completion of the action and resolution of all issues that arise from it or until the end of the regular three year period, whichever is later.

Recipients of funds are expected to see that records of different Federal fiscal periods are separately identified and maintained so that information desired may be readily located. Recipients are also obligated to protect records adequately against fire or other damage. When records are stored away from the recipient's principal office, a written index of the location of records stored should be on hand and ready access should be assured.

Access to Records

G&T, DHS, the DHS Office of the Inspector General, the Comptroller General of the United States, or any of their authorized representatives, will have the right of access to any pertinent books, documents, papers, or other records of recipients that are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. The right of access must not be limited to the required retention period, but shall last as long as the records are retained.

However, only under extraordinary and rare circumstances would such access include review of the true name of confidential informants or victims of crime. When access to the true name of confidential informants or victims of crime is necessary, appropriate steps to protect this sensitive information must and will be taken by the recipient and G&T. Any such access, other than under a court order or subpoena pursuant to a bona fide confidential investigation, must be approved by G&T.

Appendix: Glossary of Terms

Glossary of Terms

Accrual Basis is the method of recording revenues in the period in which they are earned, regardless of when cash is received, and reporting expenses in the period when the charges are incurred, regardless of when payment is made.

Administrative Requirements are standards for consistency and uniformity in the administration of grants, cooperative agreements, and subawards.

Amusement/social event is an informal gathering that is not mandatory for all participants to attain the necessary information. An indicator of a social/amusement event is a cash bar.

Awarding agency is the Federal government or the next highest authority, i.e., the State agency administering the formula award or the Federal agency administering the discretionary award.

Awards may include funding mechanisms such as grants, cooperative agreements, interagency agreements, contracts, and/or other agreements.

Breaks are short pauses in an ongoing informational program at trainings, meetings, conferences, or retreats. Typically, an all-day event may include one break during a morning session and one break during an afternoon session.

Break foods consist of cookies, sodas, and fruits or other snack items, and may be served at a training program, a meeting, or a conference.

Budget Period is the period for which a budget is approved for an award. The budget period may be equal to or shorter than the project period for an award, but cannot be longer than the project period.

Cash Basis is the method of reporting revenues and expenses when cash is actually received or paid out.

Closeout is a process in which G&T determines that all applicable administrative actions and all required work of the award have been completed by the recipient and G&T.

Cognizant Federal agency is the Federal agency that generally provides the most Federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB). Cognizant agency assignments for the largest cities and counties are published in the Federal Register. The most recent publication was dated January 6, 1986. The cognizant agency is generally the agency that will negotiate an organization's indirect cost rate agreement. The cognizant agency is also responsible for resolution of A-133 audit findings.

Conference or meeting is a formal event involving topical matters of general interest (i.e., matters that will contribute to improved conduct, supervision, or management of the agency's functions or activities) to Federal agency and non-Federal agency participants, rather than a routine business meeting primarily involving day-to-day agency operations

and concerns. “Meeting” includes other designations, such as a conference, congress, convention, seminar, symposium, training for grantees or contractors, and workshop.

Consultant is an individual who provides professional advice or services.

Continental breakfast means a light breakfast that may include a selection of coffees, teas, juices, fruits, and assorted pastries, and is allowable provided several hours of substantive material directly follows the continental breakfast. Grant recipients are reminded that the least expensive of the available selections should be chosen. If a meal is provided to the recipient, per diem must be reduced accordingly.

Contracts are entered into by the awarding agency, recipients or subrecipients, and commercial (profit making) and non-profit organizations. With the exception of a few justified sole source situations, contracts are awarded via competitive processes to procure a good or service.

Cooperative agreements are awarded to States, units of local government, or private organizations at the discretion of the awarding agency or as stipulated by law. Cooperative agreements are utilized when substantial involvement is anticipated between the awarding agency and the recipient during performance of the contemplated activity.

Discretionary awards are made to States, units of local government, or private organizations at the discretion of the awarding agency or as stipulated by law. Most discretionary awards are competitive in nature in that there are limited funds available and a large number of potential recipients.

Domestic travel includes travel within and between Canada and the United States and its territories and possessions.

Equipment is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. A recipient/subrecipient may use its own definition of equipment provided that such definition would at least include all equipment defined above.

Federal contractor is a person or entity that contracts with the Federal government to provide supplies, services, or experimental, developmental, or research work. Entities may include commercial organizations, educational institutions, construction and architectural engineering companies, State and local governments, and non-profit organizations.

Federal employees are people employed in or under an agency of the United States Federal Government.

Federal grantee means the component of a State, local, or Federally recognized Indian tribal government, educational institution, hospital, or a for profit or non-profit organization that is responsible for the performance or administration of all or some part of a Federal award.

Focus group means a gathering of Federal government employees to discuss results and improvements of programs in the field. The focus group should follow a prepared agenda, be led by an expert in the subject matter, and serve to educate Federal employees.

Food and/or beverages retain their common meanings. Food or beverages are considered in the context of formal meals and in the context of refreshments served at short, intermittent breaks during an activity. Beverages do not include alcoholic drinks.

Foreign travel includes any travel outside of Canada and the United States and its territories and possessions. For an organization located in a foreign country, this means travel outside that country.

Formal agenda provides a list of all activities that shall occur during the event, using an hour-by-hour time line. It must specifically include the times during the event when food and beverages will be provided.

Formula awards are awarded to the States to provide assistance to State and local units of government for programs in accordance with legislative requirements.

Grants are awarded to States, units of local government, or private organizations at the discretion of the awarding agency or on the basis of a formula. Grants are used to support a public purpose of support or stimulation authorized by Federal statute.

High risk is a determination made by the awarding agency of a recipient's ability to financially administer Federal project funds. Additional requirements, such as reporting and/or monitoring, may be imposed.

Incidental means relating to a formal event where full participation by participants mandates the provision of food and beverages.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Interagency agreements and purchase of service arrangements are usually entered into by two governmental units or agencies. Such funding arrangements are negotiated by the entities involved.

Match is the recipient share of the project cost. Match may either be "in-kind" or "cash." In-kind match includes the value of donated services. Cash match includes actual cash spent by the recipient and must have a cost relationship to the Federal award that is being matched.

Nonexpendable personal property includes tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. A recipient may use its own definition of nonexpendable personal property provided that the definition would at least include all tangible personal property.

Obligation means a legally binding liability to pay under a grant, subgrant, and/or contract determinable sums for services or goods incurred during the grant period.

Pass-through is an obligation on the part of the States to make funds available to units of local governments, combinations of local units, or other specified groups or organizations.

Personal property means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).

Preagreement/Pre-award costs are defined as costs that are considered necessary to the project but occur prior to the starting date of the award period.

Prior approval means written approval by the authorized official (the next highest authority except for sole source) evidencing consent prior to a budgetary or programmatic change in the award.

Program income means gross income earned by the recipient during the funding period as a direct result of the award. Direct result is defined as a specific act or set of activities that are directly attributable to grant funds and that are directly related to the goals and objectives of the project. Determinations of “direct result” will be made by the awarding agency for discretionary grants and by the State for formula subawards. Fines/penalties are not considered program income. Program income may be used only for allowable program expenses.

Project Period is the period for which implementation of a project is authorized. The project period may be equal to or longer than the budget period for an award, but cannot be shorter than the budget period.

Real property means land, land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.

Reasonable costs are costs that a prudent person would have incurred under the circumstances prevailing at the time the decision to incur the cost was made. Costs to consider when making judgments about reasonableness include the cost of food and beverage, total cost of the event, and costs incurred relative to costs in the geographical area. The exception to this definition is lodging costs for events of 30 or more participants, when the event is funded with a G&T award. For these events, reasonable is defined as the Federal per diem rate for lodging.

Reception means an informal gathering that is not mandatory for all event participants to obtain necessary information. Indicators of a reception include a cash bar, inadequate seating for the entire group, food items from a reception menu (such as finger foods), and a longer break (than utilized throughout the day) between the substantive meetings and the reception. Receptions are expressly prohibited and are considered to be an unallowable cost with Federal funds.

Recipient is an individual and/or organization that receives Federal financial assistance directly from the Federal agency.

Social event is any event with alcoholic beverages served, available, or present. Social events are expressly prohibited and are considered to be an unallowable cost with Federal funds.

Stipend is an allowance for living expenses. Examples of these expenses include, but are not limited to, rent, utilities, incidentals, etc.

Subaward is an award of financial assistance in the form of money to an eligible subrecipient or a procurement contract made under an award by a recipient.

Subrecipient is an individual and/or organization that receives Federal financial assistance from the direct recipient of Federal funds. This may include entities receiving funds as a result of formula awards.

Supplanting is to deliberately reduce State or local funds because of the existence of Federal funds. For example, when State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose.

Working dinner means a formal and mandatory dinner necessary for all participants to have full participation in the conference or event. A working dinner must include a formal agenda including a program or speakers that will impart necessary information important for full understanding of the subject matter of the conference. There should be several hours of informative sessions providing substantive information scheduled both before and after a working dinner. Indicators of a working dinner include seating for all participants. If a meal is provided to the recipient, per diem must be reduced accordingly.

Working lunch is a formal and mandatory lunch necessary for all participants to have full participation in the conference or event. A working lunch must include a formal agenda including a program or speakers that will impart necessary information important for full understanding of the subject matter of the conference. There should be several hours of informative sessions providing substantive information scheduled both before and after a working lunch (exhibits are not included). Indicators of a working lunch include seating for all participants. If a meal is provided to the recipient, per diem must be reduced accordingly.

Work-related event is a conference or meeting involving a topical matter of interest within the purview of the agency’s mission and function.

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8592.5. (a) Except as provided in subdivision (c), a state department that purchases public safety radio communication equipment shall ensure that the equipment purchased complies with applicable provisions of the following:

(1) The common system standards for digital public safety radio communications commonly referred to as the "Project 25 Standard," as that standard may be amended, revised, or added to in the future jointly by the Associated Public-Safety Communications Officials, Inc., National Association of State Telecommunications Directors and agencies of the federal **government**, commonly referred to as "APCO/NASTD/FED."

(2) The operational and functional requirements delineated in the Statement of Requirements for Public Safety Wireless Communications and Interoperability developed by the SAFECOM Program under the United States Department of Homeland Security.

(b) Except as provided in subdivision (c), a local first response agency that purchases public safety radio communication equipment, in whole or in part, with state funds or federal funds administered by the state, shall ensure that the equipment purchased complies with paragraphs (1) and (2) of subdivision (a).

(c) Subdivision (a) or (b) shall not apply to either of the following:

(1) Purchases of equipment to operate with existing state or local communications systems where the latest applicable standard will not be compatible, as verified by the Telecommunications Division of the Department of General Services.

(2) Purchases of equipment for existing statewide low-band public safety communications systems.

(d) This section may not be construed to require an affected state or local governmental agency to compromise its immediate mission or ability to function and carry out its existing responsibilities.



SAFECOM Guidance on Emergency Communications Grants

Fiscal Year 2023

U.S. Department of Homeland Security
Cybersecurity and Infrastructure Security Agency

A Message to Stakeholders

On behalf of the Cybersecurity and Infrastructure Security Agency (CISA), I am releasing the *Fiscal Year 2023 SAFECOM Guidance on Emergency Communications Grants (SAFECOM Guidance)*. This document is updated annually to provide current information on emergency communications policies, eligible costs, best practices, and technical standards for state, local, tribal, and territorial grant recipients investing federal funds in emergency communications projects.

This *SAFECOM Guidance* aligns with the *National Emergency Communications Plan* (NECP), which emphasizes the need to enhance governance structures, plans, and protocols that enable the emergency response community to communicate requisite information under all circumstances. Grant recipients are encouraged to support the guidelines within the NECP to maximize the use of voice, video, and data communications and to ensure the security of data and information exchange. The *SAFECOM Guidance* also addresses the rapidly evolving emergency communications ecosystem. Throughout the past year, the emergency communications community has been greatly affected by increasing cyber attacks on critical infrastructure and systems. Recognizing these challenges, CISA strongly encourages recipients to review the best practices and resources available in the *SAFECOM Guidance* to help navigate this shifting landscape.

The Administration, Office of Management and Budget, and federal grant program offices recognize the *SAFECOM Guidance* as the primary guidance on emergency communications grants. Since 2015, the Department of Homeland Security has required its grant recipients investing in emergency communications to comply with *SAFECOM Guidance*. All grant applicants are encouraged to coordinate with their statewide governance bodies and emergency communications leaders (e.g., Statewide Interoperability Coordinators) to ensure projects support the state, local, tribal, or territory's strategy to improve interoperable emergency communications. In addition, grant applicants should work with public and private entities, and across jurisdictions and disciplines, to assess needs, plan projects, coordinate resources, and improve response through cross-training and joint exercises. These coordination efforts are important to ensure interoperability remains a top priority.

The *SAFECOM Guidance* encourages grant applicants to participate, support, and invest in planning activities that will help states, locals, tribes, or territories prepare for deployment of new emergency communications systems or technologies. Grant recipients should continue enhancing governance and leadership, developing plans and procedures, conducting training and exercises, and investing in standards-based equipment to sustain land mobile radio capabilities, while concurrently planning for the integration and deployment of new technologies. Grant recipients must also consider cybersecurity risks across all capabilities when planning operable, interoperable, and continuity of communications.

As in previous years, CISA developed the *SAFECOM Guidance* in partnership with SAFECOM and the National Council of Statewide Interoperability Coordinators. CISA also consulted federal partners and the Emergency Communications Preparedness Center to ensure emergency communications policies are coordinated and consistent across the federal government. Grant applicants are encouraged to reference this document when developing emergency communications investments for federal funding, and to direct any questions to ECD@cisa.dhs.gov.

Billy Bob Brown, Jr
Executive Assistant Director for Emergency Communications
Cybersecurity and Infrastructure Security Agency

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1. Introduction

The Department of Homeland Security (DHS) is mandated by the Homeland Security Act, 6 U.S.C. § 571 to administer responsibilities and authorities relating to the SAFECOM Program.[1] Within DHS, the Cybersecurity and Infrastructure Security Agency (CISA) is responsible for developing coordinated guidance for federal grant programs for public safety communications.[2] As a result, CISA develops the annual *SAFECOM Guidance on Emergency Communications Grants* (*SAFECOM Guidance)* as a reference guide for entities applying for federal financial assistance for emergency communications projects. While only entities funding emergency communications projects with DHS grant funding are required to comply with the *SAFECOM Guidance* (see Appendix D), all entities are highly encouraged to follow the recommendations within this document to ensure interoperable, resilient, and fully effective communications.

The *SAFECOM Guidance* provides general information on eligible activities, technical standards, and other terms and conditions that are common to most federal emergency communications grants.[3] It aims to ensure that policies and standards across federal grant programs provide a consistent approach to improving emergency communications nationwide. The *SAFECOM Guidance* achieves this consistency by aligning recommendations with the *National Emergency Communications Plan* (NECP).[4]

SAFECOM is a public safety stakeholder-driven program sponsored by CISA, which develops policy, guidance, and future efforts by drawing on SAFECOM member expertise and recommendations. The DHS Science and Technology Directorate also supports SAFECOM-related research, development, testing, evaluation, as well as the acceleration of standards. SAFECOM works to build partnerships among all levels of government, linking the strategic planning, technical support, and implementation needs of the emergency response community with federal, state, local, tribal, and territorial governments, to improve communications.

Additionally, CISA consulted members of the Emergency Communications Preparedness Center (ECPC), which coordinates roles and activities of agencies across the federal government to improve interoperable public safety and emergency response communications. ECPC consists of 14 federal departments and agencies representing the government's broad role in improving coordination of emergency communications efforts, including information sharing, planning, regulation, policy, operations, grants, and technical assistance. Together, SAFECOM members and federal partners coordinate emergency communications policy and standards to ensure projects are compatible, interoperable, and most importantly, meet the needs of end-users.

1.1 Purpose of SAFECOM Guidance

The *SAFECOM Guidance* provides insight to grant recipients[5] about:

- Recommendations for planning, coordinating, and implementing projects
- Emergency communications activities that can be funded through federal grants
- Best practices, policies, and technical standards that help to improve interoperability
- Resources to help grant recipients comply with technical standards and grant requirements

[1] For more information on SAFECOM, see: cisa.gov/safecom.
[2] 6 U.S.C. § 571(c)(2) and 6 U.S.C. § 574.
[3] Federal financial assistance includes grants, loans, cooperative agreements, and other funds provided by the federal government. For this document, these terms are used interchangeably unless otherwise indicated.
[4] The NECP is the nation's strategic plan for emergency communications and is available at: cisa.gov/necp.
[5] In accordance with Title 2 of the Code of Federal Regulations (CFR) 200, the terms "recipient" and "sub-recipient" are defined as non-federal entities that receive federal awards directly from a federal awarding agency to carry out an activity under a federal program.

The *SAFECOM Guidance* is designed to promote and align with the national vision established in the NECP. CISA published a second update to the NECP in September 2019 that builds upon revisions made in 2014, while also positioning the NECP to maintain its relevance in the future. Updates to the NECP goals and objectives aim to enhance emergency communications capabilities at all levels of government in coordination with the private sector, nongovernmental organizations, and communities across the Nation. The plan's success relies on the whole community embracing the NECP goals and objectives, and most importantly implementing them. Critical components for advancing emergency communications fall under three national priorities:

- Enhance effective governance across partners with a stake in emergency communications, embracing a shared responsibility of the whole community from traditional emergency responders and supporting entities to the citizens served
- Address interoperability challenges posed by rapid technology advancements and increased information sharing, ensuring the most critical information gets to the right people at the right time
- Build resilient and secure emergency communications systems to reduce cybersecurity threats and vulnerabilities

Recommendations within the *SAFECOM Guidance* are intended to help state, local, tribal, and territorial stakeholders develop projects that meet critical emergency communications needs as defined in the NECP and their Statewide Communication Interoperability Plan (SCIP).[6] Best practices and technical standards located within the *SAFECOM Guidance* help ensure federally-funded investments are interoperable, fully effective and reliable, and support national policies. However, not all guidance is applicable to all grant programs. Grants funding emergency communications are administered by numerous federal agencies and are subject to various statutory and programmatic requirements. As a result, grant applicants and recipients should review specific grant guidance carefully to ensure their proposed activities are eligible, and all standards, terms, and conditions required by the program are met.[7]

1.2 Report Methodology

CISA consults with federal, state, local, tribal, and territorial partners to develop the *SAFECOM Guidance*, including:

- ECPC Grants Focus Group[8]
- Federal Communications Commission (FCC), Public Safety and Homeland Security Bureau (PSHSB)
- SAFECOM[9] and the National Council of Statewide Interoperability Coordinators (NCSWIC)
- U.S. Department of Commerce
  - First Responder Network Authority (FirstNet Authority)
  - National Institute of Standards and Technology (NIST)
  - National Telecommunications and Information Administration (NTIA)
- U.S. Department of Homeland Security
  - Federal Emergency Management Agency (FEMA) Grant Programs Directorate and the Integrated Public Alert and Warning System (IPAWS) Program Management Office
  - Science and Technology Directorate, Office for Interoperability and Compatibility
- U.S. Department of Justice, Office of Justice Programs
- U.S. Department of Transportation, National Highway Traffic Safety Administration (NHTSA)

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[6] For information on SCIPs, see: cisa.gov/statewide-communication-interoperability-plans.
[7] For the purposes of this document, "grant guidance" may include Notices of Funding Opportunity, Grant Notices, Grant Applications, and other formal notices of grants and federal financial assistance programs.
[8] The ECPC Grants Focus Group is comprised of grant officers, program administrators, and communications experts representing the 14 federal agencies that participate in the ECPC.
[9] For a list of SAFECOM members, see: cisa.gov/safecom/membership.

1.3 Use of SAFECOM Guidance

The *SAFECOM Guidance* should be used during the planning, development, and implementation of emergency communications projects and in conjunction with other planning documents. Before proposing projects for funding, prospective applicants are encouraged to read the NECP, federal and state-specific preparedness documents (e.g., statewide plans and reports), and this *SAFECOM Guidance* to ensure projects support federal, state, local, tribal, and territorial plans for improving emergency communications. Table 1 provides a list of essential resources available to recipients.

Table 1. Essential Resources for Emergency Communications Grant Recipients

Resources	Descriptions
National Emergency Communication Plan	The **NECP** is the nation's strategic plan to strengthen and enhance emergency communications capabilities. It provides guidance to those that plan for, coordinate, maintain, invest in, and use communications to support response and recovery operations. Grant applicants are encouraged to read the NECP to understand the national strategy, and to ensure investments support the goals and objectives. The NECP is available at: cisa.gov/necp.
Statewide Communication Interoperability Plan	The **SCIP** contains the state, territory, or tribal government's strategy to improve emergency communications. States and territories were required to develop and submit a SCIP to DHS by December 2008 and required to submit reports annually on the progress of the state or territory in implementing its SCIP. Many federal grants funding emergency communications require grant applicants to align projects to needs identified in SCIPs. Grant recipients and sub-recipients should review the SCIP for their state/territory and work with their Statewide Interoperability Coordinator (SWIC) to ensure investments support statewide plans to improve communications. To find your state's SCIP, please contact your SWIC. Contact information for SWICs can be found on the NCSWIC membership page: cisa.gov/safecom/ncswic-membership.
SAFECOM Website	The **SAFECOM website** provides information and resources for public safety agencies developing emergency communications projects. For the most recent *SAFECOM Guidance* and list of grants funding emergency communications, see the SAFECOM website at: cisa.gov/safecom.
IPAWS Website	This website contains information on IPAWS capabilities, who can use IPAWS to send alerts, warnings, and notifications (AWN), how agencies can become Alerting Authorities, and the availability of IPAWS Technical Support Services. **IPAWS** is accessed through IPAWS-compatible software with the capability to draft an AWN in Common Alerting Protocol (CAP) 1.2 format, a requirement of IPAWS Open Platform for Emergency Networks (OPEN). While there is no cost to send messages through IPAWS, there are costs associated with acquiring IPAWS-compatible alert origination software. Grant recipients are encouraged to invest in alerting software. IPAWS is not mandatory and does not replace existing methods of alerting, but instead complements existing systems and offers new capabilities to deliver timely and actionable AWN. See the IPAWS website at: fema.gov/emergency-managers/practioners/integrated-public-alert-warning-system and information for Alerting Authorities at: fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system/public-safety-officials/alerting-authorities.
Office of Management and Budget (OMB) Grants Circulars	Federal awards must adhere to the ***Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*** regulations, available on the Electronic Code of Federal Regulations website at: ecfr.gov. Grant applicants should reference specific Notices of Funding Opportunity to determine applicable requirements at: grants.gov. Additional information is on the Chief Financial Officers Council website at: cfo.gov/financial-assistance.

Resources	Descriptions
Statewide Interoperability Coordinator	States, territories, and tribal governments are encouraged to designate a full-time **SWIC** who has the authority and resources to actively improve interoperability with emergency management and response agencies across all levels of government. Grant applicants are strongly encouraged to coordinate project proposals with the SWIC to ensure projects support statewide efforts to improve emergency communications. DHS/FEMA requires all states and territories that use Homeland Security Grant Program funds to designate a full-time SWIC who has the authority and resources to actively improve interoperability with emergency management and response agencies across all levels of government. cisa.gov/safecom/ncswic-membership.
State Leadership	States and territories have designated leadership positions to assist with emergency communications projects and may include an individual or body. These leadership positions vary by area and may have resulted from grant program requirements to designate a single point of contact, such as a **Broadband Coordinator**.
	The **State Emergency Management Agency Director** is responsible for ensuring the state or territory is prepared to deal with any type of emergency, as well as coordinating statewide incident response. This includes collaborating with appropriate statewide representatives for critical capabilities, such as emergency communications, statewide 911 communications, and public alerting.
	State Information Technology and Security Officials, including a state or territory's Chief Information Officer, Chief Technology Officer, and Chief Information Security Officer manage key information technology (IT) initiatives, including IT procurement, security, and IT planning and budgeting.
	The **911 Administrator** manages the state or territory's 911 functions as determined by state legislation. The official title and role of this position may vary. Grant recipients are encouraged to coordinate 911 projects with the Administrator to ensure projects support state or territory 911 efforts. To find your Administrator, refer to the National Association of State 911 Administrators at: nasna911.org/contact-911.
	The **Homeland Security Director** coordinates the planning, development, and coordination of statewide policies developed in support of public and private organizations responsible for preventing terrorism, raising awareness, reducing vulnerabilities, responding to, and recovering from terrorist acts. To locate your Director or office, refer to: dhs.gov/state-homeland-security-and-emergency-services.
State Governance	The **Statewide Interoperability Governing Body (SIGB)** or **State Interoperability Executive Committee (SIEC)** serves as the primary steering group for the statewide interoperability strategy that seeks to improve emergency response communications across the State through enhanced data and voice communications interoperability. SIGBs and SIECs include representatives from various jurisdictions and disciplines, as well as subject matter experts. To find the SIGB or SIEC for your state or territory, contact CISA at: ECD@cisa.dhs.gov.
	A **Broadband Working Group** serves as the governing body for state or territory planning activities. Many states use their SIGB or SIEC for planning or have created an independent working group focused on public safety broadband and FirstNet-related planning activities. Grant recipients are encouraged to work with their respective group to ensure efforts do not conflict with the FirstNet Authority's planning and implementation of the Nationwide Public Safety Broadband Network (NPSBN). To find the FirstNet Authority contact for your state or territory, go to: FirstNet.gov/public-safety/your-advisor.
	The **911 Advisory Board** works with the 911 Administrator to plan and coordinate state and local 911 efforts. The official title and role of this board vary. Grant applicants are encouraged to coordinate 911 projects with the appropriate board to ensure projects support broader state or territory 911 efforts. To find your 911 Advisory Board, refer to State 911 Contacts page of the National Association of State 911 Administrators at: nasna911.org/contact-911.

1.4 Key Changes and Updates

This section highlights key changes to the *FY 2023 SAFECOM Guidance*:

- **Emergency Communications Priorities (Section 2).** This section reviews stakeholder-driven priorities aligned to the NECP goals and recommendations, including: 1) Governance and Leadership; 2) Planning and Procedures; 3) Training, Exercises, and Evaluation; 4) Activities that Enhance Communications Coordination; 5) Standards-based Technology and Infrastructure; and 6) Cybersecurity. Based on lessons learned from federally-declared disasters, there is an urgent need to address communications survivability, resilience, and continuity. Rather than listing this as a separate priority, communications resilience and continuity should be viewed as critical components across all priorities.

- **Before Applying (Section 3).** This section provides an overview of national policies, laws, and issues affecting emergency communications grants and the broader emergency communications ecosystem, as well as federal requirements and restrictions on funding that applicants should consider before applying. Applicants are encouraged to review available supplemental funding and new federal financial assistance opportunities to support emergency communications projects.

- **Eligible Activities (Section 4).** This section includes a review of eligible costs commonly funded by federal grants, as well as guidance for applicants to address NECP strategic goals and recommendations. Grant applicants seeking to improve interoperable emergency communications are encouraged to allocate grant funding to these activities. However, applicants must consult the specific grant guidance they are applying for to confirm allowable costs, as all activities listed in this section may not be eligible for funding under all federal grant programs.

- **Emergency Communications Systems and Capabilities (Section 5).** This section provides an overview of emergency communications and the importance of deploying standards-based technology and equipment. Detailed guidance, technical standards, and resources for emergency communications equipment are included in Appendix B.

- **Grants Management Best Practices (Section 6).** This section provides best practices to ensure the effective implementation of grants and to establish the entity as a trusted steward of federal grant funding and a credible recipient of future grant funding. The grant lifecycle includes planning applications (Pre-Award), reviewing award agreements and funding (Award), implementing grant-funded projects (Post Award), and completing federal grant projects (Closeout).

- **Funding Sources (Section 7).** This section offers recommendations on how applicants should consider multiple funding sources, including traditional grants and other sources that may partially fund emergency communications projects.

- **Appendices.** The appendices include an acronym list (Appendix A), technical standards for emergency communications equipment (Appendix B), and resources recipients can reference when developing emergency communications projects (Appendix C). In Appendix D, DHS has outlined specific requirements for DHS/FEMA recipients to comply with *SAFECOM Guidance*. These requirements are in accordance with the DHS Standard Terms and Conditions of preparedness grants.

2. Emergency Communications Priorities

CISA is responsible for ensuring grant guidelines and priorities relating to interoperable emergency communications are coordinated and consistent with the NECP goals and recommendations. In support of this mandate, *SAFECOM Guidance* identifies six investment priorities of equal merit. These priorities were developed in coordination with stakeholders and federal partners, and are informed by the NECP, as well as other applicable Presidential Policy Directives, federal statutes, and regulations. Grant recipients are encouraged to target grant funding toward the following priorities:

- Priority 1: Governance and Leadership
- Priority 2: Planning and Procedures
- Priority 3: Training, Exercises, and Evaluation
- Priority 4: Activities that Enhance Communications Coordination
- Priority 5: Standards-Based Technology and Infrastructure
- Priority 6: Cybersecurity

2.1 Priority 1: Governance and Leadership

Strong governance and leadership structures are essential to effective decision-making, coordination, and planning for emergency communications. While the existence and growth in governance bodies is a significant accomplishment, many of these entities were originally established to address land mobile radio (LMR) interoperability issues. Evolving technology and rising expectations in emergency communications change the traditional roles and responsibilities within the public safety community, requiring strong, broader scopes and unified governing bodies. Fortunately, there is already a strong foundation for future progress. State, local, tribal, and territorial governments should focus on formalizing, expanding, and updating current structures, processes, and investments in governance and leadership.

In FY 2023, grant recipients are encouraged to invest in emergency communications governance and leadership structures for coordinating statewide and regional initiatives that reflect the evolving emergency communications environment.[10] These investments are critical for assessing needs, conducting statewide planning, coordinating investments, ensuring projects support the SCIP, maintaining and improving communications systems, and planning for future communications improvements. Formal governance and leadership structures can also facilitate the development of operating procedures and planning mechanisms that establish priorities, objectives, strategies, and tactics during response and recovery operations.[11]

For regional, cross-border initiatives, grant recipients should coordinate projects with national level emergency communications coordination bodies, such as the NCSWIC and the Regional Emergency Communications Coordination Working Groups (RECCWGs). The NCSWIC promotes and coordinates state level activities designed to ensure the highest level of public safety communications access and availability across the nation. RECCWGs are congressionally-mandated planning and coordination bodies located in each FEMA Region and provide a collaborative forum to assess and address the survivability, sustainability, operability, and interoperability of emergency communications systems at all levels of government. Grant-funded investments that are coordinated with these bodies will help ensure that federally-funded emergency communications investments are interoperable and support national policies.

[10] See the *Emergency Communications Governance Guide for State, Local, Tribal, and Territorial Officials* at: cisa.gov/safecom/governance.
[11] See the *National Incident Management System Implementation Objectives* at: fema.gov/emergency-managers/nims.

To support this priority, grant recipients should target funding to:

- Develop/sustain the SIGB or SIEC activities and SWIC position or fully-staffed SWIC office
  - In accordance with DHS/FEMA requirements, all states and territories receiving Homeland Security Grant Program funds are required to designate a full-time SWIC with authority and resources to actively improve interoperability with emergency management and response agencies across all levels of government, to include establishing statewide plans, policies, and procedures, and coordinating decisions on communications investments
- Formalize and adapt governance structures and processes to address the evolving operating environment to:
  - Include and coordinate with emergency communications leaders (e.g., 911 leaders, IPAWS Program Management Office, RECCWGs, public utilities commissions) and representatives from multiple agencies, jurisdictions, disciplines, levels of government, tribes, rural areas, subject matter experts, and private industry when creating strategic and operational plans and policies, and during training and exercise development and execution
  - Identify and include information management, network infrastructure, and cybersecurity representatives in governance membership or through formalized coordination to undertake technology integration and migration initiatives (e.g., broadband, 911, alerts and warnings, information management, network infrastructure, cybersecurity), as well as identify and address legislative and regulatory issues associated with emerging technology
  - Review and update key operating documents for SIGB or SIEC (e.g., charters, agreements, policies, procedures) to ensure they are positioned to address new technology deployments and facilitate coordination with the SWIC
  - Formalize and regularly review cross-jurisdictional, multi-state, or multi-organizational agreements (e.g., memoranda of understanding [MOU], mutual aid agreements) to account for changes to resources, capabilities, and information- or technology-sharing needs
  - Integrate emergency communications governance and leadership into broader statewide planning efforts (e.g., the operationalization, tactical integration, and continued buildout of FirstNet, 911 system migration, IT enhancements, commercial broadband, auxiliary communications) to ensure emergency communications needs are represented
  - Increase regional structures or processes to foster multi-state coordination and information sharing
  - Conduct outreach and education to continually assess and address user needs
  - Develop governance that aids in the coordination of messaging within partnering IPAWS Alerting Authorities; improves the common operating picture and achieves greater situational awareness; and increases awareness of existing plans, policies, and procedures

2.2 Priority 2: Planning and Procedures

The public safety community benefits from a comprehensive and inclusive approach to emergency communications planning. The NECP recommends that response agencies seek to improve responders' ability to communicate and share information with others through formal written strategies, plans, and standard operating procedures (SOPs) or guidelines that integrate the capabilities of all users and account for the entire system lifecycle. Through development and updating of their SCIPs, states, tribes, and territories engage multiple jurisdictions, disciplines, and levels of government in planning, incorporating all emergency communications needs. The SCIP serves as the primary strategic plan for emergency communications, while other plans outline specific operational coordination or tactical procedures, including Field Operations Guides, Tactical Interoperable Communications Plans (TICPs), and FEMA Regional Emergency Communications Plans (RECPs). Field Operations Guides are technical references for emergency communications planning and for technicians responsible for radios that will be used in emergency responses. TICPs are designed to allow urban areas, counties, regions, states/territories, tribes, or federal agencies to document interoperable communications governance structures, technology assets,

and usage policies and procedures. RECPs, along with their associated state, territorial, or tribal annexes, serve to identify emergency communications capability shortfalls and potential resource requirements.

Grant recipients are encouraged to leverage these planning resources as a source of input and reference for all emergency communications grant applications and investment justifications. Updating plans and SOPs to address emergency communications gaps, new technologies, and stakeholder needs help to improve emergency communications and response across the whole community. This continuous and comprehensive planning enables agencies to effectively identify, prioritize, and coordinate to ensure proposed investments support broader planning priorities.

In FY 2023, grant recipients should continue to target funding toward planning activities, including updates of local, regional, statewide, tribal, and territory plans, and ensure plans incorporate the capabilities and needs of all emergency communications systems throughout their lifecycles. The goal of this priority is to ensure emergency communications needs are continually assessed and integrated into risk assessments and preparedness plans, including continuity planning efforts. These planning activities must include analyzing threats and vulnerabilities that may affect communications resilience and sustainment, while developing investment plans and SOPs to mitigate identified risks. Stakeholders are encouraged to target funding toward planning, stakeholder outreach, assessment of user needs, and other activities that will help to engage the whole community in emergency communications planning initiatives.

To support this priority, grant recipients should target funding toward critical planning activities, including the following:

- Update SCIPs, other strategic plans, and procedures to:
  - Reflect the NECP strategic goals and objectives into measurable goals, activities, and milestones
  - Incorporate whole community concepts[12]
  - Integrate lifecycle planning to inform agency funding decisions
  - Address capabilities (e.g., voice, video, data), findings, and gaps identified in state-level preparedness reports, risk and vulnerability assessments, and After-Action Reports (AAR) from real-world incidents and planned exercises
  - Identify and address FCC directives affecting current or planned public safety communications systems (e.g., spectrum, licensing, interference)
  - Incorporate a multifaceted approach to ensure the security, confidentiality, integrity, reliability, and availability of fully interoperable data applications and services
  - Include all components of the emergency communications ecosystem (e.g., AWN, 911 systems, LMR, broadband networks, video networks, auxiliary communications)
- Support statewide emergency communications and preparedness planning efforts through allocation of funding to the following planning activities:
  - Conduct and attend planning meetings
  - Engage the whole community in emergency communications planning, response, and risk identification and mitigation

[12] Per the *National Preparedness Goal*, whole community is formally defined as, "A focus on enabling the participation in national preparedness activities of a wider range of players from the private and nonprofit sectors, including nongovernmental organizations and the general public, in conjunction with the participation of federal, state, and local governmental partners in order to foster better coordination and working relationships."

  - Plan and develop Shared Communication Systems and Infrastructure (SCSI)[13] projects for improved utilization and integration of available communications assets with partners
  - Develop and perform risk, resiliency, and vulnerability assessments (e.g., cyber, Threat and Hazard Identification and Risk Assessment [THIRA], communications security [COMSEC][14])
  - Incorporate risk management strategies for cybersecurity, continuity, and recovery (e.g., National Risk Index [NRI][15])
  - Integrate emergency communications assets and needs into state-level plans
  - Coordinate with SWIC, broadband coordinator, State Administrative Agency (SAA),[16] and state-level planners (e.g., 911 planners, public utilities commissions) to ensure proposed investments align to statewide plans and comply with technical requirements
  - Establish a cybersecurity response plan including continuity of vulnerable communications components and implementing resilient network designs (e.g., segmenting essential functions, strong access controls, multi-factor authentication for staff logins) to limit the impact of cyber incidents
- Identify, review, establish, and improve communications SOPs or guidelines in coordination with response agencies at all levels of government to:
  - Ensure federal, state, local, tribal, and territorial roles and responsibilities are clearly defined
  - Ensure communications assets and capabilities are integrated, deployed, and utilized to maximize interoperability
  - Address threats, mitigate vulnerabilities, and identify contingencies for the continuity of critical communications

2.3 Priority 3: Training, Exercises, and Evaluation

Results from the SAFECOM Nationwide Survey, AARs, and similar assessments reveal that jurisdictions are better able to respond to emergencies due in part to regular training and exercises. Training, exercises, and evaluations help response personnel understand their communications roles and responsibilities during an emergency, as well as processes for working with other agencies. Further, as communications technologies continue to evolve, the need for training and exercises becomes even greater to ensure personnel are proficient in using existing and new technologies. The NECP recommends agecies involve traditional emergency responder disciplines from all levels of government, as well as other entities that share information during emergencies (e.g., medicial facilities, utilities, nongovernmental organizations, private citizens), to practice communications for a whole community response and approach. It also recommends agencies utilize all types of communication technologies and identify gaps and problems with technologies or protocols.

In FY 2023, grant recipients should continue to invest in communications-related training, exercises, and evaluations (in-person and virtual) to address gaps identified in response and recovery operations, which should include thoroughly testing resiliency and continuity of communications. Grant recipients are

[13] SCSI projects focus on encouraging active resource sharing for organizations with national security, emergency preparedness, and public safety missions. CISA developed a *SCSI 101 Fact Sheet*, as well as a case study of *SCSI Along the Southwest Border* recommending opportunities and challenges of asset sharing for federal, state, local, and tribal public safety agencies in the region. For more information, see: cisa.gov/scsi.
[14] COMSEC is a component of security that protects public safety wired and wireless transmissions from unauthorized access. When public safety transmissions include sensitive information related to tactical or investigative law enforcement operations, patient health, or logistics among agencies responding to incidents and disasters, the information may present a vulnerability if not protected. COMSEC provides the necessary structure of protections, ensuring the confidentiality and integrity of critical and sensitive communications.
[15] FEMA developed the NRI as an online tool to help communities analyze risk factors when preparing grant applications. The NRI is available at: fema.gov/flood-maps/products-tools/national-risk-index.
[16] Many federal grants are awarded to a designated SAA as the official recipient and administrator for the grant, responsible for sub-recipient oversight of grant-funded activities.

encouraged to participate in training and exercises across all levels of government and with other entities that will better assist jurisdictions to prepare for disasters and identify, assess, and address capability gaps.

To support this priority, grant recipients should target funding toward certified training, exercises, and evaluation activities, including:

- Conduct *National Incident Management System* (NIMS)-compliant training (e.g., training in the Incident Command System [ICS] and the ICS Communications Unit such as Communications Unit Leader [COML], Communications Technician [COMT], Information Technology Service Unit Leader [ITSL], Radio Operator [RADO], Incident Tactical Dispatcher [INTD], Auxiliary Communications [AUXCOMM], and Incident Communication Center Manager [INCM])[17]
- Improve states', tribes', and territories' ability to track and share trained Communications Unit personnel during response operations (e.g., include Communications Unit training plan within statewide plans such as the SCIP)
- Conduct frequent training and exercises involving personnel from all levels of government who are assigned to operate communications capabilities, to test communications systems and personnel proficiency (e.g., include emerging technologies and system failure), and utilize third-party evaluators with communications expertise
- Incorporate human factors in training and exercises to address the demands that voice, video, and data information place on personnel, to ensure that responders effectively use and are not overloaded by available information
- Perform exercises that support and demonstrate the adoption, implementation, and use of the NIMS concepts and principles
- Hold cross-training and state, regional, or national level exercises to validate plans and procedures to include tribes, nongovernmental organizations, and private sector communications stakeholders
- Provide training and exercises on new and existing systems, equipment, and SOPs
- Develop or update training and exercise programs to address new technologies, data interoperability, cybersecurity, encryption, use of dedicated federal, state, local, and national interoperability channels, personally identifiable information, and continuity of communications
- Test communications survivability, resilience, and continuity of communications, to include validation of continuity procedures and operational testing of secondary and backup systems and equipment
- Develop and support instructor cadres to expand training for communications-support personnel
- Assess and update training curriculums and exercise criteria to reflect changes in the operating environment and plain language protocols
- Identify opportunities to integrate private and public sector communications stakeholders into training and exercises, as well as cost-effective approaches (e.g., distance learning)
- Offer cybersecurity training and education on the proper use and security of devices and applications, phishing, malware, other potential threats, and how to guard against attacks
- Provide regular training and exercises for Alerting Authorities incorporating the use of IPAWS

2.4 Priority 4: Activities that Enhance Communications Coordination

There has been significant improvement in capabilities at state, local, tribal, and territorial levels resulting in the ability of jurisdictions to more effectively coordinate communications resources and services during emergency incidents and planned events. This includes the integration of capabilities, resources, and personnel across the whole community. As incidents escalate and evolve, communications resources must be able to expand rapidly to meet responders' needs. This requires agencies to track communications

[17] Regular training on NIMS/ICS concepts is needed to ensure new and existing staff are proficient in NIMS/ICS concepts. For NIMS-compliant training, see: fema.gov/emergency-managers/nims/implementation-training.

resources they own or can access, then follow appropriate procedures to request and deploy resources to locations when needed.

In FY 2023, grant recipients are encouraged to update inventories of communications assets and share information within their state, tribe, or territory and region (e.g., neighboring jurisdictions, states, tribes, or territories) that are most likely to request support during emergencies or events. This can be achieved by working with SWICs to update inputs to the Communication Assets Survey and Mapping (CASM) Tool—a web-based tool that assists public safety agencies to collect and visualize data, and assess inter-agency interoperability based on communications assets and interoperability methods.[18] Similarly, to assist in coordinating the use of 700 and 800 megahertz (MHz) public safety frequencies, agencies should use the Computer Assisted Pre-Coordination Resource and Database (CAPRAD) system and work with the 700 and 800 MHz Regional Planning Committees.[19] Grant applicants and recipients should identify gaps in capabilities and target funding toward those gaps.

In addition, grant recipients must continue to implement NIMS ICS principles during all incidents and planned events. Grant applicants and recipients are also encouraged to actively engage neighboring jurisdictions—both internal and external to the state, local, tribe, or territory—to coordinate response planning and seek mutual aid agreements for large-scale responses. Agencies should also collaborate and encourage alerting practices between levels of government, including installing resilient communications to coordinate the distribution of alerts.

To support this priority, grant recipients should target funding to:

- Promote projects that confirm NIMS implementation, continued use of ICS, and information sharing:
  - Establish or enhance primary, secondary, and backup communications capabilities and share appropriate ICS forms and information illustrating the status of an agency's capabilities
  - Assess and improve the timeliness of notification, activation, and response of communications systems providers to support the Incident Commander and Incident Management Team(s) requirements at incidents and planned events
- Enhance the coordination and effective usage of communications resources
  - Ensure inventories of emergency communications resources are updated and comprehensive, and readily share information about features, functionality, and capabilities of operable and interoperable communication resources with partners
  - Promote assessment of communications assets, asset coordination, and resource sharing
  - Implement projects that promote regional, intra- and inter-state collaboration
  - Support initiatives that engage the whole community, including commercial and non-traditional communications partners (e.g., auxiliary communications, volunteers, utilities)
- Develop or update operational protocols and procedures
  - Develop, integrate, or implement NIMS-aligned SOPs or job aides to facilitate the integration, deployment, and use of communications assets or loaned devices
  - Test communications capabilities and personnel proficiency through training, exercises, and real-world events and address needs identified in statewide plans, AARs, or assessments through comprehensive action plans
  - Review the operationalization of FirstNet and other broadband capabilities to ensure SOPs govern the technologies' use, training, and testing

[18] CISA hosts public safety software tools on the SAFECOM website at: cisa.gov/safecom/resources. Tools include the CASM Resource Finder, the electronic National Interoperability Field Operations Guide 2.0 (eNIFOG), and electronic Auxiliary Communications Field Operations Guide (eAUXFOG) mobile applications. Users may request online training from CISA Technical Assistance at: cisa.gov/safecom/ictapscip-resources.
[19] DHS Science and Technology Directorate sponsors the CAPRAD system at: caprad.org.

  - Develop recommended SOPs or guidelines regarding the use of personal communications devices (e.g., bring your own device) for official duties based on applicable laws and regulations
  - Review usage of Priority Telecommunications Services (e.g., Government Emergency Telecommunications Service, Wireless Priority Service, and Telecommunications Service Priority), and ensure SOPs govern the programs' use and testing
  - Plan for Alerting Authorities to ensure the highest state of readiness of existing capabilities for resilient and interoperable alerts, warnings, messaging, and notifications using current local, county, state, and federal systems, and when applicable, the IPAWS
  - Review uses of the NPSBN, also known as FirstNet, and other public safety broadband capabilities, and ensure SOPs govern the programs' use and testing
  - Develop guidelines regarding the use of auxiliary communications devices (e.g., amateur radio, military radio, citizens band radio) for official duties based on applicable laws and regulations[20]
- Strengthen resilience and continuity of communications
  - Inventory and typing of resources and other activities that provide backup communications solutions (e.g., strategic technology reserves, radio caches, cell on wheels [COWs])
  - Establish testing and usage observations of primary, secondary, and backup communications
  - Address system and staffing for continuity of operations planning

2.5 Priority 5: Standards-based Technology and Infrastructure

Public safety agencies continue to maintain and evolve LMR infrastructure for mission critical voice capabilities, including the pursuit of shared Project 25 (P25) radio systems and infrastructure. With acknowledgment of the need for enhanced data capabilities, many public safety organizations have implemented broadband solutions. In addition, Next Generation 911 (NG911) systems are being deployed and continue to mature. The public safety community continues to develop strategies and technology roadmaps for implementing standards-based, vendor-neutral devices and applications that can sustain the unique public safety operating environment and provide mission critical communications. In addition, public safety agencies must address operability, interoperability, security, and resiliency challenges posed by rapid technology advancements (e.g., artificial intelligence, 5G, 6G, Internet of Things, identity management, geographic information systems) and increased information sharing, ensuring the most critical information gets to the right people at the right time.

In FY 2023, grant recipients should continue to invest in accredited technical standards-based infrastructure to enable interoperability between agencies and jurisdictions, regardless of vendor. Grant recipients should include technical specifications in procurement agreements with vendors and obtain sufficient documentation and testing results to verify infrastructure is compliant with applicable standards and that features, functions, and services provide the expected and required interoperability. Grant recipients are strongly encouraged to invest in equipment that will sustain and maintain current capabilities while planning for new technologies and capabilities that may not have fully defined standards. As emergency communications capabilities continue to evolve, recipients should participate in community outreach and planning to ensure new capabilities are interoperable and all user requirements are incorporated.

To support this priority, grant recipients should target funding to:

- Sustain and maintain current LMR capabilities based on mission requirements

[20] For more information on auxiliary communications guidelines and the SHAred RESources (SHARES) High Frequency Radio program, see: cisa.gov/shared-resources-shares-high-frequency-hf-radio-program.

- Purchase and use P25-compliant LMR equipment (see P25 Compliance Assessment Program [CAP] approved equipment list) for mission critical voice communications[21]
- Support rapid and far-ranging deployment of the NPSBN and use of FirstNet-approved devices and applications dedicated for public safety using multi-layered, proven cybersecurity and network security solutions[22]
- Transition towards NG911 capabilities in compliance with NG911 standards[23]
- Transition LMR encryption capabilities to full P25 Advanced Encrypted Standard (AES) for all systems including encrypted interoperability where applicable
- Support standards that allow for alerts, warnings, and notifications across different systems
- Secure and protect equipment, information, and capabilities from physical and cyber threats
- Acquire, sustain, and maintain Common Alerting Protocol-compliant software that meets IPAWS requirements
- Employ standards-based information exchange models and data sharing solutions
- Secure standards-based interconnectivity gateway subsystems
- Sustain and ensure critical communication systems connectivity and resiliency, including backup solutions, among key government leadership, internal elements, other supporting organizations, and the public under all conditions
- Support standards and practices that enhance survivability and resilience to electromagnetic effects
- Ensure all communications systems and networks are traced from end-to-end to identify all Single Points of Failure, including redundancy at critical infrastructure facilities, and:
  - Sustain availability of backup systems (e.g., backup power, portable repeaters, satellite phones, High Frequency [HF] radios, auxiliary communications gateway equipment)
  - Ensure diversity of network element components and routing
  - Plan for geographic separation of primary and alternate transmission media
  - Maintain spares for designated critical communication systems
  - Work with commercial suppliers to remediate single points of failure
  - Maintain communications capabilities to ensure their readiness when needed

2.6 Priority 6: Cybersecurity

As cyber threats and vulnerabilities grow in complexity and sophistication, incidents become more numerous and severe against emergency communications systems. Therefore, it is critical that public safety organizations take proactive measures to carefully manage their cybersecurity risks. To prepare for cyber incidents, the public safety community must continually identify risks and evolve security requirements in coordination with partners. Cybersecurity is a shared mission across all levels of government, the private sector, nongovernmental organizations, public safety communications end-users, and the public.

In FY 2023, grant recipients should invest in solutions that enhance their cybersecurity posture. Cybersecurity must be addressed through planning, governance, and technology solutions that secure networks. Recipients should ensure cybersecurity planning is comprehensive and maintained throughout the lifecycle of all network components. Cybersecurity risk management should also include updates to non-technology support activities, such as mutual aid agreements, SOPs, policy development, and training and education. Personnel should be trained on the latest security, resiliency, continuity and operational

[21] For more information on P25 requirements, see: project25.org. For a list of P25 CAP approved equipment, see: dhs.gov/science-and-technology/approved-grant-eligible-equipment.
[22] Applicants interested in broadband investments should consult with the FirstNet Authority to ensure investments meet all technical requirements to operate on the network. Refer to the Authority's contact information at: firstnet.gov.
[23] For more information, see the *NG911 Standards Compendium*: 911.gov/project_standardsforenhancedandnextgeneration911.html.

practices and maintain in-service training as new technology and methods are made available. Personnel should also be educated in cyber hygiene and best practices to prevent, detect, and deter cybersecurity risks whether they are natural or technological in nature, accidental or intentional.

To support this priority, grant recipients should target funding to:

- Develop and maintain cybersecurity risk management
- Implement the CISA *Cyber Essentials Toolkits*[24]
- Implement the NIST *Framework for Improving Critical Infrastructure Cybersecurity*[25] (Cybersecurity Framework) to complement an existing risk management process or to develop a credible program if one does not exist. The NIST Cybersecurity Framework establishes five functions to integrate cybersecurity into mission functions and operations, including:
    1) Identify, evaluate, and prioritize risks;
    2) Protect against identified risks;
    3) Detect risks to the network as they arise;
    4) Deploy response capabilities to mitigate risks; and
    5) Establish recovery protocols to ensure the resiliency and continuity of communications
- Employ the *Cyber Resiliency Resources* available for public safety[26]
- Reference CISA's cybersecurity resources for NG911 projects[27]
- Identify and implement standards for cybersecurity that fit system and mission needs while maintaining operability and interoperability
- Develop incident response plans, recovery plans, resiliency plans, and continuity of operations plans in anticipation of physical or cybersecurity incidents
- Mitigate cybersecurity vulnerabilities with consideration of the potential impacts of cybersecurity risk management on interoperability with the broader community
- Identify and mitigate equipment and protocol vulnerabilities
- Plan and deploy AES encryption capabilities for all LMR systems including link layer authentication and encryption (when available)
- Implement the Communications Security Reliability and Interoperability Council (CSRIC) cybersecurity best practices for public safety entities[28]
- Implement Phishing Resistant Multi-Factor Authentication (MFA)[29]

[24] CISA *Cyber Essential Toolkits* are available at: cisa.gov/publication/cyber-essentials-toolkits.
[25] NIST released the *Framework for Improving Critical Infrastructure Cybersecurity*, which is a voluntary risk-based approach to cybersecurity that uses industry guidelines to help organizations manage cyber risks to critical infrastructure. For more information, see: nist.gov/cyberframework.
[26] CISA *Cyber Resiliency Resources* are available at: cisa.gov/communications-resiliency.
[27] CISA cybersecurity resources for NG911 projects are available at: cisa.gov/safecom/next-generation-911.
[28] CSRIC is an advisory committee of the FCC that provides recommendations to ensure the security, reliability, and interoperability of communications systems. The CSRIC cybersecurity best practices for public safety entities are available using the search tool opendata.fcc.gov/Public-Safety/CSRIC-Best-Practices/qb45-rw2t/data after selecting 'Public Safety' in Industry Role(s) filter and 'Cyber Security' in Keywords filter.
[29] Phishinig resistant MFA requirements are available within NIST 800-63-4. For general MFA information, see CISA resources at: cisa.gov/resources-tools/resources/multi-factor-authentication-mfa.

3. Before Applying

Before applying for federal funds for emergency communications, applicants should:

- Review the NECP and SCIP
- Coordinate with statewide emergency communications leaders
- Recognize changes in the emergency communications ecosystem
- Understand federal grant requirements and restrictions

3.1 Review the NECP and SCIP

Grant applicants should read the NECP to understand the national emergency communications strategy and ensure proposed projects support national goals and objectives. Similarly, grant recipients should review their state or territory's SCIP (and other applicable plans) to ensure proposals support statewide plans to improve communications across all emergency communications systems and capabilities. Some federal grants (e.g., Homeland Security Grant Program) require applicants to align project activities to their SCIP, so it is a best practice for all applicants to describe how proposed projects align with the needs identified in their strategic plans and performance measures.

3.2 Coordinate with Statewide Emergency Communications Leaders

To ensure projects are compatible, interoperable, and support statewide plans and strategies, grant applicants should consult the appropriate statewide leaders or entities prior to developing projects for funding. Some federal programs require or encourage coordination of grant submissions with the SWIC and other statewide leaders (e.g., Emergency Management Agency Director, 911 Administrator, Homeland Security Director, Statewide/Regional Communications System Owners/Operators), as well as require applicants to attach a letter of project support from these leaders. Grant applicants should also consult the SIGB or SIEC, as they serve as the primary steering group for the statewide interoperability strategy. Additionally, grant recipients should consult any subject matter experts serving on governance bodies such as broadband experts, chief information officers, representatives from utilities, or legal and financial experts when developing proposals.

3.3 Recognize Changes in the Emergency Communications Ecosystem

Grant recipients should understand the more complex and interdependent ecosystem that has emerged due to evolving technologies, risks, stakeholders, and policies impacting many facets of emergency communications including planning, operations, equipment, and training. Key issues impacting federal emergency communications grants include developments in technologies, national policies and laws, spectrum issues, and the reduction and streamlining of grant programs.

Developments in Technologies

Traditionally, LMR systems are the primary capabilities the public safety community used to achieve mission critical voice communications in the field. To augment their LMR capabilities, emergency response agencies are increasingly using Broadband Push-To-Talk voice services available over the NPSBN/FirstNet, and in some cases, commercial broadband public safety services. Internet Protocol (IP)-enabled networks stand to transform how public officials will communicate by providing unparalleled connectivity and bandwidth that enhance situational awareness and information sharing. Communication network modernization is also occurring with the migration of the nation's 911 infrastructure to NG911, an IP-based model that will enable increased resilience and redundancy in call routing and information sharing. Also, the deployment of a nationwide public alerting system is using traditional media, such as broadcast and cable, as well as IP-based technologies to transmit alerts to mobile phones and other devices.

Public safety IT systems include sensitive data, such as law enforcement information and electronic medical records, which create new security considerations including storage, access, and authentication. While electronic access to this data enables more effective response operations, it also poses risks including system failures, lack of user or server connections, ineffective or lack of cyber protections, and vulnerability to attacks by malicious hackers. As the community adopts new technologies and applications, it too must increase understanding and planning for the security risks associated with the increasingly-interconnected architecture and vast complexity of IP-based technologies and services.

To protect against phishing, malware, and other potential threats, a multifaceted cybersecurity risk management approach is needed to ensure the confidentiality, availability, and integrity of the communication system and sensitive data. For example, comprehensive cybersecurity training and education on the proper use and security of devices, services, and applications will be required. In addition, planning must match user needs against bandwidth requirements and the options for network resiliency. Critical cybersecurity controls such as phishing resistant MFA should also be implemented. Assessments of cyber risks and strategies to mitigate vulnerabilities must be conducted before the deployment of IP-based networks occurs to ensure mission requirements can be met securely and reliably from the outset.

The convergence of technologies and risks in this evolving ecosystem shows the importance of ongoing planning for emergency communications. Grant recipients and their respective governance and leadership must consider all components that support LMR, broadband, cyber, and IP-based technologies as they update strategic plans and common operational protocols that ensure the operability, interoperability, and continuity of emergency communications systems. Additionally, grant recipients should prioritize maintaining LMR systems and other emergency communications capabilities gained in recent years as they gradually adopt and deploy IP-based technologies and services.

National Policies and Laws

In addition to technological developments, the nation is evolving its approach to preparing for and responding to incidents through the *National Preparedness Goal*, which promotes a shared responsibility across all levels of government, private and nonprofit sectors, and the general public. Applicable plans, laws, and policies include the Infrastructure Investment and Jobs Act, American Rescue Plan Act, Coronavirus Aid, Relief, and Economic Security (CARES) Act, NECP, the Middle Class Tax Relief and Job Creation Act of 2012 (Public Law 112-96; 47 U.S.C. 1401), the IPAWS Modernization Act of 2015, and the Presidential Policy Directive (PPD)–8, National Preparedness:

- ***Infrastructure Investment and Jobs Act.*** Signed into law on November 15, 2021, the Infrastructure Investment and Jobs Act provided over $1.2 trillion in broadband, public works, and transportation infrastructure funding. Specifically, the Act authorized several new grant programs and policies that may be relevant to the public safety community. Grant applicants are encouraged to review these federal financial assistance opportunities for applicability to emergency communications projects, as they become available.[30]

- ***American Rescue Plan Act.*** Signed into law on March 11, 2021, the American Rescue Plan Act provided funding for state, local, tribal, and territorial governments to mitigate the effects of the COVID-19 pandemic.[31] Additional appropriations included supplemental funding for existing federal emergency management grant programs. Grant applicants are encouraged to review funding opportunities for emergency communications projects, as authorized through this Act.

[30] For more information on the Infrastructure Investment and Jobs Act, see: congress.gov/bill/117th-congress/house-bill/3684.
[31] For more information on the American Rescue Plan Act, see: congress.gov/bill/117th-congress/house-bill/1319.

- ***CARES Act.*** Signed into law on March 27, 2020, the CARES Act provided emergency assistance and healthcare response for individuals, families, and businesses affected by the 2020 public health crisis.[32] The Act included over $2.2 trillion in economic relief, split across the public and private sectors. Division B: Emergency Appropriations for Coronavirus Health Response and Agency Operations, provided supplemental funding to federal departments and agencies, as well as additional funding allocated to existing federal grant programs. Grant applicants are encouraged to review the federal financial assistance opportunities available through the Act to support emergency communications investments.

- ***National Emergency Communications Plan.*** The NECP establishes a vision to enable the nation's emergency response community to communicate and share information securely across communications technologies in real time, including all levels of government, jurisdictions, disciplines, organizations, and citizens impacted by any threats or hazards event. Its focus is to ensure the public safety community and citizens are collectively driving toward a common end-state for communications. The NECP provides guidance to those that plan for, coordinate, maintain, invest in, and use communications to support response and recovery operations.[33]

  Grant recipients should read the NECP to understand the national emergency communications strategy, and to ensure proposed investments support the goals, objectives, and recommendations of the Plan. In addition, grant applicants are encouraged to review NECP supplemental materials such as assessments, annual progress reports, and implementation documents. Additionally, grant applicants should work with the SWIC to ensure alignment of the SCIP and other emergency communications plans to the NECP.

- ***Middle Class Tax Relief and Job Creation Act of 2012.*** Signed into law on February 22, 2012, the Act established the FirstNet Authority, an independent authority within NTIA, and directed it to ensure the establishment of the NPSBN.[34] The Act reallocated and designated 700 MHz D Block spectrum for public safety use, and instructed the FCC to grant an exclusive license to the FirstNet Authority for the D Block spectrum and adjacent existing public safety broadband spectrum (collectively referred to as Band 14).[35] The FirstNet Authority engaged in comprehensive outreach and consultation with public safety entities in federal, state, local, tribal, and territory jurisdictions to plan for the network. The FirstNet Authority actively sought input from federal, tribal, state, and territorial governments; paid and volunteer first responders and other public safety personnel; industry; and other stakeholders on what the network should offer, how it should function, and how to meet the technical objectives of the network. The FirstNet Authority conducted an open, competitive procurement for an industry partner to deploy the network. The agency selected AT&T as its network contractor and launched network deployment in 2018 after consulting with all states, territories, and Washington, D.C. to develop network plans. The resulting FirstNet network solution is operational in all 56 states, territories, and Washington, D.C., and is based on a single, national network architecture that evolves with technological advances and consists of a physical, separate evolved packet core (EPC) network and radio access networks (RANs).[36]

  FirstNet competes as a services-based business where eligible users choose to subscribe to a level of service that aligns with their mission needs. The principal responsibilities of federal, state, local, tribal, and territorial public safety entities are the acquisition of authorized and compatible

[32] For more information on the CARES Act, see: congress.gov/bill/116th-congress/house-bill/748.
[33] For more information on the NECP, see: cisa.gov/necp.
[34] For more information on the Act, see: ntia.doc.gov/category/public-safety.
[35] 47 U.S.C.§ 1421(a).
[36] For more information on the FirstNet Core, see: about.att.com/story/nationwide_launch_of_firstnet_dedicated_core_network.html.

devices and applications that operate on the network and determination of connectivity of proprietary databases that could support public safety operations. Infrastructure and maintenance costs of FirstNet-owned EPC, RANs, and NPSBN deployable assets (e.g., COWs, Cell on Light Trucks [COLTs], Satellite COLTs, Flying Cell on Wings, aerostat) will be borne by the FirstNet Authority and its NPSBN contractor.

At this time, only after receiving further guidance from the FirstNet Authority on the technical requirements of and compatibility with the network should grant recipients acquire long-term evolution (LTE) devices or network equipment.[37] Additional outreach and planning activities (e.g., community engagement and education, documenting user needs) that support the arrival of public safety broadband technologies should be done in consultation with the FirstNet Authority.

Applicants interested in investing federal funds in broadband-related projects should consult with the FirstNet Authority and the federal granting agency to understand all requirements impacting broadband investments. The FirstNet Authority is the sole nationwide licensee for Band 14 spectrum and does not anticipate entering into any other spectrum agreements. Applicants should work closely with the SWIC, statewide emergency communications leaders, and the federal granting agency to ensure projects remain in compliance with programmatic and technical requirements.

In addition to the duties of the FirstNet Authority, the Act also charged NTIA with establishing grant programs to assist state, regional, tribal, and local jurisdictions with planning activities to support the implementation of the NPSBN and improve 911 services. These grants are now closed. Grant applicants should continue to monitor current federal actions affecting broadband and 911 programs funded through the Act.[38]

- ***IPAWS Modernization Act of 2015.*** Signed into law in April 2016, Public Law 114-143 calls for the modernization of IPAWS to ensure that under all conditions, the President, federal agencies, and state, local, and tribal governments can alert and warn the civilian population in areas endangered by natural disasters, acts of terrorism, and other man-made disasters or threats to public safety.

  The Modernization Act requires IPAWS to be designed to adapt to and incorporate future technologies for communicating directly with the public, provide alerts to the largest portion of the affected population feasible, and improve the ability of remote areas to receive alerts; promote local and regional public and private partnerships to enhance community preparedness and response; provide redundant alert mechanisms; and protect individual privacy.[39]

  Additionally, the Modernization Act established the IPAWS Subcommittee to develop and submit recommendations for the National Advisory Council (NAC). The NAC provided a report to the FEMA Administrator in February 2019. The FEMA Administrator's Response to the NAC was signed in September 2019, prioritizing recommendations, highlighting current plans, and identifying areas where more resources are required.

- ***PPD–8, National Preparedness.*** Signed by the President in March 2011, this directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the nation. It consists of four main components: *National Preparedness Goal*; National Preparedness System; *National*

[37] For more information on LTE network equipment, see: nist.gov/ctl/pscr/process-document-nist-list-certified-devices.
[38] For more information on the 911 Grant Program, visit: 911.gov/project_911grantprogram.html.
[39] For more information on the IPAWS Modernization Act, see: congress.gov/bill/114th-congress/senate-bill/1180.

