CITY COUNCIL MEETING
OF THE
CITY OF PARLIER

"MEETING AGENDA"

DATE: Wednesday, January 21, 2015
TIME: 6:30 P.M.
PLACE: Parlier City Council Chambers
1100 E. Parlier Avenue
Parlier, CA. 93648

I. CALL TO ORDER/WELCOME:

Roll Call: Mayor Alma M. Beltran, Mayor Pro-Tem Raul Villanueva, Councilwoman Diane Maldonado, Councilwoman Yolanda Padilla, Councilman Juan Montaño, City Clerk Dorothy Garza.

Flag Salute: *Mayor Alma M. Beltran*

Invocation: *Yolanda Padilla*

II. ADDITIONS/DELETIONS TO THE AGENDA:

III. PRESENTATIONS/INFORMATIONAL:

A. Department Head Presentations – Midyear Review.
   a. Finance
   b. Community Development
   c. Public Works
   d. Police Department
   e. Administration

B. Restorative Justice – Presentation Alfonso Padron.

C. Youth Centers of America – Presentation Francisco Pena.

D. American Legion Alta Post 19 – Romelia Castillo.

E. Schedule Special City Council meeting on the "State of the City" – Informational.

F. Finance Director Recruitment Update – Informational.

G. City Manager Recruitment Update – Informational.

IV. **PUBLIC COMMENTS:** PERSONS WISHING TO ADDRESS THE COUNCIL ON ITEMS WITHIN ITS JURISDICTION, BUT NOT ON THIS AGENDA MAY DO SO NOW

Note: State law allows the Council to briefly respond to questions on items raised by the public, which are not on the agenda. Government Code Section 54954.2(a). Alternatively, the Council may choose to direct staff to provide information at a following meeting. Any member of the public may comment on any matter within the jurisdiction of the City that is not on the agenda. Those wishing to comment should be recognized by the Mayor and approach the podium. Comments are limited to three (3) minutes.

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

A. Approve the Check Reports dated December 31, 2014 to January 15, 2015.

B. Approve the City Council Minutes dated January 7, 2015.

C. Council to approve a change in the time limit for public comments from three (3) minutes to five (5) minutes.

VI. **DEPARTMENT REPORTS:**

A. **ADMINISTRATION DEPARTMENT:**

1. **SUBJECT:** One Voice Trip to Washington.

   RECOMMENDATION: Authorize Mayor Alma Beltran to attend the One Voice Trip to Washington, D.C. scheduled for April 11-16, 2015.

2. **SUBJECT:** Updated Job Descriptions

   RECOMMENDATION: Staff recommends the Parlier City Council approve Resolution No. 2015-___, Titled A Resolution of the City Council of the City of Parlier to Adopt Job Descriptions Related to Unrepresented Employee Positions.

B. **POLICE DEPARTMENT:**

1. **SUBJECT:** Submit USDA application for narcotic K-9 unit.

   RECOMMENDATION: Staff recommends City Council approve the application process for a narcotics K-9 unit through the USDA.

2. **SUBJECT:** Utilize Parlier Community Center for Parenting Skills Workshop presented by the Parlier Police Department and the Boys and Girls of America.

RECOMMENDATION: The Parlier Police Department is teaming up with the Parlier Boys and Girls Club to provide a parenting skills workshop for adults dealing with troubled teens. This initiative was prompted by recent complaints of out of control juveniles and parents with no alternatives.

3. **SUBJECT:** City Council to approve the Chief of Police to re-allocate funds from within the Police Department budget to accommodate additional police training.

   RECOMMENDATION: The City Staff recommends City Council approve re-allocating funds from within the police department budget to achieve 2015 officer training goals.

D. **COMMUNITY DEVELOPMENT DEPARTMENT:**

1. **SUBJECT:** Final Tract Map No. 5607- Phase II- Monte Vista

   RECOMMENDATION: Staff recommends the City Council approve Final Tract Map 5607, Phase II be Resolution No. 2015-___, and approve the Subdivision Agreement for Monte Vista Phase II and authorize staff to sign the agreement an deliver the map duly certified to the Fresno County Recorder's Office.

E. **PUBLIC WORKS DEPARTMENT:**

1. **SUBJECT:** Approve the cost proposal from California Water Services to prepare a Cross Connection Survey on the City's water system as part of a mandated report to be submitted to the State of California.

   RECOMMENDATION: Staff recommends that the City Council approve the cost proposal between California Water Services and the City of Parlier and authorize California Water Services to complete the Cross Connection Survey.

VII. COUNCIL COMMUNICATIONS/COMMENTS:

VIII. CLOSED SESSION:

1. Government Code Section 54957
   Public Employee Performance Evaluation
   Title - City Manager

2. Government Code Section 54956.9(d)(1)
   Conference with Legal Counsel - Existing Litigation
   Jim Doughty, EEOC Charge No. 485-2014-004093.

3. Government Code Section 54956.9(d)(1)
   Conference with Legal Counsel - Existing Litigation
   Hilda De La Fuente, DFEH No. 291283-114140

4. Government Code Section 54956.9(d)(1)
Conference with Legal Counsel - Existing Litigation
Unfair Practice Charge No. SA-CE-877-M;
Stationary Engineer's Local 39 and the City of Parlier

IX. ADJOURNMENT:

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

Documents: Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at from counter at City Hall and at the Parlier Library located at 1130 E. Parlier Avenue, Parlier, CA. during normal business hours. In addition, most documents are posted on the City's website at parlier.ca.us

STATEMENT ON RULES OF DECORUM AND ENFORCEMENT

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

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

GENERAL RULES OF DECORUM

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

1. All remarks shall be addressed to the City Council as a whole and not to any single member, unless in response to a question from a member of the City Council.
2. A person who addresses the City Council under public comment for a specific agenda item or under the Public Forum section of the agenda may not engage in speech or conduct (i) which is likely to provoke others to violent or riotous behavior, (ii) which disturbs the peace of the meeting by loud and unreasonable noise, (iii) which is irrelevant or repetitive, or (iv) which disrupts, disturbs, or otherwise impedes the orderly conduct of any City Council meeting.
3. A person, other than members of the Council and the person, who has the floor, shall not be permitted to enter into the discussion unless requested by the Mayor to speak.
4. Members of the City Council may not interrupt a person who has the floor and is making public comments. Members of the City Council shall wait until a person completes his or her public comments before asking questions or commenting. The Mayor shall then ask Council members if they have comments or questions.

5. No person in the audience at a Council meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impeded the orderly conduct of any Council meeting.

AGENDA ITEM: I

COUNCIL REPORT

I. CALL TO ORDER/WELCOME:

1. Roll Call: Mayor Alma M. Beltran; Mayor Pro-Tem Raul Villanueva, Councilman, Juan Montaño, Councilwoman, Yolanda Padilla, Councilwoman Diane Maldonado

2. Flag Salute: Mayor Alma M. Beltran.

3. Invocation:

AGENDA ITEM: II

COUNCIL REPORT

II. ADDITIONS/DELETIONS TO THE AGENDA:

AGENDA ITEM: III

COUNCIL REPORT

III. PRESENTATIONS/INFORMATIONAL:

A. Department Head Presentations – Midyear Review.
   a. Finance
   b. Community Development
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B. Restorative Justice – Presentation Alfonso Padron.

C. Youth Centers of America – Presentation Francisco Pena.

D. American Legion Alta Post 19 – Romelia Castillo.

E. Special Board meeting on the "State of the City" – Informational.

F. Finance Director Recruitment Update – Informational.

G. City Manager Recruitment Update – Informational.

Agenda Item: III-C

Meeting Date: 1/21/2015

Department: Parlier Youth Center

Report to City Council

SUBJECT:

Facility changes to the Parlier Youth Center building and the side property.

RECOMMENDATION:

The Physical and Wellness Program at the Youth Center will be opening up the Youth Center to the kids starting Saturday January 31st. We would like to take down the white fence to make room in the grass area for badminton and volleyball court. We would like to paint the front building a light grey color to match the Youth Center building and to make it look more commercial. We would like to make the side property into a multi - purpose sports field so we can host T-ball, Soccer, Flag Football and other sports programs right next to the Youth Center.

BACKGROUND:

Cisco Pena will conduct a power point presentation at the January 21, 2015 Council meeting.

COMPLETED BY:

Francisco Pena

APPROVED BY:

Israel Lara, Jr.
City Manager

111-10

DATE	01/13/2015
ATTENTION	City Manager Israel Lara
PHONE	(559) 646-3545 EXT 232
FAX	(559) 646-0416
FROM	American Legion Alta Post 19 Romelia Castillo
PHONE	(559) 528-3161
CELL	(559) 273-3161
REGARDING	Asking to be put on your agenda calendar for Wednesday January 21, 2015.Would like to discuss The Vietnam Veteran Wall Project coming to be place in the Western Region of United states.

A PERMANENT REPLICA OF THE TRAVELING VIETNAM WALL TO MAKER ITS HOME IN DINUBA CA.

American Veterans Traveling Tribute (AVTT) is happy to announce is now in contract with American Legion Post 19 to bring a 50% scale replica of the Traveling Vietnam wall to Dinuba CA for permanent display at the Dinuba Memorial Hall grounds at 249 S. Alta Drive in Dinuba, CA. The tentative delivery date is mid March 2015.

AVTT was founded on the principles that American Heroes must be honored and remembered. The mission of placing permanent replicas of the Traveling Vietnam Wall in communities across the country will provide those with out the means or ability to travel tour great national memorial sites, the opportunity respect and share in the healing and educational power of the Wall.

The 50% scale replica wall is engraved with all 58, 300 names by AVTT's Marine Vietnam Veteran, Mater Engraver and is made right here in the USA. It will be possible to make rubbing of the names on the Wall and locator software to assist with locating specific names on the Wall will be available.

Your monetary donation is tax deductible 501© (3) American Legion. If you would like to donate please make check to American Legion Post 10 mail to 12589 Ave 416 Orosi, CA 93647 Attention Romelia Castillo or you can walk in a check to Dinuba Rabo Bank and speak or Laura Quireros or Mike

[illegible]

$1,000 Wall Committee: Ronnie Castillo, Romelia Castillo, Al Gonzalez, Jacob Huerta, Moses Ibarra, Frank Nunez, Ruth Padilla, Raymond Quintana [illegible]

romeliasr@yahoo.com or call (559) 528-3161

AGENDA ITEM: IV

COUNCIL REPORT

IV. PUBLIC COMMENTS:

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Agenda Item: V

COUNCIL REPORT

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Y-A

CITY OF PARLIER

Check Report

By Check Number

Date Range: -

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
ADP00	ADP, INC.	12/30/2014	Regular	0.00	804.13	39859
ADT01	ADT SECURITY SERVICES	12/30/2014	Regular	0.00	67.01	39860
CHI16	CHICAGO TITLE CO.	12/30/2014	Regular	0.00	42,600.00	39861
COM05	COMCAST	12/30/2014	Regular	0.00	131.51	39862
DIR01	DIRECTV	12/30/2014	Regular	0.00	67.98	39863
EIN01	EINERSON'S PREPRESS	12/30/2014	Regular	0.00	59.52	39864
G&K00	G & K SERVICES INC.	12/30/2014	Regular	0.00	65.29	39865
INT06	INTERWEST CONSULTING GROU	12/30/2014	Regular	0.00	360.00	39866
LAR03	ISRAEL LARA JR.	12/30/2014	Regular	0.00	4,870.50	39867
JOB01	JOBS AVAILABLE	12/30/2014	Regular	0.00	585.00	39868
NGL00	NGLIC	12/30/2014	Regular	0.00	504.40	39869
P.G01	PACIFIC GAS & ELECTRIC	12/30/2014	Regular	0.00	7,991.89	39870
QUI02	QUILL CORPORATION	12/30/2014	Regular	0.00	172.73	39871
RLB01	REEDLEY LUMBER & BUILDING	12/30/2014	Regular	0.00	198.58	39872
USM01	U-SAVE MARKET	12/30/2014	Regular	0.00	1,250.36	39873
AFL00	AFLAC	01/05/2015	Regular	0.00	1,035.88	39896
ASS00	ASSURANT EMPLOYEE BENEFIT	01/05/2015	Regular	0.00	1,205.52	39897
	Void	01/05/2015	Regular	0.00	0.00	39898
GIE01	GIERSCH & ASSOCIATES,INC.	01/05/2015	Regular	0.00	5,866.00	39899
HOM01	HOME DEPOT CREDIT SERVICE	01/05/2015	Regular	0.00	2,851.60	39900
PAY01	PAY PLUS BENEFITS, INC.	01/05/2015	Regular	0.00	97.00	39901
PET01	PETTY CASH FUND	01/05/2015	Regular	0.00	596.69	39902
REA00	RELIABLE OFFICE SUPPLIES	01/05/2015	Regular	0.00	191.56	39903
SEL01	SELECT BUSINESS SYSTEMS INC.	01/05/2015	Regular	0.00	12.45	39904
BNY01	THE BANK OF NEW YORK MELLON	01/05/2015	Regular	0.00	296,973.76	39905
SO 01	THE GAS CO.	01/05/2015	Regular	0.00	729.29	39906
THE43	THE HARTFORD	01/05/2015	Regular	0.00	770.00	39907
ABI10	ABILITY ANSWERING SERV.	01/07/2015	Regular	0.00	122.06	39908
AIM00	AIMS	01/07/2015	Regular	0.00	3,059.85	39909
ALE01	ALERT-O-LITE, INC.	01/07/2015	Regular	0.00	326.25	39910
AUT01	AUTO ZONE	01/07/2015	Regular	0.00	152.61	39911
BIG01	BIG VAL'S AUTO PARTS, INC	01/07/2015	Regular	0.00	290.99	39912
CAR06	CARDENAS TIRE SERVICE, IN	01/07/2015	Regular	0.00	30.00	39913
COL09	COLONIAL LIFE INSURANCE	01/07/2015	Regular	0.00	208.74	39914
FAS00	FASTENAL COMPANY	01/07/2015	Regular	0.00	607.15	39915
FID00	FIDELITY SECURITY LIFE IN	01/07/2015	Regular	0.00	292.95	39916
GIE01	GIERSCH & ASSOCIATES,INC.	01/07/2015	Regular	0.00	7,924.00	39917
LEA01	LEAGUE OF CALIFORNIA CITI	01/07/2015	Regular	0.00	5,639.17	39918
LEE02	LEE'S STEREO	01/07/2015	Regular	0.00	4,188.16	39919
P.G01	PACIFIC GAS & ELECTRIC	01/07/2015	Regular	0.00	303.11	39920
PIO01	PIONEER EQUIPMENT CO.	01/07/2015	Regular	0.00	99.98	39921
RLB01	REEDLEY LUMBER & BUILDING	01/07/2015	Regular	0.00	59.10	39922
REA00	RELIABLE OFFICE SUPPLIES	01/07/2015	Regular	0.00	13.83	39923
SEL02	SELMA TROPHY SHOP	01/07/2015	Regular	0.00	9.79	39924
STA1U	STAR 1 MINI MART	01/07/2015	Regular	0.00	716.16	39925
TYL01	TYLER BUSINESS FORMS	01/07/2015	Regular	0.00	121.69	39926
USA01	USA BLUE BOOK	01/07/2015	Regular	0.00	1,888.87	39927
A-C00	A-C ELECTRIC COMPANY	01/08/2015	Regular	0.00	7,922.90	39928
JIM03	ADOLFO JIMENEZ	01/08/2015	Regular	0.00	16.00	39929
AUT01	AUTO ZONE	01/08/2015	Regular	0.00	25.69	39930
BIG01	BIG VAL'S AUTO PARTS, INC	01/08/2015	Regular	0.00	19.58	39931
BOO01	BOOMERS FRESNO	01/08/2015	Regular	0.00	374.45	39932
PIT03	CARTER PITTMAN	01/08/2015	Regular	0.00	32.00	39933
D-P00	D-PREP, LLC.	01/08/2015	Regular	0.00	1,115.00	39934

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
FAS00	FASTENAL COMPANY	01/08/2015	Regular	0.00	8.63	39935
GRO01	FERGUSON ENTERPRISES INC.	01/08/2015	Regular	0.00	1,886.96	39936
FRE06	FRED PRYOR SEMINARS	01/08/2015	Regular	0.00	837.00	39937
GIE01	GIERSCH & ASSOCIATES,INC.	01/08/2015	Regular	0.00	687.50	39938
GRIFG	GRIZZLY CONSTRUCTION INC.	01/08/2015	Regular	0.00	4,502.00	39939
MER01	MERZ, ANGELICA S.	01/08/2015	Regular	0.00	2,038.36	39940
QUI02	QUILL CORPORATION	01/08/2015	Regular	0.00	181.60	39941
RED01	REDCO	01/08/2015	Regular	0.00	23.77	39942
RLB01	REEDLEY LUMBER & BUILDING	01/08/2015	Regular	0.00	725.55	39943
McG00	ROBERT McGUIRE	01/08/2015	Regular	0.00	16.00	39944
HAS01	ROY HASTINGS	01/08/2015	Regular	0.00	2,500.00	39945
SAN09	SAN BERNARDINO SHERIFF'S DEPT.	01/08/2015	Regular	0.00	100.00	39946
ROD1Q	THOMAS RODRIGUEZ	01/08/2015	Regular	0.00	32.00	39947
DIA11	DIAMOND COMMUNICATIONS, I	01/12/2015	Regular	0.00	330.00	39948
LAR03	ISRAEL LARA JR.	01/12/2015	Regular	0.00	5,087.50	39949
ADP00	ADP, INC.	01/13/2015	Regular	0.00	357.60	39950
AUT01	AUTO ZONE	01/13/2015	Regular	0.00	44.10	39951
BAN02	BANK OF THE WEST	01/13/2015	Regular	0.00	15,050.60	39952
BAN02	BANK OF THE WEST	01/13/2015	Regular	0.00	15,050.60	39953
BRY00	BRYANT L. JOLLEY	01/13/2015	Regular	0.00	8,000.00	39954
CAR03	CARDENAS, DEMETRIA B.	01/13/2015	Regular	0.00	23.79	39955
COM05	COMCAST	01/13/2015	Regular	0.00	305.53	39956
DEL00	DE LAGE LANDEN FINANCIAL	01/13/2015	Regular	0.00	3,084.88	39957
DIA11	DIAMOND COMMUNICATIONS, I	01/13/2015	Regular	0.00	500.00	39958
GRA01	GRANTED SOLUTIONS	01/13/2015	Regular	0.00	3,000.00	39959
LOZ03	LOZANO SMITH, LLP	01/13/2015	Regular	0.00	-6,958.31	39960
LOZ03	LOZANO SMITH, LLP	01/13/2015	Regular	0.00	6,958.31	39960
MUN01	MUNI METRIX SYSTEMS CORP.	01/13/2015	Regular	0.00	179.96	39961
POW02	POWERPLAN	01/13/2015	Regular	0.00	891.47	39962
RLB01	REEDLEY LUMBER & BUILDING	01/13/2015	Regular	0.00	144.80	39963
SEL01	SELECT BUSINESS SYSTEMS INC.	01/13/2015	Regular	0.00	775.73	39964
SEL02	SELMA TROPHY SHOP	01/13/2015	Regular	0.00	319.65	39965
SPA00	SPARKLETTS	01/13/2015	Regular	0.00	37.20	39966
SFF01	SWANSON-FAHRNEY FORD	01/13/2015	Regular	0.00	111.07	39967
SYS00	SYSCO OF CENTRAL CALIFORN	01/13/2015	Regular	0.00	1,594.42	39968
USM01	U-SAVE MARKET	01/13/2015	Regular	0.00	1,279.63	39969
YAR00	YARBS GRADING AND PAVING,	01/13/2015	Regular	0.00	24,871.08	39970
YOU00	YOUTH CENTERS OF AMERICA,	01/13/2015	Regular	0.00	1,280.00	39971
A-C00	A-C ELECTRIC COMPANY	01/14/2015	Regular	0.00	410.00	39972
SAL01	ANTONIO SALINAS III	01/14/2015	Regular	0.00	234.36	39973
DIA11	DIAMOND COMMUNICATIONS, I	01/14/2015	Regular	0.00	80.00	39974
DIS04	DISCOUNT SCHOOL SUPPLY	01/14/2015	Regular	0.00	4,509.03	39975
FAS00	FASTENAL COMPANY	01/14/2015	Regular	0.00	840.85	39976
GRO01	FERGUSON ENTERPRISES INC.	01/14/2015	Regular	0.00	86.04	39977
GIE02	GIERLICH-MITCHELL, INC.	01/14/2015	Regular	0.00	7,429.65	39978
KAP00	KAPLAN EARLY LEARNING COM	01/14/2015	Regular	0.00	1,100.39	39979
LAK00	LAKESHORE LEARNING MATERI	01/14/2015	Regular	0.00	2,308.73	39980
LOZ03	LOZANO SMITH, LLP	01/14/2015	Regular	0.00	7,624.01	39981
OFF01	OFFICE DEPOT	01/14/2015	Regular	0.00	188.74	39982
PAP02	PAPE MACHINERY INC.	01/14/2015	Regular	0.00	5,266.81	39983
PER14	PEREZ, RAMON	01/14/2015	Regular	0.00	140.00	39984
RIP01	REEDLEY IRRIGATION & SUPP	01/14/2015	Regular	0.00	43.33	39985
RLB01	REEDLEY LUMBER & BUILDING	01/14/2015	Regular	0.00	42.72	39986
TER01	TERMINIX PROCESSING CTR.	01/14/2015	Regular	0.00	66.00	39987
U.S01	U.S. TOY CO. INC.	01/14/2015	Regular	0.00	2,415.25	39988
USM01	U-SAVE MARKET	01/14/2015	Regular	0.00	1,191.98	39989
YOU00	YOUTH CENTERS OF AMERICA,	01/14/2015	Regular	0.00	3,750.00	39990
AT&02	A T & T MOBILITY	01/14/2015	Regular	0.00	426.36	39991
AMA04	AMARO, MARY	01/14/2015	Regular	0.00	140.00	39992
AUT01	AUTO ZONE	01/14/2015	Regular	0.00	11.56	39993
BET21	BETANCOURT, LINDA	01/14/2015	Regular	0.00	365.00	39994

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
CDW00	CDW GOVERNMENT	01/14/2015	Regular	0.00	736.11	39995
CER03	CERDA, DAVID	01/14/2015	Regular	0.00	1,263.94	39996
CLA05	CLARK PEST CONTROL	01/14/2015	Regular	0.00	55.00	39997
COM05	COMCAST	01/14/2015	Regular	0.00	432.96	39998
D &00	D & D SERVICES, INC.	01/14/2015	Regular	0.00	195.00	39999
DRU10	DRUMRIGHT'S OFFICE SUPPLY	01/14/2015	Regular	0.00	92.45	40000
FRE2F	FRESNO COUNTY AUDITORS	01/14/2015	Regular	0.00	12.50	40001
FRE13	FRESNO COUNTY TREASURER	01/14/2015	Regular	0.00	295.22	40002
G&R00	G&R FEED & FARM SUPPLIES	01/14/2015	Regular	0.00	97.82	40003
NAV02	JUAN NAVARRO	01/14/2015	Regular	0.00	1,027.08	40004
KAI00	KAISER FOUNDATION HEALTH	01/14/2015	Regular	0.00	25,078.00	40005
	Void	01/14/2015	Regular	0.00	0.00	40006
LIB02	LIBERTY ANIMAL CONTROL SE	01/14/2015	Regular	0.00	106.00	40007
ORT14	ORTIZ, MARIA	01/14/2015	Regular	0.00	400.00	40008
PER14	PEREZ, RAMON	01/14/2015	Regular	0.00	60.00	40009
PER01	PERS RETIREMENT	01/14/2015	Regular	0.00	11,871.63	40010
	Void	01/14/2015	Regular	0.00	0.00	40011
STA19	STATE OF CALIFORNIA	01/14/2015	Regular	0.00	81.00	40012

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	272	129	0.00	588,911.54
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-6,958.31
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	272	**133**	**0.00**	**581,953.23**

Fund Summary

Fund	Name	Period	Amount
999	POOL FUND	12/2014	59,728.90
999	POOL FUND	1/2015	522,224.33
			581,953.23

CITY OF PARLIER

Refund Check Register

Refund Check Detail

UBPKT00446 - Deposit Refunds-Dec 2014

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
017-0932-003	TIJERINA, DIANA 932 SEQUOIA ST. PARLIER, CA 93648	12/31/2014	39877	154.41	W		154.41	Deposit
023-0675-003	HERNANDEZ, MELINDA 675 'I' ST. PARLIER, CA 93648	12/31/2014	39878	154.41	W		154.41	Deposit
025-4400-005	RODRIGUEZ, JAIME HERNANDE 440 'K' ST. PARLIER, CA 93648	12/31/2014	39879	154.41	W		154.41	Deposit
026-0525-003	FLORES, BEATRIZ 525 ELM ST. PARLIER, CA 93648	12/31/2014	39880	154.41	W		154.41	Deposit
034-1186-001	GONZALEZ, DANIELA 1186 TUOLUMNE ST. PARLIER, CA 93648	12/31/2014	39881	154.41	W		154.41	Deposit
034-1209-001	MORA, RAMON REYMUNDO 1209 TUOLUMNE ST. PARLIER, CA 93648	12/31/2014	39882	139.20	W		139.20	Deposit
039-0215-001	CALDERON, SALVADOR R. 215 KELLY PARLIER, CA 93648	12/31/2014	39883	92.80	W		92.80	Deposit
039-0216-003	GOMEZ, MARTHA 216 KELLY AVE PARLIER, CA 93648	12/31/2014	39884	154.41	W	00009978	154.41	Deposit
042-8672-001	DIAZ, ELIEZER 8672 JULIANNA AVE PARLIER, CA 93648	12/31/2014	39885	139.20	W		139.20	Deposit
043-1197-005	TORRES, MARTA 1197 EVA DONNA ST PARLIER, CA 93648	12/31/2014	39886	154.41	W	00007931	154.41	Deposit
053-3443-000	ROSARIO, CHAVEZ 13441 ANN ST # A PARLIER, CA 93648	12/31/2014	39887	154.41	W	00017360	154.41	Deposit
053-3444-000	DAVID, GENERA JR 13441 ANN ST # B PARLIER, CA 93648	12/31/2014	39888	77.21	W	00019349	77.21	Deposit
054-3756-004	ROMERO, YARELI 13756 BULAH ST. PARLIER, CA 93648	12/31/2014	39889	154.41	W		154.41	Deposit

UBPKT00446 - Deposit Refunds-Dec 2014

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
061-3153-002	REYNOSO, CORNELIO 13153 E. PARLIER PARLIER, CA 93648	12/31/2014	39890	154.41	W		154.41	Deposit
080-3481-001	GONZALEZ, LORENZO 13481 EIGHTH PARLIER, CA 93648	12/31/2014	39891	154.41	W		154.41	Deposit
083-0261-002	SUKWINDER, SINGH 261 ZULMA RD PARLIER, CA 93648	12/31/2014	39892	154.41	W	00009982	154.41	Deposit
085-3046-001	HERNANDEZ, ENRIQUE RAMIRE 13046 EARLY ST. PARLIER, CA 93648	12/31/2014	39893	154.41	W		154.41	Deposit
086-8477-001	SALAZAR, ANGELA L. 8477 SIERRA AVE. PARLIER, CA 93648	12/31/2014	39894	154.42	W		154.42	Deposit
086-8493-002	TORRES, GRACIELA 8493 SIERRA AVE. PARLIER, CA 93648	12/31/2014	39895	154.41	W		154.41	Deposit

Total Refunds: 19 **Total Refunded Amount:** 2,764.57

Revenue Code Summary

Revenue Code		Amount
101 - WATER DEPOSIT		2764.57
	Revenue Total:	2764.57

General Ledger Distribution

Posting Date: 01/14/2015

	Account Number	Account Name		Posting Amount	IFT
Fund: 400 - WATER					
	400-11106	CASH POOL		-2,764.57	Yes
	400-13104	A/R UTILITIES		0.00	
	400-23100	UTILITIES DEPOSIT LIABILITY		2,764.57	
			400 Total:	0.00	
Fund: 999 - POOL FUND					
	999-11100	GENERAL CHECKING		-2,764.57	
	999-24400	DUE TO WATER		2,764.57	Yes
			999 Total:	0.00	
			Distribution Total:	0.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
ADP00	ADP, INC.	12/30/2014	Regular	0.00	804.13	39859
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
446777403	Invoice	12/30/2014	PAYROLL PROCESSING	0.00	804.13	
	100-5100-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING	77.81		
	100-5200-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING	12.97		
	100-5400-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING	389.10		
	100-5610-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING	25.94		
	100-5620-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING	77.82		
	100-5700-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING	64.85		
	203-5600-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING	12.97		
	400-5300-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING	77.82		
	400-5600-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING	38.91		
	401-5600-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING	25.94		
ADT01	ADT SECURITY SERVICES	12/30/2014	Regular	0.00	67.01	39860
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
534042429	Invoice	12/30/2014	WWTP SECURITY	0.00	67.01	
	401-5600-6520	PROFESSIONAL SERVICES	WWTP SECURITY	67.01		
CHI16	CHICAGO TITLE CO.	12/30/2014	Regular	0.00	42,600.00	39861
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
12-29-14	Invoice	12/30/2014	PAZ PROPERTY	0.00	42,600.00	
	100-5600-7000	LAND/PROPERTY ACQUISI	PAZ PROPERTY	42,600.00		
COM05	COMCAST	12/30/2014	Regular	0.00	131.51	39862
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
12/17/14	Invoice	12/30/2014	COMMUNICATIONS P.W.	0.00	131.51	
	400-5600-6510	TELEPHONE/DATA/PAGE	COMMUNICATIONS P.W.	65.75		
	401-5600-6510	TELEPHONE/DATA/PAGE	COMMUNICATIONS P.W.	65.76		
DIR01	DIRECTV	12/30/2014	Regular	0.00	67.98	39863
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2467252935	Invoice	12/30/2014	CABLE FOR SENIORS	0.00	67.98	
	100-5615-6542	CONTRACT SERVICES	CABLE FOR SENIORS	67.98		
EIN01	EINERSON'S PREPRESS	12/30/2014	Regular	0.00	59.52	39864
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
15440	Invoice	12/30/2014	BUSINESS CARDS	0.00	59.52	
	400-5600-6520	PROFESSIONAL SERVICES	BUSINESS CARDS	59.52		
G&K00	G & K SERVICES INC.	12/30/2014	Regular	0.00	65.29	39865
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1258873360	Invoice	12/30/2014	UNIFORM SERVICE	0.00	65.29	
	100-5200-6520	PROFESSIONAL SERVICES	UNIFORM SERVICE	5.95		
	100-5620-6520	PROFESSIONAL SERVICES	UNIFORM SERVICE	11.10		
	400-5600-6520	PROFESSIONAL SERVICES	UNIFORM SERVICE	48.24		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INT06	INTERWEST CONSULTING GROU	12/30/2014	Regular	0.00	360.00	39866
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
20013	Invoice	12/30/2014	ADA BUILDING INSPECTION	0.00	360.00	
	100-5700-6520	PROFESSIONAL SERVICES	ADA BUILDING INSPECTION	360.00		
LAR03	ISRAEL LARA JR.	12/30/2014	Regular	0.00	4,870.50	39867
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
DEC. 13-26	Invoice	12/30/2014	CITY MANAGER CONTRACT	0.00	4,870.50	
	100-5200-6520	PROFESSIONAL SERVICES	CITY MANAGER CONTRACT	1,217.63		
	400-5200-6520	PROFESSIONAL SERVICES	CITY MANAGER CONTRACT	1,217.62		
	401-5200-6520	PROFESSIONAL SERVICES	CITY MANAGER CONTRACT	487.05		
	602-8100-6542	CONTRACT SERVICES	CITY MANAGER CONTRACT	1,948.20		
JOB01	JOBS AVAILABLE	12/30/2014	Regular	0.00	585.00	39868
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
14210274A	Invoice	12/30/2014	RECRUITMENT ADS	0.00	585.00	
	100-5200-6530	RECRUITMENT & ADVERT	RECRUITMENT ADS	585.00		
NGL00	NGLIC	12/30/2014	Regular	0.00	504.40	39869
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
IA370614	Invoice	12/30/2014	VISION FEE 01-15	0.00	504.40	
	100-5100-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	50.20		
	100-5200-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	12.55		
	100-5400-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	240.03		
	100-5400-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	-25.10		
	100-5700-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	25.10		
	100-5700-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	25.10		
	160-5400-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	12.55		
	173-5400-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	25.10		
	203-5600-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	33.74		
	400-5300-5011	INSURANCE- MED, DEN.	VISION FEE 01-15	8.37		
	400-5600-5011	INSURANCE- MED, DEN,	VISION FEE 01-15	33.74		
	401-5200-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	12.55		
	401-5300-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	8.37		
	401-5600-5011	INSURANCE-MED,DEN,VI	VISION FEE 01-15	33.74		
	402-5300-5011	INSURANCE-MED, DEN,VI	VISION FEE 01-15	8.36		
P.G01	PACIFIC GAS & ELECTRIC	12/30/2014	Regular	0.00	7,991.89	39870
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
12/16/14	Invoice	12/30/2014	TRAFFIC LIGHTS	0.00	79.83	
	200-5600-6512	ELECTRICITY	TRAFFIC LIGHTS	79.83		
DEC 16 2014	Invoice	12/30/2014	STREET LIGHTING	0.00	7,912.06	
	200-5600-6512	ELECTRICITY	STREET LIGHTING	7,912.06		
QUI02	QUILL CORPORATION	12/30/2014	Regular	0.00	172.73	39871

Vendor Number / Payable #	Vendor Name / Payable Type / Account Number	Payable Date	Payment Date / Payable Description / Account Name	Payment Type / Item Description	Discount Amount / Discount Amount / Distribution Amount	Payment Amount / Payable Amount	Number
	Vendor Number	**Vendor Name**	**Payment Date**	**Payment Type**	**Discount Amount**	**Payment Amount**	**Number**
	Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
	8201313	Invoice	12/30/2014	COPY PAPER ALL DEPT	0.00	172.73	
	100-5100-6000		OFFICE SUPPLIES	COPY PAPER ALL DEPT		21.59	
	100-5200-6000		OFFICE SUPPLIES	COPY PAPER ALL DEPT		21.59	
	100-5600-6000		OFFICE SUPPLIES	COPY PAPER ALL DEPT		21.59	
	100-5700-6000		OFFICE SUPPLIES	COPY PAPER ALL DEPT		21.59	
	100-5700-6000		OFFICE SUPPLIES	COPY PAPER ALL DEPT		21.59	
	269-6303-6000		OFFICE SUPPLIES	COPY PAPER ALL DEPT		21.59	
	269-6303-6000		OFFICE SUPPLIES	COPY PAPER ALL DEPT		21.60	
	400-5600-6000		OFFICE SUPPLIES - P.W.	COPY PAPER ALL DEPT		21.59	
RLB01	REEDLEY LUMBER & BUILDING		12/30/2014	Regular	0.00	198.58	39872
	Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
	42919	Invoice	12/30/2014	PARTS & SUPPLIES	0.00	198.58	
	100-5617-6002		PARTS SUPPLIES	PARTS & SUPPLIES		198.58	
USM01	U-SAVE MARKET		12/30/2014	Regular	0.00	1,250.36	39873
	Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
	02/27/14	Invoice	12/30/2014	ACADEMY OF EXCELLANCE	0.00	164.02	
	269-6303-6504		FOOD SERVICES	ACADEMY OF EXCELLANCE		164.02	
	11/8/13	Invoice	12/30/2014	ACADEMY OF EXCELLENCE	0.00	42.67	
	269-6303-6504		FOOD SERVICES	ACADEMY OF EXCELLENCE		42.67	
	2/17/14	Invoice	12/30/2014	ACADEMY OF EXCELLENCE	0.00	122.32	
	269-6303-6504		FOOD SERVICES	ACADEMY OF EXCELLENCE		122.32	
	2/18/14	Invoice	12/30/2014	ACADEMY OF EXCELLENCE	0.00	116.34	
	269-6303-6504		FOOD SERVICES	ACADEMY OF EXCELLENCE		116.34	
	2/19/14	Invoice	12/30/2014	ACADEMY OF EXCELLENCE	0.00	125.73	
	269-6303-6504		FOOD SERVICES	ACADEMY OF EXCELLENCE		125.73	
	2/21/14	Invoice	12/30/2014	ACADEMY OF EXCELLENCE	0.00	195.50	
	269-6303-6504		FOOD SERVICES	ACADEMY OF EXCELLENCE		195.50	
	2/24/14	Invoice	12/30/2014	ACADEMY OF EXCELLENCE	0.00	134.31	
	269-6303-6504		FOOD SERVICES	ACADEMY OF EXCELLENCE		134.31	
	2/26/14	Invoice	12/30/2014	ACADEMY OF EXCELLENCE	0.00	175.40	
	269-6303-6504		FOOD SERVICES	ACADEMY OF EXCELLENCE		175.40	
	2/27/14	Invoice	12/30/2014	ACADEMY OF EXCELLENCE	0.00	149.32	
	269-6303-6504		FOOD SERVICES	ACADEMY OF EXCELLENCE		149.32	
	6-27-14	Invoice	12/30/2014	ACADEMY OF EXCELLENCE	0.00	24.75	
	269-6303-6504		FOOD SERVICES	ACADEMY OF EXCELLENCE		24.75	
AFL00	AFLAC		01/05/2015	Regular	0.00	1,035.88	39896
	Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
	93852	Invoice	01/05/2015	SHORT TERM INS.	0.00	1,035.88	
	100-22106		LIFE, LTD & STD PAYABLE	SHORT TERM INS.		1,035.88	
ASS00	ASSURANT EMPLOYEE BENEFIT		01/05/2015	Regular	0.00	1,205.52	39897

Vendor Number / Payable #	Vendor Name / Payable Type / Account Number	Payable Date	Payment Date / Payable Description / Account Name	Payment Type / Item Description	Discount Amount / Discount Amount / Distribution Amount	Payment Amount / Payable Amount	Number
12/30/14	Invoice	12/31/2014	ST DISABILITY FOR 1/15		0.00	1,205.52	
	100-22106		LIFE, LTD & STD PAYABLE	ST DISABILITY FOR 1/15		256.62	
	100-5200-5011		INSURANCE-MED,DEN,VI	ST DISABILITY FOR 1/15		10.28	
	100-5400-5011		INSURANCE-MED,DEN,VI	ST DISABILITY FOR 1/15		488.46	
	100-5410-5011		INSURANCE-MED, DEN, V	ST DISABILITY FOR 1/15		24.96	
	100-5620-5011		INSURANCE-MED-DEN,VI	ST DISABILITY FOR 1/15		28.79	
	100-5700-5011		INSURANCE-MED,DEN,VI	ST DISABILITY FOR 1/15		70.97	
	160-5400-5011		INSURANCE-MED,DEN,VI	ST DISABILITY FOR 1/15		18.56	
	173-5400-5011		INSURANCE-MED,DEN,VI	ST DISABILITY FOR 1/15		29.53	
	203-5600-5011		INSURANCE-MED,DEN,VI	ST DISABILITY FOR 1/15		33.28	
	206-5600-5011		INSURANCE-MED,DEN,VI	ST DISABILITY FOR 1/15		33.26	
	278-5400-5011		INSURANCE-MEDICAL/DE	ST DISABILITY FOR 1/15		26.11	
	400-5200-5011		INSURANCE MED, DEN, VI	ST DISABILITY FOR 1/15		10.28	
	400-5300-5011		INSURANCE- MED, DEN.	ST DISABILITY FOR 1/15		32.53	
	400-5600-5011		INSURANCE- MED, DEN,	ST DISABILITY FOR 1/15		33.28	
	401-5200-5011		INSURANCE-MED,DEN,VI	ST DISABILITY FOR 1/15		10.28	
	401-5300-5011		INSURANCE-MED,DEN,VI	ST DISABILITY FOR 1/15		32.53	
	401-5600-5011		INSURANCE-MED,DEN,VI	ST DISABILITY FOR 1/15		33.28	
	402-5300-5011		INSURANCE-MED, DEN,VI	ST DISABILITY FOR 1/15		32.52	
	Void		01/05/2015	Regular	0.00	0.00	39898
GIE01	GIERSCH & ASSOCIATES,INC.		01/05/2015	Regular	0.00	5,866.00	39899
Payable #	Payable Type / Account Number	Payable Date	Payable Description / Account Name	Item Description	Discount Amount / Distribution Amount	Payable Amount	
1214-2162	Invoice	12/30/2014	MANNING & ZEDIKER		0.00	1,655.50	
	219-5600-6520		PROFESSIONAL SERVICES	MANNING & ZEDIKER		1,655.50	
1214-2163	Invoice	12/30/2014	PATCH REPAIR/SLURRY		0.00	1,914.00	
	200-5600-6520		PROFESSIONAL SERVICES	PATCH REPAIR/SLURRY		1,914.00	
1214-2168	Invoice	12/30/2014	MENDOCINO PROJECT		0.00	27.50	
	200-5600-6520		PROFESSIONAL SERVICES	MENDOCINO PROJECT		27.50	
1214-2170	Invoice	12/31/2014	POOL EVALUATION		0.00	99.00	
	100-5616-6520		PROFESSIONAL SERVICES	POOL EVALUATION		99.00	
1214-2176	Invoice	12/31/2014	HERITAGE PARK PLAN		0.00	580.00	
	211-5700-6520		PROFESSIONAL SERVICES	HERITAGE PARK PLAN		580.00	
1214-2177	Invoice	12/31/2014	960G1400 GENERAL		0.00	604.50	
	100-5200-6520		PROFESSIONAL SERVICES	960G1400 GENERAL		604.50	
1214-2178	Invoice	12/30/2014	DEVELOPMENT FEES		0.00	120.00	
	100-5700-6520		PROFESSIONAL SERVICES	DEVELOPMENT FEES		120.00	
1214-2179	Invoice	12/31/2014	GENERAL 960G1400		0.00	110.00	
	100-5200-6520		PROFESSIONAL SERVICES	GENERAL 960G1400		110.00	
1214-2180	Invoice	12/31/2014	960G1400 GENERAL		0.00	755.50	
	401-5600-6520		PROFESSIONAL SERVICES	960G1400 GENERAL		755.50	
HOM01	HOME DEPOT CREDIT SERVICE		01/05/2015	Regular	0.00	2,851.60	39900
Payable #	Payable Type / Account Number	Payable Date	Payable Description / Account Name	Item Description	Discount Amount / Distribution Amount	Payable Amount	
3125106	Invoice	12/31/2014	SENIOR CENTER		0.00	45.68	
	100-5615-6002		PARTS SUPPLIES	SENIOR CENTER		45.68	
3125107	Invoice	12/31/2014	P.D.		0.00	64.26	
	100-5400-6002		PARTS SUPPLIES	P.D.		64.26	
4021592	Invoice	12/31/2014	RED RIBBION		0.00	858.96	
	100-5620-7001		SPECIAL PROJECTS	RED RIBBION		858.96	
4573227	Invoice	12/31/2014	CITY HALL		0.00	90.22	
	100-5200-6002		PARTS SUPPLIES	CITY HALL		90.22	
6581642	Invoice	12/31/2014	WWTP WATER WELL		0.00	54.33	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	401-5600-6002 PARTS SUPPLIES		WWTP WATER WELL		54.33	
7031044	Invoice	12/31/2014 TREE LIGHTING		0.00	326.32	
	100-5620-7001 SPECIAL PROJECTS		TREE LIGHTING		326.32	
8023919	Invoice	12/31/2014 COOLING CENTER		0.00	608.73	
	100-5617-6002 PARTS SUPPLIES		COOLING CENTER		608.73	
8023920	Invoice	12/31/2014 PARTS & SUPPLIES		0.00	238.58	
	100-5615-6002 PARTS SUPPLIES		SENIOR CENTER		119.29	
	100-5617-6002 PARTS SUPPLIES		COMM CENTER		119.29	
9024742	Invoice	12/31/2014 WWTP LIFT STATION		0.00	175.22	
	401-5600-6002 PARTS SUPPLIES		WWTP LIFT STATION		175.22	
9024743	Invoice	12/31/2014 PARTS & SUPPLIES		0.00	389.30	
	100-5200-6002 PARTS SUPPLIES		CITY HALL		194.65	
	100-5615-6002 PARTS SUPPLIES		SENIOR CENTER		194.65	
PAY01	PAY PLUS BENEFITS, INC.	01/05/2015	Regular	0.00	97.00	39901
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**		**Distribution Amount**	
5212	Invoice	01/05/2015 CALPERS REPORTING		0.00	97.00	
	100-5200-6520 PROFESSIONAL SERVICES		CALPERS REPORTING		19.40	
	100-5400-6520 PROFESSIONAL SERVICES		CALPERS REPORTING		19.40	
	100-5620-6520 PROFESSIONAL SERVICES		CALPERS REPORTING		19.40	
	400-5300-6520 PROFESSIONAL SERVICES		CALPERS REPORTING		19.40	
	401-5600-6520 PROFESSIONAL SERVICES		CALPERS REPORTING		19.40	
PET01	PETTY CASH FUND	01/05/2015	Regular	0.00	596.69	39902
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**		**Distribution Amount**	
12/30/14	Invoice	01/05/2015 REPLENISH PETTY CASH		0.00	596.69	
	100-5100-6503 TRAVEL, MEETINGS & TR		MEETING SUPPLIES		54.71	
	100-5100-6503 TRAVEL, MEETINGS & TR		MEETING /TRAVEL		50.50	
	100-5200-6503 TRAVEL, MEETINGS & TR		MILEAGE REIMB		19.85	
	100-5200-6503 TRAVEL, MEETINGS & TR		MEETING- ADMIN		24.34	
	100-5200-6503 TRAVEL, MEETINGS & TR		SUPPLIES - MEETING		7.58	
	100-5200-6510 TELEPHONE/DATA/PAGE		CELL PHONE REIMB.		114.00	
	100-5615-7001 SPECIAL PROJECTS		BBQ FOR SENIORS		15.11	
	100-5615-7001 SPECIAL PROJECTS		FOOD FOR SENIORS		38.96	
	100-5615-7001 SPECIAL PROJECTS		BOWLING TRIP		179.93	
	100-5615-7001 SPECIAL PROJECTS		MENUDO SUPPLIES SRS		73.32	
	100-5700-6000 OFFICE SUPPLIES		CLOCK - COMM DEV		18.39	
REA00	RELIABLE OFFICE SUPPLIES	01/05/2015	Regular	0.00	191.56	39903
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**		**Distribution Amount**	
FVX75300	Invoice	12/30/2014 COMM DEV SUPPLIES		0.00	97.60	
	100-5700-6000 OFFICE SUPPLIES		COMM DEV SUPPLIES		97.60	
FVY92200	Invoice	12/30/2014 COMM DEV SUPPLIES		0.00	42.64	
	100-5700-6000 OFFICE SUPPLIES		COMM DEV SUPPLIES		42.64	
FWL88200	Invoice	12/30/2014 COMM DEV SUPPLIES		0.00	51.32	
	100-5700-6000 OFFICE SUPPLIES		COMM DEV SUPPLIES		51.32	
SEL01	SELECT BUSINESS SYSTEMS INC.	01/05/2015	Regular	0.00	12.45	39904
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**		**Distribution Amount**	
200565	Invoice	12/30/2014 COMM DEV SUPPLIES		0.00	12.45	
	100-5700-6000 OFFICE SUPPLIES		COMM DEV SUPPLIES		12.45	
BNY01	THE BANK OF NEW YORK MELLON	01/05/2015	Regular	0.00	296,973.76	39905

Vendor Number / Payable # / Account Number	Vendor Name / Payable Type / Account Name	Payable Date / Payable Description / Item Description	Payment Date / Payment Type / Discount Amount / Payable Amount / Distribution Amount	Discount Amount	Payment Amount	Number
PARLIERD04	Invoice	01/05/2015 RDA BOND INTEREST		0.00	123,591.26	
602-8100-9001	DEBT SVC -INT.	RDA BOND INTEREST			123,591.26	
PARLIERD98	Invoice	01/05/2015 RDA BOND INTEREST		0.00	101,207.50	
602-8100-9001	DEBT SVC -INT.	RDA BOND INTEREST			101,207.50	
PARLIERRDA08	Invoice	01/05/2015 RDA BOND INTEREST		0.00	72,175.00	
602-8100-9001	DEBT SVC -INT.	RDA BOND INTEREST			72,175.00	
SO 01	THE GAS CO.	01/05/2015	Regular	0.00	729.29	39906
12-30-14	Invoice	12/30/2014 UTILITIES CITY HALL		0.00	386.25	
100-5620-6513	GAS	UTILITIES CITY HALL			386.25	
4081-12/14	Invoice	12/31/2014 UTILITIES 745 TULARE		0.00	10.03	
100-5617-6513	GAS	UTILITIES 745 TULARE			5.00	
173-5400-6513	GAS	UTILITIES 745 TULARE			5.03	
73791/12-14	Invoice	12/31/2014 UTILITIES 741.5 TULARE		0.00	11.27	
100-5620-6513	GAS	UTILITIES 741.5 TULARE			11.27	
73985-12/14	Invoice	12/31/2014 UTILITIES/ 741 TULARE		0.00	50.22	
100-5620-6513	GAS	UTILITIES/ 741 TULARE			50.22	
DEC 14-2014	Invoice	12/30/2014 UTILITIES A.O.E		0.00	159.30	
269-6303-6513	GAS	UTILITIES A.O.E			159.30	
DEC 2014	Invoice	12/30/2014 UTILITIES FIRE DEPT		0.00	79.63	
100-5104-6513	GAS	UTILITIES FIRE DEPT			79.63	
DEC 29 2014	Invoice	12/30/2014 UTILITIES SENIOR CTR		0.00	32.59	
100-5615-6513	GAS	UTILITIES SENIOR CTR			32.59	
THE43	THE HARTFORD	01/05/2015	Regular	0.00	770.00	39907
14509990	Invoice	12/31/2014 EMPLOYEE BOND RENEWAL		0.00	770.00	
100-5200-6526	Bond Ins.Costs	EMPLOYEE BOND RENEWAL			154.00	
100-5400-6526	BOND INS.COSTS	YEARLY EMPLOYEE BOND RENE			154.00	
100-5700-6526	BOND INS.COSTS	YEARLY EMPLOYEE BOND RENE			154.00	
400-5300-6526	Bond Ins.Costs	YEARLY EMPLOYEE BOND RENE			154.00	
400-5600-6526	Bond Ins.Costs	YEARLY EMPLOYEE BOND RENE			154.00	
ABI10	ABILITY ANSWERING SERV.	01/07/2015	Regular	0.00	122.06	39908
12/18/14	Invoice	01/06/2015 ANSWERING SERVICES		0.00	122.06	
400-5600-6510	TELEPHONE/DATA/PAGE	ANSWERING SERVICES			61.03	
401-5600-6510	TELEPHONE/DATA/PAGE	P.W. PHONE ANSW. & VOICEM			61.03	
AIM00	AIMS	01/07/2015	Regular	0.00	3,059.85	39909
FR140422	Invoice	01/06/2015 W/C OVERPAYMENT R. SOLIS		0.00	3,059.85	
100-5400-5000	SALARIES EXPENSE	W/C OVERPAYMENT R. SOLIS			3,059.85	
ALE01	ALERT-O-LITE, INC.	01/07/2015	Regular	0.00	326.25	39910
0436600-IN	Invoice	01/06/2015 PARTS FOR WATER PUMP		0.00	326.25	
400-5600-6002	PARTS & SUPPLIES	PARTS FOR WATER PUMP			326.25	
AUT01	AUTO ZONE	01/07/2015	Regular	0.00	152.61	39911