Preparedness Report; and the Campaign to Build and Sustain Preparedness. The directive emphasizes national preparedness is the shared responsibility of the whole community.[40]

As a result, many grants that fund emergency communications now require grant applicants to engage the whole community in planning. FY 2022 federal grant programs require applicants to demonstrate how a whole community approach to project planning was used and explain how core capabilities were improved. Applicants are encouraged to engage their community early in project development to ensure they can provide evidence of community involvement in applications, which in turn improves preparedness and response.

Spectrum Issues

The FCC authorizes state, local, and some tribal public safety entities to use specific spectrum bands to operate emergency communications systems. By statute, the FirstNet Authority holds the FCC license for the 700 MHz public safety broadband spectrum to deploy the NPSBN. Grant applicants seeking federal funds for emergency communications projects should be aware of initiatives and actions affecting spectrum use for public safety entities. Applicants should review the following spectrum issues, confirm their proposed projects are consistent with regulatory requirements and initiatives, and consult the appropriate coordinator (e.g., Frequency Coordinator,[41] SWIC), the FCC, and/or the FirstNet Authority early in the project development process to determine whether the grant applicant will have authority to operate in the desired spectrum, once complete. Key spectrum-related issues are described below:

- **Very High Frequency (VHF)/Ultra-High Frequency (UHF) Narrowbanding**.[42] The FCC mandated all non-federal LMR licensees operating between 150 and 512 MHz and using 25 kilohertz (kHz) bandwidth voice channels to migrate to 12.5 kHz bandwidth or equivalent efficiency by January 1, 2013. Grant applicants should ensure existing LMR systems are compliant with these narrowbanding requirements and consult with the SWIC and the FCC on any non-compliance issues to avoid admonishment, monetary fines, or loss of license. Grant applicants that have not complied with the FCC narrowband mandate may face limitations on their eligibility for federal funding.[43]

- **4.9 gigahertz (GHz)**. The FCC mandated that all incumbent licensees operating in the 4.9 GHz band as of January 18, 2023, submit granular technical data on their existing operations into the FCC's Universal Licensing System (ULS). Licensees are given at least one year from the publication date of the FCC's order in the Federal Register to submit the data.[44]

In general, grant applicants should consult with the regulatory agency and appropriate state-level points of contact when developing public safety projects to ensure entities are in compliance with federal spectrum initiatives and regulations, and projects will have authority to operate in the designated spectrum.[45] To

[40] For more information on PPD-8, see: dhs.gov/presidential-policy-directive-8-national-preparedness.
[41] For more information on frequency coordinators, see: fcc.gov/general/public-safety-frequency-coordinators.
[42] For more information on narrowbanding, see: fcc.gov/narrowbanding-overview.
[43] See "Guidance for licensees for FCC's narrowband operation requirement" at: fcc.gov/document/guidance-licensees-fccs-narrowband-operation-requirement. Grant applicants with questions on narrowbanding may contact the FCC at ULS support: 1-877-480-3201.
[44] For more information on the FCC updates to 4.9 GHz band rules, see: fcc.gov/document/fcc-updates-49-ghz-band-rules-seeks-further-comment.
[45] Contact the FCC's Public Safety Homeland Security Bureau at pshsbinfo@fcc.gov and the FirstNet Authority at info@firstnet.gov.

assist state, local, tribal, and territorial levels of government, many grants that fund interoperable communications equipment allow grant funds to be used for spectrum-related activities,[46] including:

- Identification, assessment, coordination, and licensing of new spectrum resources
- Development and execution of spectrum migration plans
- Assessment of current communications assets, services, and capabilities
- Training associated with systems migration to new spectrum allocations
- Replacement of non-compliant communications equipment and services
- Acquiring/upgrading tower sites and facilities needed to comply with spectrum migration[47]
- Reprogramming existing equipment to comply with spectrum migration

Reduction and Streamlining of Grants

Over the past decade, the fluctuation of grants funding emergency communications (e.g., elimination of dedicated funding streams in favor of consolidated programs, required spending on federal priorities) has increased competition for funding. Understanding that grants are in high demand, emergency communications leaders and agencies are strongly encouraged to work with other jurisdictions and disciplines to coordinate resources and projects, facilitate asset-sharing, and avoid duplication of activities. Additionally, when developing funding proposals, grant applicants are advised to work with state-level planning offices to incorporate emergency communications needs into statewide plans and to ensure communications projects are prioritized by states and territories. Applicants are encouraged to:

- Coordinate projects with the SWIC, neighboring jurisdictions, and multiple agencies
- Develop regional, multi-jurisdictional, multi-disciplinary, and cross-border projects to not only promote greater interoperability across agencies, but also to pool grant resources, facilitate asset-sharing, and eliminate duplicate purchases[48]
- Leverage assessment data to develop strong statements of need that can be shared with state leaders responsible for prioritizing projects for funding[49]
- Identify additional sources of funding for emergency communications improvements[50]

3.4 Understand Federal Grant Requirements and Restrictions

Federal Grant Requirements

Emergency communications grants are administered by numerous federal agencies in accordance with various statutory, programmatic, and departmental requirements. Grant applicants are encouraged to carefully review grant guidance to ensure applications meet all grant requirements, including:

- Program goals

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[46] While federal licensing fees are generally *not* allowable under most federal grants, public safety entities are often exempt from FCC filing fees. For more information, see: fcc.gov/licensing-databases/fees.
[47] Consult the grant officer as some federal grants do not allow construction or ground-disturbing activities.
[48] Applicants should work with SWICs and the FCC to ensure projects do not interfere with the 800 MHz rebanding effort occurring along the U.S.-Canada and U.S.-Mexico borders. For more information on the rebanding process, see: fcc.gov/general/800-mhz-spectrum. Federal funding may not be allocated to international entities, unless authorized by law, and placement of federally-funded equipment on international property may be subject to special terms and conditions. Recipients should work closely with grant officers on these projects.
[49] Applicants are encouraged to use AARs and similar assessments to demonstrate where there are gaps in emergency communications, and to appeal to state-level leaders for funding to address those gaps.
[50] For additional sources of funding, see the *List of Federal Financial Assistance Programs Funding for Emergency Communications* or the *Funding Mechanisms Guide for Public Safety Communications*, posted to the SAFECOM website at: cisa.gov/safecom/funding.

- Eligibility requirements
- Application requirements (e.g., due dates, submission dates, matching requirements)
- Allowable costs and restrictions on allowable costs
- Accredited technical standards preferred, required, or allowed under each program, if applicable
- Reporting requirements

Additionally, recipients should be aware of common requirements for grants funding emergency communications,[51] including:

- **Environmental Planning and Historic Preservation (EHP) Compliance.** Recipients must comply with all applicable EHP laws, regulations, Executive Orders, and agency guidance. Recipients are strongly encouraged to discuss projects with federal grant program officers to understand EHP restrictions, requirements, and review processes prior to starting the project.

- **NIMS.** Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents*, requires the adoption of NIMS to strengthen and standardize preparedness response, and to receive preparedness grant funding. State, local, tribal, and territorial recipients should ensure that they meet, or are working to meet, the most recent NIMS implementation and reporting requirements as described in the applicable Notice of Funding Opportunity and NIMS Implementation Objectives published by FEMA.[52]

- **Stakeholder Preparedness Review (SPR) Submittal.** The Stakeholder Preparedness Review replaces the State Preparedness Report. Section 652(c) of the Post-Katrina Emergency Management Reform Act of 2006 (Public Law 109-295), 6 U.S.C. §752(c), and requires any state, territory, urban area, or tribe that receives federal preparedness assistance administered by DHS to submit an annual SPR to FEMA. The SPR is a self-assessment of a jurisdiction's current capability levels against the targets identified in the THIRA. Jurisdictions use the SPR to estimate their current preparedness capabilities and compare those to their THIRA results to identify gaps. They also use the SPR to identify potential approaches for addressing those capability gaps.

- **Threat and Hazard Identification and Risk Assessment.** Since 2019, DHS/FEMA has required Homeland Security Grant Program (State Homeland Security Program and Urban Area Security Initiative), Tribal Homeland Security Grant Program, and Emergency Management Performance Grant Program recipients to complete a THIRA report every three years (previously, a THIRA was required annually). Grant recipients are also required to submit an SPR annually. Communities use the THIRA process to better understand their risks and determine the level of capabilities needed to address those risks. Through the THIRA process, communities set goals for building and sustaining their capabilities. It results in whole community-informed capability targets and resource requirements necessary to address anticipated and unanticipated risks.[53]

  Developing and updating an effective THIRA/SPR requires active involvement from the whole community. This can result in more complete, accurate, and actionable assessments and planning efforts. Therefore, recipients should actively engage a wide variety of stakeholders in the

[51] While these are common requirements that affect many emergency communications grants, they may not apply to all grants; applicants should consult their grant guidance and grant officer for specific questions on grant requirements.
[52] The NIMS Implementation Objectives reflect the concepts and principles contained in NIMS and clarify the NIMS implementation requirements in FEMA preparedness grant Notices of Funding Opportunity. As recipients and subrecipients of federal preparedness (non-disaster) grant awards, jurisdictions and organizations must achieve, or be actively working to achieve, all of the NIMS Implementation Objectives. Additional NIMS implementation guidance can be found at: fema.gov/emergency-managers/nims/implementation-training.
[53] For additional information on the THIRA process, see: fema.gov/emergency-managers/risk-management/risk-capability-assessment.

THIRA/SPR process. Emergency communications subject matter experts should be involved in the THIRA/SPR process and provide input as appropriate, including but not exclusive to the potential impacts of threats and hazards on emergency communications. For additional information, refer to each grant program's Notice of Funding Opportunity or the *Preparedness Grants Manual*[54] for reporting requirements, including the THIRA/SPR. Grant recipients participating in risk assessments are strongly encouraged to:

- Analyze communications gaps, excesses, and deficiencies within the state regularly
- Utilize THIRA to identify communications-specific threats and hazards and set core capability targets identified in the *National Preparedness Goal*
- Ensure THIRA updates include outcomes as stated in program guidance
- Assist with the development of the SPR

- **Nationwide Cybersecurity Review.** Recipients and subrecipients of State Homeland Security Program and Urban Area Security Initiative awards are required to complete the Nationwide Cybersecurity Review, enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent of each recipient and subrecipient should complete the Nationwide Cybersecurity Review. If there is no CIO, CISO, or equivalent, the most senior cybersecurity professional should complete the assessment.[55]

- **Reporting.** Federal agencies are improving how they demonstrate impact and effectiveness of federal grant programs. As a result, recipients may be required to report project-level information, performance measurement data, detailed financial reports, and progress reports. Recipients are encouraged to use existing documentation and data (e.g., SCIPs, AARs, assessments) to measure performance and demonstrate how gaps in capabilities will be/were addressed through federal grant funding. Recipients are strongly encouraged to:
  - Develop performance measures at the start of the grant
  - Include interval performance measures and milestones to gauge project progress
  - Track performance and report the impact of funds on emergency communications
  - Include metrics on improvements in interval and final grant reports

Recipients should ensure all grant requirements are met and that they can implement the project as proposed and within the grant period of performance; properly manage grant funding; fulfill grant reporting requirements; and comply with federal grant restrictions.

Federal Grant Restrictions

Recipients should be aware of common restrictions on federal grant funding and should consult the grant officer with any questions, particularly as requirements vary by program.

- **Commingling or Duplication of Funds.** Since multiple agencies are involved in communications projects, projects are often funded with multiple grant programs, creating a risk of commingling and duplication. Recipients must ensure federal funds are used for purposes that were proposed and approved and have financial systems in place to properly manage grant funds. Recipients cannot commingle federal sources of funding. The accounting systems of all recipients and sub-recipients must ensure federal funds are not commingled with funds from other awards or federal agencies.

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[54] DHS/FEMA developed a *Preparedness Grants Manual* to guide grant applicants and recipients on how to manage their grants and other resources, available at: fema.gov/grants/preparedness/manual.

[55] The Nationwide Cybersecurity Review is completed on the Multi-State Information Sharing and Analysis Center. For more information, visit cisecurity.org/ms-isac/services/ncsr or email ncsr@cissecurity.org.

- **Cost Sharing/Matching Funds.** Recipients must meet all matching requirements prescribed by the grant. If matching funds are required, grant recipients must provide matching funds or in-kind goods and services that must be:
    - Allowable under the program and associated with the investment
    - Applied only to one federal grant program
    - Valued at a cost that is verifiable and reasonable
    - Contributed from non-federal sources
    - Treated as part of the grant budget
    - Documented the same way as federal funds in a formal accounting system

- **Funding and Sustaining Personnel.** In general, the use of federal grant funding to pay for staff regular time is considered personnel and may be allowable. Recipients are encouraged to refer to the applicable grant program guidance and develop a plan to sustain critical communications positions in the event federal funds are not available to support the position in future years.

- **Supplanting.** Most grant funds cannot supplant (or replace) funds previously funded or budgeted for the same purpose. Most federal grants funding emergency communications restrict recipients from hiring personnel for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities. Review applicable grant program guidance for specific rules on supplanting.

4. Eligible Activities

The following section details eligible emergency communications activities commonly funded by federal grants, including Personnel and the four common cost categories: Planning and Organization, Training, Exercises, and Equipment.[56] Grant applicants seeking to improve interoperable emergency communications are encouraged to allocate grant funding to these activities but must consult the specific grant guidance for allowable costs.

The intent of this section is to raise awareness as to the types of costs that can be covered under most federal grants funding emergency communications. However, applicants should note all activities listed in this section may not be eligible for funding under all grant programs. Applicants should read each grant program's guidance and related information carefully to ensure activities proposed are eligible under the program before developing or submitting applications.

4.1 Personnel

Many federal grants allow recipients to hire full- or part-time staff, contractor staff, or consultants to assist with emergency communications planning, training, and exercise activities.[57] Allocating funding toward personnel helps ensure grants and grant-funded projects are managed, state-level planning meetings are attended, emergency communications needs are represented, and plans are completed. Personnel can be hired to develop and conduct training and exercises, and to complete AARs.

Eligible Personnel Costs

- **Personnel to assist with planning.** Full- or part-time staff, contractors, or consultants may be hired to support emergency communications planning activities, including:
  - Statewide, local, tribal, territorial, or regional interoperability coordinator(s)
  - Project manager(s)
  - Program director(s)
  - Emergency communications specialists (e.g., frequency planners, radio technicians, cybersecurity technologists)

- **Personnel to assist with training.** Full- or part-time staff, contractors, or consultants may be hired to support emergency communications training activities, including personnel who can:
  - Assess training needs
  - Develop training curriculum
  - Train the trainers
  - Train emergency responders
  - Promote cross-training and continuous training to address changes in the workforce
  - Ensure personnel are proficient in using existing and new technologies
  - Develop exercises to test training
  - Support training conferences
  - Develop and implement a curriculum covering technical issues raised by broadband and other technologies
  - Address continuity of operations planning requirements

[56] The general cost categories for grants include: Planning, Organization, Equipment, Training, and Exercises (POETE). Some grants do not provide a category for Organizational costs, but allow organizational costs to be included under the Planning cost category. Applicants should be aware that emergency communications personnel, planning, and organizational costs are often allowable under the Planning cost category for grants.
[57] Typically, the use of federal grant funding to pay for staff or contractor regular time is considered personnel.

  - Serve as subject matter experts (e.g., environmental engineers, grant administrators, financial analysts, accountants, attorneys)

- **Personnel to assist with exercises.** Full- or part-time staff, contractors, or consultants may be hired to support exercises. This includes personnel who will:
  - Assess immediate needs and future requirements
  - Plan and conduct in-person or virtual exercises in accordance with NIMS and the Homeland Security Exercise and Evaluation Program (HSEEP)
  - Implement NECP goals, objectives, and success indicators
  - Lead After Action Conferences and prepare AARs

Additional Requirements and Recommendations for Personnel Activities

Grant recipients should be aware of common restrictions on federal grant funding for emergency communications personnel.

- **Sustaining Grant-Funded Positions.** Recipients should ensure funding for critical communications positions is sustained after the grant period of performance has ended and core capabilities are maintained.

- **Overtime.** Some federal grants permit the use of funds for overtime related to training. These expenses are limited to additional costs that result from personnel working more than 40 hours per week as a direct result of their attendance at approved activities (e.g., emergency communications training and exercises).

- **Backfill-related Overtime.** Some federal grants allow funds to be used for backfill-related overtime. These expenses are limited to personnel who work overtime to perform duties of other personnel who are temporarily assigned to grant-funded activities (e.g., to attend approved, grant-funded emergency communications training or exercises). These costs are calculated by subtracting the non-overtime compensation, including fringe benefits of the temporarily assigned personnel, from the total costs for backfilling the position. Recipients should ensure grant funds can be used for overtime and consult their grant officer to correctly calculate overtime expenses.

4.2 Planning and Organization

Allocating grant funding for planning helps entities identify and prioritize needs, define capabilities, update preparedness strategies, refine communications plans, identify where resources are needed most, and deliver preparedness programs across multiple jurisdictions, disciplines, and levels of government. Grant recipients are strongly encouraged to assess needs before planning projects, and to carefully plan projects before purchasing equipment.

Eligible Planning and Organization Costs

- **Development or enhancement of interoperable emergency communications plans.** Grant funds may be used to develop or enhance interoperable communications plans and align plans to the strategic goals, objectives, and recommendations set forth in the NECP. Examples of emergency communications plans include:
  - Plans to implement and measure the NECP
  - SCIPs
  - TICPs, FEMA RECPs, or other tactical or regional communications plans
  - Disaster emergency communications plans

- Communications system lifecycle planning, including migration planning and use of the *Emergency Communications System Lifecycle Planning Guide*[58]
- Plans for narrowband conversion and compliance
- Plans for broadband integration with broader communications capabilities
- Planning for SCSI projects to share communications and infrastructure resources with partners
- Stakeholder statements of need and concept of operations (CONOPS)
- As-is and proposed enterprise architectures
- System engineering requirements
- Acquisition planning for the procurement of systems or equipment
- Planning for continuity of communications, including backup solutions, if primary systems or equipment fail (e.g., contingency and strategic planning)
- Planning for training and exercises
- Identifying physical and cyber security measures for communications networks and systems
- Planning activities for the transition of 911 to NG911 (e.g., *NG911 Self-Assessment Tool*[59])
- Planning for transitions to comprehensive AES encryption implementation for LMR services
- Planning for cross jurisdictional alerting
- Plans for issuing alerts, warnings, and notifications (e.g., Wireless Emergency Alerts)

- **Engagement of federal, state, local, tribal, territorial, private, and public sector entities in planning.** Many federal grants require engagement of the whole community in planning to adequately assess and address needs and to implement the National Preparedness System. The *National Preparedness Goal* and the National Preparedness System concepts, as described in PPD–8, recognize the development and sustainment of core capabilities are not exclusive to any single level of government or organization, but rather require combined efforts of the whole community.[60] Coordination and planning benefit from including a variety of traditional and non-traditional entities supporting public safety, such as tribes, medical facilities, alerting authorities, nongovernmental organizations, public works, utilities, forestry services, military, private sector, and the American Red Cross. Including these under-represented organizations or sectors will assist with the development of strategic, operational, and contingency plans. As a result, the following activities are often supported through federal grants funding emergency communications:
  - Conducting conferences and workshops to receive input on plans
  - Meeting expenses related to planning
  - Public education and outreach on planning
  - Travel and supplies related to planning or coordination meetings
  - Attending planning or educational meetings on emergency communications

- **Establishment or enhancement of interoperability governing bodies.** Strong governance structures and leadership are essential to effective decision-making, coordination, planning, and managing of emergency communications initiatives. Grant funds may be used to establish, update, or enhance statewide, regional (e.g., multi-state, multi-urban area), or local governing bodies. Eligible activities may include:
  - Developing MOUs and Memoranda of Agreement (MOA) to facilitate participation in planning and governance activities

[58] For guidance on emergency communications system lifecycle planning, see: cisa.gov/safecom/funding.
[59] SAFECOM/NCSWIC developed a dynamic *NG911 Self-Assessment Tool* for use by state, regional, and local emergency communications centers (ECCs)/public safety answering points (PSAPs) personnel. For more information or to download this tool, see: 911.gov/project_ng911tool.html.
[60] Core capabilities include Prevention, Protection, Mitigation, Response, and Recovery, and are further defined in the *National Preparedness Goal* on the FEMA website at: fema.gov/emergency-managers/national-preparedness/goal.

  - Meeting or workshop expenses associated with receiving input on plans or supporting a funded activity
  - Increasing participation in governing bodies through public education and outreach
  - Travel and supplies for governing body meetings
  - Attending planning or educational meetings on emergency communications
  - Developing SOPs or templates to provide access to and use of resources
  - Continued broadband planning and coordination efforts
  - Ensuring coordination between traditional governance programs and other decision-making offices, bodies, and individuals that oversee new technology deployments in states, territories, localities, and tribes

- **Development of emergency communications assessments and inventories.** Grant recipients are encouraged to allocate grant funding to planning activities, such as assessments of:
  - Technology capabilities, infrastructure, and equipment (e.g., updating the CASM Tool, creating LMR and LTE fleet maps, *NG911 Self-Assessment Tool*)
  - SOPs, coordination of interoperability channels, and regional response plans
  - Training and exercises
  - Spectrum regulatory compliance assessments and system coverage analysis
  - Cost maintenance modeling for equipment and usage
  - Implementation and maintenance of identity, credential, and access management (ICAM) capabilities, including phishing resistant MFA solutions

- **Development or enhancement of interoperable emergency communications protocols.** Funds may be used to enhance multi-jurisdictional and multi-disciplinary common planning and operational protocols, including the development or update of:
  - SOPs, shared channels and talk groups, and the elimination of coded substitutions (i.e., developing and implementing common language protocols)
  - Partnership agreements, MOUs, and cross-state border agreements
  - Plans to integrate SOPs across disciplines, jurisdictions, levels of government, and with private entities, as appropriate, and into mutual aid agreements
  - Response plans to specific disaster or emergency scenarios
  - Field Operations Guides and templates for Field Operations Guides

- **Planning activities for emerging technologies.** Grant funds may be used to plan for the operationalization of NPSBN/FirstNet, other public safety broadband capabilities, and technologies. Activities may include:
  - Defining users' immediate needs and future requirements
  - Updating SCIPs to incorporate high-level goals and initiatives
  - Developing plans to optimize broadband use in support of public safety operations
  - Continued collection of broadband usage data, use cases, and needs analyses
  - Developing agreed-upon standards for the use of common applications to promote enhanced level of situational awareness
  - Preliminary planning for implementation, operations, policy, acquisition, and tactical integration of technologies
  - Conducting assessments of cyber risks and strategies to mitigate vulnerabilities before the deployment of IP-based networks

  - Implementing ICAM solutions to address growing data management, interoperability, and cybersecurity challenges, with consideration for federated solutions, such as the *Trustmark Framework*[61]
  - Collecting and reporting granular 4.9 GHz technical and licensing data per the FCC's rules

- **Use of priority service programs.** Grant funds may be used to assist priority service planning and engineering, and to facilitate participation in federal priority service programs,[62] including:
  - Government Emergency Telecommunications Service (GETS)
  - Wireless Priority Service (WPS)
  - Telecommunications Service Priority (TSP)

- **Use of alerts, warnings, and notifications.** Grant funds may be used to acquire mass notification alert systems that include IPAWS[63]:
  - Emergency Alert System (EAS)
  - Wireless Emergency Alerts (WEA)
  - National Oceanic and Atmospheric Administration (NOAA) Non-Weather Emergency Messages via National Weather Service All Hazards Weather Radio
  - Internet-based services
  - Unique and local alerting systems

  In addition to distributing AWNs through EAS, WEA, and NOAA Weather Radio, IPAWS supports Internet-based products and services that redistribute alerts via the IPAWS All Hazards Information Feed. Examples include digital signage, wireless device applications, desktop alerting, assistive devices, and siren systems.

Additional Requirements and Recommendations for Planning Activities

Additional activities in support of federal planning initiatives include updating and submitting a SPR, THIRA, and SCIP, as well as demonstrating NIMS implementation.[64]

4.3 Training

Eligible Training Costs

Recipients are encouraged to allocate federal grant funds to support emergency communications and incident response training. Communications-specific training activities should be incorporated into statewide training and exercise plans and be reflected in SCIPs. Recipients should continue to train and improve efficiency on LMR systems as it is necessary to ensure public safety officials can achieve mission critical voice communications. As public safety agencies integrate other communications technologies into operations, the need for training becomes even more critical to ensure response personnel are maximizing all capabilities. Training projects should be consistent with the NECP priorities and address gaps identified through SCIPs, TICPs, AARs, and other assessments. Training reinforces SOPs and proper equipment use and proficiency by personnel. Grant recipients are strongly encouraged to include training in projects that involve new SOPs or equipment purchases.

[61] For more information on ICAM and the *Trustmark Framework*, see: cisa.gov/safecom/icam-resources.
[62] For more information on priority services, see: cisa.gov/priority-telecommunications-services.
[63] For more information on IPAWS, see: fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system.
[64] For more information on the *Preparedness Grants Manual*, see: fema.gov/grants/preparedness/manual.

- **Development, delivery, attendance, and evaluation of training.**[65] Grant funds may be used to plan, attend, and conduct communications-specific training workshops or meetings to include costs related to planning, meeting space, and other logistics costs, facilitation, travel, and training development. Communications-specific training should focus on the following:
    - Use of SOPs and other established operational protocols (e.g., common language)
    - NIMS/ICS training
    - Any ICS Communications Unit position-specific training (e.g., COML, COMT, ITSL, RADO, INTD, AUXCOMM, INCM)
    - Information for elected officials and decision-makers to understand public safety communications and requirements
    - Use of equipment and advanced data capabilities (e.g., voice, video, text)
    - Disaster preparedness
    - Peer-to-peer training
    - Regional (e.g., multi-state, multi-urban area) operations
    - Population or updates of CASM Tool
    - Integration of technologies (e.g., NG911, broadband, AWN capabilities, 5G) into public safety operations
    - Cybersecurity and physical security education

- **Expenses related to training.** Many federal grants allow expenses related to training, including:
    - Travel
    - Public education and outreach on training opportunities
    - Supplies related to training (e.g., signs, badges, materials)
    - Software programs and applications to enable remote learning

Additional Requirements and Recommendations for Training Activities

Recipients should target funding toward certified emergency communications activities, including:

- **NIMS Implementation.**[66] State, local, tribal, and territorial entities must adopt NIMS as a condition of many federal grants. Given that implementation of NIMS requires certain training courses, recipients may target funding towards NIMS-compliant training.

- **Completion of Communications Unit Leader and other ICS Communications Unit Training.** CISA, in partnership with FEMA's National Integration Center, the DHS Science and Technology Directorate, and practitioners from across the country, developed performance and training standards for the All-Hazards COML and formulated a curriculum and comprehensive All-Hazards COML Course. Recipients should target grant funding toward this training to improve on-site communications during emergencies, as well as satisfy NIMS training requirements.

- **Recommended 911 Minimum Training for Telecommunicators.** The National 911 Program facilitated a project to establish universally accepted minimum training guidelines to be used for aspiring and current 911 telecommunicators, and to provide the foundation for ongoing professional

[65] DHS training catalogs are available at: dhs.gov/training-technical-assistance. CISA Service Catalog is available at: cisa.gov/publication/cisa-services-catalog. The federal-sponsored and state-sponsored course catalogs can be found at: firstrespondertraining.gov/frts/.

[66] NIMS is a national framework for response that requires state, local, tribal, and territorial stakeholders to adopt a national ICS, complete certified training, and integrate the framework into state and local protocols. For more information on NIMS training, see: fema.gov/emergency-managers/nims.

development. The *Recommended Minimum Training Guidelines* identify the minimum topics to be included in any telecommunicator training program.

4.4 Exercises

Exercises should be used to demonstrate and validate skills learned in training and to identify gaps in capabilities. To the extent possible, exercises should include participants from multiple jurisdictions, disciplines, and levels of government and include emergency management, emergency medical services, fire services, law enforcement, public safety telecommunicators, interoperability coordinators, key information technology and cybersecurity personnel, public health officials, hospital officials, officials from colleges and universities, and other disciplines and private sector entities, as appropriate. Findings from exercises can be used to update programs to address gaps in emergency communications and emerging technologies, policies, and partners. Recipients are encouraged to increase awareness and availability of emergency communications exercise opportunities across all levels of government.

Eligible Exercise Costs

- **Design, development, execution, and evaluation of exercises.** Grant funds may be used to design, develop, conduct, and evaluate interoperable emergency communications exercises, including tabletop and functional exercises. Activities should focus on:
  - Use of new or established operational protocols, SOPs, and equipment
  - Regional (e.g., multi-state, multi-jurisdictional) participation
  - Integration of broadband services, devices, and applications into public safety operations[67]

- **Expenses related to exercises.** Many federal grants allow for expenses related to exercises, including:
  - Meeting expenses for planning or conducting exercises
  - Public education and outreach
  - Travel and supplies

Additional Requirements and Recommendations for Exercise Activities

Recipients should target funding toward federal exercise initiatives, including participation in the communications components of the National Level Exercises and the following:

- **Management and execution of exercises in accordance with HSEEP.** The HSEEP library provides guidance for exercise design, development, conduct, and evaluation of exercises, as well as sample exercise materials.[68]

- **Implementation of NIMS.** HSPD-5 requires all federal departments and agencies to adopt NIMS and use it in their individual incident management programs and activities, including all preparedness grants for state, local, tribal, and territorial recipients. DHS/FEMA recipients should review NIMS implementation criteria at: fema.gov/emergency-managers/nims, and ensure all federally-funded training and exercise activities align with NIMS standards.

[67] The FirstNet Authority developed the Broadband Exercise Inject Catalog, providing realistic, consistent, and accurate exercise questions and injects to promote integrating wireless broadband capabilities into public safety training opportunities. The catalog is compatible with HSEEP Master Scenario Events List templates, easily searchable, and can be used for both discussion-based and operations-based exercises. Email the FirstNet Authority at FirstNetExercises@firstnet.gov to receive the latest version of the Broadband Exercise Inject Catalog.
[68] HSEEP resources are available at: fema.gov/emergency-managers/national-preparedness/exercises/hseep.

- **Coordination with state-level partners.** Communications-specific exercise activities should be coordinated with the SIGB or SIEC and SWIC to facilitate participation by appropriate entities (e.g., public safety, utilities, private sector, federal agencies) and resources (e.g., deployable assets).

4.5 Equipment

Emergency management and response providers must regularly maintain communications systems and equipment to ensure effective operation, as well as upgrade their systems when appropriate. Grant recipients are strongly encouraged to invest in accredited technical standards-based equipment that supports statewide plans for improving emergency communications and interoperability among systems.

Eligible Expenses[69]

- **Design, construction,[70] implementation, enhancement, replacement, maintenance, and disposition of emergency communications systems and equipment, including:**
    - System engineering requirements
    - As-is and proposed enterprise architectures
    - Interoperability feature, function, and capability verification and validation testing plans
    - System lifecycle plans
    - Migration to approved, open architecture, accredited standards-based technologies (e.g., P25 AES)
    - Integration of existing capabilities and advanced technologies (e.g., multi-band/multi-mode capable radio, Internet of Things devices, Artificial Intelligence, Machine Intelligence, and data science solutions)
    - Integration of cybersecurity tools and services (e.g., cyber appliance insertion, taps and probes, firewalls, security information and event management, malware protection, two-factor authentication, web application firewalls, hardware and software implementation)
    - Analysis and monitoring of cybersecurity and physical security risks
    - Project management costs associated with systems and equipment
    - Procurement of technical assistance services for management, implementation, and maintenance of communications systems and equipment
    - Reimbursement of cellular and satellite user fees when used for backup communications

- **Use of narrowband equipment.** The FCC mandated all non-federal LMR licensees operating between 150 and 174 MHz, 421–470 MHz, and using 25 kHz bandwidth voice channels to migrate to 12.5 kHz bandwidth or equivalent efficiency by January 1, 2013. Recipients should ensure existing systems are compliant and prioritize grant funding, where allowable, toward the following:
    - Replacing non-compliant equipment
    - Acquiring/upgrading additional tower sites to maintain coverage after conversion
    - Reprogramming existing equipment to operate in compliance with the FCC's rule

- **Site upgrades for emergency communications systems.**
    - Installing or expanding battery backup, generators, solar panels, fuel systems, or grounding systems

[69] While activities listed are generally allowable for traditional LMR investments, these activities may be restricted for broadband-related investments. Applicants are strongly encouraged to consult their federal granting agency before developing broadband proposals for funding to determine if those activities are allowable under the grant.
[70] Not all federal grants permit construction-related activities. Consult the grant officer to determine whether construction activities are allowed. For grants that support construction-related activities, see applicable EHP requirements to select construction-related activities in this guidance.

- Evaluating existing shelter space for new communications equipment
- Conducting tower loading analysis to determine feasibility of supporting new antennas and equipment
- Analyzing site power and grounding systems to determine upgrades needed for additional communications equipment
- Analyzing physical site security provisions for upgrades and enhancements (e.g., fences, lighting, alarm systems, surveillance cameras, shelter access hardening, protective measures, monitoring, smart cards, biometrics or keyless entry systems)
- Evaluating and upgrading Public Safety Answering Points, Emergency Communications Centers, and other 911 infrastructure sites to determine requirements and deploy hardware and software upgrades

- **Upgrading connectivity capabilities for emergency communications systems.**
  - Documenting existing wireline and wireless backhaul resources to determine used and excess capacity (e.g., connectivity type of either fiber, wireless, or cable at communications sites and existing public safety facilities)
  - Analyzing existing IP backbone to determine gaps in supporting high bandwidth public safety communications systems access, connectivity, and applications
  - Planning and modeling network capacity to ensure backhaul links and aggregation points are appropriately provisioned
  - Upgrading existing backbone to support advanced Quality of Service capabilities
  - Installing fiber optic connections and microwave connectivity to support enhanced communications, networking capabilities, and redundancy requirements
  - Ensuring robust cybersecurity protocols and physical security protections are in place
  - Assessing and documenting usage of wireless communications capabilities including:
    - Mobile data systems facilitated through government-owned or commercial services
    - Applications
    - Devices or platforms supported
    - Speed/capacity
    - Accessible data
    - Redundancy and resiliency of systems or services
    - Cost of services and systems
    - Existing gaps in capabilities, connectivity, coverage, or application support
    - Standards-based mission critical solutions, including voice, video, and data

- **Purchase of:**
  - Standards-based interoperable communications equipment listed on the Authorized Equipment List (AEL)[71]
  - P25 standards-compliant radio equipment listed on the P25 CAP Approved (Grant-Eligible) Equipment List[72]
  - Broadband user equipment on the NIST List of Certified Devices[73]
  - Broadband applications, services, and equipment that meet appropriate protocols and standards for access to, use of, or compatibility with the NPSBN/FirstNet[74]

[71] For a list of equipment typically allowed by DHS/FEMA grants, see: fema.gov/grants/guidance-tools/authorized-equipment-list. The AEL consists of 21 equipment categories further divided into sub-categories and individual items.
[72] For a list of P25 compliant radio equipment, see: dhs.gov/science-and-technology/approved-grant-eligible-equipment.
[73] For a list of NIST certified devices, see: nist.gov/ctl/pscr/process-document-nist-list-certified-devices.
[74] For a full list of broadband applications, services, and equipment that meet appropriate protocols and standards for access to, use of, or compatibility with the NPSBN/FirstNet, go to FirstNet.com or contact the FirstNet Authority at info@firstnet.gov.

- Broadband data and voice cache communications capabilities (e.g., in-vehicle routers, Wi-Fi hotspots, private 5G, multi-access edge computing, and other devices) that augment network access and enable operations in areas where network coverage is challenging or there is an increased need for access and throughput
- Ancillary equipment to facilitate planning and implementation of interoperable public safety grade communications systems and capabilities (e.g., radio frequency and network test equipment including handheld spectrum analyzers, cable testers)
- Software that is IPAWS-compliant to issue alerts, warnings, and notifications to the public
- Physical security equipment (e.g., biometric accesses control systems, door locks)
- Cybersecurity equipment (e.g., cyber appliances, taps and probes, phishing resistant hardware authenticators)
- Auxiliary communications equipment (e.g., amateur radios, SHARES radios and gateways, satellite phones)

Additional Requirements and Recommendations for Equipment Purchases

Recipients should anticipate additional requirements when purchasing equipment with federal grant funds, including:

- **Assignment of full-time Statewide Interoperability Coordinator.** DHS/FEMA requires all states and territories that use Homeland Security Grant Program funds to designate a full-time SWIC who has the authority and resources to actively improve interoperability with emergency management and response agencies across all levels of government. Responsibilities include establishing and maintaining statewide plans, policies, and procedures, and coordinating decisions on communications investments funded through federal grants. SWIC status information will be maintained by CISA and verified by FEMA through programmatic monitoring activities for DHS/FEMA grant recipients.

- **Coordination with statewide emergency communications leaders.** Recipients are strongly encouraged to coordinate with the SWIC, other emergency communications governance bodies and leadership, and appropriate state, local, tribal, and territorial partners to ensure consistency with statewide plans, and compatibility among existing and proposed emergency communications systems.

- **Compliance with technical standards.** DHS/FEMA recipients must ensure all grant-funded equipment complies with technical standards in the *SAFECOM Guidance Appendix B*, unless otherwise noted in a program's grant guidance.[75] Other federal grants require recipients to explain how their procurements will comply with applicable technical standards for LMR, IP-based systems, and alert and warning systems or provide compelling reasons for using non-standards-based solutions. Recipients should document all purchases and evidence of compliance with standards-based requirements and verify compliance and interoperability through comprehensive testing.

[75] Technical standards and requirements vary among federal grant programs (especially grants funding research and testing). Applicants should review grant guidance to ensure specific standards, terms, and conditions are met. DHS/FEMA grant recipients must adhere to compliance requirements specified in *SAFECOM Guidance* Appendix D.

- **Compliance with FCC Requirements.** Applicants are encouraged to consult with the FCC during application development to determine whether projects will be able to access the appropriate spectrum for planned operations or if a waiver is needed. Contact the FCC at PSHSBinfo@fcc.gov.

- **Compliance with federal EHP laws and policies.** Recipients must ensure federally-funded projects comply with relevant EHP laws. Construction and installation of communications towers and other ground-disturbing activities frequently require EHP review. Each agency (and sometimes each program) has its own EHP compliance process. Recipients should discuss proposed construction-related activities with federal granting agencies *before* beginning work to determine whether proposed activities are allowed, and to determine if proposed activities are subject to EHP review.[76]

- **Adoption of new technologies.** Recipients are encouraged to migrate to approved, open architecture, accredited standards-based systems and to integrate existing and other advanced technologies, applications, and software (e.g., multi-band/multi-mode capable radio) to expand disaster communications capabilities among emergency response providers.

- **Sustainment of current LMR capabilities.** Grant recipients are strongly encouraged to sustain current LMR capabilities for mission critical voice capabilities so that systems continue to deliver reliable communications.

- **Compliance with federal procurement requirements.** As a condition of funding, recipients agree to comply with federal procurement requirements. Recipients are responsible for ensuring open and competitive procurements, subject to the specific programmatic requirements of the grant, and applicable state or local procurement requirements. Recipients are required to have written procurement policies in place, are encouraged to follow the same policies and procedures it uses for procurement from its non-federal funds, and should include any clauses required by the federal government. The following are key procurement tenets when using federal funds:
    - Procurement transactions should be conducted to ensure open and free competition
    - Recipients/sub-recipients may not supplant, or replace, non-federal funds that are already budgeted or funded for a project
    - Recipients/sub-recipients should avoid non-competitive practices (e.g., contractors that developed the specifications for a project should be excluded from bidding)

- **Compliance with covered telecommunications restrictions.** Grant recipients should be aware of restrictions on the procurement and use of certain covered telecommunications equipment as a result of the John S. McCain National Defense Authorization Act of 2019 and subsequent legislation. In compliance with the Act, federal grant funds obligated by executive agencies may not be used to procure or obtain, extend or renew, or enter into a contract with certain covered telecommunications providers. The FCC maintains the list of communications equipment and service providers deemed threats to U.S. national security at fcc.gov/supplychain/coveredlist.

- **Promotion of regional capabilities.** Grant recipients should coordinate and collaborate with agencies from neighboring states and regions to facilitate regional operable and interoperable solutions, including shared solutions.

- **Development of communications system lifecycle plans.** Emergency responders must upgrade and maintain communications systems to ensure effective operation. Some programs require

[76] To learn more about federal EHP requirements, see the Council on Environmental Quality Regulations, 40 CFR Part 1500-1508, or the U.S. Department of Energy website at: energy.gov/nepa/downloads/40-cfr-1500-1508-ceq-regulations-implementing-procedural-provisions-nepa-ceq-1978.

recipients to submit system lifecycle plans for equipment purchased with federal grant funds. As a result, recipients should develop a system lifecycle plan for any communications system.

- **Understanding of cost share.** Federal grants often require recipients to provide a percentage of the total costs allocated to equipment. Federal funds cannot be matched with other federal funds, but can be matched through state, local, tribal, or territory cash and in-kind contributions. Match requirements are often waived for ancillary territories. Grant recipients should refer to the applicable grant guidance and consult the awarding agency with any questions regarding cost share requirements.

5. Emergency Communications Systems and Capabilities

Emergency communications are accomplished through many technologies, each with varying capabilities, standards, and features. As the public safety community adopts new technologies, LMR will remain an important tool for mission critical voice communications for emergency responders in the field for many years to come. Successful future planning requires a multi-path approach in maintaining LMR systems' operability and interoperability while planning and deploying new emergency communications technologies. As such, grant recipients should invest in sustaining LMR capabilities while also planning for new technologies.

As LMR and IP-based technologies continue to become integrated with one another, interoperability and cybersecurity become increasingly important. When procuring equipment or software for emergency communications systems, grant recipients are strongly encouraged to purchase standards-based technologies to facilitate interoperability and security among jurisdictions and disciplines at all levels of government. Table 2 provides best practices for promoting interoperability and security in several types of emergency communications capabilities. For detailed standards and resources for each system type, refer to Appendix B.

Table 2. Best Practices when Purchasing Emergency Communications Capabilities

Systems	Best Practices
Land Mobile Radio	• Review P25 accredited technical standards for LMR and the *P25 Steering Committee Approved List of Standards* • Select P25 Compliance Assessment Program (P25 CAP) approved equipment • Obtain documented evidence of P25 CAP compliance; in the absence of testing information on the P25 Compliance Assessment Bulletins, entities should request results of applicable test procedures identified in the P25 standards list • Ensure additional features purchased are P25 compliant (e.g., AES 256 encryption) • Avoid non-standard and proprietary features, but if necessary, ensure features are identified and understand impacts on operability and interoperability • Provide written justification for non-compliant P25 purchases
Public Safety Broadband	• Seek guidance from the FirstNet Authority on how to best incorporate broadband communications into a public safety entity's communications ecosystem
Alerts, Warnings, and Notifications	• Read the *IPAWS Best Practices Guide* and consult with IPAWS Program Management Office for compatible alert origination software tools • Reference the IPAWS Program Planning Toolkit • Review the IPAWS list of critical capabilities and recommended features of an alert origination software tool • Ensure software tool compliance with the IPAWS CAP Profile and support of a testing environment • Complete the IPAWS Memorandum of Agreement process
911 Systems	• Discover standards through the *NG911 Standards Identification and Review* • Use the NG911 Self-Assessment Tool to determine NG911 maturity state • Consider SAFECOM and NCSWIC NG911 transition guidance for next steps • Select IP-enabled, standards-based 911 equipment and software
Data Exchange and Information Sharing Environment	• Evaluate data information sharing needs and standards based on existing systems, users, and the type of information being exchanged • Read the Organization for the Advancement of Structured Information Standards (OASIS) Emergency Data eXchange Language (EDXL) and National Information Exchange Model (NIEM) resources on data messaging standards • Read the SAFECOM/NCSWIC guidance and best practices provided by the *Approach for Developing an Interoperable Information Sharing Framework*

6. Grants Management Best Practices

Proper management of grants enables recipients to effectively implement projects and access grant funds. It also can establish the entity as a trusted and capable steward of federal funding that is able to manage additional funds in the future. This section provides guidance and best practices for recipients to use throughout the grant lifecycle. Table 3 provides best practices during the four major phases of the grant:

- Planning grant applications (Pre-Award)
- Reviewing award agreements and funding (Award)
- Implementing grant-funded projects (Post Award)
- Completing federal grant projects (Closeout)

Table 3. Suggested Actions and Best Practices to Use during Grant Cycle Phases

Phases	Suggested Actions / Best Practices
Pre-Award	• Review and understand the NECP, SCIP, and other applicable plans • Coordinate with the SWIC and other key governance bodies and leadership to document needs, align projects to plans, and identify funding options[77] • Work with SAA to include projects in state preparedness plans and to secure funding • Review program requirements included in grant guidance • Consult the federal granting agency, spectrum authority (i.e., FCC or FirstNet Authority), and *SAFECOM Guidance* when developing projects • Align projects to federal and state-level plans and initiatives • Include coordination efforts with the whole community in applications • Identify staff to manage financial reporting and programmatic compliance requirements • Develop project and budget milestones to ensure timely completion • Identify performance measures and metrics that will help demonstrate impact • Consider potential impacts of EHP requirements on implementation timelines • Ensure proper mechanisms are in place to avoid commingling and supplanting of funds • Evaluate the ability of sub-recipients to manage federal funding • Consider how the project will be sustained after grant funding has ended
Award	• Review award agreement to identify special conditions, budget modifications, restrictions on funding, pass-through and reporting requirements, and reimbursement instructions • Update the proposed budget to reflect changes made during review and award • Inform sub-recipients of the award and fulfill any pass-through requirements
Post Award	• Establish repository for grant file and related data to be collected and retained from award through closeout, including correspondences, financial and performance reports, project metrics, documentation of compliance with EHP requirements and technology standards • Ensure fair and competitive procurement process for all grant-funded purchases • Understand the process for obtaining approval for changes in scope and budget • Adhere to proposed timeline for project and budget milestones; document and justify any delays impacting progress or spending • Leverage federal resources, best practices, and technical assistance • Complete financial and performance reports on time • Draw down federal funds as planned in budget milestones or in regular intervals • Complete projects within grant period of performance
Closeout	• Ensure all projects are complete • Maintain and retain data as required by the award terms and conditions • File closeout reports; report on final performance

[77] Stakeholders can also contact their respective CISA Emergency Communications Coordinator for guidance.

7. Funding Sources

Applicants should consider all available funding sources, including traditional grants to help fund initial capital investments or improvements to communications systems, as well as other sources of funding that may partially fund emergency communications projects.

Traditional Grant Funding

CISA is charged with coordinating federal grants funding emergency communications. Through its work with the ECPC Grants Focus Group, CISA identified more than 60 federal grants and loans that fund emergency communications in the past fiscal year.[78] When applying for these funds, grant applicants are encouraged to:

- Identify current grant funding available and alternative sources of funding
- Review eligibility requirements, program goals, and allowable costs
- Understand what past grants have funded in your jurisdiction
- Partner with entities eligible to receive other funding sources

Other Sources of Federal Funding

While *SAFECOM Guidance* traditionally covers federal financial assistance programs, there are other grant and loan programs that can provide extensive funding for state, local, tribal, and territorial public safety communications needs. For example, the U.S. Department of Agriculture (USDA) Rural Utility Service integrated interoperable emergency communications and 911 upgrade authority in its Telecommunications Loan Program, and loans and grants from USDA Rural Development's Community Facilities Program provided critical funding for emergency communications projects. While loans offer an alternative to traditional grants, applicants should work with financial experts to understand loan terms and ensure their proposals meet all requirements under each program.

Also, there are several federal programs that are not solely focused on public safety communications (e.g., Rural Telecommunications and Rural Electrification Programs). These programs can improve access to 911 services; provide all-hazards warnings; improve integration and interoperability of emergency communications; provide critical infrastructure protection and outage prevention; and increase the reliability of standby power to emergency responders. Applicants are encouraged to identify additional funding sources, such as rural grants and loans, and work with eligible entities for those programs to improve communications infrastructure.

[78] For an updated list of federal grants and loans that fund emergency communications, see: cisa.gov/safecom/funding. Applicants can find and search grants and loans at: grants.gov.

Funding and Sustainment Resources

CISA, SAFECOM, and NCSWIC publish numerous resources for state, local, tribal, and territorial governments and their public safety agencies to identify funding mechanisms for emergency communications projects. The following list includes educational documents and tools designed for stakeholders, available on the SAFECOM Funding Resources webpage.

- *Funding Mechanisms Guide for Public Safety Communications,* assists public safety agencies in identifying funding sources for emergency communications projects. It highlights strengths, challenges, opportunities, and other considerations for funding sources to help agencies determine if certain mechanisms are suitable for their community. The guide also provides funding examples from states and localities, showcasing challenges and successes associated with real-world applications.
- *Emergency Communications System Lifecycle Planning Guide* and the *Lifecycle Planning Tool*, aids stakeholders in their efforts to fund, plan, procure, implement, support, and maintain public safety communications systems, and eventually to replace and dispose of system components.
- *Emergency Communications Systems Value Analysis Guide* and the accompanying *Understanding the Value of Public Safety Communications Systems: A Brochure for Elected Officials and Decision-Makers,* assist public safety agencies in evaluating communications systems and equipment for cost-effectiveness and value to its users. Materials describe common system components, including considerations and features required by public safety agencies that are unique to specific roles.
- *Funding and Sustaining LMR: Materials for Decision Makers*, provides an overview of radio systems, including information on their importance to public safety communications, as well as challenges to consider when upgrading systems.
    - *Funding and Sustaining LMR Trio, Part 1: Educating Decision-Makers on LMR Fundamentals*, includes information on basic LMR system components such as simple diagrams, terminology, history, and current usage of LMR technologies by public safety agencies.
    - *Funding and Sustaining LMR Trio, Part 2: Educating Decision-Makers on LMR Technology Issues*, provides information about emerging technologies and the impact such technologies will have on LMR systems as they evolve. Information includes the LMR-to-LTE transition, and the need to sustain mission-critical voice through such transitions.
    - *Funding and Sustaining LMR Trio, Part 3: Educating Project and Acquisition Managers on Project 25*, delivers an introduction to standards-based purchasing, and an overview of the P25 standard explaining its importance to public safety interoperability.
    - *Funding and Sustaining LMR Systems Brochure,* serves as a tri-fold handout for state, local, tribal, and territorial government decision-makers and elected officials to explain the importance of funding and sustaining public safety radio systems.
    - *Promoting the Importance of Funding and Sustaining LMR Action Memorandum,* urges decision-makers to support the funding and sustainment of LMR systems. To help decision-makers justify these purchases, the memorandum summarizes best practices from the LMR Trio and provides a list of resources for more information.
- *Interoperability Business Case: An Introduction to Ongoing Local Funding*, advises the community on the elements needed to build a strong business case for funding interoperable communications.
- *Contingency Considerations When Facing Reductions in Emergency Communications Budgets,* provides a series of contingency considerations to justify investment in four mission-critical resource categories: personnel, operating costs, equipment, and software.
- *Contingency Planning Guide for Emergency Communications Funding*, provides a comprehensive look at the considerations public safety officials must weigh when planning for or facing budget reductions and recommends actions to take before, during, and after budget cuts.

In addition, public safety agencies may reference materials on the SAFECOM Technology Resources and SAFECOM P25 Resources webpages to inform planning and funding for emergency communications projects.

- *The Funding and the Future of P25 Video*, is an overview of the value and advantages of P25 as a long-term investment in a community's public safety. Presented through interviews of emergency communications practitioners and managers nationwide, the six-minute video focuses on the features and comparative costs of P25 standards-based systems versus non-P25 systems, the practical value of P25 technology in public safety operations, and recommendations for funding P25. Looking ahead, the presenters discuss the current states of P25 and LTE broadband technology, emphasizing the durability, transmitting power, one-to-many communication, and emergency push-to-talk features of P25 radios. Their conclusion: P25 and LTE are not exclusive options but likely complementary components of public safety communications in the future.

Appendix A – Acronym List

3GPP	Third Generation Partnership Project
AAR	After-Action Report
AEL	Authorized Equipment List
AES	Advanced Encryption Standard
ANSI	American National Standards Institute
ATIS	Alliance for Telecommunications Industry Solutions, Inc.
AUXCOMM	Auxiliary Communications
AWN	Alerts, Warnings, and Notifications
CAP	Common Alerting Protocol
CAPRAD	Computer Assisted Pre-Coordination Resource and Database
CASM	Communication Assets Survey and Mapping
CDM	Continuous Diagnostics and Mitigation
CFR	Code of Federal Regulations
CIO	Chief Information Officer
CISA	Cybersecurity and Infrastructure Security Agency
CISO	Chief Information Security Officer
CJIS	Criminal Justice Information Services
CEQR	Council on Environmental Quality Regulations
COLT	Cell on Light Trucks
COML	Communications Unit Leader
COMSEC	Communications Security
COMT	Communications Technician
CONOPS	Concept of Operations
COW	Cell on Wheels
CSIRT	Computer Security Incident Response Team
CSRIC	Communications Security Reliability and Interoperability Council
CSSI	Console Subsystem Interface
CSSP	Communications Sector-Specific Plan
DE	Distribution Element
DES-OFB	Data Encryption Standard-Output Feedback
DHS	Department of Homeland Security
EAS	Emergency Alert System
ECC	Emergency Communications Center
ECPC	Emergency Communications Preparedness Center
EDXL	Emergency Data eXchange Language
EHP	Environmental Planning and Historic Preservation

EO	Executive Order
EPC	Evolved Packet Core
ETSI	European Telecommunications Standards Institute
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FIPS	Federal Information Processing Standards
FirstNet Authority	First Responder Network Authority
FY	Fiscal Year
GETS	Government Emergency Telecommunications Service
GFIPM	Global Federated Identity and Privilege Management
GRA	Global Reference Architecture
GSMA	Groupe Speciale Mobile Association
HAVE	Hospital Availability Exchange
HF	High Frequency
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
ICAM	Identity, Credential, and Access Management
ICO	Implementation Coordination Office
ICS	Incident Command System
IDS	Intrusion Detection
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers
IEP	Information Exchange Package
IEPD	Information Exchange Package Documentation
IETF	Internet Engineering Task Force
INCM	Incident Communication Center Manager
INTD	Incident Tactical Dispatcher
IP	Internet Protocol
IPAWS	Integrated Public Alert and Warning System
IPS	Intrusion Prevention
IS	Independent Study
ISE	Information Sharing Environment
ISO	International Organization for Standardization
ISSI	Inter Radio Frequency Subsystem Interface
IT	Information Technology
ITSL	Information Technology Service Unit Leader
ITU	International Telecommunications Union
LMR	Land Mobile Radio

LTE	Long-Term Evolution
MFA	Multi-Factor Authentication
MHz	Megahertz
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAC	National Advisory Council
NASNA	National Association of State 911 Administrators
NCCIC	National Cybersecurity and Communications Integration Center
NCSWIC	National Council of Statewide Interoperability Coordinators
NECP	National Emergency Communications Plan
NENA	National Emergency Number Association
NEP	National Exercise Program
NERC	North American Electric Reliability Corporation
NG-SEC	NENA Security for NG911 Standard
NHTSA	National Highway Traffic Safety Administration
NIFOG	National Interoperability Field Operations Guide
NG911	Next Generation 911
NIEM	National Information Exchange Model
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NIST	National Institute of Standards and Technology
NISTIR	NIST Internal/Interagency Reports
NOAA	National Oceanic and Atmospheric Administration
NOFO	Notice of Funding Opportunity
NPSBN	Nationwide Public Safety Broadband Network, or FirstNet
NRI	National Risk Index
NTIA	National Telecommunications and Information Administration
OASIS	Organization for the Advancement of Structured Information Standards
OGC	Open Geospatial Consortium
OMA	Open Mobil Alliance
OMB	Office of Management and Budget
P25	Project 25
P25 CAP	P25 Compliance Assessment Program
PMO	Project Management Office
POETE	Planning, Organization, Equipment, Training, and Exercises
PPD	Presidential Policy Directive
PSAP	Public Safety Answering Point
PSCR	Public Safety Communications Research

PSHSB	Public Safety & Homeland Security Bureau
PTIG	Project 25 Technology Interest Group
RADO	Radio Operator
RAN	Radio Access Network
RECCWG	Regional Emergency Communications Coordination Working Group
RECP	Regional Emergency Communications Plans
RF	Radio Frequency
RFI	Request for Information
RM	Resource Messaging
SAA	State Administrative Agency
SAME	Specific Area Message Encoding
SCIP	Statewide Communication Interoperability Plan
SCSI	Shared Communication Systems and Infrastructure
SDO	Standard Development Organization
SHARES	Shared Resources
SIGB	Statewide Interoperability Governing Body
SIEC	State Interoperability Executive Committee
SLIGP	State and Local Implementation Grant Program
SOP	Standard Operating Procedure
SoR	Statement of Requirements
SPR	Stakeholder Preparedness Review
SWIC	Statewide Interoperability Coordinator
TDoS	Telephone Denial of Service
TFOPA	Task Force on Optimal Public Safety Answering Point Architecture
THIRA	Threat and Hazard Identification and Risk Assessment
TIA	Telecommunications Industry Association
TICP	Tactical Interoperable Communications Plan
TSP	Telecommunications Service Priority
UHF	Ultra High Frequency
USDA	United States Department of Agriculture
URT	Unified Reporting Tool
US-CERT	U.S. Computer Emergency Readiness Team
VHF	Very High Frequency
VoIP	Voice over Internet Protocol
W3C	World Wide Web Consortium
WEA	Wireless Emergency Alerts
WPS	Wireless Priority Service
XML	Extensible Markup Language

Appendix B – Technology and Equipment Standards and Resources

This appendix provides grant applicants and recipients with operational best practices, technical standards, and resources to reference when developing communications systems. Above all, grant recipients should purchase standards-based technologies and equipment that promote interoperability with partners.

How to Use this Appendix

When procuring communications infrastructure, there are overarching considerations, guidelines, and specific standards to follow. No single document could include everything public safety communications system planners need to know. However, this appendix lists accredited technical standards applicable to public safety communications systems and resources for additional information. The following topics are included in this appendix:

System Lifecycle Planning ***B-1***

Cybersecurity ***B-3***

Continuity and Resilience ***B-7***

Land Mobile Radio ***B-10***

Nationwide Public Safety Broadband Network ***B-14***

Alerts, Warnings, and Notifications ***B-16***

911 Systems ***B-18***

Data Exchange and Information Sharing Environment ***B-21***

System Lifecycle Planning

Grant recipients should employ best practices and recommendations from the *2018 Emergency Communications System Lifecycle Planning Guide*

The Cybersecurity and Infrastructure Security Agency (CISA), in collaboration with SAFECOM and the National Council of Statewide Interoperability Coordinators (NCSWIC), developed the *Emergency Communications System Lifecycle Planning Guide*, which provides recommended actions through easy-to-use checklists for each phase of the system lifecycle planning model. It is intended for stakeholders to use in their efforts to fund, plan, procure, implement, support, and maintain public safety communications systems, and eventually replace and dispose of system components.

Each phase of the system lifecycle planning model—Pre-Planning; Project Planning; Request for Proposals and Acquisition; Implementation; Support, Maintenance, and Sustainment; End-of-Lifecycle Assessment and Replacement; and Disposition—includes best practices, considerations, and recommended checklists to assist public safety agencies embarking on system lifecycle planning. Specifically, the checklists are designed to be torn-out, referenced, and used by project management teams throughout the system lifecycle. Table B-1 summarizes the system lifecycle planning model phases and high-level recommendations contained in the *2018 Emergency Communications System Lifecycle Planning Guide*. Reference the guide for additionalrecommendations.

Table B-1. System Lifecycle Planning Model and Recommendations Summary

Planning Model	Recommendations
Phase 1: Pre-Planning **Timing:** 6–12 months **Goals:** Inform and secure the decision to replace, upgrade, maintain, dispose of, and/or acquire a new system	• Establish the core planning team • Research and develop system and funding options • Decide on the optimal and alternative solutions with funding options • Plan for frequency needs and channel programming • Develop a business case, presentation materials, and strategic plan • Identify a legislative- or executive-level project champion • Present to decision-makers and secure funding to support the initial build-out and sustain the system throughout the entire lifecycle
Phase 2: Project Planning **Timing:** 6–18 months **Goals:** Formalize the project team; identify operational and technical requirements for system replacement and upgrade; and develop the project plan	• Consider the length of the planning process and communicate expected timeframes to elected officials • Collect user needs and requirements and incorporate into project plans • Engage with communications leaders early for guidance and support (e.g., Statewide Interoperability Coordinators [SWIC], Statewide Interoperability Governing Bodies [SIGB]) • Identify strong Project Sponsors (e.g., state or local elected officials) • Begin planning the Request for Proposals (RFP)
Phase 3: RFP and Acquisition **Timing:** 6–12 months **Goals:** Select the appropriate procurement vehicle and acquire systems, components, and services	• Develop a written action plan • Form the RFP team • Develop the Statement of Work (SOW) • Include specifications, requirements, and standards compliance in RFP • Establish written evaluation criteria, well before the award • Conduct a formal objective review process and document results
Phase 4: Implementation **Timing:** 12–18 months **Goals:** Develop an implementation plan; install new systems; test; train users; and transition from legacy to new	• Develop the implementation plan • Understand and document testing procedures (e.g., factory testing, staging, site installation and testing, coverage verification, compliance and interoperability testing and acceptance, cut-over, final acceptance) • Update operational procedures and train users • Promote new communications capabilities and benefits to the community
Phase 5: Support, Maintenance and Sustainment **Timing:** Year(s) 1–25 **Goals:** Inventory and maintain equipment; manage budget; assess and communicate needs	• Maintain an accurate inventory of equipment (e.g., scope, database tool, inventory team, processes to compile and secure data) • Determine and execute an ongoing maintenance and operations model • Manage the budget when the project is conceived, directly before it is funded and after delivery • Share communications needs with decision-makers early and continually
Phase 6: End-of-Lifecycle Assessment and Replacement **Timing:** Years 7–25 **Goals:** Determine when to replace systems or components with solutions to best fit operational and technical needs	• Conduct ongoing assessments of current system (e.g., implement a balanced scorecard) to plan for technology maturity • Refresh or upgrade systems, as needed, to extend the life • Determine potential replacement solutions, with consideration to support national, state, and regional interoperability initiatives; consider early adoption of new technologies; and, adhere to widely-used technical standards
Phase 7: Disposition **Timing:** 90 days after cut-over or transition **Goals:** Determine options and dispose of legacy systems or components	• Develop the disposition plan • Determine options (e.g., reuse or repurpose old components, consider space availability, convey surplus equipment to partner agencies) in consideration of legal or policy limitations, and business requirements • Brief leaders on disposition plans • Identify lessons learned following disposition

Cybersecurity	Grant recipients should implement the *NIST Cybersecurity Framework* and take advantage of existing cybersecurity standards, guidance, tools, and resources

The public safety community must continually identify risks and address evolving security requirements. Emergency communications cybersecurity is a shared mission across all levels of government, the private sector, nongovernmental organizations, and even the public. To protect emergency communications from cyber threats and attacks, recipients will need to invest in solutions that enhance cybersecurity posture. Cybersecurity must be addressed through planning, governance, and technology solutions that secure networks. Recipients should ensure cybersecurity planning is comprehensive and maintained throughout the lifecycle of all network components. Cybersecurity risk management should also include updates to non-technology support activities, such as mutual aid agreements, standard operating procedures, and policy development. Personnel should be trained on the latest security, resiliency, continuity and operational practices and maintain in-service training as new technology and methods become available.

Despite every effort, cyber incidents can and do occur. Being prepared to execute response processes and procedures, prevent expansion of the event, mitigate its effects, and eradicate the incident is necessary. Incident response plans, recovery or resiliency plans, and continuity of operations plans are useful in cybersecurity incident response. Recovery planning processes and strategies are improved by incorporating lessons learned into future activities.

Cybersecurity Framework

The National Institute of Standards and Technology (NIST) developed the *Framework for Improving Critical Infrastructure Cybersecurity* (Cybersecurity Framework) as a flexible and voluntary risk-based approach that outlines techniques to secure critical infrastructure. Recipients are strongly encouraged to implement NIST's framework to complement an existing risk management process or to develop a credible program if one does not exist. In addition to NIST materials, sector-specific Cybersecurity Framework guidance is available from CISA.

The NIST Cybersecurity Framework establishes five functions to integrate cybersecurity into mission functions and operations, including: 1) ***identify***, evaluate, and prioritize risks; 2) ***protect*** against identified risks; 3) ***detect*** risks to the network as they arise; 4) deploy ***response*** capabilities to mitigate risks; and 5) establish ***recovery*** protocols to ensure the resiliency and continuity of communications. CISA's Emergency Services Sector has developed tailored guidance specific to emergency service disciplines, including a NIST Framework implementation guide with a repeatable process to identify and prioritize cybersecurity improvements.[79]

There is considerable cybersecurity guidance available from government, industry, and academic organizations and a multitude of standards development organizations (SDOs) that contribute to technical standards and best practices. Organizations managing critical infrastructure will continue to have unique risks—different threats, different vulnerabilities, and different risk tolerances—and how they implement the standards and guidance available will vary. There is currently no one-size-fits-all network cybersecurity solution. Table B-2 lists some of the potentially-applicable standards for cybersecurity that recipients should leverage as they identify and select the standards that fit their system and mission needs. Table B-3 lists cybersecurity resources for additional information. While these lists are not exhaustive, they include some of the more comprehensive guidance for the public safety community.

[79] Suggested resources include the *2020 ESS Cybersecurity Framework Implementation Guidance* and *2014 ESS Roadmap to Secure Voice and Data Systems*.

Table B-2. Cybersecurity Standards

Organizations	Standards
Third Generation Partnership Project (3GPP) Security Standards	3GPP's security working group, SA3, is continuously updating security standards associated with prevalent technologies. Specifically, the group is addressing 3GPP standards for network access security, network domain security, user domain security, application domain security, and user configuration and visibility of security is important for critical infrastructure implementations. 3gpp.org.
American National Standards Institute (ANSI) / International Society of Automation (ISA)	ANSI/ISA standards focus on automation and control systems solutions. The NIST Cybersecurity Framework recommends two ANSI/ISA standards for use: ANSI/ISA-62443-2-1 (99.02.01)-2009 and ANSI/ISA-62443-3-3 (99.03.03)-2013. Also, outputs of the Alliance for Telecommunications Industry Solutions (ATIS) Emergency Services Interconnection Forum, Next Generation Interconnection Interoperability Forum, and Wireless Technologies and Systems Committee are important to the public safety community. isa.org
Criminal Justice Information Services (CJIS) Security Policy	CJIS standards contain information security requirements, guidelines, and agreements reflecting the will of law enforcement agencies for protecting the sources, transmission, storage, and generation of Criminal Justice Information. fbi.gov/about-us/cjis/cjis-security-policy-resource-center.
European Telecommunications Standards Institute (ETSI)	ETSI Telecommunications & Internet converged Services & Protocols for Advanced Networks (TISPAN) has been a key standardization body in creating Next Generation Network (NGN) specifications, and their Cyber Security committee focuses entirely on privacy and security activities. Of note for emergency communications are the ETSI TS 102, 123, 182, and 282 series. etsi.org.
Federal Information Processing Standards (FIPS)	FIPS establishes the minimum security requirements for federal information systems. nist.gov/itl/popular-links/federal-information-processing-standards-fips.
Health Insurance Portability and Accountability Act of 1996 (HIPAA)	Legislation enacted by Congress in 1997 to streamline medical regulations, privacy considerations, and the efficiency and security of medical care. The standards/rules associated with HIPAA address some of the NIST Cybersecurity Framework functions. hhs.gov/hipaa/index.html.
International Organization for Standardization (ISO) / International Electrotechnical Commission (IEC) Standards	The ISO/IEC 27000 series of standards provide a foundation for information security management best practices. Of interest to emergency communication networks may be ISO/IEC 27001, ISO/IEC 27003, ISO/IEC 27002, ISO/IEC 27032, and ISO/IEC 17799. iso.org/home.html.
Institute of Electrical and Electronics Engineers (IEEE)	IEEE produces sector-specific security standards, as well as industry guidance. Of interest to networks may be the 802, 1363, and 1619 series, as well as C37.240-2014 IEEE Standard Cybersecurity Requirements for Substation Automation, Protection, and Control Systems. ieee.org.
International Telecommunication Union (ITU)	A fundamental role of ITU is to build confidence and security in the use of Information and Communication Technologies. Of note for emergency communications networks include X.800, X.805, and X.1051. itu.int/en/Pages/default.aspx.
Internet Engineering Task Force (IETF)	IETF Working Groups are the primary mechanism for development of IETF standards. IETF Working Groups currently have more than 600 standards regarding security mechanisms, integrity mechanisms, network layer security, transport layer security, application layer security, encryption algorithms, key management, secure messaging, etc. ietf.org.
National Fire Protection Association 1221	A standard for the installation, maintenance, and use of emergency services communications systems, including cybersecurity considerations. nfpa.org/codes-and-standards/document-information-pages?mode=code&code=1221.

Organizations	Standards
NIST Recommendations on Cybersecurity (Special Publications 800 Series)	NIST's 800 series provides targeted cybersecurity guidance and are strongly encouraged to be incorporated into cybersecurity planning. In particular, NIST 800-53r5 covers Cybersecurity and Privacy controls and NIST 800-63-4 covers requirements for implementing digital identity solutions. csrc.nist.gov/publications/sp.
North American Electric Reliability Corporation (NERC) Critical Infrastructure Protection Regulations	Reliability standards address the security of cyber assets essential to the reliable operation of the electric grid. With emerging interconnectivity of infrastructure, the emergency communications community may also need to address these standards. nerc.com/pa/Stand/Pages/CIPStandards.aspx.
Telecommunications Industry Association (TIA)	TIA has both Cybersecurity and Public Safety working groups. Standards of particular use for emergency communications include: TR-8, TR-30, TR-34, TR-41 TR-42 TR-45, TR-47, TR-48, TR-49, TR-50 M2M, TR-51, and TIA-102. tiaonline.org.

Table B-3. Cybersecurity Resources

Organizations	Resources
Committee on National Security Systems	• Committee on National Security Systems Policies
Department of Homeland Security (DHS)	• CISA's Public Safety Communications and Cyber Resiliency Toolkit • CISA Central • CISA Cyber Essentials Toolkit • CISA Cyber Resources for NG911 • CISA Cybersecurity Training and Exercises • CISA Emergency Services Sector Cyber Security Framework Implementation Guidance • CISA "First 48": What to Expect When a Cyber Incident Occurs • CISA Guide to Getting Started with a Cyber Risk Assessment • CISA Insights • CISA Resources for State, Local, Tribal, and Territorial (SLTT) Governments • CISA Stop Ransomware / Public Safety Emergency Communications Resources • Cybersecurity Incident & Vulnerability Response Playbooks • Cyber Resiliency Resources for Public Safety Fact Sheet • Emergency Services Sector (ESS) Cyber Risk Assessment – 2012 • ESS Roadmap to Secure Voice and Data Systems – 2014 • ESS Cybersecurity Framework Implementation Guidance – 2015 • Federal Virtual Training Environment (FedVTE) • National Cyber Awareness System • National Cyber Incident Response Plan • National Infrastructure Protection Plan • Best Practices for Encryption in Project 25 Public Safety Land Mobile Radio Systems
Department of Energy	• Energy Sector Cybersecurity Capability Maturity Model (C2M2) Program

Organizations	Resources
Executive Orders (EO) and President Directives	• EO 13636: Improving Critical Infrastructure Cybersecurity • EO 13231: Critical Infrastructure Protection in the Information Age and EO 13286 • EO 13618: Assignment of National Security and Emergency Preparedness Communications Functions • Executive Office of the President, Presidential Policy Directive 21 (PPD – 21) • EO 13407: Public Alert and Warning System • EO 13800: Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure • EO 14028: Improving the Nation's Cybersecurity
Federal Bureau of Investigation	• Cyber Crime • Federal Bureau of Investigation Internet Crime Complaint Center Industry Alerts
Federal Communications Commission	• Communications Security, Reliability and Interoperability Council (CSRIC) • Task Force on Optimal PSAP Architecture (TFOPA) • Cyber Security Planning Guide
Federal Emergency Management Agency	• Emergency Management and Response-Information Sharing and Analysis Center (EMR-ISAC) • Cybersecurity Gap Analysis, FEMA National Cyber Resilient Architecture, and Training resources
Government Accountability Office	• U.S. Government Accountability Office, Cybersecurity
National Institute of Standards and Technology	• Framework for Improving Critical Infrastructure Cybersecurity • Internal/Interagency Reports (NISTIRs) • National Initiative for Cybersecurity Education (NICE) • NICE Cybersecurity Workforce Framework • Assessing Security and Privacy Controls in Information Systems and Organizations • Digital Identity Guidelines
Various Industry and Associations	• ATIS Industry Best Practices • Association of Public-Safety Officials, International (APCO), APCO Cybersecurity, and Cybersecurity Resources, including *APCO Cybersecurity Guide for Public Safety Communications Professionals* and *APCO Introductory Guide to Cybersecurity for PSAPs* • ISACA COBIT 5 Framework • ITU Security Standards Roadmap • Center for Internet Studies (CIS) Critical Security Controls (CSC), available through the Multi-State Information Sharing and Analysis Center • National Association of State Chief Information Officers (NASCIO) Cybersecurity Awareness, including *NASCIO Cyber Disruption Response Planning Guide for States* • National Conference of State Legislation Cybersecurity Training for State Employees • NENA, including NG-SEC • Open Web Application Security Project (OWASP) Top Ten Project • OWASP Internet of Things Project

Continuity and Resilience	Grant recipients should target funding toward activities that address communications continuity, survivability, and resiliency. Activities can include system assessments, analysis of threats and vulnerabilities, and strategic plan and procedural updates to mitigate identified risks

Lessons learned from major disasters, unplanned events, and full-scale exercises have identified a need for greater coordination of emergency communications among senior elected officials, emergency management agencies, and first responders at all levels of government. Responders arriving on the scene of a domestic incident are not always able to communicate with other response agencies, particularly when the incident requires a multi-agency, regional response effort, or when primary communications capabilities fail. This lack of operability and interoperability between agencies is further complicated by problems with communications continuity, survivability, and resilience, which hinders the ability to share critical information, and can compromise the unity-of-effort required for an effective incident response.

Applicants investing in emergency communications are encouraged to work with Statewide Interoperability Coordinators, Statewide Interoperability Governance Bodies, and appropriate stakeholders across levels of government to:

- Establish robust, resilient, reliable, secure, and interoperable communications capabilities
- Plan for mission-related communications and connectivity among government leadership, internal elements, other supporting organizations, and the public under all conditions
- Trace all communications systems/networks from end-to-end to identify single points of failure
- Recipients should also address the following issues:
    - Integrate communications needs into continuity planning efforts and emergency operations plans by incorporating mitigation options to ensure uninterrupted communications support
    - Maintain and protect communications capabilities against emerging threats, both man-made and natural, to ensure their readiness when needed
    - Frequently train and exercise personnel required to operate communications capabilities
    - Test and exercise communications capabilities
    - Establish a cybersecurity plan that includes continuity of an "out of band" communications capability such as High Frequency (HF) Radio Frequency (RF), fiber-based communications pathways that do not rely on public infrastructure
- Ensure key communications systems resiliency through:
    - Availability of secondary and backup systems
    - Development of standard operating procedures and training to address the use of secondary and backup systems
    - Diversity of network element components and routing
    - Geographic separation of primary and alternate transmission media
    - Availability of backup power sources
    - Access to systems that are not dependent on commercial infrastructure
    - Maintained spare parts for designated critical communications systems
    - Agreements with commercial suppliers to remediate communications Single Point of Failures

Table B-4. Continuity and Resilience Resources

Resource	Description
FEMA National Continuity Programs	National Continuity Programs highlight the national policy and guidance for continuity of operations initiatives. They provide guidance and assistance to support continuity preparedness for federal departments and agencies; state, local, tribal, and territorial government jurisdictions; and private sector organizations.
CISA Regional Resiliency Assessment Program	The Regional Resiliency Assessment Program is a cooperative assessment of specific critical infrastructure within a designated geographic area. DHS works with selected areas each year to conduct a regional analysis of surrounding infrastructure and address a range of resilience issues that could have significant regional or national consequences if disrupted.
CISA Ten Keys to Obtaining a Resilient Local Access Network	This document introduces resiliency concepts and provides ten keys to obtaining and maintaining resiliency in a local access network, such as knowing the exact network infrastructure in the local loop, interfacing with commercial service providers, and properly maintaining alternative path solutions. CISA developed these ten fundamental steps, supported by descriptive text and visually-appealing graphics, as recommendations to help organizations maintain critical communications in emergency situations.
CISA Public Safety Communications Resiliency Self-Assessment Guidebook	This document provides a self-assessment methodology for public safety entities to identify and address potential points of failure in their communication networks by evaluating the local access networks of their primary and alternate operating facilities. The methodology describes the process of gathering data on network infrastructure, creating logical and physical network maps, and choosing resiliency solutions based on the network maps. DHS also developed a Resiliency Fact Sheet to understand communications continuity planning and offer resources to assist entities.
CISA Priority Services Programs	Priority Services Programs, including the Government Emergency Telecommunications Service, Wireless Priority Service, and Telecommunications Service Priority, support national leadership; federal, state, local, tribal, and territorial governments; first responders; and other authorized national security and emergency preparedness users. They are intended to be used in an emergency or crisis situation when data, landline, or wireless networks are congested and the probability of completing a normal transmission or call is reduced.
CISA Electromagnetic Pulse (EMP) Guidance	The EMP Protection and Resilience Guidelines for Critical Infrastructure and Equipment provides guidelines to assist federal, state, and local officials and critical infrastructure owners and operators to protect mission essential equipment against EMP threats. There are four EMP Protection Levels defined. These levels were initially developed at the request of the federal Continuity Communications Managers Group but are applicable to any organization that desires to protect its electronics and critical infrastructures.
Infrastructure Obstructions to Radio Propagation	This document provides an overview of obstructions and interferences to radio frequency resources, including both active and passive sources. In addition, it includes a series of example planning approaches that agencies have taken to prevent or mitigate obstructions.
Public Safety Communications and Cyber Resiliency Toolkit	This document assists public safety agencies and others responsible for communications networks in evaluating current resiliency capabilities, identifying ways to improve resiliency, and developing plans for mitigating the effects of potential resiliency threats. Through an interactive graphic, users can explore topic specific systems-based resources and learn more about key threats to communications and cyber resiliency.
Public Safety Communications Dependencies on Non-Agency Infrastructure and Services	This white paper provides high-level insights on non-agency communications infrastructure for system administrators, public safety decision-makers, and other stakeholders involved in public safety communications planning or implementation. While not a comprehensive guide, this document equips stakeholders with real-word examples of these dependencies, recommendations for ensuring resiliency and continuity of operations, and supplemental resources.

Resource	Description
Cyber Resiliency Resources for Public Safety Fact Sheet	This document provides an overview of publicly available cybersecurity evaluations and resources, helping stakeholders ensure the scope and requirements of resiliency assessments are aligned with their needs.
Radio Frequency Interference Best Practices Guidebook	This document provides stakeholders with an overview of RF interference concepts, threats, and mitigation initiatives. Applicants can review this guidebook to understand ongoing efforts related to awareness, preparation, mitigation, and current laws pertaining to RF interference. The document also provides best practices on how to recognize, respond to, report, and resolve RF interference incidents.
Resilient Power Best Practices Fact Sheet	This document summarizes recommendations from the CISA Resilient Power Working Group, consisting of federal, state, local, tribal, and territorial stakeholders, non-profits, and private industry. These critical communications infrastructure best practices should be part of a comprehensive, risk-informed Business Continuity and Continuity of Operations plans, developed per FEMA guidance.
CISA Infrastructure Dependency Primer	This tool is a supplement to the Infrastructure Resilience Planning Framework and is intended to help state and local planners better understand how infrastructure dependencies can impact risk and resilience in their community and incorporate that knowledge into planning activities.

Land Mobile Radio	Grant recipients should purchase digital LMR systems and equipment compliant with the Project 25 (P25) Suite of Standards (Telecommunications Industry Association), and include all needs and requirements, identifying applicable P25 standards and stating expectations for interoperability in any SOW or acquisition documents Recipients should purchase P25 compliant systems and equipment that has been assessed as compliant in accordance with the P25 Compliance Assessment Program, or approved test procedures of the P25 standards in the absence of completed P25 Compliance Assessment Program testing Recipients are strongly encouraged to implement comprehensive encryption on all LMR systems. Agencies shall ensure compliance with the P25 Block Encryption Protocol standard and implement the Advanced Encryption Standard (AES) 256-bit encryption algorithm. Use of proprietary/non-standard encryption or deprecated encryption (i.e., Data Encryption Standard [DES] and all derivatives) is strongly discourged as these algorithyims have been compromised and offer little protection Recipients should ensure all P25 eligible equipment, features, functions, and capabilities selected are P25 compliant and are interoperable, to include new equipment and upgrades When purchasing interoperability equipment, services, and gateway devices to provide connectivity between LMR systems, those devices should, at a minimum, be implemented using P25 compliant wireline interfaces Recipients should consult the federal granting agency before submitting requests for ISSI and broadband-related project investments to determine whether costs are allowable

LMR systems are terrestrially-based, wireless, narrowband communications systems commonly used by federal, state, local, tribal, and territorial emergency responders, public works/public service entities, and the military in non-tactical environments, to support voice and low-speed data communications. These systems are designed to meet public safety's unique mission and critical voice requirements and support time-sensitive, lifesaving tasks, including sub-second voice call-setup, group calling capabilities, high-quality audio, and priority access to the end-user. Because LMR systems implemented by the public safety community support responders' safety and lifesaving operations, they are designed and implemented to achieve the highest levels of availability, reliability, redundancy, coverage, and capacity, and can operate in harsh natural and man-made environments. LMR technology has progressed over time from conventional, analog voice service to complex systems incorporating digital protocols and trunked features. These enhancements have improved the interoperability, spectral efficiency, security, reliability, and functionality of voice and low-speed data communications.

The public safety community is following a multi-path approach to develop, establish, and maintain critical communications capabilities. To improve interoperability across investments, grant recipients are strongly encouraged to ensure digital voice systems and equipment purchased with federal grant funds are compliant with the Project 25 (P25) Suite of Standards, unless otherwise noted in a program's grant guidance.[80]

[80] Applicants should read grant guidance carefully to ensure compliance with standards, allowable cost, documentation, reporting, and audit requirements. If interested in using federal funds to purchase equipment that does not align with P25 standards or does not appear on the approved equipment list, the applicant should consult with the federal grant-making agency to determine if non-P25 compliant equipment is allowable. In some cases, written justification must be provided to the grantor. Many agencies will not approve non-standards-based equipment unless there are compelling reasons for using other solutions. Authorizing language for most emergency communications grants strongly encourages investment in standards-based equipment. Funding requests by agencies to replace or add radio equipment to an existing non-P25 system (e.g., procuring new portable radios for an existing analog system) will be considered if there is a clear rationale why such equipment should be purchased and written justification of how the equipment will advance interoperability and support eventual migration to interoperable systems. Written justification should also explain how that purchase will serve the needs of the applicant better than equipment or systems that meet or exceed such standards. Absent compelling reasons for using other solutions, agencies should invest in standards-based equipment.

Recipients should ensure all new and upgraded P25 eligible equipment, features, functions, and capabilities selected for procurement are verifiably P25 compliant and interoperable. When federal grant funds are used to purchase P25 LMR equipment and systems that contain non-standard features or capabilities while a comparable P25 feature or capability is available, recipients must ensure the standards-based feature or capability is also purchased to ensure interoperability. For more information on P25, contact the P25 Steering Committee at Project25SC@cisa.dhs.gov.

Grant recipients should purchase P25 compliant systems and equipment that has been assessed in accordance with the P25 Compliance Assessment Program (P25 CAP). P25 accredited standards provide many technical specifications designed to ensure equipment is interoperable regardless of manufacturer. Recipients should obtain documented evidence of P25 compliance from the manufacturer that the equipment has been tested and passed all the applicable, published, normative P25 compliance assessment test procedures for performance, conformance, and interoperability as defined in the latest P25 Compliance Assessment Bulletins for testing requirements. If documentation for applicable equipment is not available through the P25 CAP or there is an absence of applicable testing in the P25 CAP, recipients should obtain documented evidence from the manufacturer stating that all applicable tests were conducted in accordance with the published test procedures in the P25 Suite of Standards and successfully passed.[81] Contact the P25 CAP at P25CAP@hq.dhs.gov for additional guidance.

Encryption

Recipients using federal funds to purchase encryption for new or existing communications equipment shall ensure encryption capabilities are compliant with the published P25 Block Encryption Protocol Standard. Recipients investing in encryption must implement the AES 256-bit Encryption Algorithm as specified in the P25 Block Encryption Protocol. References to the current version of the P25 Block Encryption Protocol, ANSI/TIA-102.AAAD should be included in all procurement documents, along with specific agency requirements for primary, secondary, backup, or interoperability systems/capabilities where applicable.

The P25 Suite of Standards references the use of AES as the primary encryption algorithm, which is the only federally approved encryption standard for LMR communications by NIST. While the standard allows Data Encryption Standard-Output Feedback (DES-OFB) for backwards compatibility and interoperability with legacy DES-only equipment, it is imperative that entities continue to transition to an AES-only environment to ensure secure encrypted communications with public safety partners at all levels of government. While most federal agencies have transitioned to AES encryption, some state, local, tribal, and territorial agencies continue to use DES as their primary means of encryption or other proprietary/non-standard encryption algorithms.

However, the continued use of DES and its derivatives enables a specific vulnerability in LMR encryption. NIST, which approved the use of DES in 1976, withdrew *Federal Information Processing Standard (FIPS)-46, Data Encryption Standard* as a standard on May 19, 2005, citing the weakness and repeated compromise of DES and the availability of the current federal standard specified in *FIPS-197, Advanced Encryption Standard*. DES has since been deprecated in P25 standards and is only maintained to enable P25 AES encryption-compliant equipment to also include DES for the purposes of interoperability with equipment supporting legacy DES products.

[81] Regardless of the status and availability of P25 CAP testing documentation, grant recipients should include comprehensive acceptance test plan(s) and testing criteria of stated requirements in their procurement and contractual documents to ensure that the required and expected interoperability of features, functions, and services has been provided, especially in multi-manufacturer/vendor environments. The manufacturer/vendor should verify the equipment or services are P25 standards compliant and interoperable with other equipment, features, functions, and capabilities.

Recipients seeking to use federal grant funds to purchase non-standard encryption features (e.g., 40-bit encryption, proprietary solutions, DES-OFB) or capabilities for new or existing equipment must ensure AES 256-bit encryption is also purchased to ensure their devices have the capability to interoperate in an encrypted mode. Agencies currently using DES-OFB may continue to use this encryption method for interoperability but should migrate to AES for all encryption as soon as possible. The continued use of DES-OFB, its derivatives, or other non-standard encryption algorithms for any LMR encryption is strongly discouraged and presents substantial risks of compromised communications.

Interconnecting Systems

When purchasing P25 interoperability equipment, services, and devices to provide connectivity between LMR systems, those devices should, at a minimum, implement the P25 wireline interfaces, such as the Inter Radio Frequency Subsystem Interface (ISSI) or Console Subsystem Interface (CSSI). Note, there are potential interoperability issues when implementing ISSI/CSSI, as the interoperability testing parameters remain under development and vendors/manufacturers interpret the accredited P25 technical standards differently. As a result, the differences in vendors/manufacturers' product offerings and their ISSI/CSSI implementation methodologies create interoperability challenges of the features, functions, and capabilities supported by these interfaces.

While baseline P25 accredited technical standards for ISSI connections exist, they are not complete. Due to the limited availability of completed technical standards and differing manufacturer's features and functionality implementation practices, public safety agencies should consider the planning and technical complexities associated with the implementation of ISSI capabilities to connect RF-subsystems (RFSS) from the same or dissimilar LMR vendors/manufacturers. As such, grant applicants should:

- Ensure that existing operability and interoperability between RFSS/networks remain intact and operational during and after ISSI/CSSI implementation;
- Identify explicit requirements of features, functionalities, and capabilities that the ISSI/CSSI connections will support to a same or dissimilar manufacturer's RFSS/systems, including interoperability requirements, in any SOW, acquisition documents, or contracts;
- Require the prospective vendor/manufacturer to illustrate their ability and acceptance to provide these explicit features, functionalities, and capability requirements for ISSI/CSSI implementations, regardless of which manufacturer's ISSI/CSSI and RFSS/networks are in place, in the appropriate purchasing agreements or contracts;
- Confirm the selected vendor/manufacturer develops and executes a comprehensive acceptance test plan that validates P25 accredited standards compliance, as well as successful operability and interoperability of features, functions, and capabilities on each side of the ISSI/CSSI connection(s), consistency with procurement and acquisition requirements, and compliance with agreed upon performance, applicable technical standards, and expectations of operations amongst ISSI/CSSI connected RFSS/networks;
- Submit evidence to the federal granting agency, if required, documenting successful P25 CAP testing (e.g., P25 product Summary Test Reports available on the P25 CAP website), certifying compliance withapplicable accredited technical standards, as well as effective operability and interoperability of features, functions, and capabilities with all ISSI partners.

Interconnecting LMR and Broadband Networks

Applicants may also be interested in using grant funds to enable interoperability between existing LMR and long-term evolution (LTE) or 5G broadband networks. Note, technical standards for interconnecting LMR to LTE systems remain under development. While the 3GPP accredited standards exist, the TIA/ATIS P25 accredited standards remain a work in progress. Notwithstanding, agencies should pursue

solutions that are 3GPP standards compliant and interoperable. Agencies should also thoroughly investigate these prospective vendor's plans for supporting changes to their product offerings when the TIA/ATIS P25 standards are completed.

Agencies should be aware there are many proprietary solutions offered by vendors/manufacturers that may provide acceptable LMR to LTE voice services connections. However, while potentially achieving adequate LMR to LTE voice interoperability, these proprietary solutions may not be interoperable amongst themselves, thus creating an LTE interoperability issue. Additionally, the indiscriminate, non-planned use of some LTE to LMR Over the Top (OTT) Push to Talk (PTT) solutions has proven to be potentially detrimental to the hosting LMR systems and created significant operability issues due to site loading issues on the host system infrastructure. Investing in solutions that are not based on open standards is a misuse of federal funds, as additional solutions may be needed to restore or provide required interoperability among participating jurisdictions.

Grant applicants should consult the federal granting agency *before* submitting requests for ISSI/CSSI and LMR to LTE broadband-related project investments to determine whether certain costs are allowed.

The P25 Steering Committee published a list of *Approved Project 25 Suite of Standards* that includes the most recent documents and revisions. Also, the *Statement of Project 25 User Needs* and the *P25 Technology Interest Group's Capabilities Guide* can help determine which standards are applicable to proposed purchases and projects.

Table B-5. Land Mobile Radio Standards and Resources

Organizations	Standards and Resources
P25 Compliance Assessment Program	P25 CAP is a partnership of DHS, industry, and the emergency response community. It is a formal, independent process for ensuring communications equipment declared by the supplier is P25 compliant and tested against standards with published results. It publishes Compliance Assessment Bulletins on policy, testing, and reporting requirements, and an approved equipment list that may be eligible for grants.
P25 Steering Committee	P25 Steering Committee is the governing authority of P25 and the sole authority for approving standards proposals, telecommunications system bulletins, and white papers. It works closely with manufacturers to develop and maintain the P25 Suite of Standards that best serves the continually evolving needs of the public safety community. The committee recently produced the *Statement of P25 User Needs*, which provides high-level explanations of system architecture, features, and functions as defined in P25 standards.
Telecommunicat-ions Industry Association	TIA is accredited by the American National Standards Institute and responsible for publishing the P25 Suite of Standards, approved by the P25 Steering Committee. To date, it has published over 90 documents detailing the specifications, messages, procedures, and tests applicable to the 11 interfaces, multiple feature sets, and functions offered by P25.
Federal Partnership for Interoperable Communications (FPIC)	FPIC serves as a coordination and advisory body to address technical and operational wireless issues relative to interoperability within the public safety emergency communications community, interfacing with voluntary representatives from federal, state, local, territorial, and tribal organizations. FPIC has developed multiple resources, including the *Operational Best Practices for Encryption Key Management*, *P25 ISSI and CSSI Primer*, and *Best Practices for Planning and Implementation of P25 ISSI and CSSI, Volumes I and II*. These documents are published on the SAFECOM P25 Resources webpage, along with other P25 and LMR encryption resources.
911 Program Office	The 911 Program Office provides several resources on LMR standards for interconnecting NG911 systems and broadband technologies. These include the NG911 Interstate Playbook, which provides best practices, guidance, and considerations on PSAP interconnectivity with NG911, as well as the 911 Program Office's NG911/Public Safety Broadband Network Interconnection resource page.

Nationwide Public Safety Broadband Network	Applicants interested in investing federal funds in broadband-related infrastructure projects should consult the federal granting agency to understand all requirements and restrictions impacting broadband investments Grant recipients should consult with any applicable governing bodies and the FirstNet Authority to ensure the project does not conflict with network deployment efforts Recipients may be able to use grant funds for the implementation of alternative broadband technologies and the deployment of fiber optic backhaul networks in rural and unserved areas

Applicants investing in broadband technologies should be aware that the federal government is overseeing the operations and maintenance of the Nationwide Public Safety Broadband Network (NPSBN). The First Responder Network Authority's (FirstNet Authority) mission is to ensure the building, deployment, and ongoing operation of the NPSBN to provide LTE-based broadband and 5G services and applications to public safety entities. The network is a single, nationwide network architecture consisting of a secure, redundant evolved packet core network (EPC), transport backhaul, and radio access networks (RANs) in the fifty states, five territories, and the District of Columbia.

Applicants should coordinate with the FirstNet Authority in advance of any strategic acquisition of LTE equipment to ensure understanding of all requirements and restrictions impacting broadband investments and that purchases support future service choices. Applicants should also monitor federal actions affecting broadband investments and continue planning and outreach activities (e.g., community education, documenting user needs), as well as work with applicable governing bodies in preparing for and leveraging broadband and other technologies, including:

- Leveraging broadband devices including smartphones, feature phones, tablets, wearables, laptops, ruggedized smartphones, ruggedized tablets, USB modems/dongles, in-vehicle routers, and Internet of Things devices;
- Employing customer-owned and managed broadband deployable equipment, enabling public safety agencies to own and dispatch coverage expansion or capacity enhancement equipment within their jurisdiction;
- Using broadband device accessories that enable efficient and safe public safety operations such as headsets, belt clips, earpieces, remote Bluetooth sensors, and ruggedized cases;
- Installing standards-based equipment to provide interworking between LTE and existing LMR systems within their jurisdiction when needed;
- Installing FirstNet SIM/UICC devices to allow public safety users to update existing devices, "Bring Your Own Device" plans, and new devices to operate on public safety prioritized services;
- Securing one-time purchase and subscription-based applications for public safety use, which could include, among several other options, enterprise mobility management, mobile Virtual Private Network, identity services, or cloud service tools; and
- Developing in-building coverage solutions that help users maintain connections to their mission critical networks and services.

Non-LTE wireless broadband technologies, such as Wi-Fi, WiMAX, and mesh networks, are sometimes used to supplement public safety communications. These solutions, which are either agency-owned or provided by a commercial provider, allow agencies to access voice, data, and video applications. Grant recipients should consider the overall impact of using other wireless broadband technologies given ongoing advancements in FirstNet's deployment and unique interoperability challenges introduced by each of the various technologies.

Considering these cautions, applicants may be able to use federal grant funds for costs related to the implementation of alternative broadband technologies and the deployment of fiber optic backhaul networks

in rural and unserved areas. Applicants should work closely with the federal granting agency and commercial suppliers and providers to ensure that grant-funded systems and equipment will be compatible and interoperable with current and future solutions. Applicants are encouraged to implement innovative solutions that improve communications capabilities and are consistent with the deployment of the NPSBN.

Table B-6. Broadband Technology Standards and Resources

Organizations	Standards and Resources
FirstNet Authority	The Middle Class Tax Relief and Job Creation Act of 2012 created the FirstNet Authority as an independent authority within the National Telecommunications and Information Administration to provide emergency responders with the first nationwide, high-speed, broadband network dedicated to public safety: firstnet.gov. In establishing requirements for the NPSBN and providing 20 MHz of the upper 700 MHz spectrum to the FirstNet Authority, Congress directed the Authority to ensure the building, operation, and maintenance of a wireless, nationwide interoperable public safety broadband network based on a single national network architecture. The Authority holds the single nationwide FCC license for the 20 MHz of combined Public Safety Broadband Spectrum (758-768 MHz and 788-798 MHz), commonly referred to as Band 14. The FirstNet Authority license also incorporates two one-MHz guard bands at 769 and 799 MHz. Subscription to the NPSBN and use of approved NPSBN devices enables prioritized access to Band 14 spectrum for public safety entities.
3GPP	3GPP is the SDO responsible for development and maintenance of LTE and 5G specifications, though various standards from TIA, ATIS, the Groupe Speciale Mobile Association (GSMA), and the Open Mobile Alliance (OMA) also contribute to broadband functionality and interoperability.
IEEE	The 802.11a, 802.11b/g/n, and 802.11ac wireless standards are collectively known as Wi-Fi technologies and developed and maintained by IEEE. The Official IEEE 802.11 Working Group Project Timelines provides status of each networking standard under development, and a link to each effort. IEEE also maintains the WiMAX family of 802.16 standards.
Open Geospatial Consortium (OGC)	OGC is an international non-profit organization committed to making quality open standards for the global geospatial community. These standards are made through a consensus process and are freely available for anyone to use to improve sharing of the world's geospatial data.

Alerts, Warnings, and Notifications	Grant recipients using funds to cover costs associated with AWN systems should: • Establish strong governance and engage in collaboration with existing AWN stakeholders • Ensure well-documented and field-tested plans, policies, and procedures, are executed, evaluated for potential gaps, and adapted to evolving AWN capabilities • Invest in secure and resilient AWN solutions, and incorporate safeguards to ensure the accuracy of messaging • Consider diversity and inclusion influence accessibility to AWN issuances, as well as how people receive, interpret, and respond to messages • Invest in solutions that enable comprehensive, targeted, specific, and transparent messaging, while minimizing issuance and dissemination delays • Select software or equipment that also supports regional operable and interoperable solutions If accessing IPAWS, grant recipients should select IPAWS-compatible software that meets the IPAWS minimum critical capabilities[82]

During an emergency, alerts, warnings, and notifications (AWNs) enable public safety officials to provide the public with information quickly. The Federal Emergency Management Agency (FEMA) Integrated Public Alert and Warning System (IPAWS) is an Internet-based capability that federal, state, local, tribal, and territorial authorities can use to issue alerts, warnings, and notifications to the public. IPAWS is accessed through compatible origination software that meets the Common Alerting Protocol (CAP) 1.2 specification required by IPAWS OPEN. There is no cost to send messages through IPAWS, although there may be costs associated with acquiring compatible alert origination software. IPAWS is not mandatory and does not replace existing methods of alerting, but instead complements existing systems and offers unique added capabilities.

FEMA, in accordance with E.O. 13407, developed IPAWS to ensure that under all conditions the President of the United States can alert and warn the public via the National Public Warning System, a component of IPAWS. In addition, federal, state, local, tribal, and territorial authorities can utilize IPAWS to issue alerts, warnings, and notifications within their jurisdictions. IPAWS improves public safety notification capabilities by allowing Alerting Authorities to deliver AWNs simultaneously through multiple communications pathways, reaching as many people as possible to save lives and protect property. These communication pathways include:

- Emergency Alert System (EAS) used by authorities to send detailed warnings via broadcast, cable, satellite, and wireline radio and television channels;
- Wireless Emergency Alerts (WEA) sent to mobile devices as a 90- to 360-character message with a unique tone and vibration, even when cellular networks are overloaded and can no longer support person-to-person calls, texts, or emails;
- National Weather Service Dissemination Systems, including the National Oceanic and Atmospheric Administration (NOAA) Weather Radio;
- Unique Alerting Systems, such as siren systems, digital signage, and wall beacons, that have permission to retrieve alerts directly from IPAWS and deliver the alerts to their customer base; and
- Future Systems, including computer gaming systems, Internet search engines, social sharing websites, wireless device applications, smart home technologies, and others that are or could use IPAWS.

In order to access IPAWS, grant recipients should select equipment and applications that adhere to both the CAP and IPAWS CAP Profile standards, as well as meet the IPAWS minimum critical capabilities. Alert, warning, and notification software and equipment is developed, produced, and distributed by various vendors. While the federal government does not endorse any specific vendor, particular software, or equipment, grant recipients should confirm vendors meet IPAWS compatibility, provide training and support services, use basic security measures (e.g., firewalls, anti-virus tools, anti-spyware tools), implement strong access controls

[82] IPAWS minimum critical capabilities are available at: emilms.fema.gov/is_0251a/curriculum/1.html.

requiring authentication of users, and connect to the IPAWS Technical Support Services environment. In addition, recipients should also consider factors affecting continuity of operations, such as support of remote employees, mobile alerting capabilities, and contingent operations in disruptive circumstances.

To maintain AWN issuance proficiencies, agencies sending alerts should conduct trainings, exercises, and tests of systems on a regular basis. Lessons observed from these activities and incidents should be evaluated, documented, and incorporated into future operations. Alert originators should also work to minimize issuance delays, from the point of a hazard's detection to dissemination, by creating message templates, expediting information sharing, identifying and establishing triggers, and avoiding ad-hoc decision making.

For continued access to IPAWS, and to increase user proficiency and reduce alerting errors, the IPAWS Program Management Office requires authorized Alerting Authorities to demonstrate their ability to compose and send a message through the IPAWS-OPEN system at regular intervals. Such demonstration must be performed monthly through generation of a successful message sent to the IPAWS-OPEN Technical Support Services Facility.

Agencies are encouraged to coordinate with regional partners and submit applications that promote regional (e.g., multi-jurisdictional, cross-state, cross-border) collaboration and cost-effective measures. AWN grant funds should focus on eligible public alert and warning activities to include, but not limited to, the purchase, training, exercising, replacement, and maintenance (e.g., annual license, subscription fees, upgrades) of alert, warning, and notification systems, software, and equipment.

Table B-7. AWN Standards and Resources

Organizations	Standards and Resources
Common Alerting Protocol (CAP)	The CAP standard is an open, non-proprietary digital format for exchanging emergency alerts that was developed by Organization for the Advancement of Structured Information Standards (OASIS). CAP allows a consistent alert message to be disseminated simultaneously over many different dissemination mechanisms. The CAP format is compatible with emerging technologies, such as web services, as well as existing formats including the Specific Area Message Encoding (SAME) used for the United States' NOAA Weather Radio and the EAS, while offering enhanced capabilities including images, maps, and video.
OASIS	FEMA worked with OASIS to develop a standardized international technical data profile that defines a specific way of using the standard for the purposes of IPAWS. The CAP standard and supplemental IPAWS CAP Profile ensure compatibility with existing warning systems. Latest CAP: oasis-open.org/committees/tc_home.php?wg_abbrev=emergency#tc-tools.
FEMA Integrated Public Alert and Warning System (IPAWS)	The IPAWS Program Management Office (PMO) does not endorse any specific vendor, piece of software, or equipment. Test results for any alert and warning software or equipment tested at the IPAWS Technical Support Services Facility can be made available to assist agencies in making procurement decisions by contacting the IPAWS PMO at ipaws@fema.dhs.gov.
Public Safety Communications Ten Keys to Improving Emergency Alerts, Warnings & Notifications	This document provides organizations a series of governance, coordination, planning, cybersecurity, and resiliency best practices to help ensure the successful implementation of their emergency AWN systems and programs. Government and non-government emergency managers, alert originators, system administrators, system operators, and managers can leverage this foundational guidance to deliver timely and actionable messaging during the critical moments of an incident when coordinated communications—down to the second—can save lives.
Essentials of Alerts, Warnings, and Notifications	Developed with SAFECOM and NCSWIC, this document provides an overview of AWN fundamentals and emerging trends. Applicants can review this guidance for future considerations, next steps, and examples of successful AWN system projects.

911 Systems	Grant recipients using funds to cover costs associated with 911, Enhanced 911 (E911), or Next Generation 911 (NG911) should rely on guidance from the National 911 Program and: • Discover standards through the NG911 Standards Identification and Review • Use the NG911 Self-Assessment Tool to determine NG911 maturity state • Consider SAFECOM and NCSWIC NG911 transition guidance for next steps • Select Internet Protocol (IP)-enabled, standards-based 911 equipment and software

The National 911 Program, administrated by the Department of Transportation National Highway Traffic Safety Administration (NHTSA), provides federal leadership and coordination in supporting and promoting optimal 911 services. This federal home for 911 plays a critical role by coordinating federal efforts that support 911 services in emergency communication centers (ECCs)/public safety answering points (PSAPs) across the nation

NG911 will seamlessly connect ECCs/PSAPs and allow for the transmission and reception of multimedia type data (e.g., text messages, pictures, and video). As NG911 standards continue to evolve, applicants should consult the *NG911 Standards Identification and Review* to ensure that solutions developed or procured meet industry guidelines and standards. Applicants should consider the following when planning and implementing NG911:

- Strive for IP-enabled NG911 open standards and understand future technology trends to encourage system interoperability and emergency data sharing
- Establish collaborative relationships and policy mechanisms that facilitate the ongoing coordination required to plan, deploy, operate, and maintain NG911 systems
- Determine the responsible entity(ies) and mechanisms for geospatial data acquisition, reconciliation, and synchronization that are required for NG911
- Establish system access, security controls, and comprehensive cybersecurity plans to protect and manage access to NG911
- Ensure formalized governance models are in place to aid in the transition from legacy 911 to NG911
- Develop and implement sustainable funding models that support the planning, design, deployment, and ongoing operation of NG911
- Develop contract language that ensures the accountability of contractors in building, testing, deploying, operating, and maintaining interoperable and secure NG911 systems
- Create a cybersecurity plan that includes voice (both administrative lines and 911) and data systems (e.g., Computer-Aided Dispatch)

Table B-8. NG911 Resources

Resource	Description
National 911 Program Office	The National 911 Program also provides the 911 community with a collection of documents, website links and other resources generated by both the program and other industry experts. These vetted resources address topics including emerging emergency communications technologies, wireless deployment, E911 location accuracy, cybersecurity, FirstNet, NG911, governance and 911 legislation, and are located in the Document and Tools section of the National 911 Program's website.

Resource	Description
NG911 Maturity State Self-Assessment Tool	This Self-Assessment Tool helps ECC/PSAP administrators and oversight personnel evaluate a system's NG911 maturity state and understand the next steps necessary to continue deployment. It contains a detailed, easy-to-use NG911 readiness checklist that establishes common terminology and identifies key milestones to help 911 call centers understand the multi-year NG911 implementation process. The tool is a downloadable Microsoft Excel file, which ensures that collected results are only shared with the agency completing the assessment. The tool translates the answers from ECC/PSAP personnel into one of six maturity states: Legacy, Foundational, Translational, Intermediate, Jurisdictional End State, or National End State. Adopting and sharing the tool's terminology allows for improved communication—with vendors, industry colleagues, elected officials, and others—at the user's discretion.
911 Grant Program	The Middle Class Tax Relief and Job Creation Act of 2012 authorized $115 million for a targeted 911 Grant Program administered by the Departments of Transportation and Commerce. The grant closed in September 2022. Visit 911.gov/projects/federal-funding for information along with other federal programs that may fund 911 activities.
911 Coronavirus/ COVID-19 Resources	This website provides numerous Coronavirus/COVID-19 resources, including a webinar for telecommunicators and EMS clinicians, as well as guidance on preparing and managing a pandemic response.
National Emergency Number Association (NENA) Security for NG911 Standard	Standards of note for NG911 networks include NENA-STA-010: Detailed Functional and Interface Specification for the NENA i3 Solution; NENA 75-001: NENA Security for NG911 Standard (NG-SEC); NENA 75-502: NG-SEC Audit Checklist; NENA 04-503: Network/System Access Security Information Document, and NENA-INF-015.1-2016: NG911 Security Information Document. nena.org.
NG911 Standards Identification and Review	Collection of resources from all major standards bodies that address cybersecurity when planning for NG911 deployments: 911.gov/project_standardsforenhancedandnextgeneration911.html.
Cyber Risks to NG911 White Paper	This white paper provides an overview of the cyber risks that NG911 systems may face. It is intended to serve as an informational tool for system administrators to better understand the full scope and range of potential risks, as well as recommend mitigations to these risks. Developed by CISA in conjunction with the Department of Transportation, the document is an introduction to improving the cybersecurity posture of NG911 systems nationwide.
Cyber Risks to NG911: Telephony Denial of Service	This fact sheet familiarizes public safety communications partners with Telephony Denial of Service (TDoS) threats to NG911. The document overviews common TDoS attack vectors, highlights real-world TDoS incidents, and suggests best practices to mitigate TDoS impacts.
NG911 Incident-Related Imagery Impacts 101	This document provides public safety and emergency communications leadership with considerations for addressing incident-related imagery. It also provides topic-specific guidance and available resources.
FCC CSRIC Reports	The Communications Security, Reliability, and Interoperability Council's mission is to provide recommendations to the FCC to ensure, among other things, optimal security and reliability of communications systems, including telecommunications, media, and public safety. For CSRIC reports, visit: fcc.gov/about-fcc/advisory-committees/communications-security-reliability-and-interoperability.
Geographic Information System (GIS) Lifecycle Best Practices Guide	This guide provides an overview of the GIS lifecycle from planning and implementation to assessing the need to upgrade capabilities. It also highlights best practices for each of the six phases, such as establishing a governance structure, identifying technical requirements for procuring resources, and developing policies and procedures to manage and secure data.
NG911 Interstate Playbook	This resource provides best practices, guidance, and considerations on PSAP transition to NG911. Compiled by state 911 administrators, the playbook's four chapters note new methods of connectivity and information sharing among multiple, separate jurisdictions and states.

Resource	Description
NG911/Public Safety Broadband Network Information	This 911 Program Office webpage summarizes current efforts to integrate NG911 and Public Safety Broadband Networks: 911.gov/project_NG911_Interconnection.html.
Kari's Law and RAY BAUM'S Act Compliance	This webpage provides information on Kari's Law, which ensures anyone can reach a 911 call center when dialing from a multi-line telephone system, as well as the RAY BAUM'S Act, which emphasizes the importance of making dispatchable location information from all 911 calls available to PSAPs. Information includes tools for the 911 Community, such as an overview of legislation, detailed lists of state laws and FCC rules, compliance rules and deadlines, and an interactive checklist towards compliance.
NG911 Procurement Guidance	The National 911 Project has developed NG911 Procurement Guidance for PSAP managers to follow as they upgrade outdated systems. The guidance document provides assistance in the areas of contract negotiation, establishment of scope of work documents, and creation of service for the NG911 system once upgrades are complete. In addition, the document defines a set of important terms used in contract procurements, provides a checklist of considerations while negotiating the Statement of Work, and lists suggestions for ensuring that critical security procedures are established and managed.
The "State of 911" Webinar Series	Pending 911 legislation may provide "a once in a career" opportunity to plan, prepare, and take advantage of federal grant funding to implement NG911. This webinar series shares information to help states prepare for possible future federal grant funding: State of 911 Webinars.
The Successful NG911 Transition: A Case Study of the California Office of Emergency Services	This case study provides insights and guidance directly from the team leading California's NG911 upgrades at 437 PSAPs. In addition to insights, best practices, and guidance, this case study also provides helpful resources.
The California Statewide NG911 Geographic Information System	This document highlights California's process of implementing a statewide GIS system. Paired with the *GIS Lifecycle Best Practices Guide for NG911*, it provides users with helpful tips for navigating the GIS lifecycle, including planning, governance, funding, and security considerations.
A Tale of Two Approaches: Mandatory vs. Voluntary Implementations of NG911	This document tackles some common challenges, opportunities, and considerations for both mandatory and voluntary deployments of NG911.
Utilizing Partnerships to Make NG911 Possible	This document lists a variety of resources inside and outside government agencies that should be tapped to ensure proper planning, procurement, and implementation of NG911.

Data Exchange and Information Sharing Environments	Agencies should perform an evaluation of who the organization most often communicates with, and what types of information are commonly exchanged Grant recipients using federal funds for data exchange solutions should ensure the solutions comply with OASIS EDXL suite of data messaging standards and NIEM framework For any grant funding software-based patient tracking products, the product is strongly encouraged to comply with OASIS EDXL-TEP, Bi-directional Transformation of OASIS EDXL-TEP (Tracking of Emergency Patients) v1.1, and HL7 v2.7.1 Specification Version

Data exchange and information sharing solutions are as fundamental as a digital data "snapshot" transferred over electronic media, or as tailored as custom-interface applications that allow proprietary applications to be linked. Challenges to effective information exchange include increasing types of data being exchanged, such as geographic information systems, evacuee or patient tracking, biometrics, accident and crash telematics, Computer-Aided Dispatch, Automatic Vehicle Location, and more. To communicate seamlessly with the increasingly interconnected systems of the broader community, agencies should consider standards-based information exchange models.

The National Information Exchange Model (NIEM) is a framework for exchanging information that provides common terminology for users and a repeatable, reusable process for developing information exchange requirements. NIEM was established by the Departments of Justice and Homeland Security in 2005 to unite stakeholders from federal, state, local, tribal, and territorial governments and the private sector, to develop and deploy a national model for information sharing and the organizational structure to govern it. Today, all 50 states and many federal agencies are using or considering NIEM, including adoption by the Departments of Agriculture, Defense, Health and Human Services, and Transportation. NIEM allows disparate systems to share, exchange, accept, and translate information in an efficient manner that all users can understand.

In addition to the NIEM framework, agencies should reference the Global Reference Architecture (GRA) and the OASIS Emergency Data eXchange Language (EDXL) suite of data messaging standards. Applicable standards include the CAP; distribution element; hospital availability exchange; resources messaging; reference information model; situation reporting; and tracking emergency patients.

- Global Reference Architecture provides guidance for agencies to develop and establish a service-oriented architecture for public safety information sharing. The GRA incorporates and reuses appropriate subsets of the NIEM, as well as other models such as the Global Federated Identity and Privilege Management (GFIPM) sponsored by the Departments of Justice and Homeland Security. The GRA provides practitioners with overarching guidance that demonstrates how federal initiatives, including NIEM and GFIPM, work together and how to accelerate the planning process. Agencies can use this GRA tool to develop a well-conceived, formal approach to designing information sharing solutions and systems. A key benefit of a reference architecture is it helps promote consistent thinking and approaches among the people who use it, even if they have not shared information with each other.

- OASIS EDXL suite of data messaging standards facilitates information sharing among public safety agencies. Grant-funded systems, developmental activities, or services related to emergency response information sharing should comply with the following OASIS and HL-7 standards: "OASIS EDXL-TEP" and Bi-directional Transformation of OASIS EDXL-TEP (Tracking of Emergency Patients) v1.1 and HL7 v2.7.1 Specification Version and OASIS EDXL suite of data messaging standards. Compliance should include the following OASIS EDXL standards:
    - Common Alerting Protocol, version 1.2 or latest version
    - Distribution Element (DE), version 1.0 or latest version
    - Hospital AVailability Exchange (HAVE), version 1.0 or latest version

- Resource Messaging (RM) standards, version 1.0 or latest version

In efforts to develop an Information Sharing Framework (ISF) to support public safety telecommunications, the SAFECOM and National Council of Statewide Interoperability Coordinators (NCSWIC) established the Information Sharing Framework Task Force comprised of information technology and communications subject matter experts from public safety agencies across the country. This task force has developed an ISF to ensure effectiveness of new products and technologies as agencies transition to mobile and fully interconnected environments.

To begin using the functional components of the ISF integration layer, public safety agencies should ask the following high-level operational questions:

- What is the content?
- What is the data source?
- Who owns the data?
- Who needs it?
- Over what path?
- Over what application?

A few of the widely used exchange models are provided as part of this appendix; however, an evaluation of who the organization most often communicates with, and what types of information are commonly exchanged, is recommended in selecting an ideal data exchange and information sharing solution. For more information on how to develop and implement an ISF and customize it for various use cases, see the *SAFECOM/NCSWIC Approach for Developing an Interoperable Information Sharing Framework*.

Table B-9. Data Exchange Standards and Resources

Organizations	Standards and Resources
NIEM	Applicants are encouraged to reference the NIEM website to develop a greater understanding of data exchange functions and processes.
GRA	Many Department of Justice grant solicitations require its grant recipients to comply with the GRA, specifically the Global Standards Package, which describes a full information sharing technology standards implementation suite that addresses data standardization, messaging architecture, security, and privacy requirements. For additional information, including technical assistance and training opportunities, visit the Office of Justice Programs website at: https://bja.ojp.gov/program/it/national-initiatives/gra.
OASIS	OASIS Emergency Management Technical Committee creates incident- and emergency-related standards for data interoperability: Common Alerting Protocol; EDXL – Distribution Element; EDXL – Resource Messaging; and EDXL – Tracking of Emergency Clients. oasis-open.org.
SAFECOM and NCSWIC Information Sharing Framework Task Force	SAFECOM and NCSWIC, in coordination with CISA and the Johns Hopkins Applied Physics Laboratory, developed an ISF to help responders to discover, access, and consume any relevant information on a need-to-know basis, regardless of jurisdiction, affiliation, or location. cisa.gov/safecom/technology.
Information Sharing Assessment Tool	The Information Sharing Assessment Tool, developed by DHS with the guidance of local, state, and federal public safety practitioners, is a tool for public safety officials and first responders to identify their own information sharing capabilities and gaps. It aims to empower communities to develop an action plan to address their most pressing information-sharing gaps; publicize their progress and achievements; and facilitate inter-agency and cross-discipline information sharing.
911 DataPath	This effort is a result of a formal recommendation by the FCC's TFOPA and includes a Strategic Plan and Administrative Dataset for Decision Making: 911.gov/project_strategicplanningfor911data.html.

Appendix C – Emergency Communications Resources

This appendix provides links to references in the *SAFECOM Guidance* and additional resources to help grant applicants develop emergency communications projects and complete federal grant applications. Visit the SAFECOM website (cisa.gov/safecom) for additional resources.

911 / Next Generation 911 (NG911)

- See Appendix B in the *SAFECOM Guidance*
- National 911 Program Website: 911.gov
  - 911 DataPath: 911.gov/project_strategicplanningfor911data.html
  - 911 Grant Program: 911.gov/projects/federal-funding
  - *NG911 Standards Identification and Review*: 911.gov/documents_tools.html
  - *NG911 Self-Assessment Tool*: 911.gov/project_ng911tool.html
  - Webinars: 911.gov/webinars.html
  - Federal Funding Programs for 911: 911.gov/projects/federal-funding
- National Association of State 911 Administrators: nasna911.org and nasna911.org/contact-911
- National Emergency Number Association: nena.org

Cybersecurity

- See Appendix B in the *SAFECOM Guidance*
- *NIST Framework for Improving Critical Infrastructure Cybersecurity*: nist.gov/cyberframework
- CISA Cyber Resource Hub: cisa.gov/cyber-resource-hub

Department of Justice (DOJ)

- *Law Enforcement Tech Guide for Communications Interoperability*: cisa.gov/safecom/planning-resources
- *Law Enforcement Tech Guide Resources for Technology Project Management*: cisa.gov/safecom/planning-resources

Cybersecurity and Infrastructure Security Agency (CISA)

- CISA Website: cisa.gov
- Contact Information: ECD@cisa.dhs.gov
- Identity, Credential, and Access Management Resources and *Trustmark Framework*: cisa.gov/safecom/icam
- *National Emergency Communications Plan*: cisa.gov/necp
- National Interoperability Field Operations Guide: cisa.gov/safecom/field-operations-guides
- Pandemic Guidelines for 911 Centers: cisa.gov/emergency-communications-pandemic-guidelines
- Priority Telecommunications Services Programs: cisa.gov/priority-telecommunications-services
- Shared Communication Systems and Infrastructure: cisa.gov/scsi
- Technical Assistance and Training Catalogs: cisa.gov/safecom/resources-tools/programs/interoperable-communications-technical-assistance-program, dhs.gov/training-technical-assistance, and cisa.gov/resources-tools/resources/cisa-services-catalog

Federal Communications Commission (FCC)

- FCC Public Safety and Homeland Security Bureau: fcc.gov/public-safety-and-homeland-security
- Contact Information: pshsbinfo@fcc.gov
- FCC Fee Filing Guide for the Wireless Telecommunications Bureau: fcc.gov/licensing-databases/fees/application-processing-fees
- FCC Narrowbanding Website: fcc.gov/narrowbanding-overview
- Communications Security Reliability and Interoperability Council: fcc.gov/about-fcc/advisory-committees/communications-security-reliability-and-interoperability
- Task Force on Optimal Public Safety Answering Point Architecture: fcc.gov/about-fcc/advisory-committees/general/task-force-optimal-public-safety-answering-point
- FCC 700 MHz Public Safety Broadband Spectrum Guidance: fcc.gov/700-mhz-public-safety-narrowband-spectrum
- FCC 800 MHz Transition: fcc.gov/general/800-mhz-spectrum
- Narrowbanding Guidance
  - *SAFECOM Guidance*, Section 3.3
  - Guidance for licensees for FCC's narrowband operation requirement: fcc.gov/narrowbanding-overview
  - Information on Frequency Coordinators: fcc.gov/general/public-safety-frequency-coordinators
  - Contact Information: narrowbanding@fcc.gov
- *Ending 9-1-1 Fee Diversion Now Strike Force (911 Strike Force) Report*: fcc.gov/911strikeforce
- 911 Fee Reports and Reporting: fcc.gov/general/911-fee-reports

Federal Emergency Management Agency (FEMA)

- FEMA Grants Website: fema.gov/grants
  - Authorized Equipment List: fema.gov/grants/guidance-tools/authorized-equipment-list
  - Information Bulletins: fema.gov/grants/preparedness/about/informational-bulletins
  - *Preparedness Grants Manual*: fema.gov/grants/preparedness/manual
- *Comprehensive Preparedness Guide 201*: fema.gov/emergency-managers/risk-management/risk-capability-assessment
- Environmental Planning and Historical Preservation (EHP): *SAFECOM Guidance*, Section 4.5 - *Additional Requirements and Recommendations for Equipment Purchases*
  - EHP guidance for DHS/FEMA grant applications: fema.gov/grants/guidance-tools/environmental-historic
  - For questions on EHP for DHS/FEMA grants, contact: GPDEHPInfo@fema.gov
  - For information on federal EHP requirements, see the Council on Environmental Quality Regulations, 40 CFR Part 1500-1508: energy.gov/sites/prod/files/NEPA-40CFR1500_1508.pdf
- Integrated Public Alert and Warning System (IPAWS) Program Office: fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system
  - Alerting Authorities and State, Local, Tribal, and Territorial Users: fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system
  - Common Alerting Protocol: fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system/technology-developers/common-alerting-protocol
  - Information Materials: fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system
  - IPAWS Components: fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system
  - IPAWS Modernization Act of 2015: congress.gov/bill/114th-congress/senate-bill/1180
  - IPAWS Program Planning Toolkit: fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system/public-safety-officials/ipaws-program-planning-toolkit
- Presidential Policy Directive–8: dhs.gov/presidential-policy-directive-8-national-preparedness and fema.gov/emergency-managers/national-preparedness
- National Incident Management System (NIMS): fema.gov/emergency-managers/nims
  - NIMS National Standard Curriculum Training Development Guidance: fema.gov/emergency-managers/nims/implementation-training

- National Preparedness Goal: fema.gov/emergency-managers/national-preparedness/goal
- National Preparedness System: fema.gov/emergency-managers/national-preparedness/system
- National Risk Index: fema.gov/flood-maps/products-tools/national-risk-index
- Stakeholder Preparedness Review: fema.gov/emergency-managers/national-preparedness/risk-capability-assessment
- State Administrative Agency Contact List: fema.gov/grants/preparedness/state-administrative-agency-contacts
- State Homeland Security Director Office Information: dhs.gov/state-homeland-security-and-emergency-services
- Threat and Hazard Identification and Risk Assessment: fema.gov/emergency-managers/national-preparedness/risk-capability-assessment
- Training: fema.gov/emergency-managers/national-preparedness/training and firstrespondertraining.gov/frts/
  - Homeland Security Exercise and Evaluation Program: fema.gov/emergency-managers/national-preparedness/exercises/hseep
  - Incident Command System Resource Center: training.fema.gov/emiweb/is/icsresource

Federal Grants Information and Listings

- Office of Management and Budget Circulars, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200
- Grants.gov Website: grants.gov
- FEMA Grants: fema.gov/grants
- SAFECOM compiled *List of Federal Financial Assistance Programs Funding Emergency Communications*: cisa.gov/safecom/funding

First Responder Network Authority (FirstNet Authority) / Nationwide Public Safety Broadband Network

- FirstNet Authority Website: firstnet.gov
- FirstNet Authority Contact Information: info@firstnet.gov
- NTIA Public Safety Website: ntia.doc.gov/category/public-safety
- Middle Class Tax Relief and Job Creation Act: govinfo.gov/content/pkg/PLAW-112publ96/pdf/PLAW-112publ96.pdf

SAFECOM / National Council of Statewide Interoperability Coordinators (NCSWIC)

- *Best Practices for Planning and Implementation of Project 25 Inter-RF Subsystem (ISSI) and Console Subsystem (CSSI), Volumes I and II*: cisa.gov/resources-tools/resources/p25
- *Contingency Considerations When Facing Reductions in Emergency Communications Budgets*: cisa.gov/safecom/funding
- *Contingency Planning Guide for Emergency Communications Funding*: cisa.gov/safecom/funding
- *Emergency Communications System Lifecycle Planning Guide*: cisa.gov/safecom/funding
- *Governance Guide for State, Local, Tribal, and Territorial Emergency Communications Officials*: cisa.gov/safecom/governance
- *Interoperability Planning for Wireless Broadband*: cisa.gov/safecom/technology
- *The Funding and the Future of P25 Video*: cisa.gov/resources-tools/resources/p25
- *Funding and Sustaining LMR: Materials for Decisions-Makers*: cisa.gov/safecom/funding
- *Funding Mechanisms Guide for Public Safety Communications*: cisa.gov/safecom/funding
- *NG911 Self-Assessment Tool*: 911.gov/project_ng911tool.html
- *Operational Best Practices for Encryption Key Management*: cisa.gov/safecom/technology
- *Project 25 ISSI and CSSI Primer*: cisa.gov/resources-tools/resources/p25
- *Public Safety Communications Dependencies on Non-Agency Infrastructure and Services*: cisa.gov/safecom/technology
- *Public Safety Communications Evolution Brochure*: cisa.gov/safecom/technology

- *Public Safety Communications: Ten Keys to Improving Emergency Alerts, Warnings & Notifications*: cisa.gov/safecom/technology
- *Public Safety Communications Resiliency: Ten Keys to Obtaining a Resilient Local Access Network*: cisa.gov/safecom/technology
- *Public Safety Communications Network Resiliency Self-Assessment Guidebook*: cisa.gov/safecom/technology
- *Regional Interoperability Communications Plan Template:* cisa.gov/safecom/sops
- *SAFECOM Interoperability Continuum*: cisa.gov/safecom/technology
- SAFECOM Member List: cisa.gov/safecom/membership
- Statewide Interoperability Coordinator (SWIC): See *SAFECOM Guidance*, Sections 3.2 and 4.2
- Statewide Communication Interoperability Plan (SCIP): See *SAFECOM Guidance*, Sections 2.2 and 4.2
  - CISA SCIP Website: cisa.gov/statewide-communication-interoperability-plans
  - To find your SCIP, please contact your SWIC or SCIP Point of Contact. SWIC contact information can be found on the NCSWIC membership page: cisa.gov/safecom/ncswic-membership

Standards

- SAFECOM Guidance on Technology and Equipment Standards: *SAFECOM Guidance*, Section 4.5 and Appendix B
- Association of Public-Safety Communications Officials standards: apcointl.org/services/standards/
  - Project 43: Broadband Implications for the PSAP: apcointl.org/technology/next-generation-9-1-1/project-43-broadband-implications-for-the-psap/
- Data Exchange and Information Sharing Environment: See Appendix B in the *SAFECOM Guidance*
  - National Information Exchange Model: niem.gov
  - OASIS, Standards for Data-Related Investments: oasis-open.org
  - Information Sharing Assessment Tool: dhs.gov/science-and-technology/isat
- Long-term evolution (LTE) for Public Safety Broadband: See Appendix B in the *SAFECOM Guidance*
  - 3GPP RAN5 Mobile Terminal Conformance Testing: 3gpp.org/specifications-groups/ran-plenary/ran5-mobile-terminal-conformance-testing
- NENA i3 Solution – Stage 3: nena.org/page/i3_Stage3
- NIST List of Certified Devices: nist.gov/ctl/pscr/process-document-nist-list-certified-devices
- Project 25 (P25) Standards for Land Mobile Radio: standards.tiaonline.org/standards/technology/project_25/index.cfm
  - P25 Technology Interest Group: project25.org
  - P25 Compliance Assessment Program: dhs.gov/science-and-technology/p25-cap
  - P25 Compliance Assessment Program list of approved radio equipment: dhs.gov/science-and-technology/approved-grant-eligible-equipment
  - Statement of P25 User Needs (SPUN): cisa.gov/resources-tools/resources/p25

Appendix D – Compliance Requirements for DHS Grants

This appendix provides guidance for Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) preparedness grants. Recipients using DHS/FEMA funds for emergency communications activities must comply with the *SAFECOM Guidance on Emergency Communications Grants* (*SAFECOM Guidance*) in accordance with DHS Standard Terms and Conditions. Table D-1 provides a list of requirements for DHS/FEMA grants. For additional information, see relevant sections within the *SAFECOM Guidance*. DHS/FEMA recipients should also refer to the specific Notice of Funding Opportunity or the *Preparedness Grants Manual* for all programmatic requirements that apply (fema.gov/grants).

Table D-1. SAFECOM Guidance Compliance Instructions for DHS Recipients

Topics	Requirements
National and Statewide Plan Alignment Sections 2.2, 2.5, 3.1	• Describe in applications how proposed projects will support national goals and objectives in the National Emergency Communications Plan (NECP). • Describe in applications how proposed projects will align with your state or territory's Statewide Communication Interoperability Plan (SCIP) goals and objectives. To find your SCIP, contact your Statewide Interoperability Coordinator (SWIC) or SCIP Point of Contact. Contact information for SWICs can be found on the NCSWIC membership page: cisa.gov/safecom/ncswic-membership. • Explain how proposed projects address or support communications resiliency.
Project Coordination Sections 2.1, 2.2, 2.4, 3.2, 3.3	• List all participants involved in project planning to demonstrate engagement with the whole community in accordance with Presidential Policy Directive-8 and the NECP. • Develop regional, multi-jurisdictional, multi-disciplinary, and cross-border projects to promote greater interoperability across agencies, pool grant resources, facilitate asset-sharing, and eliminate duplicate purchases. • Designate a full-time SWIC who has the authority and resources to actively improve interoperability with emergency management and response agencies across all levels of government, to include establishing statewide plans, policies, and procedures, and coordinating decisions on communications investments funded through federal grants. • Coordinate proposals with statewide emergency communications governance bodies and leaders (e.g., State Interoperability Executive Committee, SWIC, 911 Administrator).
National Incident Management System (NIMS) Sections 3.4, 4.3, 4.4	• NIMS Implementation Objectives clarify the specific NIMS implementation criteria to be eligible for FEMA preparedness grants (see: fema.gov/emergency-managers/nims/implementation-training). Some grants may have additional NIMS training or personnel credentialing criteria (see the applicable Notice of Funding Opportunity for details). • States, territories, and tribal grant recipients report NIMS implementation annually in the Stakeholder Preparedness Review (SPR). States/territories and tribal grant recipients must submit their annual SPR through the Unified Reporting Tool (URT) and email a copy of the URT submission to their respective DHS/FEMA Regional Federal Preparedness Coordinator and copy fema-spr@fema.dhs.gov. SPR submissions are due no later than December 31st each year.
Spectrum Licensing Section 3.3	• If a project requires a new spectrum license, consult the appropriate statewide coordinator (e.g., SWIC), the Federal Communications Commission, and/or the FirstNet Authority to ensure the recipient will have authority to operate in the desired spectrum. Spectrum consultation should begin prior to application submission or during early phases of an approved project. A spectrum license must be in place before associated equipment can be purchased.