Vendor Number / Payable #	Vendor Name / Payable Type / Account Number	Payable Date	Payment Date / Payable Description / Account Name	Payment Type / Item Description	Discount Amount / Discount Amount / Distribution Amount	Payment Amount / Payable Amount / Distribution Amount	Number
3758758133	Invoice	01/06/2015	WWTP SUPPLIES		0.00	23.38	
	400-5600-6002		PARTS & SUPPLIES	WWTP SUPPLIES		23.38	
3758759777	Invoice	01/06/2015	WELL #6 SUPPLIES		0.00	36.71	
	400-5600-6002		PARTS & SUPPLIES	WELL #6 SUPPLIES		36.71	
3758760412	Invoice	01/06/2015	PARTS & SUPPLIES		0.00	92.52	
	401-5600-6002		PARTS SUPPLIES	PARTS & SUPPLIES		92.52	
BIG01	BIG VAL'S AUTO PARTS, INC		01/07/2015	Regular	0.00	290.99	39912
678066	Invoice	01/06/2015	WELL #6 SUPPLIES		0.00	241.14	
	401-5600-6004		TOOLS & MINOR EQUIPM	WELL #6 SUPPLIES		241.14	
678067	Invoice	01/06/2015	WELL #6 SUPPLIES		0.00	34.24	
	401-5600-6004		TOOLS & MINOR EQUIPM	WELL #6 SUPPLIES		34.24	
678282	Invoice	01/06/2015	VEHICLE MAINT./BOBCAT		0.00	15.61	
	400-5600-6532		VEHICLE MAINTENANCE	VEHICLE MAINT./BOBCAT		15.61	
CAR06	CARDENAS TIRE SERVICE, IN		01/07/2015	Regular	0.00	30.00	39913
2090	Invoice	01/06/2015	FLAT TIRE		0.00	30.00	
	400-5600-6532		VEHICLE MAINTENANCE	FLAT TIRE		30.00	
COL09	COLONIAL LIFE INSURANCE		01/07/2015	Regular	0.00	208.74	39914
3349727	Invoice	01/06/2015	VOLUNTARY LIFE INSURANCE		0.00	208.74	
	100-22106		LIFE, LTD & STD PAYABLE	VOLUNTARY LIFE INSURANCE		208.74	
FAS00	FASTENAL COMPANY		01/07/2015	Regular	0.00	607.15	39915
CAREE25357	Invoice	01/06/2015	MILTON LIFT STATION		0.00	208.14	
	401-5600-6004		TOOLS & MINOR EQUIPM	MILTON LIFT STATION		208.14	
CAREE25435	Invoice	01/06/2015	MILTON LIFT STATION		0.00	90.00	
	401-5600-6004		TOOLS & MINOR EQUIPM	MILTON LIFT STATION		90.00	
CAREE25461	Invoice	01/06/2015	MILTON LIFT STATION		0.00	34.85	
	401-5600-6004		TOOLS & MINOR EQUIPM	MILTON LIFT STATION		34.85	
CAREE25498	Invoice	01/06/2015	WW FLOODING EQUIP.		0.00	274.16	
	401-5600-6004		TOOLS & MINOR EQUIPM	WW FLOODING EQUIP.		274.16	
FID00	FIDELITY SECURITY LIFE IN		01/07/2015	Regular	0.00	292.95	39916
37230	Invoice	01/06/2015	GAP INSURANCE - P.D.		0.00	204.51	
	100-5400-5011		INSURANCE-MED,DEN,VI	GAP INSURANCE - P.D.		204.51	
37261	Invoice	01/06/2015	GAP INSURANCE - P.D.		0.00	88.44	
	100-5400-5011		INSURANCE-MED,DEN,VI	GAP INSURANCE - P.D.		88.44	
GIE01	GIERSCH & ASSOCIATES,INC.		01/07/2015	Regular	0.00	7,924.00	39917
1214-2164	Invoice	01/06/2015	960P1400 STREETS		0.00	532.50	
	200-5600-6520		PROFESSIONAL SERVICES	960P1400 STREETS		532.50	
1214-2165	Invoice	01/06/2015	960P1400 STREETS		0.00	110.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	200-5600-6520 PROFESSIONAL SERVICES	960P1400 STREETS			110.00	
1214-2167	Invoice	01/06/2015 960P1400 STRRETS		0.00	371.00	
	200-5600-6520 PROFESSIONAL SERVICES	960P1400 STRRETS			371.00	
1214-2174	Invoice	01/06/2015 960D1201 STORM DRAIN		0.00	60.00	
	401-5600-6520 PROFESSIONAL SERVICES	960D1201 STORM DRAIN			60.00	
1214-2181	Invoice	01/06/2015 960S0702 HEADWORKS		0.00	960.00	
	401-5600-6520 PROFESSIONAL SERVICES	960S0702 HEADWORKS			960.00	
1214-2182	Invoice	01/06/2015 960S1400 SEWER		0.00	1,453.00	
	401-5600-6520 PROFESSIONAL SERVICES	960S1400 SEWER			1,453.00	
1214-2183	Invoice	01/06/2015 960S1400 SEWER		0.00	1,688.00	
	401-5600-6520 PROFESSIONAL SERVICES	960S1400 SEWER			1,688.00	
1214-2184	Invoice	01/06/2015 960S1400 SEWER		0.00	1,535.00	
	401-5600-6520 PROFESSIONAL SERVICES	960S1400 SEWER			1,535.00	
1214-2185	Invoice	01/06/2015 960W1400 WATER		0.00	794.50	
	400-5600-6520 PROFESSIONAL SERVICES	960W1400 WATER			794.50	
1214-2186	Invoice	01/06/2015 960W1400 WATER		0.00	180.00	
	400-5600-6520 PROFESSIONAL SERVICES	960W1400 WATER			180.00	
1214-2187	Invoice	01/06/2015 960W1400 WATER		0.00	240.00	
	400-5600-6520 PROFESSIONAL SERVICES	960W1400 WATER			240.00	
LEA01	LEAGUE OF CALIFORNIA CITI	01/07/2015	Regular	0.00	5,639.17	39918
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
147551	Invoice	01/06/2015 MEMBERSHIP DUES YR 2015		0.00	5,639.17	
	100-5200-6501	MEMBERSHIP DUES	MEMBERSHIP DUES YR 2015		5,639.17	
LEE02	LEE'S STEREO	01/07/2015	Regular	0.00	4,188.16	39919
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
112783	Invoice	01/06/2015 P.D. RECORDER SYSTEM		0.00	4,188.16	
	100-5400-6002	PARTS SUPPLIES	P.D. RECORDER SYSTEM		4,188.16	
P.G01	PACIFIC GAS & ELECTRIC	01/07/2015	Regular	0.00	303.11	39920
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
0272-9/12-23-14	Invoice	01/06/2015 COOLING CENTER		0.00	144.75	
	100-5617-6512	ELECTRICITY	COOLING CENTER		72.00	
	173-5400-6512	ELECTRICITY	745 TULARE COOLING CTR		72.75	
1134-5/12-24-14	Invoice	01/06/2015 MADSEN ST. LIGHTS		0.00	44.89	
	200-5600-6512	ELECTRICITY	MADSEN ST. LIGHTS		44.89	
6206-5/12-24-14	Invoice	01/06/2015 741 TULARE UTILITIES		0.00	80.28	
	100-5617-6512	ELECTRICITY	741 TULARE UTILITIES		80.28	
6580-5/12-23-14	Invoice	01/06/2015 TRAFFIC LIGHTS		0.00	33.19	
	200-5600-6512	ELECTRICITY	TRAFFIC LIGHTS		33.19	
PIO01	PIONEER EQUIPMENT CO.	01/07/2015	Regular	0.00	99.98	39921
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
HH01809	Invoice	01/06/2015 WASTE WATER SUPPLIES		0.00	99.98	
	401-5600-6004	TOOLS & MINOR EQUIPM	WASTE WATER SUPPLIES		99.98	
RLB01	REEDLEY LUMBER & BUILDING	01/07/2015	Regular	0.00	59.10	39922
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
42295	Invoice	01/06/2015 PARTS & SUPPLIES		0.00	59.10	
	400-5600-6002	PARTS & SUPPLIES	PARTS & SUPPLIES		59.10	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
REA00	RELIABLE OFFICE SUPPLIES	01/07/2015	Regular	0.00	13.83	39923
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
FWL88201	Invoice	01/06/2015	OFFICE SUPPLIES	0.00	13.83	
	100-5700-6000	OFFICE SUPPLIES	OFFICE SUPPLIES	13.83		
SEL02	SELMA TROPHY SHOP	01/07/2015	Regular	0.00	9.79	39924
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
140400	Invoice	01/06/2015	MAYOR A. BELTRAN	0.00	9.79	
	100-5600-6000	OFFICE SUPPLIES	MAYOR A. BELTRAN	9.79		
STA1U	STAR 1 MINI MART	01/07/2015	Regular	0.00	716.16	39925
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11/24/14	Invoice	01/06/2015	DIESEL/P.W.	0.00	130.01	
	401-5600-6011	FUEL	DIESEL/P.W.	130.01		
12/1/14	Invoice	01/06/2015	DIESEL/P.W.	0.00	63.50	
	401-5600-6011	FUEL	DIESEL/P.W.	63.50		
32276	Invoice	01/06/2015	DIESEL/P.W.	0.00	115.21	
	400-5600-6011	FUEL	DIESEL/P.W.	115.21		
33291	Invoice	01/06/2015	DIESEL/P.W.	0.00	59.00	
	401-5600-6011	FUEL	DIESEL/P.W.	59.00		
34271	Invoice	01/06/2015	DIESEL/P.W.	0.00	65.50	
	400-5600-6011	FUEL	DIESEL/P.W.	65.50		
34494	Invoice	01/06/2015	DIESEL/P.W.	0.00	38.84	
	400-5600-6011	FUEL	DIESEL/P.W.	38.84		
34871	Invoice	01/06/2015	DIESEL/P.W.	0.00	64.00	
	400-5600-6011	FUEL	DIESEL/P.W.	64.00		
38568	Invoice	01/06/2015	DIESEL/P.W.	0.00	59.00	
	400-5600-6011	FUEL	DIESEL/P.W.	59.00		
38783	Invoice	01/06/2015	DIESEL/P.W.	0.00	56.10	
	401-5600-6011	FUEL	DIESEL/P.W.	56.10		
39381	Invoice	01/06/2015	DIESEL/P.W.	0.00	65.00	
	400-5600-6011	FUEL	DIESEL/P.W.	65.00		
TYL01	TYLER BUSINESS FORMS	01/07/2015	Regular	0.00	121.69	39926
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
176451	Invoice	01/06/2015	1099 MISC. FORMS	0.00	121.69	
	400-5300-6000	OFFICE SUPPLIES - FIN	1099 MISC. FORMS	40.57		
	401-5300-6000	Office Supplies	1099 MISC. FORMS	40.57		
	402-5300-6000	Office Supplies	1099 MISC. FORMS	40.55		
USA01	USA BLUE BOOK	01/07/2015	Regular	0.00	1,888.87	39927
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
517487	Invoice	01/06/2015	WASTEWATER REPAIRS	0.00	1,888.87	
	401-5600-6004	TOOLS & MINOR EQUIPM	WASTEWATER REPAIRS	1,888.87		
A-C00	A-C ELECTRIC COMPANY	01/08/2015	Regular	0.00	7,922.90	39928
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
27841	Invoice	01/07/2015	WWTP CRANE RENTAL	0.00	1,539.85	
	401-5600-6520	PROFESSIONAL SERVICES	WWTP CRANE RENTAL	1,539.85		
27849	Invoice	01/07/2015	INSTALL BREAKERS/ WWTP	0.00	5,906.95	
	401-5600-6520	PROFESSIONAL SERVICES	INSTALL BREAKERS/ WWTP	5,906.95		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
27892	Invoice	01/07/2015	MILTON LIFT STATION	0.00	476.10	
	401-5600-6520	PROFESSIONAL SERVICES	MILTON LIFT STATION		476.10	
JIM03	ADOLFO JIMENEZ	01/08/2015	Regular	0.00	16.00	39929
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
FEB. 11-12	Invoice	01/07/2015	2 DAY TRAINING	0.00	16.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	2 DAY TRAINING		16.00	
AUT01	AUTO ZONE	01/08/2015	Regular	0.00	25.69	39930
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
3758760401	Invoice	01/07/2015	WELL #6 SUPPLIES	0.00	20.46	
	401-5600-6002	PARTS SUPPLIES	WELL #6 SUPPLIES		20.46	
3758764394	Invoice	01/07/2015	SUPPLIES - P.W.	0.00	2.09	
	100-5600-6002	PARTS SUPPLIES	SUPPLIES - P.W.		2.09	
3758765015	Invoice	01/07/2015	SUPPLIES - P.W.	0.00	3.14	
	400-5600-6002	PARTS & SUPPLIES	SUPPLIES - P.W.		3.14	
BIG01	BIG VAL'S AUTO PARTS, INC	01/08/2015	Regular	0.00	19.58	39931
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
678295	Invoice	01/07/2015	SUPPLIES - P.W.	0.00	19.58	
	400-5600-6002	PARTS & SUPPLIES	SUPPLIES - P.W.		19.58	
BOO01	BOOMERS FRESNO	01/08/2015	Regular	0.00	374.45	39932
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
1/7/15	Invoice	01/07/2015	FOOD FOR SENIOR TRIP	0.00	374.45	
	100-5615-7001	SPECIAL PROJECTS	FOOD FOR SENIOR TRIP		374.45	
PIT03	CARTER PITTMAN	01/08/2015	Regular	0.00	32.00	39933
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
FEB. 11-12	Invoice	01/07/2015	2 DAY TRAINING	0.00	16.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	2 DAY TRAINING		16.00	
JANUARY 22-23	Invoice	01/07/2015	TRAINING COURSE	0.00	16.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	TRAINING COURSE		16.00	
D-P00	D-PREP, LLC.	01/08/2015	Regular	0.00	1,115.00	39934
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
FEB 11-12	Invoice	01/07/2015	TRAINING TUITION - P.D.	0.00	1,115.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	TRAINING TUITION - P.D.		1,115.00	
FAS00	FASTENAL COMPANY	01/08/2015	Regular	0.00	8.63	39935
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
CAREE2548	Invoice	01/07/2015	SUPPLIES - P.W.	0.00	8.63	
	400-5600-6002	PARTS & SUPPLIES	SUPPLIES - P.W.		8.63	
GRO01	FERGUSON ENTERPRISES INC.	01/08/2015	Regular	0.00	1,886.96	39936
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
1050380	Invoice	01/07/2015	SUPPLIES - P.W.	0.00	70.35	
	400-5600-6002	PARTS & SUPPLIES	SUPPLIES - P.W.		70.35	
1052888	Invoice	01/07/2015	PARTS & SUPPLIES/P.W.	0.00	1,092.73	
	400-5600-6002	PARTS & SUPPLIES	PARTS & SUPPLIES/P.W.		1,092.73	
1053178	Invoice	01/07/2015	PARTS & SUPPLIES/PW	0.00	723.88	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	400-5600-6002 PARTS & SUPPLIES		PARTS & SUPPLIES/PW		723.88	
FRE06	FRED PRYOR SEMINARS	01/08/2015	Regular	0.00	837.00	39937
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
16739807	Invoice	01/07/2015	MERZ TRAINING - P.D.	0.00	279.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	MERZ TRAINING - P.D.		279.00	
16739808	Invoice	01/07/2015	RODRIGUEZ TRAINING - P.D.	0.00	279.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	RODRIGUEZ TRAINING - P.D.		279.00	
16739809	Invoice	01/07/2015	PITTMAN TRAINING P.D.	0.00	279.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	PITTMAN TRAINING P.D.		279.00	
GIE01	GIERSCH & ASSOCIATES,INC.	01/08/2015	Regular	0.00	687.50	39938
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
1214-2166	Invoice	01/07/2015	960P1400 STREETS	0.00	687.50	
	200-5600-6520	PROFESSIONAL SERVICES	960P1400 STREETS		687.50	
GRIFG	GRIZZLY CONSTRUCTION INC.	01/08/2015	Regular	0.00	4,502.00	39939
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
1424	Invoice	01/07/2015	REPLACE FIRE HYDRANT	0.00	4,502.00	
	400-5600-6520	PROFESSIONAL SERVICES	REPLACE FIRE HYDRANT		4,502.00	
MER01	MERZ, ANGELICA S.	01/08/2015	Regular	0.00	2,038.36	39940
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
FEB 11-12	Invoice	01/07/2015	2 DAY TRAINING	0.00	16.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	2 DAY TRAINING		16.00	
FEB. 16-27	Invoice	01/07/2015	SUPERVISORY COURSE	0.00	2,006.36	
	100-5400-6503	TRAVEL, MEETINGS & TR	SUPERVISORY COURSE		2,006.36	
JAN. 22-23	Invoice	01/07/2015	TRAINING COURSE	0.00	16.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	TRAINING COURSE		16.00	
QUI02	QUILL CORPORATION	01/08/2015	Regular	0.00	181.60	39941
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
8280386	Invoice	01/07/2015	OFFICE SUPPLIES	0.00	22.44	
	400-5600-6000	OFFICE SUPPLIES - P.W.	OFFICE SUPPLIES		22.44	
8281325	Invoice	01/07/2015	OFFICE SUPPLIES - P.W.	0.00	159.16	
	400-5600-6000	OFFICE SUPPLIES - P.W.	OFFICE SUPPLIES - P.W.		159.16	
RED01	REDCO	01/08/2015	Regular	0.00	23.77	39942
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
5347	Invoice	01/07/2015	SUPPLIES - P.W.	0.00	23.77	
	400-5600-6002	PARTS & SUPPLIES	SUPPLIES - P.W.		23.77	
RLB01	REEDLEY LUMBER & BUILDING	01/08/2015	Regular	0.00	725.55	39943
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount	
40025	Invoice	01/07/2015	TOOLS & EQUIPMENT	0.00	505.55	
	100-5600-6004	TOOLS & MINOR EQUIPM	TOOLS & EQUIPMENT		505.55	
42108	Invoice	01/07/2015	SUPPLIES -CITY HALL	0.00	25.42	
	100-5617-6002	PARTS SUPPLIES	SUPPLIES -CITY HALL		25.42	
42797	Invoice	01/07/2015	PARTS & SUPPLIES	0.00	64.22	
	400-5600-6002	PARTS & SUPPLIES	PARTS & SUPPLIES		64.22	
43233	Invoice	01/07/2015	PARTS & SUPPLIES	0.00	130.36	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	100-5600-6002 PARTS SUPPLIES		PARTS & SUPPLIES		130.36	
McG00	ROBERT McGUIRE	01/08/2015	Regular	0.00	16.00	39944
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
FEB. 11-12	Invoice	01/07/2015	2 DAY TRAINING	0.00	16.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	2 DAY TRAINING		16.00	
HAS01	ROY HASTINGS	01/08/2015	Regular	0.00	2,500.00	39945
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
010315-1	Invoice	01/07/2015	14-HOME 9275	0.00	2,500.00	
	339-6500-6520	PROFESSIONAL SERVICES	14-HOME 9275		2,500.00	
SAN09	SAN BERNARDINO SHERIFF'S DEPT.	01/08/2015	Regular	0.00	100.00	39946
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
01-06-15	Invoice	01/07/2015	SUPERVISORY COURSE	0.00	100.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	SUPERVISORY COURSE		100.00	
ROD1Q	THOMAS RODRIGUEZ	01/08/2015	Regular	0.00	32.00	39947
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
FEB 11-12	Invoice	01/07/2015	2 DAY TRAINING	0.00	16.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	2 DAY TRAINING		16.00	
JAN. 22-23	Invoice	01/07/2015	TRAINING COURSE	0.00	16.00	
	100-5400-6503	TRAVEL, MEETINGS & TR	TRAINING COURSE		16.00	
DIA11	DIAMOND COMMUNICATIONS, I	01/12/2015	Regular	0.00	330.00	39948
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
194908	Invoice	01/08/2015	COMM CTR. SEC ALARM	0.00	80.00	
	100-5617-6520	PROFESSIONAL SERVICES	COMM CTR. SEC ALARM		80.00	
194909	Invoice	01/08/2015	ANNEX MOBIL OFFICE	0.00	80.00	
	100-5600-6520	PROFESSIONAL SERVICES	ANNEX MOBIL OFFICE		80.00	
194911	Invoice	01/08/2015	SENIOR CENTER SECURE	0.00	80.00	
	100-5620-6520	PROFESSIONAL SERVICES	SEC. & PHONE MONITORING		80.00	
194916	Invoice	01/08/2015	FIRE & PHONE MONITORING	0.00	90.00	
	100-5620-6520	PROFESSIONAL SERVICES	FIRE & PHONE MONITORING		90.00	
LAR03	ISRAEL LARA JR.	01/12/2015	Regular	0.00	5,087.50	39949
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
DEC. 27-JAN 9	Invoice	01/12/2015	CITY MANAGER CONTRACT	0.00	5,087.50	
	100-5200-6520	PROFESSIONAL SERVICES	CITY MANAGER CONTRACT		1,271.88	
	400-5200-6520	PROFESSIONAL SERVICES	CITY MANAGER CONTRACT		1,271.87	
	401-5200-6520	PROFESSIONAL SERVICES	CITY MANAGER CONTRACT		508.75	
	602-8100-6542	CONTRACT SERVICES	CITY MANAGER CONTRACT		2,035.00	
ADP00	ADP, INC.	01/13/2015	Regular	0.00	357.60	39950

Vendor Number / Payable # / Account Number	Vendor Name / Payable Type / Payable Date / Account Name	Payment Date / Payable Description / Item Description	Payment Type	Discount Amount / Discount Amount / Distribution Amount	Payment Amount / Payable Amount / Distribution Amount	Number
447396151	Invoice	01/12/2015 PAYROLL PROCESSING 12/26		0.00	357.60	
	100-5100-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING 12/26		34.59	
	100-5200-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING 12/26		5.77	
	100-5400-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING 12/26		173.03	
	100-5610-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING 12/26		11.54	
	100-5620-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING 12/26		34.61	
	100-5700-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING 12/26		28.84	
	203-5600-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING 12/26		5.77	
	400-5300-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING 12/26		34.61	
	400-5600-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING 12/26		17.30	
	401-5600-6520	PROFESSIONAL SERVICES	PAYROLL PROCESSING 12/26		11.54	
AUT01	AUTO ZONE	01/13/2015	Regular	0.00	44.10	39951
3758770630	Invoice	01/13/2015 SUPPLIES P.W. SHOP		0.00	44.10	
	400-5600-6002	PARTS & SUPPLIES	SUPPLIES P.W. SHOP		44.10	
BAN02	BANK OF THE WEST	01/13/2015	Regular	0.00	15,050.60	39952
JAN24-FEB. 6 /15	Invoice	01/12/2015 DAYCARE PAYROLL		0.00	15,050.60	
	269-13101	A/R-PAYROLL ADVANCE	DAYCARE PAYROLL		15,050.60	
BAN02	BANK OF THE WEST	01/13/2015	Regular	0.00	15,050.60	39953
JAN 10-23, 2015	Invoice	01/12/2015 DAYCARE PAYROLL		0.00	15,050.60	
	269-13101	A/R-PAYROLL ADVANCE	DAYCARE PAYROLL		15,050.60	
BRY00	BRYANT L. JOLLEY	01/13/2015	Regular	0.00	8,000.00	39954
DEC. 14	Invoice	01/12/2015 ACCOUNTING SERVICES 12-14		0.00	8,000.00	
	602-8100-6520	PROFESSIONAL SERVICES	ACCOUNTING SERVICES 12-14		8,000.00	
CAR03	CARDENAS, DEMETRIA B.	01/13/2015	Regular	0.00	23.79	39955
12-11-14	Invoice	01/12/2015 PIZZA FOR CHILDREN		0.00	23.79	
	269-6303-6540	MISCELLANEOUS EXPENS	PIZZA FOR CHILDREN		23.79	
COM05	COMCAST	01/13/2015	Regular	0.00	305.53	39956
12-03-14	Invoice	01/12/2015 DAYCARE PHONES		0.00	305.53	
	269-6303-6510	TELEPHONE/DATA/PAGE	DAYCARE PHONES		305.53	
DEL00	DE LAGE LANDEN FINANCIAL	01/13/2015	Regular	0.00	3,084.88	39957

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
44113277	Invoice	01/12/2015	COPY MACHINES LEASE	0.00	3,084.88	
	100-5200-6520	PROFESSIONAL SERVICES	COPY MACHINES LEASE		59.99	
	100-5200-6520	PROFESSIONAL SERVICES	COPY MACHINES LEASE		605.19	
	100-5400-6520	PROFESSIONAL SERVICES	COPY MACHINES LEASE		656.01	
	269-6303-6520	PROFESSIONAL SERVICES	COPY MACHINES LEASE		789.64	
	400-5300-6541	LEASE CONTRACTS	COPY MACHINES LEASE		364.08	
	400-5600-6541	LEASE CONTRACTORS	COPY MACHINES LEASE		61.49	
	401-5300-6541	LEASE CONTRACTORS	COPY MACHINES LEASE		364.07	
	401-5600-6541	LEASE CONTRACTORS	COPY MACHINES LEASE		61.48	
	597-5700-6520	PROFESSIONAL SERVICES	COPY MACHINES LEASE		122.93	
DIA11	DIAMOND COMMUNICATIONS, I	01/13/2015	Regular	0.00	500.00	39958
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
194907	Invoice	01/12/2015	SEC. ALARM/ CITY HALL	0.00	80.00	
	100-5617-6520	PROFESSIONAL SERVICES	SEC. ALARM/ CITY HALL		80.00	
194910	Invoice	01/12/2015	SEC. ALARM/ CIVIC CTR.	0.00	80.00	
	100-5617-6520	PROFESSIONAL SERVICES	SEC. ALARM/ CIVIC CTR.		80.00	
194912	Invoice	01/12/2015	SEC. ALARM/TECH CTR	0.00	80.00	
	100-5617-6520	PROFESSIONAL SERVICES	SEC. ALARM/TECH CTR		80.00	
194913	Invoice	01/12/2015	SEC. ALARM/TECH CTR ANNEX	0.00	80.00	
	100-5617-6520	PROFESSIONAL SERVICES	SEC. ALARM/TECH CTR ANNEX		80.00	
194914	Invoice	01/12/2015	FIRE ALARM/A.O.E	0.00	90.00	
	269-6303-6520	PROFESSIONAL SERVICES	FIRE ALARM/A.O.E		90.00	
194915	Invoice	01/12/2015	FIRE ALARM/COOLING CTR	0.00	90.00	
	100-5617-6520	PROFESSIONAL SERVICES	FIRE ALARM/COOLING CTR		90.00	
GRA01	GRANTED SOLUTIONS	01/13/2015	Regular	0.00	3,000.00	39959
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1463	Invoice	01/12/2015	GRANT SERVICES 12-14	0.00	3,000.00	
	100-5200-6520	PROFESSIONAL SERVICES	GRANT SERVICES 12-14		3,000.00	
LOZ03	LOZANO SMITH, LLP	01/13/2015	Regular	0.00	-6,958.31	39960
LOZ03	LOZANO SMITH, LLP	01/13/2015	Regular	0.00	6,958.31	39960
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
29214	Invoice	01/13/2015	LEGAL SERVICES 12-14	0.00	1,573.73	
	100-5200-6520	PROFESSIONAL SERVICES	LEGAL SERVICES 12-14		1,573.73	
29215	Invoice	01/13/2015	RETAINER 12-14	0.00	1,233.60	
	100-5200-6520	PROFESSIONAL SERVICES	RETAINER 12-14		1,233.60	
29216	Invoice	01/13/2015	PLANNING & ZONNING	0.00	247.50	
	100-5700-6520	PROFESSIONAL SERVICES	PLANNING & ZONNING		247.50	
29217	Invoice	01/13/2015	POLICE DEPARTMENT	0.00	363.00	
	100-5400-6520	PROFESSIONAL SERVICES	POLICE DEPARTMENT		363.00	
29218	Invoice	01/13/2015	PUBLIC WORKS	0.00	115.00	
	100-5600-6520	PROFESSIONAL SERVICES	PUBLIC WORKS		115.00	
29219	Invoice	01/13/2015	SUCCESSOR AGENCY	0.00	82.50	
	100-5200-6520	PROFESSIONAL SERVICES	SUCCESSOR AGENCY		82.50	
29220	Invoice	01/13/2015	CODE ENFORCEMENT	0.00	132.00	
	100-5700-6520	PROFESSIONAL SERVICES	CODE ENFORCEMENT		132.00	
29221	Invoice	01/13/2015	PITCHESS MOTION	0.00	682.20	
	100-5400-6520	PROFESSIONAL SERVICES	PITCHESS MOTION		682.20	
29222	Credit Memo	01/13/2015	AVILA APTS. PROJECT	0.00	-665.20	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
339-6500-6520	PROFESSIONAL SERVICES	AVILA APTS. PROJECT			-665.20	
29223	Invoice	01/13/2015	HILDA DE LA FUENTE	0.00	313.50	
100-5200-6520	PROFESSIONAL SERVICES	HILDA DE LA FUENTE			313.50	
29224	Invoice	01/13/2015	JAMES DOUGHTY	0.00	2,880.48	
100-5200-6520	PROFESSIONAL SERVICES	JAMES DOUGHTY			2,880.48	
MUN01	MUNI METRIX SYSTEMS CORP.	01/13/2015	Regular	0.00	179.96	39961
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
SEPT-DEC.	Invoice	01/12/2015	IMAGE SILO STORAGE	0.00	179.96	
100-5100-6520	PROFESSIONAL SERVICES		IMAGE SILO STORAGE		44.99	
100-5200-6520	PROFESSIONAL SERVICES		IMAGE SILO STORAGE		44.99	
100-5300-6520	PROFESSIONAL SERVICES		IMAGE SILO STORAGE		44.99	
100-5700-6520	PROFESSIONAL SERVICES		IMAGE SILO STORAGE		44.99	
POW02	POWERPLAN	01/13/2015	Regular	0.00	891.47	39962
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
9137399	Invoice	01/12/2015	VEHICLE MAINT. SUPPLY	0.00	891.47	
400-5600-6532	VEHICLE MAINTENANCE		VEHICLE MAINT. SUPPLY		445.75	
401-5600-6532	VEHICLE MAINTENANCE		VEHICLE MAINT. SUPPLY		445.72	
RLB01	REEDLEY LUMBER & BUILDING	01/13/2015	Regular	0.00	144.80	39963
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
42579	Invoice	01/13/2015	CENTER REPAIR ITEMS	0.00	14.70	
269-6303-6002	PARTS SUPPLIES		CENTER REPAIR ITEMS		14.70	
43990	Invoice	01/13/2015	MATERIAL FOR REPAIRS	0.00	90.79	
200-5600-6002	PARTS SUPPLIES		MATERIAL FOR REPAIRS		90.79	
44227	Invoice	01/12/2015	CENTER REPAIRS ITEMS	0.00	39.31	
269-6303-6002	PARTS SUPPLIES		CENTER REPAIRS ITEMS		39.31	
SEL01	SELECT BUSINESS SYSTEMS INC.	01/13/2015	Regular	0.00	775.73	39964
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
200800	Invoice	01/12/2015	COPY MACHINES CONTRACT	0.00	775.73	
100-5200-6520	PROFESSIONAL SERVICES		COPY MACHINES CONTRACT		129.29	
100-5400-6520	PROFESSIONAL SERVICES		COPY MACHINES CONTRACT		129.29	
269-6303-6520	PROFESSIONAL SERVICES		COPY MACHINES CONTRACT		129.29	
400-5600-6541	LEASE CONTRACTORS		COPY MACHINES CONTRACT		64.64	
401-5300-6541	LEASE CONTRACTORS		COPY MACHINES CONTRACT		64.64	
401-5300-6541	LEASE CONTRACTORS		COPY MACHINES CONTRACT		64.65	
401-5600-6541	LEASE CONTRACTORS		COPY MACHINES CONTRACT		64.64	
597-5700-6520	PROFESSIONAL SERVICES		COPY MACHINES CONTRACT		129.29	
SEL02	SELMA TROPHY SHOP	01/13/2015	Regular	0.00	319.65	39965
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
140402	Invoice	01/12/2015	SERVICE AWARDS	0.00	319.65	
100-5100-6503	TRAVEL, MEETINGS & TR		SERVICE AWARDS		319.65	
SPA00	SPARKLETTS	01/13/2015	Regular	0.00	37.20	39966
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
122014	Invoice	01/12/2015	AOE BOTTLED WATER	0.00	37.20	
269-6303-6504	FOOD SERVICES		AOE BOTTLED WATER		37.20	
SFF01	SWANSON-FAHRNEY FORD	01/13/2015	Regular	0.00	111.07	39967