Topics	Requirements
Planning and Organization Sections 2.2, 3.4, 4.2	• Update and submit the SPR and Threat and Hazard Identification and Risk Assessment (THIRA). The Comprehensive Preparedness Guide 201 provides a three-step process for conducting a THIRA/SPR. Follow THIRA/SPR submission instructions in program guidance. • Complete and submit the Nationwide Cybersecurity Review to benchmark and measure progress towards improving cybersecurity posture.
Training Sections 2.3, 4.3	• Describe in applications how training projects support the NIMS Training Program, are consistent with NECP priorities, and address gaps identified through your state or territory's SCIP, After-Action Reports, and other assessments.
Exercises Section 2.3, 4.4	• Include participants from multiple jurisdictions, disciplines, and levels of government and private sector entities, as appropriate. For additional FEMA exercise guidance, see fema.gov/emergency-managers/national-preparedness/exercises. • Manage and execute exercises in accordance with the Homeland Security Exercise and Evaluation Program.
Equipment Section 4.5	• Ensure equipment procurements comply with the covered telecommunications restrictions outlined in the John S. McCain National Defense Authorization Act of 2019 as outlined in FEMA Policy #405-143-1.
Land Mobile Radio (LMR) Equipment Sections 2.5, 4.5, 5, Appendix B	• LMR systems are designed to meet public safety's unique mission critical requirements and support time-sensitive, lifesaving tasks, including rapid voice call-setup, group calling capabilities, high-quality audio, and guaranteed priority access to the end-user. The public safety community is expected to follow a multi-path approach to network infrastructure use and development of advanced technologies. Recipients should sustain current LMR capabilities during deployment of advanced technologies in accordance with the NECP. • Select Project 25 (P25) standards-based equipment for LMR mission critical voice communications. See the DHS Authorized Equipment List to determine allowable equipment types for DHS/FEMA preparedness grants, and the P25 Compliance Assessment Program Approved Equipment List. If proposal includes any non-P25 LMR equipment, recipients must apply for prior approval.
Next Generation 911 (NG911) Systems Sections 2.5, 4.5, 5, Appendix B	• NG911 is an Internet Protocol (IP)-based system that allows digital information (e.g., voice, photos, videos, text messages) to flow seamlessly from the public through the 911 network to emergency responders. If proposal includes NG911 systems, review the NG911 Standards Identification and Review and select IP-enabled 911 open standards equipment and software. For additional information, consult the National 911 Program Office at 911.gov.
Public Safety Broadband Sections 2.5, 4.5, 5, Appendix B	• Consult with applicable governing bodies and leaders for the latest guidance from the FirstNet Authority, planning for public safety broadband network activities, and identifying the authority to operate on public safety spectrum. For additional information, refer to firstnet.gov.
Alerts, Warnings, and Notifications Sections 2.5, 4.5, 5, Appendix B	• The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation's alert and warning infrastructure. Federal, state, local, tribal, and territorial Alerting Authorities can use IPAWS to alert, warn, and notify the public with public safety information simultaneously via the Emergency Alert System, Wireless Emergency Alerts, the National Oceanic and Atmospheric Administration Weather Radio, and other public alerting systems from a single interface. If proposal includes alerts and warnings, review IPAWS informational materials and Common Alerting Protocol standard at fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system/technology-developers/common-alerting-protocol.

COUNTY OF KINGS PURCHASING DEPARTMENT
SOLE SOURCE JUSTIFICATION

This form must accompany any requisition whenever a sole source purchase is requested. State and local laws subject the County of Kings to competitive bidding requirements. Requisitions for goods and services that are to be purchased from a specific vendor or limited to a specific brand, where substitutes to the suggested vendor or brand are unacceptable, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The justification must be signed by the requestor and forwarded to the County's Purchasing Manager.

The Purchasing Manager will determine whether the justification is appropriate. Sole source justifications are to be supported by factual statements that will pass an internal, state or federal audit.

1. Please check all applicable categories (a through d) below and provide additional information where indicated.

☐ a. The requested product is an integral repair part or compatible only with *existing* equipment

Existing Equipment

Manufacturer/Model Number

Age

Current Estimated Value $

☐ b. The requested product or service has a unique design/performance specification or quality requirement, which is essential to my Departments needs and is not available in comparable products/service providers.

☐ c. The requested product or service is one with which I (or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or money.

☐ d. Other factors (provide detailed explanation in #2 below).

2. Provide a detailed explanation for categories checked in 1a through 1d above. Attach additional sheets if necessary.

3. Was an evaluation of other equipment, products, or services completed? Yes ☐ No ☐

4. List below the names of each individual who was involved in the evaluation, if conducted, and in making the recommendation to sole source this purchase.

5. I certify that the above information is true and a signed copy of the Sole Source Justification Form will be kept on file and available for audit in my department. I further certify that myself, or anyone else participating in the decision to recommend this sole source purchase, do not have a personal or business relationship nor financial interest in the suggested vendor.

Signature Printed Name and Title Date

Purchasing Manager: Approved as written____ Rejected_____ Signed _____
Evan Jones, Purchasing Manager

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** PUBLIC HEARING

SUBJECT:
Community Facilities District No. 2025-2 (Public Maintenance Services) Amendment of Rate and Method of Apportionment of Special Tax

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RECOMMENDATION:

Recommendation:

Staff recommends that the City Council open the public hearing for the purpose of receiving public testimony and property owner protests regarding the amendment of the Rate and Method of Apportionment of Special Tax of CFD 2025-2 for public maintenance services. Once the public hearing has been closed, staff recommends:

That City Council, by motion:

1. Adopt Resolution 2026-15-R to call for a special election for CFD 2025-2
2. Adopt Resolution 2026-16-R to declare results of a special election for CFD 2025-2
3. Adopt Resolution 2026-17-R to adopt the Amended RMA of CFD 2025-2
4. That the City Council move to introduce and waive the first reading of Ordinance 26-03 to levy increased special taxes for CFD 2025-2

Recommended Motion:

I move to:

1. Adopt Resolution 2026-15-R to call for a special election for CFD 2025-2
2. Adopt Resolution 2026-16-R to declare results of a special election for CFD 2025-2
3. Adopt Resolution 2026-17-R to adopt the Amended RMA of CFD 2025-2
4. Introduce and waive the first reading of Ordinance 26-03 to levy increased special taxes for CFD 2025-2

BACKGROUND:

On May 20, 2025, the City Council adopted a Resolution of Intent and Local Goals and Policies for Community Facilities Districts with the intent of forming a Mello-Roos community facilities district, CFD 2025-2 (Public Maintenance Services) for Billingsley Tract 937 to finance the impact by new development on landscaping and lighting maintenance, park maintenance, drainage maintenance

and street maintenance. (The Stonehaven Tract 940 development was annexed into the CFD on September 16, 2025.) On July 1, 2025, a public hearing was held to receive public testimony and property owner protests, if any, with regard to the formation of the district and the levy of a special tax.

After receiving public testimony, the City Council adopted (1) a Resolution of Formation forming and establishing CFD 2025-2, (2) a Resolution calling a special tax election, (3) a Resolution declaring the results of a special landowner election, and (4) due to a favorable vote by property owners, introduced an Ordinance authorizing the levy of a special tax within the boundaries of CFD 2025-2. The levy of the special tax in CFD 2025-2 was approved by at least 2/3 of the qualified electors. The city clerk directed the recording of a notice of special tax, and the ordinance ordering the levy of special taxes within CFD No. 2025-2 was introduced followed by the second reading and adoption of the Ordinance on July 15, 2025.

After recent re-examination of CFD 2025-2, city staff determined that the special tax created was insufficient to fund actual CFD maintenance costs, and found it was necessary to increase the Special Tax to fully fund the annual maintenance services. Staff met with DR Horton and Willdan Financial Services and it was determined that increasing the Special Tax on only the DR Horton owned parcels (Zone B) would be required in order to fund the gap and to prevent current sales contracts and lots previously released for sale (Zone A) from being affected. See attached Exhibit “A” for Zone A and Zone B lots. As such, any parcels that are still to be owned by DR Horton on May 1, 2026 will be affected by the increase and DR Horton will disclose the increased special tax to prospective buyers thereafter.

The increase is equal to an additional $27.08 per month on 123 lots in CFD 2025-2, forty-one (41) lots in the Billingsley Ranch development and eighty two (82) lots in the Stonehaven development. The current Assessor’s Parcel’s Numbers subject to the increase are: 011-630-001 through 011-630-023, 011-630-038 through 011-630-049, 011-630-069 through 011-630-073, 011-630-095, and 011-040-030-000, which are shown the attached map.

Each fiscal year, the lots within the CFD are assessed an annual inflationary adjustment. While new incoming Zone B parcels will start initially at a higher special tax rate than the existing Zone A lots in the CFD, there will be a smaller annual inflationary adjustment tax rates on Zone B parcels. The Zone A parcels that are already in the CFD and paying a lower initial tax rate will receive the maximum annual inflationary adjustment. See Table 1 and 2 in Exhibit “A” for Initial CFD tax assessments on Zone A and Zone B lots. Once the maximum special tax rates for all lots in CFD 2025-2 are within $100 of each other when comparing Zone A and Zone B special tax rates, the special tax rates and inflationary adjustment will be updated so all lots are charged equal special tax rates.

The City has received consent and waiver forms from the affected property owners within the CFD waiving the time limits for conducting the election and waiving the analysis and arguments regarding the ballot measure. The City’s consultant, Willdan Financial Services, has determined that, as required there are less than twelve registered voters residing within the affected Zone B area of the CFD. As a result, an election by the affected property owners in Zone B is all that is necessary. The affected property owners have received a special election ballot for the CFD, which allows them one vote per acre or portion thereof.

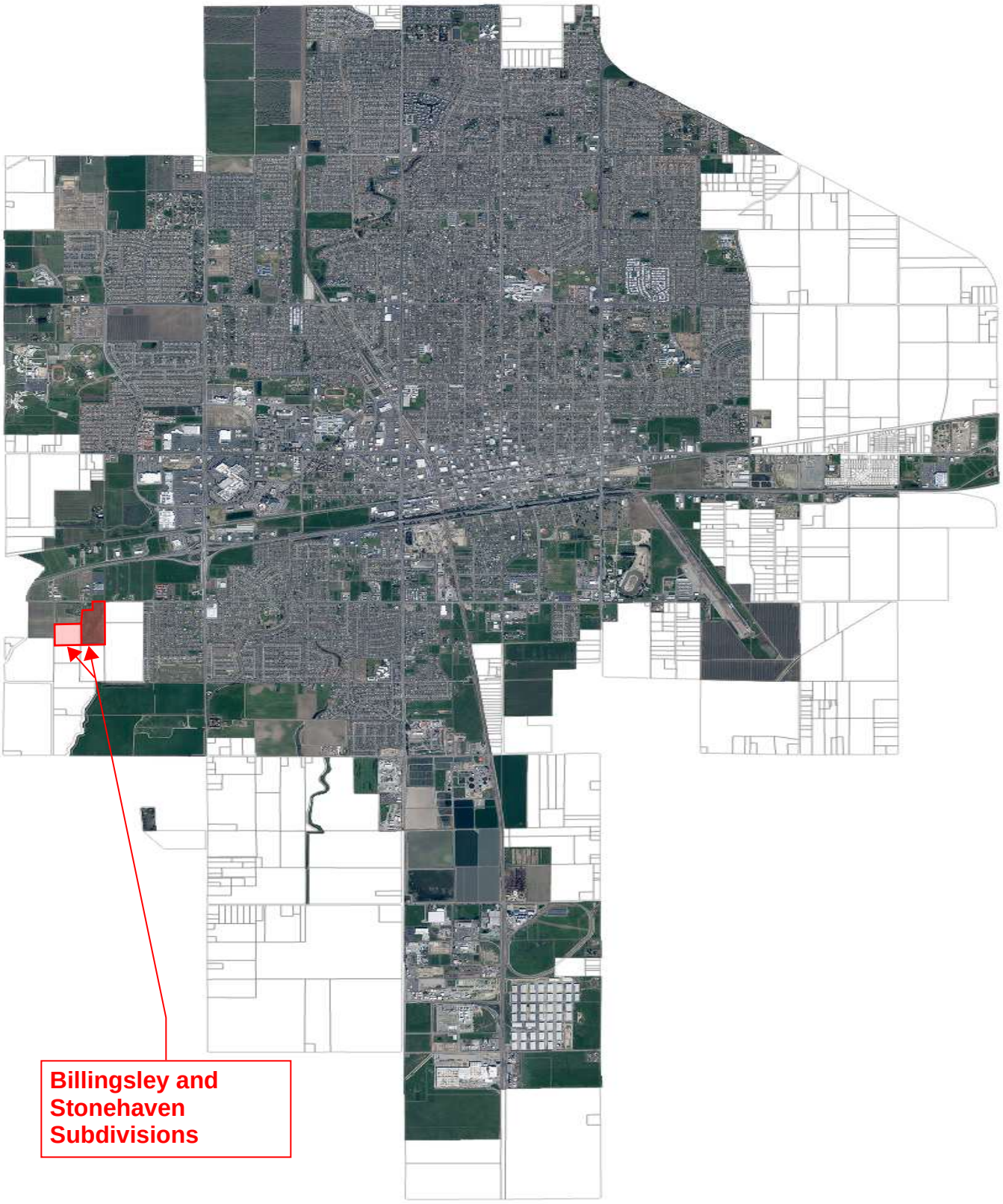
FISCAL IMPACT:

The estimated annual revenue received by the City for CFD 2025-2 will increase from the original estimate of $95,757 which is based on the maximum special tax rates for Fiscal Year 2025/26 for an

estimated 177 single family residential parcels to $135,190. This amount is expected to increase as development of additional property occurs and are annexed into CFD 2025-2. The special tax for the CFD includes an annual CPI adjustment. No General Fund monies are used for this effort.

ATTACHMENTS:

1. Aerial Maps
2. Resolution No. 2026-15-R
3. Resolution No. 2026-16-R
4. Resolution No. 2026-17-R
5. Ordinance No. 26-03

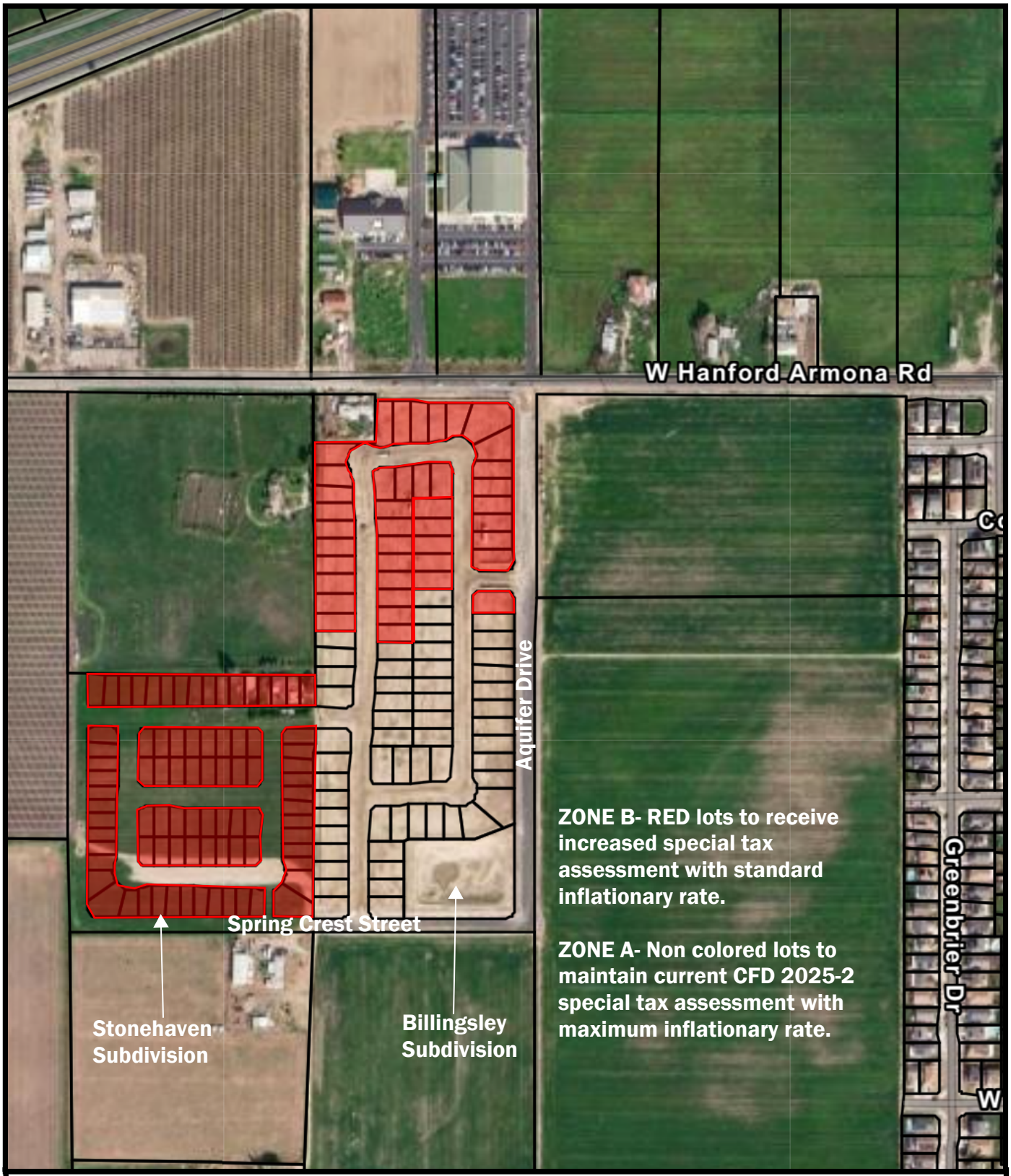


AERIAL MAP

Billingsley and Stonehaven Subdivisions

(NOT TO SCALE)

N



AERIAL MAP

Billingsley and Stonehaven Subdivisions

(NOT TO SCALE)

RESOLUTION NO. 2026-15-R

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD CALLING A SPECIAL ELECTION AND SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF HANFORD COMMUNITY FACILITIES DISTRICT NO. 2025-2 (PUBLIC MAINTENANCE SERVICES) PROPOSITIONS REGARDING THE AMENDMENT OF THE RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX TO INCREASE THE SPPECIAL TAX ON CERTAIN PROPERTY WITHIN SAID COMMUNITY FACILITIES DISTRICT

WHEREAS, the City Council, on February 17, 2026, adopted Resolution No. 2026-06-R entitled "A Resolution of Consideration of the City Council of the City of Hanford to Make Changes to the Rate and Method of Apportionment of Special Tax Established for Community Facilities District No. 2025-2 (Public Maintenance Services)" (the "Resolution of Consideration"); and

WHEREAS, a copy of the Resolution of Consideration, stating the proposed amendments provided in the proposed Amended and Restated Rate and Method of Apportionment of the Special Tax of Community Facilities District No. 2025-2 (Public Maintenance Services) (the "CFD") to pay for the services of the CFD, is on file with the City Clerk and the provisions thereof are fully incorporated herein by this reference as if fully set forth herein; and

WHEREAS, the proposed Amended and Restated Rate and Method of Apportionment of Special Tax is herein included as Exhibit A; and

WHEREAS, the Resolution of Consideration set March 17, 2026 as the date of the public hearing; and

WHEREAS, notice of the public hearing regarding the Amended and Restated Rate and Method of Apportionment were published in accordance with Government Code section 6061; and

WHEREAS, on March 17, 2026, this City Council held a public hearing as required by the Act and the Resolution of Consideration relative to the proposed amendments to the rate and method of apportionment of special tax of the CFD; and

WHEREAS, at the hearing all interested persons desiring to be heard for or against the proposed increase of the special tax as specified in the proposed Amended and Restated Rate and Method of Apportionment of Special Tax of the CFD were heard and a full and fair hearing was held; and

WHEREAS, written protests with respect to the amendment of the Rate and Method of Apportionment of Special Tax of the CFD have not been filed with the City Clerk by fifty percent (50%) or more of the affected registered voters residing within the territory of the CFD or affected property owners of one-half (1/2) or more of the area of land within the affected parcels within the CFD and not exempt from the proposed special taxes; and

WHEREAS, the City Council is fully advised in this matter;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hanford as follows:

Section 1. All of the recitals above are true and correct and are hereby incorporated by reference herein.

Section 2. All prior proceedings taken by this City Council with respect to the amendment of the Rate and Method of Apportionment of Special Tax of the CFD have been duly considered and are hereby determined to be valid and in conformity with the Act.

Section 3. The provisions of the Resolution of Consideration, have heretofore been adopted by this City Council and are by this reference incorporated herein, as if fully set forth herein.

Section 4. Pursuant to the provisions of the Act, the proposition of increase of the special tax within certain parcels of the CFD shall be submitted to the qualified voters of the affected parcels of the CFD at an election called therefore as hereinafter provided.

Section 5. This Council hereby finds that fewer than 12 persons have been registered to vote within the parcels affected by the increase of the Special Tax as specified in the proposed Amended and Restated Rate and Method of Apportionment of Special Tax of the CFD for each of the 90 days preceding the close of the public hearing heretofore conducted and concluded by this Council for the purposes of these amendment proceedings. Accordingly, and pursuant to Section 53326 of the Act, this Council finds that for purposes of these proceedings the qualified electors are the landowners within the territory proposed to be affected by the increase of the Special Tax within the CFD and that the vote shall be by said landowners, each having one vote for each acre or each portion thereof such landowner owns in the territory proposed to be affected by the increase of the Special Tax in the CFD.

Section 5. Pursuant to Section 53326 of the Act, the election shall be conducted by mail ballot, in accordance with the applicable provisions of the California Elections Code governing mail ballot elections of cities, and in particular the provisions of Division 4 (commencing with Section 4000), of that Code, insofar as they have not been waived by the unanimous consent of all landowners of the affected parcels within the CFD.

Section 6. The City Council calls a special election to consider the measure described in the ballot referred to in paragraph 7 below, which election will be held on March 17, 2026 ("Election Day") in the office of the City Clerk, at City Hall, 319 North Douty Street, Hanford, CA, 93230.

Section 7. The City Clerk will be the election official to conduct the election and caused to be provided to each affected landowner in the territory of the CFD, a ballot in the form of Exhibit B hereto, which is hereby approved.

Section 8. The City Clerk has accepted the ballots of the qualified electors received prior to 7:00 p.m. on Election Day, whether received by mail or by personal delivery.

Section 9. This Council hereby further finds that the provisions of Section 53326 of the Act requiring a minimum of 90 days to elapse before said election is for the protection of voters, that the voters have waived such requirement and the date for the election hereinabove specified is established accordingly.

Section 10. Effective Date. This resolution shall take effect upon its adoption.

PASSED, ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Hanford duly called and held on the ____ day of _____, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

APPROVED:

_____
Mark Kairis
Mayor of the City of Hanford

ATTEST:

_____
Natalie Corral
City Clerk

State of California)
County of Kings) ss
City of Hanford)

I, Natalie Corral, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted at a regular meeting of the City Council of the City of Hanford held on the day of _____, 2026.

Date: _____ City Clerk _____.

EXHIBIT A

City of Hanford Community Facilities District No. 2025-2
(Public Maintenance Services)
Amended and Restated Rate and Method of Apportionment of Special Tax

A Special Tax of City of Hanford Community Facilities District No. 2025-2 (Public Maintenance Services) ("CFD") shall be levied on all Assessor's Parcels within the CFD and collected each Fiscal Year commencing in Fiscal Year 2025/26 in an amount determined by the Special Tax Administrator through the application of the rate and method of apportionment of the Special Tax set forth below. All of the real property in the CFD, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Act" means the Mello-Roos Community Facilities Act of 1982, being Chapter 2.5, Part 1, Division 2 of Title 5 of the Government Code of the State of California, as amended.

"Administrative Expenses" means the following actual or reasonably estimated costs incurred by the City as administrator of the CFD, provided that such costs are directly related to administration of the CFD: costs to determine, levy and collect the Special Taxes, including an allocable share of the salaries and benefits of City employees, the fees of consultants, and legal counsel; the costs of collecting installments of the Special Taxes upon the general tax rolls, including any charges levied by County departments; and the preparation of required reports and any other costs required to administer the CFD in accordance with the Act, as determined by the City.

"Annual Escalation Factor" means for Land Use Classes shown in Table 1, the greater of (i) four percent (4%) or (ii) the annual percentage increase in the Consumer Price Index for All Urban Consumers for San Francisco-Oakland-San Jose Area as determined by the Bureau of Labor Statistics. "Annual Escalation Factor" means for Land Use Classes shown in Table 2, the lessor of
(i) three percent (3%) or (ii) the annual percentage increase in the Consumer Price Index for All Urban Consumers for San Francisco-Oakland-San Jose Area as determined by the Bureau of Labor Statistics, provided that the maximum special tax may not decrease. If said index is discontinued, then an alternative index may be used as determined by the Special Tax Administrator. Notwithstanding the foregoing, when the Maximum Special Tax on Detached Residential Property in Table 1 is within $100 of the Maximum Special Tax on Detached Residential Property in Table 2, the Maximum Special Tax for all Land Use Classes in Table 1 and Table 2 will be set to the lessor of Table 1 or Table 2 Maximum Special Tax amounts at said time and the "Annual Escalation Factor" in subsequent fiscal years for both Table 1 and Table 2 will be the greater of (i) four percent (4%) or (ii) the annual percentage increase in the Consumer Price Index for All Urban Consumers for San Francisco-Oakland-San Jose Area as determined by the Bureau of Labor Statistics. If said index is discontinued, then an alternative index may be used as determined by the Special Tax Administrator.

“Assessor's Parcel” means a Lot or parcel of land shown on an Assessor's Parcel Map with a parcel number assigned by the Assessor of the County that corresponds to a number shown on the County Assessor’s roll.

“Assessor's Parcel Map” means an official map of the Assessor of the County designating parcels by Assessor's Parcel number.

“Attached Residential” means an Assessor’s Parcel of Developed Property, within the CFD for which a Building Permit has been issued for purposes of constructing a residential structure or structures sharing common walls and/or common spaces, qualified as Attached Residential at the City’s discretion, consisting of two or more Dwelling Units, including, but not limited to duplexes, triplexes, and apartment units, as of June 30th preceding the Fiscal Year in which the Special Tax is being levied.

“Base Year” means Fiscal Year 2025/26.

“Building Permit” means a permit issued for new construction of a residential or non-residential structure following the formation of the CFD. For purposes of this definition, “Building Permit” shall not include permits issued solely for grading, utility improvements, or other such improvements that are constructed and installed and are not intended for human occupancy.

“CFD” means City of Hanford Community Facilities District No. 2025-2 (Public Maintenance Services).

“City” means the City of Hanford.

“City Clerk” means the City Clerk for the City or his or her designee.

"Commercial Property" means, in any Fiscal Year, all Developed Property for which a Building Permit was issued on or prior to June 30th preceding the Fiscal Year in which the Special Tax is being levied for a commercial establishment which includes, but is not limited to, retail stores, clothing stores, book stores, drug stores, professional services (i.e., barber shops, dry cleaners), non-warehouse public storage facilities, restaurants, supermarkets, hospitals, movie theaters, appliance and electronic stores, home supply stores, auto parts stores, and other businesses providing such products and services. The City shall make the determination as to whether a Parcel is Commercial Property.

“Council” means the City Council of the City, acting as the legislative body of the CFD. “County”

means the County of Kings, California.

“Detached Residential” means an Assessors’ Parcel of Developed Property within the CFD, for which a Building Permit has been issued for purposes of constructing a residential structure consisting of one single-family detached Dwelling Unit, including Mobile Homes, as of June 30th preceding the Fiscal Year in which the Special Tax is being levied.

“Developed Property” means, for Detached Residential or Attached Residential, an Assessor’s Parcel within the CFD for which a Building Permit was issued on or prior to June 30th preceding the Fiscal Year in which the Special Tax is being levied, based on the number of Dwelling Units or Building Square Footage, as applicable, per City or County records for that Assessor’s Parcel.

“Drainage Maintenance Requirement” means for any Fiscal Year in which the Special Taxes are levied, the amount equal to the budgeted costs for providing the labor, material, testing, reporting, remediation, permitting, general administration, personnel, equipment and utilities necessary to maintain public drainage improvements for, within, or associated with the CFD, including drain inlets, filters, detention basin, storm drain pipeline, and associated appurtenant facilities located within, or associated with, the CFD.

“Dwelling Unit” means each separate residential unit that comprises an independent facility capable of conveyance or rental separate from adjacent residential units, in which a person or persons may live, which comprises an independent facility and is not considered to be for non-residential use only, and as defined in the City of Hanford's Municipal Code.

“Exempt Property” means for each Fiscal Year, an Assessor's Parcel within the CFD not subject to the Special Tax. Exempt Property includes: (i) Public Property, (ii) Property Owner Association Property, (iii) Assessor’s Parcels with public or utility easements making impractical their utilization for other than the purposes set forth in the easement such as railroad parcels, roads and landscape lots, (iv) property reasonably designated by the City or Special Tax Administrator as Exempt Property due to deed restrictions, conservation easement, or similar factors that may make development of such property impractical for human occupancy, and (v) Welfare Exemption Property.

“Final Map” means an Assessor’s Parcel Map, a Final Subdivision Map, parcel map, condominium plan, or any other map functionally considered to be an equivalent development map that has been recorded in the Office of the County Recorder.

“Fiscal Year” means the period starting July 1 and ending on the following June 30.

"Industrial Property" means, in any Fiscal Year, all Developed Property for which a Building Permit was issued on or prior to June 30th preceding the Fiscal Year in which the Special Tax is being levied for construction of an industrial, manufacturing, or warehousing structure. The City shall make the determination as to whether a Parcel is Industrial Property.

"Institutional Property" means, in any Fiscal Year, all Developed Property for which a Building Permit was issued on or prior to June 30th preceding the Fiscal Year in which the Special Tax is being levied for construction of an institutional property, including but not limited to private schools, educational centers, child daycares, convalescent centers, hospice care centers, and property used for religious purposes. The City shall make the determination as to whether a Parcel is Institutional Property.

"Landscaping and Lighting Maintenance Requirement" means for any Fiscal Year in which the Special Taxes are levied, the amount equal to the budgeted costs for providing landscaping and lighting maintenance within, or associated with the CFD, including the labor, material, administration, personnel, equipment and utilities (i.e., water and power) necessary to maintain public landscaping and lighting improvements for, within, or associated with the CFD, including trees, turf, ground cover, shrubs, weed removal, irrigation systems, sidewalk, drainage facilities, lighting, signs, monuments, graffiti removal, walkways, and associated appurtenant facilities located within, or associated with, the CFD.

"Land Use Class" means any of the classes listed in Table 1 and Table 2 and defined herein. "Lot" means

an individual legal lot created by an Assessor's Parcel Map or Final Map.

"Maximum Special Tax" means the maximum Special Tax, determined in accordance with Section C below, that can be levied by the CFD in any Fiscal Year on any Assessor's Parcel.

"Mobile Home" means a vehicle designed and equipped for human habitation as defined by the California Health & Safety Code § 18008.

"Park" means a public park, open space, trail, dog park dedicated to and/or managed by the City of Hanford.

"Park Maintenance Requirement" means, for any Fiscal Year in which the Special Taxes are levied, the amount equal to the budgeted costs for providing park maintenance services within, or associated with the City or the CFD, including but not limited to (i) the costs of contracting for park maintenance services, including trees, plant material, restrooms, irrigation systems, sidewalks, drainage facilities, weed control, lighting, and parking lot maintenance, (ii) the salaries and benefits of City staff, including maintenance staff, that directly provide park maintenance services, (iii) the expense related to equipment, apparatus, and supplies related to these services and authorized by the Act, (iv) utility costs such as water, sewer, lighting and power and (v) City overhead costs associated with providing such services.

"Property Owner Association Property" means, for each Fiscal Year, any property within the CFD that is owned by, or irrevocably dedicated as indicated in an instrument recorded with the County Recorder, to a property owner association, including any master or sub-association, which consists of property owned in common by owners of surrounding properties and it is intended for use for community purposes.

"Proportionately" means, for Developed Property, that the ratio of the actual Special Tax levied per Assessor's Parcel of Developed Property to the Maximum Special Tax per Assessor's Parcel of Developed Property is equal for all Assessor's Parcels of Developed Property. "Proportionately" means, for Undeveloped Property, that the ratio of the actual Special Tax levied per Assessor's Parcel of Undeveloped Property to the Maximum Special Tax per Assessor's Parcel of Undeveloped Property is equal for all Assessor's Parcels of Undeveloped Property.

"Public Property" means, in any Fiscal Year: (i) all Parcels within the boundaries of the CFD that are owned by or irrevocably offered for dedication to the federal government, the State of California, the City or any other public agency; provided, however, that Taxable City Property shall not be categorized as Public Property, and any property leased by a public agency to a private entity and subject to taxation under Section 53340.1 of the Act (as such section may be amended or replaced) shall be taxed and classified in accordance with its use; and (ii) all Parcels within the boundaries of the CFD that are encumbered by an unmanned utility easement making impractical its utilization for other than the purpose set forth in the easement.

"Reserve Fund" means a fund that shall be created and maintained for the CFD for each Fiscal Year to provide necessary cash flow to cover maintenance and operational cost overruns, and delinquencies in the payment of Special Taxes.

"Special Tax" means the Special Tax to be levied in each Fiscal Year on each Assessor's Parcel of Taxable Property to fund the Special Tax Requirement, and shall include Special Taxes levied or to be levied under Sections C and D, below.

"Special Tax Administrator" means an official of the City, or designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

"Special Tax Requirement" means the sum of (i) Streetscape and Landscape Maintenance Requirement, (ii) Administrative Expenses of the CFD, and (iii) and any amounts required to establish or replenish a Reserve Fund for that Fiscal Year.

"State" means the State of California.

"Street Maintenance Requirement" means, for any Fiscal Year in which the Special Taxes are levied, the amount equal to the budgeted costs for providing the labor, material, administration, personnel, equipment and utilities necessary to maintain public streets, streetlights and associated appurtenant facilities for, within, or associated with the CFD, including City overhead costs associated with providing such services within the CFD.

"Streetscape and Landscape Maintenance Requirement" means the sum of the Landscaping and Lighting Maintenance Requirement, the Park Maintenance Requirement, the Street Maintenance Requirement, and the Drainage Maintenance Requirement.

"Taxable Property" means all Assessor's Parcels of Developed Property and Undeveloped Property within the CFD that are not Exempt from the Special Tax pursuant to law or as defined herein.

"Undeveloped Property" means, for each Fiscal Year, an Assessor's Parcel within the CFD for which a Building Permit has not been issued on or prior to June 30th preceding the Fiscal Year in which the Special Tax is being levied and is not classified as Exempt Property.

"Welfare Exemption Property" means, in any Fiscal Year, any Parcels that have received a welfare exemption under subdivision (g) of Section 214 of the Revenue and Taxation Code and for which such welfare exemption is still in place.

"Zone A" means the specific area identified as Assessor's Parcel Numbers 011-630-024-000 through 011-630-037-000, 011-630-050-000 through 011-630-068-000, 011-630-074-000 through 011-630-094-000, and 011-630-096-000, any successor parcel numbers resulting from those parcels, or parcels annexed into Zone A of the CFD.

"Zone B" means the specific area identified as Assessor's Parcel Numbers 011-630-001 through 011-630-023, 011-630-038 through 011-630-049, 011-630-069 through 011-630-073, 011-630-095, and 011-040-030-000, any successor parcel numbers resulting from those parcels, or parcels annexed into Zone B of the CFD.

B. ASSIGNMENT TO LAND USE CATEGORIES

For each Fiscal Year, commencing with Fiscal Year 2025/26, using the definitions above, each Assessor's Parcel within the CFD shall be classified as Taxable Property or Exempt Property. In addition, each Fiscal Year, beginning with Fiscal Year 2025/26, Taxable Property shall be further classified as Detached Residential, Attached Residential, Commercial Property, Industrial Property, Institutional Property, Mixed-use Property, or Undeveloped Property.

C. MAXIMUM SPECIAL TAX RATE

1. Taxable Property

Table 1
Maximum Special Tax for Taxable Property
Community Facilities District No. 2025-2
(Public Maintenance Services)
Fiscal Year 2025/26
Zone A

Land Use Class	Description	Maximum Special Tax
1A	Detached Residential	$541 per Dwelling Unit
2A	Attached Residential	$352 per Dwelling Unit
3A	Commercial Property	$0.489 per square foot of Non-Residential Floor Area
4A	Industrial Property	$0.629 per square foot of Non-Residential Floor Area
5A	Institutional Property	$0.349 per square foot of Non-Residential Floor Area
6A	Mixed-Use Property	Sum of Maximum Special Tax for each applicable Land Use Class
7A	Undeveloped Property	$2,426 per Lot Acre

For each Fiscal Year following the Base Year, the Maximum Special Tax rates in Table 1 shall be increased by the Annual Escalation Factor. Additional Land Use Classes, and the corresponding Maximum Special Tax of each new Land Use Class, may be added to Table 1 as a result of future annexations or if future annexations involve a new Land Use Class.

Table 2
Maximum Special Tax for Taxable Property
Community Facilities District No. 2025-2
(Public Maintenance Services)
Fiscal Year 2025/26
Zone B

Land Use Class	Description	Maximum Special Tax
1B	Detached Residential	$866 per Dwelling Unit
2B	Attached Residential	$563 per Dwelling Unit
3B	Commercial Property	$0.783 per square foot of Non-Residential Floor Area
4B	Industrial Property	$1.007 per square foot of Non-Residential Floor Area
5B	Institutional Property	$0.559 per square foot of Non-Residential Floor Area
6B	Mixed-Use Property	Sum of Maximum Special Tax for each applicable Land Use Class
7B	Undeveloped Property	$4,330 per Lot Acre

For each Fiscal Year following the Base Year, the Maximum Special Tax rates in Table 2 shall be increased by the Annual Escalation Factor. Additional Land Use Classes, and the corresponding Maximum Special Tax of each new Land Use Class, may be added to Table 2 as a result of future annexations or if future annexations involve a new Land Use Class.

2. Exempt Property

No Special Tax shall be levied on Exempt Property as defined in Section A.

For each Fiscal Year, if the use or ownership of an Assessor's Parcel of Exempt Property changes so that such Assessor's Parcel is no longer classified as one of the uses set forth in Section A, therefore making such Assessor's Parcel no longer eligible to be classified as Exempt Property, such Assessor's Parcel shall be deemed to be Taxable Property and shall be taxed pursuant to the provisions of Section C.1. and the definitions herein.

D. METHOD OF APPORTIONMENT OF THE SPECIAL TAX

Commencing Fiscal Year 2025/26, and for each subsequent Fiscal Year, the Special Tax Administrator shall calculate the Special Tax Requirement based on the definitions in Section A

and levy the Special Tax as follows until the amount of the Special Tax levied equals the Special Tax Requirement:

Step 1: The Special Tax shall be Proportionately levied each Fiscal Year on each Assessor's Parcel of Developed Property up to 100% of the applicable Maximum Special Tax to meet the Special Tax Requirement. The applicable Maximum Special Tax shall be based on the Developed Property's classification as Detached Residential, Attached Residential, Commercial, Industrial, Institutional or Mixed-Use.

Step 2: If after applying the method of apportionment in Step 1, if additional funds are needed to satisfy the Special Tax Requirement, the Special Tax shall be Proportionately levied each Fiscal Year on each Assessor's Parcel of Undeveloped Property up to 100% of the applicable Maximum Special Tax to meet the remainder of the Special Tax Requirement needed.

E. APPEALS

Any landowner who pays the Special Tax and believes that the amount of the Special Tax levied on their Assessor's Parcel is in error shall first consult with the Special Tax Administrator regarding such error. If following such consultation, the Special Tax Administrator determines that an error has occurred, the Special Tax Administrator may amend the amount of the Special Tax levied on such Assessor's Parcel. If following such consultation and action, if any, the landowner believes such error still exists, such person may file a written notice with the City Clerk of the City appealing the amount of the Special Tax levied on such Assessor's Parcel. Upon the receipt of any such written notice, the City Clerk shall forward a copy of such notice to the City Finance Director, who shall either (1) refer the matter to the City's existing hearing board for administrative appeals; or (2) establish as part of the proceedings and administration of the CFD, a special three-member Review/Appeal Committee. The Review/Appeal Committee may establish such procedures, as it deems necessary to undertake the review of any such appeal. The hearing board or Review/Appeal Committee shall interpret this Rate and Method of Apportionment and make determinations relative to the annual administration of the Special Tax and any landowner appeals, as herein specified. The decision of the hearing board or Review/Appeal Committee shall be final and binding to all persons.

F. MANNER OF COLLECTION

Special Taxes levied pursuant to Section D above shall be collected in the same manner and at the same time as ordinary ad valorem property taxes, provided however that (i) the CFD may directly bill the Special Tax, and (ii) the CFD may collect Special Taxes at a different time or in a different manner if necessary to meet the financial obligations of the CFD or as otherwise determined appropriate by the City Council.

G. TERM OF SPECIAL TAX

Taxable Property in the CFD shall remain subject to the Special Tax in perpetuity or until the City Council takes appropriate actions to terminate the Special Tax pursuant to the Act.

EXHIBIT B

SPECIAL TAX ELECTION
City of Hanford
Community Facilities District No. 2025-2 ("CFD")
(Public Maintenance Services)
Amendment of Rate and Method of Apportionment of Special Tax

OFFICIAL BALLOT

This ballot is for a special landowner election. You must return this ballot in the enclosed postage paid envelope to the office of the City Clerk of the City of Hanford no later than 7:00 p.m. on March 17, 2026, by mail or in person. The City Clerk's office is located at 319 N. Douty Street, Hanford, California 93230.

To vote, mark in the voting square after the word "YES" or after the word "NO". For a list of acceptable marks, please refer to the back of this ballot.

If you wrongly mark, tear, or deface this ballot, return it to the City Clerk of the City of Hanford to obtain a replacement ballot.

MEASURE: Shall the Special Tax be increased on properties within Zone B as defined in the proposed Amended and Restated Rate and Method of Apportionment of Special Tax of the City of Hanford Community Facilities District No. 2005-2 (Public Maintenance Services), as specified in Resolution No. 2026-06-R adopted by the City Council of the City of Hanford on February 17, 2026, attached hereto as Exhibit A?	Yes	☐
	No	☐

Affected APNs: 011-630-001, 011-630-002, 011-630-003, 011-630-004, 011-630-005, 011-630-006, 011-630-007, 011-630-008, 011-630-009, 011-630-010, 011-630-011, 011-630-012, 011-630-013, 011-630-014, 011-630-015, 011-630-016, 011-630-017, 011-630-018, 011-630-019, 011-630-020, 011-630-021, 011-630-022, 011-630-023, 011-630-038, 011-630-039, 011-630-040, 011-630-041, 011-630-042, 011-630-043, 011-630-044, 011-630-045, 011-630-046, 011-630-047, 011-630-048, 011-630-049, 011-630-069, 011-630-070, 011-630-071, 011-630-072, 011-630-073, 011-630-095, 011-040-030

APN Acres: 17.428
Property Owner Name: D.R. Horton Ca3 Inc.
Authorized Representative: David Hatch

This Ballot Represents 18 votes.

Authorized Representative Signature: _____

RESOLUTION NO. 2026-16-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD DECLARING THE RESULTS OF A SPECIAL ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING THE RECORDING OF AN AMENDED NOTICE OF SPECIAL TAX LIEN FOR THE CITY OF HANFORD COMMUNITY FACILITIES DISTRICT NO. 2025-2 (PUBLIC MAINTENANCE SERVICES)

WHEREAS, in proceedings heretofore conducted by the City Council of the City of Hanford (the "City Council") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311, of the California Government Code (the "Act"), the City Council adopted Resolution No. 2026-15-R on March 17, 2026, entitled "Resolution of the City Council of the City of Hanford Calling a Special Election and Submitting to the Qualified Electors of the City of Hanford Community Facilities District No. 2025-2 (Public Maintenance Services) Propositions Regarding the amendment of the Rate and Method of Apportionment of Special Tax to Increase the Special Tax on Certain Property Within Said Community Facilities District" (the "Resolution Calling Election"), calling for a special election (the "Special Election") of the qualified electors within Community Facilities District No. 2025-2 (Public Maintenance Services) (the "CFD"); and

WHEREAS, pursuant to the terms of the Resolution Calling Election, which are by this reference incorporated herein, the Special Election was held on March 17, 2026, and the City Clerk has on file a Certificate of the City Clerk as to the Results of the Canvass of the Election Returns (the "Certificate"), a copy of which is attached hereto as Exhibit A and by this reference incorporated herein; and

WHEREAS, this City Council has reviewed said Certificate and hereby approves it.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hanford as follows**:**

Section 1. The above recitals are all true and correct.

Section 2. The ballot measure (the "Ballot Measure") presented to the qualified electors is set forth in the Certificate in Exhibit A attached hereto and by this reference incorporated herein.

Section 3. The results of the Special Election are as set forth in the Certificate on file with the City Clerk and attached hereto as Exhibit A. Pursuant to the Certificate, the Ballot Measure presented at the Special Election was approved by the qualified electors of the CFD.

Section 4. This City Council, acting in its capacity as legislative body of the CFD, is hereby authorized to levy on the land within the CFD the increased special tax described in the Ballot Measure and to take the necessary steps to levy said special tax authorized by the Ballot Measure.

Section 5. It is hereby found that all prior proceedings and actions taken by this City Council with respect to the increase of the Special Tax on certain properties within the CFD were valid and in conformity with the Act.

PASSED, ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Hanford duly called and held on the ____ day of _____, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

_____
Mark Kairis
MAYOR of the City of Hanford

ATTEST:

_____
Natalie Corral
City Clerk

State of California)
County of Kings) ss
City of Hanford)

I, Natalie Corral, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted at a regular meeting of the City Council of the City of Hanford held on the___day of_____, 2026.

Date: _____ City Clerk _____.

EXHIBIT A

CITY OF HANFORD
COMMUNITY FACILITIES DISTRICT NO. 2025-2
(PUBLIC MAINTENANCE SERVICES)
AMENDMENT OF RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

CERTIFICATE OF THE CITY CLERK AS TO THE

RESULTS OF THE CANVASS OF THE ELECTION RETURNS

I, Natalie Corral, City Clerk of the City of Hanford, hereby certify that I canvassed the returns of the Special Election in the City of Hanford Community Facilities District No. 2025-2 (Public Maintenance Services) (the "District"), that the election was held in the Chambers of the City Council at 400 N. Douty Street, Hanford, California 93230 on March 17, 2026.

I further certify that the total number of ballots cast in said election and the total number of votes cast for and against the measure are full, true and correct:

Ballot Measure	Qualified Eligible Votes	Votes Cast	Yes	No
Shall the Special Tax be increased on properties within Zone B as defined in the proposed Amended and Restated Rate and Method of Apportionment of Special Tax of the City of Hanford Community Facilities District No. 2005-2 (Public Maintenance Services), as specified in Resolution No. 2026-06-R adopted by the City Council of the City of Hanford on February 17, 2026, attached hereto as Exhibit A?	18			

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND this ___ day of _____, 2026.

By: _____
Natalie Corral
City Clerk
City of Hanford

RESOLUTION NO. 2026-17-R

A RESOLUTION OF CHANGE OF THE CITY COUNCIL OF THE CITY OF HANFORD RELATING TO AND MAKING CERTAIN AMENDMENTS TO RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX OF THE CITY OF HANFORD COMMUNITY FACILITIES DISTRICT NO. 2025-2 (PUBLIC MAINTENANCE SERVICES)

WHEREAS, the City Council (the "City Council") of the City of Hanford (the "City") conducted proceedings under and pursuant to the terms and provisions of the "Mello-Roos Community Facilities Act of 1982," being Chapter 2.5, Part 1, Division 2, Title 5 (beginning with Section 53311) of the Government Code of the State of California (the "Act"), to form a community facilities district within the City of Hanford, designated and known as Community Facilities District No. 2025-2 (Public Maintenance Services (the "CFD"), set forth in the City Council's Resolution No. 2025-22-R (the "Resolution of Formation"), adopted July 1, 2025, and subsequently annexed additional property into the CFD pursuant to Resolution No. 25-59-R, adopted October 21, 2025; and

WHEREAS, the City Council makes reference to Resolution No. 2026-06-R, adopted on February 17, 2026 (the "Resolution of Consideration"), Resolution No. 2026-15-R, adopted on March 17, 2026 (the "Resolution Calling Election"), and Resolution No. 2026-16-R, adopted on March 17, 2026 (the "Resolution Declaring Election Results"), (together, the "Resolutions"); and

WHEREAS, pursuant to the Resolutions, the City Council has conducted a special mailed-ballot election; and

WHEREAS, the Clerk has filed with the City Council a Certificate of Election Results for the CFD as shown on Exhibit A of the Resolution Declaring Election Results and indicating that all votes cast in the special mailed-ballot election were cast in favor of approving the levy of the increased special tax as indicated in the proposed amendments to the rate and method of apportionment of the special tax set forth in the Resolution of Consideration; and

WHEREAS, the City Council is fully advised in this matter;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hanford as follows:

Section 1. The above recitals are true and correct.

Section 2. The City Council hereby accepts the Certificate of Election Results.

Section 3. The City Council hereby finds and determines and declares that the ballot measure submitted to the qualified electors in the CFD on the question of approving the increased Special Tax in accordance with the Amended and Restated Rate and Method of Apportionment of Special

Tax as indicated in the Resolution of Consideration has been passed and approved by those qualified electors in accordance with Section 53338 of the Government Code.

Section 4. The City Council hereby finds, determines and declares that the proposed amendments to the Rate and Method of Apportionment of Special Tax are now authorized by the special elections called by the Resolutions.

Section 5. The City Council hereby authorizes and directs the City Clerk to cause an Amended Notice of Special Tax Lien for Community Facilities District 2025-2 (Public Maintenance Services) to be prepared and to be recorded with the County Recorder of the County of Kings in accordance with the provisions of Section 3117.5 of the Streets and Highways Code and Section 53338(c) of the Government Code. The Amended Notice of Special Tax Lien shall have the Amended and Restated Rate and Method of Apportionment of Special Tax attached to it and shall be recorded in the County Recorder's office within fifteen days of today's date.

Section 6. Effective Date. This resolution shall take effect upon its adoption.

PASSED, ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Hanford duly called and held on the ____ day of _____, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

APPROVED:

_____
Mark Kairis
Mayor of the City of Hanford

ATTEST:

_____
Natalie Corral
City Clerk

State of California)
County of Kings) ss
City of Hanford)

I, Natalie Corral, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted at a regular meeting of the City Council of the City of Hanford held on the___day of _____, 2026.

Date: _____ City Clerk _____.

ORDINANCE NO. 26-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HANFORD, CALIFORNIA, LEVYING SPECIAL TAXES WITHIN THE CITY OF HANFORD COMMUNITY FACILITIES DISTRICT NO. 2025-2 (PUBLIC MAINTENANCE SERVICES)

WHEREAS, the City Council of the City of Hanford established the Community Facilities District No. 2025-2 (Public Maintenance Services) (the "CFD") by adoption of Resolution No. 2025-22-R on July 1, 2025, and annexing territory into the CFD by adoption of Resolution No. 25-59-R on October 21, 2025 (each the "Resolutions of Formation"); and

WHEREAS, the City Council, on February 17, 2026, adopted Resolution No. 2026-06-R entitled "A Resolution of Consideration of the City Council of the City of Hanford to Make Changes to the Rate and Method of Apportionment of Special Tax Established for Community Facilities District No. 2025-2 (Public Maintenance Services)" (the "Resolution of Consideration"); and

WHEREAS, a copy of the Resolution of Consideration, stating the Proposed Amendments to be provided in the Amended and Restated Rate and Method of Apportionment of the Special Tax to be levied within the Community Facilities District No. 2025-2 (Public Maintenance Services) (the "CFD") to pay for the services of the CFD, is on file with the City Clerk and the provisions thereof are fully incorporated herein by this reference as if fully set forth herein; and

WHEREAS, the Resolution of Consideration set March 17, 2026 as the date of the public hearing; and

WHEREAS, notice of the public hearing regarding the Amended and Restated Rate and Method of Apportionment of Special Tax were published in accordance with Government Code section 6061; and

WHEREAS, on March 17, 2026, this City Council held a public hearing as required by the Act and the Resolution of Consideration relative to the proposed amendments to the rate and method of apportionment of special tax of the CFD; and

WHEREAS, at the hearing all interested persons desiring to be heard for or against the proposed increase of the special tax as specified in the proposed Amended and Restated Rate and Method of Apportionment of Special Tax of the CFD were heard and a full and fair hearing was held; and

WHEREAS, written protests with respect to the amendment of the Rate and Method of Apportionment of Special Tax of the CFD have not been filed with the City Clerk by fifty percent (50%) or more of the registered voters residing within the territory of the CFD or property owners of one-half (1/2) or more of the area of land within the CFD and not exempt from the proposed special taxes; and

WHEREAS, an election was held within the CFD in which the affected landowners approved said propositions by ballots cast in the election.

WHEREAS, the City Council, on March 17, 2026, adopted Resolution No. 2026-17-R entitled "A Resolution of Change of the City Council of the City of Hanford Relating to and Making Certain

Amendments to the City of Hanford Community Facilities District No. 2025-2 (Public Maintenance Services)" (the "Resolution of Change"); and

WHEREAS, the City Council is fully advised in this matter;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hanford as follows**:**

Section 1. By the passage of this Ordinance, this City Council hereby authorizes and levies special taxes within the District, pursuant to the Act, at the rate and in accordance with the Amended and Restated Rate and Method of Apportionment of Special Tax appended as **Exhibit B** to the Resolution of Consideration (the "Amended Rate and Method of Apportionment of Special Tax"), which, along with the Resolution of Change are by this reference incorporated herein. The Special Tax is hereby levied to pay for the Services for the CFD according to the Amended and Restated Rate and Method of Apportionment of Special Tax, commencing in fiscal year 2025-26 and in each fiscal year thereafter.

Section 2. The Finance Director of the City or her designee is hereby authorized and directed each fiscal year to determine the specific special tax rate and amount to be levied for each parcel of real property within the CFD, in the manner and as provided in the Amended and Restated Rate and Method of Apportionment of Special Tax.

Section 3. Exemptions from the levy of the Special Tax shall be as provided in the Resolution of Consideration and the applicable provisions of the Act. In no event shall special taxes be levied on any parcel within the CFD in excess of the maximum tax specified in the Amended and Restated Rate and Method of Apportionment of Special Tax.

Section 4. All of the collections of the special tax shall be used as provided for in the Act and in the Resolutions of Formation, including, but not limited to, the payment of costs of providing the Services, the payment of City costs in administering the CFD and the costs of collecting and administering the special tax.

Section 5. The special taxes shall be collected from time to time as necessary to meet the financial obligations of the CFD. The special taxes will be collected in the same manner as ordinary ad valorem property taxes, and the special taxes shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes. In addition, the provisions of California Government Code section 53356.1 shall apply to delinquent special tax payments. The Finance Director or her designee is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of Kings and to take all actions necessary to effect proper billing and collection of the special tax, so that the special tax shall be levied and collected in sufficient amounts and at the times necessary to satisfy the financial obligations of the CFD in each fiscal year.

Notwithstanding the foregoing, any special taxes that cannot be collected on the County tax roll, or are not so collected, may be collected through direct billing by the City.

Section 6. If for any reason a court with jurisdiction finds any portion of this ordinance to be invalid or finds the special tax to be inapplicable to any particular parcel, then the balance

of this ordinance and the application of the special tax to the remaining parcels shall not be affected.

Section 7. This ordinance shall take effect and be in force immediately as a tax measure; and before the expiration of fifteen (15) days after its passage the same shall be published, with the names of the members voting for and against the same, at least once in a newspaper of general circulation published and circulated in the CFD.

Passed and adopted by the City Council of the City of Hanford at a regular meeting being held on March 17, 2026 by the following roll call vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

APPROVED

_____
Mark Kairis
MAYOR of the City of Hanford

ATTEST:

_____
Natalie Corral
City Clerk

State of California)
County of Kings) ss
City of Hanford)

I, Natalie Corral, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted at a regular meeting of the City Council of the City of Hanford held on the day of _____, 2026.

_____.
Natalie Corral
City Clerk
City of Hanford

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** GENERAL BUSINESS

SUBJECT:
Approval of the Real Estate Purchase and Sale Agreement with Escrow Instructions for a purchase price of $1.5 million and Authorization for the Mayor and City Manager to Execute Necessary Documents for the Purchase of Kings County APNs 012-045-006 and 012-045-007 from the Richard and Linda Alanis Trust dated December 13, 2005, with personal property included, and appropriation of $200,000 in the Fleet Operations Fund, and approximately $1.3 million in Measure H Funding.

RECOMMENDATION:

Recommendation: Approval of the Real Estate Purchase and Sale Agreement with Escrow Instructions for a purchase price of $1.5 million and Authorization for the Mayor and City Manager to Execute Necessary Documents for the Purchase of Kings County APNs 012-045-006 and 012-045-007 from the Richard and Linda Alanis Trust dated December 13, 2005, with personal property included, and appropriation of $200,000 in the Fleet Operations Fund, and approximately $1.3 million in Measure H Funding.

Recommended Motion: I move to approve the Real Estate Purchase and Sale Agreement with Escrow Instructions for a purchase price of $1.5 million and Authorization for the Mayor and City Manager to Execute Necessary Documents for the Purchase of Kings County APNs 012-045-006 and 012-045-007 from the Richard and Linda Alanis Trust dated December 13, 2005, with personal property included, and appropriation of $200,000 in the Fleet Operations Fund, and approximately $1.3 million in Measure H Funding.

BACKGROUND:

History and Current Status

Richard and Linda Alanis, as Trustees of the Richard and Linda Alanis Trust, dated December 13, 2005, currently own those certain parcels located along the northside of East 6th Street, comprised of approximately 12,000 square feet. The parcels are currently occupied by Roberts Collision Center. The City desires to purchase the two parcels from the Richard and Linda Alanis Trust dated December 13, 2005, to construct a new public safety building. In addition to the real property, the City will be acquiring automotive lifts and air compressors from the seller.

Agreement Details

The purchase price has been set at one million five hundred thousand dollars ($1,500,000.00). Key provisions in the agreement with the Richard and Linda Alanis Trust, dated December 13, 2005, include:

1. Deposit: Within five (5) business days of the execution of the Purchase and Sale Agreement, the City is to make a three percent (3%) purchase price deposit in the amount of forty-five thousand dollars ($45,000.00) with the escrow holder. The remainder of the purchase price is to be deposited at least one (1) business day before the close of escrow.
2. Leaseback. The City has agreed to a six (6) month complimentary leaseback period after the close of escrow to seller. Alternatively, the seller may elect to delay the close of escrow until June 1, 2026, but is to provide written notice to the City fifteen (15) days following full execution or the Purchase and Sale Agreement of its intention to delay the close of escrow until June 1, 2026.
3. Due Diligence Period. Commencing on the date of execution of the Purchase and Sale Agreement, the City has forty-five (45) days to undertake an inspection of the parcels, conduct a Phase I environmental assessment, and conduct a review and investigation of the effect of any zoning, maps, permits, reports, engineering data, regulations, ordinances, and law affecting the parcels. If such Phase I environmental assessment demonstrates environmental concerns that require further review through a Phase II environmental assessment, the Due Diligence Period shall be extended for an additional period of ninety (90) days to allow Purchaser to complete a Phase II environmental assessment. At any time prior to the initial forty-five (45) day Due Diligence Period, the City may terminate the Purchase and Sale Agreement, whereupon the City's Deposit will be promptly returned to the City.
4. Title Insurance. At the close of escrow, the escrow holder shall issue its CLTA Owner's Policy of Title Insurance and the City's requested endorsements showing title to the parcels vested in the City.
5. Prorations. The escrow holder is to prorate all real and personal property taxes, and all other charges or assessments related to the parcels, using the latest tax bills, using a 365-day year. Utility or insurance costs and premiums are to be prorated outside of escrow by the City and the Alanis Trust.
6. Transaction Costs: The City and the Alanis Trust shall be responsible for their own legal and miscellaneous expenses. Transfer and recordation taxes, along with the CLTA Owner's Policy of Title Insurance is to be paid for by the Alanis Trust. All escrow costs are to be split evenly between the City and the Alanis Trust.

FISCAL IMPACT:

The purchase price of the five parcels totals one million five hundred thousand dollars ($1,500,000.00), with additional escrow costs, real and personal property taxes, and other charges and assessments in an amount not yet determined.

Of the total acquisition cost, $200,000 will be funded by the Fleet Operations Fund, an internal service fund, to account for the fleet related personal property included in the sale and its use for general City fleet services. These costs will be allocated using the historical annual costs per department utilizing fleet services. The remaining approximately $1,300,000 will be funded through Measure H funds designated for the Public Safety Building Project.

ATTACHMENTS:

1. COH Alanis Purchase and Sale Agreement

REAL ESTATE PURCHASE AND SALE AGREEMENT
WITH ESCROW INSTRUCTIONS

This REAL ESTATE PURCHASE AND SALE AGREEMENT WITH ESCROW INSTRUCTIONS ("**Agreement**") is made and entered as of March ____, 2026 ("**Effective Date**"), by and between the CITY OF HANFORD, a municipal corporation, as "**Purchaser**", and THE RICHARD AND LINDA ALANIS TRUST dated December 13, 2005 as "**Seller**." Purchaser and Seller are sometimes hereinafter referred to separately as a "**Party**" or collectively as "**Parties**."

RECITALS

This Agreement is made with reference to the following facts:

a. Seller is the owner of those certain parcels of real property located along the northside of E 6th Street, comprised of approximately 12,000 square feet, located in the City of Hanford, County of Kings, State of California, consisting of Kings County Assessor's Parcel Numbers 012-045-006, and 012-045-007, and are more particularly described as attached hereto on **Exhibit A** (collectively, the "**Properties**").
b. Along with the Properties, Seller is the owner of that certain personal property located on the Properties consisting of automotive lifts and air compressors (collectively, the "**Personal Property**").
c. Seller desires to sell the Properties with the Personal Property located thereon to Purchaser and Purchaser desires to purchase the Properties with the Personal Property located thereon from Seller, according to the terms and subject to the conditions of this Agreement.
d. This Agreement is made in consideration of the mutual agreements, conditions, covenants, promises, representations, undertakings, and warranties contained herein.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties hereby agree as follows:

1. **Purchase and Sale**. Subject to all of the terms, conditions and provisions of this Agreement and for the consideration set forth herein, Seller agrees to sell to Purchaser and Purchaser agrees to buy at the closing of the transaction contemplated by this Agreement ("**Closing**"), as defined in this Agreement, the Properties with the Personal Property located thereon. The sale and purchase of the Properties with the Personal Property located thereon shall be consummated by means of an escrow ("**Escrow**") opened at the offices of CHICAGO TITLE INSURANCE COMPANY ("**Escrow Holder**") located at 1460 W 7th Street #102, Hanford, California. This Agreement shall constitute the instructions for the Escrow upon acceptance by Escrow Holder. The Parties shall also execute such additional escrow instructions as may be required by Escrow Holder, but the same shall be consistent with this Agreement and not modify

the terms hereof unless specifically approved by the Parties, such approval to be given or withheld in their sole discretion.

2. **Purchase Price**. The purchase price for the Properties with the Personal Property located thereon shall be One Million Five Hundred Thousand and 00/100 Dollars ($1,500,000.00) ("**Purchase Price**"), subject to customary prorations and adjustments.
3. **Payment of Purchase Price**. The Purchase Price shall be paid as follows:
    a. Within five (5) business days after the execution of this Agreement by both Parties, Purchaser shall deposit Forty-Five Thousand and 00/100 Dollars ($45,000.00) ("**Deposit**") with Escrow Holder. The entire Deposit shall accrue to the benefit of Purchaser and be applied against the Purchase Price at the Closing. If Purchaser exercises its right to cancel and terminate this Agreement, as provided herein, the Deposit shall be promptly paid to the Purchaser by Escrow Holder and this Agreement shall be of no further force and effect, except for the covenants in this Agreement that expressly survive termination as set forth herein.
    b. At least one (1) business day before the Closing, Purchaser shall deposit the balance of the Purchase Price with Escrow Holder, in cash, by wire transfer or other immediately available funds.
4. **Liquidated Damages**. IF THE ESCROW FAILS TO CLOSE BY THE SCHEDULED CLOSING DATE AS A RESULT OF PURCHASER'S DEFAULT IN THE PERFORMANCE OF ITS OBLIGATIONS UNDER THIS AGREEMENT, THE DEPOSIT AND INTEREST ACCRUED THEREON SHALL BE RETAINED BY SELLER AS LIQUIDATED DAMAGES AND AS SELLER'S EXCLUSIVE REMEDY AGAINST PURCHASER, AT LAW OR IN EQUITY OR OTHERWISE. RETENTION OF SUCH FUNDS BY SELLER AS LIQUIDATED DAMAGES IS NOT INTENDED AS A FOREFEITURE OR PENALTY WITHIN THE MEANING OF CALIFORNIA CIVIL CODE SECTIONS 3275 OR 3369, BUT INSTEAD, IS INTENDED TO CONSTITUTE LIQUIDATED DAMAGES TO SELLER PURSUANT TO SECTIONS 1671, 1676 AND 1677 OF THE CALIFORNIA CIVIL CODE. BECAUSE OF THE SPECIAL NATURE OF THE NEGOTIATIONS THAT PRECEDED ACCEPTANCE BY SELLER OF PURCHASER'S OFFER TO ACQUIRE THE PROEPRTIES, THE PARTIES ACKNOWLEDGE THAT THE ACTUAL DAMAGE THAT WOULD RESULT TO SELLER AS A RESULT OF SUCH FAILURE WOULD BE EXTREMELY DIFFICULT TO ESTABLISH. IN ADDITION, PURCHASER DESIRES TO LIMIT ITS POTENTIAL LIABILITY TO SELLER IN THE EVENT THAT THIS TRANSACTION SHALL FAIL TO CLOSE. BY SEPARATELY INITIALING BELOW, THE PARTIES HEREBY ACKNOWLEDGE THEIR AGREEMENT CONCERNING LIQUIDATED DAMAGES.

_____ _____

Seller Initials Purchaser Initials

5. **Possession**. Seller shall deliver possession of the Properties with the Personal Property located thereon to Purchaser at the Closing.
6. **Condition of Title to Properties**. Seller shall convey fee title to the Properties to Purchaser subject only to those encumbrances, contracts, agreements, rights, easements, rights of way, and mineral leases, rights and reservations as set forth in a preliminary report of title to the Properties to be prepared by Escrow Holder ("**Title Report**") promptly after the opening of the Escrow. Upon receipt of the Title Report, and each document shown as an exception or encumbrance in the Title Report, Purchaser shall have fifteen (15) calendar days within which to notify Seller and Escrow Holder in writing of any exceptions to title as shown therein that Purchaser disapproves ("**Objectionable Exceptions**"). If Purchaser notifies Seller and Escrow Holder of one or more Objectionable Exception(s), Seller shall have fifteen (15) calendar days from receipt of such written notice to (i) remove the Objectionable Exception(s), or (ii) refuse to remove the Objectionable Exception(s), in which Purchaser may elect to waive its objection(s) and consummate this transaction, or terminate this Agreement and receive a refund of the Deposit and accrued interest, whereupon neither Party shall have any further obligation to sell or purchase the Properties. Purchaser's failure to provide Seller and Escrow Holder with written notice of the Objectionable Exceptions within said fifteen (15) calendar day period shall constitute Purchaser's approval of the Title Report and all exceptions shown therein (collectively, "**Permitted Exceptions**"). After Purchaser's approval of the Title Report, Seller shall not allow, cause, or permit any additional exceptions to the condition of title to occur without Purchaser's approval, other than ongoing real property taxes and assessments already of record.
7. **Title Insurance**. At the Closing, Escrow Holder shall commit to issue its CLTA Owner's Policy of Title Insurance and Purchaser's requested endorsements (provided, however, Purchaser may elect to obtain ALTA extended coverage if Purchaser so notifies Escrow Holder prior to the Closing and such election does not delay the close of Escrow) showing title to the Properties vested in Purchaser, subject only to the Permitted Exceptions as determined in accordance with Section 6 of this Agreement.
8. **Due Diligence Period**.
    a. During the period commencing on the Effective Date and terminating at 5:00 p.m. forty-five (45) days from the Effective Date (the "**Due Diligence Period**"), Purchaser shall undertake, at Purchaser's expense, including (but not limited to): (i) an inspection of the Properties; (ii) a review of the physical condition of the Properties, including (but not limited to), a Phase I environmental assessment, which includes inspection and examination of soils, environmental factors, hazardous substances, if any, and archeological information relating to the Properties; and (iii) a review and investigation of the effect of any zoning, maps, permits, reports, engineering data, regulations, ordinances and law affecting the Properties. Seller shall make available to Purchaser, within ten

(10) calendar days after the Effective Date, all property information in its possession or control during the Due Diligence Period, including, but not limited to, the leases for the Properties, historical revenue and expense information, all third party reports, service contracts, warranties, notices from any governmental or permit authorities, building plans and/or specifications, maintenance and repair records, surveys, and any other documents that concern the Properties and are in Seller's possession or control.

b. If such Phase I environmental assessment demonstrates environmental concerns that require further review through a Phase II environmental assessment, the Parties agree that the Due Diligence Period shall be extended for an additional period of ninety (90) days, calculated from the Effective Date of this Agreement, to allow Purchaser to complete a Phase II environmental assessment.

c. If Purchaser, in its sole and absolute discretion, and for any reason, approves all, or disapproves the results of any aspect of Purchaser's inspection and review, Purchaser shall give, prior to 5:00 p.m. on the last day of the Due Diligence Period, either (i) its notice of approval, or (ii) its notice of disapproval and termination of this Agreement. If Purchaser, prior to 5:00 p.m. on the last day of the Due Diligence Period, terminates this Agreement, the Deposit shall be promptly returned to Purchaser.

d. If the transaction is disapproved, the Parties hereto shall be relieved of all further obligations or liabilities hereunder except as is otherwise specifically provided in this Section 8.

e. Purchaser shall, prior to Closing, indemnify, defend and hold Seller and Seller's officials, officers, employees, representatives and agents and the Properties harmless from and against any and all loss, cost, damage, expense, claim or liability, including personal injury, loss of life and/or property damage incurred by: (i) Purchaser or Purchaser's officials, officers, employees, representatives and agents as a result of the condition of the Properties; or (ii) by any person or entity as a result of the acts or omissions of Purchaser or its representatives, employees, contractors, or agents in performing any inspection and/or testing activity on or about the Properties (provided, however, the indemnity of this Section 8(e) shall not apply to any pre-existing environmental condition unless the willful, intentional, or negligent act of Purchaser makes the pre-existing condition worse). Purchaser shall promptly pay all costs, fees, and expenses incurred as a result of or associated with such inspection work done or caused to be done on the Properties as permitted by this Section 8. Purchaser shall keep the Properties free from any and all mechanics or similar liens or charges resulting from such inspection work.

9. **Settlement**. Unless otherwise extended by the Parties in writing, the Closing shall occur as soon as possible or before the fifteenth (15th) calendar day following the expiration of the

Due Diligence Period. The date on which Closing Occurs is referred to as the "**Closing Date**." If the Escrow is not in a condition to close by the Closing Date, Escrow Holder, except as otherwise provided herein, shall cancel the Escrow upon receipt of written notice from either Party of such cancellation; provided, however, that if Escrow is not in a condition to close by the Closing Date due to the failure of only one Party to perform, and such failure to perform constitutes a default under this Agreement, and the other Party has fully performed all of the obligations required of it in order to close the Escrow, only the performing Party shall be entitled to provide Escrow Holder with written notice of cancellation. In the absence of any written notice of cancellation, Escrow Holder shall proceed to close the Escrow as soon as possible.

10. **Condition of the Properties**. Except for representations made in writing by Seller prior to the Closing Date:
    a. Purchaser expressly acknowledges that Purchaser is buying the Properties and the Personal Property located thereon in an "AS IS AND WHERE AS" condition, and that it has not relied on any warranties, promises, understandings or representations, express or implied, of Seller or any employee, agent or representative of Seller, or any document relating to the Properties, except as are specifically set forth in this Agreement. Purchaser acknowledges that any and all feasibility or market reports, environmental assessments, engineering studies and other information of any type that Purchaser has received or may receive from Seller or its agents are furnished on the express condition that Purchaser shall make an independent verification of the accuracy of any such information, all such information being furnished without any warranty whatsoever.
    b. Purchaser acknowledges and agrees that neither Seller nor any employee, agent or representative of Seller has made any representation or warranty to Purchaser concerning the Properties or the Personal Property located thereon, including, without limitation, the suitability of the Properties or the Personal Property located thereon for Purchaser's intended use or its compliance with any statutes, ordinances, rules or regulations. Purchaser shall perform and rely solely upon its own independent investigation concerning the Properties and the Personal Property located thereon and the Properties and/or the Personal Property located thereon's compliance with any applicable law. Purchaser acknowledges that it is acquiring the Properties subject to all existing laws, ordinances, rules and regulations, and that neither Seller nor any of Seller's representatives, agents or employees have made any warranties, representations or statements regarding any laws, ordinances, rules and regulations of any governmental or quasi-governmental body, entity, district, or agency having authority with respect to the use, condition or occupancy of the Properties.
    c. Purchaser shall perform and rely solely upon its own investigation concerning Purchaser's intended use of the Properties and the Personal Property located

thereon, the Properties and Personal Property's fitness therefore, and the permissibility of such intended use under applicable statutes, ordinances, rules and regulations.

d. Except as expressly set forth in this Agreement, from and after the Closing, Purchaser will indemnify, defend, and will hold Seller harmless and hereby waives, releases, remises, acquits and forever discharges Seller, its officers, employees, and agents, and their respective heirs, successors, personal representatives and assigns, of and from any and all suits, causes of action, legal, equitable or administrative proceedings, claims, demands, actual damages, punitive damages, losses, costs, liabilities, interest, attorneys fees and expenses of whatever kind and nature, in law or in equity, known or unknown, arising out of or in any way connected with, directly or indirectly, or based upon or arising out of the condition, status, quality, nature or environmental state of the Properties; provided however, such duty to indemnify, defend, and hold Seller harmless shall not apply with respect to Seller's gross negligence or intentional misconduct. It is the intention of this Agreement that, except for Seller's gross negligence and intentional misconduct and except as otherwise expressly set forth herein, any and all responsibilities and obligations of Seller to Purchaser, and any and all rights or claims of Purchaser, its successors and assigns and affiliated entities, with respect to, or as against Seller arising by virtue of, the physical or environmental condition of the Properties are by this release provision declared to be, from and after the Closing, null and void and of no present or future effect as to such parties. With respect to the matters released by Purchaser pursuant to this Section 10, Purchaser waives the benefits of Section 1542 of the Civil Code of the State of California, which provides as follows:

> "A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

11. **Covenants, Warranties and Representations of Seller**. Seller hereby makes the following covenants, representations and warranties:
    a. Except as otherwise disclosed herein, Seller's execution of this Agreement and performance of its obligations hereunder will not violate any agreement, option, covenant, condition, obligation or undertaking of Seller.
    b. Seller is not a "foreign person" as defined in Section 1445(1) of the Internal Revenue Code of 1986, as amended. At the Closing, Seller shall provide Purchaser Affidavits of Non-Foreign Status made under penalty of perjury, if required by Escrow Holder.

c. Except as otherwise disclosed herein, there are no liens on title or actions, suits, or proceedings of any kind or nature whatsoever, legal or equitable, pending or to the best of Seller's knowledge, threatened against Seller, or the Properties and Personal Property located thereon, and relating to or arising out of the ownership, management, or operation of the Properties, in any court or before or by any federal, state, county or municipal department, commission, board, bureau, agency, or other government instrumentality.

d. The Properties are not subject to any third-party leases or other use rights, with the exception of those rights, if any, which may be reflected in the Title Report.

e. Seller will not market the Properties for a period of sixty (60) days from the Effective Date, nor shall Seller or any of its employees, representatives, agents, or affiliates, directly or indirectly, offer the Properties (or any portion thereof), accept any other offers for the purchase and sale of the Properties (or any portion thereof), or solicit any bids or indications of interest, or initiate or otherwise participate in any negotiations or discussions with any person or entity other than Purchaser with respect to the Properties. This exclusivity paragraph shall be legally binding upon Seller, and Seller hereby agrees not to circumvent, avoid, bypass, or obviate, directly or indirectly, the intent of this exclusivity paragraph through any transaction, transfer, pledge, agreement, recapitalization, loan, lease, assignment, or otherwise.

f. To Seller's current actual knowledge, the Properties currently are in compliance in all respects with the rules, regulations, ordinances and laws of all governmental authorities having jurisdiction over the Properties.

g. Seller shall notify Purchaser immediately if Seller becomes aware of any new information or material change concerning the Properties that affect the representations and warranties of Seller under this Agreement.

12. **Covenants, Warranties, and Representations of Purchaser**. Purchaser hereby makes the following covenants, representations and warranties:

a. Purchaser has the authority to enter into this Agreement, purchase the Properties and the Personal Property located thereon, and to otherwise perform as set forth herein. The person executing this Agreement on behalf of Purchaser has the full legal authority and is duly authorized to sign this Agreement on behalf of Purchaser and to bind Purchaser to all of the terms and conditions of this Agreement.

b. Purchaser's execution of this Agreement and performance of its obligations hereunder will not violate any agreement, option, covenant, condition, obligation, or undertaking of Purchaser.

c. There are no actions, suits, or proceedings of any kind or nature whatsoever, legal or equitable, pending or, to the best of Purchaser's knowledge, threatened against Purchaser, in any court or before or by any federal, state, county, or municipal department, commission, board, bureau, agency, or

other governmental instrumentality seeking to challenge Purchaser's ability to purchase the Properties.

13. **Survival of Warranties**. The satisfaction, truth, accuracy, and completeness of each of the representations, warranties and covenants of Purchaser and Seller contained in this Agreement, as of the date hereof and as of the Closing, shall constitute a condition precedent to the obligations of Seller and Purchaser, respectively, hereunder. All representations, warranties, covenants, obligations, responsibilities and agreements set forth herein shall survive the Closing, and Seller and Purchaser each agree to indemnify, defend and hold the other harmless from any claim, demand, liability, loss or cost (including without limitation, reasonable attorneys' fees and costs) which the other may sustain arising out of any breach of and provision of this Section 13.
14. **Leaseback**. Purchaser shall permit Seller, and Seller shall accept, a complimentary leaseback for six (6) months after the Closing. Alternatively, Seller may elect to delay the Closing until June 1, 2026, but shall provide written notice to Purchaser within fifteen (15) days following full execution of this Agreement of Seller's intent to delay the Closing until June 1, 2026.
15. **Seller and Finder's Fee**. In addition to the consideration provided for in Section 2 of this Agreement, Purchaser shall pay up to three percent (3.00%) in Seller and Finder's fees.
16. **Conditions Precedent to Seller's Obligations to Perform**. Seller's obligation to perform as set forth herein is expressly conditioned on satisfaction of each and every one of the following conditions precedent:
    a. Purchaser shall have timely performed each of the acts to be performed by it hereunder.
    b. Each of Purchaser's representations and warranties set forth herein shall be true at the Closing as if affirmatively made at that time.
    c. Purchaser shall not have timely exercised any right set forth in this Agreement to cancel the Escrow or terminate this Agreement.
17. **Conditions Precedent to Purchaser's Obligation to Perform**. Purchaser's obligation to perform as set forth herein is hereby expressly conditioned on satisfaction of each and every one of the following conditions precedent:
    a. Seller shall have timely performed each of the acts to be performed by it hereunder.
    b. Each of Seller's representations and warranties set forth herein shall be true at the Closing as if affirmatively made at that time.
    c. Seller shall not have timely exercised any right set forth in this Agreement to cancel the Escrow or terminate this Agreement.
    d. Escrow Holder is committed to issue the Title Policy as set forth above in Section 7.

e. Seller has satisfied all legal requirements for the sale of the Properties in order to grant clear title to Purchaser, subject to those conditions and Permitted Exceptions approved by Purchaser.

18. **Establishment of Escrow**. Upon execution of this Agreement by the Parties, a duplicate original of this Agreement shall be deposited with Escrow Holder. The general provisions of Escrow Holder's escrow instructions shall not impose any additional obligations or liabilities on the Parties. If any of the general provisions conflict with the provisions of this Agreement, the provisions of this Agreement shall control.
19. **Deposits into Escrow**. The Parties shall make the following deposits into Escrow at or prior to the Closing:
    a. Seller shall deposit an executed and acknowledged original Grant Deed conveying good and marketable title to the Properties, subject to all Permitted Exceptions.
    b. Purchaser shall deposit all funds when and as required hereby (including, without limitation, the Purchase Price, all amounts necessary to pay Purchaser's share of the closing costs), and such other amounts as Purchaser has agreed to pay under this Agreement, or as required by Escrow Holder, and a preliminary change of ownership report for Kings County.
    c. Both Parties shall execute and deliver such additional documents as Escrow Holder reasonably may deem necessary in order to effectuate the transaction set forth in this Agreement and to close the Escrow.
20. **Prorations**. Escrow Holder shall prorate the following items, as of the Closing, using a 365-day year: all real and personal property taxes and all other charges or assessments relating to the Properties using the latest tax bills. Purchaser shall pay any supplemental taxes assessed pursuant to Chapter 3.5 (Section 75) of the California Revenue and Taxation Code resulting from the sale of the Properties to Purchaser. Escrow Holder is not responsible for utility or insurance costs and premiums, all of which shall be prorated outside the Escrow by the Parties.
21. **Title Insurance**. At the Closing, Escrow Holder shall issue, effective as of that date, the Title Policy described in Section 7 of this Agreement.
22. **Costs and Expenses**. Costs and expenses shall be borne by the Parties as follows:
    a. The Title Policy premium shall be paid by Seller, except that any increase in the Title Policy premium associated with Purchaser's acquisition of an ALTA policy, if Purchaser desires such policy, or endorsements requested by Purchaser shall be paid by Purchaser; provided, however, that any endorsements which are requested by Purchaser as an accommodation and at the request of Seller shall be paid by Seller;
    b. Documentary transfer taxes and costs of preparing and recording the Grant Deeds shall be paid by Seller; and
    c. All Escrow Fees shall be shared equally between Purchaser and Seller.

All other costs of closing the Escrow, including, without limitation, filing fees, other recording fees and otherwise, shall be shared by the Parties equally. Each Party shall bear its own legal fees and costs. Purchaser shall deposit additional funds into Escrow in an amount equal to its share of the closing costs as determined by Escrow Holder. Escrow Holder is hereby authorized to withhold Seller's share of the closing costs from funds otherwise distributable to Seller.

23. **Procedure for Closing**. Escrow Holder shall close the Escrow by doing the following:
    a. Pay from funds deposited by Purchaser all claims, demands and liens necessary to place title to the Properties in the condition set forth in Section 6 of this Agreement;
    b. Pay Seller's share of the closing costs from funds otherwise distributable to Seller;
    c. Pay from funds deposited by Purchaser (other than the Purchase Price), Purchaser's share of closing costs;
    d. Prorate real and personal property taxes and all other charges or assessments as set forth in Section 20 of this Agreement;
    e. Record Seller's Grant Deed in the Official Records of Kings County and direct the County Record to affix the transfer tax after recording, return the recorded Grant Deed to Purchaser with a conformed copy to Seller, and file Purchaser's preliminary change of ownership report in Kings County, as appropriate; and
    f. Unless otherwise instructed by Seller, unilaterally deliver the remaining funds held in Escrow, less payments authorized hereunder, to Seller by Escrow Holder's check.
24. **Failure to Close**. If Escrow shall fail to close as a result of Purchaser's breach of any of its obligations hereunder, then, in accordance with the provisions of Section 4 hereinabove, upon demand of Seller, Escrow Holder shall terminate the Escrow, immediately deliver the Deposit, accrued interest on the Deposit, and all documents that Seller previously deposited into Escrow (collectively "**Seller's Documents**") to Seller, deliver Purchaser's preliminary change of ownership report to Purchaser, and charge Purchaser for any cancellation charges. If the Escrow shall fail to close as a result of Seller's breach of any of its obligations hereunder, or upon Purchaser's election to terminate in accordance with the provisions of this Agreement, then upon demand of Purchaser, Escrow Holder shall terminate the Escrow, immediately cause to be delivered the Deposit and accrued interest to Purchaser, deliver Seller's Documents to Seller, deliver Purchaser's preliminary change of ownership report to Purchaser, and charge Seller for any cancellation charges. If the Escrow fails to close through no fault of either Purchaser or Seller, upon the demand of either Party, Escrow Holder shall return Purchaser's preliminary change of ownership report to Purchaser, return Seller's Documents to Seller, return the entire Deposit and accrued interest to Purchaser, and cancel the Escrow, with all cancellation charges to be borne equally by Purchaser and Seller.

25. **Attorneys' Fees.** In the event of any action between Purchaser and Seller seeking enforcement of any of the terms and conditions of this Agreement, or in connection with the Properties and/or the Personal Property located thereon, the prevailing Party in such action shall be awarded, in addition to damages, injunctive or other relief, its reasonable costs and expenses, including, but not limited to, taxable costs and reasonable attorneys' fees. Purchaser and Seller agree that any such action shall be venued in Kings County, California or in the Federal District Court in Fresno, California.
26. **Indemnification of Escrow Holder.** Escrow Holder shall be indemnified and held harmless by Purchaser and Seller against any and all costs, damages, attorneys' fees, expenses and liabilities which it incurs or sustains in connection with the Escrow, except for such items as may be caused by Escrow Holder's misconduct or negligence.
27. **Notice.** Except as otherwise expressly provided herein, any notice, consent, authorization or other communication to be given hereunder shall be in writing and shall be deemed duly given and received when delivered personally, when transmitted by facsimile or e-mail if receipt is acknowledged by the addressee, one (1) business day after being deposited for next-day delivery with a nationally recognized overnight delivery service, or five (5) business days after being mailed by first class mail, charges and postage prepaid, properly addressed to the Party to receive such notice at the last address furnished for such purpose by the Party to whom notice is directed and addressed as follows:

To Seller:
Richard and Linda Alanis, Trustees of the Richard and Linda Alanis Trust dated December 13, 2005
1301 Lark Circle
Hanford, CA 93230

To Purchaser:
Chris Tavarez, City Manager
CITY OF HANFORD
319 N. Douty Street
Hanford, CA 93230
FAX: (559) 585-2595

To Purchaser's Legal Counsel:
Nicholas M. Matoian
GRISWOLD, LaSALLE, COBB, DOWD & GIN, LLP
111 East Seventh Street
Hanford, CA 93230
FAX: (559) 582-3106

28. **Sole and Only Agreement**. This Agreement supersedes any and all other agreements, either oral or in writing, between the Parties hereto and with respect

to the matters set forth herein and contains all of the covenants and agreements between the Parties regarding said matters. Except as otherwise provided herein, each Party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or in writing, have been made by any Party or anyone acting on behalf of any Party which are not embodied in this Agreement and no other agreement, statement or promise shall be valid or binding.

29. **Further Action**. The Parties agree to perform all further acts, and to execute, acknowledge, and deliver any documents that may be reasonably necessary, appropriate or desirable to carry out the purposes of this Agreement.
30. **Waiver**. A waiver of any breach of this Agreement by any Party shall not constitute a continuing waiver or a waiver of any subsequent breach of the same or any other provision of this Agreement.
31. **Choice of Laws**. This Agreement shall be governed by the laws of the State of California and any question arising hereunder shall be construed or determined according to such law.
32. **Headings**. Headings at the beginning of each numbered section of this Agreement are solely for the convenience of the Parties and are not a part of this Agreement.
33. **Survival**. All of the provisions of this Agreement shall survive the Closing and shall remain binding upon the Parties.
34. **Time**. Time is of the essence, it being understood that each date set forth herein, particularly the Closing, and the obligations of the Parties to be satisfied by such dates have been the subject of specific negotiations by the Parties.
35. **Counterparts**. This Agreement may be signed by the Parties in different counterparts and the signature pages combined to create a document binding on all Parties.

Signatures follow on next page.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first hereinabove written.

"**SELLER**"

THE RICHARD AND LINDA ALANIS TRUST dated December 13, 2005

Dated: _____, 2026

_____

By: Richard Alanis, Trustee

Dated: _____, 2026

_____

By: Linda Alanis, Trustee

"**PURCHASER**"

CITY OF HANFORD, a municipal corporation

Dated: _____, 2026

_____

By: Chris Tavarez

Its: City Manager

EXHIBIT "A"

LEGAL DESCRIPTION OF THE PROPERTIES

APNs 012-045-006 and 012-045-007

LOTS 10 TO 16, INCLUSIVE, IN BLOCK 117, AS SHOWN ON THAT CERTAIN MAP WHICH WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF TULARE, STATE OF CALIFORNIA, ON SEPTEMBER 24, 1882 IN BOOK 1 OF LICENSED SURVEYORS PLATS PAGE 35 ALSO FILED IN THE OFFICE OF THE RECORDER OF THE CITY OF HANFORD, COUNTY OF KINGS, STATE OF CALIFORNIA, ON DECEMBER 29, 1969 IN MAP BOOK AT PAGE 11.

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** GENERAL BUSINESS

SUBJECT:
Amendment to the Executive Management Employees Association (EMEA) Compensation and Benefits Summary

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RECOMMENDATION:

Recommendation: That the City Council, by motion, approve the attached updated Compensation and Benefits Summary between the City of Hanford (City) and the Executive Management Employees Association and authorize City staff to amend all other documents that may be necessary to implement the approved changes.

BACKGROUND:

Following a recent review of Education Pay and Longevity Pay, conducted in consultation with legal counsel and in coordination with compliance review by California Public Employees' Retirement System (CalPERS), it was determined that revisions to the existing agreement are necessary to ensure compliance with applicable CalPERS regulations, specifically the Public Employees' Retirement Law (PERL).

As a result, the City has updated the Compensation and Benefits Summary to incorporate a previous side letter agreement and to align with these regulatory requirements. Under the revised provisions, additional pay incentives will be reported to CalPERS only to the extent permitted by PERL and consistent with CalPERS administrative guidance.

In order to implement these revisions, the amended Compensation and Benefits Summary must be formally approved by the City's governing body, the City Council.

FISCAL IMPACT:

The amendments are clarifying in nature; therefore, the fiscal impact is expected to be minimal, if any.

ATTACHMENTS:
1. Red Lined EMEA Comp Benefit Summary 2025-2027 03-17-2026
2. Final EMEA Comp Benefit Summary 2025-2027 03-17-2026

Compensation and Benefit Summary

for the

Executive Management Employees Association

Last Revised: ~~07/15/2025~~03/17/2026

July 1, 2025 to June 30, 2027

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SECTION 1

Application

This document summarizes the compensation and benefits currently provided to members of the Executive Management Employees Association (EMEA) as approved by City Council action. Any future changes to any section of this document will be incorporated upon adoption by City Council, side agreement or upon changes implemented by State or Federal law.

This document applies to all positions designated as Department Heads including but not limited to:

Community Development Director
Finance Director
Fire Chief
Parks and Community Services Director
Police Chief
Public Works Director
Utilities and Engineering Director

Positions not listed above, but created and designated as a Department Head or Executive Management through the City's recognition process are covered by the terms herein. The same benefits that are afforded to the Executive level employees are also provided to those assigned to the position of Deputy City Manager and City Manager.

Term

This agreement shall be effective for the period of July 1, 2025 through June 30, 2027.

SECTION 2

Wages

$1,200 non-pensionable stipend and four percent (4%) salary increase effective the first full pay-period after agreement has been formally ratified.

Four percent (4%) salary increase effective the first full pay period in July 2026.

In a prior agreement, salary information was compared using data from five (5) comparable agencies (Delano, Madera, Merced, Tulare, and Visalia).:

Direct Deposit

All employees will enroll in the City's direct deposit program.

Management Leave

Department Heads shall receive eighty (80) hours of Management Leave. It is preferred that Management Leave be used as time off. An employee may also cash out up to sixty-four (64) hours of their Management Leave or convert all or a portion of their leave to deferred compensation by completing the required form and returning it to the Payroll office in advance of the payroll deadline. Any Management Leave hours not taken by PP025 will be compensated their cash out balance, up to sixty-four (64) hours if available in PP026. Under no circumstances shall available Management Leave hours be carried over to a new calendar year.

Department Heads who are hired throughout the year will receive a pro-rated amount of Management Leave hours and shall follow the Management Leave Plan as noted in the paragraph above.

Department Heads who leave the City of Hanford with Management Leave hours available will be compensated their cash out balance, up to sixty-four (64) hours if available

Tuition Reimbursement

Pursuant to Administrative Regulation 1.13, regular employees are eligible to receive tuition reimbursement up to $5,000 per fiscal year for courses taken to obtain a bachelor's, master's or doctoral degree only (no training/certificate course work).

Mileage Reimbursement

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

Car Allowance

The Fire Chief and Police Chief are assigned a City vehicle for take home use to be used consistent with the City's vehicle policy.

Other Department Heads shall receive a monthly car allowance of $500.

Cell Phone Allowance

Department Heads are provided with a cell phone/internet reimbursement allowance in accordance with Administrative Regulation 1.26.

Uniform Allowance

A newly appointed Fire Chief or Police Chief 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 employees do not maintain 12 consecutive months of service with the City, such employee 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.

Thereafter the Fire Chief and Police Chief shall receive an annual uniform/clothing allowance of $1,200.

Per Diem

The City shall reimburse EMEA employees according to the provisions outlined in the Administrative Regulation 1.05.

Longevity Pay

Employees shall receive an increase upon completion of the following consecutive years of active services with the City of Hanford:
Five (5) years of service: 2.5%
Ten (10) years of service: an additional 2.5%

Fifteen (15) years of service: an additional 2.5%
Twenty (20) years of service: an additional 2.5%
(Maximum allowance of 10%)

Active service shall be defined as an employee who is in a continued pay status and an employee who is on approved leave (including paid or unpaid military leave). Time off for discipline leave shall not be time counted towards longevity, but such leave shall not constitute as a break in active service as it relates to longevity.

Upon appointment to an executive level position, the City Manager shall have the discretion to provide longevity pay based on years of service at another public entity (State, County or City municipality) in a management or technical level position. Verification of years of service, title and job functions will be conducted through the Human Resources office prior to awarding longevity pay.

If an employee was previously full-time, transitioned to a part-time position or separated from the City of Hanford and then was rehired to a full-time position, their previous years in a full-time position will count when calculating CalPERS reportable longevity pay. Such employees are responsible for completing the necessary form if they believe they qualify. No retroactive pay will be provided for untimely notice.

Only years of service with the City will be reported to CalPERS to the extent permitted by the Public Employees' Retirement Law, applicable regulations, and CalPERS administrative guidance.

Educational Pay

~~EMEA employees who obtain and maintain one of the certificates as noted below in the "Educational" tab of CalPERS "Special Compensation Type Reportability Table," shall receive a five percent (5%) increase to their base salary per month, effective the first full pay period after the City receives proof of certification (unless noted otherwise). This compensation shall be provided on an ongoing basis, provided the certification is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification going forward.~~

~~Compensation awarded during any period in which the employee fails to maintain the required certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.~~

~~Special Compensation Type~~	~~Classic~~	~~PEPRA~~	~~Notes~~
~~Applicator's Differential~~	~~Yes~~	~~Yes~~	~~-~~
~~Certified Public Accountant Incentive~~	~~Yes~~	~~Yes~~	~~-~~

Special Compensation Type	Classic	PEPRA	Notes
Educational Incentive	Yes	Yes	The City's Payroll Division will review and coordinate with CalPERS to verify eligibility. Individuals who meet CalPERS reportability requirements will be identified in this section. Compensation will begin the first pay period after eligibility has been confirmed by CalPERS.
Engineering Registration Premium	Yes	Yes	Only for engineers
Government Agency Required Licenses	Yes	Yes	The City's Payroll Division will review and coordinate with CalPERS to verify eligibility. Individuals who meet CalPERS reportability requirements will be identified in this section. Compensation will begin the first pay period after eligibility has been confirmed by CalPERS.
International Conference of Building Officials (ICBO) Certificate	Yes	Yes	Only for building inspectors
Mechanical Premium	Yes	Yes	Only for mechanics with a Brake Adjustment License, SMOG Inspector License, etc.
National Institute of Automotive Service Excellence (NIASE) Certificate	Yes	Yes	Only for mechanics
Notary Pay	Yes	Yes	Only for clerical employees
Peace Officer Standards Training (POST) Certificate Pay	Yes	Yes	Only for safety police

Certified Public Accountant Incentive - Employees assigned to the position of Finance Director (or equivalent title) who obtain and maintain a Certified Public Accountant license shall receive a five percent (5%) increase to their base salary per month, payable with the normal payroll effective the first full pay period after the City receives confirmation of the license. This compensation shall be available to all employees assigned to the position of Finance Director (or equivalent title) without exclusion.

Engineering Registration Premium - Employees assigned to the position of Public Works Director and/or Utilities and Engineering Director (or equivalent title) who have taken and passed a California engineering proficiency exam and are registered with the State of California shall receive a five percent (5%) increase to their base salary per month, payable with the normal payroll effective the first full pay period after the City receives confirmation of the license. This

~~compensation shall be available to all employees assigned to the position of Public Works Director and/or Utilities and Engineering Director (or equivalent title) without exclusion.~~

~~Peace Office Standards Training (POST)Premium – Employees assigned to the position of Police Chief (or equivalent title) who obtain and maintain a POST Executive certificate shall receive a five percent (5%) increase to their base salary per month payable with the normal payroll effective the first full pay period after the City received confirmation of the certificate. This compensation shall be available to all employees assigned to the position of Police Chief (or equivalent title) without exclusion.~~

~~Chief Fire Officer Premium – Employees assigned to the position of Fire Chief (or equivalent title) who obtain and maintain a State Fire Marshal Executive Chief Fire Officer Certificate shall receive a five percent (5%) increase to their base salary per month payable with the normal payroll effective the first full pay period after the City received confirmation of the certificate. This compensation shall be available to all employees assigned to the position of Fire Chief (or equivalent title) without exclusion.~~

~~The City will pay for the cost associated with maintaining and renewing such licenses.~~

~~National/State/Renewable Certifications~~
~~National, State or renewable licenses/certificates obtained by employees assigned to EMEA will be reviewed by the City Manager to determine if it is related to the position and benefits the job and the City. It is expressly understood that positions and assignments eligible for additional pay (2.5% increase) will be determined solely at the discretion of the City Manager and unlike the specific certifications described above will not be reported to CalPERS as pensionable income.~~
~~Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.~~

~~The City will pay for the cost associated with maintaining and renewing such certification (if applicable).~~

~~Other Certifications~~
~~Other certifications obtained by employees assigned to EMEA will be reviewed by the City Manager to determine if it is related to the position and benefits the job and the City. It is expressly understood that positions and assignments eligible for additional pay (1% increase) will be determined solely at the discretion of the City Manager and unlike the specific certifications described above will not be reported to CalPERS as pensionable income.~~

~~The maximum amount provided in total for Education Pay is five percent (5%).~~

5% Certifications/Licenses
Employees represented by EMEA including those assigned to the position of City Manager and Deputy City Manager, who obtain and maintain one of the certifications/licenses specified below shall receive an additional five percent (5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is

maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification/license going forward (if renewable). Compensation awarded during any period in which the employee fails to maintain the certification/license may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

Compensation will begin the first pay period after eligibility has been confirmed by Human Resources. In order to be eligible for education pay, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities

Certified Public Accountant Incentive – Available to management level employees assigned to the Finance Department who obtain and maintain a Certified Public Accountant license.

Engineering Registration Premium – Available to management level employees assigned to the Utilities and Engineering or Public Works Department who have taken and passed a California engineering proficiency exam and are registered with the State of California.

Peace Officer Standards Training (POST) Premium – Available to sworn safety employees who obtain and maintain a POST Executive certificate.

Chief Fire Officer Premium – Available to sworn safety employees who obtain and maintain a State Fire Marshal Executive Chief Fire Officer Certificate.

2.5% National/State/Renewable Certifications

Employees represented by EMEA including those assigned to the position of City Manager and Deputy City Manager, who obtain and maintain a National, State or renewable licenses/certificates shall receive an additional two and one-half percent (2.5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. In order to be eligible, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 2.5% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the license/certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

1% Other Certifications

Employees represented by EMEA including those assigned to the position of City Manager and Deputy City Manager, who obtain other certifications shall receive an additional one percent (1%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification is maintained and remains valid. In order to be eligible, the certificates must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 1% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

The maximum amount provided in total for Education Pay is five percent (5%). Employees receiving Educational Pay under previous terms prior to July 15, 2025, which is not listed under these terms, will maintain that additional compensation if the certificate remains valid, is not required of their position and is pertinent to their job. However, the additional compensation will not be considered as pensionable income.

Special Assignment Pay

Water Certification Premium - Employees assigned to the position of Public Works Director and/or Utilities and Engineering Director (or equivalent title) who routinely and consistently are assigned to test local water quality for compliance with governmental health standards and have obtained a Grade V or higher water distribution, water treatment or wastewater treatment certificate shall receive a five percent (5%) increase to their base salary per month payable with the normal payroll effective the first full pay period after the City receives the certificate. This compensation shall be provided on an ongoing basis provided the certification is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification going forward. The City will pay for the cost associated with maintaining and renewing such certifications.

EMEA employees who are assigned to special assignment duties or work conditions on a routine or consistent basis as outlined in the "Special Assignment" tab of CalPERS "Special Compensation Reportability Table" may be eligible to receive a five percent (5%) increase to their base salary per month, payable with the normal payroll. To receive this pay, employees

must submit a written request to the City Manager demonstrating their eligibility and include any related certifications earned, if applicable. Upon approval, the City's Payroll Division will coordinate with CalPERS to confirm eligibility. Employees who meet CalPERS reportability standards will be listed in this section.

The special compensation will commence with the first pay period following CalPERS' confirmation of eligibility and will continue as long as the qualifying duties or conditions persist. If related certifications are earned and subject to renewal, employees must provide updated documentation to the Human Resources Division. The City will pay for the cost associated with maintaining and renewing such certification (if applicable).

The maximum amount provided in total for Special Assignment Pay is five percent (5%).

Acting Pay

When an employee is temporarily assigned to a position in a higher classification (employee leaves their current position and assumes the duties and responsibilities of a higher-level classification), they shall have their base salary adjusted to the base pay for the higher classification at Step 1 or the step that provides them with a minimum of a five-percent (5%) increase commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

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.

Working out of Classification

If an employee is assigned to perform duties that are distinct, separate and normally performed by employees in a different classification (higher or lower) for more than 51% of their working hours, they shall receive a five-percent (5%) increase in their base salary commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

Working out of class assignment may be discontinued by the City Manager any time; however, employees shall not be rotated in and out of working out of class assignments to avoid providing additional compensation.

Working out of classification pay shall not be considered as part of the employee's base pay when computing the rate due upon promotion to a higher classification.

Any working out of classification assignment shall not exceed six months in a fiscal year unless written approval is received by the City Manager.

Any employee who feels they are working out of classification and not receiving compensation for their additional duties may submit supportive documentation to the City Manager outlining a

detailed listing of all duties performed and the amount of time he/she spends on those duties. The City Manager shall review and render a decision in writing within twenty (20) calendar days after receiving the employee's supportive documentation. The decision of the City Manager shall be final.

Severance Pay

Department Heads, if terminated without cause shall be entitled to receive six (6) months of severance payments, the equivalent of six (6) months of their monthly salary upon termination subject to all state and federal withholding. Represented members of EMEA may not be terminated within six (6) months of hire of a new City Manager, unless with cause.

SECTION 3

Health Insurance

Medical
The City shall offer optional medical plans including but not limited to a PPO, EPO and/or a high deductible plan with employee sponsored Health Savings Account (HSA), if applicable. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect the PPO plan.

Dental
The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect a dental plan.

Vision
The City shall pay one hundred percent (100%) of the total premium cost of all regular and probationary employees who elect an employee only vision plan. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, who elect a vision plan with dependent coverage.

Retirement

Miscellaneous Employees
The City shall provide the 3% @ 60 retirement plan to miscellaneous employees under the California Public Employees (CalPERS) retirement system.

Pursuant to State law, miscellaneous employees hired on or after January 1, 2013, shall be provided with the 2% @ 62 retirement plan under the California Public Employees (CalPERS) retirement system.

Sworn-Safety Employees
The City shall provide the 3% @ 55 retirement plan to safety employees under the California Public Employees (CalPERS) retirement system.

Pursuant to State law, safety employees hired on after January 1, 2013, shall be provided with the 2.7% @ 57 retirement plan under the California Public Employees (CalPERS) retirement system

All employees shall pay the required employee contribution as determined by CalPERS.

State Disability Insurance

~~Employees shall be enrolled in a Short-Term Disability (STD) and Long-Term Disability (LTD) plan through a private vendor (not California State Disability Insurance). Both Short and Long Term Disability Insurance is provided to all employees within this group at the employee's cost.~~

~~Payments may be available to employees who cannot work due to sickness or non-work-related injury. An employee's full salary will continue by using accrued leave (vacation, sick and/or other accrued and available leave). Payments received by the employee from the private vendor shall be turned into the City's Human Resources office upon receipt by the employee. When such checks are received by the City, the employee's sick leave balance shall be reimbursed, equivalent to the dollars received. At such time that the employee no longer has adequate leave balances available to use to maintain their income, the employee is no longer required to submit their disability payments to the City.~~

~~If it is decided that EMEA elects to cancel or amend their existing plans, a written notice must be provided to the Human Resources office ninety days in advance of the new calendar year commencing.~~

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.

Life Insurance

The City pays the premium for a $200,000 group life insurance policy for Department Heads. The City also provides employees an option to purchase additional life insurance at the employee's expense.

Flexible Spending and Voluntary Benefit Plan

The City provides employees an option to enroll in a Section 125 plan at the employee's expense.

Deferred Compensation

EMEA employees are eligible to receive a matched employer contribution for deferred compensation up to $75.00 per pay period.

SECTION 4

Standard Work Period

The standard workday shall consist of eight (8) hours, and the standard work period shall consist of forty (40) hours worked within five (5) consecutive days. However, alternative work schedules (including telecommuting options) may be implemented based on operational needs, and with the approval from the City Manager.

Such schedules may include compressed or adjusted workweeks, as defined in City policy (e.g., AR 1.17), including, but not limited to, 4/10, 9/80 or 4/9/4 formats.

The implementation of any alternative schedule shall remain subject to operational requirements, legal compliance, and approval procedures. Participation is voluntary and may be modified or discontinued by the City at its discretion. Specific hours and workdays under such schedules are not guaranteed and may vary.

Holidays

I. The following holidays are recognized as municipal holidays for pay purposes and all regular and probationary employees shall have these days off and shall receive eight (8) hours holiday pay per holiday:

1) New Year's Day, January 1
2) Martin Luther King Day, the third Monday in January
3) Washington's Birthday, the third Monday in February
4) Memorial Day, the last Monday in May
5) Independence Day, July 4
6) Labor Day, the first Monday in September
7) Veterans Day, November 11
8) Thanksgiving Day, the fourth Thursday in November
9) The day after Thanksgiving, the fourth Friday in November
10) Christmas Eve, December 24
11) Christmas Day, December 25
12) New Year’s Eve, December 31

13) 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.

Employees assigned to an alternative work schedule may utilize management leave or vacation hours to supplement holiday hours.

II. Employees shall be credited with not more than two (2) floating holidays (16 hours total) to be taken no later than December 15th of each calendar year, at the employee's discretion, subject to staffing needs. New employees hired on or after the pay-period containing July 1st shall only receive one (1) floating holiday (8 hours total) to be taken no later than December 15th at the employee's discretion subject to staffing needs. The floating holiday shall be capped at eight (8) hours each and can be taken in two (2) hour increments. Floating holidays do not roll over from calendar year to the next and has no cash value.

III. When a paid holiday falls on a Saturday, the previous Friday shall be deemed to be 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.

When Christmas Eve and /or New Year's Eve falls on a Sunday, the following Monday shall be deemed to be the holiday and the Christmas Day and or New Year's Day holiday will be observed on Tuesday.

IV. In the event a paid holiday falls within an employee's vacation period, which would have excused the employee from work and for which no other compensation is made, said holiday shall not be charged as a vacation day.

V. Paid Holiday Closure - City offices (where possible) will be closed Christmas Eve through New Years Day. Nothing shall prevent a Department Head from working on a holiday. If any employee is required to work during this period when their office is closed or is not permitted to have the time off in their department due to the nature of their position, these employees shall note "Exempt OT" on their timesheet to accurately record hours worked.

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:
   3.39 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 fifteen (15) years:
   5.24 hours per bi-weekly pay period, 136 hours annually

4) Sixteen (16) through nineteen (19) years
   6.16 hours per bi-weekly pay period, 160 hours annually

5) Twenty (20) or more years:
   6.46 hours per bi-weekly pay period, 168 hours annually

Upon appointment to a Department Head position, the City Manager shall have the discretion to provide vacation accrual based on years of service at another public entity (State, County or City municipality) in a management level position. Verification of years of service, title and job functions will be conducted through the Human Resources office prior to awarding the increased vacation accrual.

III. Limits of Accrual

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

IV. Buyback

Employees shall be eligible to cash out accrued vacation hours up to an amount equal to the number of vacation hours used during the same calendar year, not to exceed a maximum of one hundred sixty (160) hours per calendar year.
To qualify for the cash-out:

1) Employees must have used vacation leave during the calendar year in an amount equal to or greater than the number of hours they wish to cash out;

2) The total vacation hours cashed out in a calendar year shall not exceed 160 hours;

3) Employees must retain a minimum vacation balance of forty (40) hours after the cash-out is processed.

With the exception of job-protected medical leave (e.g., FMLA/CFRA), employees who are on non-job-protected leave, including but not limited to workers' compensation leave and administrative leave, shall not be eligible to cash out vacation hours during such periods.

V. 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.

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:

1) A temporary restraining order or restraining order;
2) Other injunctive relief to help ensure the health, safety or welfare of the employee or their children;
3) To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
4) To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault or stalking;
5) To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking;
6) 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. Sick leave balances shall be taken in fifteen (15) minute increments.

G. 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.

H. 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.

I. 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).

J. 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 City Manager approval. Unused vacation shall be retained by the affected employee in accordance with the existing vacation policy.

K. 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.

L. 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. Absences 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 the Public Employees Retirement System, qualifying employees may apply unused sick leave as provided under Section 20862.8 and 20965 of the Government Code.

VI. Reimbursement/Reinstatement of Unused Sick Leave

A. Employees leaving the municipal service shall forfeit all accumulated sick leave unless:
   1) 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.
   2) 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.
   3) 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

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.

Bereavement Leave

Each 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, child, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild or a close relative residing in the household of the employee. Bereavement leave does not count against an employee's sick leave balance. Bereavement leave does not need to be consecutive. There is no limit to the number of times bereavement leave can be taken as long as it is for an employee's family member as described above. Bereavement leave shall be completed within three (3) months of the date of the death of a covered family member. Upon request and within thirty (30) days of the first day of leave, the employee shall provide documentation of the death of a covered family member. Documentation shall include but is not limited to: a death certificate, a published obituary, memorial service announcement or program, etc.

SECTION 5

Peace Officer and Firefighter Bill of Rights

The City agrees to abide by the terms of the Peace Officer Bill of Rights and the Firefighter Bill of Rights, including any amendments thereto.

Legal Defense

The City agrees to provide legal defense for EMEA employees pursuant to Labor Code § 2802.

Reopener for Equity Review

The City of Hanford is open to meeting during the term of the agreement to discuss potential market adjustments. EMEA will be responsible for compiling data to present and support their market adjustment request(s). Upon a reopener, all other provisions and all other sections of the Compensation and Benefit Summary shall remain in full force and effect.

Agreed upon ~~July 15, 2025~~ March 17, 2026

For the City:

~~Mario Cifuentez~~ Chris Tavarez City Manager	Sarah Cardoza Human Resources Manager

For EMEA:

Bradley Albert Parks and Community Services Director	Stephanie Huddleston Police Chief
Daniel Perkins Fire Chief	Frank Senteno Utilities and Engineering Director
Russ Sterling Public Works Director	Destiny Borba- Finance Director

Compensation and Benefit Summary

for the

Executive Management Employees Association

Last Revised: 03/17/2026

July 1, 2025 to June 30, 2027

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SECTION 1

Application

This document summarizes the compensation and benefits currently provided to members of the Executive Management Employees Association (EMEA) as approved by City Council action. Any future changes to any section of this document will be incorporated upon adoption by City Council, side agreement or upon changes implemented by State or Federal law.

This document applies to all positions designated as Department Heads including but not limited to:

Community Development Director
Finance Director
Fire Chief
Parks and Community Services Director
Police Chief
Public Works Director
Utilities and Engineering Director

Positions not listed above, but created and designated as a Department Head or Executive Management through the City's recognition process are covered by the terms herein. The same benefits that are afforded to the Executive level employees are also provided to those assigned to the position of Deputy City Manager and City Manager.

Term

This agreement shall be effective for the period of July 1, 2025 through June 30, 2027.

SECTION 2

Wages

$1,200 non-pensionable stipend and four percent (4%) salary increase effective the first full pay-period after agreement has been formally ratified.

Four percent (4%) salary increase effective the first full pay period in July 2026.

In a prior agreement, salary information was compared using data from five (5) comparable agencies (Delano, Madera, Merced, Tulare, and Visalia).

Direct Deposit

All employees will enroll in the City's direct deposit program.

Management Leave

Department Heads shall receive eighty (80) hours of Management Leave. It is preferred that Management Leave be used as time off. An employee may also cash out up to sixty-four (64) hours of their Management Leave or convert all or a portion of their leave to deferred compensation by completing the required form and returning it to the Payroll office in advance of the payroll deadline. Any Management Leave hours not taken by PP025 will be compensated their cash out balance, up to sixty-four (64) hours if available in PP026. Under no circumstances shall available Management Leave hours be carried over to a new calendar year.

Department Heads who are hired throughout the year will receive a pro-rated amount of Management Leave hours and shall follow the Management Leave Plan as noted in the paragraph above.

Department Heads who leave the City of Hanford with Management Leave hours available will be compensated their cash out balance, up to sixty-four (64) hours if available

Tuition Reimbursement

Pursuant to Administrative Regulation 1.13, regular employees are eligible to receive tuition reimbursement up to $5,000 per fiscal year for courses taken to obtain a bachelor's, master's or doctoral degree only (no training/certificate course work).

Mileage Reimbursement

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

Car Allowance

The Fire Chief and Police Chief are assigned a City vehicle for take home use to be used consistent with the City's vehicle policy.

Other Department Heads shall receive a monthly car allowance of $500.

Cell Phone Allowance

Department Heads are provided with a cell phone/internet reimbursement allowance in accordance with Administrative Regulation 1.26.

Uniform Allowance

A newly appointed Fire Chief or Police Chief 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 employees do not maintain 12 consecutive months of service with the City, such employee 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.

Thereafter the Fire Chief and Police Chief shall receive an annual uniform/clothing allowance of $1,200.

Per Diem

The City shall reimburse EMEA employees according to the provisions outlined in the Administrative Regulation 1.05.

Longevity Pay

Employees shall receive an increase upon completion of the following consecutive years of active services with the City of Hanford:
Five (5) years of service: 2.5%
Ten (10) years of service: an additional 2.5%

Fifteen (15) years of service: an additional 2.5%
Twenty (20) years of service: an additional 2.5%
(Maximum allowance of 10%)

Active service shall be defined as an employee who is in a continued pay status and an employee who is on approved leave (including paid or unpaid military leave). Time off for discipline leave shall not be time counted towards longevity, but such leave shall not constitute as a break in active service as it relates to longevity.

Upon appointment to an executive level position, the City Manager shall have the discretion to provide longevity pay based on years of service at another public entity (State, County or City municipality) in a management or technical level position. Verification of years of service, title and job functions will be conducted through the Human Resources office prior to awarding longevity pay.

If an employee was previously full-time, transitioned to a part-time position or separated from the City of Hanford and then was rehired to a full-time position, their previous years in a full-time position will count when calculating CalPERS reportable longevity pay. Such employees are responsible for completing the necessary form if they believe they qualify. No retroactive pay will be provided for untimely notice.

Only years of service with the City will be reported to CalPERS to the extent permitted by the Public Employees' Retirement Law, applicable regulations, and CalPERS administrative guidance.

Educational Pay

5% Certifications/Licenses

Employees represented by EMEA including those assigned to the position of City Manager and Deputy City Manager, who obtain and maintain one of the certifications/licenses specified below shall receive an additional five percent (5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification/license going forward (if renewable). Compensation awarded during any period in which the employee fails to maintain the certification/license may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

Compensation will begin the first pay period after eligibility has been confirmed by Human Resources. In order to be eligible for education pay, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities

Certified Public Accountant Incentive – Available to management level employees assigned to the Finance Department who obtain and maintain a Certified Public Accountant license.

Engineering Registration Premium – Available to management level employees assigned to the Utilities and Engineering or Public Works Department who have taken and passed a California engineering proficiency exam and are registered with the State of California.

Peace Officer Standards Training (POST) Premium – Available to sworn safety employees who obtain and maintain a POST Executive certificate.

Chief Fire Officer Premium – Available to sworn safety employees who obtain and maintain a State Fire Marshal Executive Chief Fire Officer Certificate.

2.5% National/State/Renewable Certifications

Employees represented by EMEA including those assigned to the position of City Manager and Deputy City Manager, who obtain and maintain a National, State or renewable licenses/certificates shall receive an additional two and one-half percent (2.5%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification/license is maintained and remains valid. In order to be eligible, the certificates/licenses must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 2.5% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the license/certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

1% Other Certifications

Employees represented by EMEA including those assigned to the position of City Manager and Deputy City Manager, who obtain other certifications shall receive an additional one percent (1%) of their base salary paid bi-weekly. This compensation shall be provided on an ongoing basis, provided the certification is maintained and remains valid. In order to be eligible, the certificates must satisfy the following criteria:

- Must not be a requirement of the job position
- Must directly enhance an employee's ability to do their job
- Must relate to the employee's current job classification and responsibilities
- Acceptance is solely at the discretion of the City Manager and will not be reported to CalPERS as pensionable income.

Employees shall receive an additional 1% effective the first full pay period after the City receives the completed Educational Pay Request Form, confirmation of the certificate and approval from the City Manager. Employees are responsible for providing the Human Resources Division with their renewed (if applicable) certificate going forward. Compensation awarded during any period in which the employee fails to renew their certification may be subject to recovery, and such failure may result in disciplinary action up to and including termination.

The maximum amount provided in total for Education Pay is five percent (5%). Employees receiving Educational Pay under previous terms prior to July 15, 2025, which is not listed under these terms, will maintain that additional compensation if the certificate remains valid, is not required of their position and is pertinent to their job. However, the additional compensation will not be considered as pensionable income.

Special Assignment Pay

Water Certification Premium - Employees assigned to the position of Public Works Director and/or Utilities and Engineering Director (or equivalent title) who routinely and consistently are assigned to test local water quality for compliance with governmental health standards and have obtained a Grade V or higher water distribution, water treatment or wastewater treatment certificate shall receive a five percent (5%) increase to their base salary per month payable with the normal payroll effective the first full pay period after the City receives the certificate. This compensation shall be provided on an ongoing basis provided the certification is maintained and remains valid. Employees are responsible for providing the Human Resources Division with their renewed certification going forward. The City will pay for the cost associated with maintaining and renewing such certifications.

EMEA employees who are assigned to special assignment duties or work conditions on a routine or consistent basis as outlined in the "Special Assignment" tab of CalPERS "Special Compensation Reportability Table" may be eligible to receive a five percent (5%) increase to their base salary per month, payable with the normal payroll. To receive this pay, employees must submit a written request to the City Manager demonstrating their eligibility and include any related certifications earned, if applicable. Upon approval, the City's Payroll Division will coordinate with CalPERS to confirm eligibility. Employees who meet CalPERS reportability standards will be listed in this section.

The special compensation will commence with the first pay period following CalPERS' confirmation of eligibility and will continue as long as the qualifying duties or conditions persist. If related certifications are earned and subject to renewal, employees must provide updated documentation to the Human Resources Division. The City will pay for the cost associated with maintaining and renewing such certification (if applicable).

The maximum amount provided in total for Special Assignment Pay is five percent (5%).

Acting Pay

When an employee is temporarily assigned to a position in a higher classification (employee leaves their current position and assumes the duties and responsibilities of a higher-level classification), they shall have their base salary adjusted to the base pay for the higher classification at Step 1 or the step that provides them with a minimum of a five-percent (5%) increase commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

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.

Working out of Classification

If an employee is assigned to perform duties that are distinct, separate and normally performed by employees in a different classification (higher or lower) for more than 51% of their working hours, they shall receive a five-percent (5%) increase in their base salary commencing on the eleventh (11th) consecutive business day in a fiscal year. Designated City holidays shall count towards consecutive business days worked.

Working out of class assignment may be discontinued by the City Manager any time; however, employees shall not be rotated in and out of working out of class assignments to avoid providing additional compensation.

Working out of classification pay shall not be considered as part of the employee's base pay when computing the rate due upon promotion to a higher classification.

Any working out of classification assignment shall not exceed six months in a fiscal year unless written approval is received by the City Manager.

Any employee who feels they are working out of classification and not receiving compensation for their additional duties may submit supportive documentation to the City Manager outlining a detailed listing of all duties performed and the amount of time he/she spends on those duties. The City Manager shall review and render a decision in writing within twenty (20) calendar days after receiving the employee’s supportive documentation. The decision of the City Manager shall be final.

Severance Pay

Department Heads, if terminated without cause shall be entitled to receive six (6) months of severance payments, the equivalent of six (6) months of their monthly salary upon termination subject to all state and federal withholding. Represented members of EMEA may not be terminated within six (6) months of hire of a new City Manager, unless with cause.

SECTION 3

Health Insurance

Medical
The City shall offer optional medical plans including but not limited to a PPO, EPO and/or a high deductible plan with employee sponsored Health Savings Account (HSA), if applicable. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect the PPO plan.

Dental
The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, and their dependents, who elect a dental plan.

Vision
The City shall pay one hundred percent (100%) of the total premium cost of all regular and probationary employees who elect an employee only vision plan. The City shall pay sixty percent (60%) of the total premium cost of all regular and probationary employees, who elect a vision plan with dependent coverage.

Retirement

Miscellaneous Employees
The City shall provide the 3% @ 60 retirement plan to miscellaneous employees under the California Public Employees (CalPERS) retirement system.

Pursuant to State law, miscellaneous employees hired on or after January 1, 2013, shall be provided with the 2% @ 62 retirement plan under the California Public Employees (CalPERS) retirement system.

Sworn-Safety Employees
The City shall provide the 3% @ 55 retirement plan to safety employees under the California Public Employees (CalPERS) retirement system.

Pursuant to State law, safety employees hired on after January 1, 2013, shall be provided with the 2.7% @ 57 retirement plan under the California Public Employees (CalPERS) retirement system

All employees shall pay the required employee contribution as determined by CalPERS.

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.

Life Insurance

The City pays the premium for a $200,000 group life insurance policy for Department Heads. The City also provides employees an option to purchase additional life insurance at the employee’s expense.

Flexible Spending and Voluntary Benefit Plan

The City provides employees an option to enroll in a Section 125 plan at the employee’s expense.

Deferred Compensation

EMEA employees are eligible to receive a matched employer contribution for deferred compensation up to $75.00 per pay period.

SECTION 4

Standard Work Period

The standard workday shall consist of eight (8) hours, and the standard work period shall consist of forty (40) hours worked within five (5) consecutive days. However, alternative work schedules (including telecommuting options) may be implemented based on operational needs, and with the approval from the City Manager.

Such schedules may include compressed or adjusted workweeks, as defined in City policy (e.g., AR 1.17), including, but not limited to, 4/10, 9/80 or 4/9/4 formats.

The implementation of any alternative schedule shall remain subject to operational requirements, legal compliance, and approval procedures. Participation is voluntary and may be modified or discontinued by the City at its discretion. Specific hours and workdays under such schedules are not guaranteed and may vary.

Holidays

I. The following holidays are recognized as municipal holidays for pay purposes and all regular and probationary employees shall have these days off and shall receive eight (8) hours holiday pay per holiday:

1) New Year's Day, January 1
2) Martin Luther King Day, the third Monday in January
3) Washington's Birthday, the third Monday in February
4) Memorial Day, the last Monday in May
5) Independence Day, July 4
6) Labor Day, the first Monday in September
7) Veterans Day, November 11
8) Thanksgiving Day, the fourth Thursday in November
9) The day after Thanksgiving, the fourth Friday in November
10) Christmas Eve, December 24
11) Christmas Day, December 25
12) New Year’s Eve, December 31
13) 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.

Employees assigned to an alternative work schedule may utilize management leave or vacation hours to supplement holiday hours.

II. Employees shall be credited with not more than two (2) floating holidays (16 hours total) to be taken no later than December 15th of each calendar year, at the employee's discretion, subject to staffing needs. New employees hired on or after the pay-period

containing July 1st shall only receive one (1) floating holiday (8 hours total) to be taken no later than December 15th at the employee's discretion subject to staffing needs. The floating holiday shall be capped at eight (8) hours each and can be taken in two (2) hour increments. Floating holidays do not roll over from calendar year to the next and has no cash value.

III. When a paid holiday falls on a Saturday, the previous Friday shall be deemed to be 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.

When Christmas Eve and /or New Year's Eve falls on a Sunday, the following Monday shall be deemed to be the holiday and the Christmas Day and or New Year's Day holiday will be observed on Tuesday.

IV. In the event a paid holiday falls within an employee's vacation period, which would have excused the employee from work and for which no other compensation is made, said holiday shall not be charged as a vacation day.

V. Paid Holiday Closure - City offices (where possible) will be closed Christmas Eve through New Years Day. Nothing shall prevent a Department Head from working on a holiday. If any employee is required to work during this period when their office is closed or is not permitted to have the time off in their department due to the nature of their position, these employees shall note "Exempt OT" on their timesheet to accurately record hours worked.

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) <u>From zero (0) through five (5) years:</u>
3.39 hours per bi-weekly pay period, 88 hours annually

2) <u>From six (6) through ten (10) years:</u>

4.62 hours per bi-weekly pay period, 120 hours annually

3) From eleven (11) through fifteen (15) years:
   5.24 hours per bi-weekly pay period, 136 hours annually

4) Sixteen (16) through nineteen (19) years
   6.16 hours per bi-weekly pay period, 160 hours annually

5) Twenty (20) or more years:
   6.46 hours per bi-weekly pay period, 168 hours annually

Upon appointment to a Department Head position, the City Manager shall have the discretion to provide vacation accrual based on years of service at another public entity (State, County or City municipality) in a management level position. Verification of years of service, title and job functions will be conducted through the Human Resources office prior to awarding the increased vacation accrual.

III. Limits of Accrual

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

IV. Buyback

Employees shall be eligible to cash out accrued vacation hours up to an amount equal to the number of vacation hours used during the same calendar year, not to exceed a maximum of one hundred sixty (160) hours per calendar year.
To qualify for the cash-out:

1) Employees must have used vacation leave during the calendar year in an amount equal to or greater than the number of hours they wish to cash out;

2) The total vacation hours cashed out in a calendar year shall not exceed 160 hours;

3) Employees must retain a minimum vacation balance of forty (40) hours after the cash-out is processed.

With the exception of job-protected medical leave (e.g., FMLA/CFRA), employees who are on non-job-protected leave, including but not limited to workers' compensation leave and administrative leave, shall not be eligible to cash out vacation hours during such periods.

V. 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.

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:

1) A temporary restraining order or restraining order;
2) Other injunctive relief to help ensure the health, safety or welfare of the employee or their children;
3) To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
4) To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault or stalking;
5) To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking;
6) 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. Sick leave balances shall be taken in fifteen (15) minute increments.

G. 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.

H. 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.

I. 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).

J. 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 City Manager approval. Unused vacation shall be retained by the affected employee in accordance with the existing vacation policy.

K. 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.

L. 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 <u>Not</u> 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. Absences 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 the Public Employees Retirement System, qualifying employees may apply unused sick leave as provided under Section 20862.8 and 20965 of the Government Code.

VI. Reimbursement/Reinstatement of Unused Sick Leave

A. Employees leaving the municipal service shall forfeit all accumulated sick leave unless:
    1) 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.
    2) 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.

3) 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

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.

Bereavement Leave

Each 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, child, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild or a close relative residing in the household of the employee. Bereavement leave does not count against an employee's sick leave balance. Bereavement leave does not need to be consecutive. There is no limit to the number of times bereavement leave can be taken as long as it is for an employee's family member as described above. Bereavement leave shall be completed within three (3) months of the date of the death of a covered family member. Upon request and within thirty (30) days of the first day of leave, the employee shall provide documentation of the death of a covered family member. Documentation shall include but is not limited to: a death certificate, a published obituary, memorial service announcement or program, etc.

SECTION 5

Peace Officer and Firefighter Bill of Rights

The City agrees to abide by the terms of the Peace Officer Bill of Rights and the Firefighter Bill of Rights, including any amendments thereto.

Legal Defense

The City agrees to provide legal defense for EMEA employees pursuant to Labor Code § 2802.

Reopener for Equity Review

The City of Hanford is open to meeting during the term of the agreement to discuss potential market adjustments. EMEA will be responsible for compiling data to present and support their market adjustment request(s). Upon a reopener, all other provisions and all other sections of the Compensation and Benefit Summary shall remain in full force and effect.