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
108725	Invoice	01/13/2015	VEHICLE MAINT.	0.00	111.07	
	400-5600-6532	VEHICLE MAINTENANCE	VEHICLE MAINT.	111.07		
SYS00	SYSCO OF CENTRAL CALIFORN	01/13/2015	Regular	0.00	1,594.42	39968
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
412170366	Invoice	01/12/2015	DAYCARE MEAL SUPPLIES	0.00	453.51	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	453.51		
501070422	Invoice	01/12/2015	DAYCARE MEAL SUPPLIES	0.00	1,140.91	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	1,140.91		
USM01	U-SAVE MARKET	01/13/2015	Regular	0.00	1,279.63	39969
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
12/11/14	Invoice	01/12/2015	DAYCARE MEAL SUPPLIES	0.00	178.63	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	178.63		
12/16/14	Invoice	01/12/2015	DAYCARE MEAL SUPPLIES	0.00	175.61	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	175.61		
12/18/14	Invoice	01/12/2015	DAYCARE MEAL SUPPLIES	0.00	189.39	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	189.39		
12/22/14	Invoice	01/12/2015	DAYCARE MEAL SUPPLIES	0.00	134.81	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	134.81		
12/23/14	Invoice	01/12/2015	DAYCARE MEAL SUPPLIES	0.00	75.03	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	75.03		
12-10-14	Invoice	01/12/2015	DAYACER MEAL SUPPLIES	0.00	174.78	
	269-6303-6504	FOOD SERVICES	DAYACER MEAL SUPPLIES	174.78		
12-11-14	Invoice	01/12/2015	DAYCARE MEAL SUPPLIES	0.00	42.80	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	42.80		
12-15-14	Invoice	01/12/2015	DAYCARE MEAL SUPPLIES	0.00	102.47	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	102.47		
12-17-14	Invoice	01/12/2015	DAYCARE MEAL SUPPLIES	0.00	206.11	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	206.11		
YAR00	YARBS GRADING AND PAVING,	01/13/2015	Regular	0.00	24,871.08	39970
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
PYMT 2	Invoice	01/12/2015	FRESNO & NEWMARK	0.00	24,871.08	
	200-5600-6520	PROFESSIONAL SERVICES	FRESNO & NEWMARK	24,871.08		
YOU00	YOUTH CENTERS OF AMERICA,	01/13/2015	Regular	0.00	1,280.00	39971
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1376	Invoice	01/13/2015	MANAGEMENT SERVICES 01-15	0.00	1,280.00	
	100-5617-6520	PROFESSIONAL SERVICES	MANAGEMENT SERVICES 01-15	1,280.00		
A-C00	A-C ELECTRIC COMPANY	01/14/2015	Regular	0.00	410.00	39972
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
28324	Invoice	01/13/2015	STREET LIGHT REPAIRS	0.00	250.00	
	200-5600-6520	PROFESSIONAL SERVICES	STREET LIGHT REPAIRS	250.00		
28328	Invoice	01/13/2015	MADSEN & PARLIER LIGHTS	0.00	160.00	
	200-5600-6520	PROFESSIONAL SERVICES	MADSEN & PARLIER LIGHTS	160.00		
SAL01	ANTONIO SALINAS III	01/14/2015	Regular	0.00	234.36	39973

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
674449	Invoice	01/13/2015	OPERATION OF WWTP	0.00	116.68	
	401-5600-6503	TRAVEL, MEETINGS & TR	OPERATION OF WWTP	116.68		
677649	Invoice	01/13/2015	EDU. BOOK SUPPLIES	0.00	117.68	
	400-5600-6503	TRAVEL, MEETINGS & TR	EDU. BOOK SUPPLIES	117.68		
DIA11	DIAMOND COMMUNICATIONS, I	01/14/2015	Regular	0.00	80.00	39974
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
187869	Invoice	01/13/2015	SEC. ALARM TECH CTR	0.00	80.00	
	100-5617-6520	PROFESSIONAL SERVICES	SEC. ALARM TECH CTR	80.00		
DIS04	DISCOUNT SCHOOL SUPPLY	01/14/2015	Regular	0.00	4,509.03	39975
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
D20267140103	Invoice	01/13/2015	PRESCHOOL SUPPLIES	0.00	4,509.03	
	269-6303-6001	OPERATIONAL SUPPLIES	PRESCHOOL SUPPLIES	4,509.03		
FAS00	FASTENAL COMPANY	01/14/2015	Regular	0.00	840.85	39976
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
CAREE25563	Invoice	01/13/2015	WWTP PARTS & SUPPLIES	0.00	377.43	
	401-5600-6004	TOOLS & MINOR EQUIPM	WWTP PARTS & SUPPLIES	377.43		
CAREE25564	Invoice	01/13/2015	WWTP PARTS & SUPPLIES	0.00	54.10	
	401-5600-6004	TOOLS & MINOR EQUIPM	WWTP PARTS & SUPPLIES	54.10		
CAREE25580	Invoice	01/13/2015	SAFTEY BACK BELTS	0.00	176.66	
	400-5600-6002	PARTS & SUPPLIES	SAFTEY BACK BELTS	176.66		
CAREE25588	Invoice	01/13/2015	WWTP TOOLS & EQUIP.	0.00	60.45	
	401-5600-6004	TOOLS & MINOR EQUIPM	WWTP TOOLS & EQUIP.	60.45		
CAREE25590	Invoice	01/13/2015	MANNING LIFT STATION	0.00	172.21	
	401-5600-6004	TOOLS & MINOR EQUIPM	MANNING LIFT STATION	172.21		
GRO01	FERGUSON ENTERPRISES INC.	01/14/2015	Regular	0.00	86.04	39977
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1052903	Invoice	01/13/2015	WATER SUPPLIES	0.00	86.04	
	400-5600-6002	PARTS & SUPPLIES	WATER SUPPLIES	86.04		
GIE02	GIERLICH-MITCHELL, INC.	01/14/2015	Regular	0.00	7,429.65	39978
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
DG14221	Invoice	01/13/2015	WWTP TOOLS & EQUIPMENT	0.00	7,429.65	
	401-5600-6004	TOOLS & MINOR EQUIPM	WWTP TOOLS & EQUIPMENT	7,429.65		
KAP00	KAPLAN EARLY LEARNING COM	01/14/2015	Regular	0.00	1,100.39	39979
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0003621088	Invoice	01/13/2015	PRESCHOOL SUPPLIES	0.00	1,100.39	
	269-6303-6001	OPERATIONAL SUPPLIES	PRESCHOOL SUPPLIES	1,100.39		
LAK00	LAKESHORE LEARNING MATERI	01/14/2015	Regular	0.00	2,308.73	39980
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2846301214	Invoice	01/13/2015	PRESHOOL SUPPLIES	0.00	2,308.73	
	269-6303-6001	OPERATIONAL SUPPLIES	PRESHOOL SUPPLIES	2,308.73		
LOZ03	LOZANO SMITH, LLP	01/14/2015	Regular	0.00	7,624.01	39981

Vendor Number / Payable # / Account Number	Vendor Name / Payable Type / Account Name	Payable Date / Payable Description / Item Description	Payment Date / Payment Type / Discount Amount / Payable Amount / Distribution Amount	Discount Amount	Payment Amount	Number
29214-	Invoice	01/13/2015 LEGAL MATTERS 12-14		0.00	1,573.73	
100-5200-6520	PROFESSIONAL SERVICES	LEGAL MATTERS 12-14			1,573.73	
29215-	Invoice	01/13/2015 RETAINER 12-14		0.00	1,233.60	
100-5200-6520	PROFESSIONAL SERVICES	RETAINER 12-14			1,233.60	
29216-	Invoice	01/13/2015 PLANNING & ZONING		0.00	247.50	
100-5700-6520	PROFESSIONAL SERVICES	PLANNING & ZONING			247.50	
29217-	Invoice	01/13/2015 POLICE DEPARTMENT		0.00	363.00	
100-5400-6520	PROFESSIONAL SERVICES	POLICE DEPARTMENT			363.00	
29218-	Invoice	01/13/2015 PUBLIC WORKS		0.00	115.50	
100-5600-6520	PROFESSIONAL SERVICES	PUBLIC WORKS			115.50	
29219-	Invoice	01/13/2015 SUCCESSOR AGENCY		0.00	82.50	
100-5200-6520	PROFESSIONAL SERVICES	SUCCESSOR AGENCY			82.50	
29220-	Invoice	01/13/2015 CODE ENFORCEMENT		0.00	132.00	
100-5700-6520	PROFESSIONAL SERVICES	CODE ENFORCEMENT			132.00	
29221-	Invoice	01/13/2015 PITCHESS MOTION		0.00	682.20	
100-5400-6520	PROFESSIONAL SERVICES	PITCHESS MOTION			682.20	
29223-	Invoice	01/13/2015 HILDA DE LA FUENTE		0.00	313.50	
100-5200-6520	PROFESSIONAL SERVICES	HILDA DE LA FUENTE			313.50	
29224-	Invoice	01/13/2015 JAMES DOUGHTY		0.00	2,880.48	
100-5200-6520	PROFESSIONAL SERVICES	JAMES DOUGHTY			2,880.48	
OFF01	OFFICE DEPOT	01/14/2015 Regular		0.00	188.74	39982
7469114808001	Invoice	01/13/2015 PRESCHOOL SUPPLIES		0.00	147.64	
269-6303-6000	OFFICE SUPPLIES	PRESCHOOL SUPPLIES			147.64	
746914661001	Invoice	01/13/2015 PRESCHOOL SUPPLIES		0.00	41.10	
269-6303-6000	OFFICE SUPPLIES	PRESCHOOL SUPPLIES			41.10	
PAP02	PAPE MACHINERY INC.	01/14/2015 Regular		0.00	5,266.81	39983
1345134	Invoice	01/13/2015 WWTP REPAIR SUPPLIES		0.00	1,263.36	
401-5600-6002	PARTS SUPPLIES	WWTP REPAIR SUPPLIES			1,263.36	
1345135	Invoice	01/13/2015 WWTP SERVICE SUPPLIES		0.00	4,003.45	
401-5600-6002	PARTS SUPPLIES	WWTP SERVICE SUPPLIES			4,003.45	
PER14	PEREZ, RAMON	01/14/2015 Regular		0.00	140.00	39984
12-11-14	Invoice	01/13/2015 EVENT DEPOSIT 12/11/14		0.00	140.00	
100-23101	COMMUNITY CENTER RE	EVENT DEPOSIT 12/11/14			200.00	
100-5000-45200	COMMUNITY CENTER RE	EVENT HALL USE 12/11/14			-60.00	
RIP01	REEDLEY IRRIGATION & SUPP	01/14/2015 Regular		0.00	43.33	39985
1047759	Invoice	01/13/2015 LANDSCAPE SPRINKLERS		0.00	43.33	
213-5600-6002	PARTS SUPPLIES	LANDSCAPE SPRINKLERS			43.33	
RLB01	REEDLEY LUMBER & BUILDING	01/14/2015 Regular		0.00	42.72	39986

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
44437	Invoice	01/13/2015	STREET SUPPLIES	0.00	42.72	
	200-5600-6002	PARTS SUPPLIES	STREET SUPPLIES	42.72		
TER01	TERMINIX PROCESSING CTR.	01/14/2015	Regular	0.00	66.00	39987
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
341090382	Invoice	01/13/2015	PRESCHOOL PEST CONTROL	0.00	66.00	
	269-6303-6542	CONTRACT SERVICES	PRESCHOOL PEST CONTROL	66.00		
U.S01	U.S. TOY CO. INC.	01/14/2015	Regular	0.00	2,415.25	39988
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5138763800	Invoice	01/13/2015	PRESCHOOL SUPPLIES	0.00	2,415.25	
	269-6303-6001	OPERATIONAL SUPPLIES	PRESCHOOL SUPPLIES	2,415.25		
USM01	U-SAVE MARKET	01/14/2015	Regular	0.00	1,191.98	39989
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1/13/15	Invoice	01/13/2015	DAYCARE MEAL SUPPLIES	0.00	135.74	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	135.74		
1-06-15	Invoice	01/13/2015	DAYCARE MEAL SUPPLIES	0.00	205.71	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	205.71		
1-07-15	Invoice	01/13/2015	DAYCARE MEAL SUPPLIES	0.00	204.04	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	204.04		
1-09-15	Invoice	01/13/2015	DAYCARE MEAL SUPPLIES	0.00	234.14	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	234.14		
1-12-15	Invoice	01/13/2015	DAYCARE MEAL SUPPLIES	0.00	138.42	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	138.42		
1-13-15	Invoice	01/13/2015	DAYCARE MEAL SUPPLIES	0.00	20.38	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	20.38		
1-5-15	Invoice	01/13/2015	DAYCARE MEAL SUPPLIES	0.00	253.55	
	269-6303-6504	FOOD SERVICES	DAYCARE MEAL SUPPLIES	253.55		
YOU00	YOUTH CENTERS OF AMERICA,	01/14/2015	Regular	0.00	3,750.00	39990
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1375	Invoice	01/13/2015	CHILD DEV. SERVICES 01-15	0.00	3,750.00	
	269-6303-6542	CONTRACT SERVICES	CHILD DEV. SERVICES 01-15	3,750.00		
AT&02	A T & T MOBILITY	01/14/2015	Regular	0.00	426.36	39991
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
28725067325X	Invoice	01/14/2015	PHONE BILL MDT	0.00	426.36	
	100-5400-6510	TELEPHONE/DATA/PAGE	PHONE BILL MDT	426.36		
AMA04	AMARO, MARY	01/14/2015	Regular	0.00	140.00	39992
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
12/19/14	Invoice	01/14/2015	DEPOSIT REFUND 12-19-14	0.00	140.00	
	100-23101	COMMUNITY CENTER RE	DEPOSIT REFUND 12-19-14	200.00		
	100-5000-45200	COMMUNITY CENTER RE	HALL USE FEES/MARY AMARO 1	-60.00		
AUT01	AUTO ZONE	01/14/2015	Regular	0.00	11.56	39993

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
3758770366	Invoice	01/14/2015	VEHICLE MAINTENANCE	0.00	11.56	
	100-5400-6532	VEHICLE MAINTENANCE	VEHICLE MAINTENANCE	11.56		
BET21	BETANCOURT, LINDA	01/14/2015	Regular	0.00	365.00	39994
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10/10/2015	Invoice	01/14/2015	DEPOSIT CANCELLATION 10/10/15	0.00	365.00	
	100-23101	COMMUNITY CENTER RE	DEPOSIT CANCELLATION 10/10/	400.00		
	100-5000-45200	COMMUNITY CENTER RE	CANCELLATION FEE/L. BETANC	-35.00		
CDW00	CDW GOVERNMENT	01/14/2015	Regular	0.00	736.11	39995
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
RK77110	Invoice	01/14/2015	COMPUTER FOR EVIDENCE	0.00	736.11	
	100-5400-7003	OFFICE EQUIP.	COMPUTER FOR EVIDENCE	736.11		
CER03	CERDA, DAVID	01/14/2015	Regular	0.00	1,263.94	39996
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10-26-14	Invoice	01/14/2015	BOUJNCE HOUSE RENTAL	0.00	125.00	
	100-5400-6538	COMMUNITY PROMO	BOUJNCE HOUSE RENTAL	125.00		
JAN26-30	Invoice	01/14/2015	EXECUTIVE COURSE	0.00	1,138.94	
	100-5400-6503	TRAVEL, MEETINGS & TR	EXECUTIVE COURSE	1,138.94		
CLA05	CLARK PEST CONTROL	01/14/2015	Regular	0.00	55.00	39997
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
01065291-	Invoice	01/14/2015	PEST CONTROL SENIOR CTR	0.00	55.00	
	100-5400-6520	PROFESSIONAL SERVICES	PEST CONTROL SENIOR CTR	55.00		
COM05	COMCAST	01/14/2015	Regular	0.00	432.96	39998
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
12/16/14	Invoice	01/14/2015	ALL DEPT. COMMUNICATIONS	0.00	432.96	
	100-5200-6510	TELEPHONE/DATA/PAGE	ALL DEPT. COMMUNICATIONS	61.85		
	100-5600-6510	TELEPHONE/DATA/PAGE	ALL DEPT. COMMUNICATIONS	61.85		
	100-5620-6510	TELEPHONE/DATA/PAGE	ALL DEPT. COMMUNICATIONS	61.85		
	100-5700-6510	TELEPHONE/DATA/PAGE	ALL DEPT. COMMUNICATIONS	61.85		
	400-5300-6510	TELEPHONE/DATA & PAG	ALL DEPT. COMMUNICATIONS	61.85		
	401-5300-6510	TELEPHONE/ DATA/PAGE	ALL DEPT. COMMUNICATIONS	61.85		
	402-5600-6510	TELEPHONE/DATA/PAGE	ALL DEPT. COMMUNICATIONS	61.86		
D &00	D & D SERVICES, INC.	01/14/2015	Regular	0.00	195.00	39999
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
93606	Invoice	01/14/2015	ANIMAL DISPOSAL DEC.	0.00	195.00	
	100-5410-6021	ANIMAL DISPOSAL	ANIMAL DISPOSAL DEC.	195.00		
DRU10	DRUMRIGHT'S OFFICE SUPPLY	01/14/2015	Regular	0.00	92.45	40000
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1025736-001	Invoice	01/14/2015	OFFICE SUPPLIES	0.00	35.88	
	100-5400-6000	OFFICE SUPPLIES	OFFICE SUPPLIES	35.88		
1025876-001	Invoice	01/14/2015	OFFICE EQUIPMENT	0.00	56.57	
	100-5400-6000	OFFICE SUPPLIES	OFFICE EQUIPMENT	56.57		
FRE2F	FRESNO COUNTY AUDITORS	01/14/2015	Regular	0.00	12.50	40001

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11/14	Invoice	01/14/2015	PARKING FEES 11-14	0.00	12.50	
	100-5400-6542	CONTRACT SERVICES	PARKING FEES 11-14	12.50		
FRE13	FRESNO COUNTY TREASURER	01/14/2015	Regular	0.00	295.22	40002
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SO12181	Invoice	01/14/2015	RMS/JMS FEES 12-14	0.00	175.22	
	100-5400-6520	PROFESSIONAL SERVICES	RMS/JMS FEES 12-14	175.22		
SO12197	Invoice	01/14/2015	PRISONER PROCESSING	0.00	120.00	
	100-5400-6520	PROFESSIONAL SERVICES	PRISONER PROCESSING	120.00		
G&R00	G&R FEED & FARM SUPPLIES	01/14/2015	Regular	0.00	97.82	40003
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9337	Invoice	01/14/2015	DOG FOOD	0.00	31.52	
	100-5410-6020	ANIMAL FOOD	DOG FOOD	31.52		
9370	Invoice	01/14/2015	DOG FOOD	0.00	34.78	
	100-5410-6020	ANIMAL FOOD	DOG FOOD	34.78		
9395	Invoice	01/14/2015	DOG FOOD	0.00	31.52	
	100-5410-6020	ANIMAL FOOD	DOG FOOD	31.52		
NAV02	JUAN NAVARRO	01/14/2015	Regular	0.00	1,027.08	40004
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
453700	Invoice	01/14/2015	UNIT #28 MOTOR SERVICE	0.00	789.48	
	100-5400-6532	VEHICLE MAINTENANCE	UNIT #28 MOTOR SERVICE	789.48		
4563870	Invoice	01/14/2015	UNIT #30 SERVICE	0.00	237.60	
	100-5400-6532	VEHICLE MAINTENANCE	UNIT #30 SERVICE	237.60		
KAI00	KAISER FOUNDATION HEALTH	01/14/2015	Regular	0.00	25,078.00	40005
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
644006-01	Invoice	01/14/2015	HEALTH INSURANCE	0.00	25,078.00	
	100-22197	EMPLOYEE MED.INSUR.	EMPLOYEES' PORTION	3,435.25		
	100-5100-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	2,648.00		
	100-5200-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	166.34		
	100-5400-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	10,146.50		
	100-5700-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	3,954.00		
	160-5400-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	547.00		
	173-5400-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	1,094.00		
	203-5600-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	375.25		
	206-5600-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	375.25		
	400-5200-5011	INSURANCE MED, DEN, VI	HEALTH INSURANCE	166.34		
	400-5300-5011	INSURANCE- MED, DEN.	HEALTH INSURANCE	417.75		
	400-5600-5011	INSURANCE- MED, DEN,	HEALTH INSURANCE	375.25		
	401-5200-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	166.32		
	401-5300-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	417.75		
	401-5600-5011	INSURANCE-MED,DEN,VI	HEALTH INSURANCE	375.25		
	402-5300-5011	INSURANCE-MED, DEN,VI	HEALTH INSURANCE	417.75		
	Void	01/14/2015	Regular	0.00	0.00	40006
LIB02	LIBERTY ANIMAL CONTROL SE	01/14/2015	Regular	0.00	106.00	40007
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
248363	Invoice	01/14/2015	ANIMAL DISPOSAL	0.00	76.00	
	100-5410-6021	ANIMAL DISPOSAL	ANIMAL DISPOSAL	76.00		
248506	Invoice	01/14/2015	ANIMAL DISPOSAL	0.00	15.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	100-5410-6021 ANIMAL DISPOSAL		ANIMAL DISPOSAL		15.00	
248678	Invoice	01/14/2015	ANIMAL DISPOSAL	0.00	15.00	
	100-5410-6021 ANIMAL DISPOSAL		ANIMAL DISPOSAL		15.00	
ORT14	ORTIZ, MARIA	01/14/2015	Regular	0.00	400.00	40008
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
12/6/14	Invoice	01/14/2015	DEPOSI REFUND 12/6/14	0.00	400.00	
	100-23101	COMMUNITY CENTER RE	DEPOSIT REFUND 12/6/14		400.00	
PER14	PEREZ, RAMON	01/14/2015	Regular	0.00	60.00	40009
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
12/11/14-2	Invoice	01/14/2015	BAL. PREVIOUS REFUND	0.00	60.00	
	100-23101	COMMUNITY CENTER RE	BAL. PREVIOUS REFUND		60.00	
PER01	PERS RETIREMENT	01/14/2015	Regular	0.00	11,871.63	40010
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
DEC. 13-26	Invoice	01/14/2015	PERS CONTRIBUTIONS	0.00	11,871.63	
	100-22104	PERS PAYABLE	PERS CONTRIBUTIONS		1,271.67	
	100-22104	PERS PAYABLE	PERS CONTRIBUTIONS		220.30	
	100-5200-5010	PERS-PENSION	PERS CONTRIBUTIONS		168.15	
	100-5400-5010	PERS-PENSION	PERS CONTRIBUTIONS		4,804.74	
	100-5610-5010	PERS-PENSION	PERS CONTRIBUTIONS		212.78	
	100-5620-5010	PERS-PENSION	PERS CONTRIBUTIONS		115.21	
	100-5700-5010	PERS-PENSION	PERS CONTRIBUTIONS		461.89	
	160-5400-5010	PERS-PENSION	PERS CONTRIBUTIONS		108.99	
	173-5400-5010	PERS-PENSION	PERS CONTRIBUTIONS		103.80	
	203-5600-5010	PERS-PENSION	PERS CONTRIBUTIONS		277.14	
	206-5600-5010	PERS-PENSION	PERS CONTRIBUTIONS		277.14	
	278-5400-5010	PERS PENSION	PERS CONTRIBUTIONS		103.80	
	400-5300-5010	PERS PENSION	PERS CONTRIBUTIONS		226.28	
	400-5600-5010	PERS PENSION	PERS CONTRIBUTIONS		2,099.80	
	401-5300-5010	PERS PENSION	PERS CONTRIBUTIONS		227.31	
	402-5300-5010	PERS PENSION	PERS CONTRIBUTIONS		292.71	
	402-5600-5010	PERS PENSION	PERS CONTRIBUTIONS		899.92	
	Void	01/14/2015	Regular	0.00	0.00	40011
STA19	STATE OF CALIFORNIA	01/14/2015	Regular	0.00	81.00	40012
Payable #	**Payable Type**	**Payable Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
074153	Invoice	01/14/2015	FINGERPRINTING	0.00	81.00	
	100-5400-6544	LAB ANALYSIS & TESTING	FINGERPRINTING		81.00	

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	272	129	0.00	588,911.54
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-6,958.31
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	272	**133**	**0.00**	**581,953.23**

Fund Summary

Fund	Name	Period	Amount
999	POOL FUND	12/2014	59,728.90
999	POOL FUND	1/2015	522,224.33
			581,953.23

V-B

Minutes were not complete at time the Agenda was ready for copy. City Clerk Dorothy Garza will hand them in on Tuesday, January 20, 2014..

AGENDA ITEM: V-C

MEETING DATE: 1/15/2015

DEPARTMENT: Consent Calendar

REPORT TO CITY COUNCIL

SUBJECT:
Public Comments Time Limit

RECOMMENDATION:
Honorable Mayor and Councilmembers:

To consider adding two (2) minutes to the current limit which is set at three (3) minutes. This would be a total of five (5) minutes.

BACKGROUND:
The current limit is set at (3) minutes and some feel that this is not sufficient time to address the council. Members of the Community who have addressed the council during Public Comments sometimes go over the 3 minute limit and request more time.

Approved by:

Bertha Agustine
for **Israel Lara, Jr.**
City Manager

AGENDA ITEM: VI

COUNCIL REPORT

DEPARTMENT REPORTS:

A. ADMINISTRATION DEPARTMENT:

1. **SUBJECT:** One Voice Trip to Washington.

   RECOMMENDATION: Authorize Mayor Alma Beltran to attend the One Voice Trip to Washington, D.C. scheduled for April 11-16, 2015.

2. **SUBJECT:** Updated Job Descriptions

   RECOMMENDATION: Staff recommends the Parlier City Council approve Resolution No. 2015-___, Titled A Resolution of the City Council of the City of Parlier to Adopt Job Descriptions Related to Unrepresented Employee Positions.

B. POLICE DEPARTMENT:

1. **SUBJECT:** Submit USDA application for narcotic K-9 unit.

   RECOMMENDATION: Staff recommends City Council approve the application process for a narcotics K-9 unit through the USDA.

2. **SUBJECT:** Utilize Parlier Community Center for Parenting Skills Workshop presented by the Parlier Police Department and the Boys and Girls of America.

   RECOMMENDATION: The Parlier Police Department is teaming up with the Parlier Boys and Girls Club to provide a parenting skills workshop for adults dealing with troubled teens. This initiative was prompted by recent complaints of out of control juveniles and parents with no alternatives.

3. **SUBJECT:** City Council to approve the Chief of Police to re-allocate funds from within the Police Department budget to accommodate additional police training.

   RECOMMENDATION: The City Staff recommends City Council approve re-allocating funds from within the police department budget to achieve 2015 officer training goals.

C. COMMUNITY DEVELOPMENT DEPARTMENT:

i. **SUBJECT:** Final Tract Map No. 5607- Phase II- Monte Vista

RECOMMENDATION: Staff recommends the City Council approve Final Tract Map 5607, Phase II be Resolution No. 2015-___, and approve the Subdivision Agreement for Monte Vista Phase II and authorize staff to sign the agreement an deliver the map duly certified to the Fresno County Recorder's Office.

D. **PUBLIC WORKS DEPARTMENT:**

SUBJECT: Approve the cost proposal from California Water Services to prepare a Cross Connection Survey on the City's water system as part of a mandated report to be submitted to the State of California.

RECOMMENDATION: Staff recommends that the City Council approve the cost proposal between California Water Services and the City of Parlier and authorize California Water Services to complete the Cross Connection Survey.

AGENDA ITEM: VI-A.1
MEETING DATE: 01/21/2015
DEPARTMENT: Administration

REPORT TO CITY COUNCIL

SUBJECT:
One Voice Trip To Washington,

RECOMMENDATION:
Honorable Mayor and Councilmembers:

Authorize Mayor Alma Beltran to attend the One Voice Trip to Washington, DC Scheduled for April 11-16 2015.

BACKGROUND:
The purpose of the Fresno Council of Governments' Washington D.C. "Once Voice" trip is to seek federal support or funding for projects of broad community-wide benefit and regional significance within Fresno County. In order to accomplish this goal, a delegation of elected officials, public administrators, and regional stakeholders from the public and private sectors join together to visit Washington D.C. and Sacramento Respresentatives to advocate for the regionally significant issues that have been agreed upon during the COG selection process.

Cost:

This year a $150.00 Registration fee is required for each participant attending the 2015 One Voice Trip. The registration fee must be paid by Febuary 27, 2015. The fee includes materials, metro pass, and the closing dinner.

Registration Fee: $ 150.00

Hotel: $ 224.00 per night

Total cost for Hotel and Airline: $ 2,500.00 per person (does not include meals)

Approved by:

Israel Lara Jr.,
Interim City Manager

Fresno Council of Governments

2035 Tulare St., Ste. 201 tel 559-233-4148
Fresno, California 93721 fax 559-233-9645

www.fresnocog.org

January 8, 2015

To: One Voice Participants

From: Marla Day, Executive Assistant

Subject:Intent to Travel – Fresno "One Voice" Trip – April 11-16, 2015

We are in the process of planning our One Voice Trip to Washington, DC scheduled for April 11-16, 2015. If you have budgeted to participate in this trip, please let us know. We are currently holding 18 hotel rooms at the Mayflower Renaissance Hotel at 1127 Connecticut Avenue, NW, Washington, DC – 202-347-3000 (with 5 spots committed to COG staff and Chair) at the price of $224.00 per night.