Agreed upon March 17, 2026

For the City:

/s/	/s/
Chris Tavarez	Sarah Cardoza
City Manager	Human Resources Manager

For EMEA:

/s/	/s/
Bradley Albert	Destiny Borba
Parks and Community Services Director	Finance Director
/s/	/s/
Stephanie Huddleston	Daniel Perkins
Police Chief	Fire Chief
/s/	/s/
Russ Sterling	Frank Senteno
Public Works Director	Utilities and Engineering Director

AGENDA
STAFF REPORT

MEETING DATE: 3/17/2026	**AGENDA SECTION:** GENERAL BUSINESS

SUBJECT:
Approval of an additional Appropriation of $532,350 in the General Fund and $689,363 across all Other Funds for the Mid-Year amendment to the 2025-26 Fiscal Year Budget and addition of one (1) FTE Building Inspector I/II to the Personnel Master Budget

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RECOMMENDATION:

Recommendation: Staff recommends, by motion, the City Council approve an additional appropriation of $532,350 in the General Fund and $689,363 across all Other Funds for the mid-year amendment to the 2025-26 Fiscal Year Budget and addition of one (1) FTE Building Inspector I/II to the Personnel Master Budget

Recommended Motion: I move to approve an additional appropriation of $532,350 in the General Fund and $689,363 across all Other Funds for the mid-year amendment to the 2025-26 Fiscal Year Budget and addition of one (1) FTE Building Inspector I/II to the Personnel Master Budget

BACKGROUND:

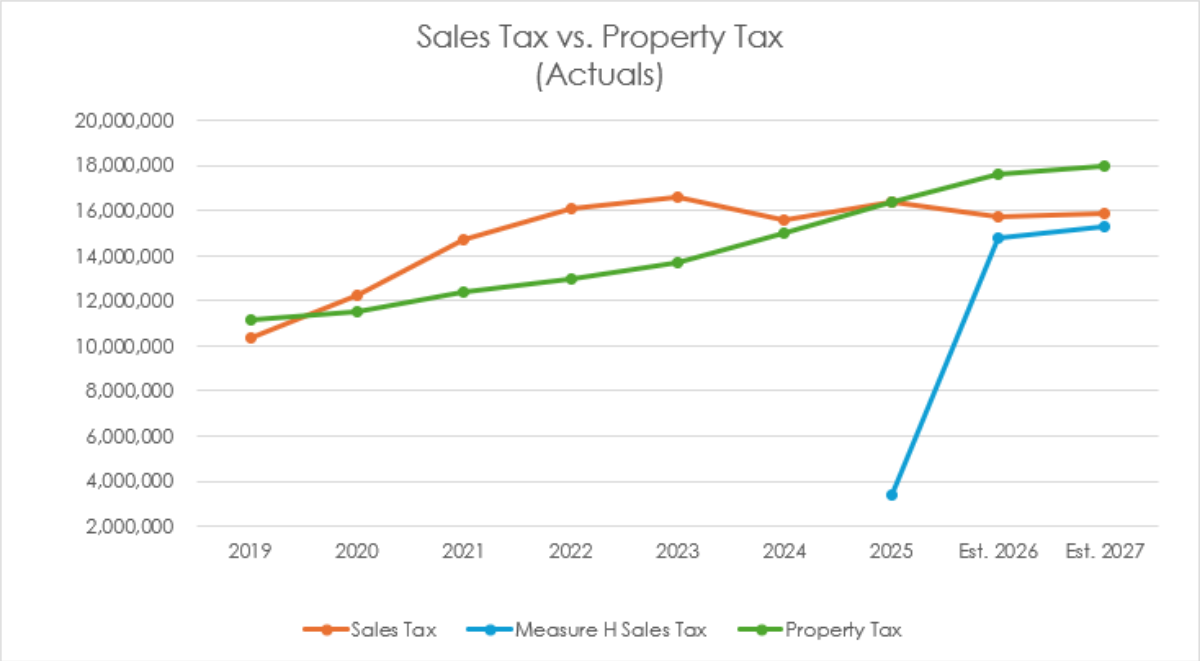
Council adoption of the City's biennial balanced budgets for FY26 & 27 occurred on June 3rd, 2025. A mid-year review occurs during March of the following year and allows for Council to make amendments to the first year (FY26) of the biennial budget, based on a review of the most recent actual activity of the current fiscal year and department requests based on anticipated activity. This update continues the principles that were established by Resolution 20-29-R for a balanced budget adoption. The amendments are typically limited to core needs that support administrative, public safety and essential services to the City and/or offset by increased revenues. Consideration of the current economic climate, as well as alignment with Council's goals and objectives, are important aspects of the review process.

In all other funds excluding the General Fund, new requests for services or positions are reviewed on a fund-by-fund basis to ensure fund balance availability and/or the request is offset by an increase in projected revenues or expenditure savings. Proprietary (Enterprise) fund expenses are recovered by rates collected from customers in order to carry out operations.

REVIEW OF GENERAL FUND REVENUES:

The primary sources of General Fund (GF) revenue are property tax and sales tax. In November 2024, City of Hanford voters approved an additional 1% transactions and use tax, which became effective in April 2025. Although the additional 1% tax is considered General Fund revenue, it is deposited into a separate fund to simplify tracking and reconciliation with the Measure H 10-Year Expenditure Plan.

Chart 1 below illustrates the historical property tax and sales tax revenues received from FY19 through the current fiscal year, along with forecasted revenues for FY26 and FY27:



Tax	2024	2025	2026 Budget	Est. 2026	Est. 2027
Sales Tax	15,559,418	16,364,359	17,000,000	15,700,000	15,845,000
Measure H Sales Tax	-	3,388,557	18,514,670	14,800,000	15,270,000
Property Tax	14,971,332	16,395,360	15,932,000	17,618,000	18,000,000
	30,530,750	36,148,276	51,446,670	48,118,000	49,115,000

Sales Tax Overview

Sales tax forecasts for FY26 indicate revenues are expected to come in below budget, compared to the higher projections available at the time of budget adoption. One reason for this adjustment is the continued impact of inflation that has persisted over the past several years. Sustained inflation can reduce consumer purchasing power, which may lead to lower discretionary spending and, in turn, slower growth in sales tax revenues.

Since 2024, the Federal Reserve has begun lowering interest rates in response to moderating inflation, signs of a cooling labor market, and broader economic uncertainty. Interest rate reductions are generally intended to stimulate economic activity by making borrowing more affordable for businesses and consumers. Current economic forecasts anticipate the possibility of additional rate

reductions in the coming year, which could support increased spending and gradual improvement in sales tax revenues over time. While modest growth is anticipated in the coming years, prudent fiscal management and conservative revenue forecasting remain important.

Recent adjustments to the City's sales tax projections have also been influenced by several one-time and structural factors. These include audit findings identifying revenues that were incorrectly distributed to the City and subsequently adjusted, temporary spikes in taxable sales related to large one-time projects such as solar installations that are deducted from forecasts, and declining taxable sales associated with fuel purchases.

Property Tax Overview

Property tax is a stable and reliable source of revenue. Under Proposition 13, assessed property values may increase by a maximum of 2 percent annually unless a property is reassessed due to a sale or new construction. For the City, property tax revenues have helped offset declines in sales tax revenue, allowing the overall budgeted revenue from these sources to remain relatively consistent.

There is typically a lag between development activity and the realization of property tax revenue due to the time required for property assessment, tax collection, and distribution processes.

As shown in the chart above, property tax revenues increased significantly in FY25 and FY26. This increase is primarily attributable to the annexation of County property into the City between 2024 and 2025, which added hundreds of housing units to the City's tax roll. As a result, the City is now receiving property tax revenue from these homes. In addition, substantial residential construction during this period added new assessed value to the tax base. Newly constructed homes are typically assessed at higher values than much of the existing housing, which further contributes to revenue growth. Home purchases have increased since 2023 despite higher interest rates. However, the length of time on the market is longer and prices have leveled or fluctuated over time.

The City is expected to continue experiencing property tax growth in FY26 to 27 due to ongoing development and the annual allowable increases in assessed values. However, the one-time boost associated with the recent annexations has largely occurred, and the City is unlikely to see the same level of growth in the number of units being added to the tax base. Property tax revenues are therefore expected to continue growing, but at a more moderate and steady pace.

Revenue Summary

Despite these projections, staff is not recommending any changes to the budgeted revenues for sales tax or property tax at this time. Given the significant fluctuations in current sales tax estimates, there remains the possibility that revenue projections may improve. As such, staff recommends maintaining the current budgeted revenue assumptions. In the event that sales tax revenues come in below projections, savings generated from vacant positions could be used to offset a substantial portion of the resulting budget shortfall.

With respect to Measure H revenue projections at approximately $3.7 million less than budgeted, certain capital projects such as street rehabilitation require significant time for engineering, design, and implementation. Due to the nature and timeline of these projects, there is often a natural lag between project planning and construction. This provides flexibility in project scheduling, and if necessary, both street rehabilitation and street preservation projects could be deferred or adjusted to

help maintain fiscal balance.

Staff will conduct a more comprehensive review of the overall budget during the mid-cycle review in June, when updated forecasts will be available and nearly a full year of Measure H revenue data can be analyzed. However, revenue projections will become more reliable once several years of Measure H receipts have been collected and evaluated.

SUMMARY OF CHANGES:

General Fund

The net change to the General Fund is balanced, meaning the projected increase in revenues is sufficient to offset the requested additional appropriations. The total request for additional appropriation in the General Fund is $532,350. The actual impact to the General Fund will be slightly lower due to the City's service allocation process.

Divisions within the General Fund that provide services to other funds/divisions are able to allocate and recover a portion of their costs through reimbursements. Of the $313,000 appropriation requested by the City Council, City Manager-City Clerk, Utilities and Engineering, a small portion will be allocated to funds outside the general fund based on services provided, or staff time related to projects. This allocation process will reduce the overall cost burden on the General Fund.

GF Appropriation Highlights

The Community Services and Recreation Department is requesting two (2) part-time positions:

One (1) Part-Time Aquatics Technician- This position will help ensure that The Plunge receives consistent, year-round pool maintenance. The Aquatics Technician will assist in maintaining a safe, clean, and well-operated facility for the public while working closely with the Pool Manager and complying with all County Health regulations. Currently, the Parks Division assists with routine maintenance at The Plunge, however filling this position will allow Parks staff to step away from these weekly duties and focus on their primary responsibilities. Staff are confident that dedicating a position to pool maintenance will also help reduce the likelihood of major repairs in the future.

One (1) Part-Time Clerical Support- This position will ensure consistent front counter coverage at City Hall. Currently, the front counter is partially managed by the Administrative Assistant, who must also prioritize responsibilities for the City Clerk and City Manager. Adding this position will allow for uninterrupted service and improved customer assistance. The position will also serve as a point of contact for Recreation services and provide additional support during peak periods and special events, such as Winter Wonderland.

In addition, there is an unplanned but necessary capital project involving the replacement of electrical switchgear at the Courthouse. Prior to the sale of the Courthouse, a tree collapsed onto the switchgear, damaging it beyond repair. Unfortunately, the damage is not eligible for an insurance claim. Replacement of the switchgear is required in order to proceed with the planned separation of electrical service between the Courthouse and the Bastille/ice rink, a project that has already been budgeted.

If the switchgear replacement is not completed, the City will be required to estimate the Courthouse's electricity usage and bill the new owners on a monthly basis. The estimated cost of the replacement

project is approximately $50,000 and will be funded through the General Fund. This is consistent with the City's financial structure following the sale of the Courthouse, where the interdepartmental debt owed to the General Fund, as well as all remaining Courthouse liabilities, were assumed by the General Fund.

Chart 2 – General Fund Summary of Changes

	2026 Budget	2026 Amended Budget	Net Change
REVENUES			
GENERAL FUND MAJOR REVENUE SOURCES ONLY	(32,932,000)	(33,318,000)	(386,000)
PLANNING OPERATIONS	(275,000)	(320,000)	(45,000)
UTILITIES & ENGINEERING	(225,000)	(370,000)	(145,000)
	(33,432,000)	(34,008,000)	(576,000)
EXPENSES			
GENERAL FUND - NON-DEPARTMENTAL	-	50,000	50,000
CITY COUNCIL	2,500	7,500	5,000
CITY MANAGER - CITY CLERK	31,800	49,800	18,000
PLANNING OPERATIONS	50,000	105,000	55,000
FIRE - ADMIN/SUPPRESSION	142,000	211,850	69,850
COMM SERV - ADMIN	-	6,500	6,500
COMM SERV - SPORTS	15,000	45,000	30,000
COMM SERV - FACILITIES	229,000	237,000	8,000
UTILITIES & ENGINEERING	35,000	325,000	290,000
	505,300	1,037,650	532,350
Total Net (Balanced) Deficit	(32,926,700)	(32,970,350)	(43,650)

*Budgets shown include sum of only the line items with changes
Requested Appropriations $532,350

Other Funds

Other Funds requested appropriation is $689,363. A major portion of this amount is due to clean up to cost allocation and reimbursement lines associated with the Cost Allocation Plan that was newly implemented for the FY26 & 27. Staff will review and verify that the FY27 amounts are correct during mid-cycle. Overall, this has no effect on the allocation amounts that were and will be expensed but will allow for budget accuracy.

Other Funds Appropriation Highlights

The Building Safety Division is requesting one (1) Building Inspector I/II position. Upon approval of the appropriation by Council the Personnel Master will also be amended to include the new position. The new Building Inspector is needed to maintain service levels and address increasing inspection demand. In 2025, the Building Safety Division completed 15,353 inspections, averaging 61 per working day with three inspectors. Current workloads exceed sustainable daily capacity, particularly when staff are absent, limiting flexibility and increasing operational strain. With additional residential and commercial development anticipated, demand is expected to grow. The Building Official has also been assisting with field inspections to maintain turnaround times. Approval of this position would align staffing with realistic inspection capacity, improve operational resilience, and support continued timely, high-quality inspection services that protect public safety and accommodate ongoing development within the City.

The Police Department has requested an appropriation for the purchase of seven (7) new vehicles. Five (5) vehicles will be assigned to Patrol and two (2) to Administration. Currently, the Police Department fleet includes several patrol vehicles that are over ten (10) years old, which is typically considered the end of their useful life. These vehicles are classified as retired and are used only sparingly, primarily when other vehicles are undergoing repairs, due to higher maintenance costs, mechanical issues resulting from previous accidents, and general reliability concerns. Vehicles of this age are placed in retired status by the Fleet Division and are ultimately sold at auction once replacement vehicles are added to the fleet.

Additionally, due to staffing changes, there is currently a shortage of one (1) administrative vehicle. Adding this vehicle will ensure that Police Department administrative staff are fully supported and will allow the department to comply with the Police Department Take-Home Vehicle Program. This program promotes crime deterrence, faster emergency response times, increased community presence, and stronger community trust. The second administrative vehicle requested is intended to replace an existing retired vehicle, similar to the replacement needs identified for the patrol fleet.

Based on the Police Department's share of the Fleet Replacement Reserve, sufficient funds are available to support this appropriation and purchase while maintaining a fiscally sustainable position for future fleet replacement needs. The shared goal of the Police Department, Fleet Division, and Finance Department is to operate an efficient fleet replacement program that replaces vehicles when necessary while balancing cost considerations and long-term fiscal sustainability.

Lastly, the YAC building and concession stand began operations and opened for business last week. The additional amount requested by the project manager and staff is intended to complete remaining site improvements necessary to fully enhance the facility. These improvements may include, but are not limited to, fencing, exterior coverings or shade structures, and electrical upgrades related to concession kitchen needs. As this site is a community project, the City would like to ensure that, with the available funds, the facility not only looks presentable but also operates efficiently and is fully functional for those who will be managing and using it.

Chart 3 – Other Funds Summary of Changes

	2026 Budget	2026 Amended Budget	Net Change
EXPENSES			
ACCUMULATED CAPITAL OUTLAY	-	30,000	30,000
REFUSE OPERATIONS	1,052,646	1,597,408	544,762
BUILDING SAFETY	1,254,520	1,285,190	30,670
FINANCE - UTILITY BILLING	1,045,041	215,829	(829,212)
WATER OPERATIONS	1,633,025	2,512,237	879,212
BUILDING MAINTENANCE	80,000	100,000	20,000
FLEET REPLACEMENT RESERVE	(2,419,380)	(2,405,449)	13,931
Total Net	2,645,852	3,335,215	689,363

*Budgets shown include sum of only the line items with changes

Requested Appropriations $689,363

General Fund Summary and Outlook

Overall, major revenues within the General Fund (not including Measure H) are projected to come in slightly above the adopted budget. Measure H revenues, which rely solely on sales tax, are projected to come in significantly below budget due to continued declines in sales tax activity. At this time, the variance does not present an immediate fiscal concern. The anticipated course of action will be to defer certain projects until revenues begin to materialize at more sustainable levels. Additional details regarding potential project deferrals will be evaluated and presented during the mid-cycle budget review, when updated revenue forecasts and project development timelines can be more thoroughly analyzed.

Salaries and benefits represent one of the City's largest expenditure categories. With results from labor negotiations taking effect in FY26, overall personnel costs are anticipated to come in slightly under budget. This outcome is consistent with prudent fiscal budgeting practices, which include budgeting at the top step of salary ranges and accounting for anticipated vacancies.

Operational expenditures across departments are currently performing within expected levels. During the development of the adopted budget, anticipated inflationary pressures, increased service demands, and rising operational costs were considered, which have helped maintain expenditures within projected limits. A further review of the FY27 budget for community service related funds and divisions will be necessary to assess the cost impacts associated with County annexations into the City.

The City continues to experience ongoing capital infrastructure needs as identified in the Capital Improvement Plan (CIP). Some projects are contingent upon the availability of grant funding, while others may require local funding sources. In certain circumstances, critical or emergency projects may arise that require the City to identify available funding sources or utilize General Fund reserves to address urgent infrastructure needs.

Looking ahead, sales tax revenues are expected to remain relatively stagnant over the next several years, and property tax growth is anticipated to slow. As a result, the City will need to remain vigilant in managing its financial resources during this period of economic uncertainty. Limiting additional appropriations unless accompanied by corresponding revenue increases or expenditure reductions will help ensure the City maintains long-term fiscal stability.

FISCAL IMPACT:

Staff's recommendation proposes an additional appropriation of $532,350 in the General Fund and $689,363 across all other Funds. The General Fund would maintain a balanced budget due to major revenue sources projected to be slightly higher than budgeted.

For detailed line items of proposed amendments and total budget change by department, see Attachment A.

ATTACHMENTS:

1. General Fund- Detail of Changes
2. Other Funds- Detail of Changes

ATTACHMENT A

GENERAL FUND - DETAIL OF CHANGES
FY 2026

FUND	ORG	ACCT	ACCT DESCRIPTION	2026 BUDGET	2026 AMENDED BUDGET	NET CHANGE	DETAIL
GENERAL FUND MAJOR REVENUE SOURCES ONLY							
0001	0001		PROPERTY TAX	(15,932,000)	(17,618,000)		
0001	0001		SALES TAX	(17,000,000)	(15,700,000)		
TOTAL	**TOTAL**			**(32,932,000)**	**(33,318,000)**	**(386,000)**	Overall net increase based on updated forecasting. Informational only, amendments will not be made
GENERAL FUND							
0001	0001	8*	COURTHOUSE-ELECT SWITCHGEAR REPL	-	50,000		Replacement was necessary prior to sale-not claimable by insurance
TOTAL				**-**	**50,000**	**50,000**	
CITY COUNCIL							
0001	11000000	777000	TRAINING/TRAVEL/MEETING	2,500	7,500		
TOTAL				**2,500**	**7,500**	**5,000**	Increase for addtl training and conference opportunities for Council Members
CITY MANAGER - CITY CLERK							
0001	11100000	749500	PROF AND SPEC SERVICES	31,800	49,800		
TOTAL				**31,800**	**49,800**	**18,000**	Increase for consultant services - strategic planning session for City Council
PLANNING OPERATIONS							
0001	14110000	492200	SUBDIVISION & ZONING FEES	(275,000)	(320,000)		
0001	14110000	749500	PROF & SPEC SERVICES	50,000	105,000		Increase for on-call consulting and environmental review services- mostly reimbursable
TOTAL				**(225,000)**	**(215,000)**	**10,000**	
FIRE - ADMIN/SUPPRESSION							
0001	16100000	732000	COMMUNICATIONS	56,000	75,000		Increase in software costs plus additional software
0001	16100000	749500	PROF & SPEC SERVICES	51,000	74,000		GIS Implementation-improv to Fire Dept data and tracking
0001	16100000	799500	OPERATIONAL CAPITAL OUTLAY	35,000	50,000		Outfitting of 3 new firefighters (filled vacancies)
0001	16100000	7*	ILLEGAL FIREWORKS CAMPAIGN	-	12,850		Campaign kick-off (May-Jun). Hand-outs, signage, addtl need for drone software licenses (Dronesense)
TOTAL				**142,000**	**211,850**	**69,850**	
COMM SERV - ADMIN							
0001	17100000	701300	PART-TIME EMPLOYEES	-	6,500		Addition of PT Clerical Support for addtl counter coverage for Comm Serv & Rec (prorated)
TOTAL				**-**	**6,500**	**6,500**	
COMM SERV - SPORTS							
0001	17110000	767500	COMPLEX EXPENSES	15,000	45,000		Increase in sports complex maintenance & supplies due enhanced oversight by Sports Coordinator
TOTAL				**15,000**	**45,000**	**30,000**	
COMM SERV - FACILITIES							
0001	17160000	701300	PART-TIME EMPLOYEES	229,000	237,000		Addition of PT Aquatic Tech for the Plunge (prorated)
TOTAL				**229,000**	**237,000**	**8,000**	
UTILITIES & ENGINEERING							
0001	20100000	493700	ENGR/INSPECT FEES-SUBDIV	(225,000)	(370,000)		
0001	20100000	749500	PROF AND SPEC SERVICES	35,000	325,000		Increase in surveyor services, mostly reimbursable by developers. Temp addt of engineering inspector
TOTAL				**(190,000)**	**(45,000)**	**145,000**	services due to vacancy, billable to projects.
				Total Net (Balanced) Deficit		**(43,650)**	

ATTACHMENT A

OTHER FUNDS - DETAIL OF CHANGES
FY 2026

FUND	ORG	ACCT	ACCT DESCRIPTION	2026 BUDGET	2026 AMENDED BUDGET	NET CHANGE	DETAIL
ACCUMULATED CAPITAL OUTLAY							
0004	21040000	8*	YAC BLDG SITE IMPROVEMENTS	-	30,000		Improvements- building & concession site
	TOTAL			**-**	**30,000**	**30,000**	
REFUSE OPERATIONS							
0306	20310000	740000	FLEET MAINTENANCE	1,052,646	1,597,408		Incorrect amt based on cost allocation plan (data entry error)
	TOTAL			**1,052,646**	**1,597,408**	**544,762**	
BUILDING SAFETY							
0340	03401340	701000	REGULAR EMPLOYEES	890,490	911,060		
0340	03401340	703300	UNIFORM ALLOWANCE	4,000	4,235		
0340	03401340	707110	RETIREMENT	179,670	182,870		
0340	03401340	707149	OTHER PERSONNEL BENEFITS	29,630	30,000		
0340	03401340	708601	INSURANCE-MEDICAL	134,040	139,890		
0340	03401340	708602	INSURANCE-DENTAL	12,170	12,500		
0340	03401340	708603	INSURANCE-VISION	1,650	1,690		
0340	03401340	708604	INSURANCE-LIFE	2,870	2,945		
	TOTAL			**1,254,520**	**1,285,190**	**30,670**	Addition of one (1) new FTE- Building Inspector I/II (prorated)
FINANCE-UTILITY BILLING							
0390	12100000	753000	CITY SERVICES ALLOCATION	1,045,041	215,829		Incorrect amt based on cost allocation plan (data entry error)
	TOTAL			**1,045,041**	**215,829**	**(829,212)**	
WATER OPERATIONS							
0390	20810000	753000	CITY SERVICES ALLOCATION	1,183,025	2,012,237		Incorrect amt based on cost allocation plan (data entry error)
0390	20810000	765000	CHEMICAL AND CHEMICAL SUPP	450,000	500,000		Update based on PY and current usage
	TOTAL			**1,633,025**	**2,512,237**	**879,212**	
BUILDING MAINTENANCE							
0416	17502100	760000	SPECIAL DEPARTMENTAL EXP	80,000	100,000		Increase in EV station software renewal cost, EV station repairs
	TOTAL			**80,000**	**100,000**	**20,000**	
FLEET REPLACEMENT RESERVE							
0448	20500000	8*	(5) PATROL DURANGOS	-	470,000		To replace retired patrol vehicles scheduled to auction
0448	20500000	8*	(2) PD ADMIN- MID-SIZE SUV	-	100,000		(1) admin vehicle shortage, (1) to replace retired admin vehicle
0448	20500000	910000	ALOC-TRANSFERS/REIMB	(2,419,380)	(2,975,449)		Incorrect amt based on cost allocation plan (data entry error)
	TOTAL			**(2,419,380)**	**(2,405,449)**	**13,931**	
					Total Net Amount	**689,363**	

Warrant Register

Check Date Range: 2/1/2026 - 2/28/2026
Report Date: 3/10/2026

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0001 GENERAL FUND	**140910** REVOLVING POSTAGE	2/11/2026	188102	QUADIENT FINANCE USA INC	$3,000.00	2026-01	ACCT#7900044081162137 POS
	220050 CFD FORMATION FEES PAYABL	2/11/2026	188156	WILLDAN FINANCIAL SERVICES	$7,500.00	010-63839	CFD 2025-1 (PUBLIC SAFETY
	220050 CFD FORMATION FEES PAYABL	2/11/2026	188156	WILLDAN FINANCIAL SERVICES	$7,500.00	010-63840	CFD 2025-2 (PUBLIC MAINT.
	412000 SALES TAX	2/25/2026	188296	MUNI SERVICES, LLC	$1,430.75	INV06-022439	SUTA TAX Q3 2025
	412000 SALES TAX	2/25/2026	188296	MUNI SERVICES, LLC	$500.00	INV06-022496	STARS 2025 Q3 DATA
	824617 PLUNGE POOL REMODEL	2/25/2026	188365	DALE COOPER LLC	$16,715.90	2-60995F	PLUNGE SLIDE REPAIRS
	DIVISION/ORG TOTAL 0001 - GENERAL FUND				**$36,646.65**		
0011 MEASURE H CAPITAL	**824607** GRGVL BLVD SIDEWALK DOUTY	2/11/2026	188013	INTERWEST CONSULTING GROUP	$0.00	3041205	ON CALL PROJECT MGT SERVS
	824607 GRGVL BLVD SIDEWALK DOUTY	2/25/2026	188253	INTERWEST CONSULTING GROUP	$70.50	3235961	ON CALL PROJECT MGT SERVS
	825605 GARDNER & GOLITA IMP	2/11/2026	188013	INTERWEST CONSULTING GROUP	$3,000.00	3041205	ON CALL PROJECT MGT SERVS
	825605 GARDNER & GOLITA IMP	2/25/2026	188253	INTERWEST CONSULTING GROUP	$225.00	3235961	ON CALL PROJECT MGT SERVS
	825606 GRANGEVILLE MEDIAN @ HARR	2/11/2026	188013	INTERWEST CONSULTING GROUP	$0.00	3041205	ON CALL PROJECT MGT SERVS

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0011 MEASURE H CAPITAL	**825606** GRANGEVILLE MEDIAN @ HARR	2/25/2026	188253	INTERWEST CONSULTING GROUP	$363.00	3235961	ON CALL PROJECT MGT SERVS
	826305 MH: PD VEHICLES/UPFITTING	2/11/2026	187965	COOK'S COMMUNICATIONS CORP	$7,277.24	162879	PD - (5) DODGE DURANGOS U
	826305 MH: PD VEHICLES/UPFITTING	2/11/2026	187965	COOK'S COMMUNICATIONS CORP	$37,902.24	162876	PD - (5) DODGE DURANGOS U
	826305 MH: PD VEHICLES/UPFITTING	2/11/2026	187965	COOK'S COMMUNICATIONS CORP	$37,902.24	162875	PD - (5) DODGE DURANGOS U
	826305 MH: PD VEHICLES/UPFITTING	2/11/2026	187965	COOK'S COMMUNICATIONS CORP	$37,902.24	162874	PD - (5) DODGE DURANGOS U
	826305 MH: PD VEHICLES/UPFITTING	2/11/2026	187965	COOK'S COMMUNICATIONS CORP	$37,902.24	162878	PD - (5) DODGE DURANGOS U
	826305 MH: PD VEHICLES/UPFITTING	2/11/2026	187965	COOK'S COMMUNICATIONS CORP	$37,902.24	162877	PD - (5) DODGE DURANGOS U
	826305 MH: PD VEHICLES/UPFITTING	2/11/2026	188068	72 HOUR LLC	$58,782.92	WF14969	PD - (3) F-150 TRUCKS VIN
	826305 MH: PD VEHICLES/UPFITTING	2/11/2026	188069	72 HOUR LLC	$58,782.92	WF14968	PD - (3) F-150 TRUCKS VIN
	826305 MH: PD VEHICLES/UPFITTING	2/11/2026	188070	72 HOUR LLC	$58,782.92	WF14917	PD - (3) F-150 TRUCKS VIN
	826367 MH: PUBLIC SAFETY BUILDIN	2/25/2026	188193	B S K & ASSOCIATES INC	$720.00	0111376	PROJECT NO. E25001091/LIM
	826601 MH: PAVEMENT PRESERVATION	2/11/2026	187933	ASPHALT PAVEMENT & RECYCL TECH, INC	$3,420.00	13644	TESTING OF ASPHALT COMPON
	826601 MH: PAVEMENT PRESERVATION	2/25/2026	188224	DRYCO CONSTRUCTION, INC.	$46,315.61	3-RETENTION	FY24-25 PAVEMENT RESURFAC

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0011 MEASURE H CAPITAL	**826615** MALL DR CIR-12TH TO LACEY	2/11/2026	188013	INTERWEST CONSULTING GROUP	$0.00	3041205	ON CALL PROJECT MGT SERVS
	826615 MALL DR CIR-12TH TO LACEY	2/25/2026	188253	INTERWEST CONSULTING GROUP	$765.00	3235961	ON CALL PROJECT MGT SERVS
	826631 MH: EXISTING PARKS IMPROV	2/11/2026	188035	KINGS RIVER CASTING INC	$25,845.04	38691	YAC - (16) TRASH RECEPTAC
	826631 MH: EXISTING PARKS IMPROV	2/11/2026	188042	DRK ENTERPRISES, LLC	$6,994.24	42812	PO/YAC LED LIGHTING
	826631 MH: EXISTING PARKS IMPROV	2/25/2026	188380	J T 2 INC	$33,668.95	8-674776	YAC-YOUTH ATHLETIC COMPLE
	826632 MH: EXISTING PARK MAINTEN	2/11/2026	188094	PARK ASSOCIATES, INC	$11,098.64	IN26-1058	REPLACEMENT PARTS PLAYGRO
	826632 MH: EXISTING PARK MAINTEN	2/11/2026	188129	TELSTAR INSTRUMENTS, INC	$36,308.00	130477	INSTALL OF A WILO DUPLEX
	826632 MH: EXISTING PARK MAINTEN	2/25/2026	188297	MUSCO CORPORATION	$2,169.64	449054	LIGHT REPAIR FOR YAC
	826672 CENTENNIAL DR CIR LACEY/M	2/11/2026	188013	INTERWEST CONSULTING GROUP	$0.00	3041205	ON CALL PROJECT MGT SERVS
	826672 CENTENNIAL DR CIR LACEY/M	2/25/2026	188253	INTERWEST CONSULTING GROUP	$442.50	3235961	ON CALL PROJECT MGT SERVS
	826675 10TH AVE-FARGO TO SH43 RE	2/11/2026	188013	INTERWEST CONSULTING GROUP	$0.00	3041205	ON CALL PROJECT MGT SERVS
	826675 10TH AVE-FARGO TO SH43 RE	2/25/2026	188253	INTERWEST CONSULTING GROUP	$1,209.00	3235961	ON CALL PROJECT MGT SERVS
	826676 GRGVL CIR-10TH AVE TO DOU	2/11/2026	188013	INTERWEST CONSULTING GROUP	$0.00	3041205	ON CALL PROJECT MGT SERVS

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0011 MEASURE H CAPITAL	**826676** GRGVL CIR-10TH AVE TO DOU	2/25/2026	188253	INTERWEST CONSULTING GROUP	$352.50	3235961	ON CALL PROJECT MGT SERVS
	826677 11TH AVE CIR-HFD ARM RD T	2/11/2026	188013	INTERWEST CONSULTING GROUP	$0.00	3041205	ON CALL PROJECT MGT SERVS
	826677 11TH AVE CIR-HFD ARM RD T	2/25/2026	188253	INTERWEST CONSULTING GROUP	$696.00	3235961	ON CALL PROJECT MGT SERVS
	826678 IONA AVE FDR-10TH TO 11TH	2/11/2026	188013	INTERWEST CONSULTING GROUP	$0.00	3041205	ON CALL PROJECT MGT SERVS
	826678 IONA AVE FDR-10TH TO 11TH	2/25/2026	188253	INTERWEST CONSULTING GROUP	$861.00	3235961	ON CALL PROJECT MGT SERVS
	826679 IDAHO AVE FDR-10TH TO 11T	2/11/2026	188013	INTERWEST CONSULTING GROUP	$0.00	3041205	ON CALL PROJECT MGT SERVS
	826679 IDAHO AVE FDR-10TH TO 11T	2/25/2026	188253	INTERWEST CONSULTING GROUP	$636.00	3235961	ON CALL PROJECT MGT SERVS
	826680 ASPEN AVE FR FARGO TO ENC	2/11/2026	188013	INTERWEST CONSULTING GROUP	$0.00	3041205	ON CALL PROJECT MGT SERVS
	826680 ASPEN AVE FR FARGO TO ENC	2/25/2026	188253	INTERWEST CONSULTING GROUP	$379.50	3235961	ON CALL PROJECT MGT SERVS
	DIVISION/ORG TOTAL 0011 - MEASURE H CAPITAL				**$548,677.32**		
00580000 ARPA	**821611** YAC CONCESSION BLDG RESTO	2/11/2026	188062	MILLER'S RENTALAND	$88.00	836228	SOD CUTTER FOR YAC RENOVA
	821611 YAC CONCESSION BLDG RESTO	2/25/2026	188380	J T 2 INC	$57,950.00	7-674752	YAC-YOUTH ATHLETIC COMPLE
	821611 YAC CONCESSION BLDG RESTO	2/25/2026	188380	J T 2 INC	$11,556.66	8-674776	YAC-YOUTH ATHLETIC COMPLE
	823646 ARPA DOWNTOWN ST ECONOMIC	2/11/2026	188013	INTERWEST CONSULTING GROUP	$664.00	2384628	DOWNTOWN TRAFFIC & PEDEST

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
00580000	**DIVISION/ORG TOTAL 00580000 - ARPA**				**$70,258.66**		
0240 LAD 90-1 T606 PINECASTLE	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,138.20	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,138.20	6004	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0240 - LAD 90-1 T606 PINECASTLE				**$2,276.40**		
0241 LAD 90-2 T610 PARK MONTEREY	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$144.90	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$144.90	6005	BPO/CLEAN CUT LANDSCAPE L
	DIVISION/ORG TOTAL 0241 - LAD 90-2 T610 PARK MONTEREY				**$289.80**		
0242 LAD 90-3 T595 MANSIONETTE 7/8	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$119.34	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$119.34	6005	BPO/CLEAN CUT LANDSCAPE L
	DIVISION/ORG TOTAL 0242 - LAD 90-3 T595 MANSIONETTE 7/8				**$238.68**		
0243 LAD 90-4 T619 HYDE PARK	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0243 - LAD 90-4 T619 HYDE PARK				**$0.00**		
0244 LAD 91-1 T641 SIERRA VISTA	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$83.34	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$83.34	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0244 - LAD 91-1 T641 SIERRA VISTA				**$166.68**		

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0245 LAD 92-1 PORTOFINO	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6004	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0245 - LAD 92-1 PORTOFINO				**$0.00**		
0246 LAD 92-2 CIELO EN TIERRA	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6005	BPO/CLEAN CUT LANDSCAPE L
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188186	ALL VALLEY PRINTING	$15.78	2600071	#9 RETURN ENVELOPES FOR L
	DIVISION/ORG TOTAL 0246 - LAD 92-2 CIELO EN TIERRA				**$15.78**		
0247 LAD 93-1 T634 VINTAGE ESTATES	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$159.17	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$159.17	6005	BPO/CLEAN CUT LANDSCAPE L
	DIVISION/ORG TOTAL 0247 - LAD 93-1 T634 VINTAGE ESTATES				**$318.34**		
0248 LAD 93-2 T673 WALNUT FOREST	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,000.00	5942	Remove tree at Walnut For
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$271.47	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$271.47	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0248 - LAD 93-2 T673 WALNUT FOREST				**$1,542.94**		
0249 LAD 94-1 T712 GATEWAY ESTATES	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6055	BPO/CLEAN CUT LANDSCAPING

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0249 LAD 94-1 T712 GATEWAY ESTATES	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6004	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0249 - LAD 94-1 T712 GATEWAY ESTATES				**$0.00**		
0250 LAD 94-2 T708 STONECREST	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$2,083.34	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$2,083.34	6004	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0250 - LAD 94-2 T708 STONECREST				**$4,166.68**		
0251 LAD 94-3 T696 QUAIL RUN	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6004	BPO/CLEAN CUT LANDSCAPING
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188186	ALL VALLEY PRINTING	$43.76	2600071	#9 RETURN ENVELOPES FOR L
	DIVISION/ORG TOTAL 0251 - LAD 94-3 T696 QUAIL RUN				**$43.76**		
0252 LAD 97-1 T711 ROSEWOOD ESTATES	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$100.49	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$100.49	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0252 - LAD 97-1 T711 ROSEWOOD ESTATES				**$200.98**		
0253 LAD 97-2 T742 SUMMERFIELD	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$500.00	6096	SUMMERFIELD CLEAN UP AND
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6004	BPO/CLEAN CUT LANDSCAPING

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0253	**DIVISION/ORG TOTAL 0253 - LAD 97-2 T742 SUMMERFIELD**				**$500.00**		
0254 LAD 97-3 T743 COUNTRY CROSSING	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$740.32	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$740.32	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0254 - LAD 97-3 T743 COUNTRY CROSSING				**$1,480.64**		
0255 LAD 98-1 T747 CRYSTAL SPRINGS	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$0.00	6004	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0255 - LAD 98-1 T747 CRYSTAL SPRINGS				**$0.00**		
0256 LAD 98-2 T759 MOUNTAIN VIEW	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$494.31	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$494.31	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0256 - LAD 98-2 T759 MOUNTAIN VIEW				**$988.62**		
0257 LAD 01-1 T680 PACIFIC GROVE	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$204.15	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$204.15	6005	BPO/CLEAN CUT LANDSCAPE L
	DIVISION/ORG TOTAL 0257 - LAD 01-1 T680 PACIFIC GROVE				**$408.30**		
0258 LAD 01-2 T770 CAMBRIDGE HOMES	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$315.00	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$315.00	6005	BPO/CLEAN CUT LANDSCAPE L
	DIVISION/ORG TOTAL 0258 - LAD 01-2 T770 CAMBRIDGE HOMES				**$630.00**		

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0259 LAD 01-3 T771 POPPY HILL	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$197.94	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$197.94	6004	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0259 - LAD 01-3 T771 POPPY HILL				**$395.88**		
0260 LAD 01-4 T769 SILVER OAKS	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,605.34	6057	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,605.34	6006	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0260 - LAD 01-4 T769 SILVER OAKS				**$3,210.68**		
0261 LAD 02-1 T776 ASHTON PARK	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,019.56	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,019.56	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0261 - LAD 02-1 T776 ASHTON PARK				**$2,039.12**		
0262 LAD 03-1 T789 LE PARC/RR	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$514.55	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$514.55	6005	BPO/CLEAN CUT LANDSCAPE L
	DIVISION/ORG TOTAL 0262 - LAD 03-1 T789 LE PARC/RR				**$1,029.10**		
0263 LAD 04-1 T810 SIDONIA I & II	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$343.45	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$343.45	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0263 - LAD 04-1 T810 SIDONIA I & II				**$686.90**		
0264 LAD 04-2 T799 CAMBRIDGE/PINNAC	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,072.24	6056	BPO/CLEAN CUT LANDSCAPE L

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0264 LAD 04-2 T799 CAMBRIDGE/PINNAC	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,072.24	6005	BPO/CLEAN CUT LANDSCAPE L
	DIVISION/ORG TOTAL 0264 - LAD 04-2 T799 CAMBRIDGE/PINNAC				**$2,144.48**		
0265 LAD 04-3 T795 CAMBRIDGE/VINEYA	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$2,818.49	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$2,818.49	6005	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188256	KAWEAH PUMP, INC	$1,080.00	62696	VINEYARD PARK BOOSTER INS
	DIVISION/ORG TOTAL 0265 - LAD 04-3 T795 CAMBRIDGE/VINEYA				**$6,716.98**		
0266 LAD 04-4 T802 SIERRA HEIGHTS	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$269.59	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$269.59	6004	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0266 - LAD 04-4 T802 SIERRA HEIGHTS				**$539.18**		
0267 LAD 05-1 MISSION PARK/BASIN	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,500.00	6096	SUMMERFIELD CLEAN UP AND
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$92.70	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$92.70	6004	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0267 - LAD 05-1 MISSION PARK/BASIN				**$1,685.40**		
0268 LAD 05-2 T835 COPPER VALLEY	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$741.32	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$741.32	6005	BPO/CLEAN CUT LANDSCAPE L

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0268	**DIVISION/ORG TOTAL 0268 - LAD 05-2 T835 COPPER VALLEY**				**$1,482.64**		
0269 LAD 06-1 T794 QUAIL PARK	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,000.00	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,000.00	6004	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0269 - LAD 06-1 T794 QUAIL PARK				**$2,000.00**		
0270 LAD 09-1 T877 VICTORY ESTATES	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$118.89	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$118.89	6005	BPO/CLEAN CUT LANDSCAPE L
	DIVISION/ORG TOTAL 0270 - LAD 09-1 T877 VICTORY ESTATES				**$237.78**		
0271 LAD 09-2 T843 INDEP/LENNAR	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$897.22	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$897.22	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0271 - LAD 09-2 T843 INDEP/LENNAR				**$1,794.44**		
0272 LAD 07-2 T811 S GATE/GREENBRIE	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,200.00	6097	GREENBRIER CLEAN UP PER R
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,202.64	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,202.64	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0272 - LAD 07-2 T811 S GATE/GREENBRIE				**$3,605.28**		
0273 LAD 14-1 T843 INDEP III & IV	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,966.38	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$1,966.38	6008	BPO/CLEANCUT LANDSCAPING

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0273	**DIVISION/ORG TOTAL 0273 - LAD 14-1 T843 INDEP III & IV**				**$3,932.76**		
0274 LAD 15-1 T887 SILVER OAKS III	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$5,527.66	6057	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$5,527.66	6006	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0274 - LAD 15-1 T887 SILVER OAKS III				**$11,055.32**		
0275 LAD 15-2 T823 GREENS II	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$275.79	6055	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$275.79	6004	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0275 - LAD 15-2 T823 GREENS II				**$551.58**		
0276 LAD 16-1 T917 WOODSIDE	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$279.35	6057	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$279.35	6006	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0276 - LAD 16-1 T917 WOODSIDE				**$558.70**		
0277 LAD 16-2 T914 MYNDERUP	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$972.87	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$972.87	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0277 - LAD 16-2 T914 MYNDERUP				**$1,945.74**		
0278 LAD 18-1 T918-9 BELLA V/BONTER	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$3,232.84	6057	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$3,232.84	6006	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0278 - LAD 18-1 T918-9 BELLA V/BONTER				**$6,465.68**		

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0279 LAD 19-1 T916 PACIFIC GROVE II	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$204.15	6056	BPO/CLEAN CUT LANDSCAPE L
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$204.15	6005	BPO/CLEAN CUT LANDSCAPE L
	DIVISION/ORG TOTAL 0279 - LAD 19-1 T916 PACIFIC GROVE II				**$408.30**		
0281 LAD 20-1 T929 WOODSIDE	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$3,930.32	6057	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$3,930.32	6006	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188256	KAWEAH PUMP, INC	$1,200.00	62574	20-01 WOODSIDE HOMES TRAC
	DIVISION/ORG TOTAL 0281 - LAD 20-1 T929 WOODSIDE				**$9,060.64**		
0282 LAD 21-1 T928 SAN JOAQUIN VALL	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$4,078.92	6057	BPO/CLEAN CUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$4,078.92	6006	BPO/CLEAN CUT LANDSCAPING
	DIVISION/ORG TOTAL 0282 - LAD 21-1 T928 SAN JOAQUIN VALL				**$8,157.84**		
0283 CFD 22-1 LIVE OAK	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$4,556.70	6059	BPO/CLEANCUT LANDSCAPING
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$4,556.70	6008	BPO/CLEANCUT LANDSCAPING
	DIVISION/ORG TOTAL 0283 - CFD 22-1 LIVE OAK				**$9,113.40**		
0306 REFUSE OPERATIONS FUND	**112300** CONSUMER ACCTS RECEIVABLE	2/25/2026	188303	ONE TIME VENDOR	$25.76	79640	UB 14501200 1900 EASY ST
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188303	ONE TIME VENDOR	$4.23	79640	UB 14501200 1900 EASY ST

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0306 REFUSE OPERATIONS FUND	**112300** CONSUMER ACCTS RECEIVABLE	2/25/2026	188331	ONE TIME VENDOR	$4.96	78808	UB 10905501 811 HFD-ARM R
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188331	ONE TIME VENDOR	$2.13	78808	UB 10905501 811 HFD-ARM R
	DIVISION/ORG TOTAL 0306 - REFUSE OPERATIONS FUND				**$37.08**		
03401340 BUILDING SAFETY	**732000** COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$125.40	995871713 2026-01	ACCT 995871713 BLDG VANS/
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$111.68	189020206-0	01/23-02/22/2026
	732000 COMMUNICATIONS	2/25/2026	188391	VERIZON WIRELESS	$291.79	6134962385	ACCT 771937214-00003
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$219.81	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$43.23	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$21.86	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$108.41	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$30.85	5175043	MAINTENANCE 5-YEAR CONTRA
	749500 PROF AND SPEC SERVICES	2/11/2026	188112	ROD CARSEY	$9,512.34	26-01	BPO/PLAN REVIEW SERVICES
	749500 PROF AND SPEC SERVICES	2/25/2026	188203	BPR CONSULTING GROUP	$4,754.45	3901	BPO/PLAN REVIEW & INSPECT
	749500 PROF AND SPEC SERVICES	2/25/2026	188346	CD-DATA	$1,499.00	9194-2-2026	ANNUAL SUBSCRIPTION PARCE
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188200	BLUETRITON BRANDS INC	$98.93	06B8730041822	CD/MONTHLY WATER DELIVERY
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188252	INTERNATIONAL CODE COUNCIL INC	$686.91	1002204539	DIVIDERS FOR 2025 CODE BO

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03401340 BUILDING SAFETY	**777000** TRAINING/TRAVEL/MEETING	2/25/2026	188210	CALIF BUILDING OFFICIALS	$3,480.00	19838	CALBO TRAINING/BUILDING S
	825620 CD REMODEL	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$2,329.50	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	825620 CD REMODEL	2/11/2026	188048	LOWE'S	$1,312.21	2025-12	BPO/SUPPLIES - CONSOLIDAT
	825620 CD REMODEL	2/11/2026	188143	SQUARE GROVE LLC	$1,194.27	INV2212112	CD REMODEL/DESK COMM DEV
	825620 CD REMODEL	2/25/2026	188189	ALLSTEEL INC	$257.19	2601440	COMMUNITY DEVELOPMENT REM
	825620 CD REMODEL	2/25/2026	188209	CAL & STAN INC	$5,872.00	30616-0	COMMUNITY DEVELOPMENT REM
	825620 CD REMODEL	2/25/2026	188360	ROBINSON'S INTERIORS, INC	$900.00	CG501533	REC OFFICE/CD BREAKROOM F
	825620 CD REMODEL	2/25/2026	188388	SQUARE GROVE LLC	$2,093.02	INV2237411	CD REMODEL/OFFICE FURNITU
	DIVISION/ORG TOTAL 03401340 - BUILDING SAFETY				**$34,942.85**		
0390 WATER OPERATIONS FUND	**112300** CONSUMER ACCTS RECEIVABLE	2/11/2026	188079	ONE TIME VENDOR	$29.24	93239	UB 11680100 430 CEDAR ST
	112300 CONSUMER ACCTS RECEIVABLE	2/11/2026	188081	ONE TIME VENDOR	$978.04	93582	UB 09968459 33 Fire Hydra
	112300 CONSUMER ACCTS RECEIVABLE	2/11/2026	188082	ONE TIME VENDOR	$156.39	93240	UB 11942616 3165 NUTMEG P
	112300 CONSUMER ACCTS RECEIVABLE	2/11/2026	188084	ONE TIME VENDOR	$78.80	93238	UB 09823600 120 IRWIN ST
	112300 CONSUMER ACCTS RECEIVABLE	2/11/2026	188085	ONE TIME VENDOR	$97.01	93581	UB 12104177 1744 DALI WAY
	112300 CONSUMER ACCTS RECEIVABLE	2/11/2026	188087	ONE TIME VENDOR	$268.36	93241	UB 09142100 369 11TH AVE
	112300 CONSUMER ACCTS RECEIVABLE	2/11/2026	188089	ONE TIME VENDOR	$224.64	93580	UB 08982520 485 CORTNER S

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0390 WATER OPERATIONS FUND	**112300** CONSUMER ACCTS RECEIVABLE	2/11/2026	188090	ONE TIME VENDOR	$802.24	93579	UB 08342905 218 BUSH ST
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188304	ONE TIME VENDOR	$14.64	93903	UB 14101648 1144 ROBIN AV
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188305	ONE TIME VENDOR	$24.23	85930	UB 08215400 404 MAGNOLIA
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188306	ONE TIME VENDOR	$293.77	93908	UB 12108177 2213 LODGEPOL
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188307	ONE TIME VENDOR	$48.99	93906	UB 09810900 603 HARRIS ST
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188308	ONE TIME VENDOR	$14.64	93902	UB 14101540 10792 BEVERLY
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188309	ONE TIME VENDOR	$288.97	94294	UB 09029000 1146 12TH AVE
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188310	ONE TIME VENDOR	$30.66	87107	UB 08650050 300 ADRIAN WA
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188311	ONE TIME VENDOR	$44.27	94293	UB 11942268 3085 PINE ST
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188312	ONE TIME VENDOR	$68.09	88571	UB 14601249 1940 KENSINGT
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188313	ONE TIME VENDOR	$88.82	88263	UB 12108245 2572 CLARIDGE
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188314	ONE TIME VENDOR	$307.34	93905	UB 14001065 314 MYRTLE ST
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188315	ONE TIME VENDOR	$627.05	88255	UB 10087100 1249 LEVICH S

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0390 WATER OPERATIONS FUND	**112300** CONSUMER ACCTS RECEIVABLE	2/25/2026	188316	ONE TIME VENDOR	$50.84	88260	UB 12103754 2299 HEATHER
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188318	ONE TIME VENDOR	$79.14	94292	UB 09756500 501 CARSON ST
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188319	ONE TIME VENDOR	$102.62	93901	UB 11445100 9483 HFD-ARM
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188320	ONE TIME VENDOR	$136.87	93900	UB 11445000 9491 HFD-ARM
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188322	ONE TIME VENDOR	$99.72	87309	UB 09226500 330 & 330 1/2
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188323	ONE TIME VENDOR	$20.75	85048	UB 14601345 1845 10TH AVE
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188324	ONE TIME VENDOR	$164.78	93904	UB 10922568 846 PASTEUR S
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188326	ONE TIME VENDOR	$37.96	93899	UB 09724700 121 ELM ST
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188327	ONE TIME VENDOR	$141.80	94295	UB 08130800 1803 11TH AVE
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188328	ONE TIME VENDOR	$109.97	88265	UB 08345900 1607 REDINGTO
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188330	ONE TIME VENDOR	$85.86	93898	UB 09026100 1104 GREENBRI
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188332	ONE TIME VENDOR	$78.45	78814	UB 10905502 811 HFD-ARM R
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188333	ONE TIME VENDOR	$22.80	78815	UB 10905501 811 HFD-ARM R

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0390 WATER OPERATIONS FUND	**112300** CONSUMER ACCTS RECEIVABLE	2/25/2026	188334	ONE TIME VENDOR	$300.14	80463	UB 10905501 811 HFD-ARM R
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188336	ONE TIME VENDOR	$63.21	87109	UB 10045392 1165 MALONE S
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188337	ONE TIME VENDOR	$208.12	89478	UB 11435900 1074 JORDAN W
	112300 CONSUMER ACCTS RECEIVABLE	2/25/2026	188338	ONE TIME VENDOR	$64.69	93907	UB 09802600 208 4TH ST
	DIVISION/ORG TOTAL 0390 - WATER OPERATIONS FUND				**$6,253.91**		
0400 CITY PAYROLL REVOL FUND	**205704** INSUR-P/R DED LIFE	2/6/2026	2133	LINCOLN LIFE ASSURANCE CO OF BOSTON	$6,348.61	5806867	JANUARY 2026
	205704 INSUR-P/R DED LIFE	2/11/2026	187964	COLONIAL LIFE & ACCIDENT INSURANCE CO	$54.56	54087031205492	DECEMBER 2025 PREMIUM PAY
	205704 INSUR-P/R DED LIFE	2/11/2026	187964	COLONIAL LIFE & ACCIDENT INSURANCE CO	$54.56	54087030105383	JANUARY 2026 PREMIUM PAYM
	205900 EMPLOYEES ASSOCNS PAYABLE	2/6/2026	187911	G E M A 1121211070	$690.00	290158	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	2/6/2026	187912	H M E A 0000129193	$13.00	291171	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	2/6/2026	187913	H P O A 3242162141	$5,166.00	292172	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	2/6/2026	187914	I A F F, LOCAL 3898 A/C#9129026	$2,250.00	293158	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	2/6/2026	187915	S E I U LOCAL 521	$2,271.78	295177	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	2/20/2026	188161	G E M A 1121211070	$690.00	290159	PAYROLL DEDUCTIONS

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0400 CITY PAYROLL REVOL FUND	**205900** EMPLOYEES ASSOCNS PAYABLE	2/20/2026	188162	H M E A 0000129193	$13.00	291172	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	2/20/2026	188163	H P O A 3242162141	$5,093.00	292173	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	2/20/2026	188164	I A F F, LOCAL 3898 A/C#9129026	$2,250.00	293159	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	2/20/2026	188168	S E I U LOCAL 521	$2,301.65	295178	PAYROLL DEDUCTIONS
	206300 EMPLOYEES ATTACHMENT PAY	2/6/2026	187909	EMPLOYMENT DEVELOPMENT DEPT	$162.00	28839	PAYROLL DEDUCTIONS
	206300 EMPLOYEES ATTACHMENT PAY	2/6/2026	187910	FRANCHISE TAX BOARD	$150.33	289147	PAYROLL DEDUCTIONS
	206300 EMPLOYEES ATTACHMENT PAY	2/20/2026	188159	EMPLOYMENT DEVELOPMENT DEPT	$162.00	28840	PAYROLL DEDUCTIONS
	206300 EMPLOYEES ATTACHMENT PAY	2/20/2026	188160	FRANCHISE TAX BOARD	$150.33	289148	PAYROLL DEDUCTIONS
	207400 TRANSAMERICA	2/11/2026	188135	TRANSAMERICA LIFE INSURANCE CO	$1,006.54	2505929732	2026-01 PREMIUM PAYMENT G
	207700 LEGAL SHIELD	2/25/2026	188277	PRE PAID LEGAL SERVICE, INC	$447.65	2026-01	2026-01 PREMIUM PAYMENT G
	210000 SYMETRA-DISAB	2/6/2026	2135	SYMETRA LIFE INSURANCE CO	$474.02	A169339	JANUARY 2026
	210100 VOYA	2/25/2026	188397	RELIASTAR LIFE INSURANCE CO	$3,068.16	12A8909593	2026-01 VOYA PREMIUMS
	210200 PORAC RETIREE MEDICAL TRU	2/20/2026	188167	PEACE OFFICERS RESEARCH ASSOCIATION OF CALIFORNIA	$3,450.00	94298	PAYROLL DEDUCTIONS
	DIVISION/ORG TOTAL 0400 - CITY PAYROLL REVOL FUND				**$36,267.19**		
0405 MEDICAL FUND	**749503** WELLNESS	2/11/2026	187976	ELITE CORPORATE MEDICAL SERVICES, INC	$2,826.12	9879	FY26 EMPLOYEE SHARED HEAL

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0405 MEDICAL FUND	**749503** WELLNESS	2/11/2026	187976	ELITE CORPORATE MEDICAL SERVICES, INC	$14,906.29	9858	FY26 EMPLOYEE SHARED HEAL
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187937	BENISTAR / HARTFORD-6795	$119.00	02012026	BPO/RETIREE INSURANCE/R.
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187938	FRANKIE BERNAL	$119.00	4320539	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187945	RICHARD BUTTS	$119.00	1142968	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187948	JOHN M CAIN	$119.00	1143168	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187955	NICHOLAS CARDARAS	$119.00	1143268	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187956	TERRY CARR	$119.00	1143368	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187960	JERRY CHOW	$119.00	1143768	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187971	SIDNEY DAVIS	$119.00	4894035	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187972	BRIAN DECUIR	$119.00	1143868	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187974	MARK DILLON	$119.00	1142668	RETIREE INSURANCE- CITY C
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187992	DOLORES GALLEGOS	$119.00	1143968	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	187993	DAVID E GARCIA	$119.00	1144068	RETIREE INSURANCE-CITY CO

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0405 MEDICAL FUND	**749600** GRP INSUR ADM EXPENSE	2/11/2026	187998	JOHN L GOMES	$119.00	1144168	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188000	DON GREEN	$119.00	1144268	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188001	CATHY GREGORY	$119.00	1144368	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188010	ROBERT HERNANDEZ	$119.00	1144468	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188012	TIMOTHY L IERONIMO	$119.00	1144668	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188020	CHRIS JORDAN	$119.00	1144768	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188046	JOHN LOBOA	$119.00	1144968	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188047	GLORIA LOPEZ	$119.00	1145168	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188055	MARY MATA	$119.00	1145268	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188056	DAREN MATTESON	$119.00	890031	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188061	MANUEL MEDRANO	$119.00	1145468	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188064	PETER M MOES	$119.00	1145668	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188071	LUIS M NAVARRO	$119.00	1145768	RETIREE INSURANCE-CITY CO

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0405 MEDICAL FUND	**749600** GRP INSUR ADM EXPENSE	2/11/2026	188105	JOE H RAMSEY	$119.00	1145868	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188106	DAVID REBELO	$119.00	1145967	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188110	JAN REYNOLDS	$119.00	1146168	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188119	SCOTT, DAVID	$119.00	1146268	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188120	GEORGE SEPEDA	$119.00	1146468	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/11/2026	188157	WES YEARY	$119.00	1146568	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	2/25/2026	188280	GLORIA LOPEZ	$119.00	1145157	RETIREE INSURANCE-CITY CO
	DIVISION/ORG TOTAL 0405 - MEDICAL FUND				**$21,540.41**		
0511 MISC CASH DEP TRUST FUND	**220200** UNCLAIMED PROPERTY	2/25/2026	188341	ONE TIME VENDOR	$35.00	2004301.002	RFND PARK FEE PERMIT#1288
	300110 REC-AUDITORIUM DEP TRUST	2/25/2026	188321	ONE TIME VENDOR	$250.00	2005033	CIVIC DEPOSIT REFUND FOR
	300110 REC-AUDITORIUM DEP TRUST	2/25/2026	188329	ONE TIME VENDOR	$250.00	2005041	CIVIC DEPOSIT REFUND
	300130 REC-LONGFIELD DEP TRUST	2/25/2026	188339	ONE TIME VENDOR	$250.00	2005038	LONGFIELD DEPOSIT REFUND
	300404 CITY LEASE SEC DEP TRST	2/11/2026	188080	ONE TIME VENDOR	$387.40	93600	COURTHOUSE SEC & LST MO D
	300404 CITY LEASE SEC DEP TRST	2/11/2026	188083	ONE TIME VENDOR	$409.00	93599	COURTHOUSE SECURITY DEPOS
	300404 CITY LEASE SEC DEP TRST	2/11/2026	188088	ONE TIME VENDOR	$540.60	93601	COURTHOUSE SEC & LST MO D

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0511 MISC CASH DEP TRUST FUND	**300404** CITY LEASE SEC DEP TRST	2/25/2026	188340	ONE TIME VENDOR	$234.00	94170	COURTHOUSE SEC & LST MO D
	300405 CITY LEAS LST MO DEP TRST	2/11/2026	188080	ONE TIME VENDOR	$387.40	93600	COURTHOUSE SEC & LST MO D
	300405 CITY LEAS LST MO DEP TRST	2/11/2026	188088	ONE TIME VENDOR	$864.27	93601	COURTHOUSE SEC & LST MO D
	300405 CITY LEAS LST MO DEP TRST	2/25/2026	188340	ONE TIME VENDOR	$234.00	94170	COURTHOUSE SEC & LST MO D
	300503 STRONG MOTION INSTRU PROG	2/25/2026	188212	CALIF DEPT OF CONSERVATION	$3,929.95	FY26 QTR1	FY26 QTR1 SEISMIC FEE
	300503 STRONG MOTION INSTRU PROG	2/25/2026	188213	CALIF DEPT OF CONSERVATION	$2,120.51	FY26 QTR2	FY26 QTR2 SEISMIC FEE
	300521 KC-LIBRARY IMP FEES	2/11/2026	188024	KINGS CO DEPT OF FINANCE	$14,267.10	2025-07	2025-07 IMPACT FEES
	300521 KC-LIBRARY IMP FEES	2/11/2026	188025	KINGS CO DEPT OF FINANCE	$475.57	2025-09	2025-09 IMPACT FEES
	300521 KC-LIBRARY IMP FEES	2/11/2026	188026	KINGS CO DEPT OF FINANCE	$5,706.84	2025-10	2025-10 IMPACT FEES
	300521 KC-LIBRARY IMP FEES	2/11/2026	188027	KINGS CO DEPT OF FINANCE	$9,511.40	2025-11	2025-11 IMPACT FEES
	300521 KC-LIBRARY IMP FEES	2/11/2026	188028	KINGS CO DEPT OF FINANCE	$475.57	2025-12	2025-12 IMPACT FEES
	300521 KC-LIBRARY IMP FEES	2/25/2026	188261	KINGS CO DEPT OF FINANCE	$4,755.70	2025-08	2025-08 IMPACT FEES
	300522 KC-CRIMINAL JSTC IMP FEES	2/11/2026	188024	KINGS CO DEPT OF FINANCE	$34,030.20	2025-07	2025-07 IMPACT FEES
	300522 KC-CRIMINAL JSTC IMP FEES	2/11/2026	188025	KINGS CO DEPT OF FINANCE	$1,134.34	2025-09	2025-09 IMPACT FEES
	300522 KC-CRIMINAL JSTC IMP FEES	2/11/2026	188026	KINGS CO DEPT OF FINANCE	$13,612.08	2025-10	2025-10 IMPACT FEES

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0511 MISC CASH DEP TRUST FUND	**300522** KC-CRIMINAL JSTC IMP FEES	2/11/2026	188027	KINGS CO DEPT OF FINANCE	$22,686.80	2025-11	2025-11 IMPACT FEES
	300522 KC-CRIMINAL JSTC IMP FEES	2/11/2026	188028	KINGS CO DEPT OF FINANCE	$1,134.34	2025-12	2025-12 IMPACT FEES
	300522 KC-CRIMINAL JSTC IMP FEES	2/25/2026	188261	KINGS CO DEPT OF FINANCE	$11,343.40	2025-08	2025-08 IMPACT FEES
	300540 ENGINEERING SERVICE DEPOS	2/25/2026	188253	INTERWEST CONSULTING GROUP	$6,000.00	2361930	SDIP25-0007-TR 881-3 PH 4
	300540 ENGINEERING SERVICE DEPOS	2/25/2026	188253	INTERWEST CONSULTING GROUP	$3,200.00	2684451	SDIP25-0007-TR 881-3 PH 4
	300540 ENGINEERING SERVICE DEPOS	2/25/2026	188253	INTERWEST CONSULTING GROUP	$8,300.00	2721873	SDIP25-0010 LUNARIA-TRACT
	DIVISION/ORG TOTAL 0511 - MISC CASH DEP TRUST FUND				**$146,525.47**		
0514 POLICE-TRUST/EVD/SUBP FUND	**300902** CTY-CRIMINL ASSET FORFEIT	2/9/2026	187908	ONE TIME VENDOR	$324.95	H2403976-001	H2403976-001 ASSET SEIZED
	300906 CRIMINAL ASSET SEIZED	2/9/2026	187908	ONE TIME VENDOR	$5,666.00	H2403976-001	H2403976-001 ASSET SEIZED
	DIVISION/ORG TOTAL 0514 - POLICE-TRUST/EVD/SUBP FUND				**$5,990.95**		
11000000 CITY COUNCIL	**732000** COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$92.05	997828401 2026-01	ACCT 997828401 PHONE-COUN
	732000 COMMUNICATIONS	2/25/2026	188375	T-MOBILE USA INC	$92.05	997828401 2025-12	ACCT 997828401 PHONE-COUN
	745000 PUBLICATIONS AND DUES	2/25/2026	188276	LEAGUE OF CALIF CITIES	$586.95	8251	SOUTH SAN JOAQUIN VALLEY
	749500 PROF AND SPEC SERVICES	2/11/2026	188073	NIELSON MERKSAMER PARRINELLO	$6,050.00	300437	BPO/LEGISLATIVE ADVOCACY
	777003 TRAVEL-DISTRICT C	2/25/2026	188247	NANCY HOWZE	$170.00	TRV 2026 04/22-24	TRV/ SACRAMENTO 2026 04/2
	777005 TRAVEL-DISTRICT E	2/11/2026	187979	ENTERPRISE RENT A CAR	$188.90	41016927	2026-01 CAR RENTAL