The cost for hotel accommodations and airline tickets for the 2013 One Voice Trip was approximately $1,950. We are using that figure as a rough estimate for the 2015 trip (hotel & flight; this does not include the price of meals).

Cost:

This year a $150 registration fee is required for each participant attending the 2015 One Voice trip. The registration fee must be paid by February 27, 2015. This fee includes your materials, metro pass, and the closing dinner on Wednesday evening. You will be billed for any remaining charges over $150 that Fresno COG may incur on your behalf. Fresno COG is not responsible for your hotel charges, alcohol purchases or other room incidentals. Any additional payments owed to Fresno COG must be remitted no later than May 15, 2015. Registration fees apply to each One Voice participant only. Spouses and/or guests of One Voice participants must pay for themselves prior to or at planned events. Spouses and/or guests must also complete and sign a commitment form.

Based on feedback received from prior One Voice surveys, you will be responsible for obtaining breakfast on your own. Morning briefings will be held in either the hotel restaurant; a hotel conference room, or at another location. Everyone must attend the morning briefings and must be ready to leave the hotel at the designated time allowing time to travel to the meeting location.

PLEASE NOTE:

Planned dinners requiring prior reservations:

If you register to participate in a planned dinner where prior reservations are required and you cancel after the cutoff deadline date for the reservation, you will be charged for the dinner.

City of Clovis
City of Coalinga
City of Firebaugh
City of Fowler
City of Fresno
City of Huron
City of Kerman
City of Kingsburg
City of Mendota
City of Orange Cove
City of Parlier
City of Reedley
City of San Joaquin
City of Sanger
City of Selma
County of Fresno

Accommodations:

All participants will be responsible for making their own hotel reservations. Please call the Mayflower Renaissance Hotel to make your reservation and ask for the "One Voice Trip REV APR2015" room block or online at Reservations Toll Free: 877-212-5752 Reservations Local Phone: 1-202-347-3000 or https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=13167817

The code is already included so all you have to do is insert the arrival and departure date to start the reservation process. Reservations will be accepted until March 13, 2015. This is going to be a very busy time of year in Washington. Fresno COG may not be able to secure additional rooms at the hotel over the contracted number.

PLEASE NOTE: Fresno COG has guaranteed occupancy of 72 room nights in our contract for this block of rooms, if you cancel your hotel reservations booked under the "One Voice Trip" room block those charges for the unused nights will be charged back to Fresno COG. You will be responsible for those charges if the rooms are not rebooked.

Transportation:

Everyone is responsible for booking their own transportation to and from Washington, DC.

You will be issued a metro pass for use while on the trip. If you lose or misplace your metro pass Fresno COG will replace it, but you will be billed for the additional pass.

To reserve a spot on the trip, please email a completed and signed copy of this form to Marla Day at mday@fresnocog.org or fax to 559-233-9645. Payment should be mailed to Marla's attention along with your signed registration form and disclaimer.

Name: _____ Title: _____

Organization: _____ Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Cell Phone: _____

More Information

_____Yes, I am committed to participate and will pay for the cost of the trip.

_____

Signature

Lobbying Disclaimer

The purpose of the Fresno Council of Governments' Washington D.C. "One Voice" lobbying effort is to seek federal support or funding for projects of broad community-wide benefit and regional significance within Fresno County. In order to accomplish this goal, a delegation of elected officials, public administrators and regional stakeholders from the public and private sectors join together to visit Washington D.C. and Sacramento on an annual basis. On the trip, the delegation meets with Congressional, legislative, and departmental representatives to advocate for the regionally significant issues that have been agreed upon during the COG selection process.

No delegate or agency will lobby separately on issues, other than those agreed upon by the Fresno Council Policy Board, during the same time period as the "One Voice" lobbying effort in Washington D.C. using the "One Voice" name, or at any other time, while using the "One Voice" name. This does not, however, preclude you from extending your stay in Washington D.C., or from bringing additional staff or representatives from your company or agency to Washington D.C. or Sacramento during the same time period as the scheduled One Voice trips. However, those additional staff members or representatives may not use the "One Voice" name during their additional activities.

In addition, any person committed to participation on the "One Voice" trip must participate in all scheduled appointments assigned.

The trip is scheduled for April 11-16, 2015.

Please sign below:

_____

Your Name

_____

Date

Israel Lara

From: Marla Day <mday@fresnocog.org>
Sent: Wednesday, January 07, 2015 3:39 PM
Subject: Fresno COG Washington DC One Voice Steering Committee Meeting - 1-15-15 at 3 pm
Attachments: ITEM IV A OV participant sign up 2015.pdf

Fresno COG Policy Board, Policy Advisory Committee and Past One Voice Participants:

Please mark your calendars: The next One Voice Steering Committee meeting is scheduled for January 15th at 3 PM in the Fresno COG Sequoia Room.

I have attached the registration form. Hotel reservations can now be made. Please return the form at your earliest convenience to register for the trip.

An agenda for next week's meeting will follow.

Thanks!

Marla Day
Executive Assistant
Fresno Council of Governments
2035 Tulare St. #201
Fresno, CA 93721
559-233-4148 Ext. 212

AGENDA ITEM: VI - A2
MEETING DATE: 1/21/15

REPORT TO CITY COUNCIL

SUBJECT:
Updated Job Descriptions

RECOMMENDATION:
Staff recommends the Parlier City Council approve the following Resolution:

1. **Resolution No. _____ - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER TO ADOPT JOB DESCRIPTIONS RELATED TO UNREPRESENTED EMPLOYEE POSITIONS**

FISCAL IMPACT: None.

BACKGROUND:
It has been several years since the City has updated employee job descriptions. In a recent review of the Cities personnel department, it was recommended that the job descriptions be reviewed and updated to make the descriptions consistent with the current positions and needs of the City. Staff has updated the job descriptions relating to the unrepresented employment positions within the City to reflect the current positions, the work being performed, and the needs of the City. The positions which are covered by the Police Officer's Association Memorandum of Understanding with be brought to Council at a later date, after the meet and confer process with the Union has been completed.

Prepared by:

Dale E. Bacigalupi
City Attorney

Approved by:

Israel Lara, Jr.
City Manager

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RESOLUTION NO. 2014-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER TO ADOPT JOB DESCRIPTIONS RELATED TO UNREPRESENTED EMPLOYEE POSITIONS

WHEREAS, the City Council of the City of Parlier seeks to update and adopt job descriptions for unrepresented employee positions within the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Parlier as follows:

1. The job descriptions attached hereto as Exhibit "A" are hereby adopted as job descriptions of the City of Parlier.

2. The City Manager and staff are hereby authorized to implement this Resolution.

3. This Resolution shall be effective immediately upon its adoption.

* * * * * * * * * * * * * * * * *

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Parlier held on the 21th day of January, 2015, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVED:

_____
Mayor

ATTEST:

_____
City Clerk/Deputy City Clerk

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CITY OF PARLIER

CITY MANAGER

Job Purpose

Under policy direction, to plan, direct, manage and review the activities and operations of the City of Parlier; to coordinate City services and activities among City departments and with outside agencies; and to provide highly responsible and complex administrative support to the City Council.

Essential Duties and Responsibilities

- Direct and manage the development and implementation of City goals and objectives.
- Recommend and administer policies, procedures, and priorities for all service areas.
- Provide administrative staff assistance to the City Council.
- Confer with the City Council regarding municipal government issues and recommend policies, procedures, and actions to be taken by the City Council.
- Carry out City Council decisions or directives.
- Oversee and participate in the development and administration of the City budget.
- Direct the forecast of funds needed for staffing, equipment, materials, and supplies.
- Submit annual operating and capital budget to City Council.
- Administer approved budge and implement midyear adjustments.
- Plan, direct, and manage the City's work plan.
- Monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships related to City service delivery.
- Identify opportunities for improvement and the direct the implementation of changes to City service delivery.
- Represent the City to other public agencies, community based organizations, elected officials, outside agencies, and the media.
- Explain, interpret, justify, and defend City programs, policies, and activities.
- Negotiate and resolve sensitive, significant, and controversial issues.
- Respond to, manage, and resolve citizen inquiries and complaints in a timely manner.
- Select, train, motivate, and evaluate City management and administrative staff.
- Provide or coordinate staff training.
- Work with employees to correct deficiencies and implement discipline and termination procedures.
- Participate on a variety of boards and commissions.
- Attend and participate in professional groups and committees.

- Stay abreast of new trends and innovations in the field of public administration.
- Other duties as assigned.

Skills

- Knowledge of:
  - Principals and practices of municipal government management, administration, and organization;
  - Role and function of a City Council in a California municipal government.
  - Current social, political, and economic trends and operating problems of municipal government;
  - Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures;
  - Principals and practices of municipal government budget preparation and administration;
  - Principals of personnel management including supervisions, training, and performance evaluation;
  - Research and reporting methods, techniques, and procedures;
  - Sources of information related to a broad range of municipal programs, services, and administration;
  - Pertinent Federal, State and local laws, codes, and regulations; and
  - Safe driving principals and practices.
- Ability to:
  - Provide effective leadership to and coordinate the activities of a municipal organization;
  - Effectively administer a variety of City-wide programs and administrative activities;
  - Identify and respond to public and City Council issues and concerns;
  - Interpret and apply Federal, State and local policies, procedures, laws, and regulations;
  - Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
  - Effectively and fairly negotiate appropriate solutions and contracts;
  - Gain cooperation through discussion and persuasion;
  - Select, supervise, train, and evaluate assigned staff;
  - Prepare and administer a large municipal budget and allocate limited resources in a cost effective manner;
  - Establish and administer effective financial controls for the management of City revenues and resources;
  - Evaluate and develop improvements in operations, procedures, policies, or methods;
  - Prepare clear and concise reports and develop appropriate recommendations;
  - Communicate clearly and concisely, both orally and in writing; and
  - Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Eight years of increasingly responsible experience in a local public agency in an administrative and managerial capacity involving the development and administration of organization-wide policies and procedures and the supervision of management level employees.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. A Masters degree is highly desirable.

License or Certificate

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

Physical Demands

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

CITY OF PARLIER

EXECUTIVE ASSISTANT / DEPUTY CITY CLERK

Job Purpose

Under general supervision, serves as principal assistant to the City Clerk and provides general administrative assistance to the City Manager. Also serves as principal administrator of Human Resources.

Essential Duties and Responsibilities

- Performs administrative tasks related to City Council meetings, including transcribing and distributing minutes, ensuring that resolutions and ordinances are in property format and notarized, tracking committee and commission actions, and preparing letters of acceptance or rejection.
- Coordinates the development and maintenance of computerized applications and systems, maintain the centralized records management system, archives, and records retention.
- Research public records and provide information to the public and staff members concerning City Council actions, laws, ordinances, codes, procedures, and projects and independently compose responses to requests for information.
- Compilation of agenda items for City Council Meetings, prepare and distribute agenda packets, summarize and publish agenda information.
- Index, process, copy, distribute, file and certify copies of ordinances, resolutions, official minutes and other public records, maintain and update Municipal Code books.
- Prepare and publish legal and public notices in coordination with City Departments.
- In the absence of the City Clerk, perform the City Clerk duties, such as attend meetings, write agenda reports, and take and prepare minutes.
- Assist the City Clerk in the administration and conduct of municipal elections;
- Assist in the development and preparation of the annual budget and monitor expenditures throughout the year.
- Provides Notary Public services for City legal requirements, residents, staff, and the general public.
- Updates the City Council/City Clerk web page.
- Oversees recruitment, compensation, and selection programs, benefits administration and day-to-day operations.
- Assists in matters relating to discipline, grievances, negotiations, and training programs.
- Provide direction, suggestions, and assistance with personnel issues, acting as a resource to management and city staff.
- Acts to resolve issues with disgruntled employees or citizens.

- Develops, maintains, and continually upgrades the City's recruitment program and procedures.
- Assures the City's examinations process adheres to federal and state laws.
- Directs and supervises staff, and participates in, developing, maintaining and continually upgrading the City's selection program and procedures for classified and exempt positions, including screening applications, monitoring the results of reference and medical information, designing and administering examinations, and developing and updating classification specifications.
- Analyses personnel issues, researches special projects, and develops and conducts training and development programs.
- Maintains a current and thorough working knowledge of City personnel programs including deferred compensation, Public Employees' Retirement System, and medical, dental, and life insurance benefits, Civil Service Rules and regulations, personnel, requirements, Memorandums of Understanding, and patiently and thoroughly interprets and explains these programs and regulations to employees and the public.
- Maintains effective and continuing working relationships and rapport with City staff.
- Confers with and advises department and division management on personnel issues.
- Counsels City employees about requirements for career advancement, the retirement process or problems in the work environment.
- Other duties as assigned.

Skills

Knowledge of:

- Modern office management practices and procedures;
- Laws, codes, and statutes related to City records;
- Organization and functions of municipal government;
- Records maintenance practices and procedures;
- Computer applications related to the work;
- Techniques for dealing with a variety of individuals from a variety of socio-economic, cultural and ethnic backgrounds, in person and over the telephone;
- Principles, modern methods, and trends of public personnel administration, including recruitment, testing, selection, job analysis, classification, and wage and salary administration;
- Principles and methods of supervision;
- Statistical methods as applied to personnel analysis, recruitment, and examination;
- Principles of labor relations;
- Modern office methods and procedures;
- Terminology and general principles of major trades, professions, and other disciplines commonly found in municipal government;

- Basic principles of administrative analysis; and
- Dynamics of staffline personnel relationship.

Ability to:

- Prepare agendas and meeting packets;
- Take and transcribe accurate minutes;
- Interpreting codes and laws related to City records;
- Maintain City records, including filing, storage, and retrieval and disposal;
- Develop effective interpersonal relationships with a variety of people;
- Using computers and related software applications;
- Devise appropriate and effective written, oral, and performance examinations;
- Prepare concise and meaningful class descriptions;
- Communicate effectively in both verbal and written fashion;
- Summary facts and opinions concisely and accurately;
- Make sound classification and salary analysis and recommendations;
- Understand, interpret, and effectively apply personnel laws, rules and regulations, and standards and procedures;
- Explain personnel procedures, adjudicating complaints, and secure the confidence and cooperation of persons contacted in the course of work; and
- Motivate and direct the works of others.

Qualifications

Training

High school diploma and five years of increasingly responsible secretarial experience with clerical, public contact, and technical office management.

Physical Demands

Must possess mobility to work in standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City, strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate.

License or Certificate

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

Certification as a Notary Public.

CITY OF PARLIER

ADMINISTRATIVE ASSISTANT II (ADMINISTRATION)

Job Purpose

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

Essential Duties and Responsibilities

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

arrange for necessary materials to be available at meetings; coordinate travel arrangements for department staff as necessary.

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

Skills

Knowledge of:

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

Ability to:

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

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

Qualifications

Experience

Five years of responsible clerical experience.

Training

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

License

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

Physical Demands

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

CITY OF PARLIER

ADMINISTRATIVE ASSISTANT II (GRANTS)

Job Purpose

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

Essential Duties and Responsibilities

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

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

Skills

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

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

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

Qualifications

Experience

Five years of responsible clerical experience.

Training

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

License

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

Physical Demands

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

CITY OF PARLIER

FINANCE DIRECTOR

Job Purpose

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Finance Department including finance, cash management and investments, utility billing and collections, payroll, grant reporting and compliance, workers' compensation, risk management, and insurance. Coordinates assigned activities with other City departments and outside agencies and provides administrative support to the City Manager.

Essential Duties and Responsibilities

- Assume full management responsibility for all Finance Department services and activities including finance, cash management and investments, utility billing and collections, payroll, grant reporting and compliance, workers' compensation, risk management, and insurance.
- Manage the development and implementation of Finance Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Represent the Finance Department to other City departments, elected officials and outside agencies; explain and interpret Finance Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
- Select, train, motivate and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Plan, direct, and coordinate the Finance Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Finance Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Participate in the City's annual budget process; prepare revenue estimates, fund summaries, transfer summaries, and preliminary fund balances for the City-wide budget.
- Coordinate Finance Department activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.

- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Finance Department programs, policies, and procedures as appropriate.
- Direct, evaluate, and oversee the City's financial services programs including general accounting, budgeting, auditing, investments, cash management, revenue projection, revenue collection, accounts payable, and payroll.
- Establish, direct, and coordinate the City's budgeting, accounting, and financial reporting practices; develop and establish controls necessary to ensure the accuracy and security of all records and funds; evaluate performance of accounting procedures and financial controls; identify variances from approved or authorized practice and initiate action to ensure established controls are maintained; oversee the complete, accurate, and timely preparation of annual and interim financial reports and statements.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance and accounting related activities.
- Respond to and resolve inquiries and complaints.
- Other duties as assigned.

Skills

Knowledge of:

- Operational characteristics, services and activities of a comprehensive finance program;
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
- Modern and complex principles and practices of municipal finance program development and administration;
- Workers' compensation principles and practices;
- Principles of public administration related to municipal finance administration;
- Advanced principles, standards, and practices of governmental accounting, cost accounting, revenue administration, budgetary accounting, auditing, accounts receivable, and accounts payable;
- Principles and practices of electronic data processing and database management as applied to financial programs and services;
- Principles and practices of risk management and insurance;
- Advanced principles and practices of budget preparation and administration;
- Principles of supervision, training and performance evaluation; and
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Provide administrative and professional leadership and direction for the Finance Department;
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient Finance Department programs and services;

- Plan, organize, direct and coordinate the work of technical personnel; delegate authority and responsibility;
- Select, supervise, train, and evaluate staff;
- Identify and respond to community, City Manager, and City Council issues, concerns, and needs;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner;
- Evaluate projections of City revenues and expenditures;
- Prepare clear and concise administrative and financial reports;
- Utilize spreadsheet, word processing, financial management, and database software applications programs;
- Interpret and apply Federal, State and local policies, procedures, laws, and regulations;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing;
- Establish maintain, and foster positive and harmonious working relationships with those contacted in the course of work;
- Operate modern office equipment including computer equipment and software; and
- Operate a motor vehicle safely.

Qualifications

Experience

Eight years of responsible professional finance and accounting experience including four years of management and supervisory experience.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, or a related field.

Physical Demands

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

CITY OF PARLIER

ACCOUNTING ADMINISTRATIVE ASSISTANT I/II/III

Job Purpose

Under general supervision (Accounting Administrative Assistant I) or direction (Accounting Administrative Assistant II & 3), perform a variety of administrative duties involved in support of the City Accounting Department and to provide general information and assistance to the public.

Distinguishing Levels

Accounting Administrative Assistant I

This is the entry level position. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Accounting Administrative Assistant II

This is the full journey level position. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this level are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

Accounting Administrative Assistant III

This is the advanced journey level position. Positions at this level are distinguished from the II level by requiring an additional three years of experience and successful performance. Positions at this level are typically filled by advancement from the II level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

Supervision Exercised

Accounting Administrative Assistant I

Exercises no supervision.

Accounting Administrative Assistant II and III

May exercise technical and functional supervision over lower level staff.

Essential Duties and Responsibilities

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

staff and other groups or organizations; arrange for necessary materials to be available at meetings; coordinate travel arrangements for department staff as necessary.

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

Skills

Knowledge of:

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

Ability to:

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

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

Qualifications

Experience

Accounting Administrative Assistant I: Two years of Responsible Clerical Experience.

Accounting Administrative Assistant II: Three years of experience as an Accounting Administrative Assistant I or equivalent experience.

Accounting Administrative Assistant III: Three years of experience as an Accounting Administrative Assistant II or equivalent experience.

Training

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

License

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

Physical Demands

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

CITY OF PARLIER

ACCOUNTING ASSISTANT I/II/III

Job Purpose

Under general supervision (Accounting Assistant I) or direction (Accounting Assistant I and II) perform a variety of accounting and clerical duties involving arithmetic calculations.

Distinguishing Levels

Accounting Assistant I

This is the entry level position. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Accounting Assistant II

This is the full journey level position. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this level are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

Accounting Assistant III

This is the advanced journey level position. Positions at this level are distinguished from the II level by requiring an additional three years of experience and successful performance. Positions at this level are typically filled by advancement from the II level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

Supervision Exercised

Accounting Assistant I

Exercises no supervision.

Accounting Assistant II and III

May exercise technical and functional supervision over lower level staff.

Essential Duties and Responsibilities

- Using established procedures and practices, processes payment documents, accepts and records revenue, prepares statements, invoices, and bills, and processes and verifies claims, maintains trial balances, and balances accounts. Adjust bills and issues refunds when warranted. Responds to inquiries regarding billing matters.
- Audits invoices against services rendered by checking the invoice against purchase orders and requisitions. Follows up and corrects any discrepancies in invoice transmittals, billed prices, discounts, and terms of payment. Contacts vendors to rectify errors, reconcile statements, and expedite payments. Processes invoices for payment.
- Assists in the reconciliation of accounts and reconstruction of accounting record trails in order to locate and correct errors or reasons for imbalances.
- Maintains various financial records requiring the use of independent judgment and the use of a computer.
- In accounts payable, determines the nature of product purchased or services performed and assigns appropriate account numbers.
- Assists City departments in preparing requisitions and purchase orders.
- Other duties as assigned.

Skills

Knowledge of:

- Basic bookkeeping principles and practices;
- Methods, procedures, and terminology of standard bookkeeping and financial recordkeeping processes;
- Business arithmetic, including posting, checking, and balancing;
- Office methods;
- Business terminology.

Ability to:

- Communicate effectively in both verbal and written form;
- Types at a speed of not less than 30 words per minute;
- Make arithmetic calculations rapidly and accurately;

- Post, maintain, and process date rapidly and accurately;
- Operate a variety of modern office equipment including copiers, computers, word processors, adding machines, and printers to enter and retrieve data and produce various documents and reports.
- Receive, check, and handle money and balance cast receipts in an accurate and timely fashion; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Accounting Assistant I: Two years of Responsible Accounting Clerical Experience.

Accounting Assistant II: Three years of experience as an Accounting Assistant I or equivalent experience.

Accounting Assistant III: Three years of experience as an Accounting Assistant II or equivalent experience.

Training

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

Physical Demands

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

CITY OF PARLIER

ACCOUNTING TECHNICIAN I/II/III

Job Purpose

Under immediate supervision (Accounting Technician I) or general supervision (Accounting Technician II and III), to perform a variety of technical accounting duties involved in the preparation, review, and maintenance of financial and statistical records including accounts payable, payroll, special projects, health benefits, petty cash, accounts receivable, utility billing, business licenses, dog licenses, building permits, and cashiering.

Distinguishing Levels

Accounting Technician I

This is the entry level position. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Accounting Technician II

This is the full journey level position. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this level are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

Accounting Technician III

This is the advanced journey level position. Positions at this level are distinguished from the II level by requiring an additional three years of experience and successful performance. Positions at this level are typically filled by advancement from the II level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

Supervision Exercised

Accounting Technician I

Exercises no supervision.

Accounting Technician II and III

May exercise technical and functional supervision over lower level staff.

Essential Duties and Responsibilities

- Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy; prepare and post journal entries.
- Gather, check, and tabulate data used in the preparation of records and reports; research background information and account histories.
- Perform a variety of general clerical duties including typing, maintaining files and records.
- Assist customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions.
- Prepare a variety of routine fiscal reports, statements, and schedules; prepare new year, mid year, and year end reports.
- Establish and maintain complete files and records related to assigned function.
- Operate modern office machines and equipment including calculating or adding machine, word processors, computers, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of spreadsheet computer software applications.
- Process cashier transactions, mailed payments, and drop off payments; balance and prepare daily deposit; run daily cash report; verify, and balance cash received from other departments.
- Receive and review payroll records ensuring compliance with City policies, procedures, and regulations; enter payroll into system as assigned; process, calculate, and post a variety of payroll actions including wage garnishments, benefits withholding, overtime hours, and workers' compensation claims; prepare, balance, and correct payroll reports.
- Maintain a variety of files and records related to the City's payroll system; enter new employees, retirements, and terminations; make permanent payroll employee changes to benefits, taxes, address, deductions, accruals, and add pays; post to payroll computer system.
- Prepare payroll and all related payroll reports including tax deposits, quarterly reports, and W-2's; balance and prepare payroll taxes for State and Federal quarterly and annual returns.
- Verify time sheets reflecting vacation time, sick time, holiday time, compensatory time, and leaves of absence; document actions onto payroll master files; file action forms in employee folders.
- Sort, audit, match and distribute invoices from vendors and service providers; confer with vendors regarding purchase orders, invoices and payments; review statements

for accuracy and completeness; process invoices for approval for payment; prepare payments for mailing.

- Monitor and balance various accounts verifying availability of funds and classification of expenditures.
- Post transactions to accounts payable system; verify, correct and balance accounts payable system; generate checks; validate checks; match checks to vouchers; mail checks to vendors.
- Reconcile various bank accounts making adjustments due to cancellations and corrections.
- Perform customer service for City utility customers involving billing issues, new accounts, cancellations, and water and sewer fees; issue new account numbers, complete forms, and post to the system; research requests for account balances.
- Receive and post payments for utility bills, business licenses, dog licenses, building permits, and water and sewer fees.
- Sort, audit and match utility bills and payment checks; post payment to the system.
- Maintain computers with upgrades and minor repairs; install software programs.
- Other duties as assigned.

Skills

Accounting Technician I

Knowledge of:

- Standard office procedures, methods and computer equipment;
- Fundamental principles and procedures of fiscal record keeping, cashiering, accounts receivable, and billing;
- Basic mathematical principles; and
- Principles and techniques used in dealing with the public.

Ability to:

- Learn the procedures and functions of assigned position;
- Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures;
- Learn to accurately tabulate, record and balance assigned transactions;
- Work under supervision within a well-defined framework of standard policies and procedures;
- Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities;
- Perform general technical accounting work including maintaining appropriate files and compiling information for reports;
- Respond to questions from the public and City personnel regarding policies and procedures for assigned area;
- Perform mathematical computations quickly and accurately;
- Plan and organize work to meet schedules and timelines; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Accounting Technician II and III

The skills for Accounting technician I and the following additional skills.

Knowledge of:

- Methods, practices, and procedures used in account record keeping pertinent to area of assignment including accounts payable, accounts receivable, cashiering, payroll, or utility collection and billing services;
- Principles and procedures of financial record keeping, reporting, and databases;
- Mathematical principles applied to financial and statistical record keeping;
- Generally accepted accounting and bookkeeping principles and procedures and their application to accounting transactions and databases;
- Computer hardware and software;
- Modern office methods, procedures and equipment including computer programs and applications;
- Automated financial management systems;
- Principles and practices of payroll administration, record keeping, and reporting;
- Federal and State payroll tax reporting requirements; and
- Cash handling and banking procedures.

Ability to:

- Interpret and apply bookkeeping principles and procedures involved in maintaining the control of records, financial statements, and databases;
- Prepare and maintain a variety of routine financial statements, reports, records, and files;
- Examine and verify financial documents and reports;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; and
- Understand, interpret and communicate the payroll procedures, rules and regulations.

Qualifications

Experience

Accounting Technician I:	One year of general clerical experience involving public contact and preferably some financial record keeping.
Accounting Technician II:	Three years experience as an Accounting Technician I or equivalent experience.
Accounting Technician III:	Three years experience as an Accounting Technician II or equivalent experience.

Training:

Equivalent to a high school diploma supplemented by specialized course work in accounting or business practices.

License or Certificate:

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

Physical Demands

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

CITY OF PARLIER

ACCOUNTANT I/II/III

Job Purpose

Under immediate supervision (Accountant I) or general supervision (Accountant Technician II and III), functions as a working professional accountant performing a wide variety of accounting tasks in the maintenance of the fund and budget financial records of the City. Applies professional accounting techniques to a variety of problems, allocates charges and credits to the proper accounts, prepares standard and special financial reports, interprets and applies generally accepted accounting principles, and analyzes and interprets financial reports and trends.

Distinguishing Levels

Accountant I

This is the entry level position. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Accountant II

Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this level are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

Accountant III

Positions at this level are distinguished from the II level by requiring an additional three years of experience and successful performance. Positions at this level are typically filled by advancement from the II level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

Essential Duties and Responsibilities

- Analyze fiscal transactions to assure conformity and compliance with generally accepted accounting procedures and practices, City ordinances, State, and federal requirements.
- Classifies transactions and analyzes impact upon assets, liabilities, and reserves.
- Analyzes cash flow.
- Assists in performing fixed asset accounting, maintaining records for tax or state controller, county auditor reports, and providing statistics for capital and operating budgets.
- Collects, analyzes, interprets, and documents fiscal and operating data, and prepares or assists in the preparation of financial statements and reports.
- Prepares and reviews records of accounts receivable, accounts payable, expenditures, and revenues, and assures such records conform to generally accepted accounting principles.
- Audits the financial records of City departments, checking whether such records and other types of documentation are properly maintained, notes any discrepancies, and files reports and recommendations to correct any deficiencies.
- Prepares journal entries and enters them into an automated financial system.
- Prepares annual sales tax report.
- Audits cash receipts.
- Maintains chart of accounts and cash reconciliation.
- Act as liaison between City departments and Accounting Department.
- Other duties as assigned.

Skills

Knowledge of:

- Modern accounting and auditing principles, practices, and procedures;
- Software including spreadsheet applications, word processing, and accounting applications;
- Accounting systems as the relate to data processing operations and capabilities, such as the creation and accounting for purchase orders; and
- Modern office methods, procedures and equipment including computer programs and applications.

Ability to:

- Prepare clear, concise, complete, and accurate financial statements, schedules, and reports;
- Interpret accounting and other financial provisions of laws and governmental regulations;
- Correlate and use a large volume of written and numerical data;
- Establish and maintain fiscal records, accounts, and procedures,
- Understand and apply generally accepted accounting principles; and

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Accountant I:	Two years of professional accounting experience.
Accountant II:	Three years as an Accountant I or equivalent experience.
Accountant III:	Three years as an Accountant II or equivalent experience.

Training

A Bachelors Degree in accounting.

License or Certificate:

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

Physical Demands

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

CITY OF PARLIER

DIRECTOR OF MAINTENANCE AND OPERATIONS

Job Purpose

Under City Administration direction, supervise, plan, and coordinate the activities and operations of the Public Works Department including streets, parks, water, sewer collection, wastewater treatment, and fleet; coordinate assigned activities with other departments, outside agencies and the general public; and provide administrative support to the City Manager.

Supervision Exercised

Exercises direct supervision over technical and maintenance staff.

Essential Duties and Responsibilities

- Manage, supervise, and coordinate the organization, staffing, and operational activities for the Public Works Department including the repair and maintenance of streets, parks, water, sewer collection, wastewater treatment, and fleet.
- Participate in the development and implementation of goals, objectives, policies, and priorities for public works maintenance and construction programs; identify resource needs; recommend and implement policies and procedures.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training and safety; work with employees to correct deficiencies.
- Direct, coordinate, and review the work plans for Public Works Department; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools and equipment.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Develop and administer the Public Works Department budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Inspect work sites to ensure that work is completed in accordance with accepted standards and safe work practices.
- Coordinate assigned services and activities with those of other departments and outside agencies and organizations; coordinate barricades and other traffic control measures with City departments and outside organizations.

- Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance and repairs.
- Perform skilled operation of motor grader, tractors, dump trucks, sewer trucks, front-end loader, backhoe, and other heavy and light equipment.
- Other duties as assigned.

Skills

Knowledge of:

- Operational characteristics, services, and activities of street, park, water, and sewer maintenance, repair, and construction programs;
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
- Modern and complex principles and practices of program development and administration and project scheduling and management;
- Principles and practices of engineering and construction as applied to the field of street, park, water, sewer, and facility maintenance;
- Equipment, materials, and methods used in construction, maintenance, cleaning, and repair of streets, parks, water, sewer, and related facilities;
- Principles and practices of budget preparation and control;
- Principles of supervision, training, and performance evaluation;
- Pertinent Federal, State, and local laws, codes, and regulations;
- Occupational hazards and standard safety practices necessary in the area of street, park, water, and sewer maintenance and construction; and
- Principles and procedures of record keeping and reporting.

Ability to:

- Operate a wide variety of equipment and tools used in street, parks, water, and sewer maintenance, repair, and construction in a safe and effective manner;
- Operate modern office equipment including computer equipment and software;
- Manage and coordinate the work of technical and maintenance personnel;
- Select, supervise, train, and evaluate staff;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics;
- Interpret and apply the policies, procedures, laws, and regulations pertaining to public works programs and functions;
- Prepare and maintain accurate and complete records;
- Prepare and administer budgets;
- Respond to requests and inquiries from the general public;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Six years of public works maintenance, construction, and contract administration experience including three years of supervisory experience.

Training

Equivalent to a high school diploma supplemented by college level course work in business administration, public administration, construction, or a related field.

License or Certificate

- Possession of a commercial driver's license with airbrake endorsement.
- Possession of a Grade II Water Distribution Certificate.
- Possession of a Grade II Wastewater Collection Certificate.
- Possession of a Grade II Wastewater Treatment Operator Certificate.

Physical Demands

Ability to work in a standard office environment with some exposure to outdoors, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations.

CITY OF PARLIER

EQUIPMENT MECHANIC

Job Purpose

Under general supervision, perform journey-level diagnostic and repair work on heavy and light gasoline and diesel powered equipment.

Essential Duties and Responsibilities

- Perform the full range of skilled mechanic repair work on City vehicles and equipment; inspect, troubleshoot, diagnose, repair, and test mechanical defects or malfunctions in heavy and light gasoline and diesel-powered vehicles including trucks, automobiles, and other power-driven mechanical equipments; determine the necessary repairs; perform emergency repairs out of the shop.
- Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems and other machines.
- Install, repair, and replace parts and components on air conditioning units, electrical systems, and other systems and equipment. Install and recondition spark plugs, distributors, condensers, points, and rotors.
- Troubleshoot, tear down, rebuild, replace, or adjust major assemblies and complex components; rebuild gas and diesel engines and motors, transmissions, fuel systems, electrical systems, air conditioners, suspension computers, and hydraulic brake systems.
- Overhaul, repair, and adjust engines, transmissions, clutches, differentials, carburetors, generators, distributors, and pumps; fit and adjust bearings; install axles and wheels; overhaul master and wheel cylinders, calipers, air pots, and air valves; overhaul, reline, and adjust hydraulic and air brakes.
- Plan, schedule, and execute a program of preventive maintenance for City vehicles and equipment; tune engines and adjust valves and brakes.
- Perform safety inspections on vehicles.
- Install and fabricate parts for police vehicles.
- Perform minor repairs on radiators, fenders, and body areas; repair and replace damaged sheet metal and iron work.
- Design and fabricate parts, attachments, and special equipment.
- Estimate time, materials, and equipment required for jobs assigned; requisition materials and parts as needed; maintain vehicle service and equipment repair records including accurate inventories of apparatus, facilities, and equipment.
- Maintain clean work area and tools.
- Operate City vehicles and equipment.
- Assist in street, parks, water, and sewer maintenance as assigned.
- Other duties as assigned.

Skills

Knowledge of:

- Purposes, uses, and operating characteristics of a variety of vehicles and equipment used by City departments;
- Operating and repair characteristics of the full range of City vehicles and equipment;
- Practices, methods, equipment, tools, and materials used in the overhaul, repair, and adjustment of City vehicles and equipment including gasoline and diesel-powered automotive equipment and fuel, ignition, electrical, and cooling systems;
- Principles and procedures of preventive maintenance related to City vehicles and equipment;
- Operation and care of internal combustion engines, chassis, and hydraulic equipment;
- Operation and maintenance of hand and small power tools, mechanical, and plumbing equipment;
- Methods, materials, equipment, and tools used in routine welding and fabrication work;
- Operational characteristics of specialized street, parks, water, and sewer maintenance and repair equipment;
- Materials, methods, practices, and equipment used in street, parks, water, and sewer maintenance and repair;
- Shop mathematics applicable to the mechanical trade;
- Principles and procedures of record keeping;
- Pertinent Federal, State, and local laws, codes, and regulations; and
- Occupational hazards and standard safety precautions necessary in street, parks, water, and sewer maintenance and repair work.

Ability to:

- Operate a variety of tools and equipment used in mechanical repair work including hand tools, drills, pressers, grinders, reamers, computer engine analyzer, jack stands, and brake relining equipment;
- Operate and maintain the full range of vehicles, equipment, tools, and devices in a safe and effective manner.
- Diagnose and troubleshoot motor and mechanical problems and identify needed repairs;
- Read and interpret hydraulic and electrical schematics and fabrication blueprints;
- Perform skilled work in the diagnosing and repair of gasoline and diesel-powered automotive equipment including electrical, mechanical, air, suspension, and hydraulic systems, transmissions, brake and drive systems, and air conditioning;
- Perform fabrication, welding, and minor body work;
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics;
- Learn materials, methods, practices, and equipment used in street, parks, water, and sewer maintenance and repair;

- Learn occupational hazards and standard safety practices necessary in the areas of street, water, and sewer maintenance, repair, and construction;
- Perform repairs and adjustments to equipment and tools;
- Perform HVAC (Heating, Ventilation, and Air Conditioning) maintenance, repairs, and installation;
- Repair drywall, paint interior and exterior of a building;
- Apply wall texture;
- Prepare and maintain accurate and complete records;
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions;
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; and
- Perform building maintenance and ground activities.

Qualifications

Experience

Two years of journey level experience in vehicles and equipment maintenance and repair.

Training

Equivalent to a high school diploma supplemented by completion of a mechanical apprenticeship.

Physical Demands

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift 75 lbs.; exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

License or Certificate

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

CITY OF PARLIER

OPERATOR IN TRAINING / UTILITY MAINTENANCE II

Job Purpose

Under immediate supervision, perform a variety of duties in the operation of the wastewater treatment plant and pump station equipment and facilities and also perform the duties of Utility Maintenance II

Essential Duties and Responsibilities

- Perform the duties of Utility Maintenance II.
- Operate wastewater treatment facilities to control flow and processing of wastewater, sludge, and effluent; monitor gauges, meters, and control panels; observe variation in operating conditions, interpreting meter and gauge readings and test results to determine processing requirements.
- Operate vales and gates; start and stop pumps, engines, and electric motors to control and adjust flow and treatment process; perform routine maintenance work on valves, tanks, related equipment, and facilities.
- Conduct inspections of wastewater treatment plant and pump station equipment according to established procedures and schedules; check pumps, motors, generators, and other equipment for proper operation.
- Read, record, and calculate readings of meters and gauges; interpret information into operational characteristics; change flow meter charts; make process adjustments according to information gathered, samples taken, readings, and records.
- Perform scheduled preventative maintenance and cleaning of dry/wet wells, tanks, pumps, valves, and other equipment.
- Remove blockages, replace worn parts, remove parts to be machined by outside vendors, and reassemble equipment.
- Adjust and monitor the addition of chemicals to wastewater treatment processes; make routine tests of effluent.
- Paint equipment and buildings; sweep and wash floors, walls, and paved areas; kill and remove weeds; trim plants; pick up debris; water and maintain landscaped areas.
- Notify appropriate staff of electrical and instrumentation malfunctions; assist as requested in repairs to motors and equipment.
- Fuel generators.
- Collect samples and perform routine laboratory tests and analyses.
- Observe safety precautions regarding wastewater treatment plant operations.
- Operate a variety of vehicles, tools, and equipment used in the operation of the wastewater treatment plant.
- Other duties as assigned.

Skills

Knowledge of:

- Care, maintenance, and repair of mechanical equipment including pumps, valves, and electric motors;
- Tools and equipment used in repair work;
- Basic principles of record keeping;
- Basic mathematical principles; and
- Safe driving principles and practices.

Ability to:

- Operate a motor vehicle safely;
- Perform manual labor for extended periods of time in all types of weather;
- Learn operational characteristics of specialized wastewater treatment equipment;
- Learn materials, methods, and practices used in the operation of wastewater treatment of facilities and equipment;
- Learn to read meters and gauges correctly to act quickly and competently;
- Learn policies and operating routines of the wastewater treatment facilities;
- Learn occupational hazards and standard safety precautions necessary in wastewater treatment plan operations;
- Learn pertinent Federal, State, and local laws, codes, and regulations;
- Make routine repairs and adjustments to motors, pumps, and other equipment;
- Prepare and maintain accurate and complete records;
- Perform accurate mathematical calculations;
- Understand and follow oral and written instructions;
- Community clearly and concisely, both orally and in writing;
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Some experience in operation of hydraulic pumps, valves, gasoline powered engines, and motors.

Training

Equivalent to a high school diploma.

License or Certificate

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

Physical Demands

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 75 lbs., distinguish color, and wear protective apparel; exposure to heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations; availability for shift work, on-call, stand-by, and emergency exchange.

CITY OF PARLIER

UTILITY MAINTENANCE I / II

Job Purpose

Under immediate supervision (Utility Maintenance I), or general supervision (Utility Maintenance II), to perform a variety of semi-skilled and skilled duties involved in providing streets, parks, water, sewer, buildings, and facilities maintenance, repair, and construction services; to assist in animal control; to use and operate manual tools and light and moderately heavy power driven equipment; and to perform a variety of maintenance tasks relative to assigned areas of responsibility.

Distinguishing Characteristics

Utility Maintenance I

This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Utility Maintenance II

This is the full journey level in the class series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

Supervision Exercised

Utility Maintenance Worker I

Exercises no supervision.

Utility Maintenance Worker II

May exercise technical and functional supervision over lower level staff.

Essential Duties and Responsibilities

- Perform semi-skilled and skilled manual work in the maintenance and repair of City streets, parks, and water and sewer lines; grade, scrape, and level surfaces in preparation for road paving; assist in the repair of curbs and gutters and the paving of streets and alleys using pneumatic tools, asphalt rakes, and other hand tools.
- Remove and replace road surface material and debris; load, transport, and unload stones, gravel, dirt, supplies, and equipment as required; trim trees as assigned.
- Install, repair, and clean storm drains, pipelines, catch basins, and storm drain grates.
- Clean and maintain storm water lift pump station; lubricate lift pumps.
- Break up concrete or asphalt, build and set forms, and mix and pour cement for curbs, gutters, sidewalks, and sidewalk ramps.
- Fill, patch, and resurface holes, cracks, ditches, and service laterals.
- Paint parking stalls, crosswalks, curbs, and street lines.
- Install and replace street signs and traffic signs.
- Participate in the installation, maintenance, and repair of water and sewer systems; maintain sewer systems in operating order by inspecting, installing, removing, repairing, and replacing malfunctioning parts and sections.
- Inspect and clean the interiors of sewers and lift station; conduct routine tests of sewer pipes; cut and remove roots, grease, and other obstacles from sewers.
- Remove and inspect manhole covers and manholes; mix, pour, and finish concrete to raise manholes to street surfaces; replace manhole covers as needed.
- Install, renew, and disconnect water services; install and repair mains, laterals, valves, and fittings; thread and fit pipe; perform soldering and torch cutting of pipe; read, replace, repair, and rebuild water meters; turn on and off main line valves, hydrants, and fire service lines; pressure test lines of new construction; exercise valves and hydrants.
- Place traffic control and warning signs; serve as a flagman; set up lanterns and barricades.
- Operate chemical sprayer in assigned areas to abate weeds.
- Operate City-owned tools, equipment, vehicles, and rental equipment; operate heavy equipment including grader, loader, fork lift, backhoe, sewer rodder truck, and skip loader.
- Perform preventative maintenance procedures and minor maintenance and adjustments on equipment used.
- Perform the full range of turf maintenance duties; water, mow, weed, trim, aerate, renovate and fertilize turf.
- Trim and prune bushes, trees, and shrubs to provide clearance of sidewalks and signs, as well as to ensure the continued health of the bush, tree, or shrub.
- Perform a variety of duties in the maintenance and repair of the irrigation system; change and adjust heads; maintain controllers; assist in irrigation system installation and maintenance projects.
- Assist in the removal of fallen trees, stumps, fallen limbs, and related debris resulting from storm damage and general conditions.
- Rake leaves and clear debris from walks, fields, and other facilities; pick up trash.

- Clean and maintain rest rooms; stock rest rooms with necessary supplies; repair toilets, urinals and faucets.
- Water and feed animals; clean and maintain animal shelter.
- Other duties as assigned.

Skills

Utility Maintenance I

Knowledge of:

- Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy motorized equipment.

Ability to:

- Learn to operate a variety of maintenance, repair, and construction equipment and tools in a safe and effective manner including manual tools and pneumatic jackhammer, power grader, and asphalt laying machine;
- Perform heavy manual labor for extended periods of time in all types of weather;
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions;
- Learn occupational hazards and standard safety practices necessary in the areas of street, water, and sewer maintenance, repair, and construction;
- Learn materials, methods, practices, and equipment used in street, parks, water, and sewer maintenance and repair;
- Learn to read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics;
- Perform cement and masonry work;
- Perform minor repairs and adjustments to equipment and tools;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Utility Maintenance II

The skills required for Utility Maintenance I and the following additional skills.

Knowledge of:

- Operational characteristics of specialized street, parks, water, and sewer maintenance and repair equipment;
- Materials, methods, practices, and equipment used in street, parks, water, and sewer maintenance and repair;
- Occupational hazards and standard safety precautions necessary in street, parks, water, and sewer maintenance and repair work; and
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Perform street, parks, water, and sewer maintenance and repair with accuracy, speed, and minimal supervision;
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics; and
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Qualifications

Experience

Utility Maintenance I:	One year of experience performing a variety of maintenance, repair, and construction and equipment operation work.
Utility Maintenance II:	Three years of experience as Utility Maintenance I

Training

Equivalent to a high school diploma.

License or Certificate

Utility Maintenance I

Ability to obtain a Grade I Water Distribution Certificate within one year.

Ability to obtain a Grade I Wastewater Collection Certificate within one year.

Ability to obtain a Class B driver's license with air brake endorsement within one year.

Utility Maintenance II

Possession of a Grade I Water Distribution Certificate.

Possession of a Grade I Wastewater Collection Certificate.

Possession of a Class B driver's license with air brake endorsement.

Physical Demands

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift 75 lbs.; exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

CITY OF PARLIER

ADMINISTRATIVE CLERK (PUBLIC WORKS)

Job Purpose

Under general supervision, to perform a variety of general clerical and reception work in support of Public Works; to provide word processing and data entry support; and to provide general information and assistance to staff and the public.

Essential Duties and Responsibilities

- Perform a wide variety of general clerical and reception work including maintaining records, verifying accuracy of information, and recording information.
- Receive calls and visitors; respond to general complaints and requests for information from the public; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.
- Compile information and data for reports; check and tabulate data;
- Provide information and forms to staff and the public; collect and process appropriate information; apply departmental and program policies and procedures in determining completeness of applications, records and files; collect and account for monies;
- Type, proofread and word process a variety of documents including general correspondence, agendas, reports, newsletters, and memoranda;
- Assist in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of appropriate unit, program, or department information.
- Receive, open, review, sort, date stamp, and distribute office mail; review correspondence directed to assigned staff; prepare written responses as directed;
- Monitor special projects, assignments, and activities for assigned unit, program, or department.
- Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, microfilm machines, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.
- Assist in office maintenance; order supplies.
- Other duties as assigned.

Skills

Knowledge of:

- Standard office procedures, methods, and computer equipment;
- English usage, spelling, vocabulary, grammar, and punctuation;
- Principles and procedures of record keeping;
- Basic word processing methods, techniques, and programs;

- Basic mathematical principles;
- Numerical, alphabetical, and subject matter filing systems; and
- Principles and practices used in dealing with the public;

Ability to:

- Operate modern office equipment including computer equipment, and software;
- Type at a speed of 40 words per minute and enter data at a speed necessary for successful job performance;
- Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures;
- Learn the procedures and functions of assigned position;
- Work under supervision within a well-defined framework of standard policies and procedures;
- Perform general clerical work including maintaining appropriate files and compiling information for reports;
- Respond to routine questions from the public and City personnel regarding policies and procedures for assigned area;
- Perform mathematical computations quickly and accurately;
- Plan and organize work to meet schedules and timelines;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

One year of clerical experience.

Training

Equivalent to a high school diploma.

License or Certificate

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

Physical Demands

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

CITY OF PARLIER

COMMUNITY DEVELOPMENT DIRECTOR

Job Purpose

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Community Development Department including industrial and commercial development, coordinates assigned activities with other City departments and outside agencies, and provides administrative support to the City Manager

Essential Duties and Responsibilities

- Assume full management responsibility for all Community Development Department services and activities including industrial and commercial development.
- Manage the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned service area; establish, within City Policy, appropriate service and staffing levels; and allocate resources accordingly.
- Develop and implement strategic vision and plan for the City of Parlier.
- Prepare analytical and statistical reports; conduct ad hoc research, coordinate and facilitate commercial and industrial development projects.
- Represent the Community Development Department to other City departments, elected officials, and outside agencies; explain and interpret Community Development Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- Plan, direct, and coordinate the Community Development Department's work plan; meet with City staff to identify and resolve problems; assign projects and programmatic areas or responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Community Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation and implement budgetary adjustments as necessary.
- Coordinate Community Development Department activities with those of other departments, outside agencies, and organizations including property owners, brokers, developers, and businesses.
- Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to community development programs, policies, and procedures as appropriate.

- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development.
- Respond to and resolve inquiries and complaints.
- Other duties as assigned.

Skills

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive community development program;
- Organization and management practices as applied to the analysis and evaluation of economic development programs, policies, and operational needs;
- Modern and complex principles and practices of program development and administration;
- Complex financial and development related projects, contracts, and transactions;
- Advanced principles and practices of real estate;
- Advanced principles and concepts of community development marketing;
- Advanced principles and practices of municipal budget preparation and administration;
- Principles of supervision, training, and performance evaluation; and
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Operate modern office equipment including computer equipment and software;
- Provide administrative and professional leadership and direction for Community Development Department;
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community development services;
- Plan, organize, direct, and coordinate the work of technical and administrative support personnel and delegate authority and responsibility;
- Select, supervise, train, and evaluate staff;
- Identify and respond to community development and City Council issues, concerns, and needs;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of community development goals;
- Research, analyze, and evaluate new community development projects;
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner;
- Prepare clear and concise administrative, financial, and community development reports;
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to community development programs and functions;
- Communicate clearly and concisely, both orally and in writing; and

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Eight years of responsible community development experience including four years of supervisory experience.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, economics, business administration, public administration, or a related field. A Master's degree is desirable.

License or Certificate

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

Physical Demands

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

CITY OF PARLIER

CDBG/EDBG COORDINATOR

Job Purpose

Under general supervision, coordinates federally-funded Community Development Block Grant (CDBG) program activities and other related Federal, State, and local programs.

Essential Duties and Responsibilities

- Implement, administer, and coordinate the CDBG program.
- Coordinate grant administration with various divisions and department of the City and other government agencies.
- Plan and implement grant application process.
- Perform preliminary review of grant applications and make recommendations.
- Prepare annual reports for the CDBG program and conduct field monitoring of CDBG projects to ensure compliance with federal regulations.
- Prepare and monitor contract for consulting services and construction projects needed to carry out CDBG activities and projects.
- Direct, coordinate, and evaluate the planning and execution of all activities of assigned complex targeted block grant activities.
- Prepare all applications and reports and implement all computerized progress reporting and financial controls required by the U.S. Department of Housing and Urban Development (HUD).
- Organize, write, and coordinate written applications in response to requests for proposals.
- Submit grants to funding source for review and approval.
- Attend and participate in community meetings regarding the impact of allocations of funds.
- Coordinate public hearings and other related meetings.
- Serve as staff resource for committees.
- Prepare periodic progress reports to comply with grant requirements.
- Maintain files for all grant requests.
- Other duties as assigned.

Skills

Knowledge of:

- Operations, services, and activities of CDBG program;
- Modern principles and practices in the development and execution of federal community funding;
- Research methods and techniques of report writing and presentation; and
- Recent developments, current literature, and sources of information regarding CDBG.

Ability to:

- Organize and analyze funding proposals and agencies clearly and concisely;
- Develop responses and solutions to issues raised by CDBG recipients, HUD, and City staff;
- Work with minimum supervision and make sound decisions in a manner consistent with the essential job functions;
- Coordinate CDBG programs and projects;
- Analyze problems and identify alternative solutions;
- Project consequences of proposed actions and implement recommendations in support of goals;
- Prepare clear and concise reports; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Two or more years of government finance and grants accounting experience is preffered. Experience with federal grants is highly desirable.

Training

Bachelors degree from accredited college or university with major course work in accounting or closely-related field.

Certificate or License

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

Physical Demands

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

CITY OF PARLIER

ADMINISTRATIVE ASSISTANT I (COMMUNITY DEVELOPMENT)

Job Purpose

Perform a variety of administrative duties involved in support of the Community Development Department and to provide general information and assistance to the public.

Essential Duties and Responsibilities

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

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

Skills

Knowledge of:

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

Ability to:

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

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

Qualifications

Experience

Two years of responsible clerical experience.

Training

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

License

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

Physical Demands

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

CITY OF PARLIER

ADMINISTRATIVE CLERK (COMMUNITY DEVELOPMENT)

Job Purpose

Under general supervision, to perform a variety of general clerical and reception work in support of the Community Development Department; to provide word processing and data entry support; and to provide general information and assistance to staff and the public.

Essential Duties and Responsibilities

- Perform a wide variety of general clerical and reception work including maintaining records, verifying accuracy of information, and recording information.
- Receive calls and visitors; respond to general complaints and requests for information from the public; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.
- Compile information and data for reports; check and tabulate data;
- Provide information and forms to staff and the public; collect and process appropriate information; apply departmental and program policies and procedures in determining completeness of applications, records and files; collect and account for monies;
- Type, proofread and word process a variety of documents including general correspondence, agendas, reports, newsletters, and memoranda;
- Assist in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of appropriate unit, program, or department information.
- Receive, open, review, sort, date stamp, and distribute office mail; review correspondence directed to assigned staff; prepare written responses as directed;
- Monitor special projects, assignments, and activities for assigned unit, program, or department.
- Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, microfilm machines, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.
- Assist in office maintenance; order supplies.
- Other duties as assigned.

Skills

Knowledge of:

- Standard office procedures, methods, and computer equipment;
- English usage, spelling, vocabulary, grammar, and punctuation;
- Principles and procedures of record keeping;
- Basic word processing methods, techniques, and programs;

- Basic mathematical principles;
- Numerical, alphabetical, and subject matter filing systems; and
- Principles and practices used in dealing with the public;

Ability to:

- Operate modern office equipment including computer equipment, and software;
- Type at a speed of 40 words per minute and enter data at a speed necessary for successful job performance;
- Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures;
- Learn the procedures and functions of assigned position;
- Work under supervision within a well-defined framework of standard policies and procedures;
- Perform general clerical work including maintaining appropriate files and compiling information for reports;
- Respond to routine questions from the public and City personnel regarding policies and procedures for assigned area;
- Perform mathematical computations quickly and accurately;
- Plan and organize work to meet schedules and timelines;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

One year of clerical experience.

Training

Equivalent to a high school diploma.

License or Certificate

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

Physical Demands

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

CITY OF PARLIER

CODE ENFORCER (COMMUNITY DEVELOPMENT)

Job Purpose

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern. Serves as a resource and provide information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

Essential Duties and Responsibilities

- Perform a variety of field and office work in support of City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainants and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notice of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Participate in the implementation of the City's graffiti abatement program; receive requests for abatement of graffiti; patrol the City; and record location of graffiti.
- Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations;

provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.

- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement, and research complaints.
- Participate in supervising the work of community service workers, county inmates, or volunteers engaged in community clean-up and preservation activities; determine locations and type of work to be performed.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- Other duties as assigned.

Skills

Knowledge of:

- Operations, services, and activities of a municipal code compliance program;
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas;
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations;
- City services and organizational structure as the relate to code compliance;
- Legal actions applicable to code enforcement compliance;
- Effective public relations practices;
- Methods and techniques of business correspondence and technical report preparation;
- Modern office procedures, methods, and equipment including computers and software;
- Occupational hazards and standard safety practices; and
- Geographic features and locations within area serves.

Ability to:

- Independently perform a full range of municipal code enforcement and compliance duties;
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues;
- Inspect and identify violations of applicable codes and ordinance;
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency;
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner;
- Investigate complaints and mediate resolutions in a timely and tactful manner;
- Prepare accurate and detailed documentation of investigation findings;
- Maintain complex logs, records, and files;

- Research compile, and collect data;
- Prepare clear and concise technical reports;
- Make oral presentations and testify in court;
- Work independently in the absence of supervision;
- Read County Assessor maps and property profiles;
- Read and interpret legal documents and descriptions;
- Understand and follow oral and written instructions;
- Type and enter data accurately at a speed necessary for successful job performance;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

One year of work experience involving a high level of public contact. Experience with municipal law enforcement highly desirable.

Training

Equivalent to a high school diploma supplemented by specialized training in criminal justice or related field.

Certificate or License

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

Successful completion of P.O.S.T. 832 P.C. course within six months of hire.