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11000000	**DIVISION/ORG TOTAL 11000000 - CITY COUNCIL**				**$7,179.95**		
11100000 CITY MANAGER-CITY CLERK	**732000** COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$97.72	189020206-0	01/23-02/22/2026
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$82.14	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	744000 OFFICE EXPENSE MISC	2/11/2026	187932	ARC FRESNO/MADERA COUNTIES, THE	$107.70	15226	JAN SHRED
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$214.56	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$68.68	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$291.42	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$103.62	5175043	MAINTENANCE 5-YEAR CONTRA
	749500 PROF AND SPEC SERVICES	2/11/2026	187940	GVP VENTURES, INC	$6,500.00	11373	RECRUITMENT AGENCY - CITY
	DIVISION/ORG TOTAL 11100000 - CITY MANAGER-CITY CLERK				**$7,465.84**		
11102020 AIRPORT OPERATIONS	**732000** COMMUNICATIONS	2/11/2026	187917	A T & T	$31.86	24794292	2026-01 AIRPORT FAX 93910
	732000 COMMUNICATIONS	2/11/2026	188142	UNWIRED BROADBAND INC	$99.99	INV02616335	2026-02 INTERNET SERVICE
	732000 COMMUNICATIONS	2/25/2026	188177	A T & T	$29.27	24794306	ACCT# 9391033925 PHONE SE
	743300 FUEL AND LUBE MAINTENANCE	2/25/2026	188195	NWESTCO LLC	$110.00	INV569603	BPO/FUEL AND PUMP INSPECT
	749500 PROF AND SPEC SERVICES	2/25/2026	188206	BRANDLEY ENGINEERING, INC.	$14,055.00	11687	Hanford Airport Pavement
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187986	FLIGHT LIGHT, INC	$418.07	0104155-IN	BPO/BULBS AIRPORT RUNWAY
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188072	NICK CHAMPI ENTERPRISES INC	$975.00	29372	AIRPORT-CHAIN LINK FENCE

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11102020 AIRPORT OPERATIONS	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188072	NICK CHAMPI ENTERPRISES INC	$950.00	29392	CHAIN LINK REPAIRS ON NOR
	778500 UTILITIES-GAS	2/3/2026	2138	SOUTHERN CALIF GAS CO	$128.94	2026-01	2026-01 GAS SERVICE
	778500 UTILITIES-GAS	2/25/2026	188190	AMERIGAS - FRESNO	$129.79	3185155390	250 gallon tank rental Ga
	825614 FUEL ISLAND & TANKS	2/25/2026	188206	BRANDLEY ENGINEERING, INC.	$7,633.07	11685	HANFORD AIRPORT: FUEL ISL
	825614 FUEL ISLAND & TANKS	2/25/2026	188206	BRANDLEY ENGINEERING, INC.	$891.25	11657	HANFORD AIRPORT: FUEL ISL
	DIVISION/ORG TOTAL 11102020 - AIRPORT OPERATIONS				**$25,452.24**		
11110000 HUMAN RESOURCES	**732000** COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$55.84	189020206-0	01/23-02/22/2026
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$7.87	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	744000 OFFICE EXPENSE MISC	2/11/2026	188076	OFFICE DEPOT (CONTRACT)	$131.52	39772292	BPO/OFFICE SUPPLIES- CONS
	744000 OFFICE EXPENSE MISC	2/20/2026	188166	OFFICE DEPOT (CONTRACT)	$79.36	40417406	BPO/OFFICE SUPPLIES- CONS
	749501 LIVE SCAN	2/11/2026	188034	KINGS INDUSTRIAL OCCUP MEDICAL CTR	$155.00	327722	PRE EMPLOYMENT PHYSICALS
	749501 LIVE SCAN	2/11/2026	188034	KINGS INDUSTRIAL OCCUP MEDICAL CTR	$191.00	327722	PRE EMPLOYMENT PHYSICALS
	749501 LIVE SCAN	2/11/2026	188034	KINGS INDUSTRIAL OCCUP MEDICAL CTR	$30.00	327735	PRE EMPLOYMENT DRUG SCREE
	749501 LIVE SCAN	2/11/2026	188098	PLEXUS GLOBAL LLC	$371.00	19648	BPO/RANDOM DRUG SCREENING
	749501 LIVE SCAN	2/25/2026	188211	CALIF DEPT OF JUSTICE	$147.00	024755	BPO/LIVESCANS
	749503 WELLNESS	2/11/2026	187934	OLIVIA AYALA	$35.00	AYALA4QTR25	GYM REIMBURSEMENT
	749503 WELLNESS	2/11/2026	187966	NATALIE CORRAL	$35.00	NCORRAL4QTR25	GYM REIMBURSEMENT
	749503 WELLNESS	2/11/2026	187967	STACIE COSTA	$35.00	COSTA4QTR25	GYM REIMBURSEMENT

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11110000 HUMAN RESOURCES	**749503** WELLNESS	2/11/2026	187982	MADDISON FARIA	$35.00	FARIA4QTR25	GYM REIMBURSEMENT
	749503 WELLNESS	2/11/2026	187988	JACOB FOGAL	$35.00	FOGAL4QTR25	GYM REIMBURSEMENT
	749503 WELLNESS	2/11/2026	188003	JONATHAN GUTIERREZ	$35.00	GUTIERREZ4QTR25	GYM REIMBURSEMENT
	749503 WELLNESS	2/11/2026	188004	HALCYON BEHAVIORAL, LLC	$603.98	19440	EAP SERVICES - JANUARY 20
	749503 WELLNESS	2/11/2026	188004	HALCYON BEHAVIORAL, LLC	$603.98	19588	EAP SERVICES - FEBRUARY 2
	749503 WELLNESS	2/11/2026	188004	HALCYON BEHAVIORAL, LLC	$100.00	19589	WELLNESS PROGRAM FEBRUARY
	749503 WELLNESS	2/11/2026	188018	JOEL DAVID BARBA	$35.00	BARBA4QTR25	GYM REIMBURSEMENT
	749503 WELLNESS	2/11/2026	188043	SANDRA LERMA-MARTINEZ	$30.00	LERMA4QTR25	GYM REIMBURSEMENT
	749503 WELLNESS	2/11/2026	188111	FRANK RIOS	$35.00	RIOS4QTR25	GYM REIMBURSEMENT
	749503 WELLNESS	2/11/2026	188145	VALENCIA, LISA	$30.00	VALENCIA4THQTR25	GYM REIBURSEMENT
	749503 WELLNESS	2/11/2026	188153	VIRGEN, VALERIA	$35.00	VIRGEN4QTR25	GYM REIMBURSEMENT
	749503 WELLNESS	2/11/2026	188154	WESLEY CORRAL	$35.00	WCORRAL4QTR25	GYM REIMBURSEMENT
	749503 WELLNESS	2/25/2026	188278	SANDRA LERMA-MARTINEZ	$30.00	2025 Q3-GYM	2025 Q3 GYM REIMBURSEMENT
	DIVISION/ORG TOTAL 11110000 - HUMAN RESOURCES				**$2,916.55**		
12010000 FINANCE-ACCOUNTING	**540300** MISCELLANEOUS REVENUE	2/11/2026	188150	VERIZON WIRELESS	$2,524.40	612090841.1	REISSUE VERIZON PAYMENT
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$97.72	189020206-0	01/23-02/22/2026
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$62.83	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	744000 OFFICE EXPENSE MISC	2/11/2026	188076	OFFICE DEPOT (CONTRACT)	$184.20	39772292	BPO/OFFICE SUPPLIES- CONS

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
12010000 FINANCE-ACCOUNTING	**744000** OFFICE EXPENSE MISC	2/20/2026	188166	OFFICE DEPOT (CONTRACT)	$181.95	40417406	BPO/OFFICE SUPPLIES- CONS
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$345.86	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$251.62	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$376.16	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$296.72	5175043	MAINTENANCE 5-YEAR CONTRA
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187932	ARC FRESNO/MADERA COUNTIES, THE	$33.90	15225	SHREDDING SERVICES-FINANC
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188369	SMART & FINAL CORP	$276.86	2026-01	BPO/SUPPLIES FOR VARIOUS
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	188097	CRYSTAL PEREZ	$67.00	TRV 2025 08/13-14	TRV FRESNO 2025 08/13-14
	DIVISION/ORG TOTAL 12010000 - FINANCE-ACCOUNTING				**$4,699.22**		
12100000 FINANCE-UTILITY BILLING	**730000** UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$10.98	5031677675	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$10.98	5031680486	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$10.98	5031682734	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$14.73	5031686072	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$10.98	5031688876	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$107.85	995770698 2026-01	ACCT 995770698 iPAD LINE/
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$97.72	189020206-0	01/23-02/22/2026
	732000 COMMUNICATIONS	2/25/2026	188393	VERIZON WIRELESS	$178.59	6135898044	ACCT 842003924 CELL PHONE
	744000 OFFICE EXPENSE MISC	2/11/2026	188076	OFFICE DEPOT (CONTRACT)	$184.20	39772292	BPO/OFFICE SUPPLIES- CONS

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
12100000 FINANCE-UTILITY BILLING	**744000** OFFICE EXPENSE MISC	2/20/2026	188166	OFFICE DEPOT (CONTRACT)	$181.94	40417406	BPO/OFFICE SUPPLIES- CONS
	745500 POSTAGE AND FREIGHT	2/11/2026	188093	PRE-SORT CENTER OF STOCKTON INC	$50.01	410111672	BPO/UBS & FINANCE PRINTIN
	745500 POSTAGE AND FREIGHT	2/11/2026	188093	PRE-SORT CENTER OF STOCKTON INC	$55.90	410112311	BPO/UBS & FINANCE PRINTIN
	745500 POSTAGE AND FREIGHT	2/25/2026	188250	INFOSEND, INC.	$12,392.74	301605	BPO/UBS & FINANCE PRINTIN
	745500 POSTAGE AND FREIGHT	2/25/2026	188250	INFOSEND, INC.	$12,622.80	303675	BPO/UBS & FINANCE PRINTIN
	745500 POSTAGE AND FREIGHT	2/25/2026	188345	PRE-SORT CENTER OF STOCKTON INC	$50.14	410112411	BPO/UBS & FINANCE PRINTIN
	747000 PRINTING	2/25/2026	188250	INFOSEND, INC.	$1,873.38	301605	BPO/UBS & FINANCE PRINTIN
	747000 PRINTING	2/25/2026	188250	INFOSEND, INC.	$1,910.11	303675	BPO/UBS & FINANCE PRINTIN
	749500 PROF AND SPEC SERVICES	2/11/2026	187994	GARDA CL WEST INC	$1,066.23	10838723	2026-02 TRANSPORT TO WELL
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188093	PRE-SORT CENTER OF STOCKTON INC	$50.46	410112222	BPO/UBS & FINANCE PRINTIN
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188250	INFOSEND, INC.	$814.13	301605	BPO/UBS & FINANCE PRINTIN
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188250	INFOSEND, INC.	$822.42	303675	BPO/UBS & FINANCE PRINTIN
	DIVISION/ORG TOTAL 12100000 - FINANCE-UTILITY BILLING				**$32,517.27**		
13000000 CITY ATTORNEY/LEGAL SVCS	**749000** CONTRACTED LEGAL SERVICES	2/11/2026	188002	GRISWOLD, LASALLE, COBB, DOWD & GIN	$52,000.00	2025-12	2025-12 LEGAL SVC
	751900 LIABILITY RISK MANAGEMENT	2/11/2026	188002	GRISWOLD, LASALLE, COBB, DOWD & GIN	$21,204.49	2025-12	2025-12 LEGAL SVC
	DIVISION/ORG TOTAL 13000000 - CITY ATTORNEY/LEGAL SVCS				**$73,204.49**		

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
13090000 LIABILITY INSURANCE	**733000** LIABILITY INSURANCE	2/11/2026	187995	GEORGE HILLS COMPANY INC	$4,462.00	INV1033855	BPO/CLAIMS MGMT FLAT FEE
	733000 LIABILITY INSURANCE	2/25/2026	188234	GEORGE HILLS COMPANY INC	$8,896.00	INV1033569	BPO/CLAIMS MGMT FLAT FEE
	733800 SPECIAL-LITIGATION EXPENS	2/25/2026	188279	LIEBERT CASSIDY WHITMORE	$4,248.43	314462	LEGAL SERVICES
	733800 SPECIAL-LITIGATION EXPENS	2/25/2026	188279	LIEBERT CASSIDY WHITMORE	$9,044.40	314461	LEGAL SERVICES
	733800 SPECIAL-LITIGATION EXPENS	2/25/2026	188279	LIEBERT CASSIDY WHITMORE	$97.00	316123	LEGAL SERVICES
	733800 SPECIAL-LITIGATION EXPENS	2/25/2026	188279	LIEBERT CASSIDY WHITMORE	$5,288.50	316126	LEGAL SERVICES
	733800 SPECIAL-LITIGATION EXPENS	2/25/2026	188279	LIEBERT CASSIDY WHITMORE	$2,964.00	316125	LEGAL SERVICES
	733800 SPECIAL-LITIGATION EXPENS	2/25/2026	188279	LIEBERT CASSIDY WHITMORE	$3,628.50	316124	LEGAL SERVICES
	733800 SPECIAL-LITIGATION EXPENS	2/25/2026	188279	LIEBERT CASSIDY WHITMORE	$436.50	316122	LEGAL SERVICES
	DIVISION/ORG TOTAL 13090000 - LIABILITY INSURANCE				**$39,065.33**		
13140000 COMPUTER REPL RESERVE	**800121** COMPUTER/MDT/MONITOR	2/25/2026	188207	C D W GOVERNMENT LLC	$7,299.25	AH9158M	REPLACEMENT POLICE - SONI
	800121 COMPUTER/MDT/MONITOR	2/25/2026	188222	DELL MARKETING LP	$3,851.67	10855698403	LAPTOP - DELL PRO MAX 16
	DIVISION/ORG TOTAL 13140000 - COMPUTER REPL RESERVE				**$11,150.92**		
13150000 I T S INFORMATIONAL TECH SERV	**732000** COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$69.80	189020206-0	01/23-02/22/2026
	743000 COMPUTER MAINTENANCE	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$993.16	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
13150000 I T S INFORMATIONAL TECH SERV	**749500** PROF AND SPEC SERVICES	2/25/2026	188207	C D W GOVERNMENT LLC	$11,927.42	AH8PF3U	ANNUAL ADOBE SUBSCRIPTION
	749500 PROF AND SPEC SERVICES	2/25/2026	188391	VERIZON WIRELESS	$40.01	6134962385	ACCT 771937214-00003
	778500 UTILITIES-GAS	2/3/2026	2138	SOUTHERN CALIF GAS CO	$14.30	2026-01	2026-01 GAS SERVICE
	DIVISION/ORG TOTAL 13150000 - I T S INFORMATIONAL TECH SERV				**$13,044.69**		
14110000 PLANNING OPERATIONS	**492200** SUBDIVISION & ZONING FEES	2/11/2026	188086	ONE TIME VENDOR	$1,507.50	PMW0033-25	WITHDRAWN/REC-028670-2026
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$69.80	189020206-0	01/23-02/22/2026
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$43.23	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$21.86	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$108.41	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$30.85	5175043	MAINTENANCE 5-YEAR CONTRA
	749500 PROF AND SPEC SERVICES	2/11/2026	187953	CALIF STATE BOARD OF EQUALIZATION	$4,800.00	93534	CITY OF HANFORD ANNEX 163
	749500 PROF AND SPEC SERVICES	2/25/2026	188350	PLACEWORKS, INC.	$810.00	HAN-04.0-1	ON-CALL ENVIRONMENTAL SER
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188258	KINGS CO ASSESSORS OFFICE	$74.00	26-006	DOC #26-006/CEQA FILING C
	825022 UPDATING PLANNING DOCUMEN	2/25/2026	188291	MINTIER HARNISH LP	$17,248.75	HEJODS-08	REAP/UPDATES TO PLANNING
	825022 UPDATING PLANNING DOCUMEN	2/25/2026	188291	MINTIER HARNISH LP	$6,831.25	HEJODS-07	REAP/UPDATES TO PLANNING

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
14110000 PLANNING OPERATIONS	**825022** UPDATING PLANNING DOCUMEN	2/25/2026	188291	MINTIER HARNISH LP	$3,562.50	HEJODS-09	REAP/UPDATES TO PLANNING
	825022 UPDATING PLANNING DOCUMEN	2/25/2026	188291	MINTIER HARNISH LP	$10,045.29	HEJODS-10	REAP/UPDATES TO PLANNING
	825023 MODERNIZING GIS/PERMIT PR	2/25/2026	188271	LANGAN CA, INC.	$39,070.87	90078593	REAP/MODERNIZING GIS & PE
	825620 CD REMODEL	2/11/2026	188048	LOWE'S	$437.41	2025-12	BPO/SUPPLIES - CONSOLIDAT
	825620 CD REMODEL	2/11/2026	188143	SQUARE GROVE LLC	$398.09	INV2212112	CD REMODEL/DESK COMM DEV
	825620 CD REMODEL	2/25/2026	188189	ALLSTEEL INC	$703.29	2601440	COMMUNITY DEVELOPMENT REM
	825620 CD REMODEL	2/25/2026	188209	CAL & STAN INC	$1,850.00	30616-0	COMMUNITY DEVELOPMENT REM
	825620 CD REMODEL	2/25/2026	188209	CAL & STAN INC	$305.66	30925-0	COMMUNITY DEVELOPMENT REM
	825620 CD REMODEL	2/25/2026	188360	ROBINSON'S INTERIORS, INC	$6,015.00	CG501533	REC OFFICE/CD BREAKROOM F
	825620 CD REMODEL	2/25/2026	188388	SQUARE GROVE LLC	$697.67	INV2237411	CD REMODEL/OFFICE FURNITU
	DIVISION/ORG TOTAL 14110000 - PLANNING OPERATIONS				**$94,631.43**		
14120000 CODE COMPLIANCE	**732000** COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$69.80	189020206-0	01/23-02/22/2026
	732000 COMMUNICATIONS	2/25/2026	188391	VERIZON WIRELESS	$175.33	6134962385	ACCT 771937214-00003
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$17.02	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$43.23	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$21.86	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$108.41	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$30.85	5175043	MAINTENANCE 5-YEAR CONTRA

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
14120000 CODE COMPLIANCE	**749500** PROF AND SPEC SERVICES	2/25/2026	188346	CD-DATA	$1,500.00	9194-2-2026	ANNUAL SUBSCRIPTION PARCE
	DIVISION/ORG TOTAL 14120000 - CODE COMPLIANCE				**$1,966.50**		
14120001 MEAS H CODE COMPLIANCE	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188128	T-MOBILE USA INC	$66.59	995871713 2026-01	ACCT 995871713 BLDG VANS/
	DIVISION/ORG TOTAL 14120001 - MEAS H CODE COMPLIANCE				**$66.59**		
14130000 CITY HFD PUBLIC HSG AUTH	**732000** COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$41.88	189020206-0	01/23-02/22/2026
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$80.84	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$43.23	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$21.86	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$108.41	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$30.85	5175043	MAINTENANCE 5-YEAR CONTRA
	749500 PROF AND SPEC SERVICES	2/11/2026	187991	G M S, INC	$380.00	7149	BPO/GMS LICENSE/SERVICE &
	DIVISION/ORG TOTAL 14130000 - CITY HFD PUBLIC HSG AUTH				**$707.07**		
14310000 CENTRAL PARKING & IMPRV OPER	**790400** CITY CONTRIBUTIONS TO	2/11/2026	188051	MAIN STREET HANFORD	$28,071.35	2026-02	MAIN STREET HANFORD PASS
	DIVISION/ORG TOTAL 14310000 - CENTRAL PARKING & IMPRV OPER				**$28,071.35**		
14500200 CDBG ENTITLEMENT	**792301** KINGS/TULARE CONTNUUM OF	2/11/2026	188036	KINGS TULARE CONTINUUM OF CARE	$816.99	2613	PUBLIC SERVICE-KTHA CONTI
	792303 KINGS COMM ON AGING	2/25/2026	188259	KINGS CO COMMISSION ON AGING	$5,000.00	CDBG 1-2026	PUBLIC SERVICE-KINGS COMM

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
14500200 CDBG ENTITLEMENT	**792308** KCAO PROGRAM SUPPORT	2/11/2026	188033	KINGS COMMUNITY ACTION ORGANIZTN	$560.58	016	PUBLIC SERVICE-KINGS COMM
	792309 HOUSING REHABILITATION	2/11/2026	188115	ROOFING XPERTS INC	$17,325.00	113312026	ERP - ROOF REPLACEMENT -
	DIVISION/ORG TOTAL 14500200 - CDBG ENTITLEMENT				**$23,702.57**		
15110000 POLICE-SUPPORT SERVICE	**732000** COMMUNICATIONS	2/11/2026	187919	A T & T	$191.59	24794307	2026-01 5595854700 LONG D
	732000 COMMUNICATIONS	2/11/2026	187920	A T & T	$39.28	24794308	2026-01 PRIMARY STATION L
	732000 COMMUNICATIONS	2/11/2026	187921	A T & T	$62.16	24794309	2026-01 5595858176 BUSINE
	732000 COMMUNICATIONS	2/11/2026	187922	A T & T	$31.86	24794436	2026-01 5595851010 DOJ BR
	732000 COMMUNICATIONS	2/11/2026	187923	A T & T	$75.06	24794487	2026-01 5599245333 LEMOOR
	732000 COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$4,715.40	206082578 2026-01	ACCT. 206082578 CELL PHON
	732000 COMMUNICATIONS	2/11/2026	188149	MCI NETWORK SERV, INC	$917.70	73583965	BPO/CALNET3 SYSTEM & MOBI
	732000 COMMUNICATIONS	2/25/2026	188177	A T & T	$468.17	24794306	ACCT# 9391033925 PHONE SE
	732000 COMMUNICATIONS	2/25/2026	188181	A T & T	$456.60	287334182267X021026	DEPARTMENT CELLPHONES
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$963.19	189020206-0	01/23-02/22/2026
	732000 COMMUNICATIONS	2/25/2026	188392	VERIZON WIRELESS	$3,485.14	6135586415	BPO/ACCT 472560080-00001/
	741400 BUILDING MTCE INTERNAL CO	2/25/2026	188378	TIMOTHY S LEASURE	$1,560.00	INV0131	PATCH TILE IN MENS BATHRO
	745000 PUBLICATIONS AND DUES	2/25/2026	188251	INTERNATIONAL ASSC OF POLICE CHIEFS	$220.00	0453544	CHIEF S. HUDDLESTON DUES
	749500 PROF AND SPEC SERVICES	2/2/2026	2122	COMCAST CABLE COMMUNICATIONS, INC	$199.95	0695141 01/26	ACCT 8155 50 039 0695141

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15110000 POLICE-SUPPORT SERVICE	**749500** PROF AND SPEC SERVICES	2/2/2026	2123	COMCAST CABLE COMMUNICATIONS, INC	$259.95	0704471 01/26	ACCT 8155 50 039 0704471
	749500 PROF AND SPEC SERVICES	2/11/2026	187950	CALIF DEPT OF JUSTICE	$1,174.00	015985	BPO/CUSTOMER #142069 FOR
	749500 PROF AND SPEC SERVICES	2/11/2026	187978	EMPLOYEE RELATIONS INC	$8.00	100489	BPO/PRE-EMPLOYMENT CREDIT
	749500 PROF AND SPEC SERVICES	2/11/2026	187987	FLOCK GROUP INC	$12,000.00	INV-84701	4 HOUSING AUTHORITY FLOCK
	749500 PROF AND SPEC SERVICES	2/11/2026	187987	FLOCK GROUP INC	$3,000.00	INV-83629	FLOCK CAMERA
	749500 PROF AND SPEC SERVICES	2/11/2026	188019	LORETTA JOHNSON	$1,036.80	21C0188	COURT TRANSCRIPTS
	749500 PROF AND SPEC SERVICES	2/11/2026	188124	SPEAKWRITE LLC	$42.00	247307c3	BPO/SPEAKWRITE DICTATION
	749500 PROF AND SPEC SERVICES	2/11/2026	188158	TIA ZWETSLOOT	$333.64	118	COURT TRANSCRIPTS
	749500 PROF AND SPEC SERVICES	2/25/2026	188211	CALIF DEPT OF JUSTICE	$1,876.98	020971	BPO/CLETS SERVICES #53020
	749500 PROF AND SPEC SERVICES	2/25/2026	188211	CALIF DEPT OF JUSTICE	$1,194.00	022602	CUSTOMER #142069 FOR LIVE
	749500 PROF AND SPEC SERVICES	2/25/2026	188243	JONATHAN A LOGAN	$330.00	16494	EVIDENCE TOW/21 HYUNDAI T
	749500 PROF AND SPEC SERVICES	2/25/2026	188243	JONATHAN A LOGAN	$675.00	16509	EVIDENCE TOW/24 HYUNDAI T
	749500 PROF AND SPEC SERVICES	2/25/2026	188243	JONATHAN A LOGAN	$2,128.00	16513	EVIDENCE TOW/13 TOYOTA CA

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15110000 POLICE-SUPPORT SERVICE	**749502** TUITION	2/11/2026	187957	HEATHER CASTILLO	$529.00	TUITION091325-020126	09/13/25-02/01/26 TUITION
	760000 SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$108.85	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187970	DAVID MATTOS	$220.00	1095	FEBRUARY SERVICES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188121	JOSHUA SHEARER	$54.45	2026 01/28 JSHEARER	FUEL REIMBURSEMENT H19056
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188152	VESTIS GROUP, INC.	$129.70	2580648102	BPO/PD & FIRE FLOOR MATS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188152	VESTIS GROUP, INC.	$22.62	2580651192	BPO/PD & FIRE FLOOR MATS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188152	VESTIS GROUP, INC.	$129.70	2580654293	BPO/PD & FIRE FLOOR MATS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188152	VESTIS GROUP, INC.	$22.62	2580657420	BPO/PD & FIRE FLOOR MATS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188152	VESTIS GROUP, INC.	$22.62	2580663428	BPO/PD & FIRE FLOOR MATS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188152	VESTIS GROUP, INC.	$129.70	2580666415	BPO/PD & FIRE FLOOR MATS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188180	A T & T	$175.00	605238	PHONE TRACKING FOR DET. V
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188395	VESTIS GROUP, INC.	$22.62	2580669355	BPO/PD & FIRE FLOOR MATS
	760200 SNIPER EXPENSES	2/25/2026	188366	SAN DIEGO POLICE EQUIP CO	$1,430.44	667643	SWAT SNIPER AMMO
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	187968	D PREP INC	$498.00	OIS20251021-22	OIS - R DIAS/F MARTINEZ

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15110000 POLICE-SUPPORT SERVICE	**777000** TRAINING/TRAVEL/MEETING	2/11/2026	187979	ENTERPRISE RENT A CAR	$979.53	41016927	2026-01 CAR RENTAL
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	187990	FRESNO POLICE REGIONAL TRNG CTR	$623.00	20010816	PSP - SNODGRASS 03/10-13
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	187999	JUAN GONZALEZ	$129.00	TRV 2026 02/24-25	TRV VNTRA 2/24-25 - K9 AG
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	188052	MANUEL PASILLAS	$301.00	TRV 2026 03/08-11	TRV SD 3/8-11 -IPCA
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	188058	CHAD MEDEIROS	$301.00	TRV 2026 03/08-11	TRV SD 2026 3/8-11 - IPCA
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	188091	DANIEL ORTEGA	$306.00	TRV 2026 02/22-27	TRV MODESTO 2026 2/22-27
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	188146	JUSTIN VALLIN	$301.00	TRV 2026 03/08-11	TRV SD 2026 3/8-11 - IPCA
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	188154	WESLEY CORRAL	$306.00	TRV 2026 02/22-27	TRV MODESTO 2026 2/22-27
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188187	CHAD ALLEN	$414.00	TRV 2026 03/22-26	TRV MONT 2026 3/22-26 - M
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188196	CHRISTIFER BARKER	$23.00	TRV 2026 03/03	TRV FRES 2026 3/3 - PEER
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188197	CHRISTIFER BARKER	$158.00	TRV 2026 03/09-11	TRV CRSGLD 2026 3/9-11 -
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188216	IDALIS CHANDLER	$473.00	TRV 2026 03/15-20	TRV SD 3/15-20 - ICI CHIL
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188221	JARRED COTTA	$23.00	TRV 2026 03/03	TRV FRES 2026 3/3 - PEER

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15110000 POLICE-SUPPORT SERVICE	**777000** TRAINING/TRAVEL/MEETING	2/25/2026	188233	FRESNO CITY COLLEGE	$61.00	19893371	FTO UPDATE - RIVERA
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188236	SAN DIEGO REGIONAL TRAINING CTR	$674.00	85292	ICI MANAGEMENT & SUPERVIS
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188248	STEPHANIE HUDDLESTON	$233.00	TRV 2026 03/15-18	TRV SD 2026 3/15-18 - ANN
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188272	CONTRA COSTA COUNTY OFFICE OF THE SHERIFF	$239.00	26-27612	TCI COURSE - B PONTECORVO
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188281	JAMES LUTZ	$233.00	TRV 2026 03/15-18	TRV SD 2026 03/15-18 - AN
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188282	JAMES LUTZ	$301.00	TRV 2026 03/08-11	TRV 2026 3/8-11 - IPCA
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188342	ALSIE ORTEGA	$23.00	TRV 2026 03/03	TRV FRES 2026 3/3 - PEER
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188343	DANIEL ORTEGA	$22.00	TRV 2025 01/27	TRV VISALIA 2025 01/27
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188343	DANIEL ORTEGA	$22.00	TRV 2025 01/28	TRV VISALIA 2025 01/28
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188344	ROSAMARIA PACHECO	$23.00	TRV 2026 03/03	TRV FRES 2026 3/3 - PEER
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188351	BRANDON PONTECORVO	$473.00	TRV 2026 03/08-13	TRV PTSBRG 2026 3/8-13 -
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188353	ARMANDO PRIETO	$23.00	TRV 2026 03/03	TRV FRES 2026 3/3 - PEER
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188368	SEAN SNODGRASS	$180.00	TRV 2026 03/10-13	TRV FRES 2026 3/10-13 - P

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15110000 POLICE-SUPPORT SERVICE	**777000** TRAINING/TRAVEL/MEETING	2/25/2026	188381	RYAN TOMEY	$23.00	TRV 2026 03/03	TRV FRES 2026 3/3 - PEER
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188399	KEVIN WHEAT	$23.00	TRV 2026 03/03	TRV FRES 2026 3/3 - PEER
	778500 UTILITIES-GAS	2/3/2026	2138	SOUTHERN CALIF GAS CO	$800.31	2026-01	2026-01 GAS SERVICE
	DIVISION/ORG TOTAL 15110000 - POLICE-SUPPORT SERVICE				**$48,630.63**		
15121000 POLICE-RECORDS	**745500** POSTAGE AND FREIGHT	2/25/2026	188356	QUADIENT FINANCE USA INC	$346.61	2026-0125	BPO/ACCT 7900044081162129
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$621.57	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$306.37	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$567.16	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$281.86	5175043	MAINTENANCE 5-YEAR CONTRA
	749500 PROF AND SPEC SERVICES	2/11/2026	188123	STERICYCLE, INC.	$287.04	8013386889	BPO/DOCUMENT SHREDDING
	760000 SPECIAL DEPARTMENTAL EXP	2/20/2026	188166	OFFICE DEPOT (CONTRACT)	$228.30	40417406	BPO/OFFICE SUPPLIES- CONS
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188249	KERI HUNTER	$23.00	TRV 2026 03/03	TRV FRES 2026 3/3 - PEER
	DIVISION/ORG TOTAL 15121000 - POLICE-RECORDS				**$2,661.91**		
15122000 POLICE-COMMUNICATIONS	**749500** PROF AND SPEC SERVICES	2/25/2026	188219	COOK'S COMMUNICATIONS CORP	$735.50	162968	DISPATCH SERVICE CALL 1/9
	749500 PROF AND SPEC SERVICES	2/25/2026	188219	COOK'S COMMUNICATIONS CORP	$646.00	162763	DISPATCH SERVICE CALL 12/
	760000 SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$245.93	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15122000 POLICE-COMMUNICATIONS	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	187962	CLEAR CHOICE HEADSETS & TECHNOLOGY, LLC	$1,141.50	0226018	CA22 DISPATCH HEADSETS (2
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188231	VALERIE FLORES	$175.00	TRV 2026 03/01-04	TRV LA 2026 3/1-4 - CALNE
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188235	JANET GIBBS	$175.00	TRV 2026 03/01-04	TRV LA 2026 3/1-4 - CALNE
	DIVISION/ORG TOTAL 15122000 - POLICE-COMMUNICATIONS				**$3,118.93**		
15130000 POLICE-OPERATIONS	**730000** UNIFORM EXPENSE	2/11/2026	188101	PROFORCE LAW ENFORCEMENT	$1,566.38	594919	VESTS - COTTA/HERNANDEZ/O
	730000 UNIFORM EXPENSE	2/25/2026	188354	PROFORCE LAW ENFORCEMENT	$1,040.34	595101	VEST ACCYS
	741300 SOFTWARE MAINTENANCE	2/25/2026	188398	THOMSON REUTERS- WEST OR WEST	$623.44	853151235	2026-01 SOFTWARE MAINTENA
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$650.61	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	744000 OFFICE EXPENSE MISC	2/20/2026	188166	OFFICE DEPOT (CONTRACT)	$627.86	40417406	BPO/OFFICE SUPPLIES- CONS
	749500 PROF AND SPEC SERVICES	2/11/2026	188124	SPEAKWRITE LLC	$459.00	247307c3	BPO/SPEAKWRITE DICTATION
	760000 SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$378.19	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187929	ALTA LANGUAGE SERVICES INC	$69.00	IS828952	BILINGUAL EXAMS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188186	ALL VALLEY PRINTING	$502.82	2600123	NOTICE TO APPEAR CITATION
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188219	COOK'S COMMUNICATIONS CORP	$1,560.24	162563	ENCRYPTION MODULES (3)
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188354	PROFORCE LAW ENFORCEMENT	$793.65	588193	REMAINING STATEMENT BALAN

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15130000 POLICE-OPERATIONS	**826026** LESS LETHAL SHOTGUNS	2/11/2026	188037	L C ACTION POLICE SUPPLY	$748.66	480588	LESS LETHAL SHOTGUNS
	DIVISION/ORG TOTAL 15130000 - POLICE-OPERATIONS				**$9,020.19**		
15130001 MEAS H PD OPERATIONS	**760000** SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$16.17	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187975	RAUL R HERRERA DBA	$250.00	HANFPD-JAN08-2026	MEAS H PREEMPLOYMENT POLY
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188050	RAYMOND C MADRIGAL	$800.00	2026-001	MEAS H PRE-EMPLOYMENT BAC
	DIVISION/ORG TOTAL 15130001 - MEAS H PD OPERATIONS				**$1,066.17**		
15180000 POLICE-ANIMAL CONTROL	**749500** PROF AND SPEC SERVICES	2/11/2026	188007	HANFORD VETERINARY HOSPITAL, INC	$410.38	1316100	BPO/ANIMAL CONTROL VET SE
	749500 PROF AND SPEC SERVICES	2/11/2026	188007	HANFORD VETERINARY HOSPITAL, INC	$147.14	1316418	BPO/ANIMAL CONTROL VET SE
	749500 PROF AND SPEC SERVICES	2/11/2026	188007	HANFORD VETERINARY HOSPITAL, INC	$147.14	1316603	BPO/ANIMAL CONTROL VET SE
	749500 PROF AND SPEC SERVICES	2/11/2026	188007	HANFORD VETERINARY HOSPITAL, INC	$147.14	1316716	BPO/ANIMAL CONTROL VET SE
	749500 PROF AND SPEC SERVICES	2/11/2026	188007	HANFORD VETERINARY HOSPITAL, INC	$147.14	1316717	BPO/ANIMAL CONTROL VET SE
	749500 PROF AND SPEC SERVICES	2/11/2026	188007	HANFORD VETERINARY HOSPITAL, INC	$217.86	1316718	BPO/ANIMAL CONTROL VET SE
	749500 PROF AND SPEC SERVICES	2/25/2026	188244	HANFORD VETERINARY HOSPITAL, INC	$209.14	1317135	BPO/ANIMAL CONTROL VET SE
	749500 PROF AND SPEC SERVICES	2/25/2026	188244	HANFORD VETERINARY HOSPITAL, INC	$218.14	1317443	BPO/ANIMAL CONTROL VET SE

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15180000	**DIVISION/ORG TOTAL 15180000 - POLICE-ANIMAL CONTROL**				**$1,644.08**		
15190001 MEAS H PD HART	**760000** SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$1,004.16	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	DIVISION/ORG TOTAL 15190001 - MEAS H PD HART				**$1,004.16**		
15200000 POLICE-CANINE	**749500** PROF AND SPEC SERVICES	2/11/2026	187997	K-9 SERVICES LLC	$1,500.00	HPD-19	BPO/MONTHLY K9 TRAINING
	749500 PROF AND SPEC SERVICES	2/11/2026	188007	HANFORD VETERINARY HOSPITAL, INC	$136.46	1316713	BPO/K9 VET SERVICES AND F
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188244	HANFORD VETERINARY HOSPITAL, INC	$37.28	1317456	BPO/K9 VET SERVICES AND F
	DIVISION/ORG TOTAL 15200000 - POLICE-CANINE				**$1,673.74**		
16100000 FIRE-ADMIN/SUPPRESSION	**732000** COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$1,005.99	206883295 2026-01	ACCT 206883295 CELL PHONE
	732000 COMMUNICATIONS	2/25/2026	188177	A T & T	$58.52	24794306	ACCT# 9391033925 PHONE SE
	732000 COMMUNICATIONS	2/25/2026	188182	A T & T	$353.80	287301186711X021026	BPO/ACCT 287301186711 INT
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$321.08	189020206-0	01/23-02/22/2026
	741200 EQUIPMENT MAINTENANCE	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$29.84	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	741200 EQUIPMENT MAINTENANCE	2/11/2026	188038	L N CURTIS & SONS	$77.80	INV1032038	BPO/FIRE EQUIPMENT MAINTE
	741200 EQUIPMENT MAINTENANCE	2/11/2026	188038	L N CURTIS & SONS	$589.24	INV1065564	PPE TURNOUT CLEANER SUPPL
	741200 EQUIPMENT MAINTENANCE	2/11/2026	188040	SCHAUB RENTAL AND SALES INC	$177.95	34379	ECHO LEAVEBLOWER STRAP RE
	741400 BUILDING MTCE INTERNAL CO	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$56.94	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
16100000 FIRE-ADMIN/SUPPRESSION	**741400** BUILDING MTCE INTERNAL CO	2/11/2026	187930	AMERICAN INCORPORATED	$2,934.98	5338404	REPAIR OF STATION 3 ICE M
	741400 BUILDING MTCE INTERNAL CO	2/11/2026	188148	JOSE GONZALEZ	$648.35	2439	ADDRESSED OVEN AND STOVE
	744000 OFFICE EXPENSE MISC	2/11/2026	188076	OFFICE DEPOT (CONTRACT)	$90.91	39772292	BPO/OFFICE SUPPLIES- CONS
	744000 OFFICE EXPENSE MISC	2/11/2026	188126	STAPLES DEPT11-0007061138	$347.33	7008599459	INK CARTRIDGES
	744000 OFFICE EXPENSE MISC	2/25/2026	188265	BRANDON K AINSWORTH	$51.96	20589	6 NAME PLATES FOR 6 NEW F
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$125.35	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$55.21	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$145.16	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$63.49	5175043	MAINTENANCE 5-YEAR CONTRA
	749500 PROF AND SPEC SERVICES	2/11/2026	188104	ORKIN SERVICES OF CALIFORNIA, INC.	$55.00	283704143	BPO/PEST CONTROL ST#1
	749500 PROF AND SPEC SERVICES	2/11/2026	188104	ORKIN SERVICES OF CALIFORNIA, INC.	$48.00	283700562	BPO/PEST CONTROL ST#2
	749500 PROF AND SPEC SERVICES	2/11/2026	188104	ORKIN SERVICES OF CALIFORNIA, INC.	$48.00	283704847	BPO/PEST CONTROL ST#3
	749500 PROF AND SPEC SERVICES	2/11/2026	188104	ORKIN SERVICES OF CALIFORNIA, INC.	$55.00	285281984	PEST CONTROL ST#1
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$132.22	2580650259	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$126.54	2580651189	BPO/PD & FIRE FLOOR MATS

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
16100000 FIRE-ADMIN/SUPPRESSION	**749500** PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$50.00	2580651193	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$131.31	2580654296	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$109.53	2580654290	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$126.54	2580657417	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$50.00	2580657421	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$132.22	2580656905	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$131.31	2580660471	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$109.53	2580660465	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$132.22	2580662982	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$50.00	2580663429	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/11/2026	188152	VESTIS GROUP, INC.	$126.54	2580663425	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/25/2026	188395	VESTIS GROUP, INC.	$109.53	2580666412	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/25/2026	188395	VESTIS GROUP, INC.	$131.31	2580666418	BPO/PD & FIRE FLOOR MATS

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16100000 FIRE-ADMIN/SUPPRESSION	**749500** PROF AND SPEC SERVICES	2/25/2026	188395	VESTIS GROUP, INC.	$132.22	2580668910	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/25/2026	188395	VESTIS GROUP, INC.	$50.00	2580669356	BPO/PD & FIRE FLOOR MATS
	749500 PROF AND SPEC SERVICES	2/25/2026	188395	VESTIS GROUP, INC.	$126.54	2580669352	BPO/PD & FIRE FLOOR MATS
	760000 SPECIAL DEPARTMENTAL EXP	2/4/2026	2128	HOME DEPOT U S A INC-DEPT 32 2540194606	$32.35	2026-01	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$187.70	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$103.93	9244422356	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$307.26	9245326107	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$307.26	9245570933	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188016	J H TACKETT INC	$12.99	901038	JH Tackett Miscellaneous
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$61.05	9244541185	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$105.77	9244492634	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	($283.84)	1600387332	BPO/HOME DEPOT SUPPLIES
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	188048	LOWE'S	$278.77	2025-12	BPO/SUPPLIES - CONSOLIDAT

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16100000 FIRE-ADMIN/SUPPRESSION	**777000** TRAINING/TRAVEL/MEETING	2/11/2026	188153	VIRGEN, VALERIA	$46.00	TRV 2026 01/29-30	TRV FRESNO 2026 01/29-30
	777000 TRAINING/TRAVEL/MEETING	2/20/2026	188165	LOWE'S	$1,322.07	2026-01	BPO/SUPPLIES - CONSOLIDAT
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188204	JARED BRACY	$23.00	TRV 2025 02/23-25	TRV KINGSBURG 2025 02/23-
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188300	MOSES NEAL	$215.00	TRV 2026 03/03-05	TRV SAC 2026 03/03-05 - I
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188362	MATTHEW ROWE	$67.00	REFUND FOR GAS CONF	REFUND FOR M ROWE GAS TRV
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188385	JARED TURNER	$387.00	TURNER TRAVEL REIMB	TURNER TRAVEL REIMB. BOIS
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188396	VIRGEN, VALERIA	$219.00	VVIRGEN AFSS CONFERE	VVIRGEN AFFS CONFERENCE T
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188400	BRYAN M WOLFE	$23.00	TRV 2025 02/23-25	TRV KINGSBURG 2025-02/23-
	778500 UTILITIES-GAS	2/3/2026	2138	SOUTHERN CALIF GAS CO	$1,669.28	2026-01	2026-01 GAS SERVICE
	799500 OPERATIONAL CAPITAL OUTLA	2/11/2026	188032	BRANDON K AINSWORTH	$38.97	20573	NAME PLATES FOR HFD INTER
	799500 OPERATIONAL CAPITAL OUTLA	2/11/2026	188038	L N CURTIS & SONS	$1,913.87	INV1018973	TURNOUT BOOTS FOR THREE H
	826020 FIRE ENGINE 42 EQUIPMENT	2/25/2026	188188	ALLSTAR FIRE EQUIPMENT INC	$15,737.33	270114	HOSE & NOZZLE EQUIPMENT F
	826050 FIRE UNIT 164 EMER REPAIR	2/11/2026	187939	BETTS COMPANY	$63,712.71	08RO7583	FIRE ENGINE 164 EMERGENCY
	DIVISION/ORG TOTAL 16100000 - FIRE-ADMIN/SUPPRESSION				**$95,784.93**		

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
16100001 MEAS H FIRE ADMIN/SUPPRESSION	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	187929	ALTA LANGUAGE SERVICES INC	$69.00	IS828952	BILINGUAL EXAMS
	DIVISION/ORG TOTAL 16100001 - MEAS H FIRE ADMIN/SUPPRESSION				**$69.00**		
16110000 FIRE-FIRE PREVENTION	**732000** COMMUNICATIONS	2/25/2026	188182	A T & T	$94.34	287301186711X021026	BPO/ACCT 287301186711 INT
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188016	J H TACKETT INC	$12.99	901038	JH Tackett Miscellaneous
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188220	DUSTIN COSTA	$282.00	TRV 2026 02/22-26	TRV SLO 2026 02/22-26 - C
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188285	MATTHEW MARTINEZ	$282.00	TRV 2026 02/22-26	TRV SLO 2026 02/22-26 - C
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188363	MATTHEW ROWE	$219.00	CCAI2026SLOTRVL ROWE	FIRE INVESTIGATOR TRAININ
	DIVISION/ORG TOTAL 16110000 - FIRE-FIRE PREVENTION				**$890.33**		
17100000 PARKS & COMM SERV-ADMIN	**732000** COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$55.84	189020206-0	01/23-02/22/2026
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$154.63	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$388.55	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$193.16	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$343.63	5175043	MAINTENANCE 5-YEAR CONTRA
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188200	BLUETRITON BRANDS INC	$0.00	06A6710382665	MONTHLY WATER DELIVERY
	777000 TRAINING/TRAVEL/MEETING	2/11/2026	187979	ENTERPRISE RENT A CAR	$298.29	41016927	2026-01 CAR RENTAL
	DIVISION/ORG TOTAL 17100000 - PARKS & COMM SERV-ADMIN				**$1,434.10**		

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17110000 PARKS & COMM SERV-SPORTS	**749500** PROF AND SPEC SERVICES	2/11/2026	187985	KEYSHAWN FIGUEROA-LANE	$272.00	93467	SOFTBALL CONCESSIONS 1.18
	749500 PROF AND SPEC SERVICES	2/11/2026	188053	AIKO MASUDA	$300.00	93465	SOFTBALL CONCESSIONS 1.26
	749500 PROF AND SPEC SERVICES	2/11/2026	188054	AVALYNN MASUDA	$170.00	93472	SOFTBALL CONCESSIONS 1.25
	749500 PROF AND SPEC SERVICES	2/11/2026	188059	BRANDEN MEDINA	$127.50	93471	SOFTBALL CONCESSIONS 1.7
	749500 PROF AND SPEC SERVICES	2/11/2026	188060	BRIANNA MEDINA	$204.00	93470	SOFTBALL CONCESSIONS 1.17
	749500 PROF AND SPEC SERVICES	2/11/2026	188100	PRESTON LEE KING	$357.00	93464	SOFTBALL PREP AND MAINTEN
	749500 PROF AND SPEC SERVICES	2/11/2026	188107	BRAYDEN REIS	$59.50	93469	SOFTBALL CONCESSIONS 1.25
	749500 PROF AND SPEC SERVICES	2/11/2026	188113	RODRIGUEZ, CHRISTIAN	$425.00	93466	SOFTBALL MAINTENANCE 1.26
	749500 PROF AND SPEC SERVICES	2/11/2026	188132	TIMOTHY MC WEBSTER JR	$960.00	93461	SOFTBALL MAINTENANCE 1.20
	749500 PROF AND SPEC SERVICES	2/11/2026	188133	TOPANGA HILLHOUSE	$85.00	93468	SOFTBALL CONCESSIONS 1.25
	749500 PROF AND SPEC SERVICES	2/25/2026	188226	DUSTIN PEST CONTROL INC	$75.00	239776326	BPO/PEST CONTROL SVC MULT
	749500 PROF AND SPEC SERVICES	2/25/2026	188226	DUSTIN PEST CONTROL INC	$75.00	240627706	BPO/PEST CONTROL SVC MULT
	749500 PROF AND SPEC SERVICES	2/25/2026	188227	EVAN DUTRA	$540.80	94304	SOFTBALL PREP AND MAINT 2

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17110000 PARKS & COMM SERV-SPORTS	**749500** PROF AND SPEC SERVICES	2/25/2026	188283	AIKO MASUDA	$340.00	94308	SOFTBALL CONCESSIONS 2/03
	749500 PROF AND SPEC SERVICES	2/25/2026	188284	AVALYNN MASUDA	$187.00	94307	SOFTBALL CONCESSIONS 2/07
	749500 PROF AND SPEC SERVICES	2/25/2026	188286	BRANDEN MEDINA	$144.50	94313	SOFTBALL CONCESSIONS 2/07
	749500 PROF AND SPEC SERVICES	2/25/2026	188287	BRIANNA MEDINA	$144.50	94306	SOFTBALL CONCESSIONS 2/07
	749500 PROF AND SPEC SERVICES	2/25/2026	188298	MARLEE MUSIAL	$132.00	82998	SB SERVICES. CON.
	749500 PROF AND SPEC SERVICES	2/25/2026	188352	PRESTON LEE KING	$646.00	94314	SOFTBALL PREP AND MAINTEN
	749500 PROF AND SPEC SERVICES	2/25/2026	188358	BRAYDEN REIS	$51.00	94301	SOFTBALL CONCESSIONS 2/07
	749500 PROF AND SPEC SERVICES	2/25/2026	188359	SYDNEY REIS	$51.00	94302	SOFTBALL CONCESSIONS 2/07
	749500 PROF AND SPEC SERVICES	2/25/2026	188361	RODRIGUEZ, CHRISTIAN	$846.00	94315	SOFTBALL MAINTENANCE 2/02
	749500 PROF AND SPEC SERVICES	2/25/2026	188379	TIMOTHY MC WEBSTER JR	$1,440.00	94316	SOFTBALL MAINTENANCE 02/0
	749500 PROF AND SPEC SERVICES	2/25/2026	188382	TOPANGA HILLHOUSE	$229.50	94312	SOFTBALL CONCESSION/MAINT
	749500 PROF AND SPEC SERVICES	2/25/2026	188402	LUCAS YANES	$306.00	94309	SOFTBALL MAINTENANCE 3/05
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188030	PHILLIP J GAPEN	$40.59	11080	YAC CONCESSION STAND KEYS

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17110000 PARKS & COMM SERV-SPORTS	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188200	BLUETRITON BRANDS INC	$37.96	06A6710382665	MONTHLY WATER DELIVERY
	767500 SOFTBALL COMPLEX EXPENSES	2/4/2026	2128	HOME DEPOT U S A INC-DEPT 32 2540194606	$123.83	2026-01	BPO/SUPPLIES - CONSOLIDAT
	767500 SOFTBALL COMPLEX EXPENSES	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$1,104.16	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	767500 SOFTBALL COMPLEX EXPENSES	2/11/2026	187996	ERIC DODD	$1,726.10	4255	SOFTBALL COMPLEX ELECTRIC
	767500 SOFTBALL COMPLEX EXPENSES	2/11/2026	188006	HANFORD JOINT UNION HIGH SCHOOL	$346.42	260123	ABI MACHINE REPAIRS
	767500 SOFTBALL COMPLEX EXPENSES	2/11/2026	188127	SUPERIOR SOIL SUPPLEMENTS LLC	$940.18	25-109727	MOUND CLAY FOR SOFTBALL C
	767500 SOFTBALL COMPLEX EXPENSES	2/11/2026	188127	SUPERIOR SOIL SUPPLEMENTS LLC	$245.73	25-109733	SOIL FOR SOFTBALL COMPLEX
	767500 SOFTBALL COMPLEX EXPENSES	2/11/2026	188155	WEST VALLEY SUPPLY INC	($41.67)	120827	CREDIT RETURN/ADJUSTABLE
	767500 SOFTBALL COMPLEX EXPENSES	2/20/2026	188165	LOWE'S	$284.55	2026-01	BPO/SUPPLIES - CONSOLIDAT
	767500 SOFTBALL COMPLEX EXPENSES	2/25/2026	188214	CALIF TURF EQUIPMENT & SUPPLY INC	$542.29	703360	SOFTBALL COMPLEX SUPPLIES
	767500 SOFTBALL COMPLEX EXPENSES	2/25/2026	188229	EWING IRRIGATION PROD INC	$420.06	27484444	SOFTBALL COMPLEX REPAIR
	767500 SOFTBALL COMPLEX EXPENSES	2/25/2026	188262	PHILLIP J GAPEN	$56.29	11137	SOFTBALL COMPLEX KEYS
	767500 SOFTBALL COMPLEX EXPENSES	2/25/2026	188372	SUPERIOR SOIL SUPPLEMENTS LLC	$200.15	26-110644	SOFTBALL COMPLEX PLANTING

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17110000 PARKS & COMM SERV-SPORTS	**768000** CONCESSION SUPPLIES	2/25/2026	188202	BOTTLING GROUP, LLC	$621.59	52649406	PEPSI PRODUCT FOR SOFTBAL
	768000 CONCESSION SUPPLIES	2/25/2026	188369	SMART & FINAL CORP	$352.66	2026-01	BPO/SUPPLIES FOR VARIOUS
	DIVISION/ORG TOTAL 17110000 - PARKS & COMM SERV-SPORTS				**$15,169.19**		
17140100 AQUATICS CAP/EQ REPL RES	**824617** PLUNGE POOL REMODEL	2/25/2026	188365	DALE COOPER LLC	$37,882.00	1-60995D	PLUNGE SLIDE REPAIRS
	824617 PLUNGE POOL REMODEL	2/25/2026	188365	DALE COOPER LLC	$26,718.10	2-60995F	PLUNGE SLIDE REPAIRS
	824617 PLUNGE POOL REMODEL	2/25/2026	188371	STONEY'S CONCRETE LLC	$127.31	143584	DECOMPOSED GRANITE REPAIR
	DIVISION/ORG TOTAL 17140100 - AQUATICS CAP/EQ REPL RES				**$64,727.41**		
17160000 PARKS & COMM SERV-FACILITIES	**501403** AQ-SWIM CLASSES	2/25/2026	188325	ONE TIME VENDOR	$40.00	2004898	PLUNGE CLOSED FOR REPAIRS
	501403 AQ-SWIM CLASSES	2/25/2026	188335	ONE TIME VENDOR	$16.00	2004955	PLUNGE CLOSED FOR REPAIRS
	732000 COMMUNICATIONS	2/11/2026	187918	A T & T	$33.84	24794294	2026-01 COE/LONGFIELD ALA
	732000 COMMUNICATIONS	2/25/2026	188177	A T & T	$58.52	24794306	ACCT# 9391033925 PHONE SE
	749500 PROF AND SPEC SERVICES	2/2/2026	2121	COMCAST CABLE COMMUNICATIONS, INC	$111.95	0454929 01/26	ACCT 8155 50 039 0454929
	749500 PROF AND SPEC SERVICES	2/11/2026	188034	KINGS INDUSTRIAL OCCUP MEDICAL CTR	$100.00	327722	PRE EMPLOYMENT PHYSICALS
	749500 PROF AND SPEC SERVICES	2/25/2026	188226	DUSTIN PEST CONTROL INC	$50.00	240651094	BPO/PEST CONTROL SVC MULT
	760000 SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$136.95	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188151	VESTIS GROUP, INC.	$101.91	5031680476	BPO/CUST 890041001 LONGFI

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17160000 PARKS & COMM SERV-FACILITIES	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188200	BLUETRITON BRANDS INC	$65.53	06B6711768187	MONTHLY WATER DELIVERY
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188301	NICK CHAMPI ENTERPRISES INC	$10.83	29417	HANGER BOLT HINGE FOR PAR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188394	VESTIS GROUP, INC.	$101.91	5031686062	BPO/CUST 890041001 LONGFI
	778500 UTILITIES-GAS	2/3/2026	2138	SOUTHERN CALIF GAS CO	$1,079.92	2026-01	2026-01 GAS SERVICE
	DIVISION/ORG TOTAL 17160000 - PARKS & COMM SERV-FACILITIES				**$1,907.36**		
17190000 PARKS & COMM SER-YOUTH SERVICE	**501201** CA-CONTRACTED CLASSES	2/25/2026	188317	ONE TIME VENDOR	$10.00	2004844	YOGA CLASS CANCELLED
	732000 COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$70.48	210044613	ACCT. #210044613 - RECREA
	732000 COMMUNICATIONS	2/25/2026	188177	A T & T	$58.52	24794306	ACCT# 9391033925 PHONE SE
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$41.88	189020206-0	01/23-02/22/2026
	767602 B&GC 02 SERV & SUPPLIES P	2/11/2026	188017	DBA: JANITORIAL INC.	$836.00	473939	COE PARK JANITORIAL SERVI
	767604 B&GC 04 NGO CONTRACTS PRO	2/11/2026	187942	BOYS & GIRLS CLUBS OF TULARE COUNTY	$20,230.90	51	BOYS AND GIRLS CLUB NGO S
	767611 B&GC 11 INDIRECT COSTS PR	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$674.50	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	DIVISION/ORG TOTAL 17190000 - PARKS & COMM SER-YOUTH SERVICE				**$21,922.28**		
17210000 PARKS & COMM SERV-COMM PROM/EV	**732000** COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$13.96	189020206-0	01/23-02/22/2026
	749500 PROF AND SPEC SERVICES	2/25/2026	188254	J H TACKETT INC	$1,667.81	902089	VINYL COVERS FOR DOWNTOWN
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188016	J H TACKETT INC	$43.30	900860	SPECIAL EVENT SIGNAGE

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17210000 PARKS & COMM SERV-COMM PROM/EV	**761110** ICE RINK EXPENSES	2/3/2026	2138	SOUTHERN CALIF GAS CO	$505.28	2026-01	2026-01 GAS SERVICE
	761110 ICE RINK EXPENSES	2/4/2026	2129	HOME DEPOT U S A INC-DEPT 32 2540194606	$734.04	2026.01	BUILDING MATERIALS FOR WI
	761110 ICE RINK EXPENSES	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$253.04	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	761110 ICE RINK EXPENSES	2/11/2026	187984	FERRELLGAS	$55.82	1043056180	CYL WINTER WONDERLAND-ZAM
	761110 ICE RINK EXPENSES	2/11/2026	187984	FERRELLGAS	$94.61	1043205134	CYL WINTER WONDERLAND-ZAM
	761110 ICE RINK EXPENSES	2/11/2026	188048	LOWE'S	$1,387.89	2025-12	BPO/SUPPLIES - CONSOLIDAT
	761110 ICE RINK EXPENSES	2/20/2026	188165	LOWE'S	$60.54	2026-01	BPO/SUPPLIES - CONSOLIDAT
	761110 ICE RINK EXPENSES	2/25/2026	188184	ADDINK TUF FARMS INC	$3,793.08	3268573	SOD FOR CIVIC PARK
	761110 ICE RINK EXPENSES	2/25/2026	188230	FERRELLGAS	$94.61	1132648055	CYL WINTER WONDERLAND-ZAM
	761110 ICE RINK EXPENSES	2/25/2026	188230	FERRELLGAS	$98.86	1132532329	CYL WINTER WONDERLAND-ZAM
	761110 ICE RINK EXPENSES	2/25/2026	188240	HANFORD JOINT UNION HIGH SCHOOL	$10,800.00	260147	WINTER WONDERLAND STORAGE
	761110 ICE RINK EXPENSES	2/25/2026	188263	KINGS CO PIPE & SUPPLY	$38.86	2033914	CIVIC PARK IRRIGATION REP
	761110 ICE RINK EXPENSES	2/25/2026	188290	MILLER'S RENTALAND	$2,616.95	834359	FORK LIFT RENTAL FOR WINT
	761110 ICE RINK EXPENSES	2/25/2026	188290	MILLER'S RENTALAND	$1,355.50	836027	FORK LIFT RENTAL FOR WINT
	761110 ICE RINK EXPENSES	2/25/2026	188290	MILLER'S RENTALAND	$181.84	834955	PROPANE FOR WINTER WONDER
	761110 ICE RINK EXPENSES	2/25/2026	188290	MILLER'S RENTALAND	$92.01	835258	BATTERY FOR WINTER WONDER
	761110 ICE RINK EXPENSES	2/25/2026	188347	PARREIRA, BRITTANY	$65.85	94222	PERSONAL CARD REIMBURSEME
	761110 ICE RINK EXPENSES	2/25/2026	188372	SUPERIOR SOIL SUPPLEMENTS LLC	$557.70	26-110582	SOIL FOR CIVIC PARK REPAI
	DIVISION/ORG TOTAL 17210000 - PARKS & COMM SERV-COMM PROM/EV				**$24,511.55**		

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17220000 PARKS & COMM SERV-PARKS	**730000** UNIFORM EXPENSE	2/11/2026	187941	BOOT BARN	$225.00	INV00568459	FY26 SAFETY SHOES/ERIC ST
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$762.81	5031677673	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$51.54	5031680484	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$51.54	5031682732	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$51.54	5031686070	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$59.04	5031688874	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$506.46	992424539 2026-01	ACCT#992424539 P&CS CELL
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$13.96	189020206-0	01/23-02/22/2026
	733800 SPECIAL-LITIGATION EXPENS	2/11/2026	187951	CALIF DEPT OF HEALTH CARE SVCS	$2,357.79	93508	DHCS ACCT#C96612286C-001
	733800 SPECIAL-LITIGATION EXPENS	2/11/2026	188096	VICTOR M PEREZ	$47,642.21	93524	CASE NAME: GUADALUPE CELI
	749500 PROF AND SPEC SERVICES	2/25/2026	188262	PHILLIP J GAPEN	$5.41	11127	BPO ELECTRICAL SERVICES F
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$145.00	6007	MONTHLY LANDSCAPING SERVI
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187961	CLEAN CUT LANDSCAPE MANAGEMENT INC	$145.00	6058	MONTHLY LANDSCAPING SERVI
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188183	PAUL M SANTIAGO	$345.00	13511	CIVIC TOILET NOT DRAINING
	760000 SPECIAL DEPARTMENTAL EXP	2/4/2026	2128	HOME DEPOT U S A INC-DEPT 32 2540194606	$889.58	2026-01	BPO/SUPPLIES - CONSOLIDAT

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17220000 PARKS & COMM SERV-PARKS	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	187954	CALIF TURF EQUIPMENT & SUPPLY INC	$373.33	706005	BPO EQUIPMENT RENTAL
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188011	HOFMANS NURSERY	$476.30	11155	NURSERY SUPPLIES FOR PARK
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188011	HOFMANS NURSERY	$259.80	11181	NURSERY SUPPLIES FOR PARK
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188031	KINGS CO PIPE & SUPPLY	$3.62	2033821	BPO IRRIGATION SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188040	SCHAUB RENTAL AND SALES INC	$8.66	34306	BPO/PARKS EQUIPMENT PARTS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188048	LOWE'S	$100.11	2025-12	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188062	MILLER'S RENTALAND	$90.20	344435	BPO/EQUIPMENT RENTALS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188062	MILLER'S RENTALAND	$69.60	833621	BPO/EQUIPMENT RENTALS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188062	MILLER'S RENTALAND	$247.50	835176	BPO/EQUIPMENT RENTALS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188062	MILLER'S RENTALAND	$59.40	834994	BPO/EQUIPMENT RENTALS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188062	MILLER'S RENTALAND	$90.20	834769	BPO/EQUIPMENT RENTALS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188066	MORGAN & SLATES	$525.53	1851572	BPO/PARK REPAIR SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188094	PARK ASSOCIATES, INC	$212.60	IN25-1975	CENTENNIAL PARK ADA SWING

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17220000 PARKS & COMM SERV-PARKS	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188155	WEST VALLEY SUPPLY INC	$219.73	120682	BPO/SUPPLIES, PART, AND M
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188155	WEST VALLEY SUPPLY INC	$10.39	120683	BPO/SUPPLIES, PART, AND M
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188155	WEST VALLEY SUPPLY INC	$60.48	120722	BPO/SUPPLIES, PART, AND M
	760000 SPECIAL DEPARTMENTAL EXP	2/20/2026	188165	LOWE'S	$220.24	2026-01	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188229	EWING IRRIGATION PROD INC	($316.12)	27746325	IRRGATION SUPPLIES AND MA
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188229	EWING IRRIGATION PROD INC	$602.69	28207286	IRRGATION SUPPLIES AND MA
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188263	KINGS CO PIPE & SUPPLY	$4.97	2033886	BPO IRRIGATION SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188263	KINGS CO PIPE & SUPPLY	$26.22	2033789	BPO IRRIGATION SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188273	SCHAUB RENTAL AND SALES INC	$320.42	34707	BPO/PARKS EQUIPMENT PARTS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188290	MILLER'S RENTALAND	$110.00	835645	BPO/EQUIPMENT RENTALS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188290	MILLER'S RENTALAND	$115.47	835644	BPO/EQUIPMENT RENTALS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188290	MILLER'S RENTALAND	$159.00	833531	BPO/EQUIPMENT RENTALS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188290	MILLER'S RENTALAND	$44.00	833475	BPO/EQUIPMENT RENTALS