Possession of, or ability to obtain within one year of appointment, certification as a Code Enforcement Officer issued by CACEO.

Physical Demands

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs.; exposure to noise and outdoors; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

CITY OF PARLIER

INSPECTOR (COMMUNITY DEVELOPMENT)

Job Purpose

Under general direction, perform technical inspections of new and existing structures and work involving major construction and improvement projects; enforce compliance with building, zoning, fire, housing, and safety laws; and ensure conformance with approved plans, specifications, standards, permits, and licensing.

Essential Duties and Responsibilities

- Perform on-site inspections of new construction, room additions, alterations, rehabilitation projects, or change-of-use permits to determine compliance with uniform and national codes, City ordinances, and zoning regulations.
- Read and review building plans, blueprints, and specifications to ensure project conformity and determine compliance with codes, regulations, and ordinances.
- Investigate, correspond, and follow-up on health and safety requirements on substandard housing.
- Perform progressive inspections from ground breaking to the release for occupancy; inspect and approve water, gas, electrical, and sewer connections; ensure the integrity and compliance of the structure from soil testing, foundation laying, framing, rough and final plumbing, wiring, heating, roofing, lathing, and siding to the finished product.
- Perform final inspections on new residences and public works, sidewalks, curbs, gutters, handicap ramps, street signs, and lights.
- Calculate fees and issue permits.
- Contact owners, architects, engineers, developers, contractors, workers, and other public officials to explain and interpret requirements and restrictions.
- Use individual judgment in interpreting legal requirements, standards of methods, materials, and workmanship; ensure effective corrective measures.
- Maintain inspection logs; prepare reports and maintain various activity records.
- Issue notices for corrections, stop work orders, and citations; prepare notices and orders for substandard housing.
- Initiate minor field changes on contract projects not involving structural or architectural features.
- Investigate sign ordinance and building use violations.
- Testify in court when litigation is instigated.
- Other duties as assigned.

Skills

Knowledge of:

- Federal, State, and local building codes, ordinances, and regulations relating to zoning, building construction, electrical work, plumbing and gas installations;

- Principles and techniques of building inspection and structural design;
- Accepted safety standards and methods used in building construction for commercial, industrial, and residential buildings;
- Major types of building construction materials and methods;
- Occupational hazards and standard safety practices necessary in the area of building and facility inspection and construction;
- Modem office practices, methods, and computer equipment;
- Principles and practices of record keeping;
- Principles and practices used in dealing with the public; and
- Basic mathematical principles.

Ability to:

- Perform the full range of residential and commercial building inspection work independently;
- Learn and correctly interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including Uniform Building Codes, land use regulations, zoning ordinances, and State and County health codes;
- Analyze, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including Uniform Building Codes, zoning ordinances, and State and County Health Codes;
- Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions;
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices;
- Enforce necessary regulations with firmness and tact;
- Perform mathematical computations quickly and accurately;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Respond to requests and inquiries from the general public;
- Meet and deal tactfully and effectively with the public;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Five years experience as a building inspector.

Training

Equivalent to a high school diploma supplemented by training in the building trades.

License or Certificate

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

Possession of I.C.B.O certification as a Building, Plumbing, and Mechanical Inspector.

Physical Demands

Ability to sit, stand, walk, kneel, stoop, crawl, twist, and climb; exposure to heat, outdoors, confining work space, mechanical hazards, and electrical hazards; ability to travel to different sites and location.

CITY OF PARLIER

POLICE CHIEF

Job Purpose

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Police Department including patrol, traffic, investigations, internal affairs, support services, and animal control; to coordinate assigned activities with other City departments and outside agencies; and to provide administrative support to the City Manager.

Supervision Exercised

Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

Essential Duties and Responsibilities

- Assume full management responsibility for all Police Department services and activities including patrol, traffic, investigations, internal affairs, support services, and animal control.
- Manage the development and implementation of Police Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Represent the Police Department to other City departments, elected officials, and outside agencies; explain and interpret Police Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- Select, train, motivate and evaluate Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Plan, direct, and coordinate the Police Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary; apply for grants and monitor grant compliance.
- Coordinate Police Department activities with those of other departments and outside agencies and organizations; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations

and the general public; attend and speak at various community functions and meetings; prepare press releases and confer with the media in matters related to assigned activities.

- Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Police Department programs, policies, and procedures as appropriate.
- Assume command of major incidents or emergency occurrences.
- Review and analyze reports, legislation, court cases, and related matters; prepare initial responses for legal actions; prepare ordinances for consideration by the City Council.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
- Respond to and resolve inquiries and complaints.
- Other duties as assigned.

Skills

Knowledge of:

- Operational characteristics, services and activities of a comprehensive municipal law enforcement program;
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
- Modem and complex principles and practices of law enforcement program development and administration;
- Principles and practices of community policing;
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property;
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs;
- Recent court decisions and how they affect department and division operations;
- Functions and objectives of Federal, State, and other local law enforcement agencies;
- Use of firearms and other modem police equipment;
- Advanced principles and practices of budget preparation and administration;
- Principles of supervision, training and performance evaluation;
- Pertinent Federal, State, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control; and
- Local geography, City streets, public buildings, and businesses.

Ability to:

- Operate firearms and other modem police equipment;
- Operate modern office equipment including computer equipment and software;

- Provide administrative and professional leadership and direction for the Police Department;
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient law enforcement services;
- Plan, organize, direct, and coordinate the work of supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility;
- Select, supervise, train, and evaluate staff;
- Identify and respond to community, City Manager and City Council issues, concerns, and needs;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner;
- Prepare clear and concise administrative reports;
- Interpret and apply Federal, State and local policies, procedures, laws, and regulations;
- Act quickly and calmly in emergencies;
- Meet the physical requirements necessary to safely and effectively perform the assigned duties;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Eight years of responsible law enforcement experience including five years of management and supervisory experience.

Training

Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, business administration, or a related field. A Master's degree is desirable.

License or Certificate

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

Possession of a P.O.S.T. Management Certificate.

Physical Demands

Ability to work in a standard office environment with some ability to sit, stand, and walk; exposure to outdoors; ability to travel to different sites and locations; and ability to engage in hazardous police work.

CITY OF PARLIER

LIEUTENANT

Job Purpose

Under general direction, to manage, supervise, plan, and coordinate the assigned activities and operations within the Police Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide staff assistance to the Police Chief.

Essential Duties and Responsibilities

- Coordinate the organization, staffing, and operational activities for the Police Department.
- Participate in the development and implementation of goals, objectives, policies, and priorities for the assigned operations; identify resource needs; recommend and implement policies and procedures.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct, coordinate and review the work plan for the assigned operations; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Participate in the development and administration of the assigned budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Coordinate assigned services and activities with those of other divisions and outside agencies and organizations; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings.
- Other duties as assigned.

Skills

Knowledge of:

- Operational characteristics, services and activities of a comprehensive law enforcement program;
- Modem, complex principles and practices of law enforcement program development and administration;
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs;
- Principles and practices of community policing;

- Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control;
- Modem investigative methods including interviewing and interrogation techniques;
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of property;
- Recent court decisions and how they affect department operations;
- Functions and objectives of Federal, State, and other local law enforcement agencies;
- Use of firearms and other modem police equipment;
- First aid principles, practices, and techniques;
- Self defense tactics;
- Principles of budget preparation and control;
- Principles of supervision, training, and performance evaluation;
- Provide staff assistance to higher level staff;
- Prepare and present staff reports and other necessary correspondence;
- Patrol the City to enforce traffic and parking violations;
- Respond to or assist on all major accidents;
- Conduct internal investigations of citizen and officer complaints as assigned;
- Mediate conflicts between Department personnel and citizens;
- Apply for and administer all grants the Police Department is eligible for and report to issuing authorities;
- Perform special assignments and investigations, as assigned;
- Assume immediate command of police activities in the event of an emergency;
- Respond to major crime and accident scenes;
- Supervise investigations, interviews, and interrogations in the field;
- Oversee and participate in the collection and processing of evidence;
- Maintain and prepare various records and reports;
- Respond to and resolve inquiries and complaints;
- Attend and participate in professional group meetings;
- Stay abreast of new trends and innovations in the field of law enforcement;
- Review new laws and ordinances;
- Develop and implement directives and procedures in response to changes in the law;
- Evaluate Department training needs and make recommendations;
- Coordinate, develop, implement, and monitor training programs for the Department including remedial training, firearms, equipment, and self-defense training, and field training; and
- Serve as Police Chief as assigned.

Knowledge of:

- Local geography, City streets, public buildings, and businesses;
- Operations, services, and activities of a law enforcement field operations and investigation program;
- Principles of supervision, training, and performance evaluation;

- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs;
- Modem police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques;
- Principles and practices of community policing;
- Modem investigative methods including interviewing and interrogation techniques;
- Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control;
- Recent court decisions and how they affect department and division operations;
- Functions and objectives of Federal, State, and other local law enforcement agencies;
- Use of firearms and other modem police equipment;
- First aid principles, practices, and techniques;
- Self defense tactics; and
- Modern office practices, methods, and computer equipment.

Ability to:

- Operate firearms and other modern police equipment;
- Operate modern office equipment including computer equipment and software;
- Manage and coordinate the work of supervisory, professional, technical, and administrative support personnel;
- Select, supervise, train and evaluate staff;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations;
- Analyze situations quickly and objectively, and determine proper course of action;
- Act quickly and calmly in emergencies;
- Obtain information through interviews and interrogation;
- Gather, assemble, analyze, evaluate, and use facts and evidence;
- Meet and deal with the public tactfully and effectively;
- Meet the physical requirements necessary to safely and effectively perform the assigned duties;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Prepare and administer budgets;
- Respond to requests and inquiries from the general public;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally, and in writing; and
- Communicate clearly and concisely, both orally and in writing.

Qualifications

Experience

Six years of law enforcement experience including three years of supervisory experience.

Training

Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, business administration, or a related field.

License or Certificate

Possession of, or ability to obtain within one year, a P.O.S.T. Middle Management Certificate.

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

Physical Demands

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites; availability for on-call and stand-by.

CITY OF PARLIER

RESERVE POLICE OFFICER

Job Purpose

Under general supervision, to assist in a variety of Police Department duties involved in the enforcement of laws and the prevention of crimes; and to perform a variety of technical and administrative tasks in support of the Department.

Essential Duties and Responsibilities

- Operate Police vehicles including radio and emergency equipment, tools, and weapons assigned to the vehicle.
- Prepare handwritten and computer generated police crime and activity reports suitable for legal proceedings and public review.
- Perform the duties of a Police Officer on field patrol; handle calls for service; protect life and property; perform traffic enforcement and other related duties as authorized by their P.O.S.T. designated reserve level.
- Attend Reserve Officer meetings.
- Maintain educational and training requirements of the Department and the California P.O.S.T.
- Perform special details including parade duty and emergency occurrences.
- Transport prisoners to other holding facilities or courthouses.
- Assist in booking procedures.
- Perform surveillance details.
- Other duties as assigned.

Skills

Knowledge of:

- Functions and objectives of Federal, State, and other local law enforcement agencies; and
- Basic principles of criminal law.

Ability to:

- Successfully complete P.O.S.T. training for entry level Police Officers;
- Learn modem police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques;
- Learn principles and practices of community policing;
- Learn modem investigative methods including interviewing and interrogation techniques;
- Learn law enforcement theory, principles and practices and their application to a wide variety of services and programs;
- Learn local geography, City streets, public buildings, and businesses;
- Learn recent court decisions and how they affect department and division operations;

- Learn self defense tactics;
- Learn, properly interpret, and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control;
- Learn to gather, assemble, analyze, evaluate and use facts and evidence;
- Learn, interpret and explain City and Department policies and procedures;
- Observe accurately and remember names, faces, numbers, incidents, and places;
- Prepare clear and concise reports;
- Analyze situations quickly and objectively, and determine proper course of action;
- Act quickly and calmly in emergencies;
- Meet and deal with the public tactfully and effectively;
- Meet the physical requirements necessary to safely and effectively perform the assigned duties;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

One year of experience working with the public.

Training

Equivalent to a high school diploma supplemented by completion of P.O.S.T. Academy course of study.

License or Certificate

Possession of, or ability to obtain, a Certificate of Completion from a Police Reserve Officers' Academy.

Possession of, or ability to obtain, a P.O.S.T. Basic Certificate.

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

Physical Demands

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

CITY OF PARLIER

RECREATION SUPERVISOR

Job Purpose

Under general direction, to perform skilled recreation work in directing a wide variety of activities at assigned park or recreation center.

Essential Duties and Responsibilities

- Respond to questions and inquiries from program participants, parents of participants, and the general public; provide information to resolve complaints or inquiries.
- Conduct in service training for staff.
- Organize, set-up, and supervise recreation activities.
- Open and close recreational facilities; set up and take down equipment.
- Organize, coordinate, supervise, and participate in the work of staff responsible for running a variety of recreational sports programs.
- Promote the Recreation Department and assigned recreational programs to the public; organize and administer fund raising events.
- Handle recreation program documentation efforts.
- Prepare and present awards and certificates to program participants.
- Supervise and instruct recreational programs; recruit, interview, and recommend the hiring of staff.
- Assist in the overall coordination of recreation events.
- Monitor, check, and order necessary supplies.
- Other duties as assigned.

Skills

Knowledge of:

- Principles and practices of recreation programming;
- Principles and objectives of recreation and their application to individual and group behavior;
- Methods, practices, and equipment used in assigned recreation programs;
- Effective leadership techniques;
- English usage, spelling, vocabulary, grammar, and punctuation;
- Principles and procedures of record keeping;
- Basic mathematical principles;
- Basic first aid methods and procedures;
- Techniques of organizing group recreational, social, and athletic activities;
- Rules and equipment pertaining to various games; and
- Safe driving principles and practices.

Ability to:

- Organize and conduct a wide variety of recreation activities;
- Promote and organize recreation activities with fellow employees and supervisors;
- Schedule recreation activities;
- Write clear and accurate publicity materials;
- Operate modern office equipment including computer equipment and software;
- Operate a motor vehicle safely;
- Learn pertinent procedures and functions quickly and apply them without immediate supervision;
- Maintain accurate records;
- Plan and organize work to meet schedules and timelines;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Prepare clear and concise reports;
- Requisition materials and equipment;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Three years of experience as a recreation specialist.

Training

Equivalent to a high school diploma supplemented by college level course work in recreation.

License or Certificate

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

Possession of CPR and First Aid certificates.

Physical Demands

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, and lift 40 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for flexible work hours and days.

CITY OF PARLIER

ADMINISTRATIVE ASSISTANT II (RECREATION)

Job Purpose

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

Essential Duties and Responsibilities

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

arrange for necessary materials to be available at meetings; coordinate travel arrangements for department staff as necessary.

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

Skills

Knowledge of:

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

Ability to:

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

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

Qualifications

Experience

Five years of responsible clerical experience.

Training

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

License

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

Physical Demands

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

CITY OF PARLIER

FACILITY MAINTENANCE I (RECREATION)

Job Purpose

Under general supervision, to perform skilled duties involved in the installation, remodeling, maintenance, and repair of City buildings and facilities.

Essential Duties and Responsibilities

- Maintain, repair, and install a variety of equipment at public facilities and buildings involving work including plumbing, basic electrical work, carpentry, and masonry.
- Operate and/or assist in operating a variety of tools and equipment.
- Perform routine preventive maintenance and equipment checks on assigned equipment; notify appropriate personnel of equipment deficiencies.
- Respond to emergency calls for service relating to City owned buildings and facilities.
- Make repairs to City facilities; paint, remove graffiti, wash windows, and perform other routine maintenance functions.
- Conduct routine inspections of assigned work areas and equipment; perform general custodial work on such areas including cleaning and sweeping walks and cleaning rest rooms; empty public trash receptacles; replace park and rest room supplies as necessary.
- According to established procedures, purchase materials, equipment, and supplies necessary to complete a maintenance or repair task;
- Perform dead animal recovery duties from public streets and other areas.
- Other duties as assigned.

Skills

Knowledge of:

- Basic principles and practices used in the maintenance, installation, and repair of buildings and related equipment;
- Occupational hazards and standard safety practices necessary in the area of building maintenance; and
- Safe driving principles and practices.

Ability to:

- Operate a variety of building trades tools and equipment;
- Operate modern office equipment;
- Operate a motor vehicle safely;
- Learn principles, practices, laws, codes, methods, tools, and materials used in building construction, maintenance, and repair;
- Learn estimation techniques;

- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

One year of experience in construction, maintenance, and repair of buildings and related equipment and facilities is desirable.

Training

Equivalent to a high school diploma supplemented by specialized training in building maintenance and construction.

License or Certificate

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

Physical Demands

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to heat, noise, outdoors, vibration, confining work space, chemicals, hazardous materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; available for on-call, stand-by, and emergency call.

CITY OF PARLIER

LIFE GUARD (RECREATION)

Job Purpose

Under general supervision, to explain and enforce the policies, rules, and regulations of the swimming programs and pool; and to instruct swimming classes.

Essential Duties and Responsibilities

- Enforce policies, rules, and regulations of the pool area.
- Detect and prevent unsafe situations by enforcing facility rules and performing regular maintenance.
- Maintain order and discipline at the pool facility.
- Instruct swimming classes.
- Promote safety of pool patrons.
- Other duties as assigned.

Skills

Knowledge of

- Swimming instruction, skills, and rules;
- Water safety, first aid, and other aquatic programs;
- Laws and regulations relating to swimming pools;
- Aquatic and instruction skills;

Ability to

- Supervise aquatics participants;
- Conduct work in a safe manner in accordance with established policy;
- Enforce pool rules and regulations;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

Previous paid or volunteer experience in the field of aquatics and/or instruction is desirable.

Training

Equivalent to a high school diploma.

License or Certificate

Possession of current Red Cross Standard First Aid Certificate, Community CPR Certificate, and Lifeguarding Certificate. Possession of a Water Safety Instructor Certificate is preferred

Age Requirement

Seventeen (17) years of age or older at the time of appointment.

Physical Demands

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, swim, and lift 100 lbs.; exposure to heat, noise, outdoors, and chemicals.

CITY OF PARLIER

EVENT CUSTODIAN

Job Purpose

Under general supervision, to set up and take down facility arrangements for special events; and to perform a full range of custodial duties related to the care, repair, maintenance, and cleaning of assigned buildings of facilities.

Essential Duties and Responsibilities

- Set up and take down arrangements for special events.
- Identify and report building maintenance needs in assigned buildings and facilities; perform minor repair and maintenance work.
- Clean and sanitize rest room facilities and fixtures including sinks, urinals and toilets; replenish supplies in rest rooms.
- Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets.
- Dust and polish furniture, woodwork, fixtures, and equipment.
- Wash windows, mirrors, doors, and walls.
- Clean desks and counter tops.
- Empty, clean, and sanitize waste receptacles.
- Move and arrange furniture and equipment; set up rooms for conferences and meetings.
- Replace lights; clean ceiling fixtures; clean and adjust shades and blinds.
- Maintain grounds around building; sweep walkways.
- Ensure that buildings are secured at close of shift.
- Other duties as assigned.

Skills

Knowledge of:

- Practices, methods, equipment, tools, and materials used in custodial work;
- Occupational hazards and standard safety practices necessary in the area of work assigned; and
- Safe driving principles and practices.

Ability to:

- Operate a variety of custodial equipment in a safe and effective manger;
- Operate a motor vehicle safely;
- Clean and care for assigned areas and equipment;
- Understand and follow oral and written directions;
- Work independently in the absence of supervision;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Qualifications

Experience

One year of custodial and maintenance experience.

Training

Equivalent to a high school diploma.

License or Certificate

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

Physical Demands

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to heat, noise, outdoors, chemicals, dust, blood borne pathogens, hazardous materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work.

AGENDA ITEM: VI.B.1
MEETING DATE: 1/21/12015
DEPARTMENT: Police

REPORT TO CITY COUNCIL

SUBJECT:

Submit USDA application for narcotic K-9 unit.

BACKGROUND:

The community of Parlier, like many other communities, is dealing with the proliferation of drugs and drug trafficking. The Parlier Police department has identified various drug locations within the city that are selling drugs and contributing to the erosion of the city's social order. The Parlier Police department is dedicated to creating new avenues to eradicate drugs and developing a healthy safe environment for its citizens and youth. Having a Narcotics K-9 unit will give the police department an effective tool in the war against drugs. The USDA is offering an opportunity for police agencies to acquire a K-9 unit. The USDA grant will cover 55% of the total cost for a police narcotics K-9 unit. The application must be approved to obtain the award funds.

RECOMMENDATION:

Staff recommends city council approve the application process for a narcotics K-9 unit through the USDA.

FISCAL IMPACT:

Total cost: includes K-9 handler training/lodging and police K-9 vehicle: 40,000.

- USDA GRANT: 55% of cost: 22,000
- City of Parlier donations: 6,020
- City of Parlier Police dept. vehicle budget: 11.080

Prepared By:

David Cerda
Chief of Police

Approved By:

Israel Lara
Interim City Manager

Attachments: Resolution No. 2015-___

CITY OF PARLIER
POLICE DEPARTMENT

I.. **Subject: Police narcotic K-9 proposal**

- Create new source to suppress proliferation of narcotics.
- Preserve and improve social order.
- Deter unhealthy drug usage pursued by teens
  - City has significant methamphetamine and marijuana sales
  - Drug addiction and sales is closely associated with graver immoral criminal acts: theft, robbery, violence.

II. **Cost of Project**:

- Average price for K-9, including K-9 handler training: 13,000.
  - Single purpose dog
  - 5 year guarantee
  - 4 week training course
  - Lodging included
  - Location: TBA
- Average cost for fully equipped K-9 patrol unit: 27,000
  - Police take home unit
  - Automatic K-9 door pop feature
  - Backseat platform and Cage
  - Automatic K-9 roll-down window and fan feature

III. **Total cost**: 40.000

III. **Funding sources:**

- USDA GRANT: 55 % of total cost: 22,000
- City of Parlier financial obligation 18,000
  - Current donations: 6,020.

IV. **Secondary funding source:**

- Police vehicle purchase budget:
  - 100-5400-7002: 11,080.

AGENDA ITEM: VI-B02
MEETING DATE: 1/21/12015
DEPARTMENT: Police

REPORT TO CITY COUNCIL

SUBJECT:

Utilize Parlier community center for parenting skills workshop presented by The police department and the Boys and Girls of America

BACKGROUND:

The Parlier Police department is teaming up with the Parlier Boys and Girls Club to provide a parenting skills workshop for adults dealing with troubled teens. This initiative was prompted by recent complaints of out of control juveniles and parents with no alternatives.

RECOMMENDATION:

Staff recommends city council approve Parlier Police Department and Parlier Boys and Girls club request to utilize the Parlier community center for parenting skills workshop.

FISCAL IMPACT: There is no fiscal impact for this workshop.

Date of workshop: Wednesday, February 4th 2015.
Time: 6:00 p.m. to 9:00 p.m.
Location: 1100 E. Parlier avenue, community center.

Prepared By:

David Cerda
Chief of Police

Approved By:

Israel Lara
Interim City Manager

Attachments: Resolution No. 2015-___

AGENDA ITEM: VI-B3
MEETING DATE: 1/21/2015
DEPARTMENT: Police

REPORT TO CITY COUNCIL

SUBJECT: City Council to approve the Chief of Police to Re-allocate funds from within police department budget to accommodate additional police training

BACKGROUND:

The Parlier Police department is a firm believer in cultivating highly qualified officers to provide professional services to the community. Training for several police personnel will require additional funds, which can be accomplished without incurring an additional expense to the city.

RECOMMENDATION: The City staff recommends City Council approve re-allocating funds from within the police department budget to achieve 2015 officer training goals.

Transfer funds 12,000 from account # 5400-7003 to account # 5400-6503.

FISCAL IMPACT: The funds requested are not outside of Parlier Police department established budget and will not incur additional costs from general funds.

Prepared By:

David Cerda
Chief of Police

Approved By:

Israel Lara
Interim City Manager

Attachments: Resolution No. 2015-___

AGENDA ITEM: VI-C 1
MEETING DATE: January 21, 2014
DEPARTMENT: Community Development

REPORT TO CITY COUNCIL

SUBJECT:

Final Tract Map No. 5607 – Phase II – Monte Vista

RECOMMENDATION:

Staff recommends the City Council approve Final Tract Map 5607, Phase II by Resolution No 2015-_____ and approve the Subdivision Agreement for Monte Vista Phase II and authorize staff to sign the agreement and deliver the map duly certified to the Fresno County Recorder's Office.

BACKGROUND:

An application for a Final Tract Map has been filed by Monte Vista-Parlier in accordance with Chapter 16.06 of the Parlier Municipal Code. On December 7, 2011 the Parlier City Council approved the Tentative Vesting Subdivision Tract Map for Monte Vista.

Phase II will consist of (53) single family residential lots having 6,000 square feet or more.

The city engineer has certified that the provisions of the Subdivision Map Act and the City of Parlier Municipal Code, Chapter 16.06 have been complied with and the Final Tract Map is in accordance with the Vesting Tentative Subdivision Map and is technically correct. A subdivision agreement has been prepared by the city engineer and signed by the developer and will be executed upon approval.

Prepared By:
Shun Patlan
Community Development Director

Approved By:
Israel Lara
City Manager

Attachment: Resolution No. 2015-___
Subdivision Agreement

RESOLUTION NO. 2015 - ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER APPROVING A FINAL SUBDIVISION MAP TRACT #5607, PHASE II-MONTE VISTA PARLIER

Whereas, an application for a Final Subdivision Map has been filed by Monte Vista Parlier in accordance with Chapter 16.06 of the Parlier Municipal Code; and

Whereas, said Vesting Subdivision Map was approved by the City Council of the City of Parlier on December 7, 2011; and

Whereas, Monte Vista, Parlier has presented to the City Council of the City of Parlier a Final Subdivision Map for a portion of the property covered by the Vesting Tentative for approval by the City Council; and

Whereas, the city engineer has certified that the provisions of the Subdivision Map Act and City of Parlier Municipal Code have been complied with, and that said final map is in accordance with the Vesting Tentative map and is technically correct; and

Whereas, a Subdivision Agreement has been prepared and approved as the form by the city attorney and city engineer and duly executed by subdivider; and

Whereas, the City Council of the City of Parlier has reviewed the offers of dedication and the Subdivision Agreement; and

Whereas, all conditions required in the Vesting Tentative Map, offers of dedication, and the Subdivision Agreement; and

Whereas, all conditions required in the Vesting Tentative Map, offers of dedication, and the Subdivision Agreement appear to be in order and generally consistent with the requirements of the Development Agreement, the Parlier Municipal Code and the City of Parlier Improvement Standard.

Whereas, after final approval from the City Manager, City Attorney and City Engineer, city Staff is directed to deliver the map duly certified to the County Record of recordation.

Now, Therefore, Be It Resolved, the Council hereby finds and determines that (a) the Final Map and accepts the officers of dedications.

Be It Further Resolved, the City Council hereby finds and determines that (a) the Final Map contains all of the executed certifications thereon required by the State Map Act and City Ordinance, (b) the Final Map substantially complies with the previously approved Vesting Tentative Map, the City's General Plan, and all of the provisions of the State Map Act and City Ordinances which were applicable at the time of the approval of the Vesting Tentative Map, and (c) all conditions of the Vesting Tentative Map approval required to be satisfied prior to Final Map approval have been satisfied.

I hereby certify the forgoing is a full, true, and correct copy of a resolution duly and regularly adopted by the City Council of the City of Parlier at a meeting held on the 21st day of January 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

_____

City Clerk, Dorothy Garza

SUBDIVISION AGREEMENT

Tract No. 5607 Phase 2
of Revised Vesting Tentative Subdivision Map of Tract No. 5607

City of Parlier
Fresno County

THIS AGREEMENT is made this _____ day of _____, 2015 by and between the City of Parlier, a Municipal Corporation, hereinafter designated and called "**City**", and MV Parlier, LLC, a California limited liability company, hereinafter designated as "**Subdivider/Owner**" without regard for number or gender.

RECITALS

Subdivider/Owner has filed with **City** a certain subdivision map of a proposed division of land owned by MV Parlier, LLC, and which is located within the corporate limits of the **City**. A copy of said subdivision map of Tract No. 5607 Phase 2 is attached hereto by reference. Upon requesting that the Final Map of Tract No. 5607 be recorded by the **City**, the **Subdivider/Owner** shall deliver and offer dedications or deeds for easements and dedications for all areas delineated on said map for street and other public purposes as required under Parlier Municipal Code, this agreement, and the Revised Vesting Tentative Map of Tract No. 5607 Phase 2.