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17220000 PARKS & COMM SERV-PARKS	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188290	MILLER'S RENTALAND	$55.00	835888	BPO/EQUIPMENT RENTALS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188290	MILLER'S RENTALAND	$258.50	832838	BPO/EQUIPMENT RENTALS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188292	MIRACLE PLAYSYSTEMS INC	$3,193.97	F26-0017	REPLACEMENT OF PLAYGROUND
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188295	MORGAN & SLATES	$55.96	1860564	BPO/PARK REPAIR SUPPLIES
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188074	NUTRIEN AG SOLUTIONS INC	$2,734.88	58388672	PESTICIDES FOR PARKS
	822649 HEROES PARK	2/25/2026	188350	PLACEWORKS, INC.	$1,412.70	HAN-03.0-7	ENVIRONMENTAL IMPACT REPO
	825613 HANFORD GOES GREEN PROJEC	2/25/2026	188225	DUDEK	$8,313.75	202601162	TREE CANOPY AND INVENTORY
	825613 HANFORD GOES GREEN PROJEC	2/25/2026	188232	FRED FONSECA	$110.96	000009	TREE SUPPLIER FOR HANFORD
	825613 HANFORD GOES GREEN PROJEC	2/25/2026	188232	FRED FONSECA	$11,745.78	000012	TREE SUPPLIER FOR HANFORD
	826629 ADA PARK/REC MOD	2/25/2026	188380	J T 2 INC	$24,038.80	8-674776	YAC-YOUTH ATHLETIC COMPLE
	DIVISION/ORG TOTAL 17220000 - PARKS & COMM SERV-PARKS				**$109,266.52**		
17502091 INTERMODAL FACILITY OPER	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	188151	VESTIS GROUP, INC.	$44.81	5031680477	BPO/WWTP & BLG MAINT FLOO
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188151	VESTIS GROUP, INC.	$14.00	5031682723	BPO/WWTP & BLG MAINT FLOO
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188172	A T & T	$60.59	24794298	2026-01 TRAIN STATION ALA

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17502091 INTERMODAL FACILITY OPER	**755000** OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	239770851	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	240610450	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188394	VESTIS GROUP, INC.	$14.00	5031688865	BPO/WWTP & BLG MAINT FLOO
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$431.92	0882459164	SUNCAST LARGE VERTICAL SH
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$179.75	0882459162	PRO 24 IN.X36INX72IN BLAC
	778500 UTILITIES-GAS	2/3/2026	2138	SOUTHERN CALIF GAS CO	$43.14	2026-01	2026-01 GAS SERVICE
	DIVISION/ORG TOTAL 17502091 - INTERMODAL FACILITY OPER				**$858.21**		
17502100 BUILDING MAINTENANCE	**730000** UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$23.02	5031677674	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$23.02	5031680485	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$23.02	5031682733	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188201	BOOT BARN	$223.97	INV00568460	FY26 SAFETY SHOES/CURTIS
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$23.02	5031686071	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$28.80	5031688875	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$105.72	210733218 2026-01	MONTHLY CELL CHARGES - PW
	732000 COMMUNICATIONS	2/25/2026	188171	A T & T	$60.59	24794297	2026-01 CORP YARD ALARM L
	732000 COMMUNICATIONS	2/25/2026	188176	A T & T	$62.16	24794305	2026-01 VETS BUILDING ALA
	732000 COMMUNICATIONS	2/25/2026	188178	A T & T	$62.16	24794310	2026-01 CITY HALL ALARM L

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17502100 BUILDING MAINTENANCE	**732000** COMMUNICATIONS	2/25/2026	188179	A T & T	$62.18	24796134	2026-01 CITY HALL ALARM L
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$41.88	189020206-0	01/23-02/22/2026
	732000 COMMUNICATIONS	2/25/2026	188393	VERIZON WIRELESS	$262.40	6135898044	ACCT 842003924 CELL PHONE
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187977	MESA ENERGY SYSTEMS, INC.	$1,730.00	962026404	BOILER MAINTENANCE CONTRA
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187977	MESA ENERGY SYSTEMS, INC.	$865.00	962027045	LABOR/PARTS REF. SERVICE
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187977	MESA ENERGY SYSTEMS, INC.	$793.00	962026584	IGNITION ELECTRODES
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187996	ERIC DODD	$2,500.00	4249	INSTALL 3 NEW FLOOD LIGHT
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187996	ERIC DODD	$1,036.53	4256	REPAIR DIRECT SHORT FOR O
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188030	PHILLIP J GAPEN	$518.63	11082	BPO/LOCKS AND KEY DUPLICA
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188134	TOTAL FILTRATION SERVICES, INC	$254.74	2837195-00	BPO/FILTRATION SUPPLIES A
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188134	TOTAL FILTRATION SERVICES, INC	$185.09	2837194-00	BPO/FILTRATION SUPPLIES A
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188134	TOTAL FILTRATION SERVICES, INC	$132.73	2837150-00	BPO/FILTRATION SUPPLIES A
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188134	TOTAL FILTRATION SERVICES, INC	$367.09	2837193-00	BPO/FILTRATION SUPPLIES A
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188134	TOTAL FILTRATION SERVICES, INC	$114.04	2837171-00	BPO/FILTRATION SUPPLIES A

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17502100 BUILDING MAINTENANCE	**755000** OTHER CONTRACTUAL SERVICE	2/11/2026	188134	TOTAL FILTRATION SERVICES, INC	$360.34	2837192-00	BPO/FILTRATION SUPPLIES A
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188151	VESTIS GROUP, INC.	$50.18	5031677662	BPO/WWTP & BLG MAINT FLOO
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188151	VESTIS GROUP, INC.	$70.78	5031677666	BPO/WWTP & BLG MAINT FLOO
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188151	VESTIS GROUP, INC.	$50.18	5031682721	BPO/WWTP & BLG MAINT FLOO
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188151	VESTIS GROUP, INC.	$70.78	5031682725	BPO/WWTP & BLG MAINT FLOO
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$20.00	239759140	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	239770985	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$55.00	239770893	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	239770739	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	239770915	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	239792756	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	239794290	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	239792733	BPO/PEST CONTROL SVC MULT

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17502100 BUILDING MAINTENANCE	**755000** OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	239792500	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$90.00	239794669	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	240608831	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	240608759	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	240609043	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$55.00	240609011	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$90.00	240641254	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	240652119	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	240651533	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	240651512	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188226	DUSTIN PEST CONTROL INC	$35.00	240650643	BPO/PEST CONTROL SVC MULT
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188262	PHILLIP J GAPEN	$15.16	11119	BPO/LOCKS AND KEY DUPLICA
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188390	GEIL ENTERPRISES, INC	$482.77	474289	REPAIR DOOR ACCESS CONTRO

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17502100 BUILDING MAINTENANCE	**755000** OTHER CONTRACTUAL SERVICE	2/25/2026	188394	VESTIS GROUP, INC.	$50.18	5031688863	BPO/WWTP & BLG MAINT FLOO
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188394	VESTIS GROUP, INC.	$70.78	5031688867	BPO/WWTP & BLG MAINT FLOO
	758000 RENTS AND LEASES-EQUIP	2/11/2026	188062	MILLER'S RENTALAND	$7.70	834050	BPO/EQUIPMENT RENTAL FOR
	760000 SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$21.03	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187930	AMERICAN INCORPORATED	$2,880.00	5338110	REF. CR#5338110C
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187930	AMERICAN INCORPORATED	($2,880.00)	5338110C	REF. INV#5338110
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187944	CENTRAL SANITARY SUPPLY LLC	$269.29	11205886	BPO BRADY PLUS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187944	CENTRAL SANITARY SUPPLY LLC	$73.54	11238994	BPO BRADY PLUS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188008	MSTS (AKA HARBOR FREIGHT COMMERCIAL)	$31.37	28d0c7c6	BPO/SUPPLIES/TOOLS NEEDED
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$36.18	0882342667	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$127.11	0882338811	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$91.34	0882400777	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$17.30	0882400779	BPO/HOME DEPOT SUPPLIES

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17502100 BUILDING MAINTENANCE	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$32.19	0882400778	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$12.85	0882414738	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$44.20	0882414739	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$50.47	0882421051	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188009	HD SUPPLY, INC.	$23.79	0882421050	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188031	KINGS CO PIPE & SUPPLY	$51.98	2033607	BPO/PIPES & SUPPLIES NEED
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188031	KINGS CO PIPE & SUPPLY	$112.93	2033731	BPO/PIPES & SUPPLIES NEED
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188048	LOWE'S	$33.03	2025-12	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/20/2026	188165	LOWE'S	$104.64	2026-01	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188205	CENTRAL SANITARY SUPPLY LLC	$1,214.46	11273455	BPO BRADY PLUS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188205	CENTRAL SANITARY SUPPLY LLC	$106.33	11288425	BPO BRADY PLUS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188205	CENTRAL SANITARY SUPPLY LLC	$329.48	11311592	BPO BRADY PLUS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188217	CHARGEPOINT, INC	$4,860.00	IN397339	CHARGEPOINT SERVICES CONT

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17502100 BUILDING MAINTENANCE	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$182.94	879782407	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$161.29	879810216	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$20.50	890030471	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$90.63	0882459163	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$47.48	0882469495	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	($43.17)	0882469497	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$363.29	9245938406	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188245	HD SUPPLY, INC.	$9.06	0882502028	BPO/HOME DEPOT SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188246	HOLT LUMBER INC	$263.18	539392	BPO/REPAIR SUPPLIES SPRTS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188246	HOLT LUMBER INC	$81.30	539389	BPO/REPAIR SUPPLIES SPRTS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188263	KINGS CO PIPE & SUPPLY	$42.56	2033862	BPO/PIPES & SUPPLIES NEED
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188263	KINGS CO PIPE & SUPPLY	$140.18	2033798	BPO/PIPES & SUPPLIES NEED
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188263	KINGS CO PIPE & SUPPLY	$11.21	2033734	BPO/PIPES & SUPPLIES NEED

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17502100 BUILDING MAINTENANCE	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188263	KINGS CO PIPE & SUPPLY	$139.75	2034022	BPO/PIPES & SUPPLIES NEED
	778500 UTILITIES-GAS	2/3/2026	2138	SOUTHERN CALIF GAS CO	$5,746.54	2026-01	2026-01 GAS SERVICE
	DIVISION/ORG TOTAL 17502100 - BUILDING MAINTENANCE				**$26,427.89**		
17502131 COURTHOUSE SQUARE FACIL	**778500** UTILITIES-GAS	2/3/2026	2138	SOUTHERN CALIF GAS CO	$158.37	2026-01	2026-01 GAS SERVICE
	DIVISION/ORG TOTAL 17502131 - COURTHOUSE SQUARE FACIL				**$158.37**		
20100000 ENGINEERING	**730000** UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$20.71	5031680479	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	($135.03)	503006464	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$20.71	5031682727	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$20.71	5031686065	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$20.71	5031688869	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$168.54	210733218 2026-01	MONTHLY CELL CHARGES - PW
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$251.28	189020206-0	01/23-02/22/2026
	732000 COMMUNICATIONS	2/25/2026	188393	VERIZON WIRELESS	$209.92	6135898044	ACCT 842003924 CELL PHONE
	740000 FLEET MAINTENANCE	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$182.03	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$23.43	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	744000 OFFICE EXPENSE MISC	2/11/2026	188076	OFFICE DEPOT (CONTRACT)	$302.54	39772292	BPO/OFFICE SUPPLIES- CONS
	744000 OFFICE EXPENSE MISC	2/20/2026	188166	OFFICE DEPOT (CONTRACT)	$302.44	40417406	BPO/OFFICE SUPPLIES- CONS
	745000 PUBLICATIONS AND DUES	2/25/2026	188242	SANTA MARIA CALIFORNIA NEWS MEDIA INC	$189.49	3364AF6D-0096	PUBLIC HEARING NOTICE-CRD

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20100000 ENGINEERING	**747000** PRINTING	2/11/2026	187969	DATAFLOW BUSINESS SYSTEMS, INC	$9.28	44726	BPO/ACCT CO0000-071 OKI P
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$166.83	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$168.42	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$213.16	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$295.45	5175043	MAINTENANCE 5-YEAR CONTRA
	749500 PROF AND SPEC SERVICES	2/11/2026	187916	4CREEKS INC	$25,725.00	4C109020	TEMP CONSTRUCTION INSPECT
	749500 PROF AND SPEC SERVICES	2/25/2026	188169	4CREEKS INC	$34,555.00	4C108484	TEMP CONSTRUCTION INSPECT
	749500 PROF AND SPEC SERVICES	2/25/2026	188253	INTERWEST CONSULTING GROUP	$4,025.00	3225376	CITY SURVEYOR SERVICES
	749500 PROF AND SPEC SERVICES	2/25/2026	188253	INTERWEST CONSULTING GROUP	$1,050.00	3446571	BONADELLE RES. DEV. SPR01
	749500 PROF AND SPEC SERVICES	2/25/2026	188253	INTERWEST CONSULTING GROUP	$2,100.00	3344333	LACEY CENTENNIAL SPR0135-
	749500 PROF AND SPEC SERVICES	2/25/2026	188253	INTERWEST CONSULTING GROUP	$800.00	3276497	12TH AVE. AT MALL DR COMM
	749500 PROF AND SPEC SERVICES	2/25/2026	188253	INTERWEST CONSULTING GROUP	$1,600.00	3041207	12TH AVE. AT MALL DR COMM
	749500 PROF AND SPEC SERVICES	2/25/2026	188289	MICHAEL SUTHERLAND & ASSN	$525.00	232786-14	CITY SURVEYOR SERVICES
	749500 PROF AND SPEC SERVICES	2/25/2026	188289	MICHAEL SUTHERLAND & ASSN	$375.00	232786-15	CITY SURVEYOR SERVICES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188123	STERICYCLE, INC.	$117.02	8013386292	BPO/DOCUMENT SHREDDING

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20100000 ENGINEERING	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188264	KINGS CO RECORDER	$20.00	2517039	WITHDRAWAL OF LIS PENDENS
	DIVISION/ORG TOTAL 20100000 - ENGINEERING				**$73,322.64**		
20110000 PW-STREET MAINTENANCE	**730000** UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$39.07	5031677667	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$39.07	5031680478	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$39.07	5031682726	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$74.57	5031686064	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$27.92	189020206-0	01/23-02/22/2026
	732000 COMMUNICATIONS	2/25/2026	188393	VERIZON WIRELESS	$1,261.46	6135898044	ACCT 842003924 CELL PHONE
	760000 SPECIAL DEPARTMENTAL EXP	2/4/2026	2128	HOME DEPOT U S A INC-DEPT 32 2540194606	$245.59	2026-01	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$324.60	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188021	K R C SAFETY CO INC	$3,576.97	72432	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188048	LOWE'S	$327.96	2025-12	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188057	CONSOLIDATED ELEC DIST, INC	$120.06	2877-1052223	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188062	MILLER'S RENTALAND	$65.22	835107	PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188062	MILLER'S RENTALAND	$62.63	834048	PARTS & SUPPLIES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20110000 PW-STREET MAINTENANCE	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188122	THE SHERWIN WILLIAMS COMPANY	$68.09	20035191401025	BPO/PAINT
	760000 SPECIAL DEPARTMENTAL EXP	2/20/2026	188165	LOWE'S	$172.70	2026-01	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188229	EWING IRRIGATION PROD INC	$415.05	27453606	BPO/IRRIGATION SUPPLIES A
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188290	MILLER'S RENTALAND	$65.22	836690	PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188389	UNDERGROUND SERVICE ALERT OF NORTHERN CA & NEVADA	$819.18	1172752026	2026 MEMBERSHIP/2025 TICK
	772000 STREET CONST & MAINT MTRL	2/11/2026	188125	STANDARD EMULSIONS INC	$249.98	6501	BPO/EMULSION
	778000 UTILITIES-ELECTRICITY	2/11/2026	187952	CALIF DEPT OF TRANSPORTATION	$5,970.41	SL260363	BPO/SIGNAL & LIGHTING
	941500 SUBROGATION EXPENSE	2/11/2026	188014	J A MOMANEY SERVICES INC	$4,638.51	197890	HANFORD HIGH GRANGVILLE C
	DIVISION/ORG TOTAL 20110000 - PW-STREET MAINTENANCE				**$18,603.33**		
20310000 REFUSE OPERATIONS	**730000** UNIFORM EXPENSE	2/11/2026	187983	MICHAEL BARRERA	$225.00	1212	FY26 SAFETY SHOES/MANUEL
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$126.77	5031677669	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$132.39	5031680480	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$117.39	5031682728	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$117.39	5031686066	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$117.39	5031688870	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$35.24	210733218 2026-01	MONTHLY CELL CHARGES - PW

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20310000 REFUSE OPERATIONS	**732000** COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$530.13	993747413 2026-01	PUBLIC WORKS CELL CHARGES
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$55.84	189020206-0	01/23-02/22/2026
	732000 COMMUNICATIONS	2/25/2026	188391	VERIZON WIRELESS	$38.37	6134962385	ACCT 771937214-00003
	732000 COMMUNICATIONS	2/25/2026	188393	VERIZON WIRELESS	$76.02	6135898044	ACCT 842003924 CELL PHONE
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$30.28	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	747000 PRINTING	2/25/2026	188254	J H TACKETT INC	$627.85	901598	VINYL STICKER CORRUGATED
	747000 PRINTING	2/25/2026	188254	J H TACKETT INC	$941.78	902036	SIGNANGE STICKERS REFUSE
	747000 PRINTING	2/25/2026	188403	M R C SMART TECHNOLOGY SOLUTIONS	$1,390.18	INV5240756	TONER
	749500 PROF AND SPEC SERVICES	2/11/2026	188034	KINGS INDUSTRIAL OCCUP MEDICAL CTR	$100.00	327722	PRE EMPLOYMENT PHYSICALS
	749500 PROF AND SPEC SERVICES	2/11/2026	188034	KINGS INDUSTRIAL OCCUP MEDICAL CTR	$100.00	327722	PRE EMPLOYMENT PHYSICALS
	749500 PROF AND SPEC SERVICES	2/11/2026	188116	S C A OF CA, LLC	$113,015.64	2026-001399	BPO/COH STREET SWEEPING S
	749500 PROF AND SPEC SERVICES	2/25/2026	188357	R3 CONSULTING GROUP, INC.	$16,780.00	125074	REF RATE STUDY & OPERATIO
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188268	KINGS WASTE & RECYCLE AUTHORITY	$264,991.44	2026-01	BPO/TIPPING FEES
	756000 ADVERTISING & PUBLIC REL	2/25/2026	188250	INFOSEND, INC.	$2,692.57	302708	2026 REFUSE HOLIDAY SCHED
	760000 SPECIAL DEPARTMENTAL EXP	2/4/2026	2128	HOME DEPOT U S A INC-DEPT 32 2540194606	$75.73	2026-01	BPO/SUPPLIES - CONSOLIDAT

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20310000 REFUSE OPERATIONS	**760000** SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$42.13	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	DIVISION/ORG TOTAL 20310000 - REFUSE OPERATIONS				**$402,359.53**		
20400000 FLEET MAINTENANCE OPER	**707132** TOOLS ALLOWANCE	2/11/2026	188065	GUSTAVO MORADO	$76.51	20260202	GMORADO TOOL ALLOWANCE
	707132 TOOLS ALLOWANCE	2/25/2026	188191	AVILA, EMMANUEL	$210.78	20260224	EMMANUEL AVILA TOOL ALLOW
	707132 TOOLS ALLOWANCE	2/25/2026	188294	GUSTAVO MORADO	$86.11	20260210	TOOL ALLOWANCE REF. MAC T
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$64.80	5031677670	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$46.30	5031680481	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$101.80	5031682729	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$56.30	5031686067	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$46.30	5031688871	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$41.88	189020206-0	01/23-02/22/2026
	743300 FUEL AND LUBE MAINTENANCE	2/11/2026	188015	J C LANSDOWNE DIST INC	$2,601.46	320716	BPO/FUEL SERVICES
	743300 FUEL AND LUBE MAINTENANCE	2/11/2026	188015	J C LANSDOWNE DIST INC	$2,731.53	321565	BPO/FUEL SERVICES
	743300 FUEL AND LUBE MAINTENANCE	2/11/2026	188015	J C LANSDOWNE DIST INC	$2,281.87	322063	BPO/FUEL SERVICES
	743300 FUEL AND LUBE MAINTENANCE	2/11/2026	188114	ROE OIL COMPANY	$71.78	283099CT	BPO/FUEL COSTS
	743300 FUEL AND LUBE MAINTENANCE	2/11/2026	188147	VAN DE POL ENTERPRISES	$703.57	1106944-IN	BPO/FUEL SERVICES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**743300** FUEL AND LUBE MAINTENANCE	2/25/2026	188266	KINGS PETROLEUM LLC	$28,725.08	477638	BPO/FUEL SERVICES
	743300 FUEL AND LUBE MAINTENANCE	2/25/2026	188266	KINGS PETROLEUM LLC	$30,637.64	482610	BPO/FUEL SERVICES
	743300 FUEL AND LUBE MAINTENANCE	2/25/2026	188266	KINGS PETROLEUM LLC	$32,084.64	482721	BPO/FUEL SERVICES
	743400 TIRES AND TUBES	2/11/2026	187936	BADASCI TIRE CO, INC	$1,472.21	206435	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/11/2026	187936	BADASCI TIRE CO, INC	$1,164.85	206509	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/11/2026	187936	BADASCI TIRE CO, INC	$2,486.57	206386	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/11/2026	187936	BADASCI TIRE CO, INC	$2,329.69	206463	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/11/2026	187936	BADASCI TIRE CO, INC	($2,486.57)	206392	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/11/2026	187936	BADASCI TIRE CO, INC	$280.00	206596	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/11/2026	187936	BADASCI TIRE CO, INC	$3,033.27	206620	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/11/2026	187936	BADASCI TIRE CO, INC	$1,456.06	206658	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/11/2026	187936	BADASCI TIRE CO, INC	$1,804.88	206718	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/11/2026	187973	DELRAY TIRE & RETREADING, INC	$1,002.68	750068734	BPO/TIRES AND TUBES
	743400 TIRES AND TUBES	2/11/2026	187973	DELRAY TIRE & RETREADING, INC	$1,106.72	750068676	BPO/TIRES AND TUBES
	743400 TIRES AND TUBES	2/11/2026	187973	DELRAY TIRE & RETREADING, INC	$707.74	750068621	BPO/TIRES AND TUBES
	743400 TIRES AND TUBES	2/11/2026	187973	DELRAY TIRE & RETREADING, INC	$501.34	750068673	BPO/TIRES AND TUBES
	743400 TIRES AND TUBES	2/11/2026	187973	DELRAY TIRE & RETREADING, INC	$517.94	750068796	BPO/TIRES AND TUBES

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20400000 FLEET MAINTENANCE OPER	**743400** TIRES AND TUBES	2/11/2026	187973	DELRAY TIRE & RETREADING, INC	$635.97	750068753	BPO/TIRES AND TUBES
	743400 TIRES AND TUBES	2/11/2026	187973	DELRAY TIRE & RETREADING, INC	$332.58	750068730	BPO/TIRES AND TUBES
	743400 TIRES AND TUBES	2/25/2026	188194	BADASCI TIRE CO, INC	$2,054.63	206748	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/25/2026	188194	BADASCI TIRE CO, INC	($2,054.63)	206750	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/25/2026	188194	BADASCI TIRE CO, INC	$1,763.42	206751	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/25/2026	188194	BADASCI TIRE CO, INC	$1,164.85	206772	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/25/2026	188194	BADASCI TIRE CO, INC	$1,626.30	206837	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/25/2026	188194	BADASCI TIRE CO, INC	$1,456.06	206857	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/25/2026	188194	BADASCI TIRE CO, INC	$235.26	206855	BPO/TIRES, TUBES, PARTS A
	743400 TIRES AND TUBES	2/25/2026	188223	DELRAY TIRE & RETREADING, INC	$1,138.25	750068861	BPO/TIRES AND TUBES
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$6.48	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	749500 PROF AND SPEC SERVICES	2/11/2026	187936	BADASCI TIRE CO, INC	$730.00	206436	BPO/TIRES, TUBES, PARTS A
	749500 PROF AND SPEC SERVICES	2/11/2026	187943	MC KEE ENTERPRISES, LLC	$29.95	94729	BPO/VEHICLE PARTS AND LAB
	749500 PROF AND SPEC SERVICES	2/11/2026	187959	ANTONIO CORONA AGUILERA	$433.00	1838	#334 SEAT REPAIR
	749500 PROF AND SPEC SERVICES	2/11/2026	187963	COAST COUNTIES TRUCK & EQUIPMENT	$99.00	01EMT18414	BPO PARTS / LABOR
	749500 PROF AND SPEC SERVICES	2/11/2026	187963	COAST COUNTIES TRUCK & EQUIPMENT	$2,535.00	01EMT19217	BPO PARTS / LABOR

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	2/11/2026	187989	FORKLIFTS GROUP WEST, INC.	$608.00	30077000	FLEET SHOP DOORS PM SERVI
	749500 PROF AND SPEC SERVICES	2/11/2026	188029	KINGS CO GLASS	$110.00	I085847	BPO/VEHICLE PARTS AND LAB
	749500 PROF AND SPEC SERVICES	2/11/2026	188034	KINGS INDUSTRIAL OCCUP MEDICAL CTR	$100.00	327722	PRE EMPLOYMENT PHYSICALS
	749500 PROF AND SPEC SERVICES	2/11/2026	188045	LITTLE CORPORATION	$35.00	68579	BPO/VEHICLE PARTS AND LAB
	749500 PROF AND SPEC SERVICES	2/11/2026	188045	LITTLE CORPORATION	$35.00	68583	BPO/VEHICLE PARTS AND LAB
	749500 PROF AND SPEC SERVICES	2/11/2026	188045	LITTLE CORPORATION	$35.00	68569	BPO/VEHICLE PARTS AND LAB
	749500 PROF AND SPEC SERVICES	2/11/2026	188045	LITTLE CORPORATION	$35.00	68582	BPO/VEHICLE PARTS AND LAB
	749500 PROF AND SPEC SERVICES	2/11/2026	188045	LITTLE CORPORATION	$35.00	68590	BPO/VEHICLE PARTS AND LAB
	749500 PROF AND SPEC SERVICES	2/11/2026	188063	CAR WASH PARTNERS LLC	$798.00	240354	2026-01 CAR WASHES
	749500 PROF AND SPEC SERVICES	2/11/2026	188077	OIL CHANGERS INC	$120.36	2025-10	2025-10 CAR WASH-OCTOBER
	749500 PROF AND SPEC SERVICES	2/11/2026	188077	OIL CHANGERS INC	$82.90	2025-11	2025-11 CAR WASH-NOVEMBER
	749500 PROF AND SPEC SERVICES	2/11/2026	188077	OIL CHANGERS INC	$51.60	2025-12	2025-12 CAR WASH-DECEMBER
	749500 PROF AND SPEC SERVICES	2/11/2026	188077	OIL CHANGERS INC	$55.90	2026-01	2026-01 CAR WASH-JANUARY

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	2/11/2026	188077	OIL CHANGERS INC	($1.86)	93504	CREDIT ON ACCOUNT
	749500 PROF AND SPEC SERVICES	2/11/2026	188103	QUINN COMPANY	$1,181.76	WON50035988	FY26 PM LEVEL 2 & PM LEVE
	749500 PROF AND SPEC SERVICES	2/11/2026	188103	QUINN COMPANY	($1,181.76)	BON50002204	FY26 PM LEVEL 2 & PM LEVE
	749500 PROF AND SPEC SERVICES	2/11/2026	188103	QUINN COMPANY	$1,088.00	WON50035336	FY26 PM LEVEL 2 & PM LEVE
	749500 PROF AND SPEC SERVICES	2/11/2026	188103	QUINN COMPANY	$240.00	W0150309786	FY26 PM LEVEL 2 & PM LEVE
	749500 PROF AND SPEC SERVICES	2/11/2026	188117	SAWTELLE & ROSPRIM MACHINE SHOP	$511.48	14834	BPO PARTS/LABOR
	749500 PROF AND SPEC SERVICES	2/11/2026	188117	SAWTELLE & ROSPRIM MACHINE SHOP	$4,530.40	14837	BPO PARTS/LABOR
	749500 PROF AND SPEC SERVICES	2/11/2026	188117	SAWTELLE & ROSPRIM MACHINE SHOP	$10.85	14837	BPO PARTS/LABOR
	749500 PROF AND SPEC SERVICES	2/11/2026	188117	SAWTELLE & ROSPRIM MACHINE SHOP	$3,864.53	14839	BPO PARTS/LABOR
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$1,175.77	7620411	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$975.77	7620414	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$642.77	7620412	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$642.77	7620413	BPO/ANNUAL CRANE INSPECTI

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	2/11/2026	188130	TEREX USA, LLC	$376.77	7620416	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$532.00	7620415	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$642.77	7620418	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$380.03	7620419	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$642.77	7620417	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$266.00	7620420	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$532.00	7620421	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$532.00	7620422	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/11/2026	188130	TEREX USA, LLC	$599.00	7620423	BPO/ANNUAL CRANE INSPECTI
	749500 PROF AND SPEC SERVICES	2/25/2026	188170	A & E INDUSTRIAL CLEANING EQUIPMENT CORP	$2,060.50	55435	BPO/VEHICLE PARTS AND LAB
	749500 PROF AND SPEC SERVICES	2/25/2026	188195	NWESTCO LLC	$110.00	INV565452	BPO/VEHICLE PARTS AND LAB
	749500 PROF AND SPEC SERVICES	2/25/2026	188195	NWESTCO LLC	$110.00	INV570646	BPO/VEHICLE PARTS AND LAB
	749500 PROF AND SPEC SERVICES	2/25/2026	188195	NWESTCO LLC	$110.00	INV575986	BPO/VEHICLE PARTS AND LAB

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	2/25/2026	188219	COOK'S COMMUNICATIONS CORP	$660.00	162597	BPO/PARTS AND SUPPLIES
	749500 PROF AND SPEC SERVICES	2/25/2026	188270	TULARE SAG, INC	$1,751.00	6204054	BPO/PARTS AND LABOR
	749500 PROF AND SPEC SERVICES	2/25/2026	188367	SAWTELLE & ROSPRIM MACHINE SHOP	$3,921.36	14940	BPO PARTS/LABOR
	749500 PROF AND SPEC SERVICES	2/25/2026	188367	SAWTELLE & ROSPRIM MACHINE SHOP	$824.05	14846	BPO PARTS/LABOR
	749500 PROF AND SPEC SERVICES	2/25/2026	188401	ASBURY ENVIRONMENTAL SERVICES	$2,757.90	I500-01297122	BPO/VEHICLE PARTS AND LAB
	760000 SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$143.15	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$48.17	F00384812401	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$607.27	F00384859101	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$489.19	F00384838102	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$45.42	F00384746301	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$151.17	F00384938201	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$9.38	F00384955401	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$1,151.05	F00384983701	BPO/VEHICLE PARTS & LABOR

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$536.55	F00384988801	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$52.44	F00384997501	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$850.90	F00384984501	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$49.71	F00385059701	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187925	CENTRAL VALLEY GMC	$122.17	F00384984502	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187928	ALPHA HYDRAULICS INC	$242.03	3826	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187939	BETTS COMPANY	$659.48	08P47160	BPO / PARTS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187939	BETTS COMPANY	$238.86	08P47018	BPO / PARTS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187943	MC KEE ENTERPRISES, LLC	$48.24	94729	BPO/VEHICLE PARTS AND LAB
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187954	CALIF TURF EQUIPMENT & SUPPLY INC	($120.83)	696146	CREDIT FOR #207
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187963	COAST COUNTIES TRUCK & EQUIPMENT	$1,726.07	01EMT19217	BPO PARTS / LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	187989	FORKLIFTS GROUP WEST, INC.	$95.26	30077000	FLEET SHOP DOORS PM SERVI
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188022	J V A C INC	$28.34	50273081	BPO/VEHICLE PARTS AND SUP

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188029	KINGS CO GLASS	$278.36	I085847	BPO/VEHICLE PARTS AND LAB
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188039	TULARE SAG, INC	$256.71	5146771	BPO/PARTS AND LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188041	LAWSON PRODUCTS, INC	$15.86	9313159064	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188041	LAWSON PRODUCTS, INC	$227.15	9313174677	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188066	MORGAN & SLATES	$19.33	1859674	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188066	MORGAN & SLATES	$62.36	1859570	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188066	MORGAN & SLATES	($62.36)	1847998	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$193.59	505618	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$12.44	505816	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$260.14	505800	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$292.36	505985	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$68.39	506129	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$83.63	506133	BPO / PARTS & SUPPLIES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$195.47	506512	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$127.33	506524	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$52.23	506566	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$5.62	506643	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$7.59	506672	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$28.55	506602	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	$60.26	3632-436754	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	$42.26	3632-437099	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	$157.66	3632-437266	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	$160.21	3632-437261	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	$55.07	3632-437923	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	($127.82)	3632-436853	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	$54.28	3632-438162	BPO/PARTS AND SUPPLIES

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20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	$90.87	3632-438922	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	$70.29	3632-438615	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	$39.85	3632-438619	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	$38.95	3632-438863	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188075	O'REILLY AUTOMOTIVE STORES INC	($55.07)	3632-438933	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$199.50	064-539109	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$144.26	298-237556	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$50.36	064-537961	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$124.47	298-237393	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$7.60	064-536739	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$131.03	298-237381	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$131.03	064-537811	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$632.59	298-237378	BPO/PARTS & SUPPLIES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$3.98	064-540023	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$40.36	298-237609	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$247.97	298-237712	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	($107.63)	298-108479	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	($38.98)	298-108472	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	($97.45)	298-108473	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	($113.79)	298-108474	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	($118.84)	298-108475	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	($461.82)	298-108476	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	($385.92)	298-108304	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	($65.72)	298-108312	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	($116.92)	298-108499	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$118.21	064-546703	BPO/PARTS & SUPPLIES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$127.30	064-545046	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	($146.32)	298-108307	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$113.66	062-138545	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$118.21	298-237789	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$126.66	298-237899	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$64.79	062-138994	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$42.23	064-547014	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$27.95	064-550700	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$60.17	298-237980	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$50.74	062-150584	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188095	PARTS AUTHORITY LLC	$35.06	064-550626	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188103	QUINN COMPANY	$450.55	WON50035988	FY26 PM LEVEL 2 & PM LEVE
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188103	QUINN COMPANY	($450.55)	BON50002204	FY26 PM LEVEL 2 & PM LEVE

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20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188103	QUINN COMPANY	$2,613.91	WON50035336	FY26 PM LEVEL 2 & PM LEVE
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188103	QUINN COMPANY	$18.84	W0150309786	FY26 PM LEVEL 2 & PM LEVE
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188108	RENEWELL FLEET SERVICE LLC	$1,214.94	9522	BPO / PARTS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188117	SAWTELLE & ROSPRIM MACHINE SHOP	$0.00	14834	BPO PARTS/LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188117	SAWTELLE & ROSPRIM MACHINE SHOP	$367.08	14837	BPO PARTS/LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188117	SAWTELLE & ROSPRIM MACHINE SHOP	$9.24	14839	BPO PARTS/LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188117	SAWTELLE & ROSPRIM MACHINE SHOP	$208.33	14839	BPO PARTS/LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188170	A & E INDUSTRIAL CLEANING EQUIPMENT CORP	$5,871.44	55435	BPO/VEHICLE PARTS AND LAB
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188185	CENTRAL VALLEY GMC	$188.75	F00384984503	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188185	CENTRAL VALLEY GMC	$31.58	F00385198001	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188185	CENTRAL VALLEY GMC	$230.60	F00384984504	BPO/VEHICLE PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188218	COAST COUNTIES TRUCK & EQUIPMENT	$376.46	01P164965	BPO PARTS / LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188219	COOK'S COMMUNICATIONS CORP	$832.13	162597	BPO/PARTS AND SUPPLIES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188237	W.W. GRAINGER, INC.	$106.78	9806713617	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188237	W.W. GRAINGER, INC.	$250.63	9806271533	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188238	HAAKER EQUIP CO	$259.28	INV20932	BPO/VEHICLE PARTS AND LAB
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188255	JACK B MARTIN	$202.18	31441	BPO/ PARTS & LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188257	J V A C INC	$35.51	50273296	BPO/VEHICLE PARTS AND SUP
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188257	J V A C INC	$73.64	50273171	BPO/VEHICLE PARTS AND SUP
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188257	J V A C INC	$28.48	50273120	BPO/VEHICLE PARTS AND SUP
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188257	J V A C INC	$115.48	50273286	BPO/VEHICLE PARTS AND SUP
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188257	J V A C INC	$1,918.09	50273283	BPO/VEHICLE PARTS AND SUP
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188257	J V A C INC	$10,005.28	50273335	BPO/VEHICLE PARTS AND SUP
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188270	TULARE SAG, INC	($27.13)	5147268	BPO/PARTS AND LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188270	TULARE SAG, INC	$60.80	5147252	BPO/PARTS AND LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188270	TULARE SAG, INC	$3,813.82	6204054	BPO/PARTS AND LABOR

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188275	LAWSON PRODUCTS, INC	$66.52	9313195325	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188275	LAWSON PRODUCTS, INC	$338.17	9313187553	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188295	MORGAN & SLATES	$489.68	1860532	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$7.25	507085	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$4.37	507156	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$121.75	507183	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$175.54	507186	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$87.10	507249	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$115.87	507250	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$123.53	507269	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$236.05	507513	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$109.90	507630	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$88.56	507791	BPO / PARTS & SUPPLIES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$23.06	507643	BPO / PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188302	O'REILLY AUTOMOTIVE STORES INC	$103.65	3632-439835	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188302	O'REILLY AUTOMOTIVE STORES INC	$184.36	3632-440066	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188302	O'REILLY AUTOMOTIVE STORES INC	$128.88	3632-440247	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188302	O'REILLY AUTOMOTIVE STORES INC	$317.87	3632-440488	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188302	O'REILLY AUTOMOTIVE STORES INC	$70.42	3632-441345	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188302	O'REILLY AUTOMOTIVE STORES INC	$179.34	3632-441483	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188302	O'REILLY AUTOMOTIVE STORES INC	$355.94	3632-442151	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188302	O'REILLY AUTOMOTIVE STORES INC	$22.33	3632-442207	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188302	O'REILLY AUTOMOTIVE STORES INC	$125.91	3632-442267	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$491.76	298-238298	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$52.70	298-238297	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$91.61	298-238193	BPO/PARTS & SUPPLIES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$108.59	064-557775	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$181.86	062-154684	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$431.97	113-745837	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$79.68	298-238069	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$98.28	064-552693	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$530.19	298-238073	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$15.65	113-747011	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$243.21	062-172200	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$19.68	064-562014	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$88.71	298-238365	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$341.32	064-559457	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$4.11	064-559399	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$15.65	114-603117	BPO/PARTS & SUPPLIES

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20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$45.83	064-561590	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$46.96	103-043615	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	($79.68)	298-108580	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$11.39	298-238641	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$19.89	064-568636	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$27.54	064-568634	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$84.44	298-238679	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188348	PARTS AUTHORITY LLC	$11.39	064-568136	BPO/PARTS & SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188364	RUCKSTELL CALIF SALES CO	$2,097.80	719569	BPO/VEHICLE PARTS AND LAB
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188364	RUCKSTELL CALIF SALES CO	$3,847.29	719555	BPO/VEHICLE PARTS AND LAB
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188364	RUCKSTELL CALIF SALES CO	$358.63	719508	BPO/VEHICLE PARTS AND LAB
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188364	RUCKSTELL CALIF SALES CO	$25.53	719554	BPO/VEHICLE PARTS AND LAB
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188364	RUCKSTELL CALIF SALES CO	$1,075.88	719585	BPO/VEHICLE PARTS AND LAB

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20400000 FLEET MAINTENANCE OPER	**760000** SPECIAL DEPARTMENTAL EXP	2/25/2026	188364	RUCKSTELL CALIF SALES CO	$87.14	719595	BPO/VEHICLE PARTS AND LAB
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188367	SAWTELLE & ROSPRIM MACHINE SHOP	$9.37	14940	BPO PARTS/LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188367	SAWTELLE & ROSPRIM MACHINE SHOP	$469.42	14940	BPO PARTS/LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188367	SAWTELLE & ROSPRIM MACHINE SHOP	$0.00	14846	BPO PARTS/LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188367	SAWTELLE & ROSPRIM MACHINE SHOP	$45.15	14846	BPO PARTS/LABOR
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188384	TURF STAR INC	$236.42	INV136776	BPO/PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188384	TURF STAR INC	$243.02	INV138961	BPO/PARTS AND SUPPLIES
	778500 UTILITIES-GAS	2/3/2026	2138	SOUTHERN CALIF GAS CO	$3,452.90	2026-01	2026-01 GAS SERVICE
	826031 FLEET SHOP EQUIPMENT	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$16.63	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	826031 FLEET SHOP EQUIPMENT	2/11/2026	188067	CENCAL AUTO & TRUCK PARTS INC	$1,034.59	506552	SHOP EQUIPMENT FOR FLEET
	826031 FLEET SHOP EQUIPMENT	2/25/2026	188299	CENCAL AUTO & TRUCK PARTS INC	$464.37	507058	KEY CUTTING MACHINE FOR M
	941500 SUBROGATION EXPENSE	2/25/2026	188219	COOK'S COMMUNICATIONS CORP	$835.99	162545	#57 ACCIDENT H2503853 GRA
	941500 SUBROGATION EXPENSE	2/25/2026	188219	COOK'S COMMUNICATIONS CORP	$729.72	162749	#52 ACCIDENT H2504022 GRA

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	**941500** SUBROGATION EXPENSE	2/25/2026	188274	LAWRENCE TRACTOR CO	$1,095.45	790585	ACCIDENT - PD2614 #180 -
	DIVISION/ORG TOTAL 20400000 - FLEET MAINTENANCE OPER				**$222,922.78**		
20500000 FLEET REPLACEMENT RESERVE	**826319** STREETS F-450 UNIT 131 RE	2/11/2026	188118	SCELZI EQUIPMENT INC	$24,217.88	290321	STREETS UNIT 131-FABRICAT
	DIVISION/ORG TOTAL 20500000 - FLEET REPLACEMENT RESERVE				**$24,217.88**		
20610000 STORM DRAINAGE OPERATIONS	**730000** UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$30.34	5031677671	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$30.34	5031680482	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$30.34	5031682730	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$30.34	5031686068	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$35.24	209600409 2026-01	ACCT. #209600409 - UTILIT
	732000 COMMUNICATIONS	2/25/2026	188173	A T & T	$32.12	24794299	2026-01 AUTO DIALER 93910
	732000 COMMUNICATIONS	2/25/2026	188393	VERIZON WIRELESS	$4.99	6135898044	ACCT 842003924 CELL PHONE
	749500 PROF AND SPEC SERVICES	2/11/2026	188034	KINGS INDUSTRIAL OCCUP MEDICAL CTR	$100.00	327722	PRE EMPLOYMENT PHYSICALS
	755000 OTHER CONTRACTUAL SERVICE	2/25/2026	188349	PEOPLES DITCH	$13,212.70	2025	PEOPLES DITCH/CANAL MAINT
	760000 SPECIAL DEPARTMENTAL EXP	2/4/2026	2128	HOME DEPOT U S A INC-DEPT 32 2540194606	$142.51	2026-01	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188030	PHILLIP J GAPEN	$21.65	11110	BPO/MASTER PADLOCK KEYS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188389	UNDERGROUND SERVICE ALERT OF NORTHERN CA & NEVADA	$819.17	1172752026	2026 MEMBERSHIP/2025 TICK
	DIVISION/ORG TOTAL 20610000 - STORM DRAINAGE OPERATIONS				**$14,489.74**		

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20620000 STORM DRAINAGE CAPITAL	**823620** CURB AND GUTTER INSTALL	2/11/2026	187958	J L PLANK, INC	$12,529.00	2588-01	SIDEWALK, CURB, GUTTER RE
	DIVISION/ORG TOTAL 20620000 - STORM DRAINAGE CAPITAL				**$12,529.00**		
20710000 WASTEWATER OPERATIONS	**730000** UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$59.93	5031677677	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$57.43	5031680488	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$57.43	5031682736	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$65.12	5031686074	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$57.43	5031688878	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/25/2026	188174	A T & T	$154.84	24794301	2026-01 WASTE WATER FAX 9
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$139.60	189020206-0	01/23-02/22/2026
	732000 COMMUNICATIONS	2/25/2026	188393	VERIZON WIRELESS	$52.48	6135898044	ACCT 842003924 CELL PHONE
	741200 EQUIPMENT MAINTENANCE	2/4/2026	2128	HOME DEPOT U S A INC-DEPT 32 2540194606	$172.12	2026-01	BPO/SUPPLIES - CONSOLIDAT
	741200 EQUIPMENT MAINTENANCE	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$20.57	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	741200 EQUIPMENT MAINTENANCE	2/11/2026	187949	CAL WEST RAIN, INC	$14,976.73	0234840-IN	BPO/REPAIR & PARTS
	741200 EQUIPMENT MAINTENANCE	2/25/2026	188237	W.W. GRAINGER, INC.	$63.98	9808243845	BPO/EQUIPMENT
	741200 EQUIPMENT MAINTENANCE	2/25/2026	188376	TELSTAR INSTRUMENTS, INC	$3,629.64	130495	BPO/EQUIPMENT MTCE

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20710000 WASTEWATER OPERATIONS	**741200** EQUIPMENT MAINTENANCE	2/25/2026	188376	TELSTAR INSTRUMENTS, INC	$4,224.00	130496	BPO/EQUIPMENT MTCE
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$154.63	5052243	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188138	UBEO WEST, LLC	$62.92	5141147	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/11/2026	188139	UBEO WEST, LLC	$193.18	42609083	COPIER LEASE & MAINTENANC
	747000 PRINTING	2/25/2026	188386	UBEO WEST, LLC	$92.11	5175043	MAINTENANCE 5-YEAR CONTRA
	749500 PROF AND SPEC SERVICES	2/11/2026	187981	FRUIT GROWERS LABORATORY, INC	$4,252.00	2025-12	BPO/PROFESSIONAL SERVICES
	749500 PROF AND SPEC SERVICES	2/11/2026	188109	RESOURCE COMPLIANCE INC	$750.00	INV6253	BPO/PROCESS SAFETY CONSUL
	749500 PROF AND SPEC SERVICES	2/11/2026	188151	VESTIS GROUP, INC.	$83.53	5031682724	BPO/WWTP & BLG MAINT FLOO
	749500 PROF AND SPEC SERVICES	2/25/2026	188226	DUSTIN PEST CONTROL INC	$70.00	240659220	BPO/PEST CONTROL SVC MULT
	749500 PROF AND SPEC SERVICES	2/25/2026	188394	VESTIS GROUP, INC.	$83.53	5031688866	BPO/WWTP & BLG MAINT FLOO
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	188141	UNWIRED BROADBAND INC	$69.99	INV02612133	2026-02 INTERNET SERVICE
	755100 WWTP EFFLUENT DISPOSAL	2/25/2026	188269	LAKESIDE IRRIGATION WATER DISTRICT	$8,010.00	2026-01	BPO/WWTP EFFLUENT
	755100 WWTP EFFLUENT DISPOSAL	2/25/2026	188269	LAKESIDE IRRIGATION WATER DISTRICT	$2,250.00	2025-11	BPO/WWTP EFFLUENT
	760000 SPECIAL DEPARTMENTAL EXP	2/4/2026	2128	HOME DEPOT U S A INC-DEPT 32 2540194606	$37.57	2026-01	BPO/SUPPLIES - CONSOLIDAT

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20710000 WASTEWATER OPERATIONS	**760000** SPECIAL DEPARTMENTAL EXP	2/11/2026	188005	HANFORD AUTO & TRUCK PARTS, INC	$168.83	506416	BPO/PARTS
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188066	MORGAN & SLATES	$13.32	1859202	PARTS AND SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188239	HANFORD AUTO & TRUCK PARTS, INC	$8.64	507744	BPO/PARTS
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188389	UNDERGROUND SERVICE ALERT OF NORTHERN CA & NEVADA	$819.17	1172752026	2026 MEMBERSHIP/2025 TICK
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188015	J C LANSDOWNE DIST INC	$3,633.22	320968	BPO/CHEMICALS
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188131	THATCHER CO OF CALIF INC	($6,000.00)	2026250900058	BPO/CHEMICALS/CHEM SUPP
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188131	THATCHER CO OF CALIF INC	$23,246.36	2026250100290	BPO/CHEMICALS/CHEM SUPP
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188131	THATCHER CO OF CALIF INC	($6,000.00)	2026250900087	BPO/CHEMICALS/CHEM SUPP
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188377	THATCHER CO OF CALIF INC	$22,874.28	2026250100407	BPO/CHEMICALS/CHEM SUPP
	777000 TRAINING/TRAVEL/MEETING	2/25/2026	188208	CALIF STATE WATER RESOURCE CTL BRD	$274.00	J. RODRIGUES	WASTEWATER OPERATOR CERTI
	778500 UTILITIES-GAS	2/3/2026	2138	SOUTHERN CALIF GAS CO	$4,609.27	2026-01	2026-01 GAS SERVICE
	DIVISION/ORG TOTAL 20710000 - WASTEWATER OPERATIONS				**$83,487.85**		
20720000 SANITARY SEWER COLLECTION	**730000** UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$27.36	5031677676	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$27.36	5031680487	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$27.36	5031682735	BPO/ACCT 2322940000 UNIFO

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20720000 SANITARY SEWER COLLECTION	**730000** UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$27.36	5031686073	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$27.36	5031688877	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/11/2026	188128	T-MOBILE USA INC	$18.20	210251314 2026-01	210251314 COLLECTIONS ON-
	732000 COMMUNICATIONS	2/25/2026	188393	VERIZON WIRELESS	$166.51	6135898044	ACCT 842003924 CELL PHONE
	741200 EQUIPMENT MAINTENANCE	2/25/2026	188376	TELSTAR INSTRUMENTS, INC	$10,812.00	130494	BPO/EQUIPMENT
	744000 OFFICE EXPENSE MISC	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$69.57	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	760000 SPECIAL DEPARTMENTAL EXP	2/4/2026	2128	HOME DEPOT U S A INC-DEPT 32 2540194606	$12.97	2026-01	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/9/2026	2131	AMAZON CAPITAL SERVICE, INC.	$64.92	11CT-L63C-PCLG	2026-01 AMAZON PURCHASES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188066	MORGAN & SLATES	$249.51	1858416	BPO/PARTS & SUPPLIES
	DIVISION/ORG TOTAL 20720000 - SANITARY SEWER COLLECTION				**$11,530.48**		
20730000 WASTEWATER CAPITAL & RESV	**825609** WWTP3RD INTERNAL LIFT ADD	2/11/2026	187980	EVOQUA WATER TECHNOLOGIES LLC	$766,215.26	907396012	INTERNAL SCREW PUMP FOR W
	825621 WW ENERGY PROJECT	2/25/2026	188215	CAROLLO ENGINEERS, INC	$38,483.25	FB78145	WWTF UPGRADE PROJECT-OWNE
	DIVISION/ORG TOTAL 20730000 - WASTEWATER CAPITAL & RESV				**$804,698.51**		
20810000 WATER OPERATIONS	**730000** UNIFORM EXPENSE	2/11/2026	187983	MICHAEL BARRERA	$225.00	1340	FY26 SAFETY SHOES/SETH GO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$127.15	5031677672	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$94.77	5031680483	BPO/ACCT 2322940000 UNIFO
	730000 UNIFORM EXPENSE	2/11/2026	188151	VESTIS GROUP, INC.	$94.77	5031682731	BPO/ACCT 2322940000 UNIFO

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20810000 WATER OPERATIONS	**730000** UNIFORM EXPENSE	2/25/2026	188201	BOOT BARN	$225.00	INV00568458	FY26 SAFETY SHOES/ANTONIO
	730000 UNIFORM EXPENSE	2/25/2026	188267	JASON ALLEN BRANDON DBA	$221.85	41580	FY26 SAFETY SHOES-ROBERT
	730000 UNIFORM EXPENSE	2/25/2026	188394	VESTIS GROUP, INC.	$94.77	5031686069	BPO/ACCT 2322940000 UNIFO
	732000 COMMUNICATIONS	2/25/2026	188175	A T & T	$31.86	24794303	2026-01 SCADA AUTO DIALER
	732000 COMMUNICATIONS	2/25/2026	188373	U S TELEPACIFIC CORP	$83.97	189020206-0	01/23-02/22/2026
	732000 COMMUNICATIONS	2/25/2026	188393	VERIZON WIRELESS	$144.15	6135898044	ACCT 842003924 CELL PHONE
	733800 SPECIAL-LITIGATION EXPENS	2/11/2026	187951	CALIF DEPT OF HEALTH CARE SVCS	$2,357.79	93508	DHCS ACCT#C96612286C-001
	733800 SPECIAL-LITIGATION EXPENS	2/11/2026	188096	VICTOR M PEREZ	$47,642.21	93524	CASE NAME: GUADALUPE CELI
	741200 EQUIPMENT MAINTENANCE	2/11/2026	187924	PAUL M SANTIAGO	$15.03	11485	BPO/ PURCHASE PLUMBING SU
	741200 EQUIPMENT MAINTENANCE	2/11/2026	187924	PAUL M SANTIAGO	$266.45	11541	BPO/ PURCHASE PLUMBING SU
	741200 EQUIPMENT MAINTENANCE	2/25/2026	188198	BACKFLOW APPARATUS & VALVE CO, INC	$125.00	377912	TEST KIT CALIBRATION CHEC
	745000 PUBLICATIONS AND DUES	2/11/2026	187947	CALIF STATE WATER RESOURCE CTL BRD	$55.00	93370	WTR TREATMNT-LICENSE RENE
	745000 PUBLICATIONS AND DUES	2/11/2026	188137	U S C FOUNDATION CROSS CONNECTION	$674.50	22108	annual membership -Water
	749500 PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$456.40	AJ01437	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$109.20	AJ01439	BPO/WATER SAMPLING

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20810000 WATER OPERATIONS	**749500** PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$125.78	AJ01899	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$67.89	AJ01894	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$4,330.47	AJ01051	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$919.60	AJ01194	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$456.40	AJ02019	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$109.20	AJ02002	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$59.60	AJ02746	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$158.80	AJ02744	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/11/2026	187935	B S K & ASSOCIATES INC	$134.00	AJ02909	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/11/2026	188023	KINGS CO COMMUNITY DEVELOPMENT	$9.41	1100	GSA WEBSITE REF. INV#1268
	749500 PROF AND SPEC SERVICES	2/11/2026	188023	KINGS CO COMMUNITY DEVELOPMENT	$648.23	1101	EVAPOTRANSPIRATION ANALYS
	749500 PROF AND SPEC SERVICES	2/11/2026	188034	KINGS INDUSTRIAL OCCUP MEDICAL CTR	$100.00	327722	PRE EMPLOYMENT PHYSICALS
	749500 PROF AND SPEC SERVICES	2/25/2026	188192	B S K & ASSOCIATES INC	$134.00	AJ02804	BPO/WATER SAMPLING

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20810000 WATER OPERATIONS	**749500** PROF AND SPEC SERVICES	2/25/2026	188192	B S K & ASSOCIATES INC	$456.40	AJ02748	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/25/2026	188192	B S K & ASSOCIATES INC	$109.20	AJ02747	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/25/2026	188192	B S K & ASSOCIATES INC	$67.89	AJ03415	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/25/2026	188192	B S K & ASSOCIATES INC	$67.89	AJ03417	BPO/WATER SAMPLING
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$107.95	1102	TRI-COUNTY WATER AUTHORIT
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$972.95	1103	SGMA ENGINEERING SUPPORT
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$681.55	1104	SGM ROUND I REIMBURSEMENT
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$2,561.08	1105	SGMA ENGINEERING SUPPORT
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$648.23	1106	EVAPOTRANSPIRATION ANALYS
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$28.22	1096	2025-11 GSA WEBSITE
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$126.92	1085	2025-10 2024 ANNUAL REPOR
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$314.99	1086	2025-10 SGM ROUND I REIMB
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$1,256.48	1087	2025-10 SGMA ENGINEERING

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20810000 WATER OPERATIONS	**749500** PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$2,223.46	1088	2025-10 TLSB SUSTAINABLE
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$648.23	1093	2025-10 EVAPOTRANSPIRATIO
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$648.23	1094	2025-11 EVAPOTRANSPIRATIO
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$648.23	1095	2025-12 EVAPOTRANSPIRATIO
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$1,105.53	1092	2025-11 TLSB SUSTAINABLE
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$320.85	1097	2025-12 SGM ROUND I REIMB
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$271.35	1098	2025-12 SGM ROUND I REIMB
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$130.15	1099	2025-12 2025 ANNUAL REPOR
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$2,267.57	1107	SGMA ENGINEERING SUPPORT
	749500 PROF AND SPEC SERVICES	2/25/2026	188260	KINGS CO COMMUNITY DEVELOPMENT	$424.88	1108	SGM ROUND 1 REIMBURSEMENT
	753000 CITY SERVICES ALLOCATION	2/11/2026	187930	AMERICAN INCORPORATED	$2,172.00	5338260	HVAC maintenance for vari
	755000 OTHER CONTRACTUAL SERVICE	2/11/2026	187931	AMERIGAS - FRESNO	$207.88	3183940841	1150 gallon tank rental F
	756000 ADVERTISING & PUBLIC REL	2/11/2026	187927	ALL VALLEY PRINTING	$389.02	2600027	Finding leaks brochures

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20810000 WATER OPERATIONS	**758000** RENTS AND LEASES-EQUIP	2/11/2026	188044	LINDE GAS & EQUIPMENT INC	$1,118.91	54512534	BPO/CO2 TANK RENTAL
	758000 RENTS AND LEASES-EQUIP	2/11/2026	188044	LINDE GAS & EQUIPMENT INC	$1,168.71	54391826	BPO/CO2 TANK RENTAL
	760000 SPECIAL DEPARTMENTAL EXP	2/4/2026	2128	HOME DEPOT U S A INC-DEPT 32 2540194606	$14.55	2026-01	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188048	LOWE'S	$87.14	2025-12	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188099	JOSEPH G POLLARD CO INC	$278.91	0304308	BPO/SUPPLIES
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188136	TRIPLE J CONCRETE	$665.80	17597	BPO/CONCRETE WORK
	760000 SPECIAL DEPARTMENTAL EXP	2/11/2026	188136	TRIPLE J CONCRETE	$128.16	17598	BPO/CONCRETE WORK
	760000 SPECIAL DEPARTMENTAL EXP	2/20/2026	188165	LOWE'S	$51.38	2026-01	BPO/SUPPLIES - CONSOLIDAT
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188383	TRIPLE J CONCRETE	$128.16	17599	BPO/CONCRETE WORK
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188383	TRIPLE J CONCRETE	$25.00	17598.1	BPO/CONCRETE WORK
	760000 SPECIAL DEPARTMENTAL EXP	2/25/2026	188389	UNDERGROUND SERVICE ALERT OF NORTHERN CA & NEVADA	$819.17	1172752026	2026 MEMBERSHIP/2025 TICK
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$3,109.33	53627156	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$340.44	53627157	BPO/CHLORINE

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20810000 WATER OPERATIONS	**765000** CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$983.32	53627158	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$272.35	53630000	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$1,134.73	53629995	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$363.14	53629999	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$907.83	53636560	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$750.82	53636561	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$1,204.15	53644549	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$680.87	53644550	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$1,679.49	53644548	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/11/2026	188140	UNIVAR SOLUTIONS USA INC	$1,134.73	53650834	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$1,679.49	53662314	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$590.09	53662312	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$983.32	53662311	BPO/CHLORINE

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20810000 WATER OPERATIONS	**765000** CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$1,021.31	53657203	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$499.30	53665912	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$1,452.47	53665913	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$453.91	53665911	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$907.83	53672905	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$662.49	53672906	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$1,361.68	53678937	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$158.87	53678936	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$1,770.28	53676015	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$1,204.15	53676014	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$317.75	53688584	BPO/CHLORINE
	765000 CHEMICAL AND CHEMICAL SUP	2/25/2026	188387	UNIVAR SOLUTIONS USA INC	$1,429.83	53688583	BPO/CHLORINE
	799000 MATERIALS/SUPP'S/INVENTRY	2/11/2026	188092	PACE SUPPLY CORP	$747.21	1911071196	BPO/PARTS AND SUPPLIES
	DIVISION/ORG TOTAL 20810000 - WATER OPERATIONS				**$111,442.45**		

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
21040000 ACCUM CAPITAL OUTLAY	**822609** YAC CONCESSION BLDG RESTO	2/25/2026	188228	EDWARD DON & COMPANY HOLDINGS, LLC	$17,574.34	1325802-01	YAC CONCESSION STAND EQUI
	822609 YAC CONCESSION BLDG RESTO	2/25/2026	188229	EWING IRRIGATION PROD INC	$735.60	27460456	YAC CONSTRUCTION MITIGATI
	822609 YAC CONCESSION BLDG RESTO	2/25/2026	188229	EWING IRRIGATION PROD INC	$226.68	27443819	YAC CONSTRUCTION MITIGATI
	822609 YAC CONCESSION BLDG RESTO	2/25/2026	188229	EWING IRRIGATION PROD INC	$2,024.36	27420938	YAC CONSTRUCTION MITIGATI
	822609 YAC CONCESSION BLDG RESTO	2/25/2026	188293	MOORE TWINING ASSOCIATES, INC	$4,067.22	00068492	YAC RESTROOM/CONCESSION B
	822609 YAC CONCESSION BLDG RESTO	2/25/2026	188380	J T 2 INC	$181,540.06	8-674776	YAC-YOUTH ATHLETIC COMPLE
	DIVISION/ORG TOTAL 21040000 - ACCUM CAPITAL OUTLAY				**$206,168.26**		
21810000 TRANSPORTN FACLTY IMP FEE	**823619** LACEY WIDEN/RECON/10TH-SI	2/25/2026	188355	QUAD KNOPF, INC	$4,314.96	130777	Eng. & Design Services Ea
	DIVISION/ORG TOTAL 21810000 - TRANSPORTN FACLTY IMP FEE				**$4,314.96**		
21840000 STORM DRAINAGE IMPACT FEE	**825611** UTILITY MASTER PLANS UPDA	2/11/2026	187926	AKEL ENGINEERING GROUP INC	$21,710.70	241221-08	UTILITY MASTER PLANS UPDA
	DIVISION/ORG TOTAL 21840000 - STORM DRAINAGE IMPACT FEE				**$21,710.70**		
21850000 WATER SYSTEM IMPACT FEE	**825611** UTILITY MASTER PLANS UPDA	2/11/2026	187926	AKEL ENGINEERING GROUP INC	$14,512.11	241221-08	UTILITY MASTER PLANS UPDA
	DIVISION/ORG TOTAL 21850000 - WATER SYSTEM IMPACT FEE				**$14,512.11**		
21860000 WASTEWATER SYS IMPACT FEE	**825611** UTILITY MASTER PLANS UPDA	2/11/2026	187926	AKEL ENGINEERING GROUP INC	$14,505.56	241221-08	UTILITY MASTER PLANS UPDA
	DIVISION/ORG TOTAL 21860000 - WASTEWATER SYS IMPACT FEE				**$14,505.56**		
26650000 GAS TAX - 2103	**823614** NEW SIDEWALK/ADA IMPROVEM	2/11/2026	187958	J L PLANK, INC	$8,725.00	2588-01	SIDEWALK, CURB, GUTTER RE

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
26650000 GAS TAX - 2103	**823644** GRADE SEP FEASBLTY/GRGVL	2/25/2026	188374	T R C ENGINEERS, INC	$4,927.50	48811	TRC GRANGEVILLE BLVD GRAD
	DIVISION/ORG TOTAL 26650000 - GAS TAX - 2103				**$13,652.50**		
26670000 T D A - TRANSPORTATION	**823613** SIDEWALK/MISC CONCRETE RE	2/11/2026	187958	J L PLANK, INC	$57,585.00	2588-01	SIDEWALK, CURB, GUTTER RE
	DIVISION/ORG TOTAL 26670000 - T D A - TRANSPORTATION				**$57,585.00**		
26720000 CMAQ	**820644** TRAF SIGNAL/12TH AV TO HU	2/11/2026	187946	CALIF STATE WATER RESOURCE CTL BRD	$619.00	595335	APPLICATION FEE PRD RE: 1
	DIVISION/ORG TOTAL 26720000 - CMAQ				**$619.00**		
29100000 WATER CAPITAL & RESERVE	**823637** NEW WATER SUPPLY WELL	2/25/2026	188199	BEDROCK ENGINEERING, INC	$7,410.00	25-8821-4	WELL 51 & 52 CONSTRUCTION
	823637 NEW WATER SUPPLY WELL	2/25/2026	188288	MELTON DESIGN GROUP, INC.	$15,358.75	6914	WELL 51&52 - REDESIGNING
	823637 NEW WATER SUPPLY WELL	2/25/2026	188293	MOORE TWINING ASSOCIATES, INC	$1,640.45	00068500	WELL 51/52 GEOTECH
	823637 NEW WATER SUPPLY WELL	2/25/2026	188370	STEVE DOVALI CONSTRUCTION, INC	$46,099.70	21850000-823637:2	CONSTRUCTION WELL51&52 SI
	825600 BADGER METER REPLACEMENT	2/11/2026	188092	PACE SUPPLY CORP	$2,213.55	1911120704	WATER METER SUPPLIES FOR
	825600 BADGER METER REPLACEMENT	2/11/2026	188092	PACE SUPPLY CORP	$486.15	1911120704-1	WATER METER SUPPLIES FOR
	DIVISION/ORG TOTAL 29100000 - WATER CAPITAL & RESERVE				**$73,208.60**		
			TOTAL AMOUNTS FOR CHECKS:		**$3,982,895.75**		

Council Future Agenda Items				
Originated Date	**Item**	**Originator**	**Staff Lead**	**Date Estimate**
11/4/2025	Artificial Intelligence Policy Discussion	City Council	Chris Tavarez	TBD
11/18/2025	RFP for City Attorney Services	City Council	Chris Tavarez	Mid 2027
3/1/2026	Park Needs, Outlook and Measures	City Manager	Brad Albert	4/7/2026