AGREEMENT

In consideration of approval of the above mentioned Final Map of Tract No. 5607 Phase 2 for filing and recording as provided and required by law, it is mutually agreed and understood by and between **Subdivider/Owner** and **City** as follows:

1. **Subdivider/Owner** shall perform the work and improvements hereinafter specified as Tract No. 5607 Phase 2, serving Lots 46 through 88, 111 through 116, 127 through 130, and all those improvements on Foothill Avenue, Gardenia Avenue, Azalea Avenue, Poppy Street, Iris Street, and Lilly Street, and the storm water basin, as shown on the approved Grading, Landscape and Improvement Plans.

2. Improvement Plans and Specifications shall include all work required to construct a water pipeline system with all appurtenances, utility services, fire hydrants, valves and incidentals, a sewer pipeline system with all appurtenances, sewer laterals, manholes and incidentals, a storm water drainage system with all appurtenances, manholes, inlet structures with grating and incidentals and all public utilities including gas, electrical, telephone, cable television, streets including curbs, gutters, sidewalks, drive approaches, handicap ramps, radius returns, pavement and structural street sections complete in place.

3. The improvements specified in Items 1 and 2 of this Subdivision Agreement for Tract No. 5607 Phase 2 shall hereby have specific portions of the improvements constructed, modified and/or deferred as follows:

   A. The Storm Water Basin shall provide adequate storage and disposal of storm water run-off from Tract No. 5495 Phase One and Tract No. 5607 Phase 1 and

Phase 2. The **Subdivider/Owner** shall verify capacity of the storage basin to serve those Tracts prior to final approval and acceptance.

B. Street improvements on Foothill Avenue, Jasmine Avenue, Gardenia Avenue and Azalea Avenue shall include all improvements required for a complete street section including the construction and installation of all public and private utilities and appurtenances for Tract No. 5607 Phase 2.
Street improvements on that portion of Fifth Street lying east of Foothill Avenue shall include all improvements required to connect to the existing street section constructed in Phase 1.
Street improvements on that portion of Fifth Street lying west of Foothill Avenue shall include all improvements required to transition to the existing westbound lane constructed in Phase 1.

C. Improvements shall include undergrounding of PG&E electrical (except the existing high voltage overhead lines on Fifth Street), telephone, cable, sewer, water, storm water piping and appurtenances, curbs, gutters, street transition, structural section, sidewalks, approaches, curb returns and handicap ramps, street lights and appurtenances complete per the approved improvement plans and specifications. After approved installation of the street lights, **Subdivider/Owner** shall convey ownership of the street lights, and their accessories, to the **City**.

D. The portion of the regional storm drain basin necessary to serve Tract 5607 Phase 2 shall be constructed and completed, to the **City**'s standards and satisfaction, by expanding the existing basin on Foothill Avenue.

4. Subdivider understands and agrees that the following schedule of work is intended to provide a guideline as to diligent prosecution of the work under this agreement.

The **Subdivider/Owner** agrees to follow the following construction schedule:

		Construction Days Required	**Date For Completion**
Start Date January 26, 2015			
a.	On-site grading	34 days	February 28, 2015
b.	On-site sewer facilities	61 days	April 30, 2015
c.	On-site water facilities	61 days	June 30, 2015
d.	On-site gas, electrical and telephone facilities	62 days	August 31, 2015
e.	Street improvements	61 days	October 31, 2015
f.	Homes construction	426 days	December 31, 2016

Sidewalks shall be permitted and constructed with each house.

If the construction of the improvements shall be delayed without the fault of **Subdivider/Owner**, the time for completion thereof may be extended by **City** for such period of time as **City** may deem reasonable.

5. Wherever used in this agreement, the following words and phrases shall have the meaning herein given, unless the context requires a different meaning:

a. "**Engineer**" shall mean the City Engineer of the City of Parlier, or his duly authorized representative.

b. "**Inspector**" shall mean the City Engineer's Inspector and/or the City Building Inspector of the City of Parlier.

c. "**Standard Specifications**" shall mean the City of Parlier, Standard Specifications dated October 1996 and Amendments and Provisions of the State of California Standard Specifications, including attached details, amendments and pending drafts thereto.

d. "**Division**" shall mean and include the real property shown and described on the record map as being divided into parcels or lots, including street areas of adjacent existing public streets to the centerlines thereof.

6. All of the work, improvements and materials shall be performed, installed, and provided in strict accordance with the approved construction plans, **Standard Specifications** incorporated herein as though set forth in full, and comply with the requirements of the Parlier Municipal Code. All of said work, improvements and materials shall be done, performed, and installed under the supervision and inspection of the **Engineer**.

Notwithstanding that the **Subdivider/Owner's** plans and specifications, completion of the work, and other acts are subject to approval of the **City**, it is understood and agreed that any approval of the **City** hereof shall in no way relieve **Subdivider/Owner** of satisfactorily performing said work or **Subdivider/Owner** obligations hereunder.

In the event of a conflict where more than one of the above **Standard Specifications** addresses the matter of concern, the following is the priority of application: first, City of Parlier; second, the latest State of California Standard Specifications. The determination of the **Engineer** is final for the purposes of this Agreement.

7. **Subdivider/Owner** agrees to perform and construct all work and improvements shown on the approved plans on file in the offices of the **Engineer**.

8. **Subdivider/Owner** and **City** hereby agree that **Subdivider/Owner** is obligated to pay those fees and charges as set forth on Exhibit "A" (Development and Impact Fees), attached hereto and incorporated herein by reference. Development, connection and park fees and charges are the applicable fees at the time of permitting and are due and payable upon issuance of an occupancy permit by the **City**. The plan check fees and inspection fee deposit are due upon approval and recordation of the Subdivision Agreement, unless agreed otherwise.

9. Neither the **City** nor any of its officers or agents shall be liable to **Subdivider/Owner** or its contractors for any error or omission arising out of or in connection with any work to be performed under this contract.

10. The **City** shall not be liable to the **Subdivider/Owner** or to any other person, firm, or corporation whatsoever, for any injury or damage that may result to any person or property by or from any cause whatsoever in, on, or about the subdivision of said land covered by this agreement, or any part thereof.

11. **Subdivider/Owner** shall take all responsibility for the work, shall bear all losses and damages directly or indirectly resulting from it, to any contractor or subcontractor, to the City Engineer, and their officers, agents and employees, on account of the performance or character of the work, unforeseen difficulties, accidents, occurrences or other causes predicated on active or passive negligence of the City Engineer, and their officers, agents and employees. **Subdivider/Owner shall assume the defense of and shall** indemnify and hold the **City, Engineer**, and their officers, agents and employees, harmless from and against any and all injuries to and deaths of persons and injuries to property, and all claims, demands, costs, loss, damage and liability, howsoever the same may be caused and whensoever the same may appear, resulting directly or indirectly from the performance or non performance of any or all work to be done in and upon the street rights-of-way in said subdivision and upon the premises adjacent thereto pursuant to this agreement, including interruption of irrigation service and also from any and all injuries to and deaths of persons and injuries to property or other interests, and all claims, demands, costs, loss, damage, and liability, howsoever same may be caused and whensoever the same may appear, either directly or indirectly made or suffered by the **Subdivider/Owner**, the **Subdivider/Owner's** agents, employees, and contractors, while engaged in the performance of said work. Approval of the insurance contracts does not relieve the **Subdivider/Owner** or **Subdivider/Owner's** contractors or agents from liability under this clause.

12. On or before the commencement of any work or other obligation of this Agreement, **Subdivider/Owner**, at its own cost and expense, shall carry and maintain for the duration of this Agreement the insurance specified in subsections (a) through (c) below with insurers and under forms of insurance satisfactory in all respects to the **City**. **Subdivider/Owner** shall not allow any contractor or subcontractor to commence work under this Agreement until all insurance required of the **Subdivider/Owner** has also been obtained for the contractor or subcontractor. **Subdivider/Owner** shall furnish proof of such insurance by delivering to the **City** an insurance policy or policies, or copies of same or certificates attesting thereto, written by an insurer satisfactory to **City**, and subject to approvals to form and content by the Risk Manager, City Attorney, and/or other authorized representative of the **City.**

(a) Workers' Compensation: Statutory Workers' Compensation Insurance and Employer's Liability with limits not less than one million dollars ($1,000,000) or undertake self-insurance in accordance with the provisions of the California Labor Code for any and all persons employed directly or indirectly by **Subdivider/Owner**. The insurer shall agree by written waiver filed with the **City** Clerk, all rights of subrogation against the **City** for losses arising from work performed under this Agreement and acknowledgement by the **City** Clerk.

(b) Commercial General and Automobile Liability: **Subdivider/Owner**, at **Subdivider/Owner 's** own cost and expense, shall maintain commercial general liability insurance for the period covered by the Agreement in an amount not less than one million dollars ($1,000,000) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

Coverage shall be at least as broad as Insurance Services Office liability coverage (occurrence form CG 0001) and Insurance Services Office form number CA 0001 (ed. 1/87) covering Automobile Liability, Code 1 (any auto).

Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:

(i) With respect to the commercial general liability insurance, the **City, Giersch & Associates,** and their officers, agents, employees, and volunteers shall be additional named insured's.

(ii) Policy shall cover on an occurrence basis, and not on the basis of an "accident" or "claims made."

(iii) Policy must cover personal property injuries as well as bodily injuries. Exclusion of contractual liability must be eliminated from personal property injury endorsement.

(iv) The policy must cover complete contractual liability. This may be provided by amending the definition of "incidental contract" to include any written agreement.

(v) The policy must contain a cross liability or severability of interests clause.

(vi) Any failure of **Subdivider/Owner** to comply with reporting provisions of the policy shall not affect coverage provided to the **City, Giersch & Associates,** and their officers, agents, employees, and volunteers.

(vii) Broad form property damage liability must be afforded. Permission is granted for a deductible that does not exceed $25,000.

(viii) Insurance is to be placed with California-admitted insurers with a Best's Rating of no less than B:XI. A letter from the insurance company, shall be filed with the **City** Clerk.

(ix) Notice of cancellation, non-renewal, reduction in limits, or other material changes must be received by the **City** at least thirty (30) days prior to such change.

(x) Deletion of explosion, collapse, and underground property damage (XCU) exclusion.

(xi) An endorsement shall be provided which states that the coverage is PRIMARY INSURANCE and that no other insurance effected by the **City, Giersch & Associates,** its officers, agents, employees and volunteers shall be called upon to contribute to a loss under this coverage.

(c) Deductibles and Self-Insured Retention's: During the period covered by this Agreement, upon express written authorization by the **City**'s Risk Manager and **City** Attorney, **Subdivider/Owner** may reduce or eliminate such deductibles or self-insured retention's with respect to the **City**, **Giersch & Associates,** its officers, agents, employees and volunteers; or upon express written authorization from the Risk Manager; and upon approval by the City Attorney, **Subdivider/Owner** may procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

13. **Subdivider/Owner** shall file a Notice of Completion of the improvements herein specified.

14. At the time **Subdivider/Owner** submits the **Final Map**, **Subdivider/Owner** shall furnish to the **City** the following:

a. Improvement security in the amount of one hundred percent (100%) of the total estimated cost for the faithful performance of work for the purpose of securing the performance of the work, i.e. $1,336,265.54.

b. Improvement security in the amount of fifty percent (50%) of the total estimated cost of all required work to secure payment to the contractor, his sub-contractors and to persons renting or furnishing labor or materials for such improvements, i.e. $668,132.77.

c. Improvement security to secure the maintenance for a period of one year (1) after the completion and acceptance thereof against any defective work or labor done, or defective materials furnished, in the performance of the agreement with the **City** or the performance of the act. Said security shall not exceed an amount equal to twenty-five percent (25%) of the estimated cost of furnishing and installing said facilities, i.e. $334,066.39. This security shall be in addition to any warranty required of the manufacturer.

d. Security in the amount equal to the estimated cost of placing all monuments and lot corners not set at the time the **Final Map** is filed as specified in Section 16.10. 060 Sub Section E of City of Parlier, Municipal Code.

e. Reasonable expenses and fees, including attorneys fees, incurred by the local agency in enforcing the security obligations identified herein. These expenses and fees are in addition to the face amount of the security.

f. Security in the estimated amount of taxes and special assessments collected as taxes which are a lien but which are not yet payable as referred to in Section 66493 of the Subdivision Map Act or satisfactory evidence in the form of a written receipt of prepayment of said taxes and special assessments as described herein at the time of recordation of the **Final Map**.

15. **Subdivider/Owner** and **Subdivider/Owner 's** contractors and subcontractors shall pay for any materials, provisions and other supplies or terms used in, upon, for, or about the performance of the work contracted to be done, and for any work or labor thereon of any kind and for amounts due under the Unemployment Insurance Act of the State of California, with respect to such work or labor, and shall file with **City** pursuant to Section 3800 of the Labor

Code a Certificate of Worker's Compensation and shall maintain a valid policy of Worker's Compensation Insurance for the duration of the period of construction.

16. Compaction and soil tests and retests shall be paid for by **Subdivider/Owner**. Street and utility trench tests shall be taken in varying locations and depths as required and directed by the **Engineer**. Compaction tests failing to meet **City's** requirements shall require re-compaction of the area and retesting until compaction requirements are achieved.

17. **Subdivider/Owner** shall comply with Street, Plumbing, Building, Electrical, and Zoning Codes and any other Codes of the **City** and **Subdivider/Owner** shall secure an encroachment permit from **City** and provide the necessary insurance policies required under said permit before working on any **City** or public right-of-way or property, excepting as to utility trenching approved by the **Engineer** as not requiring such encroachment permit.

18. It shall be the responsibility of **Subdivider/Owner** to coordinate all work done by **Subdivider/Owner's** contractors and subcontractors, such as scheduling the sequence of operations and the determination of liability if one operation delays another. In no case shall representatives of **City** or **Engineer** be placed in the position of making decisions that are the responsibility of **Subdivider/Owner**. It shall further be the responsibility of **Subdivider/Owner** to give the **Engineer** written notice not less than two (2) working days in advance of the actual date on which work is to be started. Failure on the part of **Subdivider/Owner** to notify the **Engineer** may cause delay for which **Subdivider/Owner** shall be solely responsible.

19. Whenever **Subdivider/Owner** varies the period during which work is carried on each day, **Subdivider/Owner** shall give due notice to the **Engineer** so that proper inspection may be provided. Any work done in the absence of the **Engineer** will be subject to rejection. The inspection of the work shall not relieve **Subdivider/Owner** of any of **Subdivider/Owner's** obligations to fulfill the agreement as prescribed. Defective work shall be made good and unsuitable materials will be rejected, notwithstanding the fact that such defective work and unsuitable materials have been previously overlooked by the **Engineer** or **Inspector** and accepted.

20. Any damage to the storm drainage pipeline facilities, water or sewer systems, concrete work, or street paving that occurs after installation and prior to release of bond and final acceptance shall be made good to the satisfaction of the **Engineer** by **Subdivider/Owner** before final acceptance of completed work and filing of the **Notice of Completion** by the **City** as provided herein.

21. Adequate dust control and mud control shall be maintained by **Subdivider/Owner** on all streets within and without the area of the **Final Map** on which work is required to be done under this Agreement from the time such work is first commenced, until the paving of the streets is completed. "Adequate dust control" as used herein shall mean the sprinkling of the unpaved streets and traveled ways with water thereon with sufficient frequency to prevent the scattering of dust by wind or the activity of vehicles and equipment onto any street area or private property adjacent to the subdivision. Whenever in the opinion of the **Engineer** adequate dust control is not being maintained on any street or streets as required by this paragraph, the **Engineer** shall give notice to **Subdivider/Owner** to comply with the provisions of this Section. Such notice may be personally served upon **Subdivider/Owner,** or, if **Subdivider/Owner** is not an individual upon (i) any person who has signed this Agreement or any assignment of this Agreement on behalf of **Subdivider/Owner**, or (ii) a superintendent or foreman of

Subdivider/Owner or **Subdivider/Owner's** contractor at the subdivision, or (iii) at the election of the **Engineer**, such notice may be mailed to **Subdivider/Owner** at **Subdivider/Owner's** address on file with the **Engineer**. If within twenty-four (24) hours after such personal service of such notice or within forty-eight (48) hours after the mailing thereof as herein provided **Subdivider/Owner** shall not have commenced to maintain adequate dust control or shall at any time hereafter fail to maintain adequate control, the **Engineer** may, without further notice of any kind, cause any such street or streets to be sprinkled, as the **Engineer** may deem advisable to eliminate the scattering of dust, by equipment and personnel of the **City** or by contract as the **Engineer** shall determine, and **Subdivider/Owner** agrees to pay to the **City** forthwith, upon receipt of billing therefore, the entire cost to the **City** of such sprinkling. When the surfacing on any existing street is disturbed, this surfacing shall be replaced with temporary or permanent surfacing within fourteen (14) calendar days, and the roadway shall be maintained in a safe and passable condition at all times between the commencement and final completion, and adequate dust control shall be maintained during these operations.

22. **Subdivider/Owner** shall install all street improvements in accordance with Title 16 of the Municipal Code of the City of Parlier, the City of Parlier Standard Specifications, the latest State of California Standard Specifications, and the approved construction plans.

23. All underground work within the street right-of ways including, concrete curbs and gutters, the sanitary sewer system and house laterals, storm drainage pipeline and structures, together with water mains, gas mains, electric conduits, cable conduits, telephone conduits and their respective service connections, shall be completed before starting work on the street structural section and surfacing. Manholes may be brought to finished pavement grade after surfacing.

24. Time is of the essence of this agreement, and the same shall bind and inure to the benefit of the parties hereto, their successors and assigns.

25. No assignment of this agreement nor of any duty or obligation of performance hereunder shall be made in whole or in part by **Subdivider/Owner** without the prior written consent of **City** which shall not be unreasonably withheld.

26. This agreement includes the following Exhibits which are included herewith, or incorporated herein by reference, and made a part of this agreement:

a. Exhibit A – Development and Impact Fees, Plan Check and Inspection Fees, Bond Guarantees and Security

b. Exhibit B - Cash Security

c. Exhibit C – City of Parlier Resolution No. 2011-64, approving Revised Vesting Tentative Tract Map No. 5607

d. Exhibit D - Final Map of Tract No. 5607 Phase 1

27. **Subdivider/Owner** agrees that the regional storm water ponding basin constructed for Tract No. 5607 Phase 1 shall be expanded to provide adequate drainage capacity for storage and disposal of storm waters from Tract No. 5607 Phase 1 and Phase 2, and Tract No. 5495 Phase 1.

28. **Subdivider/Owner** agrees to petition for and annex this Subdivision into the City of Parlier Lighting and Landscape Maintenance District No. 1.

29. **Subdivider/Owner** agrees that street lighting and electrical systems shall be constructed pursuant to P.G.& E. and **City** requirements. Upon approval and acceptance, all street lighting and associated onsite electrical systems shall be relinquished to the **City**. Improvement plans that detail said lighting system shall be submitted to the City of Parlier, and approved, prior to installation of the system.

30. In the event it becomes necessary for either party to bring an action with respect to enforcement of the provisions of this agreement, or the security therefore, the prevailing party in such action shall be awarded a reasonable attorney's fee as may be determined by the court.

31. The **Engineer** is assumed to be a just Arbitrator between **City**, **Subdivider/Owner** and Contractor, and the entire work is under the **Engineer's** jurisdiction to such end. It is the **Engineer's** function to interpret the drawings and specifications; pass upon merits of materials and workmanship; compute amounts of and issue certificates for all payments to which Contractor may be entitled; decide upon all deductions from and additions to the contract price resulting from alterations; determine amount of damages accruing to either party from any cause; and convene conferences at any time during the progress of the work.

32. In the event a dispute arises between **Subdivider/Owner** and **Engineer** an outside Arbitrator will be engaged and his decisions will be final and parties further agree that they waive any right they might have to contest such rulings in a court of law except as any Arbitrator's decision in binding and final arbitration may be appealed to Superior Court under the law governing appeals of binding arbitration in the State of California.

33. The **Subdivider/Owner's** Contractors must comply with the Federal Clean Water Act, Section 402. Since the site grading is 1.0 acre, or more, the **Subdivider/Owner's** Contractor must file a notice of intent (NOI) with the State Water Resources Control Board, and submit a Storm Drain Pollution Prevention Plan (SWPPP) to the **City**.

34. Pursuant to Subdivision Map Act Section 66462, the undersigned hereby certify and acknowledge that the construction of improvements identified herein shall be completed on or before December 31, 2016, or any approved extension thereof.

35. The parties have executed this agreement on the day and year first above written.

SUBDIVIDER/OWNER:

MV Parlier, LLC, a California limited liability company

By: _____

Lionel Alvarado, Managing Member

(print name & title)

CITY:

City of Parlier,
a municipal corporation

ATTEST

_____
Mayor, Alma Beltran

_____
City Clerk, Dorothy Garza

APPROVED AS TO FORM:

City Engineer

City Attorney

_____
Michael L. Giersch, P.E.

_____
Dale E. Bacigalupi, Attorney

SUBDIVIDER/OWNER

STATE OF California)

COUNTY OF Fresno)

On 11/5/15 before me, Deanna L. Johnson-Madewell a Notary Public, personally appeared Leonel Alvarado, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) are/is 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.

Deanna L. Johnson-Madewell
Notary Public Signature

DEANNA L. JOHNSON-MADEWELL
Commission # 1933668
Notary Public - California
Fresno County
My Comm. Expires Apr 23, 2015

CITY

STATE OF CALIFORNIA)
COUNTY OF FRESNO)

On _____ before me, _____, a Notary Public, personally appeared **Alma Beltran** and **Dorothy Garza**, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) are/is 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.

_____
Notary Public Signature

EXHIBIT "A"

DEVELOPMENT AND IMPACT FEES FOR TRACT 5607 Phase 2

*1	DEVELOPMENT FEES	
1.	City Management and General Services: $319.53 / acre x 11.16 acres.	$ 3,565.95
2.	Public Safety: $319.53 / acre x 11.16 acres	$ 3,565.95
3.	Wastewater Treatment: $1,834.11 / eq. unit x 53 units	$ 97,207.83
4.	Storm Drainage (Owner to install on and off-site storm drainage facilities)	$ -0-
5.	Water Supply: $2,156.84 / eq. unit x 53 units	$ 114,312.52
*2	CONNECTION FEES	
1.	Water Hook-up $400.19 / connection x 53 Units	$ 21,210.07
2.	Sewer Hook-up $615.65 / connection x 53 Units	$ 32,629.45
*3	PARKS	
1.	City Parks $559.18 / eq. unit x 53 Units	$ 29,636.54
*4	OTHER	
(a)	Deposit for plan check fees. Owner/Developer will be required to pay any additional costs that exceed the deposit amount.	$ 10,000.00
(b)	Deposit for inspection fees. Owner/Developer will be required to pay any additional costs that exceed the deposit amount.	$ 35,000.00
(c)	Land Planning review fee	$ 1,320.00
	Plan check PG&E fee	$ 500.00
	Development Agreement Review	$ 500.00
(d)	Performance bonds, cash, or approved letter of credit or bank set aside letter approved by City Attorney	$ 1,336,265.54
(e)	Labor and materials bond, cash or approved letter of credit or bank set aside letter approved by the City Attorney	$ 668,132.77
(f)	A surety bond or cash to guarantee payment for placing lot and block monuments	$ 5,000.00
(g)	A warranty security bond or cash to guarantee work for a period of one year from date of acceptance against any defective work or labor done or defective materials furnished	$ 334,066.39
(h)	Security in the amount of taxes which are a lien but which are not yet payable - Amount determined by the Fresno County Tax Assessor's Office	PRE-PAID PRIOR TO MAP RECORDATION

*1 Development fees are calculated upon the issuance of each building permit, and due upon issuance of each occupancy permit.

*2 Connection fees are calculated upon the issuance of each building permit, and due upon issuance of each occupancy permit.

*3 Parks fees are calculated upon the issuance of each building permit, and due upon issuance of each occupancy permit.

*4 All other fees specified in items (a) through (h) are due and required prior to the recordation of the Map of Tract No. 5607 Phase 2.

EXHIBIT "B"

CASH SECURITY

In lieu of **Subdivider/Owner**'s providing bonds or other form of improvement security, **Subdivider/Owner** may elect to provide **City** with a letter from an acceptable financial institution reflecting the amounts set forth in Exhibit "A" and terms of disbursement substantially in accordance with the following terms:

1. **Subdivider/Owner** shall deposit said funds in an interest bearing account with funds readily available in an acceptable bank with all interest earned to remain the property of the **Subdivider/Owner**.

2. Funds are to be used for payment of the off-site improvements as shown on the approved plans.

3. Progress payment requests will be reviewed and approved by the **Engineer**.

4. Disbursement of funds will require signatures of both the **City** Clerk and the **City** Manager.

EXHIBIT "C"

Reference CITY OF PARLIER RESOLUTION NO. 2011-64,

dated December 7, 2011, approving the Revised Vesting Tentative Subdivision Map of Tract No. 5607, consisting of the Resolution, the Revised Vesting Tentative Subdivision Map of Tract No. 5607 (listed as Exhibit A), and Conditions of Approval (listed as Exhibits "B" and "C").

EXHIBIT "D"

Reference FINAL MAP of TRACT NO. 5607 Phase 2,

recorded concurrently herewith, in Fresno County Records.

AGENDA ITEM: VI - D1
MEETING DATE: 1/21/15
DEPARTMENT: Public Works

REPORT TO CITY COUNCIL

SUBJECT:

Approve the cost proposal from California Water Services to prepare a Cross Connection Survey on the city's water system as part of a mandated report to be submitted to the State of California.

RECOMMENDATION:

Staff recommends that the City Council approve the cost proposal between California Water Services and the City of Parlier and authorize California Water Services to complete the Cross Connection Survey.

BACKGROUND:

The City of Parlier currently contracts with California Water Services to be their Licensed Operator for the water system. The Cross Connection survey checks that there are proper backflow devices on the connection points between private development and the city's water system and reports any findings and deficiencies. These Cross Connection Surveys are completed every five years and are included in reports to the State of California. The last survey was completed on March 3, 2010.

FISCAL IMPACT:

The cost proposal is for $7,475.00 to complete the Cross Connection Survey.

Prepared By:

Philip Romero, City Engineer
Yamabe & Horn Engineering, Inc.

Prepared By:

Israel Lara, Jr.
City Manager

F:\2014\14-276\Word Docs\12-276-Cross Connection Survey.doc

California Water Services
P.O. Box 343
Coalinga, CA 93210

PH: (559) 935-2300
FX: (559) 935-1347

Office@calh20.com

CALIFORNIA WATER SERVICES

Water & Wastewater Utilities Management Services
Agricultural Chemical Injection Systems

QUOTE

ORDER NUMBER: 0006505
ORDER DATE: 12/26/2014
CUSTOMER NO: 00-0000258

SOLD TO:
City of Parlier
Attn: Accounts Payable
1100 E. Parlier Avenue
Parlier, CA 93648

SHIP TO:
City of Parlier
Attn: Accounts Payable
1100 E. Parlier Avenue
Parlier, CA 93648

CONFIRM TO:

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS
			Due Upon Receipt

ITEM NUMBER	DESCRIPTION	UNIT	ORDERED	PRICE	AMOUNT
	Estimated charges to complete a cross control survey within the City of Parlier City limits				
//13	Cross Connection Survey		1.00	7,475.00	7,475.00

This quote is valid for 30 days from order date above.

NET ORDER:	7,475.00
LESS DISCOUNT:	0.00
FREIGHT:	0.00
SALES TAX:	0.00
ORDER TOTAL:	7,475.00

VII. CITY COUNCIL COMMUNICATIONS/COMMENTS

AGENDA ITEM: VIII

COUNCIL REPORT

VIII. CLOSED SESSION:

I. **CLOSED SESSION:**

1. Government Code Section 54957
   Public Employee Performance Evaluation
   Title - City Manager

2. Government Code Section 54956.9(d)(1)
   Conference with Legal Counsel - Existing Litigation
   Jim Doughty, EEOC Charge No. 485-2014-004093.

3. Government Code Section 54956.9(d)(1)
   Conference with Legal Counsel - Existing Litigation
   Hilda De La Fuente, DFEH No. 291283-114140

4. Government Code Section 54956.9(d)(1)
   Conference with Legal Counsel - Existing Litigation
   Unfair Practice Charge No. SA-CE-877-M;
   Stationary Engineer's Local 39 and the City of Parlier

AGENDA ITEM: VIII

COUNCIL REPORT

VIII. ADJOURNMENT: